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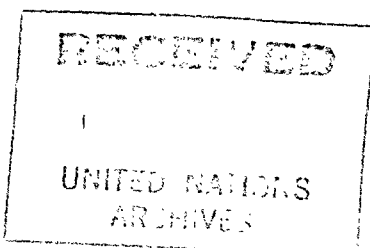
SECRETARY-GENERAL'S BULLETIN NO. 32

TO: Members of the Staff of the United Nations

ORGANIZATION OF THE SECRETARIAT

1. The General Assembly at its <sup>31<sup>st</sup></sup> twenty-first plenary meeting on 1 February 1946 resolved that "the Departments and Services should, broadly speaking, conform to the description given in paragraphs 22-40 of Section 2, Chapter VIII of the Report of the Preparatory Commission, but the Secretary-General shall make such changes in the initial structure as may be required to the end that the most effective distribution of responsibilities and functions among the units of the Secretariat may be achieved."
2. In accordance with this directive, I have today approved the attached plan for the distribution of responsibilities and functions among the units of the Secretariat.
3. The functional statements for the departments which are set forth in the attached plan are intended for the guidance of the Assistant Secretaries-General and the administrative officers of the United Nations. It is expected that each Assistant Secretary-General, with the assistance of the Assistant Secretary-General for Administration and Finance, will develop the programme and the internal organization of his department in accordance with this distribution of responsibilities and functions.
4. This plan will be subject to continuing review by the Assistant Secretary-General in charge of Administrative and Financial Services. He will advise my office of any changes necessary to obtain most effective organization of the Secretariat.

TRYGVE LIE  
Secretary-General.



## I -- EXECUTIVE OFFICE OF THE SECRETARY-GENERAL

The Executive Office of the Secretary-General will assist the Secretary-General in his relationships with Members and with the organs of the United Nations, with Specialized Agencies and Non-Governmental Organizations, and in co-ordinating the activities of the departments of the Secretariat affecting such relationships.

These functions will require that the Executive Office be responsible for protocol matters, liaison with diplomatic representatives, formal relationships with non-governmental organizations, and the handling of official communications to governments, and for scrutinizing correspondence to Member Governments, specialized agencies and non-governmental organizations, prepared by departmental officials for the Secretary-General's signature. It will also handle communications received from private individuals and from non-governmental organizations not in official relationship with the Organization and transmit them for action to the appropriate departments of the Secretariat when necessary.

The Executive Office will be responsible for the management of the agenda of the General Assembly, for the preparation, in co-operation with the departments and services, of the Secretary-General's annual and special reports, and for the channelling of the various responsibilities laid upon the Secretariat by resolutions of the General Assembly to the appropriate departments and services of the Secretariat. In addition, the Executive Office will carry out such other duties as the Secretary-General, acting in that capacity, may assign to it.

## II -- DEPARTMENT OF SECURITY COUNCIL AFFAIRS

This Department will serve the Security Council in the fulfillment of its continuous functions under the Charter; assist the Secretary-General in the performance of his responsibilities under Article 99 of the Charter; provide documentation for the General Assembly when it considers questions relating to the maintenance of peace and security.

These functions will require that the Department arrange for certain services, such as notification of meetings and preparation of agenda, for the Security Council, its Commissions (including the Atomic Commission) and Committees (excluding the Military Staff Committee) and for the First Committee of the General Assembly; and in co-operation with the Department of Conference and General Services, arrange for services such as summary and verbatim records, translation of records, and translation of proceedings for the above mentioned organizations; obtain information and prepare reports with reference to threats to the maintenance of international peace and security and with reference to pacific settlement of disputes and to the general principles of co-operation; provide expert advice to the Security Council on rules of procedure; obtain information and prepare studies on the political aspects of military agreements, and assist in the negotiation of such agreements in co-operation with the secretariat of the Military Staff Committee; prepare studies on the size of armaments and traffic in arms; participate in investigations and advise on the security aspects of trusteeship agreements for strategic areas; formulate plans with reference to non-military enforcement measures; participate, with the secretariat of the Military Staff Committee, in the elaboration and application of military enforcement measures. In addition, the Department will carry out such other functions as the Secretary-General may assign.

