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Item 51.

REPORT OF THE COMMITTEE ON CONTROL AND LIMITATION OF DOCUMENTATION

Rapporteur: Mr. Derek ARNOULD (Canada)

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I. Establishment and membership of the Committee

1. The Committee on Control and Limitation of Documentation had its origin in General Assembly resolution 1203 (XII) of 13 December 1957, under which the Assembly:

- (a) Requested the Secretary-General to continue his efforts, in co-operation with Member States, to reduce the length and amount of documentation produced during 1958;
- (b) Suggested for this purpose the figure of 25 per cent below the 1957 level for the over-all output of such documentation;
- (c) Established a Committee of nine Member States to consult with and advise the Secretary-General on the most effective means of implementing the resolution and to report and make recommendations to the General Assembly at its thirteenth session concerning methods of achieving reductions in the over-all output of documentation;
- (d) Invited the Secretary-General to report to the General Assembly, before the opening of its thirteenth session, on the steps taken and on the nature and extent of the reductions achieved.

2. The membership of the Committee was as follows:

Dr. Raul Quijano (Argentina) - Chairman
Mr. Derek C. Arnould (Canada) - Rapporteur
Mr. Yin-Shou Che (China)
Mr. Philippe Marandet (France)
Mr. Kadhim Khalaf (Iraq)
Mr. Eduardo Espinosa y Prieto and Mr. Arturo Ortigosa (Mexico)
Mr. Niaz Naik (Pakistan)
Mr. A.H.M. Hillis (United Kingdom of Great Britain and Northern Ireland)
Mr. Vladimir Molchanov (Union of Soviet Socialist Republics)

II. Meetings

3. The Committee held seventeen meetings between 18 March and 11 July 1958.

III. Terms of reference

4. At its first meeting the Committee took note of its terms of reference as laid down in the third operative paragraph of Assembly resolution 1203 (XII).

5. In regard to that part of the terms of reference which required the Committee to consult with and advise the Secretary-General on the most effective means of approaching the suggested target figure for reduction of the 1957 level of documentation, the Committee acknowledged the fact that under this resolution the Secretary-General had been invited to report, before the opening of the thirteenth session of the General Assembly, on the steps taken and the nature and extent of the reductions achieved. For practical purposes, an obligation had been placed on the Secretary-General to take certain initiatives in regard to the further reduction of documentation, without awaiting the outcome of the Committee's deliberations. It was agreed that the Committee would be informed of the steps so taken and that any reservations members might have in this regard would be reflected in the report.

IV. Committee documentation

6. At the outset, the Committee considered the amount of documentation it would require for its own purposes, without setting a precedent for other committees of a similar nature whose needs might be different.

7. It was decided: (a) that no summary records should be kept, but that all views expressed in the course of the discussions, together with the conclusions reached, should be adequately reflected in the Committee's report; and (b) that the documentation to be produced in official form and made available in the working languages should be confined to the Committee's report in draft and final form.

V. Categories of documentation reviewed by the Committee

8. The Committee interested itself mainly in documentation prepared for the regular meetings of the various United Nations bodies at Headquarters. It was decided not to consider the documentation of the Office of Public Information and the Statistical Office, on the grounds that the former would be discussed by the Expert Committee on United Nations Public Information, while the latter was considered to be of too technical a nature to permit the Committee to evaluate it and was regarded, furthermore, to be of recognized utility, particularly to

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countries with under-developed statistical services. It was suggested that the Statistical Commission itself would be in a better position to consider whether any reduction in this field could be achieved. It was pointed out in this regard that the proposals made by the Committee in paragraph 27 (5) below, if accepted, concerning the review by the appropriate bodies of their own publications, would ensure that this category of documentation would receive the necessary attention by the Statistical Commission. Also excluded was the documentation prepared by Secretariat departments for special conferences, as well as studies, bulletins and reviews not forming part of, or bearing a direct relationship to, the documentation of any United Nations body.

