



Secretariat

ST/SG/207/Rev.1
16 December 1987

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: OFFICIAL UNITED NATIONS TRAVEL TO AND REPRESENTATION
AT CONFERENCES AND MEETINGS

Purpose and scope

1. The purpose of the present bulletin is to amplify the procedures defined in the Secretary-General's bulletin ST/SG/207 of 5 December 1984 for controlling official travel to conferences and meetings, either to represent the United Nations or to provide secretariat support services. The procedures shall apply to travel financed from the regular budget or from extrabudgetary funds. The conferences and meetings may be of an intergovernmental, inter-agency or non-governmental nature and include meetings of United Nations bodies, such as the General Assembly and its subsidiary bodies, the Economic and Social Council and its subsidiary machinery; inter-Secretariat meetings, such as the Administrative Committee on Co-ordination and its subsidiary machinery; and conferences and meetings held by the specialized agencies.
2. Official travel not related to attendance at conferences or meetings will continue to be approved by the heads of the departments and offices concerned. Travel to conferences and meetings on specific technical assistance projects in which the United Nations is a participant is also outside the scope of the present bulletin, and existing procedures remain unaltered.

Procedures for official staff travel to conferences and meetings

3. Prior authorisation from the Executive Office of the Secretary-General is required for all official travel to conferences and meetings. At least two months prior to the commencement of each conference or meeting, heads of departments and offices should submit their requests for authorization of official travel to the Director of the Representation Unit, Executive Office of the Secretary-General, by completing form SG.30 (Request for authorization of official United Nations travel to and representation at conferences and meetings; see the annex to the present bulletin), which can be obtained from executive/administrative

officers. In extraordinary circumstances, when two months' advance notice is not possible, ad hoc submissions may be made, including by telegram, if necessary.

4. In preparing their submissions, the heads of the departments and offices concerned should satisfy themselves that the proposed travel is essential, that the purpose of such travel could not be achieved by other, more economical means and that it is consistent with the objectives of the Secretary-General to improve the efficiency and effectiveness of the Secretariat, in particular as stated in administrative instruction ST/AI/319 of 12 September 1984.

5. The Representation Unit of the Executive Office of the Secretary-General will review the submissions, in co-operation with the substantive departments and offices concerned and in close consultation with the Office of the Director-General for Development and International Economic Co-operation, in respect of conferences and meetings in the economic and social fields, for the purpose of:

(a) Screening and consolidating participation by the various United Nations organizational elements in conferences and meetings;

(b) Utilizing, to the greatest extent possible, appropriate staff members permanently assigned to duty stations in proximity to the site of conferences and meetings;

(c) Ensuring that United Nations participation, whether for representational or support purposes, does not exceed needs;

(d) Providing to the heads of departments and offices concerned a consolidated list of staff authorized to attend a particular conference or meeting.

6. Before certifying authorization for official staff travel to conferences and meetings, executive/administrative officers are responsible for determining that such travel has been approved by the Executive Office of the Secretary-General, and a statement to that effect should be entered in form PT.8 under item 12, Special instructions, indicating the date of the approval. If the travel does not fall within the provisions of paragraph 1 of the present bulletin, the statement should indicate that approval is not required.

7. Authorizing financial and travel officers will not process PT.8 forms covering official travel to conferences and meetings unless item 12, Special instructions, certifies that the travel has been approved by the Executive Office of the Secretary-General, in accordance with the procedures established in paragraphs 1 and 6 above.

8. The Office of the United Nations High Commissioner for Refugees, the United Nations Children's Fund, the United Nations Development Programme, the United Nations Fund for Population Activities and the United Nations University will not be expected to obtain prior authorization from the Executive Office of the Secretary-General for travel to conferences and meetings. However, they are requested to notify the Executive Office of the Secretary-General, through advance bimonthly lists or by telegram, as necessary, of scheduled representational

/...

participation in non-project-related conferences and meetings, so that their plans may be reviewed, co-ordination may be effected and duplication may be avoided.

Official invitations to conferences and meetings

9. All invitations addressed to the United Nations or to the Secretary-General that are received at Headquarters are to be forwarded immediately to the Executive Office of the Secretary-General for the attention of the Director of the Representation Unit. Such invitations received by offices at Geneva or Vienna should also be sent through the Office of the Director-General at the United Nations Office at Geneva or the United Nations Office at Vienna to United Nations Headquarters, as above, either by pouch or by telegram, depending on the time available for response. Invitations received will be circulated, as appropriate, by the Executive Office of the Secretary-General (through the Office of the Director-General at the United Nations offices at Geneva and Vienna in the case of offices located in those cities), with a request for an early recommendation as to participation, including any suggested representative, or other comments. Recommendations should take into account the need for maximum economy in the utilization of financial and staff resources for conferences and meetings.
10. Invitations received directly by departments and offices or by individual staff members to participate in conferences and meetings as representatives of the United Nations should be brought to the attention of the Representation Unit of the Executive Office of the Secretary-General (through the Office of the Director-General at the United Nations offices at Geneva and Vienna in those cities), with appropriate recommendation(s) and, in the case of invitations to individuals, the clearance of the department or office concerned, in accordance with the procedure for advanced notification of travel.
11. The official response to invitations will normally be signed by the Director of the Representation Unit on behalf of the Secretary-General. Exceptions may be made in the case of personal invitations addressed to senior officials. The Director of the Representation Unit should be kept informed of the acceptance of such invitations. In cases where the United Nations is represented by more than one official, the official response will indicate the order of precedence, with the most senior of the officials acting as head of the delegation.

