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PUBLICATIONS AND DOCUMENTATION
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Report of the Secretary-General

1. Under paragraph 8 of General Assembly resolution 2292 (XXII) of 8 December 1967 on publications and documentation of the United Nations, the Secretary-General was requested to report to the Assembly not later than at its twenty-fourth session on the implementation of the resolution and to submit any complementary recommendation that would be appropriate.

2. Subsequently, several actions have taken place which bear on various provisions contained in resolution 2292 (XXII):

(a) The Economic and Social Council, on 2 August 1968, adopted resolution 1379 (XLV) relating to the summary records of its subsidiary bodies;

(b) The report of the Committee on Conferences to the General Assembly at its twenty-third session,^{1/} on the basis of which the Assembly adopted resolution 2478 (XXIII) of 21 December 1968, contained a recommendation relating to summary records which was approved in the Assembly resolution;

(c) The report of the Committee on the Reorganization of the Secretariat, submitted by the Secretary-General to the General Assembly at its twenty-third session,^{2/} contained a section on conferences and documentation, in which a number of recommendations were made bearing on, or emphasizing and extending, some of the provisions contained in resolution 2292 (XXII);

* Item 82 of the provisional agenda.

^{1/} Official Records of the General Assembly, Twenty-third Session, agenda item 75, documents A/7361 and Add.1.

^{2/} Ibid., Annexes, addendum to agenda item 75, document A/7359.

(d) The Secretary-General received from three members of the Joint Inspection Unit a report on documentation which contained a number of recommendations similar to those of the Committee on the Reorganization of the Secretariat.

The report of the Joint Inspection Unit was transmitted by the Secretary-General to the Advisory Committee on Administrative and Budgetary Questions, which on 14 December 1968 submitted a consolidated report^{3/} to the General Assembly on the recommendations contained in the three reports. Subsequently, the Advisory Committee requested the Secretary-General to make the report of the Joint Inspection Unit available to Member States for distribution during the forty-seventh session of the Economic and Social Council; the report was issued as document A/7576.

3. In resolution 2478 (XXIII), the bodies which were requested to consider dispensing with summary records were asked "to make their decisions available to the Committee on Conferences in time for the latter to present its relevant conclusions to the Assembly at its twenty-fourth session." Further, the Secretary-General will submit separately to the General Assembly his observations on the recommendations of the members of the Joint Inspection Unit, as well as those relating to conferences and documentation made by the Committee on the Reorganization of the Secretariat. A number of points which will be covered in those reports are not repeated in this report, the following paragraphs of which describe action that has taken place to implement the provisions of General Assembly resolution 2292 (XXII).

4. In paragraph 2 of resolution 2292 (XXII) the General Assembly requested the Secretary-General:

"(a) To prepare a standard concise document setting forth the policies laid down by the General Assembly regarding the control and limitation of documentation, including ..., the cost of producing documents, and such other information as might be pertinent;

"(b) To present the document referred to in sub-paragraph (a) above to members prior to each session of a council, board, commission, committee or other body".

^{3/} Ibid., agenda item 75, document A/7400.

From the first of the year 1968, pending the issuance of the standard document, the text of the resolution itself, with a covering note, was circulated as a conference room paper at the opening meeting of each commission, committee or other body, and the secretary of each body was invited to draw attention to the resolution - and particularly to the provision requesting bodies to reconsider their needs for summary records - or to ask the Chairman to do so. The document itself was issued on 14 March 1968 under the symbol A/INF/124 and given the same distribution as the conference room paper.

5. As regards offices away from Headquarters, copies of the conference room paper were sent for distribution to those bodies whose sessions began before the issuance of the standard document. When the document was issued, copies were sent to the United Nations Office at Geneva, to the United Nations Conference on Trade and Development and the United Nations Industrial Development Organization, and to the regional economic commissions for distribution in the same manner as at Headquarters.

6. For reasons of economy, full distribution of document A/INF/124 is not made to members of bodies who have received it at a prior session but copies are available in the documents booths, and Chairmen are invited to remind members of it.

