



28 April 2008

---

## **Secretary-General's bulletin**

### **United Nations Exhibits Committee**

The Secretary-General, for the purpose of establishing the terms of reference of the United Nations Exhibits Committee, promulgates the following:

#### **Section 1**

##### **Exhibits Committee**

1.1 The United Nations Exhibits Committee is a standing body that reviews and authorizes exhibits proposed for display in publicly accessible areas at Headquarters in New York.

1.2 The present bulletin does not apply to exhibits displayed in areas at Headquarters in New York that are not publicly accessible.

#### **Section 2**

##### **Composition**

2.1 The Exhibits Committee shall consist of the representatives of the following Offices and Departments:

- Executive Office of the Secretary-General
- Department of Public Information
- Department for General Assembly and Conference Management
- Department of Economic and Social Affairs
- Department of Political Affairs
- Department of Safety and Security
- Office of Central Support Services
- Office of Legal Affairs

2.2 The Exhibits Committee shall be chaired by the Under-Secretary-General for Communications and Public Information. The Chairman may invite representatives of other departments or offices, a separately administered organ or programme of the United Nations or an organization of the United Nations system, including individuals with relevant experience, to participate in the meetings of the Exhibits Committee.



### **Section 3**

#### **Functions**

3.1 The Exhibits Committee shall consider the relevance and value of a proposal for an exhibit as well as its conformity with relevant rules and procedures governing the use of United Nations premises, including in particular administrative instruction ST/AI/416 of 26 April 1996 entitled "Use of United Nations premises for meetings, conferences, special events and exhibits". The Committee shall review and approve such a proposal in accordance with the criteria set out in section 4 below.

3.2 The secretariat of the Exhibits Committee is hereby established. The secretariat shall provide support to the Exhibits Committee and its Chairman, organize Committee meetings, determine dates and location of exhibits, respond to enquiries related to exhibits proposed for display in publicly accessible areas at Headquarters in New York and carry out other functions as necessary.

### **Section 4**

#### **Review of proposals for exhibits**

4.1 The Exhibits Committee shall review and consider proposals for exhibits submitted by a Secretariat department or office, a separately administered organ or programme of the United Nations or an organization of the United Nations system. Proposals for exhibits may also be submitted by a permanent or observer mission to the United Nations. Any proposal originating from a non-governmental organization, or another not-for-profit entity such as a foundation or museum, must be accompanied by a written communication formally expressing support for the proposal from a Secretariat department or office, a separately administered organ or programme of the United Nations, an organization of the United Nations system or a permanent or observer mission to the United Nations.

4.2 The following criteria shall serve as the basis for the Exhibits Committee's consideration of proposals for exhibits:

(a) All exhibits to be displayed must be compatible with the aims, purposes and principles of the United Nations, in both content and presentation, and shall not be of a profit-generating nature;

(b) Themes of exhibits must be specific to the activities and work of the organizations of the United Nations system and must be international or universal in character;

(c) Exhibit proposals focusing only on a specific individual, country, non-United Nations entity or religion, or originating from a single artist, shall not be permitted;

(d) Priority will be given to exhibit proposals relating to commemorations or observances established by the General Assembly or by other governing bodies of the organizations of the United Nations system.

4.3 The Exhibits Committee, may, at its discretion, reject a proposal for an exhibit in part or in its entirety, or require the elimination or alteration of any part thereof.

4.4 Except as otherwise expressly agreed by the Exhibits Committee, the decisions of the Exhibits Committee shall be taken by consensus.

**Section 5**  
**Transmission of decisions**

5.1 Following the review of a proposal for an exhibit by the Exhibits Committee, the secretariat of the Exhibits Committee shall inform the entity that submitted the proposal, and, if applicable, the entity that supported the proposal, as provided in section 4.1 above, of the Exhibits Committee's decision on the proposal.

5.2 The secretariat of the Exhibits Committee shall inform the Assistant Secretary-General, Office of Central Support Services, of the authorization granted for a proposed exhibit.

**Section 6**  
**Final provisions**

6.1 The present bulletin shall enter into force on 1 May 2008.

6.2 Administrative instruction ST/AI/376 of 1 June 1992, entitled "United Nations Exhibits Committee Guidelines", is hereby abolished.

(Signed) **Ban Ki-moon**  
Secretary-General

---