VI. General discussion: basic approaches and reservations

9. The Committee commenced the substantive part of its work with a general discussion of the scope of the problem. As a general guide, it had before it a working paper prepared by the Secretariat, in which an outline of the various categories of documentation was given, together with suggestions as to the considerations which should govern attempts at reduction and indications of certain of the methods by which reduction might be sought.^{1/} In order to stress the problems facing the Secretariat in its endeavour to approach the target for reduction specified in General Assembly resolution 1203 (XII), the paper indicated the different degrees of control exercised by the Secretariat over each category of documentation. The point was made in this regard that, while the Secretary-General would do what he could to reduce the volume of the documentation which was under the control of the Secretariat, the predominant part of the documentation produced was governed, in its nature and volume, by the rules of procedure or express directives of the various competent bodies of the General Assembly. Therefore, while the Secretary-General was intensifying the efforts made during recent years to reduce documentation, no significant result in the over-all output could be anticipated without joint action on the part of delegations of Member States to Assembly bodies on the one hand and the Secretariat on the other. Furthermore, a significant contribution could be made by

^{1/} As an indication of the volume of documentation produced during the last completed year, the Committee was provided with statistics of the number of pages and impressions of pages reproduced in 1957 (see Annex 2).

representatives themselves, whenever substantive decisions were taken, by giving due consideration to the minimum amount of documentation which would be required to serve the purpose in question usefully. In introducing the paper, the representative of the Secretary-General indicated that the position of the Secretariat in reducing documentation was delicate in most cases, and that much could be gained if its hands could be strengthened by specific decisions on the part of the Assembly in regard to the documentation required by its various organs.

10. In the course of the general discussion on this topic, representatives expressed certain views on their basic approaches to the question. At the conclusion of the debate, these were formulated and agreed upon as follows:

(a) The target figure of 25 per cent below the 1957 level, suggested in resolution 1203 (XII) for the reduction in 1958 of the length and amount of documentation, was intended to be an objective to be aimed at and was in no event to be regarded as a specific mathematical cut to be achieved without regard for other essential requirements.

(b) The purpose of the resolution was interpreted in the sense that a global reduction should be attempted and not a uniform reduction of each individual document or category of documents.

(c) It was assumed that any measures taken by the Secretariat in terms of the directives of the Assembly for reduction of documentation would be applied with due discretion. In respect to documentation emanating from United Nations bodies, the Committee trusted that these bodies would exercise their primary responsibilities with due regard for the terms of the various Assembly resolutions on control and limitation of documentation.

(d) In general, it should be borne in mind that there was a minimum and a maximum amount of documentation which could be regarded as desirable or efficient, i.e., on the one hand, documentation should not be reduced beyond the point where it ceased to be adequate and clear or to serve usefully the purpose for which it was intended; on the other hand, documents should not be produced in so large a volume as to prevent recipients giving proper attention to their contents.

(e) The Committee's primary task was, therefore, to seek means whereby the efficiency of documentation might be increased by reducing its over-all volume without impairing its value. The Committee was aware, at the same time, that from any success it might achieve in this respect, secondary

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benefits might be expected to flow, such as a saving in costs of production and distribution and an alleviation of the pressure of work in certain quarters, notably the translation services.

(f) In taking measures for the reduction of documents, certain minimum standards of appearance and quality should nevertheless be maintained.

11. The majority of the Committee had serious doubts as to the feasibility of an over-all cut in 1958 of as much as 25 per cent below the 1957 level without impairing the value and usefulness of the documentation concerned, in view of the fact, inter alia, that the Secretariat had already applied a cut of the same order to certain categories of documentation in the course of 1957. A further point made was that, in effecting reductions, it should be borne in mind that the greater efficiency of the documentation, and not the economies to be achieved, should be the main criterion. In the case of certain particular documents, misgivings were expressed in regard to plans for reduction in their volume. In that connexion, the summary records of United Nations proceedings and the Annual Report of the Secretary-General to the General Assembly were cited as examples of documents which had a particular value and importance as working documents and in regard to which great care should be taken not to reduce them in any way which would impair their usefulness. It was agreed to regard these documents as test cases in 1958, and to pay particular attention to the acceptability of any reductions in their form and content which the Secretariat might decide to effect in compliance with the Assembly's request to the Secretary-General in resolution 1203 (XII).

