



**ORGANIZATION
OF THE
SECRETARIAT**

UNITED NATIONS

ORGANIZATION OF THE SECRETARIAT

**A concise guide to the functions and organization of the
Secretariat, designed primarily to facilitate consideration
of the annual budget estimates**

Revised September 1966



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SECRETARY-GENERAL'S BULLETIN


To: Members of the Staff
Subject: ORGANIZATION OF THE SECRETARIAT

1. This announces the issue of a revision to ST/SGB/128, Organization of the Secretariat.

2. The revised version incorporates changes in the organization of the Secretariat announced in the following documents, and others made up to 30 September 1966:

- (a) SGB/128/Amend.1 of 23 December 1964;
- (b) SGB/128/Amend.2 of 1 May 1965;
- (c) SGB/128/Amend.3 of 23 June 1965;
- (d) SGB/128/Amend.4 of 14 October 1965;
- (e) SGB/128/Amend.5 of 27 October 1965;
- (f) SGB/128/Amend.6 of 15 November 1965;
- (g) SGB/128/Amend.7 of 30 December 1965;
- (h) SGB/128/Amend.8 of 1 February 1966;
- (i) SGB/128/Amend.9 of 8 February 1966;
- (j) SGB/128/Amend.10 of 16 June 1966;
- (k) SGB/128/Amend.11 of 11 August 1966;
- (l) SGB/128/Amend.12 of 14 September 1966.

3. ST/SGB/128 and the Bulletins referred to above are hereby superseded and cancelled.



U THANT
Secretary-General

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PART ONE

Section 1

General structure of the Secretariat

The head of the Secretariat is the SECRETARY-GENERAL.

The Secretariat is divided into major units, the heads of which have the rank of Under-Secretary and are directly responsible to the Secretary-General.

Each major unit is the subject of a separate section in part two, setting out its special functions and organization.

Section 2

Functions common to the major units of the Secretariat

There are, in addition, functions which are common to the major units. To avoid repetition, these functions are summarized here for general reference and will not be mentioned afresh in the sections of part two. All major units of the Secretariat are responsible for:

(i) Informing and advising the Secretary-General on matters within their respective fields and representing him as required;

(ii) Conducting correspondence and maintaining liaison, as their work may require, with Governments, inter-governmental organizations, specialized agen-

cies, public authorities, non-governmental organizations and other parts of the Secretariat;

(iii) Drafting passages of documents reflecting the activities of the Secretariat at large, e.g., the Secretary-General's report to the General Assembly, the United Nations Yearbook, and the Repertory of Practice of United Nations Organs;

(iv) Participating in the work of Secretariat boards and committees (see annex);

(v) Conducting the standard administrative, budgetary and personnel operations stated in section 3 below.

Section 3

Standard administrative, budgetary and personnel operations

Subject to the overriding authority and control, within their respective spheres, of the Office of the Controller, the Office of Personnel, and the Office of General Services, the major units of the Secretariat:

(i) Prepare annual budget estimates;

(ii) Administer funds allotted to them;

(iii) Manage staff assigned to them and initiate personnel actions;

(iv) Apportion office accommodation and issue supplies.

These functions are normally performed in the offices of heads of major units, by or under the supervision of the executive or administrative officers.

Section 4

Secretariats of councils, commissions, committees and similar bodies

The functions of most major units of the Secretariat include the provision of secretariats (not to be confused with conference services^{1/} for councils, commissions, committees and other bodies. The functions of such secretariats are:

(i) To prepare and circulate the provisional agenda for each session;

(ii) To see that the necessary documents are distributed in good time;

(iii) To see that members are advised of the place and time of meetings;

(iv) To inform the competent services regarding the technical arrangements to be made, e.g., for meeting rooms, interpretation, records and the translation of documents;

(v) To assist the Chairman in planning and organizing the work of the session and in conducting the proceedings;

^{1/} See part Two, section 10.

(vi) To see that the body is provided with material required by it in the course of the session;

(vii) To consult with the members of the Office of Conference Services responsible for the drafting of the records;

(viii) To provide any assistance required in drafting sessional reports;

(ix) In certain cases, to certify expenditures.

Reference to the bodies for which the functions described above are performed will be made in the sections dealing with the various units of the Secretariat.

PART TWO

1. OFFICES OF THE SECRETARY-GENERAL

Section 1

Executive Office of the Secretary General

I. FUNCTIONS

To provide the personal secretariat, assistants, and advisers for the Secretary-General;

To assist the Secretary-General in planning programmes and in co-ordinating and expediting the work of the Secretariat;

To assist the Secretary-General in contacts with Governments, delegations, the Press and the public;

To plan and to assist in the over-all organization of the General Assembly and its day-to-day work;

To co-ordinate the work of the Secretariat in connexion with sessions of the General Assembly and of the General Committee;

To provide the secretariat of the General Assembly and of the General Committee;

To supervise the implementation of General Assembly resolutions by the Secretariat;

To supervise and co-ordinate the activities of certain political missions;

To co-ordinate the control and limitation of documentation and the planning and execution of the publications programme;

To deal with protocol matters.

II. ORGANIZATION

The Chef de Cabinet and Under-Secretary for General Assembly Affairs provides personal assistance to the Secretary-General in the discharge of the above functions, and with the help of the Deputy Chef de Cabinet, the Personal Assistant to the Secretary-General and other members of the Executive Office, is responsible for planning and co-ordination, for external contacts, and for the supervision and co-ordination of the activities of certain political missions;

Assists the Secretary-General and the President of the General Assembly at plenary meetings of the Assembly and at meetings of the General Committee;

Directs the work of the General Assembly staff of the Executive Office in:

(i) Co-ordinating the production of General Assembly documents by the Secretariat and approving such documents for issue;

(ii) Co-ordinating the production by the Secretariat of the Secretary-General's annual report to the General Assembly and preparing the final draft;

(iii) Preparing the draft of the provisional agenda of sessions of the General Assembly and supplementary lists of items; advising on the order of items and, in consultation with Committee Secretaries, on their allocation to Committees;

(iv) Preparing notes for the President of the General Assembly on agenda items and the conduct of business in plenary meetings and in meetings of the General Committee;

(v) Advising on matters relating to the Official Records and the Journal of the United Nations;

(vi) Following up the implementation of General Assembly resolutions by the Secretariat;

Supervises the work of the United Nations Publications Board;

Supervises the work of the Protocol and Liaison Section in:

(i) Maintaining records of members of Permanent Missions, their families and dependants, as well as of representatives of meetings of United Nations bodies at Headquarters;

(ii) Preparing a monthly handbook giving the membership of Permanent Missions and Delegations;

(iii) Registering names of members of Permanent Missions with the United States Mission in accordance with established procedures; examining and transmitting to the United States Mission requests for diplomatic privileges and immunities for members of Permanent Missions, as well as requests for changes in visa status;

(iv) Issuing passes for representatives of Member Nations and specialized agencies to all United Nations meetings at Headquarters;

(v) Organizing official ceremonies and receptions, and advising on the organization of such functions;

(vi) Advising on policies and procedures with regard to the use of the United Nations flag and other protocol matters;

Co-ordinates with the Under-Secretary for Special Political Affairs the work of the Military Adviser to the Secretary-General;

Directs activities of the Secretariat Units in Section 1 (a).

Military Adviser to the Secretary-General

Advises the Secretary-General with regard to the military aspects of peace-keeping operations.

Section 1 (a)
Division of Human Rights

Provides substantive services, secretariats for, and documentation on items relating to international protection of human rights for the Third Committee of the General Assembly, the Economic and Social Council, the Commission on Human Rights, the Commission on the Status of Women and the Sub-Commission on Prevention of Discrimination and Protection of Minorities, and subsidiary bodies;

Prepares publications on human rights;

Administers the programme of advisory services in the field of human rights.

(a) *Office of the Director*

(b) *Section I.— Studies and Conventions*

Prepares studies and other documentation for the Commission on Human Rights and assists the Commission in studies of specific rights or groups of rights;

Prepares documentation and assists in the drafting of international instruments relating to human rights;

Studies and prepares reports on the application of conventions and recommendations relating to human rights;

Deals with communications concerning human rights, including those concerning trade union rights and forced labour.

(c) *Section II. Reports and Publications*

Handles periodic reports on human rights submitted by Governments and specialized agencies, and related information supplied by non-governmental organizations;

Prepares for publication the Yearbook on Human Rights and a Guide to National Legal Institutions and Procedures for the Protection or Promotion of Human Rights;

Provides substantive services and prepares documentation in connexion with matters relating to freedom of information;

Assists in preparation for the International Year for Human Rights and the International Conference on Human Rights.

(d) *Section III. Advisory Services*

Administers and reports on the programme of advisory services; organizes seminars on human rights; awards and supervises human rights fellowships.

(e) *Section IV. Prevention of Discrimination and Protection of Minorities*

Prepares studies and other documentation for the Sub-Commission on Prevention of Discrimination and Protection of Minorities;

Assists in the preparation of studies and drafting of instruments relating to elimination of discrimination and intolerance;

Assists United Nations organs in the consideration of matters relating to slavery and servitude.

(f) *Section V. Status of Women*

Prepares studies and other documentation for the Commission on the Status of Women;

Prepares documentation and assists in the drafting of international instruments relating to the status of women;

Studies and prepares reports on the application of conventions and recommendations relating to the status of women;

Provides substantive services for seminars on the status of women;

Studies and prepares reports relating to a unified long-term programme for the advancement of women;

Prepares publications on the status of women.

Section 2

Offices of the Under-Secretaries for Special Political Affairs

FUNCTIONS

To undertake special assignments in the political, economic and social fields, including the supervision of peace-keeping operations under the Secretary-General's direction;

To direct the activities of the Secretariat unit in section (a), which follows.

Section 2 (a)

Secretariat of the Scientific Committee on the Effects of Atomic Radiation

Assembles, digests and tabulates scientific information in an appropriate form for the Committee's consideration;

Under the Committee's technical direction, carries out calculations and analyses;

Provides substantive services at sessions of the Committee.

Section 3

Office of Legal Affairs

I. FUNCTIONS

To advise the Secretariat and other organs of the United Nations on legal and constitutional questions;

To encourage the progressive development of international law and its codification;

To represent the Secretary-General in judicial proceedings before national and international tribunals and in negotiations or other procedures for the settlement of disputes of a legal character;

To deal with questions concerning privileges and immunities and the legal status of the Organization;

To discharge the Secretariat's responsibilities under Article 102 of the Charter in the matter of the registration and publication of treaties and the Secretary-General's responsibilities as the depositary for multilateral conventions;

To discharge the Secretary-General's responsibilities under the Statute of the International Court of Justice; and prepare documentation and statements in respect to advisory opinions requested by United Nations organs;

To prepare drafts of international conventions and agreements and other legal texts;

To provide substantive services, secretariats and documentation for the Sixth Committee of the General Assembly, the International Law Commission and other committees or conferences dealing with legal matters; and provide legal advisers to field missions when necessary;

To co-ordinate activities with respect to technical assistance to promote the teaching, study and dissemination and wider appreciation of international law and to provide the secretariat for the Advisory Committee in this field.

II. ORGANIZATION

1. Under-Secretary—The Legal Counsel

Assists the Legal Counsel in the examination of legal questions referred to him by the Secretary-General for his opinion; prepares legal opinions and furnishes legal assistance on special assignments;

Deals with questions arising under Articles 104 and 105 of the Charter, the Convention on Privileges and Immunities of the United Nations, the Headquarters Agreement with the United States Government, and other instruments.

Treaty Section

Registers, files and records treaties and international agreements and prepares them for publication in the United Nations Treaty Series; issues the monthly Statement of Treaties and International Agreements Registered or Filed and Recorded with the Secretariat;

Exercises the Secretary-General's depositary functions under multilateral conventions and agreements; prepares and maintains up-to-date the publication Status of Multilateral Conventions;

Within the scope of the above functions, assists the Legal Counsel in the examination of legal questions, prepares documentation in pursuance of the decisions taken by the General Assembly on the recommendation of the Sixth Committee, provides advice to other units of the Secretariat and to the specialized agencies;

Issues other pertinent publications, such as the Handbook of Final Clauses, and the Summary of the Practice of the Secretary-General as Depositary of Multilateral Agreements;

Serves as custodian of agreements concluded by the United Nations;

Drafts and collaborates in the drafting of formal clauses of treaties and agreements concluded under United Nations auspices;

Provides information to inquirers regarding treaties and other international instruments;

Deals with questions relating to the credentials of representatives on United Nations organs and those relating to permanent representatives to the United Nations;

Provides the secretariat for the Credentials Committee.

3. General Legal Division

Under the direction of the Legal Counsel:

Prepares legal opinions and studies requested by the various organs of the United Nations and advises these organs and the Secretariat on the interpretation of the Charter, rules of international law and treaties and United Nations resolutions and regulations;

Prepares or assists in the preparation of drafts of international conventions and agreements;

Collaborates with other units of the Secretariat in drafting of rules, regulations and resolutions;

Responsible for co-ordination and review of studies for Repertory of Practice of United Nations Organs;

Provides substantive advice on technical assistance activities of a legal character;

Assists in the preparation of legal statements to the International Court of Justice and acts for the Secretary-General in the transmission of notices relating to judicial proceedings before the International Court;

Represents the Secretary-General before the Administrative Tribunal and, on request, advises the Tribunal on legal questions;

Collaborates in the negotiation and drafting of major contracts;

Deals, on behalf of the Organization, with claims and disputes of a private law character, negotiates settlements and participates in judicial and arbitral proceedings;

Assists United Nations Development Programme, United Nations Children's Fund, United Nations Conference on Trade and Development and other subsidiary organs in drafting of agreements, interpretation of resolutions and claims;

Provides the secretariat for various special committees or conferences dealing with legal matters (e.g., Committee on Arrangements for a Conference for the Purpose of Reviewing the Charter, Legal Sub-Committee of the Committee on the Peaceful Uses of Outer Space);

Establishes direct contacts with Member Governments and local authorities when judicial proceedings are involved or when claims are presented for or against Governments.

4. Codification Division

Under the direction of the Legal Counsel;

Prepares studies and recommendations on problems concerning the development of international law and its codification;

Provides the secretariat for the International Law Commission;

Assists organs of the United Nations in matters relating to the development of international law and its codification;

Undertakes preparatory work and provides the secretariat for conferences of Government representatives and experts on the codification of international law;

Prepares Reports on International Arbitral Awards, and the Legislative Series containing national laws and regulations and treaty provisions on questions of international law;

Responsible for the Yearbook of the International Law Commission;

Prepares the United Nations Juridical Yearbook;

On special assignment, prepares legal opinions on the interpretation and application of the Charter;

Prepares studies in pursuance of decisions taken by the General Assembly on the recommendation of the Sixth Committee;

Provides in the main the secretariat for the Sixth Committee of the General Assembly.

5. Secretariat of the Administrative Tribunal

(The Secretariat is exclusively responsible to the Administrative Tribunal in substantive matters.)

Section 4

Office of the Controller

I. FUNCTIONS

To administer the finances of the United Nations and all trust funds and special accounts, direct or through instructions issued to other offices of the Secretariat in New York and overseas;

To formulate the financial policy;

To formulate, present and administer the budget of the United Nations and those of trust funds and special accounts;

To receive, retain custody of, disburse and account for United Nations funds, and all trust funds and special accounts for which the Secretary-General is the custodian;

To conduct an internal audit of all accounts;

To co-operate with the specialized agencies with a view to developing common administrative and financial policies, procedures and practices;

To provide substantive services, secretariats and documentation for the Fifth Committee of the General Assembly, the Advisory Committee on Administrative and Budgetary Questions, and the Committee on Contributions and other bodies;

To study organizational structure, operational and administrative policies, procedures and practices at Headquarters and overseas offices.

II. ORGANIZATION

1. The Under-Secretary—The Controller

(a) *The Deputy Controller*

(b) *The Director of Policy Co-ordination*

2. Internal Audit Service

Under the direction of the Controller:

Audits all United Nations accounts at Headquarters and overseas offices;

Examines all administrative actions, whether by Headquarters or overseas offices, which have financial implications to ensure (i) conformity of obligations and expenditures with the intent of the General Assembly, (ii) observance of regulations, rules and instructions, and (iii) economy in the use of the Organization's resources;

Reports all findings and recommendations to the Controller or to the unit concerned;

Provides the secretariat for the Board of Auditors.

3. Administrative Management Service

Under the direction of the Controller:

Studies problems of organizational structure and operational administrative procedures at Headquarters and overseas offices, with a view to securing the efficient and economical use of staff and other resources;

Has responsibility for the review and issue of administrative instructions and controls the use and standardization of administrative forms.

4. Budget Division

Plans and prepares the Secretary-General's budget estimates on the basis of proposals submitted by departments and offices;

Provides budgetary services in connexion with United Nations programmes for technical assistance financed by extra-budgetary funds;

Assesses the estimated costs of all new programmes considered by the General Assembly and its Committees, and by the Councils and their subsidiary bodies, and prepares the related statements of financial implications (under Financial Regulation 13.1), as well as revised or supplementary estimates, as appropriate, for submission to the General Assembly;

Maintains a current review of expenditures under the budget;

Allots budgetary funds;

Supervises procedures relating to budget transfers, unforeseen and extraordinary expenditures and administration of loans and advances from the Working Capital Fund;

Certifies delegations' travel claims and authorizes their payment;

Authorizes official travel and hospitality expenditures;

Determines, in consultation with departments and offices, the classification and number of posts which they require;

Issues manning tables for authorized posts;

Advises on salaries, allowances and other conditions of service of staff;

Arranges for commercial insurance, as necessary, and makes arrangements for the operation of the group life, medical and dental insurance schemes in the Secretariat;

Provides secretariats and documentation for the Fifth Committee of the General Assembly and its

subsidiary committees, and the Consultative Committee on Administrative Questions.

5. Accounts Division

Maintains the accounts of the United Nations and all trust funds and special accounts; advises on the accounting system and the responsibility in respect of accountability to be followed for these accounts;

Receives, reconciles and consolidates all monthly and year-end accounts submitted by offices abroad; reconciles all bank accounts;

Prepares periodic reports, reconciliations and statements of accounts; prepares analyses of accounts and assembles other information and explanations at the request of the Controller and the Board of Auditors;

Prepares the Secretary-General's annual financial report;

Certifies, prior to the recording of obligations submitted to the Controller, that funds are available to meet them;

Calculates and arranges payment of salaries, wages, allowances and income tax reimbursements;

Examines and arranges payment of claims for travel expenses and subsistence allowances submitted by delegations, members of committees and commissions, Secretariat staff and technical assistance experts;

Arranges for remittances of funds to United Nations offices abroad and to organizations participating in the various programmes of technical assistance under trust funds and special accounts; ensures the effective use of all currencies (currency management);

Examines and arranges payment of invoices; recovers charges made against individuals, organizations, delegations and Governments for supplies (including publications), equipment and services;

Prepares and maintains computer programmes for electronic data processing of accounting and payroll work.

6. Treasury

Collects the assessed contributions of Member States to the United Nations Regular Budget and to ad hoc Accounts, advances to the Working Capital Fund and other amounts due to the United Nations. Is also responsible for the collection of voluntary contributions, from governmental and private sources, to Special Accounts, Trust Funds and Programmes, including the United Nations Development Programme and certain peace-keeping operations. Prepares the correspondence, periodic reports and other documentation relevant to the assessment and collection of contributions. Issues receipts for and deposits all funds received in bank accounts in accordance with the financial regulations;

Makes disbursements against certified vouchers;

Prepares correspondence to banks and issues instructions to them for all transactions and changes of signatories on United Nations accounts and is responsible for maintaining records for the control of these accounts;

Arranges for long and short term investments of United Nations funds, including the United Nations Joint Staff Pension Fund and other special funds for which the Secretary-General is the custodian; maintains corresponding records and deals with administrative procedure covering such operations;

Collects information on exchange rates and advises on the establishment and revision of the rates applied by the United Nations for operational and accounting purposes;

Provides secretariats and documentation for the Investments Committee and the Committee on Contributions.