7. In paragraph 4 of resolution 2292 (XXII) the General Assembly requested the Secretary-General:

"to take all measures to ensure a more effective presentation and communication of the documents in due time and simultaneously in the working languages, as envisaged in the different regulations of the organs of the United Nations".

This request was a reiteration of provisions of General Assembly resolution 2247 (XXI) of 20 December 1966, which in turn repeated provisions of Economic and Social Council resolution 1090 E (XXXIX) of 31 July 1965. In response to these earlier resolutions, some progress had been made in arranging for the simultaneous distribution of documents in the working languages, particularly in respect of in-session documentation - draft resolutions, draft reports, etc. Further efforts have been made in respect of pre-session documentation and increasingly, particularly for important documents, it has been possible to achieve simultaneous distribution in the working languages. Nevertheless, for a substantial portion of documentation, especially that of subsidiary bodies, this has not been practicable.

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8. It is axiomatic that translations of a document cannot be produced as quickly as the version in the original language. Thus, simultaneous distribution is achieved only by holding the original language version until the others are available. Since the workload, capacity and priorities in the translation sections and typing units are not identical, this also means holding any translated version of the document until all working language versions are available.

9. The first consequence of this practice is a technical, but nevertheless important, one - the question of space. With the volume of documentation produced daily by the Organization, the limited space available is far from adequate for storing the material which would have to be held pending the availability of all required language versions. Thus, absolute adherence to the concept of simultaneous distribution would require rental of additional warehouse space and costly rehandling - twice or sometimes more - of the documents between the time of their reproduction and the time of distribution.

10. A further practical consequence arises from the fact that on numerous occasions the translations of documents can be produced only shortly before or sometimes during the meeting at which the document is needed, and even occasionally after that meeting. Thus, the choice is between, on the one hand, holding the available language versions of a document until too late for them to be fully useful, despite the resources that have been devoted to their production and, on the other, departing from the principle of simultaneous distribution. In sum, given the increasing level of documentation requirements as compared with available resources, the Secretary-General sees little chance of ensuring that all documentation is available on time in the working languages.

11. In paragraph 5 of resolution 2292 (XXII) the General Assembly requested the Secretary-General:

"to ensure that no effort is spared within the Secretariat to carry out the recommendations contained in his report, ^{4/} including those in paragraphs 48 and 50 thereof, which fall within the competence of the Secretariat".

Paragraph 48 of the Secretary-General's report described certain guidelines which might be applied by the Publications Board relating to the authority for

^{4/} Ibid., Twenty-second Session, agenda item 81, document A/6675.

publications and the determination of their continuing usefulness or redundancy. The Board has applied the guidelines regarding authority for publications in reviewing and establishing the contractual printing estimates and the publications programme and in deciding upon requests for reprints or revised printings. Further, in the course of the preparation of the Secretary-General's report to the twenty-second session of the General Assembly,^{5/} the Publications Board made a review of recurrent publications and it intends to do so again in connexion with the establishment of the 1971 printing estimates. Paragraph 50 of the report called for a more routine and extensive process of acquainting Secretariat members and delegations with the policies and rules for the control and limitation of documentation. In so far as informing delegations on this question is concerned, paragraphs 4 to 6 above describe the action that has been taken. With regard to the staff, document A/INF/124 was distributed to all members of the Secretariat, a number of other specific points were brought to the attention of secretaries of committees and a more general instruction is being prepared by the Publications Board.

12. In paragraphs 6 and 7 of resolution 2292 (XXII) the General Assembly:

"Further requests the Secretary-General, in his capacity as Chairman of the Administrative Committee on Co-ordination, to pursue through that Committee the harmonization of the publications programme of the member organizations of the United Nations system, as set out in paragraph 49 (b) of his report and paragraph 5 of the report of the Advisory Committee on Administrative and Budgetary Questions;

"Invites the specialized agencies and the International Atomic Energy Agency to examine the extent to which their requirements for the publication of legislative material in their respective fields may be reduced by the availability of this material in the Treaty Series and other legislative series published by the United Nations."