12. One representative attached particular importance to the question of the form in which the proceedings of United Nations bodies should be recorded. He felt that the General Assembly should reconsider the whole issue with a view to determining whether the United Nations should not adopt the general practice of national assemblies in making the Official Records of all its proceedings available in verbatim rather than summary form.

13. Certain representatives referred to the fact that, on occasion, the substance of some individual statements was fortuitously rendered in a more detailed summary form than that of others, thus giving rise, in the view of these representatives, to an unnecessary increase in documentation. The representatives in question felt that a special endeavour should be made to summarize all statements with the same degree of conciseness.

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VII. Study of action taken by the Secretariat to give effect to resolution 1203 (XII)

14. On 22 January 1958, the Secretary-General sent a memorandum to the heads of all administrative units concerned with the preparation of documentation, drawing their attention to resolution 1203 (XII) and directing that all members of the staff who were connected with the planning, drafting and editing of documents should do all in their power to reduce the volume of documentation under their control, without detriment to its essential value and substance. In addition, the memorandum asked the heads of the administrative units to which it was addressed, to reply to the following two questions:

(a) What did the unit in question propose to do to give effect to the Assembly's resolution?

(b) In what way was its freedom to take action limited by factors beyond its control?

15. In order to acquaint the Committee with the main elements of the responses to this memorandum, the Rapporteur was given access to the replies received, with a view to making a study and analysis on the Committee's behalf.

16. In his report to the Committee, the Rapporteur stated that in each of the replies he had found the following two basic factors:

(a) Evidence that a conscientious effort was being made by officials in the Secretariat to achieve the objectives laid down in resolution 1203 (XII).

(b) Statement of the fact that no further major reductions could be achieved by the Secretariat without the acquiescence of the United Nations body whose documentation would be affected.

17. In support of his first finding, the Rapporteur cited a number of specific examples of the reductions which had been achieved in the case of particular publications. In regard to his second point, he pointed out that in the past, many suggestions made by the Secretariat, which might have resulted in important curtailment of documentation, had not been approved by the United Nations body to which the suggestions were directed. In the light of this experience, the effectiveness of many of the new proposals contained in the replies would again depend on the reactions of the body whose documentation was involved.

18. In conclusion, the Rapporteur drew attention to the annual item on the agenda of the Economic and Social Council relating to the streamlining of economic and social activities, with a view to conducting them in the most efficient, economical

and effective manner possible. In terms of this procedure, the Secretary-General each year submits a report entitled "Observations on the Work Programme in the Economic, Social and Human Rights Fields" (see E/3134 of 10 June 1958). This report is considered in detail by the Co-ordination Committee of the Economic and Social Council which thereafter submits its recommendations to the Council for final deliberation. The Rapporteur commended this procedure to the Committee as a noteworthy example of the favourable results which could be achieved by the continued efforts of a United Nations body and United Nations officials. The question forms the subject of an observation by the Committee as a whole in paragraph 25 below.

VIII. General views on the extent of reduction which may be achieved

19. The Committee, with the assistance of representatives of the Secretary-General, conducted a first and second reading of a comprehensive synopsis of the various categories of United Nations documentation and agreed on the following general conclusions in regard to the possible extent of reduction which could be achieved:

(a) The extent of the reductions in the over-all volume of documentation which could be achieved by the Secretariat of its own accord depended on the degree of control which it was free to exercise.

(b) Since a large part of the documentation produced was governed by the rules of procedure of the various competent bodies and by their express directives, a curtailment of the order envisaged in resolution 1203 (XII) could therefore not be attained without the co-operation of the bodies concerned.

