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SECRETARY-GENERAL'S BULLETIN NO. 82

To: Members of the Staff of United Nations

Subject: UNITED NATIONS OFFICE AT GENEVA

1. The United Nations Office at Geneva comprises all the elements of the United Nations Secretariat established at Geneva.
2. The United Nations Office at Geneva will be utilized mainly for carrying out the following functions:
 - (a) To serve as a centre for United Nations meetings in Europe;
 - (b) To serve as a seat for the Economic Commission for Europe, the Permanent Central Opium Board, and the Narcotic Drug Supervisory Body;
 - (c) In consultation with Headquarters, to provide office space and conference facilities to Specialized Agencies upon request on a refund basis so far as the requirements of the United Nations permit. In carrying out these functions, an attempt shall be made to ensure the establishment of common services at Geneva to the greatest possible extent;
 - (d) To undertake such other activities as may be requested by Headquarters.
3. The Director of the United Nations Office at Geneva shall be responsible to the Assistant Secretary-General in charge of Conference and General Services and shall report to him directly. The Assistant Secretary-General in charge of Conference and General Services will represent at Headquarters the United Nations Office at Geneva as a whole. He shall act as the co-ordinating point at Headquarters for all non-substantive matters regarding the United Nations Office at Geneva, and will refer matters affecting other Departments to the Assistant Secretaries-General concerned. In line with this policy, he will refer matters regarding personnel, financial and budgetary questions to the Assistant Secretary-General in charge of Administrative and Financial Services. Where necessary, he will obtain policy decisions from the Executive Office of the Secretary-General.
4. The Director of the United Nations Office at Geneva shall have the following main functions:

/(a) To ensure

- (a) To ensure the most effective use of the facilities of the United Nations Office at Geneva;
- (b) To exercise administrative authority over all members of the United Nations staff attached to the United Nations Office at Geneva;
- (c) To represent the Secretary-General with the Swiss Federal Government and the local authorities at Geneva;
- (d) To carry out such duties as may be specifically delegated to him from Headquarters.

5. The Director of the United Nations Office at Geneva will provide the necessary administrative facilities for the Economic Commission for Europe. The Executive Secretary of the Economic Commission for Europe will report on all substantive matters to the Assistant Secretary-General for Economic Affairs at Headquarters; he will, however, address the Director of the United Nations Office at Geneva on all administrative matters.

Similarly, the Director of the United Nations Office at Geneva will provide the necessary administrative facilities for the Permanent Central Opium Board and the Narcotic Drug Supervisory Body, while the Secretary of these organs will continue to report on substantive matters to the appropriate authorities in accordance with the conventions.

6. All communications to the United Nations Office at Geneva except those emanating from Departments on exclusively substantive matters will be channelled through the Assistant Secretary-General in charge of Conference and General Services to the Director of the United Nations Office at Geneva.

All correspondence from Geneva to Headquarters at Lake Success on other than exclusively substantive matters will be forwarded by the Director of the Office to the Assistant Secretary-General for Conference and General Services who will be responsible for proper routing of these communications at Headquarters.

7. The Overseas Offices Division shall assist the Assistant Secretary-General in charge of Conference and General Services in carrying out the functions outlined above.

By direction of the Secretary-General

(signed)

BYRON PRICE

Assistant Secretary-General for
Administrative and Financial Services