Section 5

Office of Personnel

I. FUNCTIONS

To recruit the staff of the Secretariat and of subsidiary organs of the United Nations;

To administer the staff of the United Nations, either directly or through instructions issued to other units of the Secretariat;

To formulate and apply the personnel policy of the United Nations;

To formulate and apply the health standards to be met by the staff;

To co-operate with the specialized agencies and the International Atomic Energy Agency with a view to developing common personnel policies;

To provide documentation on personnel matters for the Fifth Committee of the General Assembly;

To provide secretariats and documentation for the joint administrative bodies dealing with personnel matters.

Advises on the application of the staff regulations and rules in particular cases, including those of appeals and disciplinary measures;

Assists in the preparation of studies on personnel matters;

Provides services for the Joint Advisory Committee.

(b) *Personnel Data Unit*

Collects, maintains and provides personnel records and statistics;

Issues annually the List of Staff of the Secretariat, the List of Officials of the United Nations required under the Convention on Privileges and Immunities, the List of Staff and Members of their Households required under the Headquarters Agreement, and other periodic lists and tables.

II. ORGANIZATION

1. Under-Secretary, Director of Personnel

(a) *Deputy Director of Personnel*

(b) *Director for Policy Co-ordination*

2. Office of the Under-Secretary

(a) *Assistant Director for Special Assignments*

(b) *Secretariat of the Appointment and Promotion Board and Committee*

(c) *Secretariat of the Joint Appeals Board and the Joint Disciplinary Committee*

(d) *Staff Counsellor*

Deals confidentially with staff members' personal problems;

Participates in the work of the Staff Benevolent Fund;

Advises on awards of scholarships to children of staff and delegation members.

3. Rules and Procedures Section

(a) *Office of the Chief*

Prepares drafts of staff rules and related instructions;

4. Secretariat Recruitment Service

(a) *Office of the Chief*

(b) *Professional Recruitment and Placement*

Plans, co-ordinates and conducts the recruitment of professional staff, other than language staff, for the Secretariat and for subsidiary organs of the United Nations;

Prepares appointment proposals for submission to the Appointment and Promotion Committee and Board and to the Special Review Group on Appointment and Promotion to the Director (D-2) level; and represents the Secretary-General on the Appointment and Promotion Committee with reference to appointment proposals;

Extends offers of appointment to professional posts at Headquarters;

Maintains information and regularly advises Member States about professional vacancies in the Secretariat;

Maintains rosters for candidates suitable for existing and anticipated vacancies;

Deals with inquiries from and about candidates for employment;

In consultation with Staff Services, co-ordinates the placement of professional staff;

Provides personnel services to the secretariat of the United Nations Development Programme.

(c) General Service Recruitment and Placement

Recruits and assigns General Service staff, other than guides and certain machine operators, for the Secretariat and subsidiary organs of the United Nations;

Co-ordinates the placement of General Service staff.

5. Staff Services*(a) Office of the Chief*

Represents the Secretary-General, or arranges for his representation, on the Appointment and Promotion Committee and subsidiary panels, Joint Appeals Board, Joint Disciplinary Committee, Claims Board and Visa Committee;

Co-ordinates the review of probationary staff for permanent appointments, the five-year review of staff holding permanent appointments, the quarterly review of staff holding fixed-term appointments, and the review of staff for inclusion on promotion registers, at Headquarters and overseas offices;

Co-ordinates the retirement programme for staff at Headquarters and overseas offices;

Maintains liaison with the personnel offices in Geneva and the regional economic commissions.

(b) Departmental Personnel Officers

In the departments or offices to which they are assigned, and under the supervision of the Office of the Chief, these officers:

Advise the department or office on all current personnel matters, in accordance with relevant provisions of the Charter, General Assembly resolutions, Staff Regulations, Staff Rules, and manning tables;

Report to higher officials on all current or anticipated vacancies, including retirement;

Conduct the recruitment of all language staff and certain categories of General Service staff, Field Service personnel and of manual workers;

Maintain continuous contact with departmental authorities concerning recruitment, secondment, placement and other related matters;

Assist in preparing documentation for the Appointment and Promotion Board, Appointment and Promotion Committee and subsidiary panels;

Advise individual staff members on their personnel problems.

(c) Staff Activities and Housing Section

Produces the Secretariat News and the semi-annual Newsletter for United Nations pensioners;

Conducts periodic orientation programmes for new staff members;

Advise staff members and delegation staff on housing matters and hotels;

Assists in the planning of club and social activities;

Organizes the United Nations Blood Bank in collaboration with the Health Service.

(d) Examinations and Training Section

Organizes and conducts examinations for recruitment and in-service qualifying examinations;

Organizes and supervises language training courses and other in-service training programmes;

Supervises the training of professional trainees appointed to the Secretariat.

(e) Allowances and Benefits Unit

Determines entitlements in respect of allowances and benefits;

Issues personnel actions on appointment, transfer, promotion, change of personal, nationality or visa status, and separation;

Examines and approves claims of allowances and benefits.

6. Technical Assistance Recruitment Service*(a) Office of the Chief*

Under a broad delegation of authority from the Director of Personnel, develops policies for the recruitment of personnel for the United Nations technical co-operation programmes in the economic and social field.

(b) Area Personnel Office

Plans, co-ordinates and conducts the recruitment and appointment of project personnel for all assignments, including consultants and special advisers at United Nations Headquarters;

Carries out the personnel actions required for recruitment, transfer and separation of project personnel.

(c) Roster and Reports Unit

Develops recruitment sources, interviews and selects candidates for the international recruitment roster (except North America);

Prepares and issues job descriptions for posts in technical assistance projects.

(d) North American Recruitment Office

Develops recruitment sources and interviews candidates residing in the United States and Canada for assignments in the various programmes for technical assistance;

Maintains a roster of experts from North America and selects candidates for the roster for particular job descriptions;

Deals with inquiries from candidates for employment from North America.

(e) European Recruitment Office (Geneva)

In collaboration with the National Committees set up in Europe by their respective Governments, de-

velops recruitment sources and interviews candidates throughout Europe for assignments in the various programmes for technical assistance;

Assists in the recruitment of professional staff for the Secretariat and subsidiary organs of the United Nations, as required.

7. Health Service

(a) *Office of the Medical Director*

Establishes medical standards for the recruitment and placement of staff;

Advises the United Nations Staff Pension Committee and the Advisory Board on Compensation Claims on disability cases;

Approves sick leave and maternity leave and determines physical fitness for work in cases of illness, injury or pregnancy;

Makes regular inspections of the premises and recommendations on such matters as lighting, ventilation, air conditioning and food-handling;

Advises on medical services for missions and issues instructions to mission staff on health and hygiene;

Advises on medical and dental insurance arrangements.

(b) *Health Clinic*

Conducts medical examinations to determine physical fitness for recruitment and mission assignment and eligibility for pension benefits;

Conducts medical examinations periodically and in connexion with claims for service-incurred disability;

Inoculates staff members and, in certain cases, their dependants;

Gives first aid and emergency treatment;

Advises staff members in the selection of private physicians.

II. OTHER DEPARTMENTS AND OFFICES

Section 6

Department of Political and Security Council Affairs

I. FUNCTIONS

To provide substantive services, secretariats and documentation for the Security Council, for political committees of the General Assembly, for the Disarmament Commission, the Eighteen-Nation Disarmament Committee and other organs or bodies of the United Nations concerned with disarmament negotiations, for the Committee on the Peaceful Uses of Outer Space and the Special Committee on the Policies of Apartheid of the Government of the Republic of South Africa; to provide staff and substantive services for other subsidiary committees or commissions established by the Security Council or the General Assembly and concerned with matters relating to the maintenance of international peace and security;

To follow, in accordance with Article 54 of the Charter, the activities of regional agencies pertaining to the maintenance of international peace and security;

To arrange for the provision to the Military Staff Committee of services necessary for its due functioning as provided for by the Charter;

To assist the Secretary-General in the discharge of his political responsibilities under the Charter and in pursuance of resolutions of United Nations organs.

II. ORGANIZATION

The Under-Secretary

1. Office of the Under-Secretary

The Director and Deputy to the Under-Secretary

(a) *Disarmament Affairs Division*

Provides secretariats and documentation for the Disarmament Commission and other organs and bodies of the United Nations concerned with disarmament negotiations, including the Eighteen-Nation Disarmament Committee;

Provides documentation and analytical surveys of current developments in the field of disarmament and related subjects;

Maintains continuing and substantive study of developments in the field of disarmament and related subjects;

Prepares memoranda to advise the Secretary-General on current developments in the field of disarmament;

Maintains contact with bodies and institutions which are active in the field of disarmament.

(b) *Outer Space Affairs Group*

Provides secretariats and documentation for the Committee on the Peaceful Uses of Outer Space, as well as the Scientific and Technical Sub-Committee;

Provides documentation and analytical surveys concerning development in the field of outer space;

Prepares memoranda to advise the Secretary-General on developments in the field of outer space;

Keeps in close touch with the Committee on Space Research (COSPAR), the specialized agencies of the United Nations and other bodies and institutions which are active in the field of outer space.

(c) *Unit for African Questions*

Provides substantive services, secretariat and documentation for the Special Committee on the Policies of Apartheid of the Government of the Republic of South Africa, and to other bodies relating to African questions set up in pursuance of decisions of the Security Council and the General Assembly;

Maintains, in co-operation with the Political Affairs Division, the necessary studies in connexion with the African questions before the Security Council and the Political Committees of the General Assembly;

Prepares memoranda to advise the Secretary-General on developments relating to such questions.

2. Political Affairs Division

Office of the Director

Political Information Unit

Is responsible for the maintenance of a continuous and adequate flow of information through press cuttings and other documentation, essential for the work of the Department.

(a) *Political Studies and Advisory Services Section*

Undertakes the necessary studies of international political problems with a view to meeting the requirements in political commissions and committees, and in general with a view to promoting the work of the Organization on problems of international peace and security;

Prepares memoranda to advise the Secretary-General on current political developments;

Provides services as necessary to commissions and committees established by the Security Council or the General Assembly, and of other subsidiary

committees on problems within the sphere of work of the Division.

(b) United Nations Peace and Security Studies Section

Undertakes studies and prepares papers on problems connected with the development of the United Nations as an effective instrumentality for the maintenance of international peace and security.

3. Security Council and Political Committees Division

Office of the Director

The Division is responsible for servicing: (1) the Security Council and its subsidiary organs; (2) the political committees of the General Assembly and their sub-committees.

(a) Council and Committee Services Section

(b) Official Reports and Proceedings Section

Through these Sections the Division:

Provides the secretariats and documentation for the Security Council and the political committees of the General Assembly;

Is responsible for the preparation of official documentation, e.g., Report of the Security Council, and those sections of the annual report of the Secretary-General to the General Assembly and of the Yearbook within the competence of the Department; follows and studies in co-operation with the Political Affairs Division questions on the agenda of the Security Council and the political committees of the General Assembly;

Is responsible for the handling of official correspondence and non-governmental communications;

Provides the necessary services for the Military Staff Committee.

Section 7

Department of Economic and Social Affairs

I. FUNCTIONS

To provide substantive services, secretariats and documentation for the Economic and Social Council and its subsidiary organs,^{1/} the Second and Third Committees of the General Assembly and other bodies;

To prepare publications on economic and social subjects;

To maintain a central statistical office for the United Nations, including a computing centre, to provide electronic data processing and computing services;

To compile for publication statistics of international interest and to advise Governments on statistical matters;

To assist Governments, through the United Nations programmes of technical assistance, in economic development and social services;

To assist in the implementation of Special Fund projects for which the United Nations is Executing Agency.

II. ORGANIZATION

1. The Under-Secretary

(a) (i) *The Deputy Under-Secretary*

Also acts as the Secretary-General's personal representative in his relations with the specialized agencies, inter-governmental and non-governmental organizations;

Acts as Chairman of the Preparatory Committee of the Administrative Committee on Co-ordination and Rapporteur of the ACC.

(ii) *Economic and Social Council Secretariat*

OFFICE OF THE SECRETARY OF THE COUNCIL

COUNCIL AFFAIRS SECTION

SPECIALIZED AGENCIES AND ADMINISTRATIVE COMMITTEE ON CO-ORDINATION SECTION

NON-GOVERNMENTAL ORGANIZATIONS SECTION

Through these sections, the Economic and Social Council secretariat:

Provides secretariats for the Economic and Social Council and its functional Commissions and Committees, the Second and Third Committees of the General Assembly,^{2/} the annual Pledging Conference for the Expanded Programme of Technical Assistance and the Special Fund, the Administrative Committee on Co-ordination and its Preparatory Committee, the Committee for Non-Governmental Organizations, and

^{1/} For the secretariats of the regional economic commissions see section 7 (a).

^{2/} The Division of Human Rights has in recent years provided the Secretary, and the Economic and Social Council Secretariat the assistant Secretary, of the Third Committee.

such other ad hoc bodies as might be established by the Economic and Social Council from time to time;

Provides editorial services in respect of selected documentation prepared by various units within the Department for submission to the Council and its subsidiary organs and for printing;

Assists the Deputy Under-Secretary in conducting relations with the specialized agencies and other inter-governmental organizations;

Administers the arrangements for consultation established by the Council;

Reviews and processes applications from non-governmental organizations for consultative status;

Arranges briefing of non-governmental organizations and attendance at conferences of non-governmental organizations in a liaison capacity;

Arranges for United Nations representation at international meetings and conferences;

Serves as liaison between the Narcotics Division in Geneva and various Headquarters units.

(iii) *Special Projects Unit*

Is responsible for the organization of work and the preparation of reports on projects which do not fall within the functional jurisdiction of any other unit of the Department (e.g., U.N. Development Decade, World Campaign against Hunger, Ignorance and Disease, World Campaign against Illiteracy, etc.).

(iv) *Regional Commissions Section*

Assists the Under-Secretary and the Executive Secretaries in the co-ordination of the work of the secretariats of the regional economic commissions.

(b) *The Executive Office*

Also performs the standard administrative, budgetary and personnel operations for the Division of Human Rights,^{3/} and provides central assistance in these matters, as required, for the secretariats of the regional economic commissions^{4/} and the Division of Narcotic Drugs;^{5/}

Compiles and presents the annual publications programme, and assists in its implementation, represents the Department and the regional secretariats in the Publications Board.

(c) *The Science and Technology Unit*

Is responsible for the follow-up work of the United Nations Conference on the Application of Science and

^{3/} See section 1 (a).

^{4/} See section 7 (a).

^{5/} See section 12 II 7.

Technology for the Benefit of the Less Developed Areas;

Serves the Economic and Social Council's Advisory Committee on the Application of Science and Technology to Development and the Ad Hoc Sub-Committee on Science and Technology of the ACC;

Serves as the focal point for the activities in the Department on the application of science and technology to development.

2. The Commissioner for Technical Co-operation

3. Bureau of Technical Assistance Operations

Under the Commissioner for Technical Co-operation:

Plans and directs the operations undertaken by the United Nations under its regular technical assistance programmes and as an organization participating in the Expanded Programme of Technical Assistance, as well as operations under funds-in-trust arrangements and Special Accounts;

Organizes substantive support of technical assistance activities in collaboration with the other units of the Department.

(a) Office of the Director

(b) Section for Africa

(c) Section for Asia and the Far East

(d) Section for Europe, the Middle East and Inter-regional Projects

(e) Section for Latin America

Within their respective regions these sections:

Undertake country programming and programme management and implementation of country programmes, as well as certain regional and inter-regional projects.

(f) The Public Administration Branch

In pursuance of General Assembly resolutions 723 (VIII), 1256 (XIII) and 1530 (XV):

Promotes sound public administration in relation to economic and social development and in relation to Governments' services;

Organizes and conducts substantive research on administrative problems and practice with respect to Governmental Structures, administration methods, personnel policies and practices and disseminates the results among Governments through seminars or similar international conferences, and through the issue of handbooks, guides or manuals;

Provides substantive support to technical co-operation activities in the field of public administration.

(g) The Training and Fellowship Programmes Branch

Co-ordinates and controls fellowship programmes, develops group training projects, participates in the selection of fellows and in the formulation of training

programmes and directs the arrangement of host facilities, with the help of the Technical Assistance Office of the Economic Commission for Europe in Geneva for the placement of fellows in Europe; responsible for implementation of special training projects such as the African Training Programme.

(h) Fiscal Control Section [outposted from the Office of the Controller]^{6/}

Under the supervision of the Office of the Controller, exercises budgetary control over funds provided for United Nations technical assistance activities and assists the Controller in the formulation of related budgetary and financial policies.

(i) World Food Programme Unit

Assists the Director in the supervision and co-ordination of the United Nations participation in the World Food Programme, and maintains liaison with the World Food Programme Administrative Unit in Rome.

4. Office of the Director for Special Fund Operations

Under the Commissioner for Technical Co-operation:

In close co-operation with the Directors responsible for the substantive side, is responsible at all stages for the management of Special Fund projects for which the United Nations has been designated as Executing Agency;

Arranges for the preparation of reports on all requests for Special Fund assistance circulated by the Special Fund to the Department in co-operation with the responsible substantive Divisions;

Represents the United Nations in relations with the Special Fund on matters relating to its responsibilities as Executing Agency.

5. Commissioner for Industrial Development^{7/}

6. Centre for Industrial Development^{7/}

Under the Commissioner for Industrial Development:

Provides the secretariat and documentation for the Committee for Industrial Development and services other organs of the United Nations on matters related to industrialization;

Provides advice, on request, to Governments on policy and technical aspects of industrialization programmes, on the mobilization of national resources for industrialization and the furtherance of bilateral or multilateral arrangements for development of industry;

Acts as a focal point for promoting and co-ordinating the activities in the field of industrialization of the United Nations system of organizations, including

^{6/} Now provides same services to Office of Special Fund Operations.

^{7/} Will be superseded from 1 January 1967 by the new autonomous United Nations Organization for Industrial Development established by General Assembly resolution 2089 (XX).

the regional economic commissions, the specialized agencies, and other international organizations;

Provides substantive guidance and support to technical co-operation programmes in the field of industrial development. In this connexion, follows technological developments in different branches of industry particularly with a view to their applicability for accelerated industrialization; engages in research and the preparation of studies and performs other functions described below.

(a) *Office of the Commissioner*

In addition to its policy and supervisory responsibilities, carries out temporarily the functions of the proposed Industrial Liaison and Information Services, including liaison with the organizations of the United Nations system for specific purposes related to the Centre's role as a focal point for co-ordinated action in the field of industrial development.

(b) *Technical Co-operation Service*

Promotes technical co-operation activities and co-ordinates the provision of substantive support by the Centre for field activities under the Expanded and Regular Programmes of Technical Assistance and Special Fund projects;

Co-ordinates the provision of direct advisory services to Governments in the definition of needs, formulation or evaluation of projects and the preparation of requests. Programmes and supervises the technical assistance assignments of the interregional advisors in industrial development.

(c) *Industrial Policies and Programming Division*

- (i) OFFICE OF THE DIRECTOR
- (ii) INDUSTRIAL PROGRAMMING SECTION
- (iii) INDUSTRIAL POLICIES SECTION
- (iv) EXPORT INDUSTRIES SECTION
- (v) SMALL-SCALE INDUSTRY SECTION
- (vi) SURVEY SECTION

Covers the fields of industrial planning and programming, industrial promotion policies, programming and for promotion of export-oriented industries, and small-scale industry, by combining research, surveys and field work;

Organizes meetings, seminars and study groups in co-operation with member Governments, regional commissions, specialized agencies and other international organizations in the field relating to its responsibilities;

Provides substantive support for activities carried out under the United Nations development programmes;

Publishes the Bulletin on Industrialization and Productivity.

