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SECRETARY-GENERAL'S BULLETIN NO. 87

To: Members of the Staff of United Nations

Subject: ALLOCATION OF HEADQUARTERS RESPONSIBILITIES FOR
UNITED NATIONS MISSIONS1. Purpose

With a view to ensuring better co-ordination between the various Headquarters Departments and Bureaus in connection with the work of United Nations missions, this bulletin establishes responsibility and delegates authority as set forth below and is effective immediately.

2. Applicability

The United Nations Missions to which the provisions of this bulletin apply are the following:

United Nations Conciliation Commission in Palestine

United Nations Special Committee on the Balkans

United Nations Commission on India and Pakistan

United Nations Commission on Korea

United Nations Committee of Good Offices on the Indonesian Question.

3. Responsibility of Executive Office

The responsibility for overall co-ordination in connection with missions is vested in the Executive Office of the Secretary-General. The Principal Secretary of the Mission shall report directly to the Secretary-General. The Executive Office shall be responsible for ensuring that these communications are promptly distributed to the competent officers of the Secretariat and that the necessary action is taken without delay and after proper clearance.

4. Responsibility of Security Council Affairs

The responsibility for the substantive work of Missions is vested in the Department of Security Council Affairs. Appropriate departments and bureaus in Headquarters are responsible for ensuring that one copy of all incoming and outgoing communications, both substantive and administrative, relating to the work of the Mission shall be forwarded to the Executive Officer of the Department of Security Council Affairs.

/The appointment

The appointment of political officers of Missions shall be made upon recommendation of the Department of Security Council Affairs to the Bureau of Personnel and the Secretary-General.

5. Responsibility of the Deputy Director of Conference Division

The Deputy Director of the Conference Division, Conference and General Services, shall be responsible for the Headquarters administration of Missions. He shall be the sole originating authority with respect to all administrative actions connected with Missions. This includes, but is not limited to, requests for allotment of funds, personnel actions, purchase of supplies and equipment, and contracts for services.

The Administrative Officer of the Mission shall report directly to the Deputy Director of the Conference Division. It shall be the Deputy Director's responsibility to ensure that administrative inquiries or requests from Missions are answered with the least possible delay and in as full a manner as may be authorized by the appropriate Departments or by the Secretary-General, and to keep all units of the Secretariat concerned currently informed of the administrative problems of Missions.

In view of the special administrative responsibilities entrusted to him, the Deputy Director of the Conference Division is authorized to approach directly any officer in the Secretariat who is charged with special responsibility in connection with Missions and whose advice or clearance is required before action may be taken.

By direction of the Secretary-General

(Signed)

Byron Price

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Assistant Secretary-General
for Administrative and Financial Affairs