(c) The Committee reserved its judgement on the matter of setting a mathematical target for reduction. It recalled that the reduction envisaged by resolution 1203 (XII) referred to the over-all volume. It doubted the desirability therefore of urging the Secretariat to apply a cut of the order envisaged to the limited part of the total output of documentation over which it had exclusive control.

IX. Methods of achieving reductions in the over-all output of documentation

20. Pursuant to the General Assembly's request to the Committee for recommendations concerning methods whereby reductions in the over-all output of documentation might be achieved, the Committee decided to draw the Assembly's attention to certain

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general aspects of the existing situation and to offer a number of practical suggestions which, in its view, would result in a positive step towards the Assembly's aim of reducing United Nations documentation to an efficient minimum.

21. The Committee took note of the fact that General Assembly resolutions 593 (VI) of 4 February 1952 and 789 (VIII) of 9 December 1953 had been concerned similarly with the question of control and limitation of documentation and had contained a number of proposals which were still valid and were of the same nature as those the Committee intended to put forward on this occasion. The texts of these resolutions are given in annex 1.

22. In regard to the drafting methods practised by the Secretariat, the Committee took note with interest of the existence at Headquarters of an Editorial Control Service with the general function of keeping United Nations documentation under continuous review, with the object of improving its quality by editorial means and of achieving the purposes of successive General Assembly resolutions on its limitation, by exercising control at the planning and drafting stage.

23. The Committee was made aware of the practice of out-posting members of the Editorial Control Service to substantive departments of the Secretariat where they could be associated with the preparation of documentation at the planning and drafting stage. It was noted in this regard that such editorial control services existed only at Headquarters and in the secretariat of the Economic Commission for Asia and the Far East. While the Committee was not in a position to make a conclusive evaluation of the practical advantages of the out-posting of members of the Editorial Control Service, it noted that the Advisory Committee on Administrative and Budgetary Questions had expressed itself favourably in this regard and had recommended that similar action should be considered in regard to the other regional economic commissions and the United Nations Office in Geneva.^{2/}

^{2/} Official Records of the General Assembly, Twelfth Session, Supplement No. 7, (A/3624), paragraph 170. The paragraph reads: "Experience has shown that the out-posting of members of the Editorial Control Unit to substantive departments, where they are concerned with the planning of any projects involving documentation as well as with problems directly connected with the drafting of material, is a most effective method for reducing the length and improving the quality of United Nations documentation. The work of this Unit has hitherto been limited to Headquarters. Recently, however, the Executive Secretary of ECAFE requested the detachment to his staff, on an experimental basis, of an Editorial Control officer from Headquarters. The Advisory Committee recommends that similar action should be considered in regard to ECLA and the United Nations Office at Geneva. In the Committee's opinion, the new form of budget, which facilitates the flexible transfer of staff, should make it possible to provide this enlarged form of editorial control without addition to the over-all establishment of the Secretariat." /...

24. In considering categories of documentation arising from the proceedings of United Nations organs, the Committee became aware of the fact that the achievement of a reduction in the manner called for by resolution 1203 (XII) depended upon such factors as the following:

- (a) The extent to which identical ground was covered in general debates on particular items, first at the committee stage and then in plenary session;
- (b) The length of time devoted to certain general debates;
- (c) The number of requests for the distribution as documents of individual statements in debates;
- (d) The number of new committees which were created.

The Committee took note also of the contribution made to the volume of summary records by the submission of corrections which added to or altered the substance of original statements, as distinct from the right of representatives to submit any corrections designed to ensure that their statements, as delivered, were accurately summarized.

25. The Committee took note with favour of the practice of the Economic and Social Council of including an item in its agenda each year on the streamlining of its activities.