(d) *Technological Division*

- (i) OFFICE OF THE DIRECTOR
- (ii) INDUSTRIES SECTION

- (iii) INDUSTRIAL INSTITUTIONS SECTION
- (iv) MANAGEMENT AND TRAINING SECTION
- (v) REFERENCE AND DOCUMENTATION UNIT

Undertakes activities related to technological aspects of industrialization including recent developments in technology, engineering and economic aspects of specific branches of industry, adaptation of processes and problems of transfer of technology involved in the industrialization of developing economies; research, consultancy and other services provided by institutions supporting industrial development in developing countries; structure and functions of public and private organizations concerned with industrialization matters in the developing countries; training of various categories of manpower needed for industrial development; promotion and application of modern management procedures in industrial enterprises in the developing countries;

Organizes seminars and study groups in co-operation with member Governments, regional economic commissions, specialized agencies and other international organizations in the fields of its responsibility;

Provides substantive support in engineering, training, research, technological and management matters to United Nations development programmes;

Publishes periodically the Industrial Research News.

7. *Statistical Office*

Provides secretariats and documentation for the Statistical Commission and other United Nations conferences and meetings on statistical matters;

Collects, analyses and publishes statistics, formulates international standards for the improvement of statistics and promotion of international comparability; devises and recommends methods and prepares methodological manuals for the collection and analysis of statistics;

Contributes to technical assistance programmes in the statistical field;

Maintains and operates an International Computing Centre.

(a) *Office of the Director*

(b) *General Economic Statistics Branch*

Deals with statistics of production and consumption, energy, prices, trade, transport and all economic statistics except national accounts;

Compiles the Statistical Yearbook, Monthly Bulletin of Statistics (and its supplement) and World Energy Supplies.

(c) *National Accounts Finance and Prices Branch*

Deals with statistics of national income and accounts, including capital formation and consumers' expenditure; distribution of national income by industrial sectors, factors of production and socio-economic

groups; distribution of income by size; financial flows; statistical sampling methods;

Prepares the Yearbook of National Accounts Statistics and Sample Surveys of Current Interest.

(d) *Demographic and Social Statistics Branch*

Deals with statistics of population, birth, death, marriage, divorce, migration, housing, crime, institutions and other types of social data;

Prepares the Demographic Yearbook and Population and Vital Statistics Reports.

(e) *International Trade Statistics Centre*

Undertakes the collection, compilation and presentation of data on world trade; assembles detailed data from countries for processing by computer methods and for storage in the form of a data bank for use by Governments and international agencies; compiles the Yearbook of International Trade Statistics and Commodity Trade Statistics.

(f) *International Computing Centre*

Provides electronic data processing and computing services to all units of the United Nations; also provides similar services on request and against payment of costs, to specialized agencies and other United Nations agencies, and to Governments and private institutions.

8. *Centre for Development Planning, Projections and Policies*

Engages in research on world economic conditions and problems, on trends and prospects in world production and trade, and on policies relating to economic development and stability;

Serves as the focal point of United Nations work on development planning and economic projections, and acts as the substantive secretariat of the Committee for Development Planning;

Prepares the annual World Economic Survey, the reports on the international flow of capital and on the economic and social consequences of disarmament, and other studies on trends, problems and policies relating to economic development and stability and to the financing of economic development;

Undertakes studies on the problems and techniques of development planning and projections under various economic and social systems, and carries out an integrated programme of medium-term and long-term projections for the world economy;

Provides development advisory services to Governments and substantive support to operations of the United Nations Development Programme relating to development planning and programming;

Organizes and carries out substantive work for interregional seminars, training courses and meetings of experts on economic planning and projections.

(a) *Office of the Director*

(b) *Economic Surveys and Policies Branch*

Undertakes continuing studies and analyses in the following major fields of research:

Domestic economic situations and prospects in both developed and developing countries with market economies, involving continuing analysis of changes in production, consumption and investment and in other factors bearing on unemployment, inflationary pressures and internal balance;

International economic situations and prospects as they affect the movement of goods, services and capital among developed and developing market economies, involving continuing analysis of changes in world trade and finance, relative price levels, reserves and other factors bearing on the external balance of countries and on international liquidity;

The financing of economic development by the mobilization of domestic saving and the international flow of resources; and the measurement of the flow of capital to developing countries, including the studies of its origin and destination, its magnitude, composition and terms, and its utilization in the investment process;

The economic implications of disarmament in individual countries or groups of countries.

(c) *Planning and Projections Branch*

Undertakes a continuing and integrated programme of medium-term and long-term projections for the world economy in the light of goals and objectives of the Development Decade and subsequent periods for assisting countries in planning for economic development and for throwing light on the need for appropriate national and international policies;

Collects and analyses information on national targets and policies for economic development for dissemination to national planning agencies and research institutes with a view to facilitating the co-ordination of development plans and policies;

Prepares for publication methodological studies on techniques and problems of economic planning and projections as well as experience in the implementation of development plans and policies in order to contribute to improvements in future performance;

Organizes and prepares technical documents for BTAO sponsored interregional seminars, arranges in co-operation with regional development and planning institutes training courses and provides technical staff for this purpose, and carries out substantive work for meetings of experts on development planning and economic projections.

(d) *Centrally Planned Economies Branch*

Undertakes continuing studies on such major aspects of research on the centrally planned economies as (a) techniques of planning and methods of management of the economy, and (b) progress and problems of economic growth;

Prepares on a continuing basis analyses of current trends in production, consumption, investment, domestic and foreign trade, and foreign aid in the centrally planned economies.

(e) Development Planning Advisory Services

In the field of general economic planning and policies, serves as the substantive office for support to operations in the United Nations in its regular technical co-operation programmes and Special Fund programmes of the United Nations Development Programme in which the United Nations participates;

Assists Governments in preparing requests for technical co-operation and Special Fund projects and participates in United Nations evaluation of official requests received. Advises regarding the substantive aspects of recruitment of experts for field service. Provides substantive support and advice to experts in the field, and evaluates the progress of technical co-operation and Special Fund projects with a view to strengthening their effectiveness. Participates in the appraisal of applications for United Nations fellowships and in the evaluation of the fellowship programme. Especially through the use of inter-regional advisers attached to the Centre and, as feasible, of its own staff, undertakes at short notice short-term missions requested by Governments to assist them in dealing with urgent problems in the Centre's field of competence.

9. Resources and Transport Division

Conducts research, prepares studies and promotes co-ordination of action within the United Nations relating to the development of non-agricultural resources and transport;

Provides substantive support to technical assistance and Special Fund projects in these fields.

*(a) Office of the Director**(i) RESEARCH AND CO-ORDINATION UNIT*

Serves as co-ordinating point for the operational activities of the Division and for studies and reports in which various sections of the Division are involved;

Maintains a reference centre for the Division.

(b) Cartography Section

Acts as the Central Bureau of the International Map of the World on the Millionth Scale and prepares an annual report on the subject;

Prepares the bulletin World Cartography;

Analyses and evaluates data on modern cartographic methods and is the liaison office on cartographic matters in the United Nations, co-ordinates international co-operation on the standardization of geographical names;

Plans, organizes and services international and regional conferences on cartography, and seminars in the various fields of cartography;

Provides substantive support for technical assistance and Special Fund projects of the United Nations in the field of cartography.

*(c) Natural Resources Development Group**(i) ENERGY AND ELECTRICITY UNIT**(ii) GEOLOGY AND MINING UNIT**(d) Water Resources Section**(e) Transport Section*

Through these units the Division:

Prepares reports and studies on specific economic, administrative, organizational, financial and technical aspects of:

Energy resources development, including non-conventional and new sources of energy;

Geology, hydrology, mining and mineral resources development;

Surface water resources development, including river basin development, navigation, hydropower and ground water;

Transport and transport development, including problems concerning road, rail, inland navigation, maritime transport and ports and harbours.

Collects technical and other pertinent material relevant to the work programme in these fields, analyses and assesses the data collected and prepares periodic reports for the Economic and Social Council on progress in these fields;

Organizes and services meetings and seminars, and provides substantive support for technical assistance and Special Fund projects in these fields;

Serves as the substantive secretariat for inter-agency Working Groups of the Administrative Committee on Co-ordination in the field of energy resources and water resources development.

10. Fiscal and Financial Branch*(a) Office of the Chief of the Branch**(b) Budgetary Research Section**(c) Tax Section**(d) Financial Policies and Institutions Section**(e) Special Projects Unit*

Through these units the Branch:

Prepares studies and reports on problems of budgetary structure and management, on tax structure and administration in under-developed countries, on taxation of foreign investment and other international tax problems and on the role and functions of financial institutions;

Advises Governments on fiscal and financial policies and institutions, especially in relation to financing of economic development; and provides substantive support to technical assistance activities in this field;

Prepares the series International Tax Agreements and the chapter on public finance for the Statistical Yearbook;

Is responsible, in co-operation with other units of the Secretariat, for the preparation of documentation for the Economic and Social Council in connection with its review of the Work Programme of the United Nations in the economic, social and human rights fields in the light of the budgetary resources.

11. Commissioner for Social Development and Housing

12. Bureau of Social Affairs

Assists the secretariats of the Economic and Social Council and its Social Committee and the Third Committee of the General Assembly in substantive matters;

Provides secretariats for the Commission for Social Development, the Population Commission, the Committee on Housing, Building and Planning, and substantive services for other United Nations bodies dealing with social matters;

Contributes to technical co-operation programmes in the social field;

Gives technical guidance to the Divisions of Social Affairs or similar units of the secretariats of the Economic Commission for Asia and the Far East, the Economic Commission for Latin America and the Economic Commission for Africa, and the Office of Social Affairs, Geneva, and to the social affairs staff of the United Nations Economic and Social Office in Beirut.

(a) *Office of the Director*

(b) *Survey, Research and Development Branch*

(i) SOCIAL SURVEY AND DEVELOPMENT SECTION

(ii) RESEARCH AND PUBLICATIONS SECTION

The Survey, Research and Development Branch, through its two Sections:

Prepares biennially the general Report on the World Social Situation which covers, in alternate editions, social conditions and social problems selected in the light of recommendations and decisions of the Social Commission;

Prepares special reports on social policy matters, urbanization, the definition and measurement of levels of living, social planning and programming, criteria for social expenditure and social change;

Maintains a reference service of information relating to social affairs;

Responsible for the administrative implementation of the publications programme of the Bureau of Social Affairs;

Carries out the day-to-day liaison functions with the Bureau of Technical Assistance Operations with respect to the technical assistance programme in the social field.

(c) *Community Development and Social Welfare Branch*

(i) COMMUNITY DEVELOPMENT SECTION

(ii) SOCIAL SERVICE SECTION

(iii) SOCIAL DEFENCE UNIT

(iv) REHABILITATION UNIT

Through its several units, the Community Development and Social Welfare Branch:

Is responsible for the carrying out of the programme of studies and reports in the fields of community development and land reform, social services,

social defence and rehabilitation of the disabled included in the Social Commission's work programme;

Assists in the planning and carrying out of the operational activities in the above fields, including co-operation with UNICEF, the Special Fund and the World Food Programme, and provides substantive support for the regional and country projects;

Co-operates with the secretariats of the regional economic commissions on research and field projects of joint concern;

Provides for the technical servicing of inter-agency working groups and ad hoc inter-agency meetings in the above fields (organized within the framework of the Administrative Committee on Co-ordination) and co-operates with the specialized agencies and the non-governmental organizations active in these fields.

(d) *The Centre for Housing, Building and Planning*

(i) OFFICE OF THE DIRECTOR

(ii) HOUSING SECTION

(iii) RESEARCH AND TRAINING SECTION

(iv) BUILDING SECTION

(v) PLANNING SECTION

The Centre for Housing, Building and Planning through its sections:

Provides the secretariat and documentation for the Committee on Housing, Building and Planning and any ad hoc groups established in the housing field;

Serves as focal point for conducting housing, building and planning activities within the Secretariat and for co-ordinating these activities with those of other agencies;

Prepares special studies and reports and provides advice to Governments on housing, building, urban and regional planning and physical planning aspects of urbanization and industrialization of building;

Organizes interregional meetings and study tours on selected subjects related to housing, building and planning, and helps to organize regional seminars and meetings on such subjects as the financing of housing, low-cost housing, urban and regional planning;

Organizes pilot projects in the field of housing, building and planning, including bilateral assistance provided under General Assembly resolution 1508 (XV);

Reviews and provides evaluation of Special Fund and technical assistance projects in the field of housing, building and planning.

(e) *The Population Division*

(i) OFFICE OF THE DIRECTOR

(ii) ESTIMATES AND PROJECTIONS SECTION

(iii) DEMOGRAPHIC STUDIES AND SURVEYS SECTION

(iv) FERTILITY STUDIES SECTION

(v) CO-ORDINATION AND OPERATIONS SECTION

The Population Division through its sections:

Provides the secretariat and documentation for the Population Commission, and for consideration of population questions by the Economic and Social Council and the General Assembly;

Prepares population projections and analyses of population trends;

Prepares demographic studies and reports, including technical work on internal migration;

Undertakes research and technical work on fertility, organization of family planning programmes, communications and motivation, and evaluation of family planning programmes;

Provides services for international conferences, seminars and meetings of experts on population;

In co-operation with regional economic commission secretariats, initiates and assists in the establishment of regional centres for demographic training and research, and in the development of their programmes;

Provides advisory services to Governments in all fields of population in so far as staff resources allow;

Reviews and evaluates Special Fund and technical co-operation projections in these fields; and

Works with the specialized agencies and non-governmental bodies concerned to ensure imple-

mentation of the long-range programme of work and priorities established by the Economic and Social Council.

13. United Nations Economic and Social Office in Beirut

(a) *Office of the Director*

(b) *Economic Affairs Section*

(c) *Social Affairs Section*

Through these sections, the Office:

Collects and analyses data relating to the Middle East region, prepares reports and studies on the various development problems of the region;

Prepares contributions to studies and reports undertaken pursuant to resolutions from the Economic and Social Council and the General Assembly in the economic and social fields;

Assists in the formulation and evaluation of technical assistance and Special Fund projects in the region, and in their implementation;

Renders short-term advisory services to Governments at their request;

At the request of Headquarters, represents the United Nations at conferences and meetings held in the region.

Section 7 (a)

Department of Economic and Social Affairs (continued): secretariats of the regional economic commissions

I. FUNCTIONS

To provide substantive services, secretariats and documentation for the Commissions and their subsidiary bodies;

To undertake studies, investigations and other activities within the Commissions' terms of reference;

To provide advisory services to Governments at their request;

To contribute to the planning and organization of programmes of technical assistance.

II. ORGANIZATION

A. ECONOMIC COMMISSION FOR EUROPE ^{1/} (Headquarters-Geneva)

1. The Executive Secretary

(a) *Office of the Executive Secretary*

1 (i) TECHNICAL ASSISTANCE OFFICE

Assists the Executive Secretary on behalf of the Bureau of Technical Assistance Operations on technical assistance matters in Europe and, in particular, arranges for the briefing of experts, the placement of fellows, and the organization of seminars and study tours.

2. Commission Affairs and Trade Development Division

Provides the secretariat and documentation for the plenary sessions of the Commission, for the Committee on the Development of Trade and its subsidiary bodies, for meetings dealing with legal matters, water problems and for other special meetings decided upon by the Commission;

Studies means of improving trade and payments relations and facilities for trade co-operation between participating Governments.

3. Research and Planning Division

Prepares the Economic Survey for Europe, the Economic Bulletin for Europe and special studies;

Analyses particular economic problems and co-operates with other divisions in research and statistical work on the problems with which they are specifically concerned;

Provides in co-operation with the Headquarters Statistical Office, secretariats and documentation for

^{1/} The secretariat of the Economic Commission for Europe is furnished with administrative, conference, general and public information services by the United Nations Office at Geneva.

the Conference of European Statisticians and its subsidiary bodies;

Provides secretariat for the meetings of Senior Economic Advisers to ECE Governments and for other ECE meetings on questions in the general economic policy field;

Incorporates the Regional Centre for Projections and Programming which is responsible for research and other work on economic projections and planning techniques.

4. Transport Division

Provides the secretariat and documentation for the Inland Transport Committee, its Sub-Committees on Road, Rail and Inland Transport and for its other subsidiary bodies, including the preparation and revision of Conventions on such questions as the transport of dangerous goods, transport of perishable foodstuffs, road traffic regulations, economic and labour problems concerning road transport, Customs and inland waterway matters;

Prepares studies on transport economics and deals with such problems as combined transport, road safety, some railway technical questions and questions arising out of the application of Conventions, of the Declaration on the Construction of Main International Traffic Arteries or concerning pipelines and aerial ropeways;

Compiles and issues quarterly and annual bulletins on transport statistics and annual bulletins on statistics of road traffic accidents;

At the request of the Secretary-General, the Division also provides the secretariat and documentation concerning work at the world level in respect of the transport of dangerous goods, tourism and the revision of the 1949 Convention on Road Traffic and Protocol on Signs and Signals. In respect of the transport of dangerous goods, it serves the ECOSOC Committee of Experts on the Transport of Dangerous Goods and its two subsidiary bodies, the Group of Experts on Explosives and the Group of Rapporteurs on the Packing of Dangerous Goods.

(a) *Office of the Director*

Deals with questions concerning transport economics (in co-operation with the Railways and Costs Section) and the transport of perishable foodstuffs;

Serves the Inland Transport Committee.

(b) *General Transport Section*

Deals with questions concerning the transport of dangerous goods, combined transport equipment, statistics and Customs;

Issues annually the Bulletin of Transport Statistics for Europe.

(c) *Railways and Costs Section*

Deals with questions concerning rail traffic, costs and tariffs, the simplification of rail frontier formalities, the prevention of rail accidents, studies on projections on rail traffic and certain technical rail problems.

(d) *Roads Section*

Deals with the standardization of road signs, signals and marks and of traffic rules, the construction of road vehicles from the point of view of safety, questions concerning the Declaration on the Construction of Main International Arteries and questions concerning international road travel and the transport of goods and passengers by road, including the simplification of documentation for international road transport.

(e) *Inland Waterways Section*

Deals with questions concerning inland transport, such as standardization of international administrative regulations, police regulations and signalling, unification of European networks and of dimensions of craft, rights in rem; and studies new techniques for inland waterways.

5. Steel, Engineering and Housing Division

Provides the secretariat and documentation for the Steel Committee and the Committee on Housing, Building and Planning and their subsidiary bodies, and the subsidiary bodies of the Industry and Materials Committee;

Prepares studies on selected questions relating to steel, engineering, housing, building and planning and issues publications on these subjects.

(a) *Steel and Engineering Section*

Provides the secretariat and documentation for the Steel Committee and the Industry and Materials Committee and their subsidiary bodies;

Analyses current developments in the European steel market through an annual Steel Market Review;

Develops statistical standards in the field of steel and publishes the Quarterly Bulletin of Steel Statistics for Europe and the yearly Statistics of World Trade in Steel;

Undertakes inquiries into the economic and technological factors affecting the principal steel-consuming sectors;

Undertakes studies of technological developments in the steel industry and their economic aspects;

Studies production and trade aspects of the European engineering industry, publishes annually the Bulletin of Statistics on World Trade in Engineering Products and studies the economic aspects of automation, problems of labour productivity, and certain aspects of the chemical industry.