Paragraph 49 (b) of the Secretary-General's report read as follows:

"The Administrative Committee on Co-ordination should be requested:

- (i) To examine, through its sub-committees and working groups, the recurrent publications and series of the United Nations and the agencies with a view to eliminating duplication to the extent feasible;

^{5/} Ibid.

- (ii) To ensure that, in its activity on co-ordination of the work programmes of the United Nations and the agencies, attention is given to the harmonization of the publications resulting from those programmes;
- (iii) To take appropriate action for improving inter-agency arrangements for exchange of information regarding publication forecasts, plans and programmes and/or other steps which might assist in the co-ordination of those programmes, and to consider the desirability of convening an ad hoc inter-agency meeting on publications - the last such meeting having been held in 1962 - to pursue this question."

13. In February 1968, these provisions were brought to the attention of the Administrative Committee on Co-ordination (ACC), whose thirty-fourth report dated 15 April 1968 (E/4486) contained the following paragraphs:

"111. As the possibility of eliminating the publication of certain agreements in both the United Nations Treaty Series and the official publications of the specialized agencies and IAEA has occasionally been mooted, the ACC gave the matter further consideration but concluded that it did not afford scope for a satisfactory solution. On the one hand, the publication of registered instruments is mandatory under Article 102 of the Charter, and plays a specific role in the legal framework of international relations, so that the elimination from the Treaty Series of instruments published elsewhere would not be possible. On the other hand, publication of these instruments in the official publications of the specialized agencies and IAEA, even were it not frequently a matter of constitutional obligation, remains necessary to afford ready access to this material by various specialized publics. The Treaty Series cannot satisfactorily fulfil this function, because its comprehensive character makes it unavoidable to include in it much material of little interest to each specialized public, which would find it slow, expensive and difficult to find in the Treaty Series those texts it needs to have quickly and easily at hand.

"112. As regards the laws and regulations which are regularly published in the legislative series of the United Nations, the specialized agencies and IAEA, the ACC finds no evidence of duplication in the coverage of the various existing series, and if the same material occasionally appears in several series, this is also due to the need to cater to a specialized public which needs a single self-contained series covering all material of interest to it, in order not to have to go to the expense and inconvenience of acquiring and handling several series which, as a result of strict pruning of duplicate material, could alone ensure complete coverage of a specific field.

"113. Publications of a substantive nature, because of their number and widely varying scope, offer a far more complex over-all picture. The ACC feels that the publication of surveys and studies is not a separate function

of international organizations, but constitutes the necessary support or by-product of substantive activities in a number of fields. Consequently, the situation cannot be reviewed in an abstract or general manner, and any particular publication must be closely related to the context of the programme for which it was issued. Accordingly, the ACC decided to invite its sub-committees and other subsidiary bodies of a continuing nature, where appropriate, to identify within their respective fields any case where harmonization or consolidation of recurrent publications or special publications of concern to more than one organization, may appear possible and desirable.

"114. The ACC also decided, in principle, to call, early in 1969, a technical interagency meeting on publications. A final decision on the matter would be taken by it later this year, in the light of preparations made."

14. The inter-agency meeting referred to above was held in Geneva in January 1969. Paragraphs 77 and 78 of the thirty-fifth report of ACC dated 14 May 1969 (E/4668) read as follows:

"77. The ACC arranged for two closely related interagency meetings to be held in January - one to deal with publications and documentation (in pursuance of General Assembly resolution 2292 (XXII)), and the other with language and related arrangements (in response to an initiative by UNESCO). These meetings, each of which dealt with a broad spectrum of related technical problems, proved most fruitful. The recommendations made on the basis of an exchange of information on present practices in this general field will be of use to individual organizations in determining their own solutions for some conference servicing problems in the light of agreed general conclusions on the over-all approach to these problems.

"78. Further investigation has tended to confirm the judgement reached by ACC last year that the harmonization of publications does not pose a major problem. The technical papers of each organization, for the most part, are read by specialists in the field concerned, and therefore such duplication as there may be is often unavoidable because the same papers usually cannot serve, say, medical doctors and agronomists, though some material may be repeated for both. Policy-oriented papers for intergovernmental organs, on the other hand, are in very many cases, either jointly prepared or shared; for example, the triennial report on land reform is produced by the United Nations, the ILO and FAO and available to the policy-making organs of all three organizations, and in many cases, papers produced for one organ are utilized by another, e.g. many of the annual reports of the specialized agencies."