26. In regard to the related question of the distribution of documents, the Committee noted that the standard system now in force had been planned with a view to keeping the automatic distribution of documents within definite limits of control and to achieving the maximum economy in distribution on demand. The Committee attached particular importance to the recently-instituted system whereby the Secretariat was seeking to give all official recipients the opportunity to review their standing requirements at regular intervals. In accordance with this system, fresh order forms listing all categories in the particular class to which the form refers, are dispatched to official recipients, together with a completed form indicating the existing distribution based on previous orders. The Committee felt that significant economies and a more rational distribution of documents could be achieved if, on the occasion of each submission, United Nations missions and other official recipients gave these forms careful attention at responsible levels.

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27. In the light of the above considerations and of the consultations which had taken place with the Secretariat, the Committee agreed, by unanimous decision, to put forward the following practical suggestions:

Proposals relating to the work of the Secretariat

(a) The attention of United Nations officials who are responsible for the drafting of reports and studies should be drawn to the following procedures whereby documentation may be reduced, care being taken not to affect its clarity, objectivity and usefulness:

- (i) The achievement of the maximum degree of conciseness by careful drafting and editing and by the elimination of superfluous or repetitious material;
- (ii) Where possible, the omission of background information and the substitution of references to documents already produced on the subject;
- (iii) The desirability, in the case of progressive reporting on specific studies, of casting reports in the form of addenda limited to new information.

(b) Full use should be made, as regards proposals involving documentation, of article 13.1 of the Financial Regulations of the United Nations and of the relevant provisions of the rules of procedure of United Nations organs. To this end, the statement of the Secretary-General on administrative and financial implications, including the documentary implications, should always be submitted to the Council, Commission or other competent body in good time before this organ takes its decision, and its President or Chairman should duly draw the attention of its members to the existence of the statement.

(c) In regard to the verbatim records of the plenary meetings of the General Assembly, the provisional mimeographed version should be continued as at present; the final printed version, however, should be carefully edited, in consultation with the speakers concerned, with a view to:

- (i) Eliminating material extraneous to the item under discussion or which has no ex post facto value or interest, such as

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announcements relating to the order of business and other routine matters, it being understood that statements on the substance of the item, statements on the application of the rules of procedure to the consideration of the item and other elements forming an essential part of the substance of the proceedings, should in no way be affected;

- (ii) Presenting certain material in summary form, retaining essential details only, e.g. routine procedures such as the appointment of the Credentials Committee and the presentation of reports by rapporteurs, where these consist of reference to the contents of the reports without additional comment.
- (d) Reproduction of publications in both mimeographed and printed form should be limited to cases of strict necessity, e.g. when the final version of a particular document cannot be produced in sufficient time for adequate consideration by a United Nations body.

Proposals relating to the work of United Nations bodies

- (e) The attention of all organs of the United Nations should be drawn to the objectives set forth in resolution 1203 (XII) and they should be invited to consider the desirability of placing on their agenda at their next meeting, and thereafter as necessary, an item relating to the control and limitation of their own documentation.
- (f) In the case of the provision, from sources outside the Secretariat, of material for inclusion in a single study or report, the Secretariat would be assisted in their efforts to keep documentation within planned limits if the following procedures were adopted:
 - (i) The issuance, by organs in which the request for the report or study originates, of clear directives as to the form and volume it is desirable for the report or studies to have;
 - (ii) The casting of such requests, wherever appropriate, in the form of questionnaires, bearing in mind that carefully formulated questions tend to elicit pertinent replies and that the submission of material on the basis of responses to set questions, facilitates their incorporation in a single document. This suggestion would be

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without prejudice to the right of such contributors to present their answers to the questions raised in whatever form would, in their view, be required in their particular case;