### III -- DEPARTMENT OF ECONOMIC AFFAIRS

This Department will serve the Economic and Social Council, certain of its Commissions and Committees, and the Second Committee of the General Assembly, with respect to their economic functions; will provide economic studies and reports for economic publications of United Nations; will provide technical assistance to all units of the Secretariat requiring economic or statistical information; and will provide liaison with Specialized Agencies and Non-Governmental Organizations concerned with regional or international economic affairs.

These functions will require that the Department co-operate with the Department of Social Affairs in arranging for certain services such as notification of meetings and preparation of provisional agenda for the Economic and Social Council; that it arrange for like services for the economic Commissions, Sub-Commissions, and Committees of the Council; and that, in co-operation with Conference and General Services, the Department arrange for services such as summary and verbatim records, and translation of documents and records, for the Economic and Employment Commission, the Temporary Transport and Communications Commission, the Statistical Commission and such other economic commissions, sub-commissions and committees as the Council may establish.

The Department will provide the required economic and statistical studies and documentation for these organs, and for other units of the Secretariat; and will assist as called upon in preparation for international economic and statistical conferences held under the auspices of the United Nations.

In co-operation with the Department of Social Affairs and Conference and General Services, this Department will arrange for services to the Committee on Negotiations with Specialized Agencies and the Committee for consultation on Arrangements with Non-Governmental Organizations; in co-operation with the Department of Social Affairs and such other departments as may be concerned, the Department will provide personnel to represent the United Nations at conferences and meetings of the Specialized Agencies; and will review economic reports, recommendations, and conventions of Specialized Agencies and Non-Governmental Organizations; and will make recommendations to the Council with respect to the programmes and administrative co-ordination of the specialized agencies.

IV -- DEPARTMENT OF SOCIAL AFFAIRS

This Department will serve the Economic and Social Council, certain of its Commissions and Committees, and the Third Committee of the General Assembly with respect to their functions in the fields of science, education, culture, social questions, demography, human rights, refugees and displaced persons, narcotic drugs and public health; will provide studies and reports in the fields of its competence for publications of United Nations; will provide liaison with specialized agencies and non-governmental organizations concerned with these questions in their regional or international respects.

These functions will require that the Department co-operate with the Department of Economic Affairs in arranging for certain services such as notification of meetings and preparation of provisional agenda for the Economic and Social Council; that it arrange for like services for the social commissions, sub-commissions, and committees of the Council; and that, in co-operation with Conference and General Services, the Department arrange for services such as summary and verbatim records and translation of documents and records for the Temporary Social Commission, the Human Rights Commission, the Sub-Commission on the Status of Women and such other social commissions, sub-commissions and committees as the Council may establish,

The Department will provide the required studies and documentation within the fields of its competence for these organs, and for other units of the Secretariat; will assist the appropriate commissions in the application of conventions or in carrying out other functions transferred from the League of Nations; and will assist as called upon in preparation for international conferences pertaining to its fields of competence and held under the auspices of the United Nations.

In co-operation with the Department of Economic Affairs and Conference and General Services, this Department will arrange for services to the Committee on Negotiations with Specialized Agencies and the Committee for Consultation on Arrangements with Non-Governmental Organizations; in

co-operation with the Department of Economic Affairs and such other departments as may be concerned, the Department will provide appropriate personnel to represent the United Nations at conferences and meetings of the Specialized Agencies; and will review reports, recommendations, and conventions of Specialized Agencies and Non-Governmental Organizations when such reports, recommendations and conventions fall in its competence; and will make recommendations to the Council with respect to the programmes and administrative co-ordination of the Specialized Agencies. In addition, the Department will carry out such other functions as the Secretary General may assign.