15. The annex to General Assembly resolution 2292 (XXII) contains a number of recommendations made by the Secretary-General in paragraph 51 of his report which were approved by the Assembly in operative paragraph 1 of the resolution. The following paragraphs set forth the recommendations and describe the action that has taken place.

16. (a) The length of summary records for any single two-and-a-half hour meeting should not exceed fifteen pages unless exceptional circumstances so require.

This provision permits an average of six pages of summary per hour of meeting; a sampling of summary records produced at Headquarters during 1968 indicates that as a general rule they were somewhat shorter than that average.

17. Three other steps have reduced the cost of producing summary records:

1. Over the years, at the request of delegations not members of particular bodies, there were departures from the rule limiting distribution of provisional summary records to participants only. Beginning in 1968, there was a return to a strict application of the rule, whose purpose is to permit participants to submit corrections, if necessary, before general distribution is given to the reflections of their statements;

2. In 1968 the practice at Headquarters of listing in the record of each meeting the names and titles of the representatives present at the meeting was discontinued, with substantial savings, particularly in typing and reproduction;

3. Further savings in the reproduction workload were achieved in 1968, in the case of a number of organs, by issuing the final summary records in consolidated form covering an entire session - or in some instances a particular period of time - rather than as separate documents for each meeting. This made it possible to take fuller advantage of mechanization in reproduction and reduced the number of separate documents distributed, as well as facilitating handling by recipients.

18. (b) Statements made in meetings by representatives, members of the Secretariat, or others should not be reproduced in extenso in summary records, or as separate documents, unless a decision to that effect is taken by the body concerned after a statement of the financial implications involved has been submitted in accordance with regulation 13.1 of the Financial Regulations of the United Nations.

Secretaries of commissions, committees and other bodies have been provided with a standard formula for presenting the financial implications of requests that statements made in bodies provided with summary records be reproduced in full, and the procedure for providing this information has been strictly applied. The general pattern seems to be that, once the suggestion for circulation of a

statement in full has been made, the decision of the body, in knowledge of the financial implications, is in the affirmative. Nevertheless, the Secretary-General believes that the existence of this procedure and its consistent application may have reduced the number of requests made.

19. (c) Any organ establishing an ad hoc committee or other subsidiary body should be invited to consider whether the nature and objectives of the proceedings of that body might not allow that summary records for its meetings be dispensed with, relying on an adequate reflection of views expressed and decisions reached in its final report, or that minutes only be provided. Established bodies receiving summary records (or their parent bodies) should be invited to re-examine their need for summary records in this light.

This provision was brought to the attention of bodies as they met in 1968, and some - notably the Statistical Commission and the Committee for Development Planning - decided to dispense with summary records. The Commission on Narcotic Drugs decided to replace summary records by shorter minutes, while reserving the right to ask for summary records in respect of any discussion which required exceptional treatment. On 2 August 1968, the Economic and Social Council adopted resolution 1379 (XLV), which welcomed these actions and requested those of its subsidiary bodies which had not yet done so to consider dispensing with summary records. Subsequently, on the basis of the report of the Committee on Conferences, the General Assembly, on 21 December 1968, adopted resolution 2478 (XXIII), paragraphs 10 and 11 of which read:

"The General Assembly,

"10. Endorses Economic and Social Council resolution 1379 (XLV) of 2 August 1968....;

"11. Requests all organs other than those listed in paragraph 35 of the report of the Committee on Conferences to consider, in response to General Assembly resolution 2292 (XXII) of 8 December 1967, dispensing with summary records for their meetings and to report to their parent organs as appropriate, so as to enable them to make their decisions available to the Committee on Conferences in time for the latter to present its relevant conclusions to the Assembly at its twenty-fourth session."

Pursuant to paragraph 11 of that resolution, the Committee on Conferences will be reporting to the Assembly at its twenty-fourth session on the decisions taken by various organs with regard to their needs for summary records of their meetings.