(b) *Housing, Building and Planning Section*

Provides the secretariat and documentation for the Committee on Housing, Building and Planning and its subsidiary bodies;

Prepares every five years a review of European Housing Trends and Policies, the Annual Bulletin of Housing and Building Statistics for Europe and the Quarterly Housing Construction Summary for Europe;

Organizes seminars and undertakes, often in collaboration with Government experts and rapporteurs, specialized studies and inquiries on such subjects as the housing situation and future housing requirements; financing of housing; housing for the elderly; industrialization of building; maintenance and modernization of buildings; production of building materials and components; urban renewal and physical planning; land use and price policies;

Contributes to the United Nations long-range concerted programmes in the field of housing, building and planning.

6. Energy Division

Provides the secretariat and documentation for the Coal Committee, the Committee on Electric Power and the Committee on Gas and their subsidiary bodies;

Prepares studies on selected energy questions.

(a) *General Energy and Electric Power Section*

Provides the secretariat and documentation for the Committee on Electric Power and its subsidiary bodies;

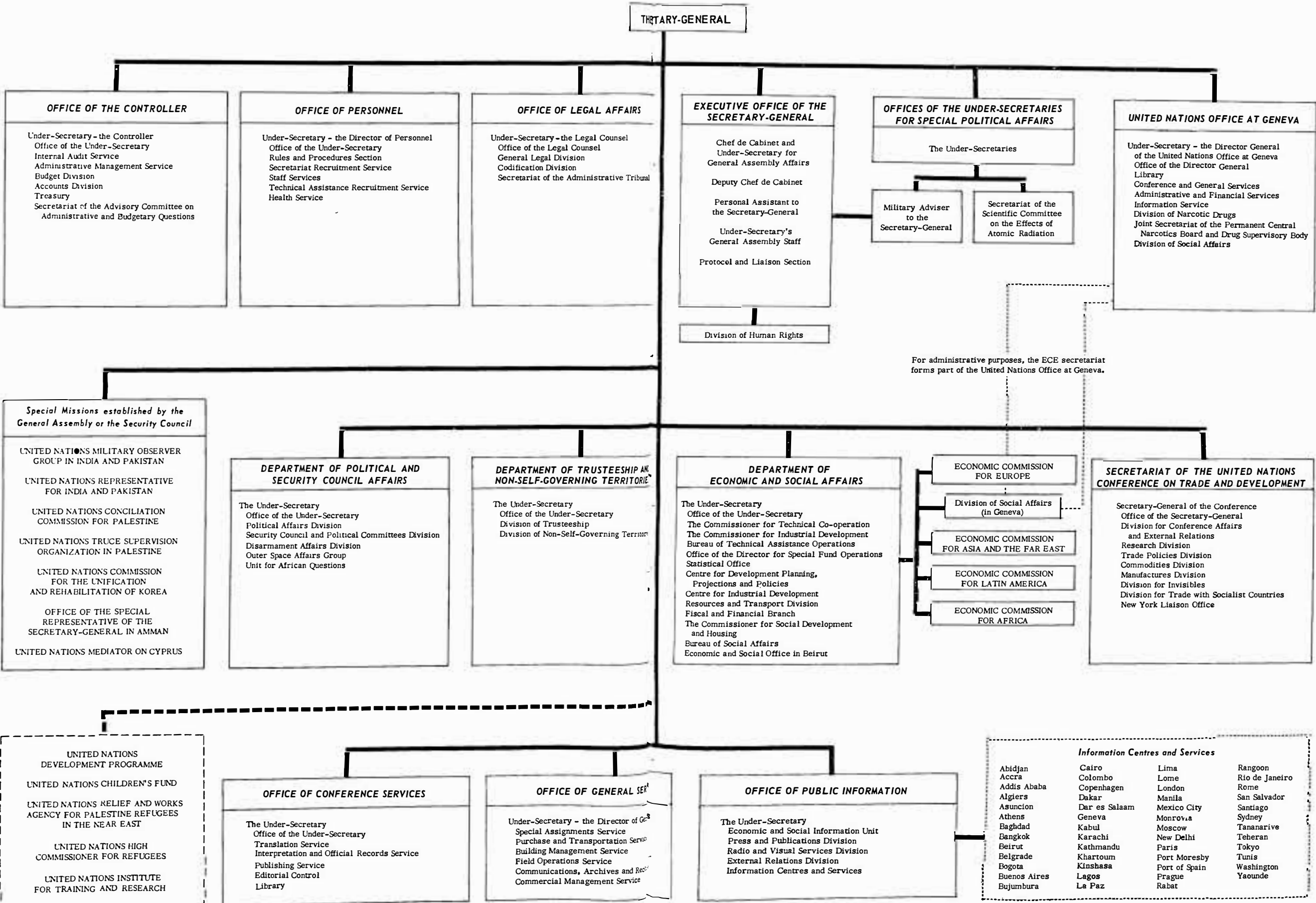
Issues detailed yearly reviews of the Situation and Future Prospects of the Electric Power Supply Industry in Europe and on the State of Rural Electrification; and detailed triennial reviews on these subjects; annual and half-yearly Bulletin of Electric Power Statistics and a half-yearly Bulletin on Conditions of Hydraulicity in Europe; prepares studies and documentation on subjects concerned with production, international exchanges and consumption of electric energy; and is available to advise Governments at their request on such questions as international transfers of electric power and hydroelectric development of waterways of common interest;

Prepares reports and documentation on aspects of energy questions of common interest to the Committees served by the Division and methodological studies required for the analysis of the energy economy as a whole.

(b) *Coal Section*

Provides the secretariat and documentation for the Coal Committee and its subsidiary bodies;

Prepares an annual survey of the coal industry covering in general terms each phase of the coal industry and trade; provides biannually for the Coal Trade Sub-Committee a market analysis of trends of consumption and production for the region as well as quarterly forecasts for production, consumption, imports and exports; provides once a year,



for the Sub-Committee on Mining Problems, an analysis of the development of concentration in the coal mining industries, carries out studies and prepares the documentation on coal mining problems and other subjects examined by the Sub-Committee on Mining Problems and its groups of experts at their annual sessions; carries out studies and prepares the documentation on solid fuel utilization problems and other subjects examined by the Sub-Committee on Solid Fuel Utilization and its groups of experts at their annual sessions;

Issues a semi-annual Coal Market Review, the Quarterly Bulletin of Coal Statistics for Europe, and the Annual Bulletin of Coal Statistics for Europe.

(c) Gas Section

Provides the secretariat and documentation for the Gas Committee and its subsidiary bodies;

Prepares an annual survey of the gas industry and its outlets and studies of such problems as the transport economy of gas, storage, tariffs, the use of various raw materials for the manufacture of gas including petroleum products, Preferential Uses of Gas and the Legal Status of International Gas Pipelines;

Issues the Annual Bulletin of Gas Statistics for Europe.

7. ECE/FAO Agriculture Division^{2/}

Provides the secretariat and the documentation for the Committee on Agricultural Problems and its subsidiary bodies;

Prepares reviews of short and medium term trends in the production and consumption of selected agricultural commodities, and on problems of the development of trade in agricultural products;

Prepares surveys on agricultural output and input and on prices of agricultural products and input factors;

Helps to improve the methodology and comparability in the field of food and agricultural statistics;

Promotes the exchange of information on mechanization, rationalization, marketing of products, agricultural statistics, and on other economic and technical problems of agriculture;

Issues annual publications on Prices of Agricultural Products and Fertilizers, on the Agricultural Situation in Europe and, at longer intervals, on agricultural sector accounts in European countries.

8. ECE/FAO Timber Division^{2/}

Provides the secretariat and documentation for the Timber Committee and its subsidiary bodies;

Studies means of improving efficiency and productivity in forest operations and in the wood-processing industries, and investigates problems and trends of wood utilization;

Studies methods of collecting and analysing forest and forest products statistics;

Collects and analyses production, trade, price and other market statistics and issues the quarterly Timber Bulletin for Europe and the annual Timber Market Review;

Surveys trends in the production, consumption and trade of forest products and issues short-term and long-term forecasts.

B. ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST (Headquarters—Bangkok)

1. The Executive Secretary

(a) Office of the Executive Secretary

Provides documentation for and services the Commission, subsidiary bodies and special committees including the Committee for Co-ordination of Investigations of the Lower Mekong Basin; provides policy decisions and guidance, and directs and co-ordinates the work of the Secretariat and controls implementation of the work programme as approved by the Commission; deals with all matters concerning liaison with Governments, specialized agencies, and inter-governmental and non-governmental organizations; supervises the work of the units (mentioned below) under the Office of the Executive Secretary;

(b) Technical Assistance Unit

Is in charge of programming and implementing all technical assistance activities entrusted to the ECAFE secretariat under the decentralization programme, and maintains co-ordination and contact on these projects with the Bureau of Technical Assistance Operations, Special Fund and substantive divisions at United Nations Headquarters; maintains liaison with the Resident Representatives, United Nations Development Programme;

Plans, programmes and implements regional proposals of technical assistance and Special Fund assistance and assists substantive divisions and the Bureau of Technical Assistance Operations in implementing them.

(c) Information Service

Provides press, radio and photographic coverage of ECAFE meetings and activities.

(d) Editorial Service

Reviews secretariat documentation before issue; prepares summary records; translates documents into English.

(e) Language Service

Translates documents into French and provides interpretation for meetings.

2. The Research and Planning Division

Studies basic economic problems and policies, particularly those relating to development;

Reviews progress of economic development and planning in Asian countries;

^{2/} Is jointly staffed by ECE and FAO.

Prepares, in co-operation with Headquarters Centre for Development Planning, Projections and Policies, analyses and projections of economic growth;

Develops and disseminates programming techniques;

Prepares for publication the Economic Survey of Asia and the Far East and the Economic Bulletin for Asia and the Far East;

Provides the secretariat and documentation for the Conference of Asian Economic Planners and the Working Party on Economic Development and Planning;

Provides in-service training and assists in the development work of training institutes in the fields of economic development and statistics;

Provides advisory services to Governments in the region on development programming.

3. The Statistics Division

Compiles basic statistical series for use by substantive divisions and for dissemination;

Conducts studies and research on statistical methods and promotes international and regional comparability in statistics;

Conducts research on statistical needs for development planning and implementation and assists Governments in preparing and implementing long range programmes of statistical development;

In co-operation with the United Nations Statistical Office and other international and regional bodies, provides documentation for and services the Conference of Asian Statisticians and its seminars and working groups;

Provides advisory services to Governments in the region on censuses, sample surveys, economic statistics, training, etc.;

Collects, compiles and presents data on regional trade; assembles detailed data from countries of the region for processing by computer method; compiles the Foreign Trade Statistics of Asia and the Far East.

4. The International Trade Division

Studies problems of international trade and commercial policy, such developments relating to regional trading arrangements, import, export and tariff policies; export promotion; state trading; long-term agreements; stabilization of commodity prices; financing of trade, market research; shipping and ocean freight rates; trade problems of land-locked countries;

Promotes measures for the expansion of intra-regional trade and makes studies, and arranges intra-regional trade promotion talks and consultations to this end;

Promotes the simplification of international trade regulations, practices and procedures, including customs procedures;

Promotes the training of personnel in trade promotion, commercial arbitration and customs administration;

Promotes commercial arbitration through the ECAFE Centre for Promotion of Commercial Arbitration, functioning within the secretariat;

Provides documentation for and services the Committee on Trade and its subsidiary bodies;

Advises national trade promotion agencies on request.

5. The Division of Water Resources Development

Investigates and promotes unified river basin development;

Studies basic problems affecting policies in water resources development;

Organizes regional conferences, seminars, symposia and study groups on specific subjects of common importance to countries of the region;

Correlates and analyses hydrologic problems of regional character and prepares standards for hydrologic measurements and records;

Promotes hydraulic research work;

Advises Governments at their request on specific questions relating to flood control and water resources development;

Assumes the functions of Executive Agency for Special Fund projects in the water field on behalf of the United Nations;

Prepares for publication the Flood Control Series and the Water Resources Journal.

6. The Industries Division

Prepares studies on and publishes reports including regional maps on geology and natural resources development; electric power development; industrialization and related problems; and housing, urban and rural development and physical planning;

Makes detailed studies of specific industries and problems in the above fields and organizes seminars or meetings of experts;

Assists countries, at their request:

In preparing and implementing industrial development plans, feasibility surveys and pre-investment project reports for specific industrial, mineralogical, housing, power development and similar projects;

In conducting special studies of mineral exploration and exploitation problems including beneficiation of ores, establishment of basic metal producing and metal transforming industries, non-metallic mineral based industry, industry based on agriculture and forest wealth, industrial estates and small industry service institutions;

Provides support and back-stopping to regional centres, institutions and projects in the fields of training, industrial productivity, housing, electric power and related subjects;

Provides documentation for and services the Committee on Industry and Natural Resources and its subsidiary bodies.

7. The Transport and Communications Division

Studies technical, economic and administrative problems relating to railways, highways, inland waterways, tourism and general transport problems, such as the co-ordination of transport, freight rate structures, transport statistics and transport development programming;

Studies, in co-operation with the International Telecommunication Union, economic problems in the field of telecommunications;

Advises Governments on request on transport problems and promotes and assists in carrying out reconnaissance and other types of surveys, study-weeks and training programmes on problems of transport and tourism;

Prepares for publication the Transport and Communications Bulletin for Asia and the Far East;

Provides documentation for and services the Inland Transport and Communications Committee and its subsidiary bodies, including the working groups of experts on the Asian Highway.

8. The Social Affairs Division

Studies social aspects of economic development and the interrelationship of economic and social factors, including social development and planning, population, community development, social welfare and community services;

Studies techniques of programming in the social field;

Undertakes regional assignments and assists the Bureau of Social Affairs in matters relating to the work programme of the Social and Population Commissions;

Assists Governments at their request in formulating and implementing their social programmes.

9. The ECAFE/FAO Agriculture Division^{3/}

Undertakes study and review of agricultural development plans and methods of agricultural programming; assists Governments, on request, in agricultural programming; undertakes case studies on selected aspects of agricultural development (e.g., capital formation, community development and agricultural development);

Collects and analyses information on the provision of finance and credit for agricultural development, and food and agricultural price and support policies;

Contributes to the Economic Survey of Asia and the Far East;

Studies problems concerning the use of agricultural surpluses;

Assists in the preparation and conduct of regional meetings on agricultural matters sponsored by ECAFE and FAO;

Assists Governments in organizing national training centres in agricultural development.

10. Office of the Executive Agent for the Mekong Project

Advises in collaboration with the ECAFE secretariat the Committee for Co-ordination of Investigations of the Lower Mekong Basin; the Governments of Cambodia, Laos, Thailand and the Republic of Viet-Nam, and other Governments, organizations and specialized agencies, on the administrative and technical co-ordination of plans and for the over-all development of the basin;

Assists the Committee in carrying out the day to day co-ordination of the engineering, economic, agricultural and other studies undertaken at the request of the Committee by United Nations agencies and others;

Assists the Co-ordinating Committee in the preparation of its requests for technical, financial and other assistance, and negotiates on behalf of the Committee with prospective contributors in order to obtain such assistance;

Assists the Committee in the supervision of experts, services and field projects undertaken by United Nations agencies and others, and prepares programmes of work for the effective utilization of these experts and services;

Convenes the Advisory Board and collaborates with it in carrying out such of its recommendations as may be approved by the Committee;

In collaboration with the Resident Representative, United Nations Development Programme, negotiates with the riparian Governments for facilities needed by technical assistance experts and contractors in carrying out the tasks entrusted to them;

Carries out, in co-operation with the appropriate departments of the United Nations and with ECAFE, administrative activities including procurement and shipment of supplies, budgeting, financial control, record keeping and assistance in equipment maintenance.

11. The Division of Administration

Administers the finances and personnel of the ECAFE secretariat within the budget allotments and other financial provisions (including manning tables) issued by the Office of the Controller at Headquarters and in accordance with the Staff Regulations and Rules (subject, for certain actions, to the approval of the Director of Personnel);

Makes the administrative arrangements for meetings of the Commission and its subsidiary bodies, together with the provision of conference services including the reproduction and distribution of documents;

Consults with the specialized agencies in Bangkok on proposals for submission to Headquarters, regarding administrative and related matters of common interest such as local pay scales;

Is responsible, subject to the general standards and procedures laid down by the Office of General Services at Headquarters, for building and office maintenance, the procurement of equipment, supplies and services and for registry, mail and communi-

^{3/} Is jointly staffed by ECAFE and FAO.

cations services, travel arrangements and the publications programme; operates the telephone exchange and the telecommunication network; maintains and operates United Nations motor vehicles;

Maintains and operates the Library;

Deals with matters concerning protocol, privileges and immunities;

Renders administrative, financial and personnel services in respect of regional technical assistance advisory projects and those Special Fund projects for which authority as Executing Agency has been delegated to ECAFE.

C. ECONOMIC COMMISSION FOR LATIN AMERICA (Headquarters—Santiago)

1. The Executive Secretary

(a) *The Office of the Executive Secretary*

Directs and co-ordinates the work of the secretariat and controls the implementation of the work programme as approved by the Commission;

Is responsible, together with the administrative services, for the planning, organization, preparation and servicing of all meetings of the Commission, including negotiations with host Governments; and provides the Commission's representation at other conferences and meetings;

Maintains liaison with Governments, specialized agencies, and other governmental and non-governmental organizations as well as with United Nations Headquarters, the branch offices of the Commission, UNCTAD and the Latin American Institute for Economic and Social Planning;

Deals with all matters concerning protocol, privileges and immunities.

(b) *Information Services*

Prepares feature articles and press releases on the Commission's work and maintains liaison with the press, radio and television.

(c) *Editorial and Language Services*

Polishes the text and improves the presentation of all ECLA documents and prepares manuscripts for the printers;

Translates and edits documents; provides translation and précis-writing services for all meetings of the Commission;

Supervises the typing, reproduction and graphic presentation services of ECLA.

(d) *Documents Section*

Is responsible for the distribution of documents.

(e) *Technical Assistance Co-ordinating Unit*

Is in charge of all technical assistance activities entrusted to the ECLA secretariat under the decentralization policy and maintains co-ordination and contact on these projects with the Bureau of Technical

Assistance Operations and ECLA's substantive divisions;

Maintains liaison with the Resident Representatives of the United Nations Development Programme.

(f) *Public Administration Unit*

Under the direction of the Executive Secretary, this unit is responsible for ECLA's activities in the field of public administration.

(g) *Latin American Regional Centre for Economic Projections*

Under the direction of the Deputy Executive Secretary, the Latin American Regional Centre for Economic Projections, established in 1963 in pursuance of General Assembly resolution 1708 (XVI), performs the following main functions:

Works out in a systematic and permanent manner projections for the Latin American economies in general and for particular countries or groups of countries;

Investigates the techniques and methods in the field of projections in order to propose and use those which are considered most adequate for the conditions prevailing in Latin American countries;

Examines statistical and technical information which is necessary for working out the projections; and

Compiles and analyses the projections which have been prepared by other international and national organizations for the world economy and for Latin America, especially in those fields and for those countries of greatest interest for appreciation of the perspectives and process of economic development in Latin American countries.

2. Economic Development and Research Division

Carries out a continuous analysis of the evolution of the economic situation in Latin America, and prepares the annual *Economic Survey*, which describes and analyses the short-term changes and the main factors underlying them;

Studies the main factors contributing to the long-term development process of the Latin American economies, the nature of the obstacles to more rapid growth, and the lines of development policy likely to overcome them;

Studies and evaluates experience in the field of economic policy and its relation with the structural problems of development;

Keeps up-to-date information on the structure of the Latin American economy and studies those aspects that represent common features or significant differences between countries or groups of countries in the region, considered individually;

Analyses general economic questions in relation to specific problems or proposals, including regional economic integration and the region's trade relations with the rest of the world;

Co-operates with other institutions in the analysis of particular problems of interest to the countries

of the region, with particular emphasis on the economic context that affects or underlies these problems;

Stimulates and contributes to technical co-operation aimed at a more penetrating research by national bodies on the various aspects of the economic development of the countries concerned;

Prepares articles, reports, and documents of regional or national scope on subjects relating to Latin America's economic development;

Carries out continuous study, analysis and evaluation of the development policy and planning activities of the countries of the region;

Co-operates with the Latin American Institute for Economic and Social Planning on questions of common concern in the work programmes of the two bodies.