V -- DEPARTMENT OF TRUSTEESHIP AND INFORMATION FROM  
NON-SELF-GOVERNING TERRITORIES

This Department will serve the Trusteeship Council when it has been established and the Fourth Committee of the General Assembly; inform the Secretary General of problems and developments in this field; supply other organs of the United Nations and departments of the Secretariat with information required concerning trust territories, non-self-governing territories, and non-security aspects of strategic areas; and provide documentation for the General Assembly when it considers questions arising under Chapters XI, XII and XIII of the Charter.

These functions will require that the Department provide certain services such as notification of meetings and preparation of agenda for the Trusteeship Council and any Commissions and Committees which the Council may establish; and, in co-operation with Conference and General Services, arrange for services such as summary and verbatim records, translation of records, and translation of procedures for the above mentioned organizations; provide required studies and documentation for the Council and any subsidiary agencies; assist the Council in drafting and consideration of trusteeship agreements, formulation of questionnaires concerning each trust territory, examination of the reports of administering authorities, preparation of annual reports on each trust territory, acceptance and examination of

petitions, periodic official visits and surveys; assist the Department of Security Council Affairs with respect to political, economic, social and educational matters in strategic areas; receive, analyze and present to the Secretary-General information relating to non-self-governing territories; obtain the assistance of the Economic and Social Council and the Specialized Agencies in appropriate fields. In addition, the Department will carry out such other functions as the Secretary-General may assign.

#### VI -- DEPARTMENT OF PUBLIC INFORMATION

This Department will be responsible for advising the Secretary-General on all phases of information policy for planning the information programme for the United Nations, for developing facilities and services for press, radio, films, and other information media, and for establishing and maintaining informational relationships on an international basis with governmental and non-governmental organizations, at headquarters and overseas, requesting general information concerning the United Nations.

These functions will require that the Department supervise and maintain the fullest possible facilities at headquarters for newspaper correspondents and broadcasting agencies; arrange press conferences for officials of the United Nations organs and for appropriate members of the Secretariat on matters concerning the activities of the United Nations; produce and distribute press releases on behalf of the United Nations; arrange facilities for and encourage the production of films by non-governmental agencies; arrange for the coverage by still-photographic agencies of United Nations activities and for official coverage of the same activities; prepare exhibitions and give advice and assistance on preparation of exhibitions to governmental and non-governmental organizations concerned with international affairs; make arrangements for and furnish background information material to lectures, educational institutions, labor unions, employers' associations, and other such agencies; stimulate discussion groups and special activities designed to foster the objectives of the

United Nations; maintain files of official photographs, and reference facilities for information on films concerning the United Nations; maintain reference files of background information for the use of representatives of press, radio, and films and other information media, and for branches of the Department itself; plan a well-balanced programme of popular publications on the organization and activities of the United Nations for distribution in various parts of the world, and prepare synopsis of material appearing in the world press or heard over the world's radio agencies concerning United Nations activities; give technical direction to the information services of the temporary London office; and maintain contacts with information services and other media, official and unofficial, of the various individual United Nations to develop services of mutual benefit and ensure the use of all possible channels for the dissemination of information about the United Nations. In addition, this Department will carry out such other functions as the Secretary-General may assign.

#### VII -- LEGAL DEPARTMENT

This Department will advise the Secretariat and other organs of the United Nations on legal and constitutional questions; encourage the progressive development of international law and its codification; and maintain liaison with the International Court of Justice.

These functions will require that the Department advise and assist in drafting conventions relating to privileges and immunities; deal with any dispute or legal question arising out of the application of such conventions; study legal problems involved in passports and visas; advise and assist in drafting treaties and international agreements; register, classify, and publish treaties and international agreements; make studies and recommendations and promote conferences of experts concerned with the development of international law; handle disputes arising out of contracts or other disputes of a private law character to which the United Nations is a party; assist the departments on legal implications of their specific problems; and maintain liaison with the International Court of Justice with respect to the legal



functions of the Court (liaison on administrative, financial, and budgetary questions will be maintained by the Administrative and Financial Services with the Registrar of the Court). In addition, the Department will carry out such other functions as the Secretary-General may assign.

