

UNITED NATIONS

SECRETARIAT



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See also ST/AI/189, 7 Nov.1969

TO: Members of the Staff of the United Nations

Subject: ARRANGEMENTS FOR THE EXERCISE OF EDITORIAL CONTROL  
WITHIN THE SECRETARIAT

1. During the ninth session of the General Assembly, the administrative and functional lines for editorial control within the Secretariat were explained in some detail to the Advisory Committee and to the Fifth Committee. The subsequent unanimous vote of the Fifth Committee approving the organizational arrangements as recommended by the Secretary-General constituted official endorsement of the new pattern for editorial control within the Secretariat.
2. As regards administrative matters and any departmental work devolving upon him and his staff, the Chief of Editorial Control will continue to report to the Under-Secretary, Department of Conference Services and his section will function as an integral part of the Department.
3. The duties of Editorial Control will be:
  - (a) To approve manuscripts for issue as documents or for publication, after scrutinizing them in the light of the rules issued by the Secretary-General as regards documentation, making such drafting changes as may be required and referring to the responsible authors points affecting the subject matter or arrangement of texts which seem to require further attention;
  - (b) To keep under continuous study the documentation of the United Nations, having in mind the improvement of its quality and the purposes of successive General Assembly resolutions on its limitation and control;

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(c) To advise other units of the Secretariat, as required, at all stages of the planning and drafting of documents or publications with a view to economy of effort in the preparation of manuscripts and to the reduction to a minimum of the work and time required by the final editorial process;

(d) To furnish information and advice to the Chief Editor, as required, as to the form and contents of the documents passing through its hands.

In all the matters covered by (a) to (d) above, the Chief of Editorial Control will receive policy guidance and direction from the Chief Editor in the Executive Office of the Secretary-General. He will bring to the attention of the Chief Editor matters on which he is unable to reach agreement with the responsible authors of manuscripts.

4. Editorial Control will thus be one of the means at the Chief Editor's disposal for ensuring compliance with the Secretary-General's instructions concerning documentation, both generally and in regard to individual manuscripts, and the closest co-operation will at all times be maintained between the Chief Editor and the Chief of Editorial Control.

L. MICHELMORE  
Deputy Controller

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