3. Statistical Division

Compiles basic statistical series for use by the substantive departments;

¹ Conducts research on specific aspects of statistics;

Studies ways and means for improving economic and social statistics in member countries, organizes, in co-operation with the United Nations Statistical Office and other international and regional bodies, seminars in statistical methods, techniques and programmes, and works directly with the statistical services in order to obtain better and broader statistical series in accordance with international standards;

Co-ordinates the work of regional statistical advisers;

Co-operates in the training and advisory activities of the Latin American Institute for Economic and Social Planning.

4. Industrial Development Division

Prepares studies and reports on industrial and mining development for the guidance of Governments and industry;

Promotes the establishment of committees on industry, or industrial institutes, and assists in their operation; proposes the adoption of industrial standards for products, processes and methods;

Organizes seminars or meetings of experts relating to different sectors or problems of industry;

Analyses industrial development for the studies on the regional market. In this connexion the Division is part of the Joint ECLA/INSTITUTE/IDB Programme on Industrial Integration in Latin America.

5. Trade Policy Division

Collects and analyses information on international and intra-regional trade problems and policies;

Studies and promotes the establishment of a common market in the region and provides advisory services to the organs of the Latin American Free Trade Association, for which purpose an office has been established in Montevideo, Uruguay;

Provides advisory services to Latin American Governments in trade policy;

Promotes the simplification of regional trade regulations and practices, including customs procedures;

Provides the secretariat and documentation for the Trade Committee and meetings on intra-regional trade, economic integration of Latin America, etc.

6. Social Affairs Division

This Division, in conjunction with the Economic Development and Research Division and the Latin American Institute for Economic and Social Planning, studies policy approaches and programming techniques aimed at promoting the integration of the economic and social aspects of development;

Prepares studies on problems relating to social change in the region, and on specific sectors of social policy;

Assists Governments, at their request, in formulating social programmes;

Undertakes special missions relating to the work programmes of the Social Commission, the Population Commission and the Housing Committee;

Co-operates with the specialized agencies on studies and technical assistance projects.

7. Joint ECLA/FAO Agriculture Division^{4/}

Collects and analyses information on the development of agriculture in the region and contributes to the Economic Survey of Latin America and to the State of Food and Agriculture prepared by FAO;

Prepares studies on the economic aspects of agricultural development, with particular reference to planning at the national level, as well as on the role of agricultural commodities in the Latin American common market;

Studies the possibilities of expanding selected agricultural products and the livestock industry; studies the possibilities of increasing agricultural investment;

Co-operates with the Latin American Free Trade Association (ALALC) and with the Inter American Committee on Agricultural Development (CIDA), through direct representatives, on aspects of trade and agricultural development, and with the Latin American Institute for Economic and Social Planning on matters concerning agricultural programming.

8. Natural Resources and Energy Programme

Studies the needs, problems and available basic resources that the Latin American countries have in connexion with the supply of energy, principally in relation to the region's economic and social development and to regional integration. It also gathers information on the economic aspects of atomic energy and its use in research on natural resources;

Together with the Bureau of Technical Assistance Operations, the World Meteorological Organization

^{4/} Is jointly staffed by ECLA and FAO.

and the World Health Organization, studies the water resources of Latin America, their various present and future uses and problems relating to damage control;

Analyses all the factors that affect water conservation and the interrelated natural resources, including legal and administrative factors;

Evaluates the economic feasibility of specific projects concerning water facilities;

Collects information on known mineral resources, mining production and the trade relating thereto and examines the factors that affect their development;

Organizes seminars and meetings of experts related to the different sectors or problems of natural resources and energy.

9. Transport Programme

It studies transport problems and requirements in relation to each country's economic development and to the economic integration of the region as a whole. In all questions bearing on transport, it provides advisory services for and co-operates with the Bureau of Technical Assistance Operations, the secretariat of the United Nations Conference on Trade and Development and the following regional, governmental and non-governmental bodies: the Latin American Free Trade Association (ALALC), the Latin American Shipowners' Association (ALAMAR) and the Latin American Railways Association (ALAF).

10. Division of Administration

Administers the finances and personnel of the secretariat either direct or, in the case of the Mexico Office, through the Administrative Officer, within the budget allotments and other financial provisions (including manning tables) issued by the Office of the Controller at Headquarters, and in accordance with the Staff Regulations and Rules (subject, in certain cases, to the approval of the Director of Personnel);

Is concerned with the administration of the Latin American Institute for Economic and Social Planning through the Administrative Officer outposted from the Division of Administration of ECLA to the Institute;

Undertakes recruitment of staff and/or technical assistance experts for the ECLA secretariat for technical assistance projects under the jurisdiction of the Commission and on behalf of the Office of Personnel at Headquarters as required;

Maintains and operates the Library;

Is responsible, subject to the general standards and procedures laid down by the Office of General Services at Headquarters, for building and office maintenance, the procurement of equipment, supplies and services and for registry, mail and communications services;

Makes the administrative arrangements for meetings of the Commission and its subsidiary bodies including the provision of conference services.

11. Mexico Office

The Director presides over the Advisory Committee which directs the activities of the Central American Joint Planning Mission sponsored by ECLA, BID, OAS, SIECA and the Central American Integration Bank;

Provides secretariat and documentation for the Central American Economic Co-operation Committee (CCE) and its sub-committees and working groups;

The Office is responsible for the work entrusted to it, which comprises the northern countries of the region;

Prepares all material on the countries of its jurisdiction for the Economic Survey of Latin America and the Economic Bulletin for Latin America;

Conducts research and analyses on the same countries for long-term studies of economic development and foreign trade;

Acts in an advisory capacity to the Central American Governments concerning their economic policy and the Central American Common Market, and co-operates with the regional organs of economic integration;

Conducts, in co-operation with technical assistance experts, research and analyses of Central American trade, industrial and agricultural development, transport, energy, statistics, social aspects, and the financing of economic development;

Co-ordinates the operation and administration of technical assistance projects delegated to the Mexico Office.

12. Washington Office

Represents ECLA at meetings held in the United States and provides substantive and administrative support to visiting ECLA staff members;

Assists the substantive divisions by collecting and analysing material that is more readily available in Washington than in Santiago or Mexico;

Supplies administrative and other services for the staff seconded to work with the Organization of American States on joint programmes.

13. Joint ECLA/BNDE Centre, Rio de Janeiro^{5/}

Conducts studies on basic problems of Brazilian economy which are of special interest for the Government of Brazil; collects data, conducts research and prepares studies on general problems of interest to ECLA; organizes intensive training courses in conjunction with the Latin American Institute for Economic and Social Planning.

^{5/} Staffed jointly by ECLA and the Banco Nacional do Desenvolvimento Economico (Brazil).

D. ECONOMIC COMMISSION FOR AFRICA (Headquarters—Addis Ababa)

1. The Executive Secretary

(a) *Office of the Executive Secretary*

(b) *Office of the Secretary of the Commission*

Provides in concert with the substantive Divisions concerned secretariats for the meetings of the Commission and its subsidiary bodies. Compiles, in consultation with the substantive Divisions, the draft work-programme, draft reports to the Commission and the Commission's annual report to ECOSOC; schedules and follows up with the Divisions the preparation of documentation for the Commission and its subsidiary bodies and the implementation of the recommendations of the Commission; advises the Executive Secretary on matters affecting relations with Member States, United Nations specialized agencies and other United Nations bodies, United Nations Headquarters, inter-governmental organizations and international non-governmental organizations. Coordinates ECA representation at meetings of specialized agencies, inter-governmental and non-governmental organizations.

(c) *Information Service*

Prepares feature articles and press releases and arranges for press and other coverage of the Commission's work.

2. Economic Co-operation Division

(a) *Economic Co-operation Section*

Promotes a multinational approach to questions of economic and social planning development; assists African Governments in the setting up of inter-governmental machinery for economic co-operation.

(b) *Manpower and Training Section*

Co-ordinates and disseminates information on training opportunities; undertakes surveys and studies in the field of manpower and education, and evaluates training priorities and strategies; maintains liaison with the ILO, UNESCO and other specialized agencies and organizations involved in the development of human resources through education and training.

(c) *Technical Assistance Co-ordination Unit*

Co-ordinates, develops, administers and advises on ECA's Regional Programme of Technical Assistance, including liaison with BTAO concerning the activities of technical assistance country experts. Advises on the timing and procedures of country and regional programmes; maintains liaison with Resident Representatives of UNDP.

3. Research Division

(a) *Economic and Social Surveys Section*

(b) *Economic Planning Section*

(c) *Social Development Section*

(d) *Public Administration Section*

Engages in research on economic and social problems and prospects; prepares and publishes economic and social surveys; prepares and publishes the Economic Bulletin for Africa and the Economic Survey for Africa; reviews recent developments in economic and social activities, and prepares studies on selected problems. Analyses country development plans and advises Governments, on request, on their development plans and their implementation. Undertakes medium-term and long-term economic projections. Organizes seminars and provides the secretariat for the Conference of African Planners. Maintains liaison with the African Institute for Economic Development and Planning (IDEP), Dakar, and other institutes of economic and social research;

Promotes through seminars, study tours, training courses and advisory services, mobilization of rural manpower for development. Organizes activities in connexion with training in the social welfare field. Undertakes inter-disciplinary studies of socio-economic problems in the development of rural life and institutions, problems of urbanization and industrialization. Undertakes comparative and country studies concerning the organization and administration of social welfare services; prepares and publishes monographs on the basis of these studies;

Undertakes, on request, advisory missions to countries on aspects of public administration; prepares manuals, handbooks and information papers on various aspects of public administration in central and local authorities and of public corporations; organizes seminars and training courses in public administration.

4. Industry and Housing Division

(a) *Industry Section*

(b) *Housing, Building and Planning Section*

Assists Governments in preparing a strategy of industrial development for Africa; promotes sub-regional and regional co-operation in the establishment of selected industries and provides advice to Governments on industrial planning and programming; studies problems of industrial investment in relation to industrial opportunities; prepares an inventory of African industries and periodic reports on industrial trends; undertakes pre-feasibility studies of individual industries, and studies problems concerning the marketing of manufactures. Assists in the setting up of institutions for industrial research and industrial standards, and for technological training; promotes the establishment of industrial estates and provides advice to Governments on the establishment and expansion of small-scale industries;

Studies housing needs, policies and programmes, including questions related to aided self-help housing and to low-cost housing, and possible sources of financing. Undertakes studies on the development of the building materials and construction industry on national, multinational and subregional bases; assists in the formulation and implementation of pilot pro-

jects in the field of housing, building and planning with particular reference to mobilization of local human and technical resources; participates in the planning of programmes of advisory services to Governments; disseminates information on building techniques and planning; and organizes and conducts seminars and training courses for building contractors and technicians, and administrators of housing estates.

5. Natural Resources and Transport Division

(a) *Natural Resources Section*

(b) *Cartographic Unit*

(c) *Transport Section*

Undertakes the compilation of known data on natural resources; assists Governments in assessing and building up manpower and in establishing effective machinery for the exploration, evaluation, and management of natural resources, including energy resources, water resources and mineral resources; promotes the establishment of joint centres for specialized services in surveying and mapping. Collaborates with UNESCO and other United Nations agencies, and with bilateral agencies in the implementation of plans in the field of natural resources development; prepares and publishes Natural Resources Newsletter;

Undertakes with assistance from bilateral and multilateral sources surveys of transport needs and communication networks at national, multinational, subregional and regional levels. Assists Governments in assessing manpower needs for the efficient running of transport and communication systems; provides, on request, advisory services to Governments with respect to the development of their transport systems. In co-operation with ITU, promotes the establishment of telecommunications networks linking African countries directly with one another and in training the necessary manpower. Maintains liaison with Headquarters on the work of the Advisory Committee on Science and Technology, and services its subcommittee for the African Region.

6. Statistics and Demography Division

Is primarily concerned with promoting the development of national statistical services and the improvement and comparability of statistical data; undertakes the preparation of manuals, handbooks, etc. on the basis of field experience in Africa, to assist improvement of statistical methodology; undertakes and sponsors the collection, evaluation and dissemination of statistical information; provides substantive services for the Conference of African Statisticians and other United Nations meetings on statistical matters in Africa. Provides advisory services to Governments in the establishment of national statistical services. Organizes training programmes in statistics and demography; assists in establishment of machinery for the exchange of information on statistical activities and methods among African countries. Prepares reports on developments in data processing; provides, on request, data processing services to

member Governments; and conducts demonstration courses on data processing for African personnel; prepares basic material for the Economic and Social Survey; prepares for publication the Statistical Appendix to the Economic Bulletin, two series of African Trade Statistics, Series A. Direction of Trade and Series B. Trade by Commodity and the Statistical Newsletter.

7. Trade, Fiscal and Monetary Affairs Division

(a) *Trade Section*

(b) *Fiscal Affairs Unit*

(c) *Monetary Affairs Unit*

Assembles, analyses and disseminates information on the international and interregional trade and payments, monetary and banking, fiscal and general financial situation in Africa; prepares studies and reports on international commerce of interest to the region, and on fiscal and financial problems of the region. Studies problems and policies related to the liberalization of intra-regional trade. Promotes with the help of international agencies and other bodies concerned, African co-operation in the monetary, financial and banking affairs. Prepares for publication the Trade, Monetary and Fiscal Affairs Bulletin;

Maintains liaison with UNCTAD, GATT and other inter-governmental organizations; provides substantive services for the Working Parties on Intra-African Trade and Monetary Management. Organizes seminars and training courses on trade and tariff questions, customs administration, budget management, fiscal administration and banking matters.

8. ECA/FAO Joint Agriculture Division

The Division, jointly staffed by ECA and FAO, assembles, analyses and disseminates information on the economic aspects of agriculture and food production; prepares for publication the Agricultural Economics Bulletin; provides assistance to Governments, upon request, including advisory services, and in particular promotes projects in the African countries which encourage the production of food, and commercialization of agriculture. Maintains liaison with FAO, provides substantive services for the Working Party on Agriculture, and organizes meetings and seminars on agricultural planning, institutions, and trade in agricultural commodities.

9. Division for Administration, Conferences and General Services

(a) *Personnel Section*

(b) *Finance Section*

(c) *Conference Services*

(d) *General Services*

(e) *Library*

(f) Cable Unit

Administers the budget and personnel of the secretariat, within the budget allotments and other financial provisions (including manning tables) issued by the Office of the Controller at Headquarters, and in accordance with the Staff Regulations and Rules and the Financial Regulations and Rules (within the authority delegated by the Controller and the Director of Personnel); undertakes recruitment of personnel; ensures the running of the Library; is charged with the maintenance of the buildings and offices, the purchase of material, furniture, and services, as well as the recording of mail and communications; makes the necessary administrative arrangements for meetings of the Commission and its subsidiary bodies; provides translation, reproduction and distribution of documentation; administers the annual publications programme; makes all arrangements in connexion with official travel and shipping of official material and personal and household effects of staff members; deals with matters relating to privileges and immunities; is responsible for providing guidance and direction to subregional offices, on all administrative, financial, conference and general services matters.

10. Subregional Offices

- (a) *Lusaka*
- (b) *Kinshasa*
- (c) *Niamey*
- (d) *Tangiers*

Provide liaison between ECA headquarters and the Governments of the subregions; provide the secretariat with direct information of the needs and problems of the subregions so that effective programmes of assistance can be formulated; undertake studies on the economic and social development of the subregions; collect information and up-to-date documentation on various aspects of the economic and social life of the area and provide advisory services at the request of the countries concerned; give assistance to country experts and advisory teams on the specific problems of the area; and assist in organizing meetings, seminars, study tours, etc., which are to take place in the subregion.

Section 8
Department of Trusteeship and Non-Self-Governing Territories

I. FUNCTIONS

To provide substantive services, secretariats and documentation for the Trusteeship Council, the Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples, and the Fourth Committee of the General Assembly; for ad hoc bodies, including missions, set up to deal with matters relating to trusteeship and Non-Self-Governing Territories.

II. ORGANIZATION

1. The Under-Secretary

(a) *Office of the Under-Secretary*

(b) *Office of the Director*

(i) SPECIAL COMMITTEE SECTION

(ii) PETITIONS SECTION

Through these sub-units, the Office:

Provides secretariats and documentation for the Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples, for the Fourth Committee of the General Assembly and for ad hoc committees and missions of those bodies;

Receives and classifies petitions from Non-Self-Governing Territories and prepares them for consideration by the Sub-Committee on Petitions.

2. Division of Trusteeship

(a) *Deputy Director*

(b) *Trusteeship Council Section*

(c) *Scholarships Section*

(d) *Research and Records Section*

Through these units the Division:

Provides secretariats and documentation for the Trusteeship Council and for ad hoc committees and missions of the Council;

Administers, in co-operation with the Division of Non-Self-Governing Territories and with the Training and Fellowship Section of the Bureau of Technical Assistance Operations, the educational and training programmes for South West Africa and for Territories under Portuguese administration and deals with matters concerning the offers by Member States of study and training facilities for inhabitants of Trust and Non-Self-Governing Territories;

Carries out for the Division and also for the Division of Non-Self-Governing Territories a systematic programme of collecting and classifying information from general sources relating to Trust and Non-Self-Governing Territories.

3. Division of Non-Self-Governing Territories

(a) *Deputy Director*

(b) *Africa, Section I*

(c) *Africa, Section II*

(d) *Asia-Pacific Section*

(e) *Caribbean Section*

Through these units the Division:

Receives information on Non-Self-Governing Territories transmitted under Article 73 e of the Charter;

Collects and analyses information from other sources on all Non-Self-Governing Territories;

Prepares studies on individual territories dealing with political, economic, social and educational developments, and on the situation with regard to the application of the Declaration on the granting of independence to colonial countries and peoples in each territory for the consideration of the Special Committee;

Undertakes special studies on Non-Self-Governing Territories as called for by the Special Committee and by the General Assembly.

Section 9

Office of Public Information

I. FUNCTIONS

To promote an informed understanding of the United Nations among the peoples of the world;

To provide information to the Press and to assist in direct press coverage of United Nations activities;

To publish, and to encourage other organizations to publish, pamphlets and other literature concerning the work of the United Nations;

To engage in and to encourage the use of radio and television broadcasting for the dissemination of information about the United Nations;

To assist newsreel and photographic press agencies and to participate in the production and distribution of documentary films, film strips, posters and other graphic materials;

To establish and maintain a system of Information Centres on a regional or linguistic basis;

To maintain liaison with non-governmental organizations on programmes of disseminating information about the United Nations, to organize editors' round-tables and triangular fellowship and student interne programmes, and to encourage and promote teaching about the United Nations;

To maintain an inquiry service, to conduct guided tours for visitors, to arrange speaking engagements, and to make educational and reference materials available;

To arrange for the distribution of information materials.

II. ORGANIZATION

1. The Under-Secretary

(a) *Office of the Under-Secretary*

(b) *Executive Office*

(c) *Economic and Social Information Unit*

This unit is responsible for the production and co-ordination of information material concerning the economic and social programmes and activities of the United Nations family.

2. Press and Publications Division

(a) *Office of the Director*

(b) *Press Services*

Prepare and issue press releases on United Nations events and activities, including activities of all organs and committees of the United Nations;

Provide information to the Press through periodic briefings;

Schedule and arrange for press conferences;

Arrange facilities for the Press at Headquarters, including accreditations to the United Nations.

(c) *Publications Service*

Prepare all publications of the Office of Public Information produced at Headquarters;

Control the budgetary allocations for and supervise the production of publications prepared through the Information Centres, whether translations or adaptations of Headquarters' publications, or locally produced material;

Review for approval articles prepared by secretariat staff for outside publication.