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20. In paragraph 3 of its resolution 1379 (XLV), the Economic and Social Council requested the Secretary-General "to consider ways and means whereby, in cases where summary records are deemed to be essential, the cost of producing such records can be reduced, and to report to the Council at its forty-sixth session". The Secretary-General's report on this matter was contained in part II of document E/L.1249 of 10 April 1969.

21. (d) The provision of verbatim records should be strictly limited. No extension of verbatim records beyond present arrangements shall be made unless the General Assembly so decides, with full knowledge of the financial implications involved.

Verbatim records have not been provided as meetings records to any organ or body which had not, at the time resolution 2292 (XXII) was adopted, been receiving them. Attention should be drawn, however, to certain decisions which have been taken in this area. Several bodies, among them the Trusteeship Council and the Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples (main committee only) have in the past received verbatim records in provisional form only, for working convenience; summary records constituted the official records of their meetings. In September 1968, the Special Committee, on the basis of information provided to it by the Secretariat, decided that, subject to the approval of the General Assembly, its meetings records should be verbatim records in provisional form only, to which addenda and/or corrigenda would be issued to cover corrections submitted by delegations; summary records would be eliminated. This decision was brought to the attention of the Assembly in document A/C.5/1229 of 19 December 1968 in which the Secretary-General noted that on the basis of 1968 experience, this arrangement, by eliminating summary records, would have released the time of translator/précis-writers and typists who could otherwise in that time have translated and typed about 2,250 pages. He suggested that he be authorized to proceed with the implementation of the decision of the Special Committee, within the approved level of the 1969 budget, when the necessary rearrangements of staff resources could be made. Owing to the pressure of work towards the close of its session, the Fifth Committee did not consider the matter; nevertheless, in view of the savings that would accrue from the elimination of the summary records and the fact that the new system of records could be provided

within approved staff resources, the Secretary-General proceeded in 1969 with the implementation of the decision of the Special Committee.

22. At its 1346th meeting on 4 June 1969, the Trusteeship Council decided that in the future its records should consist of verbatim records in provisional form only, to which corrigenda would be issued as appropriate to cover substantive corrections submitted by delegations; summary records would be discontinued. This decision which implied no extension of verbatim records beyond what was being provided to the Council, has been implemented.

23. Reference might also be made here to the "records of testimony" which have been provided to the ad hoc Working Group of Experts established under resolution 2 (XXIII) of the Commission on Human Rights and the Special Working Group of Experts established under resolution 6 (XXV) of the Commission on Human Rights. The mandates of both of these groups (which have identical membership), include the following: "To receive communications, to hear witnesses, and use such modalities of procedure as it may deem necessary." The statement of financial implications (E/CN.4/L.902) submitted to the Commission on Human Rights in connexion with its resolution 2 (XXIII) draws attention to the fact that "if the working group is to receive communications and hear witnesses, extensive documentation is likely to be required for meetings of the working group in addition to the summary records that would be required". When the Working Group began its meetings in May 1967, it indicated that it would require transcripts of oral testimony given by witnesses, and these were provided by including verbatim transcripts of testimony in the summary records of the meetings. When the group continued its meetings in 1968 under resolution 2 (XXIV) of the Commission on Human Rights, the arrangement was changed in that summary records were provided for the group when testimony was not taken and "records of testimony" when witnesses were heard. For the further meetings of the ad hoc Working Group of Experts in 1969 and for the meetings of the Special Working Group of Experts, records of testimony continue to be provided, but the groups have dispensed with summary records of meetings where witnesses are not heard.

24. (e) Verbatim or summary records of an organ, or extracts therefrom, should not be included in its report.

The inclusion of meetings records, or extracts therefrom, was not in any event a widespread practice before the adoption of this recommendation. It was an

important factor in one case, however - in the reports of the Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples. At its 615th meeting on 2 July 1968, the Special Committee approved a report of its Working Group (A/AC.109/L.483) which included the following:

"... the Working Group after discussion decided to endorse a proposal made by the Rapporteur to the effect that, for its annual report to the General Assembly, the Special Committee should adopt the pattern followed by Main Committees of the General Assembly concerned with political matters, particularly the Fourth Committee. It was the understanding of the Working Group in taking this decision that the various sub-committees to which specific items had been referred for consideration would adopt the same pattern for their reports of the Committee".

