

UNITED NATIONS

SECRETARIAT



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SECRETARY-GENERAL'S BULLETIN

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To: Members of the staff of the United Nations

Subject: UNITED NATIONS OFFICE AT GENEVA

This revision supersedes SGB/82/Rev.1 of 9 August 1949.

1. The United Nations Office at Geneva comprises all the elements of the United Nations Secretariat established at Geneva.
2. The functions of the Office include the following:
 - (a) to serve as the headquarters for (i) the Economic Commission for Europe; (ii) the Narcotic Drugs Supervisory Body; (iii) the Permanent Central Opium Board; (iv) the Office of the United Nations High Commissioner for Refugees; (v) the International Law Commission; and such other United Nations bodies and activities as may be decided by the appropriate organs;
 - (b) to serve as a centre for United Nations meetings in Europe;
 - (c) to perform such liaison and representation duties as may be decided upon by the Secretary-General;
 - (d) so far as possible, and with the approval of the Secretary-General, to provide office space and conference facilities for specialized agencies if requested, subject to such financial and other arrangements as may be agreed upon in accordance with the principles laid down by the General Assembly, and in so doing to make every effort to ensure the establishment and maintenance of common services at Geneva to the greatest possible extent.
3. The Office is administered by a Director, who, subject to the provisions below, is responsible for the conduct of business at the Office.
4. The Director shall 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.

5. The Director shall, on behalf of the Secretary-General, exercise administrative authority over all members of the United Nations staff working at Geneva, but in exercising that authority over:
- (a) staff of the Joint Secretariat of the Permanent Central Opium Board and the Narcotic Drugs Supervisory Body, the Director shall have regard to the relevant provisions of article 20 of the 1925 Opium Convention as amended in 1946;
 - (b) staff of the Office of the High Commissioner for Refugees, the Director shall have regard to the provisions of the Statute of that Office.
6. The Director shall be responsible to the Secretary-General for the over-all control of all activities carried out at Geneva on behalf of Headquarters departments (other than those of the Economic Commission for Europe) provided that that (a) the formulation of policy and the substantive programmes shall remain the responsibility of the competent Headquarters department;
- (b) the Director shall, as regards the implementation of those programmes, be responsible to the Secretary-General through the head of the Headquarters department concerned.
7. With the exception of matters relating to the Office of the High Commissioner for Refugees, and the Permanent Central Opium Board and Drug Supervisory Body, all matters concerning finance, personnel, conference services and general services will be handled exclusively on the one side by the Controller, the Director of Personnel, the Under-Secretary for Conference Services and the Director of General Services, as appropriate, and on the other side by the Director of the United Nations Office at Geneva or by such persons as are authorized to act on their behalf.
8. No decision which might have administrative or financial implications for the United Nations Office at Geneva should be taken without prior consultation between the Director of the Office, and, as appropriate, the Controller and the Director of Personnel at Headquarters.
9. All communications from or to Headquarters departments which relate to the initiation of new programmes or the formulation of broad policy shall be addressed through the Director of the Office, except that correspondence relating to the substantive work of the Economic Commission for Europe need not be channelled through the Director unless it has administrative or financial implications.

DAG HAMMARSKJÖLD
Secretary-General