3. Radio and Visual Services Division

(a) *Office of the Director*

(b) *Operations Service*

Provides technical facilities for correspondents from national radio, television and film organizations;

Is responsible for the servicing of requests for television and film material from the United Nations audio-visual and film-footage libraries;

Provides the secretariat for the Visual Information Board;

Deals with operational and contractual matters for the Division.

(c) *Radio Services*

Maintain liaison with national broadcasting organizations and co-operate with radio correspondents and permanent missions in promoting national broadcasting on United Nations affairs;

Broadcast in full meetings of major organs of the United Nations;

Prepare daily and weekly news summaries for use on national transmitters in all parts of the world and for short-wave broadcasting;

Prepare weekly, monthly and special feature and documentary programmes for use as above.

(d) *Visual Services*

Co-operate with national and commercial television and film organizations producing programmes about the United Nations;

Provide news coverage of debates and special events;

Produce United Nations television and film programmes;

Provide photographic facilities and coverage of United Nations activities in the field and at Headquarters;

Produce wallcharts, exhibits and display materials for distribution on request through United Nations Information Centres.

4. External Relations Division

(a) *Office of the Director*

(b) *Centre Services*

Is responsible for co-ordination of the operational requirements of United Nations Information Centres and Services and for the over-all planning of the substantive programmes of Centres. It deals with policy matters affecting their work and acts as a channel of communication between the Centres and Headquarters' departments and offices. Arrangements for the establishment of new Centres are also the responsibility of Centre Services. In such matters it is concerned with the necessary correspondence or consultation between Member States and the Secretary-General as well as liaison between OPI and the Office of the Secretary-General and the Field Operations Service. It is also responsible for co-ordinating the needs of the Centres with the media divisions of the Office of Public Information and with the substantive departments of the Secretariat.

(c) *Briefing Section*

Is responsible for keeping Information Centres and Services fully abreast of all United Nations news and activities for public information use in the areas they serve. To cover all subjects from major political issues to matters of chiefly regional or local interest in certain areas, the Section provides guidance for the appropriate use of material produced by OPI services, working closely with these services and with other key Secretariat offices. Special material in English, French and Spanish is produced by the Section itself to meet the needs of Centres not otherwise provided for. Daily distribution of information material and United Nations documentation is made to some fifty Information Centres and Services, with due regard to their individual requirements as to subject matter, languages, and quantities to be sent by the promptest means consistent with due economy.

The Section also processes reports received regularly from Centres on local editorial and official comment about United Nations matters. These are distributed to the appropriate offices at Headquarters. When matters of urgency are involved, both outgoing and incoming traffic are handled by cable.

(d) *Public Services*

(i) EDUCATIONAL LIAISON SECTION

Provides liaison (in close collaboration with UNESCO) with ministries of education, United Nations information centres, educational authorities and individual schools, colleges and universities, with a view

to encouraging teaching about the United Nations and the production of textbooks, audio-visual aids and other materials on the United Nations for educational purposes. It is also responsible for the Student Intern and Triangular Fellowship Programme and the preparation of written material for the observance of United Nations Day.

(ii) NON-GOVERNMENTAL ORGANIZATIONS SECTION

Is responsible for maintaining contact with the non-governmental organizations listed with the Office of Public Information and for stimulating their programmes of disseminating information on the work of the United Nations and the specialized agencies. It is responsible for advice on the formulation of OPI policies with regard to the non-governmental organizations and for maintaining contact with the Centres on the activities and programmes of such organizations in their area. The Section also organizes the annual Non-Governmental Organization Conference which is held at United Nations Headquarters or abroad and arranges for visits to Headquarters of leaders of these organizations for briefings and consultations.

(iii) VISITORS' SERVICE

Maintains the Guided Tours Service for visitors to the United Nations building;

Arranges special programmes for visitors including the provision of:

(a) Facilities such as briefing, escorts; and

(b) Speakers from the United Nations Secretariat or from the specialized agencies' offices;

Answers inquiries from the public and provides educational and reference material on the work of the United Nations.

(e) *Special Projects Unit*

Undertakes the organization and supervision of the editors' round-table conferences. It is also responsible for the supervision of the planning for observances of Human Rights Day and other special events such as the public information aspects of the International Year for Human Rights. It maintains regular contact with specialized agencies on information programmes of joint interest and provides the secretariat of the Consultative Committee on Public Information (CCPI).

5. Information Centres and Services

The Information Centres maintain a close working relationship with national and local information media, educational institutions, governmental information services and non-governmental organizations on matters relating to the dissemination of information about the United Nations and the specialized agencies.

Each Centre operates a reference library where documentation and background material on the United Nations and the specialized agencies are available to educators, students, representatives of the information media and the general public.

The Centres also arrange for the translation and adaptation of information material into local languages and for its distribution to the information media and

the general public. In addition, the Centres stimulate and assist in the local production of material on the United Nations and the specialized agencies.

The Information Service of the United Nations Office in Geneva provides coverage in all information media of conferences and meetings held in Geneva and in its operational area, and functions as the regional Information Centre for Austria, Bulgaria, Germany, Hungary, Poland, Portugal, Romania, Spain and Switzerland.

*Location of Centres and Services and area covered:**

United Nations Office at Geneva, Information Service: Austria, Bulgaria, Germany, Hungary, Poland, Portugal, Romania, Spain, Switzerland.

Information Centre at Accra:
Ghana, Guinea, Nigeria, Sierra Leone.

Information Service at Addis Ababa:
Ethiopia (also serves as Information Service for ECA).

Information Centre at Algiers:
Algeria.

Information Centre at Asunción:
Paraguay.

Information Centre at Athens:
Cyprus, Greece, Israel, Turkey.

Information Centre at Baghdad:
Iraq.

Information Service at Bangkok:
Cambodia, Laos, Malaysia, Thailand (also serves as Information Service for ECAFE), Viet-Nam.

Information Centre at Beirut:
Jordan, Kuwait, Lebanon, Syria.

Information Centre at Belgrade:
Albania, Yugoslavia.

Information Centre at Bogotá:
Colombia, Ecuador, Venezuela.

Information Centre at Buenos Aires:
Argentina, Uruguay.

Information Centre at Bujumbura:
Burundi, Rwanda.

Information Centre at Cairo:
Saudi Arabia, United Arab Republic, Yemen.

Information Centre at Colombo:
Ceylon.

Information Centre at Copenhagen:
Denmark, Finland, Iceland, Norway, Sweden.

Information Centre at Dakar:
Gambia, Mauritania, Senegal.

Information Centre at Dar Es Salaam:
Kenya, Malawi, Tanzania, Zambia.

Information Centre at Kabul:
Afghanistan.

Information Centre at Karachi:
Pakistan.

Information Centre at Kathmandu:
Nepal.

Information Centre at Khartoum:
Sudan.

Information Centre at Kinshasa:
Democratic Republic of the Congo.

Information Centre at La Paz:
Bolivia.

Information Centre at Lima:
Peru.

Information Centre at Lomé:
Togo.

Information Centre at London:
Ireland, Malta, Netherlands, United Kingdom

Information Centre at Manila:
Philippines.

Information Centre at Mexico City:
Cuba, Dominican Republic, Mexico.

Information Centre at Monrovia:
Liberia.

Information Centre at Moscow:
Byelorussian SSR, Ukrainian SSR, USSR.

Information Service at New Delhi:
India.

Information Centre at Paris:
Belgium, France, Luxembourg.

Information Centre at Port Moresby:
British Solomon Islands, New Guinea, Papua.

Information Centre at Port-of-Spain:
Jamaica, Trinidad and Tobago, Caribbean area.

Information Centre at Prague:
Czechoslovakia.

Information Centre at Rabat:
Morocco.

Information Centre at Rangoon:
Burma.

Information Centre at Rio de Janeiro:
Brazil.

Information Centre at Rome:
Holy See, Italy.

Information Centre at San Salvador:
British Honduras, Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, Panama.

Information Service at Santiago:
Chile (also serves as Information Service for ECLA).

Information Centre at Sydney:
Australia, New Zealand.

Information Centre at Tananarive:
Madagascar.

* Arrangements have been completed for the establishment of Information Centres at Lagos and Abidjan and it is expected that these will start operating before the end of 1966.

Countries not covered by an Information Centre are serviced directly from United Nations Headquarters.

Information Centre at Teheran:
Iran.

Information Centre at Tokyo:
Japan.

Information Centre at Tunis:
Libya, Tunisia.

Information Centre at Washington.

Information Centre at Yaoundé:
Cameroon.

Section 10

Office of Conference Services

I. FUNCTIONS

To provide conference staff, viz., interpreters, verbatim reporters, record writers, conference officers and documents officers, for conferences at United Nations Headquarters and for such conferences elsewhere as the Secretary-General may decide;

To compile, for approval by the General Assembly, the basic annual programme of United Nations conferences, in consultation with overseas offices;

To translate official records, documents, publications and correspondence;

To compile the final texts of United Nations official records;

To reproduce and distribute official records, documents and publications;

To provide library services;

To exercise editorial control over United Nations documents and publications.

II. ORGANIZATION

1. The Under-Secretary

(a) *Office of the Under-Secretary*

(i) EXECUTIVE OFFICE

(ii) CONFERENCE AND MEETINGS CONTROL

Prepares for approval by the General Assembly, the annual programme of conferences to be held at Headquarters, the United Nations Office at Geneva, and other locations, involving planning, co-ordination and control of the programme of meetings;

Co-ordinates and schedules the daily meetings held at Headquarters, and provides conference services for these meetings;

Prepares and maintains statistics of all meetings and conference services;

Receives, verifies and authorizes corrections to official records;

Prepares and issues the daily Journal of the United Nations in English and French, as well as in Spanish during the General Assembly.

(iii) DOCUMENTS CONTROL

Ascertains the documentary requirements of departments and plans the work of the Office accordingly;

Receives from other departments and offices all texts to be translated, reproduced and distributed by the Office, registers them and assigns a symbol to those to be issued as documents;

Transmits them to the service concerned within the Office, assigning priorities and arranging production schedules so as to ensure completion by the appropriate date;

Keeps statistics of the various categories of work done by the Office.

2. Translation Service

(a) *Office of the Director*

(b) *Translation Sections (Arabic, Chinese, English, French, Russian, Spanish)*

Translates into the language of the section, documents, official records and official correspondence transmitted to them by Documents Control or Conference and Meetings Control; in the case of the Arabic section, the texts to be translated are those referred to in paragraph 2 of General Assembly resolution 878 (IX).

In addition:

The English, French and Spanish sections make summary records of the proceedings of meetings;

The Chinese section makes preliminary translation from Chinese into English or French and submits them to the appropriate section for revision; it also produces calligraphic copies of final Chinese texts for reproduction.

(c) *Terminological Unit*

Answers inquiries and conducts research on terminology;

Issues glossaries and terminology bulletins in the five official languages.

(d) *Reference Unit*

Provides reference service for translators and editors.

3. Interpretation and Official Records Service

(a) *Office of the Director*

(b) *Interpretation Section*

Provides simultaneous or consecutive interpretation (into Chinese, English, French, Russian and Spanish) for meetings.

(c) *Verbatim Reporting Section*

Provides verbatim reporting in English, French, Russian and Spanish.

(d) Official Records Editing Section

Is responsible for the preparation of the final text of all official records of meetings and for the insertion and translation of all corrections received; for the preparation of annex fascicles and necessary prefatory matter;

Is also responsible for the preparation, concordance and processing of the final text of resolutions adopted by the General Assembly and the three Councils; edits the reports of functional and regional commissions of the Economic and Social Council, and prepares the quarterly supplements of the Security Council;

In consultation with other departments and offices, decides on the final disposition of documents of given sessions.

(e) Stenographic Service (English, French, Russian and Spanish Units)

Types from dictation or manuscript, and cuts and proofreads stencils;

Provides stenographic and typing services for the verbatim reporters and the associated mechanical transcription service;

Checks, types and dispatches multiple letters and notes verbales;

Compiles directories of government and mission addresses.

4. Publishing Service**(a) Office of the Chief****(b) Printing Section**

Prepares contracts for printing, binding and related work to be done externally;

Obtains bids for such work internationally, estimates costs and approves all invoices before submission to the Office of the Controller;

Plans the layout and prepares the copy of manuscripts to be printed or reproduced for publication; reads the proofs of all work produced externally under its direct control and also of internally produced work when necessary;

Provides graphic and cartographic services including the making of charts, diagrams, maps and displays.

(c) Reproduction Section

Operates machinery and equipment used for the internal reproduction at Headquarters of documents, publications, maps, charts and forms.

(d) Distribution Section

Distributes documents and publications in accordance with official distribution lists;

Is responsible for the provision of special distribution services required by the Office of Public Information with respect to publications;

Maintains stocks of documents and publications;

Prepares documents for binding into volumes, and microfilming;

Maintains distribution sub-stations and conference room document services.

(e) Sales Section

Promotes and arranges for the sale of United Nations publications;

Maintains current sales distribution lists;

Supervises the operation of the retail United Nations Bookshop at Headquarters.

5. Editorial Control

Under the policy guidance of the Chief Editor in the Executive Office of the Secretary-General, and in the light of successive General Assembly resolutions on the control and limitation of documentation, advises Secretariat departments and offices, particularly through outposted editorial control officers, on the efficient planning of their documentation and on the drafting of manuscripts; reads manuscripts and makes necessary drafting changes, referring points of substance back to the authors for elucidation, and approves manuscripts for issue;

Prepares and issues drafting and editing instructions with the object of unifying Secretariat practices.

6. Library**(a) Office of the Director**

Conducts inter-library relations, more particularly with the Libraries of the United Nations Office at Geneva and the specialized agencies and with United Nations depository libraries; advises on applications for depository library status;

(b) Preparations Division**(i) ACQUISITION SECTION**

Orders books and other library materials for the Headquarters Library, the information centres and missions, and for distribution by departments administering special development programmes;

Receives and checks such materials and forwards them to the appropriate sections.

(ii) CATALOGUE SECTION

Catalogues accessions, maintains the catalogues of the main and departmental libraries, and compiles the monthly list of new publications added to the Headquarters Library.

(iii) INDEX SECTION

Indexes documents and publications of the United Nations and the specialized agencies.

(c) Readers' Services Division**(i) GENERAL REFERENCE SECTION**

Maintains reference collections of books, pamphlets, periodicals and maps;

Provides a general reference service;

Prepares special bibliographies.

(ii) DOCUMENTS REFERENCE SECTION

Maintains the document collections;
Provides a documents reference service;
Prepares special bibliographies.

(iii) STACK AND LOAN SECTION

Maintains the main book and periodical collections;
Provides the loan service from the main library.

Section 11

Office of General Services

I. FUNCTIONS

To manage the United Nations Headquarters buildings;

To administer the purchase, transport, communications and registry services;

To control certain revenue-producing activities;

To administer the United Nations Field Service;

To provide the channel of administrative communication between special United Nations missions and information centres on the one hand and Headquarters departments on the other;

To promote and co-ordinate the use of common premises and services among the field offices of the United Nations and the specialized agencies;

To establish standards for space occupancy, office maintenance, supplies and equipment at field offices.

II. ORGANIZATION

1. The Under-Secretary—The Director of General Services

(a) *Office of the Under-Secretary*

2. Special Assignments Service

Promotes and co-ordinates the use of common premises and services among the field offices of the United Nations and the specialized agencies;

Establishes standards for space occupancy at field offices;

Conducts studies and prepares reports on general service policies, procedures and operations, as requested;

As designated, represents the Director on administrative boards and committees;

Provides the secretariat of the Property Survey Board and Claims Board.

3. Purchase and Transportation Service

(a) *Office of the Chief*

(b) *Purchase and Standards Section*

(i) PURCHASE UNIT

Procures supplies, equipment and contractual services from international and local sources;

Arranges for the sale of surplus property.

(ii) STANDARDS AND PROPERTY MANAGEMENT UNIT

Establishes standards and specifications for the purchase of supplies and equipment;

Stores and issues supplies and equipment;

Takes inventories and keeps records of expendable and non-expendable property and supplies.

(iii) OFFICE MACHINE REPAIR UNIT

Maintains and repairs typewriters and business machines.

(c) *Transportation Section*

(i) TRAVEL UNIT

Communicates the Organization's travel requirements to the official travel agency;

Approves requisitions for travel and transmits them to the official travel agency;

Makes hotel reservations in the Headquarters area;

Procures passports and visas, arranges immigration and entry clearances and issues laissez-passer and United Nations certificates.

(ii) PROCESSING UNIT

Ascertains availability of funds for purchases;

Prepares and dispatches purchase orders;

Compiles, and keeps up to date, lists of qualified bidders for sales and purchases;

Passes invoices for payment.

(iii) TRAFFIC UNIT

Arranges shipment and receipt of freight and prepares shipping, customs and insurance papers;

Passes freight bills and claims for payment;

Operates United Nations motor vehicles;

Receives supplies and equipment and inspects them to ensure that they comply with specifications;

Packs materials for shipment.

4. Building Management Service

(a) *Office of the Chief*

(b) *Information, Reception, Custodial and Contractual Section*

Provides reception and information services in the delegates' lounges and buildings lobbies;

Provides telephone information services;

Arranges for the issue of admission tickets to meetings;

Supervises the operation of contractual arrangements for the cleaning of the building, operation and maintenance of elevators and maintenance of electrical

equipment; approves for payment invoices relating to these services.

(c) Security and Safety Section

Provides guard and fire prevention services for the protection of persons and property in the Headquarters area;

Arranges for fire prevention and protection in the Headquarters area;

Investigates cases of loss, damage and theft, and accident insurance claims and settlements, in the Headquarters area;

Arranges for the issue of passes and identification cards;

Controls traffic in the grounds and garage;

Administers the regulations governing parking in the garage;

Provides usher and cloakroom services;

Operates the locksmiths' shop.

(d) Architectural and Engineering Section

Supervises Headquarters building construction projects;

Controls and allocates all space in the Headquarters building;

Has custody of building plans and layouts, and draws plans;

Moves furniture and office equipment and sets up offices.

(e) Maintenance and Operation Section

(i) AIR CONDITIONING, HEATING, VENTILATION AND REFRIGERATION UNIT

Maintains and repairs heating and air-conditioning equipment.

(ii) OPERATIONS UNIT

Operates the following workshops: plumbing, pumps, mechanical equipment, upholstery, carpeting, signs, glass, paint and carpentry.

5. Field Operations Service

(a) Office of the Chief

(i) CHIEF FIELD SERVICE OFFICER

Arranges for the recruitment and training of, and assigns, field service officers;

Supervises the international and intra-mission radio networks;

Arranges with the International Telecommunication Union for the allotment of radio frequencies for United Nations use.

The United Nations Field Service consists of career officers recruited for service in the field, viz., administrative officers, finance officers, radio operators and technicians, vehicle drivers and mechanics, guards, secretaries and clerks.

(b) Administrative Sections (Technical Assistance Operations; Missions and Centres; and Peace Forces)

Provide the channel of communication at Headquarters for administrative action with regard to political and trusteeship missions, information centres, fellowship recipients and technical assistance experts in the field;

Issue or transmit instructions on personnel, financial and other administrative matters to the field offices mentioned above and co-ordinate the administrative services required at Headquarters for experts and fellows under the technical assistance programmes;

Are responsible for the provision of office supplies, equipment, transport and other services required by them;

Arrange for the detachment of certain Headquarters staff for mission service and for their briefing and travel.

6. Communications, Archives and Records Service

(a) Office of the Chief

(b) Registry

(i) RECORDS CONTROL UNIT

Receives and classifies incoming and outgoing correspondence and other material for filing;

Maintains and has custody of active files;

Maintains a file classification manual.