As a result of this decision, neither the report of the Special Committee to the General Assembly at its twenty-third session nor subsequent reports of the sub-committees to the Committee included meetings records of the Committee or extracts therefrom.

25. (f) The reproduction in the body of a report of summaries of views that have already been set forth in the records should be allowed only in exceptional cases and after the need to do so has been clearly demonstrated and approved by the organ concerned, the financial implications having been brought to its attention.

This question has been considered by several bodies which traditionally have included summaries of views in their reports, and the conclusion has been that the practice was required and should be continued; on the other hand, it was emphasized that the summaries should be as brief as possible. The recommendation will be brought to the attention of those bodies receiving meetings records which also include summaries of views in their reports and which have not yet specifically considered the matter. Attention should, however, be drawn to a problem that may in some instances inhibit the elimination of summaries of views from reports. The total level of the programme of meetings is such that there is often very little time between the meeting of a subsidiary body and the meeting of the parent body to which it reports, so that there is no possibility of ensuring that the final summary records can be issued in time for use by the parent body. Since the provisional summary records are restricted to participants

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of the subsidiary body, the parent body, in these instances, would have little indication of the argumentation or motivation for decisions taken by the subsidiary body, or for decisions which it (the parent body) is invited to take.

26. (g) The list of documents intended for issue as supplements should be reviewed and approved periodically by the Publications Board.

(h) All supplements should be considered for reproduction internally from typescript, with the exception of reports of the main organs, volumes of resolutions and certain others which for technical reasons may not lend themselves to internal reproduction. This should apply to language versions in English, French, Spanish and Russian. A study should be made to determine the extent to which Chinese versions may feasibly be reproduced internally from calligraphy.

(i) The reproduction of supplements in both a preliminary and a final form should be limited to cases of strict necessity, for example, when a final version cannot be produced in time for adequate consideration by the body to which it is submitted.

(j) The substantive departments concerned should strictly limit the number and length of the documents they select for inclusion in the annexes to those essential for the understanding of the relevant discussion. Further, as a specific point, no document which is already, or will be, printed or reproduced by the internal offset process should be included in the annexes. Equally, the inclusion of a document in an annex should exclude it from any separate printing or reproduction by internal offset later.

(k) The contents of the annexes and their production costs should be reviewed periodically by the Publications Board.

These approved recommendations are inter-linked; further, they deal with an area of records of the Organization which was the subject of recommendations both by the Committee on the Reorganization of the Secretariat^{6/} and by members of the Joint Inspection Unit,^{7/} those recommendations having the basic objective of reducing printing expenditures through greater reliance on internal means of reproduction.

6/ Official Records of the General Assembly, Twenty-third Session, Annexes, addendum to agenda item 74, A/7359, paras. 143-144.

7/ A/7576, paras. 183-191, and recommendation 28.

27. In so far as the recommendations quoted in the preceding paragraph are concerned, considerable progress has been made. As had been noted in the Secretary-General's report to the General Assembly at its twenty-second session, the internal offset method had begun to be used extensively for supplements of the Economic and Social Council as early as 1963; this has been further applied so that in 1969 only one Council supplement, in addition to the resolutions, was printed externally, and that as an exception which it is hoped to eliminate in 1970. As for the General Assembly, the Secretary-General had indicated that prior to 1966 only one of its supplements had been produced internally; in that year the number number was raised to five. For the twenty-third session of the Assembly in 1968, fourteen supplements were produced internally by offset from typescript in all language versions other than Chinese and some Chinese versions were also reproduced internally from calligraphy. It might be noted in this latter regard that three Chinese typewriters have recently been purchased, and staff are being trained in their use; it should now be possible to increase the number of supplements in Chinese which are reproduced internally.