## VIII -- CONFERENCE AND GENERAL SERVICES

### Section I - General

This department will make arrangements for meetings of the General Assembly, the Councils, the Commissions, Committees, and special conferences held under the auspices of the United Nations; provide general business management services for the United Nations; provide necessary services for the Headquarters Commission, and provide the administrative channel for communications and liaison between the headquarters organization and the Temporary Geneva Office, the Temporary London Office, and other temporary conference service offices established away from headquarters.

These functions require that the Department co-operate with the departments concerned in scheduling conferences and meetings; co-ordinate the service activities; provide language, document, library and cartographic and other presentation services for conferences and for the Secretariat; edit and publish the journals and official records of conferences and meetings; provide general services such as purchasing, stores and warehousing, commercial arrangements (printing and sales) for publications, transportation, travel arrangements, hotel accommodations, interim and permanent Secretariat housing, and building management; handle mail, cables, telephone and telegraph, registry and files; provide typing and stenographic services to supplement secretarial and clerical personnel assigned to the departments; provide secretariat services for the Headquarters Commission, and prepare directives and co-ordinate instructions to the temporary offices, and special missions away from Headquarters. In addition, the Department will carry out such other functions as the Secretary-General may assign.

## Section II - Branch Offices

Branch Offices will report to the Assistant Secretary-General for Conference and General Services at Headquarters, Policy direction for administrative and financial services, for information services and for special missions sent to such Offices will come from the appropriate departments of the Secretariat in New York, but in order to achieve maximum co-ordination, all instructions and communications to such Offices must be routed through Conference and General Services.

### TEMPORARY LONDON OFFICE

This Office will be responsible for facilitating conferences to be held or sponsored by the United Nations in Europe. It will continue to provide general information, administrative personnel and financial services as specified by the Secretary-General and will serve as a center for European recruitment.

### TEMPORARY GENEVA OFFICE

This Office will be continued until the assets, functions and personnel of the League of Nations located at Geneva are liquidated or transferred to the United Nations or other appropriate international organizations. After 31 July, this Office will be responsible for the administration and maintenance of all former League buildings and the library in Geneva. The Office will also provide information services as specified by the Secretary-General.

## IX -- ADMINISTRATIVE AND FINANCIAL SERVICES

The Assistant Secretary-General for Administrative and Financial Services will plan and execute the personnel, budgetary and fiscal programmes of the United Nations; keep the Secretary-General continuously informed of problems and developments in these fields requiring his attention; provide staff assistance to the Secretary-General and to the Assistant Secretaries-General in administrative and organization planning; provide data for the appropriate committee of the General Assembly with respect to administrative, financial

and budgetary questions; maintain relationships with all Departments of the Secretariat and with the Registrar of the International Court of Justice on administrative, budgetary and financial questions; advise the Secretary-General on proposed programmes of the organization prior to their adoption as regards their personnel, budgetary and financial implications.

These functions will require that the three Bureaus reporting to the Assistant Secretary-General develop policies and procedures with respect to all personnel questions; establish and administer classification and salary plans; recruit and place, in co-operation with the departmental officials concerned, applicants for posts in the Secretariat; provide employee services such as information on housing, recreational activities, emergency health services; maintain records of all personnel actions; develop, in collaboration with the departmental officials, orientation, on the job, and supervisory training courses; maintain liaison with the International Civil Service Commission and with employee organizations; assist the Secretary-General in the formulation, presentation and administration of the budget; co-operate with departmental officials concerned in developing organization plans and staffing patterns for each department of the Secretariat; develop plans and procedures for dealing with management problems which are inter-departmental in character; advise the Secretary-General with respect to all financial questions; prepare financial instructions and directives; examine for approval all proposed contracts and other commitments and all proposals for payments; examine financial aspects of agreements with and maintain financial liaison with specialized agencies; exercise financial control and inspection over the Temporary London Office and any other conference offices which may be established; carry out internal test post-audit of United Nations accounts; maintain all financial records and accounts including individual staff members accounts of Provident and Retirement Funds; receive and disburse monies for the United Nations; prepare financial statements, accounts, and reports and all information required by the external auditors. In addition, this Department will carry out such other functions as the Secretary-General may assign.

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