United Nations representation at conferences and meetings

12. Co-ordinating substantive preparations for conferences and meetings at which the United Nations will be represented normally will be the responsibility of the head of the department or office from which the United Nations representative is designated, in full consultation with other concerned departments and offices. Heads of delegations will be responsible for ensuring that delegation members are familiar with the relevant substantive briefs prepared for the conference or meeting. The Office of the Director-General for Development and International Economic Co-operation should be consulted on important policy issues in substantive briefs for conferences and meetings on economic and social matters. If advice or guidance on substantive briefing is needed, staff members may consult with the Representation Unit, Executive Office of the Secretary-General.

/...

13. The United Nations representatives at conferences or meetings should endeavour:

(a) To ensure that matters referred by a United Nations body to the organization holding the conference or meeting are properly presented and explained;

(b) To provide, as required, information on, or explanations of, United Nations policies, actions and procedures;

(c) To establish and maintain contacts among officials in different organizations dealing with related problems;

(d) To ensure that action taken at the conference or meeting is in conformity with the United Nations programmes and furthers the policies of the Organization.


14. A report covering developments of significance to the United Nations should be provided, as appropriate, to the Secretary-General and/or interested departments and offices, with a copy to the Director of the Representation Unit. Reports should clearly indicate any request for action by the United Nations resulting from the conference or meeting, such recommendations as the representative(s) may consider appropriate and what distribution of the report is being made.

15. The present bulletin will take effect immediately. Administrative instruction ST/AI/133 is being revised to accommodate the above procedures.

16. Administrative instructions with respect to travel under the Staff Rules (appointment, transfer or separation, home leave, education grant or family visit) remain as specified in administrative instructions ST/AI/249/Rev.2 and Rev.2/Amend.1, of 15 August 1983 and 3 December 1985, respectively.

Javier PEREZ DE CUELLAR
Secretary-General

/...

UNITED NATIONS				REQUEST FOR AUTHORIZATION OF OFFICIAL UNITED NATIONS TRAVEL TO AND REPRESENTATION AT CONFERENCES AND MEETINGS (ST/SGB/207/Rev.1)					
TO	Director, Representation Unit Executive Office of the Secretary-General				Date: _____				
FROM	DEPARTMENT OR OFFICE			DIVISION OR SECTION					
	ROOM NO.	PHONE - EXTENSION	DUTY STATION IF NOT NEW YORK						
1. Title of conference/meeting									
2. Sponsoring organization(s) (If UN Secretariat, specify organizational element)									
3. Place (City, Country)				Dates (Starting, Closing)					
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">4. Name of proposed participant(s)</td> <td style="width: 15%; border: none;">Grade</td> <td style="width: 33%; border: none;">Functional Title</td> <td style="width: 19%; border: none;">Period of Attendance</td> </tr> </table>						4. Name of proposed participant(s)	Grade	Functional Title	Period of Attendance
4. Name of proposed participant(s)	Grade	Functional Title	Period of Attendance						
5. Purpose of attendance <input type="checkbox"/> REPRESENTATIONAL <input type="checkbox"/> SUBSTANTIVE <input type="checkbox"/> TECHNICAL <input type="checkbox"/> OTHER (SPECIFY): _____									
6. Justification for attendance and description of responsibilities to be performed by the participant(s) (Attach invitation, agenda and any other relevant documentation)									
7. (a) Source of funding <input type="checkbox"/> REGULAR BUDGET <input type="checkbox"/> EXTRABUDGETARY <input type="checkbox"/> OTHER (SPECIFY): _____									
(b) Estimated cost of travel				(c) Account number to be charged					
8. Other relevant information regarding the official travel of staff									
<p>The above request is approved for submission to the Director, Representation Unit, Executive Office of the Secretary-General, in accordance with the procedures defined in ST/SGB/207/Rev.1, especially paragraph 4.</p> <p style="text-align: center;">SIGNATURE OF HEAD OF DEPARTMENT OR OFFICE: _____ DATE: _____</p> <p style="text-align: center;">NAME AND TITLE: _____</p>									
For Use of the Representation Unit									
DATE RECEIVED	REVIEWING OFFICER	REQUEST APPROVED BY		REFERENCE					
		SIGNATURE: _____ DATE: _____							
		Director, Representation Unit, EOSG							