28. At the same time that the number of supplements being reproduced internally was being increased, it was decided to produce in the same form as internally-reproduced supplements (but without calling them supplements) a number of other reports which would otherwise have been issued in mimeographed form and subsequently printed in the annexes. This was done in all language versions for ten reports to the General Assembly at its twenty-third session, totalling in one language some 745 single-space typewritten pages. This procedure will be followed for future sessions of the Assembly except that these reports will be included in the list of supplements and identified as such. However, by strictly limiting the number of supplements to be printed externally, it has been possible to reduce the contractual printing estimates for 1970 by \$130,000 from the figure based on previous practice.

29. The increasing use of internal offset for producing supplements has reduced the number of occasions when both a preliminary and a final version has had to be reproduced. Whereas in 1966 seven General Assembly supplements had to be issued twice, in 1968 this number was reduced to four.

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30. By increasing the number of reports produced at the outset in final form as supplements, the number and length of documents included in the annexes has been correspondingly reduced. As regards the selection of other documents for inclusion in the printed annexes, and more specifically with reference to the recommendations of the Committee on the Reorganization of the Secretariat and the Joint Inspection Unit mentioned above, an experiment is being carried out in 1969 with the documentation for the forty-sixth and forty-seventh sessions of the Economic and Social Council. Under this experiment, a number of reports and documents which by previous practice would have been issued initially in mimeographed form and then printed in the annexes have been issued in the first instance by offset on good quality paper with a view to leaving them in that form. The Publications Board will make its observations on the results of that experiment; in the meantime, the Board has instructed that the utmost selectivity should be exercised in decisions as to which documents warrant reprinting in the annexes.

31. (l) Reports of subsidiary bodies should be submitted in good time so that the issuance of those reports, first in provisional form, and later in final printed form, may be avoided.

Previous paragraphs describe the steps that have been taken to avoid dual issuance of reports. Nevertheless, the fact remains that the level of the total conference and meeting programme is such that too often it has been found necessary to schedule meetings of subsidiary bodies so close to the meeting of the parent body which will be considering their reports that the issuance of those reports on time - in any form - is precluded. This is a matter upon which the Committee on Conferences will no doubt comment in its report to the General Assembly at its twenty-fourth session.

32. (m) Replies of Governments submitted in response to specific resolutions should, wherever possible, be grouped in one compilation or in periodic compilations, rather than issued as separate documents;

(n) The present practice under which the technical papers submitted for conferences, seminars and workshops are reproduced in printed form should be modified to the end that wherever possible only selected papers or summaries would be printed.

These two recommendations are being implemented wherever possible.

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33. The Secretary-General believes that, in the period since the adoption of resolution 2292 (XXII), some worthwhile progress has been made in the control and limitation of documentation. There has been evidence of increasing concern on the part of Member States about this problem, not only in administrative and budgetary organs but also in bodies dealing with programmes. A number of bodies have made serious and productive reviews of their requirements for routine recurrent reports, etc., and there seem to be an increased awareness of and responsiveness to the general problem of documentation and records on the part of the programme organs. For its part, the Secretariat has intensified its efforts to make savings in areas within its competence, largely at the technical level, and some things have been achieved. A catalogue of the actions taken by various organs and by the Secretariat would be too lengthy and too detailed to include in this report; it is perhaps adequate to note that the number of page units produced internally at Headquarters in 1968 - 526 million - reflected a 70 million page unit reduction from the 1967 figure. Despite this reduction in sheer volume of documentary output, however, the programme of conferences and meetings has remained heavy and shown continuing signs of increase, and backlogs of translation have increased. Therefore, it would be wrong to conclude that there has been a reversal in the over-all trend to an increase in documentation, a fact largely attributable to the creation of new bodies and to the intensification of activities of some bodies of long standing. In this situation, the Secretary-General believes that it is imperative that United Nations organs maintain their concern with the problem of documentation and that the Secretariat redouble its efforts to achieve economies wherever possible without detriment to the work of the Organization. With regard to certain more far-reaching recommendations in this general area made by the Committee on the Reorganization of the Secretariat and the Joint Inspection Unit, the more important of which would require the General Assembly's approval, the Secretary-General will, as indicated previously, submit separate comments.