(ii) ARCHIVES AND RECORDS RETIREMENT UNIT

Has custody of semi-active files and records which are reviewed for purposes of disposal or transfer to archives of records no longer active;

Has custody of the non-current official files, sound recordings, photographs and microfilms of the United Nations, and of those non-current records of other international organizations which have been transferred to the United Nations;

Reviews recommendations for the disposal of United Nations records;

Serves as a depository for items of historic interest.

(c) Telecommunications Section

Supervises contractual arrangements for, and operates and maintains broadcasting, television, recording, kinescope, sound reinforcement, simultaneous interpretation, motion picture film sound recording and motion picture projection equipment.

(d) Communications Section

(i) OFFICE OF THE CHIEF

Receives and certifies invoices for telegraph, cable, pouch and telephone services and determines the apportionment of charges between the United Nations and other accounts.

(ii) CABLE OPERATIONS UNIT

Arranges for the provision of telegraph and cable services. Prepares and dispatches outgoing cables and receives and distributes incoming cables.

(iii) TELEPHONE UNIT

Arranges for the provision of telephone services;

Controls and allocates telephone equipment and lines within the building and prepares the internal telephone directory.

(iv) MAIL OPERATIONS UNIT

Receives and distributes pouch services;

Receives and distributes, or dispatches, mail;

Provides messenger service in the Headquarters buildings.

7. Commercial Management Service**(a) Office of the Chief****(b) Operations Section**

Sets standards and schedules of service for the catering services (dining-room, cafeteria, bars and snack bars);

Reviews and makes recommendations on contractual arrangements for the operation of these services (and of the souvenir shop and gift centre) and sees that these arrangements are carried out;

Directs the operation of the catering services;

Controls the financial aspects of parking in the United Nations garage.

(c) United Nations Postal Administration

Arranges for the designing, printing and issue of United Nations postage stamps;

Has custody of stamps and supervises their distribution;

Sells stamps to the public for philatelic purposes, and promotes their sale;

Represents the United Nations in its dealings with the United States Post Office and the Universal Postal Union regarding philatelic and postal regulations and procedures.

Section 12
United Nations Office at Geneva

I. FUNCTIONS

To represent the Secretary-General with the Swiss federal, cantonal and municipal authorities;

To represent the Secretary-General in matters concerning local administrative relationships with the specialized agencies in Geneva, and in consultation with Headquarters, to act in a liaison capacity with the eight specialized agencies in Europe, as well as with the International Atomic Energy Agency. To undertake similar functions with the other inter-governmental organizations which have their headquarters in Europe, and with non-governmental organizations;

To discharge the responsibilities for the operation of the international narcotics control system devolving upon the Secretary-General under international narcotics treaties;

To provide accommodation for the headquarters of the Economic Commission for Europe, the Commission on Narcotic Drugs, the Permanent Central Narcotics Board and Drug Supervisory Body, the Office of the High Commissioner for Refugees, and the United Nations Conference on Trade and Development, together with the related units of the United Nations Secretariat, and to provide the necessary auxiliary services;

To provide a conference centre for United Nations meetings in Europe, including the meetings of the bodies mentioned in the preceding paragraph, the summer session of the Economic and Social Council, the meetings of the International Law Commission, and the meetings of other inter-governmental bodies for which the Secretary-General undertakes to provide conference services and staffing for meetings outside of Europe as may be decided;

To provide conference facilities for specialized agencies under standing or special arrangements;

To manage the Palais des Nations and other United Nations properties in Geneva;

To provide services for the International Bureau for the Declaration of Death of Missing Persons.

II. ORGANIZATION

I. Office of the Director-General

The Under-Secretary is the Director-General of the United Nations Office at Geneva and performs other liaison and representation functions on behalf of the Secretary-General. He is assisted by an Assistant Director-General and by a Special Representative in Europe for Co-ordination.

The Office of the Director-General arranges, on instructions from Headquarters, for representation

of the United Nations at meetings of specialized agencies and non-governmental organizations in Europe and for activities related to co-ordination and liaison on matters concerning the Department of Economic and Social Affairs. It provides secretariat services for the meetings of the Administrative Committee on Co-ordination in Europe. It reports to the Executive Office of the Secretary-General and the substantive departments concerned; it aids the secretariat of the Economic and Social Council in carrying out the provisions of the Charter relating to non-governmental organizations; and maintains liaison with the League of Red Cross Societies regarding international assistance in times of natural disaster.

2. Library

(a) *The Librarian*

Plans, directs and co-ordinates all administrative and technical functions of the Library;

Is the keeper of the archives of the League of Nations, and the historical and manuscript collections.

(b) *Reference Section*

Maintains reference collections of books, pamphlets and documents and arranges for loan and circulation of library holdings;

Provides facilities for research work in accordance with the terms of the Rockefeller Library Endowment Fund;

Provides information service to delegations, secretariat staff, the press and research workers.

(c) *Government Documents and Serials Unit*

Catalogues and keeps up-to-date government publications and periodicals.

(d) *Periodicals Unit*

Keeps up to date the collections of periodicals and newspapers currently received by the Library;

Compiles the Monthly List of Selected Articles.

(e) *Processing Section*

Purchases books and periodicals and makes exchange arrangements;

Prepares the photostat, microfilm and binder programme for execution.

(f) *Catalogue Unit*

Catalogues accessions and maintains the catalogue;

Compiles the Monthly List of Books Catalogued.

3. Conference and General Services

(a) Office of the Director

(b) Conference Division

Responsible for planning, in consultation with Headquarters, the meetings programme for the United Nations Office at Geneva and at other locations for which the Geneva Office provides servicing;

Formulates, in consultation with the Divisions concerned, estimates of needs for personnel and other services for the meetings programme and transmits these for budgetary review;

Administers special conferences in association with the responsible servicing Divisions and the Administrative and Financial Services, within the budgetary credits available;

Plans and co-ordinates the day-to-day arrangements and services for meetings including the assignment of conference rooms, space and equipment, and technical services;

Co-ordinates the preparations and servicing of meetings held outside of Geneva, for which the Geneva Office is responsible;

Prepares the daily "Bulletin" of the United Nations Office at Geneva which includes the daily programme of meetings, and serves as general information centre for conference delegations;

Compiles general information on the operation of meetings and conferences serviced by the Geneva Office and prepares the necessary statistics;

The Division also maintains a register of conference personnel and centralizes requests for conference staffing received from Headquarters and other offices;

Provides a Documents Control for the United Nations Office at Geneva.

(c) Languages Division

(i) OFFICE OF THE CHIEF

Receives, through Documents Control, from originating divisions and conference secretariats, all texts to be translated, reproduced and distributed by the Office, or on behalf of Headquarters bodies or ad hoc conferences meeting at Geneva; provides a reference service for translators and editors, both internal and external; keeps statistics of the various categories of work done by the Office, both internally and externally; and, in liaison with the appropriate division of Administrative and Financial Services, administers the established and temporary staff employed in the Division.

(ii) INTERPRETATION SECTION

Provides interpretation into English, French, Russian, Spanish and, when so required, Chinese for meetings of Geneva-based bodies and, with appropriate reinforcement, for meetings of Headquarters bodies and ad hoc conferences held in Geneva.

(iii) TRANSLATION SECTIONS (ENGLISH, FRENCH, RUSSIAN, SPANISH)

Translate documents and official correspondence for the Office (and, with appropriate reinforcement, for Headquarters bodies and ad hoc conferences meeting at Geneva) and work assigned from Headquarters, and, where appropriate or necessary, revise work done externally under contract. In addition, the English and French Sections draft summary records of the proceedings of all meetings held at Geneva entitled to this service.

(iv) OFFICIAL RECORDS EDITING SECTION

Edits official records of meetings as required.

(v) STENOGRAPHIC AND TYPING SECTION (ENGLISH, FRENCH, RUSSIAN AND SPANISH GROUPS)

Provides stenographic and typing services for the four translation sections, for the editors, and for the substantive and administrative units of the Office and, with appropriate reinforcement, for meetings of Headquarters bodies and ad hoc conferences held in Geneva.

(vi) REFERENCE UNIT

Provides reference material and relevant information in the Division.

(d) Documents Division

(i) OFFICE OF THE CHIEF

(ii) REPRODUCTION SECTION

Operates machinery and equipment for the internal reproduction of documents, publications and forms.

(iii) DISTRIBUTION AND SALES SECTION

Distributes documents and publications in accordance with official distribution lists;

Maintains stocks of documents and publications, and keeps master files of all documents distributed by the Office or sent by Headquarters;

Deals with orders for United Nations publications received from authorized sales agents and individuals in Europe and the Middle East.

(iv) PRINTING SECTION

Prepares contracts for printing, binding and related work to be done in Europe under commercial contract, either for the Office or on behalf of Headquarters; estimates the cost of such work and approves invoices for payment by the Finance Division;

Schedules production, prepares copy for printing and reads proofs.

(v) REGISTRY

Classifies, files and indexes the official correspondence of the Office;

Sends correspondence to the appropriate officials for action or information;

Has custody of files;

Operates the diplomatic pouch service at Geneva;

Receives, sorts and delivers all mail and dispatches official mail;

Prepares monthly statements of postal expenditure incurred by various users and approves monthly telegraph bills for payment;

Has custody of semi-active files and records; recommends the disposal or transfer to archives of records no longer active.

(e) *Division of General Services*

(i) OFFICE OF THE CHIEF

(ii) ADMINISTRATIVE AND INTERNAL SERVICES SECTION

The Telecommunications Unit and Relay Centre at Geneva is attached to this Section for administrative purposes.

The Management Unit keeps a register of land and properties belonging to the United Nations in Geneva and in liaison with the legal services prepares deeds and contracts related to the United Nations properties.

The Internal Service Unit investigates cases of loss, damage, theft, accident and fire in the precincts of the Palais des Nations, and proposes preventive steps to safeguard life and property; provides guards, ushers and messengers; prepares conference rooms and meeting rooms; organizes cleaning and linen services; issues to the public admission tickets for meetings; administers the Visitors' Service which conducts guided tours for the public.

The Accounts and Inventories Unit prepares budgetary proposals for the office; approves supply requisitions and keeps stock records; takes inventories and keeps records of all United Nations properties in Geneva; arranges for the disposal of surplus property; controls and orders all forms as required by the Geneva Office.

(iii) PURCHASE AND TRANSPORTATION SECTION

Administers arrangements with the Swiss authorities concerning the diplomatic privileges of United Nations staff and delegations;

Is responsible for establishment of specifications and standards for purchases and, subject to the normal Committee on Contracts procedure, for the obtaining of bids and the purchase of fixtures and furniture, office and other equipment, internal reproduction and office and other supplies and for the necessary maintenance contracts; co-ordination with other international organizations in Geneva, through the Joint Purchase Service, for the purpose of economies through bulk purchases.

The Purchase and Standards Unit receives and examines bids and samples and distributes office equipment, machinery, furniture and stationery; provides the secretariat for the Joint Purchase Service of the international organizations at Geneva; verifies receipts of movable property and office supplies and approves suppliers' invoices.

The Transport and Travel Units and Joint Housing Service arrange, on behalf of the Office, the specialized agencies in Geneva, and delegations, for the transport, insurance and customs clearance of office equipment, machines and documents, and of the baggage and personal effects of staff members; maintain and operate motor vehicles; review staff members' travel

authorizations and claims; issue United Nations laissez-passer and certificates on behalf of the Office and of FAO, UNESCO, WHO, ITU, WMO and United Nations field missions; obtain transit and entry visas for staff and delegations; assist the staff of affiliated organizations and of Permanent Missions in connexion with all housing matters.

The European Service of the United Nations Postal Administration distributes in Europe stamps issued by UNPA; issues its own first-day covers; organizes philatelic exhibitions and participates in similar external exhibitions; prepares publicity and information material on philatelic matters.

(iv) BUILDINGS AND ENGINEERING SECTION

The Buildings and Grounds Unit maintains the buildings and grounds of the Palais des Nations and other United Nations real estate in Geneva; prepares plans for alterations and/or extension of the buildings and parks, and supervises the work; prepares specifications for tenders and contracts and approves invoices.

The Engineering Unit arranges for the installation, alteration, operation and maintenance of heating, air-conditioning and sanitary plant, elevators, electrical equipment, telephones, simultaneous interpretation, sound recording, motion picture and television equipment; keeps records of this equipment; prepares designs and plans, and prepares specifications for tenders and contracts; checks contractors' estimates, supervises and controls work projects, and approves invoices; operates the telephone exchange and keeps records of calls chargeable to various users.

4. Administrative and Financial Services

Consults with the Swiss federal, cantonal and municipal authorities regarding local administrative arrangements;

Consults the specialized agencies in Geneva on proposals regarding matters of common interest, such as local pay scales and rates for conference service staff;

Under directions from Headquarters, and in consultation with the Conference Division, makes financial and administrative arrangements concerning such matters as the holding of special conferences at the Palais des Nations or elsewhere in Europe or other locations;

Makes such general and comparative studies of staffing and other matters as may be required for administrative purposes at Geneva or on request of the Office of Personnel or the Office of the Controller at Headquarters;

In consultation with the Office of Legal Affairs, provides legal services for the administration of the Geneva Office.

(a) *Office of the Head*

(b) *Budget Division*

Prepares annual and interim budgetary proposals based on the recommendations of the several Divisions and Offices at Geneva; and jointly with the Office of Administration, UNCTAD, prepares similar proposals

regarding the servicing functions provided by the Geneva Office for the United Nations Conference on Trade and Development;

Assesses costs of new conferences, meetings and other projects and prepares related statements of financial implications, as required;

Issues sub-allotments to the organizational units at Geneva, and maintains a continuing review and assessment of the expenditure position as compared with the allotments issued to Geneva by the Office of the Controller at Headquarters;

Consults with all services regarding temporary assistance requirements for the servicing of conferences, meetings and other projects, and issues the necessary staffing authorizations;

Drafts administrative and financial instructions and other issues and keeps under review the budgetary provisions of agreements covering meetings held apart from Geneva, the reimbursement rates for services rendered by the United Nations, and other income operations at Geneva;

Advises regarding the technical and financial aspects of medical, group life and similar social security plans;

Serves as representative, as and when instructed by the Head of Administrative and Financial Services, on committees dealing with co-ordination of budgetary and other matters with the specialized agencies;

Maintains and processes production statistics and cost analyses as required by the United Nations Headquarters for the main fields of activities, assessment of non-United Nations Members and other purposes.

(c) *Finance Division*

(i) OFFICE OF THE CHIEF

Consults with the United Nations specialized agencies on matters of common interest;

Advises on investment of UNHCR reserve funds and those of the Staff Medical Insurance Society;

Invests the reserve funds of the part-time cleaners' provident fund, and of the Special Accounts and Trust Funds;

Arranges commercial insurance of motor vehicles and other insurance required at the Palais;

Represents the Division on the Committee on Contracts, and other Advisory Boards.

(ii) CONTROL SECTION

Maintains the accounts of the United Nations Office at Geneva and all trust funds and special accounts;

Certifies, prior to the recording of obligations, that funds are available to meet them;

Reconciles the bank accounts;

Prepares monthly trial balance, status of allotments and monthly statements of accounts;

Prepares the year-end schedules and details of accounts for Headquarters' and the External Auditors' use;

Programmes and operates electronic data-processing equipment.

(iii) GENERAL ACCOUNTS SECTION

Examines and arranges payment of claims for travel and other expenses and subsistence allowances submitted by members of committees or commissions, secretariat staff, fellows and experts; of invoices for supplies, equipment and special services, and of medical insurance claims, and maintains the individual record cards as required;

Receives, reconciles and consolidates monthly and year-end accounts submitted by UNHCR Branch Offices and arranges for remittances of funds to those offices;

Recovers charges made against individuals, organizations and Governments for supplies, equipment and services;

Approves payments in accordance with the Financial Regulations and Rules and other financial instructions;

Prepares analyses and data as required by the External Auditors.

(iv) PAYROLL SECTION

Calculates and arranges payment of salaries, wages and allowances for regular and conference staff, including UNHCR Branch Office staff, and maintains pay cards;

Prepares year-end statement of Pension Fund contributions and, when required, withdrawal certificates;

Reports to Headquarters on Group Life Insurance participation and withdrawal;

Prepares vouchers for payroll charges to Geneva allotments and interoffice vouchers for charges to other offices;

Reconciles monthly salary advance and assignment accounts.

(v) TREASURY

Receives moneys due to United Nations and High Commissioner for Refugees, issues receipts and deposits these moneys in bank accounts in accordance with the financial regulations;

Prepares cheques in the currency required against approved vouchers, maintains the bank account records, and requests replenishments monthly in the amounts required;

Maintains the Cashier's Fund Imprest.

(d) *Personnel Division*

Within the general policy and procedures of the Offices of Personnel at Headquarters and in accordance with the terms and conditions of the relevant staff rules and regulations, undertakes the recruitment, placement and general administration of the staff of the secretariat of the United Nations Office at Geneva;

Provides necessary data for the Appointment and Promotion Boards and Panels respectively, both at the United Nations Office at Geneva and at Headquarters, and submits recommendations to the Boards and Panels for their approval;

Carries out the European Programme for Field Service recruitment;

Conducts recruitment examinations and training periods on behalf of the Office and of Headquarters and undertakes a programme for the provision of staff by recruitment or otherwise for all United Nations conferences held in Europe and Africa, as required;

Acting on behalf of the United Nations High Commissioner for Refugees, conducts the personnel administration of his Office in Geneva and of all UNHCR Branch Offices;

In respect of UNCTAD, determines the allowances and other entitlements of Professional staff in accordance with the Staff Rules and Regulations and assists in the recruitment and administration of the General Service staff.

(e) Technical Assistance Recruitment Service, Geneva Office

Develops recruitment services and interviews candidates throughout Europe for assignments in the various programmes for technical assistance;

Assists in the recruitment of Professional staff for the secretariat and for political and special missions, as required.

5. Information Service

Provides coverage for conferences held under the auspices of the Geneva Office, and issues press releases as required;

Assists UNHCR in the publication of its press releases;

Executes publication programmes established by Headquarters;

Ensures permanent liaison with the Information Services of specialized agencies established in Geneva;

Is the regional information centre for Austria, Bulgaria, Germany, Hungary, Poland, Portugal, Romania, Spain and Switzerland;

Organizes training programmes, seminars, and conferences on special projects;

Produces and supplies radio programmes and interviews for broadcasting in Europe and the Middle East;

Ensures TV, film and photo coverage of United Nations activities, placement of United Nations TV programmes and other visual material, promotion of national productions and language versions, distribution of United Nations documentary films.

6. Economic Commission for Europe

See section 7(a) A.

7. Division of Narcotic Drugs

Advises Governments on the implementation of the international narcotics treaties;

Provides the secretariat and prepares studies and documentation for the Commission on Narcotic Drugs, and ad hoc inter-governmental or inter-agency meetings and expert groups, including inter-country regional conferences and missions;

Provides documentation for and assists the secretariats of the Third Committee of the General Assembly and the Economic and Social Council in substantive matters connected with international narcotics control;

Provides expert secretariat attendance at regular and ad hoc meetings of specialized agencies (FAO, ICAO, WHO, UPU) and non-governmental bodies (ICPO-Interpol) directly concerned with narcotics control;

Contributes to and provides substantive servicing for technical assistance programmes in the field of narcotics control;

Conducts scientific research on narcotic drugs and co-ordinates the work of scientists collaborating in the United Nations research programme.

(a) Office of the Director

Plans, directs and co-ordinates the work of the Division, including questions of policy, general administrative and budgetary matters and technical assistance in the field of narcotic drugs.

