

UNITED NATIONS

NATIONS UNIES

5 March 1946

SECRETARY-GENERAL'S BULLETIN NO. 2

TO: Assistant Secretaries-General and Chiefs of Sections.

ISSUANCE OF ADMINISTRATIVE BULLETINS AND FORMS

1. I have approved today the plan which is attached for the issuance of bulletins and forms. This system will be subject to review on the appointment of the Assistant Secretary General in charge of Administrative and Financial Services.
2. All administrative bulletins and forms, but not documents and releases noted in Paragraph 12, will be issued in accordance with this plan until further notice.

TRYGVE LIE

Secretary-General

ISSUANCE OF ADMINISTRATIVE BULLETINS AND FORMS

SECTION I - PURPOSES OF THE SYSTEM

1. The system is intended to ensure an orderly method of issuing administrative bulletins, circulars, procedures, and instructions and to provide for:

- (a) An indication of character of the bulletin, i.e., whether it is intended as binding policy or instruction, general information, for headquarters or field use, etc.;
- (b) Control of the issuance of such bulletins;
- (c) An automatic check for the staff indicating:
 - (i) whether they are in possession of all the bulletins which are necessary for their work, and
 - (ii) whether certain bulletins have been revised or superseded;
- (d) An easy source of reference for staff members who need to check a particular policy or procedure; and
- (e) A training aide which may be used by supervisors in acquainting new staff members with the structure, policy, and procedures of the organization.

SECTION II - CLASSIFICATION OF MATERIALS

2. The following classification of such bulletins is established:

- (a) Secretary-General's Bulletins - dealing with general policy considerations or containing directives relating to more than one department of the organization; for example, promulgation of staff rules or travel regulations;
- (b) Information Circulars - containing isolated announcements; for example, the announcement of new appointments or a special holiday. It is anticipated that these will be disposed of when contents are noted and no files of such materials should be maintained except at the central control office.

(c) Regional and Field Letters - dealing with instructions, procedures, and general memoranda relating to the establishment and operation of all regional and local offices, both permanent and temporary;

(d) Administrative Instructions - (including forms) - dealing with all administrative instructions and procedures relating to more than one department of the organization; for example, a procedure setting forth methods of appointment to the staff.

SECTION III - THE FORM OF ISSUANCE OF BULLETINS AND FORMS

3. These four classes of bulletins will be issued in three series and a set of administrative manuals as follows:

4. The three series are established for the categories (a), (b) and (c) as defined in Section II. Each release in these series will be designated in the upper right hand corner by general type symbol, and date and in the centre by the title and number as illustrated below:

(a) Secretary-General's Bulletin No. 1	Secretariat SGB/1 5 March 1946
(b) Information Circular No. 1	Secretariat IC/1 5 March 1946
(c) Regional and Field Letter No. 1	Secretariat RFL/1 5 March 1946

5. The fourth category (Administrative Instructions) will be combined with such of the Secretary-General's Bulletins as are appropriate to constitute a manual of operations for the Secretariat in areas common to all departments. The form of the manual or manuals will be studied more extensively by the Bureau of Administrative Planning and Budget of Administrative and Financial Services.

6. Provisionally, a classification of such materials by broad subjects in the Administrative Manual will take the following form:

Vol. I	...	Organization and Management
Vol. II	...	Budget and Finance
Vol. III	...	Personnel
Vol. IV	...	General Services

Each of these volumes will be broken into its constituent parts on the basis of subject matter. For example, the volume on General Services will include parts for (a) Procurement and Supply, (b) Travel, (c) Communications and Files, and (d) Office Practices. Arrangements will be made for printing and circulating independently those chapters of the Manual which may be needed for use by large numbers of the staff, for example the Travel Rules and Financial Rules.

7. A numbering system will be used to identify the relationship of a new instruction to instructions and forms issued previously. A system of three groups of digits (0.00.000) will be used for this purpose. The first group relates to the volume and allows for ten volumes, the second to the chapter and allows for ninety-nine chapters in each volume, and the third group for sections and sub-sections and allows for nine hundred and ninety-nine items in each chapter; for example, an instruction on the preparation of post specifications might be assigned the number III.02.23 indicating that it was the third sub-section of a section on the responsibilities of supervisors in a chapter on classification and salary administration in the volume on personnel. The basic outline of chapters should be developed by the Management Planning Section in co-operation with the specialists concerned.

8. The numbering of forms will follow the same rules of flexibility, simplicity and order. The designation will conform to the over-all manual structure; that is, budget and finance forms should be numbered F-1, F-2, F-3, etc.; personnel forms, P-1, P-2, P-3, etc.; procurement and supply, PS-1, PS-2, etc.; travel, T-1, T-2, etc.;

other forms should be numbered in a general administrative series, i.e. GA-1, GA, etc. Care should be exercised to give the basic forms in each field the low numbers in the order of the flow of work wherever possible. In all cases the date of authorization of the form should appear in the upper left hand corner under the form number to facilitate the identification of current forms. The use of coloured paper to distinguish the basic forms will be given attention by the Bureau of Administrative Planning and Budget.

SECTION IV - CONTROLS FOR THE ISSUANCE OF BULLETINS AND FORMS

9. All officials responsible for the approval of such materials should route bulletins and forms in the categories outlined above to the Bureau of Administrative Planning and Budget. This office will be responsible for editing such bulletins, assigning the manual or form number, and sending them to the Documents Division in New York or the Documents Service of the Temporary London Office for reproduction. Pending the appointment of the Assistant Secretary-General for Administrative and Financial Services, such materials should be routed to the Office of the Special Assistant to the Secretary-General for Administration and Finance.
10. The Bureau of Administrative Planning and Budget, in addition to developing the basic plan and adapting it to changing needs, will plan the distribution system for each class of releases (since it is not necessary that every person maintain a complete set of bulletins, letters and manuals). (Pending the appointment of the Assistant Secretary-General for Administrative and Financial Services, the distribution plan will be established by the Special Assistant to the Secretary-General on Administration and Finance).
11. A third important control is the indexing of all such materials. The index will be revised quarterly by the Bureau of Administrative Planning and Budget.

SECTION V - RELEASES OUTSIDE THE PROPOSED SYSTEM

12. The provisional system does not propose to cover all types of documents circulated by the Secretariat, but only those intended for the exclusive use of the staff of more than one department of the Secretariat. Specific exemptions from the controls outlined in Section IV include:

- (a) Bulletins for the use of one department only;
- (b) Press releases;
- (c) Assembly, Council and Committee documents; and
- (d) Minutes and working papers of the Advisory Group of Experts.

TRYGVE LIE
Secretary-General