(b) Section I

Analyses, with a view to the preparation of documents relating thereto, the following treaty material: annual reports of Governments, national laws and regulations, reports of seizures and illicit transactions, lists of authorities empowered to issue import and export authorizations, information on manufacture of narcotics, lists of drugs under international control. Discharges the obligations under the international narcotics treaties relating to notifications concerning the extension of control of new drugs, exemption from control of preparations of drugs and other changes in the scope of control;

Makes arrangements for the periodic election of the International Narcotics Control Board under the 1953 Convention.

(c) Section II

Analyses material with a view to preparation of documents on the problem of narcotic drugs and other psychotropic substances, including the social and economic aspects of drug addiction, with special reference to: (i) synthetic and natural narcotics; (ii) coca leaf and cocaine; (iii) cannabis; (iv) other substances such as barbiturates, amphetamines, tranquillizers, khat, etc.;

Organizes technical assistance in the field of narcotic drugs, including regional projects and fellowships, follow-up on technical assistance projects, and liaison with experts and outposted officers;

Prepares the quarterly United Nations publication: Bulletin on Narcotics.

(d) *Section III*

Operates the United Nations Narcotics Laboratory for scientific research on cannabis, opium and manufactured narcotic substances, including the preparation and editing of scientific documents and maintenance of collection of samples;

Co-ordinates the work of national collaborating scientists;

Maintains and develops the collection of scientific and technical literature on narcotic substances; prepares a periodic multilingual list;

Provides training for fellowship holders in modern laboratory techniques, instrumentation and in methods for identification and analysis of narcotic substances.

8. Joint Secretariat of the Permanent Central Narcotics Board and Drug Supervisory Body

Provides the secretariat and substantive services required by these bodies in the performance of their functions;

Carries out decisions taken at meetings of the two bodies and in some cases acts on their behalf between sessions.

9. Division of Social Affairs

Under the guidance of the Bureau of Social Affairs at Headquarters and general supervision of the Executive Secretary of the Economic Commission for Europe:

Works with the specialized agencies on programmes of concerted action, the preparation of world social reports, and similar projects involving extensive joint studies;

Prepares studies and attends meetings in Europe in connexion with projects and reports for the Social

and Population Commissions and the Economic and Social Council;

Collaborates with the secretariat of the Economic Commission for Europe on the social aspects of economic development;

Operates the European Social Development Programme, consisting of four main activities: the organization of regional seminars, study groups, working groups and expert groups on social problems of current importance; the exchange of social welfare personnel for purposes of professional study and observation; the arrangement of short assignments of experts at the request of Governments; the operation of a free loan service of documentary films on social welfare and the implementation of a programme on exchange of information on social welfare research in European countries.

10. United Nations Research Institute for Social Development

Is an autonomous United Nations body financed by a Trust Fund, which started its work in July 1964 for an initial period of three to five years. The purpose of the Institute is "to conduct research into problems and policies of social development and relationships between various types of social development and economic development during different phases of economic growth".

11. International Bureau for Declaration of Death of Missing Persons

Receives the communication of applications for declaration of death, and decisions thereon, from tribunals; notifies relatives, indexes the decisions and communicates them periodically to other interested tribunals; forwards letters rogatory and issues the periodical Bulletin of the Bureau.

Section 13
**Secretariat of the United Nations Conference
on Trade and Development**

I. FUNCTIONS

To provide substantive services, secretariat and documentation for the United Nations Conference on Trade and Development, the Trade and Development Board, its committees and other subsidiary organs;

To prepare studies and publications on trade and development subjects;

To give substantive support to technical co-operation activities within the field of competence of UNCTAD.

II. ORGANIZATION

1. The Secretary-General of the Conference

(a) Office of the Secretary-General of the Conference

Includes the Secretary-General's personal staff and assistants;

Assists the Secretary-General of the Conference in planning programmes and in co-ordinating and expediting the substantive work of the secretariat of the Conference;

Assists the Secretary-General of the Conference in contacts with Governments, delegations, other units of the secretariat, the Press and the public;

Co-ordinates all technical assistance activities in the secretariat.

(b) Office of Administration

Acting in co-operation with the central administrative services of the United Nations, is responsible for the personnel, budgetary and financial administration of the secretariat and other organs of the Conference.

2. Division for Conference Affairs and External Relations

(a) The Conference Planning Unit

Assists in the establishment of the Calendar of UNCTAD meetings, and in the preparation of the provisional agenda for all UNCTAD meetings;

Establishes a time-table for the production, translation and issuance of UNCTAD documents;

Ensures, through the appropriate services, the necessary physical and technical arrangements for all UNCTAD meetings;

Edits, as appropriate, and arranges for the issue of documents for UNCTAD meetings;

Issues all letters and communications addressed to Governments, and notifications of UNCTAD meetings.

(b) The Conference Secretariat Unit

Provides the secretariat of the Conference, the Board and its committees and subsidiary organs, and in co-operation with the appropriate substantive divisions concerned assists the Chair in planning and organizing the work of the sessions.

(c) The External Relations Unit

Maintains liaison with Governments and delegations;

Administers the approved arrangements for consultations with the specialized agencies, GATT and other inter-governmental organizations;

Maintains a list of non-governmental organizations with consultative status and administers the arrangements for consultation established with these organizations;

In co-operation with the Office of the Secretary-General of the Conference and the substantive divisions concerned, arranges for the UNCTAD representation at international meetings and conferences.

3. Research Division

Conducts analytical and statistical research work on international trade needs and trends, with special emphasis on the trade problems of the developing countries, and on general aspects of the process of economic development.

(i) TRADE SECTION

Assembles data and produces analytical studies on matters of foreign trade and international payments, and in particular on the volume and direction of world trade and on the evaluation of trade barriers and other factors affecting relative prices and flows of trade.

(ii) DEVELOPMENT SECTION

Conducts analytical work on selected aspects of country and regional economic structure and internal economic policy related to trade.

(iii) STATISTICAL SECTION

Establishes technical standards for statistics and provides technical advice as necessary for the statistical work done by other divisions;

Co-ordinates, consolidates and transmits requests for statistics from the Statistical Office and other sources.

4. Trade Policies Division

Conducts analytical work and assists in the formulation of proposals to the over-all aspects of, and interrelationship between the trade policies of both developed and developing countries in various substantive fields as commodities, manufactures, invisibles, financing related to trade, as well as regional integration and trade principles.

(a) *Trade Policy Problems Section*

Studies selected trade policy problems such as expansion of trade and integration among developing countries, special preferences between developed and developing countries, implication for trade and development of developing countries of policies of developed countries and their economic groupings.

(b) *Countries Section*

Follows and analyses the specific policy problems facing individual countries and their groupings in the different regions.

5. Commodities Division

Prepares an annual commodity survey, an annual report on inter-governmental consultations and action on commodities, and other studies in the field of commodities;

Assists in the substantive preparation and negotiation of commodity arrangements;

Provides substantive servicing to the Committee on Commodities, its Permanent Sub-Committee on Commodities, the Advisory Committee to the Trade and Development Board and the Committee on Commodities, certain commodity committees such as those on synthetics and tungsten, and also services the International Lead and Zinc Study Group meetings.

(a) *Office of the Director*

Assists the Director in planning and co-ordinating the work of the Division;

Includes a Commodities Projections Unit dealing particularly with projections for non-agricultural commodities.

(b) *General Studies and Analysis Section*

Assists in the preparation of the Annual Commodity Survey;

Conducts studies on the international organization of commodity trade, on various aspects of commodity policy and other special commodity problems such as competition between natural products and synthetic substitutes, the expansion of commodity trade among developing countries.

(c) *Commodity Studies Section*

Keeps under review the market of specific commodities;

Reviews and analyses supply and demand trends and projections for major primary commodities.

(d) *Commodity Arrangements Section*

Assists in inter-governmental consultations on problems of particular primary commodities and in the formulation of a general agreement on commodity arrangements;

Prepares an annual report on inter-governmental commodity activities and co-ordination.

(e) *Trade Promotion Unit*

Studies and proposes measures to stimulate growth in export of primary commodities from producing countries to industrialized countries, and to promote trade between developing countries.

6. Manufactures Division

Undertakes studies in respect of the problems of gaining increased access to the markets of the developed countries for the manufactures and to the manufactures of the developing countries, in particular studies of possibilities to reduce or eliminate tariff and non-tariff barriers;

Conducts studies on measures which can be taken by the developed countries with market economies, the socialist countries of Eastern Europe and the developing countries, to facilitate increased exports of manufactured and semi-manufactured goods;

Prepares a study of world demand and supply of manufactured and semi-manufactured articles of particular interest to developing countries and maintains a list of such products;

Assembles material, collects data and conducts studies designed to lead to the establishment of a non-reciprocal system of preferences in favour of developing countries;

Provides substantive servicing to the Committee on Manufactures, the Group on Preferences and other subsidiary working groups in the field of manufactures.

7. Division for Invisibles

Assembles material and prepares factual and analytical studies in the field of shipping, insurance, tourism and other invisibles;

Provides substantive servicing of the Committee on Shipping, the Committee on Invisibles and Financing related to Trade on matters of shipping, insurance, tourism and other invisibles, and other meetings, including expert groups in these fields;

Provides substantive support for technical assistance and pre-investment in the field of its competence.

(a) *Office of the Director*

Assists the Director in planning and organizing the work of the three branches of the Division;

In co-operation with the International Monetary Fund and the statistical office of the United Nations, undertakes studies aimed at improving statistical data concerning invisible transactions as a whole with special emphasis on statistical concepts and methodology and on the possibility of gathering more comprehensive and continually comparable data.

(b) Shipping Branch

Conducts studies on conditions under which international shipping can most effectively contribute to the expansion of world trade, in particular aspects of shipping, to those shipping matters which affect the trade and legislation of Governments. In this connexion the following main topics may be indicated; national and regional consultation machinery between shippers and ship-owners, level and structure of freight rates, conference practices and adequacy of shipping services, improvement and development of port operation and connected facilities, establishment and expansion of merchant marines in developing countries, and reviews of current long-term aspects of maritime transport.

(c) Insurance Branch

Conducts studies on economic functions of insurance and reinsurance, especially in terms of balance of payments and contribution to capital formation, and comparative reviews of national insurance legislation and supervision;

Prepares selected country studies on insurance and reinsurance, on the investment policy of insurance and reinsurance institutions and on the development of national and regional insurance and reinsurance markets;

Promotes the improvement of statistics of insurance and reinsurance.

(d) Tourism Branch

Conducts studies on the development of tourism, investment on tourism, planning the tourist sector of the economy, its relationship to the rest of the economy and on the impact of foreign tourism on the balance of payments, and other economic aspects of tourism, and institutional questions relating to tourism in developing countries;

Prepares studies on the world-wide pattern of tourist travel, and its prospective growth;

Promotes the improvement of statistics of travel and tourism.

8. Division for Trade with Socialist Countries

Collects data and prepares studies on specific features of the trade between socialist countries and the rest of the world;

Provides data and analyses to assist in the consideration of problems arising in connexion with the experience and perspectives related to the development of that trade;

Examines trade policies followed in the socialist and the developing countries and evaluates their results, special attention being paid to the role of state trading organizations and other institutions dealing with this trade, to long-term agreements, their provisions and contributions to the promotion of trade and development;

Considers the problems relating to the co-ordination of long-term agreements, with development plans and programmes in both socialist and developing countries;

Prepares periodic reports on problems of trade between countries having different economic and social systems, including problems of East-West trade.

9. New York Liaison Office

Assists in the co-ordination of the activities of the UNCTAD secretariat with those of the appropriate Secretariat Units at United Nations Headquarters, the specialized agencies and other international institutes and agencies located in the United States, particularly in the field of projections and in financing related to trade;

Provides studies on rates of growth of developing countries, their trade needs and trade gap, the increase of the flow of resources to developing countries, improvement of the terms, co-ordination and effectiveness of aid. It further studies payments arrangements between developing countries and other questions concerning financing related to trade;

Provides substantive services to the Committee on Invisibles and Financing related to Trade and to expert groups in the field of projections and financing related to trade.

Annex

Secretariat boards and committees

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ADVISORY BOARD ON COMPENSATION CLAIMS

I. Composition

Membership

Three members of the United Nations Staff Pension Committee appointed by the Secretary-General;

Three members of the United Nations Staff Pension Committee elected by the participants in the Fund.

Secretary

Appointed by the Secretary-General, at present from the Office of the Controller.

II. Functions

Makes recommendations to the Secretary-General concerning compensation to members of commissions, committees and similar bodies, staff members, military observers, auxiliary personnel and others, in the event of death, injury or illness attributable to the performance of official duties, and related matters.

APPOINTMENT AND PROMOTION BOARD, COMMITTEE AND PANEL

A. Appointment and Promotion Board

I. Composition

Membership

Seven members, one of whom is ex officio the Director or Deputy Director of Personnel, and seven alternates appointed by the Secretary-General (in some cases after consultation with the Staff Council).

Secretary of the Appointment and Promotion Board (and of the Appointment and Promotion Committee)

Appointed by the Secretary-General from the staff of the Office of Personnel.

II. Functions

Advises the Secretary-General on the appointment, promotion and review of staff at all levels up to and including Principal Officer (D-1).

B. Appointment and Promotion Committee

I. Composition

Membership

Seven members, one of whom is ex officio an official of the Office of Personnel, and seven alternates appointed by the Secretary-General (in some cases after consultation with the Staff Council).

Secretary of the Appointment and Promotion Committee (and of the Appointment and Promotion Board)

Appointed by the Secretary-General from the staff of the Office of Personnel.

II. Functions

Assists the Appointment and Promotion Board in the performance of its functions by making recommendations to it in respect of the appointment and promotion of staff to posts at the First Officer to Assistant Officer levels (P-4 to P-1) inclusive and the review of staff at the Second, Associate and Assistant Officer levels (P-3 to P-1).

C. Appointment and Promotion Panel

I. Composition

Membership

Appointed at Headquarters^{a/} by the Secretary-General after consultation with the Staff Council. Smaller working groups are selected from this panel as necessary. An official of the Office of Personnel is ex officio a member of each group.

Secretary

The ex officio member of the group from the Office of Personnel.

II. Functions

Assists the Appointment and Promotion Board in the performance of its functions in respect of general service staff.

^{a/} Comparable arrangements are in force at other offices.

BOARD OF THE INTERNATIONAL COMPUTING CENTRE

*I. Composition**Membership*

Chairman — Director, Statistical Office

Member — Director, Accounts Division

Member — Director, Budget Division

II. Functions

Controls the programme of work and priorities of the Centre;

Examines all present instances of use of electronic data processing in respect of Secretariat activities to determine the advantages of centralizing such applications;

Examines all proposals for new uses of electronic computing methods prior to any recourse to external facilities.

CLAIMS BOARD

*I. Composition**Membership*

A member designated by the Controller, Chairman;

A member designated by the Legal Counsel;

A member designated by the Director of Personnel.

Secretary

Designated by the Controller. At present from the Office of General Services.

II. Functions

Makes recommendations to the Controller concerning the compensation to be paid to staff members, auxiliary personnel and others for the loss or damage of personal effects resulting from performance of official duties, service in a special area or travel by means of transport furnished by or at the expense of the United Nations.

COMMITTEE ON CONTRACTS

*I. Composition**Membership*

A member from the Office of General Services;

A member from the Office of Legal Affairs;

A member from the Office of the Controller.

The Chief of the Purchase and Transportation Service attends meetings in an advisory capacity.

The Internal Audit Service is represented at meetings by an observer.

A Department may be represented before the Committee in a non-voting capacity when a project initiated by it is discussed.

Secretary

Designated by the Director of General Services.

II. Functions

Advises the Director of General Services on:

(a) All contracts involving commitments in respect of any single requisition or series of related requisitions of \$10,000 or more;

(b) All contracts relating to television or film activities involving income for the Organization of \$5,000 or more; and

(c) Any matter relating to contracts and procurement that may be referred to it.^{b/}

^{b/} There is a comparable committee for the United Nations Office at Geneva.

HEALTH INSURANCE REVIEW COMMITTEE

*I. Composition**Membership*

The Medical Director, Chairman;

A member from the Office of Controller;

A member from the Office of Personnel;

A member appointed by the Staff Council.

Secretary

Is a member of the staff of the Office of the Controller.

II. Functions

Advises the Secretary-General on medical and dental insurance arrangements, including subsidy scales.

JOINT ADVISORY COMMITTEE

*I. Composition**Membership*

A Chairman selected by the Secretary-General from a list proposed by the Staff Council;

Three members and three alternates representing the Staff Council;

Two members and two alternates representing the Secretary-General.

Secretary

Appointed by the Secretary-General, at present from the Office of Personnel.

II. Functions

Advises the Secretary-General on personnel policies and general questions of staff welfare.

JOINT APPEALS BOARD

*I Composition**Membership*

A Chairman, selected from a panel appointed annually by the Secretary-General after consultation with the Staff Committee;

A member, with alternates, appointed annually by the Secretary-General;

A member, with alternates, elected annually by the staff.

Secretary and Alternate Secretaries

Appointed by the Secretary-General, at present from the Office of Conference Services. (Alternates to be appointed.)

II. Functions

Advises the Secretary-General in cases of appeal by staff members against administrative decisions alleging non-observance of their terms of appointment, including all pertinent regulations and rules, or against disciplinary action.^{c/}

JOINT DISCIPLINARY COMMITTEE

*I. Composition**Membership*

A Chairman, selected from a panel appointed annually by the Secretary-General after consultation with the Staff Committee;

^{c/} There is a comparable board for the United Nations Office at Geneva.

A member, with alternates, appointed annually by the Secretary-General;

A member, with alternates, elected annually by the staff.

Secretary and Alternate Secretaries

Appointed by the Secretary-General, at present from the Office of Conference Services. (Alternates to be appointed.)

II. Functions

Advises the Secretary-General at his request in disciplinary cases involving staff members serving at Headquarters.^{d/}

PROPERTY SURVEY BOARD

I. Composition

Membership

A member from the Office of General Services;

A member from the Office of Legal Affairs;

A member from the Office of the Controller.

Secretary

Designated by the Director of General Services.

II. Functions

Advises the Director of General Services and the Controller on losses of United Nations property and disposal of surplus property.

PUBLICATIONS BOARD

I. Composition

Membership

The Chairman, designated by the Secretary-General;

A member from the Executive Office of the Secretary-General;

A member from the Office of Public Information;

A member from the Office of Conference Services;

A member from the Office of the Controller.

Other senior officials from each of these offices regularly attend meetings of the Board in an advisory capacity.

A department is represented before the Board in a non-voting capacity when publications or estimates concerning it are discussed.

Secretary

The Secretary is designated by the Chairman of the Board.

^{d/} There is a comparable committee for the United Nations Office at Geneva.

II. Functions

Determines, within the Secretariat, the policies governing preparation, production, distribution and sale of documents;

Co-ordinates the planning and supervises the execution of the publications programme, the preparation of the estimates for contractual printing and the use of funds;

Regulates the use of internal reproduction capacity with a view to maximum economy and efficiency;

Reports to the Secretary-General.

SPECIAL ADVISORY BOARD

I. Composition

Membership

A Chairman appointed by the Secretary-General on the nomination of the President of the International Court of Justice;

Four members appointed by the Secretary-General in agreement with the Staff Council.

Secretary

Appointed by the Secretary-General from the Office of Legal Affairs.

II. Functions

Advises the Secretary-General in cases under the second and third paragraphs of staff regulation 9.1 (a).

VISA COMMITTEE

I. Composition

Membership

A member from the Office of Personnel, Chairman;

A member from the Office of Legal Affairs;

A member from another department or Office;

The three members are appointed by the Director of Personnel in consultation with the Legal Counsel.

Secretary

Is a member of the staff of the Office of Personnel.

II. Functions

Examines requests for visas in respect of members of the household of non-United States staff members other than their spouse or children under twenty-one, in accordance with the principles established by the Office of the Legal Counsel in consultation with the United States Mission to the United Nations.