- (iii) An appeal to contributors in each case to endeavour to keep their contributions within the requested limits.
- (g) The following principles should be incorporated in a standing guide for the drafting of Committee reports:
 - (i) Introductions containing background information should, as far as possible, be confined to matters of substance rather than procedure and contain only what it is essential to bring to the notice of the body to which the report is submitted.
 - (ii) Reports should become more and more concise as questions progress upwards from bodies of less to bodies of greater authority.
 - (iii) Texts should not be annexed when their substance can reasonably be incorporated in the main body of the report. When feasible, cross-references to easily accessible documents should be used.
 - (iv) The distinction between records of meetings and reports on the consideration of agenda items should be preserved.
- (h) Ad hoc committees and other subsidiary bodies of the main organs of the United Nations, as distinct from standing committees, should be invited to consider whether the nature and objective of their proceedings might not allow them to dispense with the need for summary records and to rely on an adequate reflection of their final report of all views expressed and decisions reached.
- (i) Organs of the United Nations should be invited to undertake a general revision of resolutions and rules requiring frequent reports, with a view to considering whether such reports could not be issued at longer intervals.
- (j) In cases where representatives desire the circulation of the texts of statements made in debates, a general rule should be established in terms of which the speakers concerned should be invited to make their statements available in the form of press releases produced by their own facilities.
- (k) The attention of Member States should be drawn to the value of the periodic seminars on documentation arranged by the Secretariat, in terms of

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X. Other matters raised

28. In addition to the suggestions made in Part X above, the Committee considered the following other aspects of the problem, without, however, coming to a generally agreed conclusion:

- (a) A question was raised as to the degree of control exercised by the Secretariat over the number of copies of particular publications to be printed. The view was expressed that the Secretariat should make every effort to ensure that full and up-to-date reports were available from all sources responsible for sales, in order that the quantities to be printed could be kept to an essential minimum. In this regard, one representative stated his view that, in the case of documents which gave rise to political objections on the part of particular Governments, only the normal distribution should be made and that the commercial sales element should not be a factor in determining the number of copies to be made available. However, in the light of explanations by the Secretariat that the demand for particular documents and not the commercial sales element, determined the number of copies produced for distribution, the majority of representatives were unable to subscribe to the point of view stated above.
- (b) It was considered whether the present practice of including, at the beginning of each volume of the Official Records of United Nations organs, the full list of delegates attending the particular session, might not be discontinued. Certain representatives pointed out that substantial reductions could be achieved if this were done and felt that no inconvenience would result, since lists of delegates were always available in separate form. The majority of representatives, however, were of the opinion that the lists of delegates had a historical value and that to omit them from the volumes referred to would cause inconveniences to the users of the Official Records.
- (c) One representative made the point that, in the interests of economy, measures for the reduction of the over-all output of documentation should be taken to apply in equal measure to the internal documentation produced by the Secretariat by way of inter-office correspondence, memoranda, etc.

29. At the conclusion of the proceedings of the Committee, the representative of Mexico stated for the record that he had a number of reservations in regard to the present report to which he would draw attention when it came up for consideration by the General Assembly.

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ANNEX 1

TEXTS OF PREVIOUS GENERAL ASSEMBLY RESOLUTIONS ON THE SUBJECT

789 (VIII). Control and limitation of documentation

The General Assembly,

Recalling its resolution 593 (VI) of 4 February 1952 on the control and limitation of documentation,

Noting the observations and suggestions of the Advisory Committee on Administrative and Budgetary Questions in its first report to the eighth session of the General Assembly, and the action taken by the Secretary-General, inter alia, by his instruction of 20 August 1953, to ensure a more effective control of documentation,

Noting further the steps initiated by the Economic and Social Council, in its resolution 497 D (XVI) of 29 July 1953 to reduce the number and volume of certain categories of documents required by it,

Considering that this reduction can be carried out in full only with the co-operation of Member States,

Expressing the wish that Member States should co-operate in giving effect to the present resolution,

1. Invites the Economic and Social Council to pursue and intensify its efforts to reduce further the documentation required by it, and also by its functional and regional commissions;

2. Invites all organs of the United Nations likewise to scrutinize their existing documentation and effect such reduction therein as may be feasible, and to co-operate with the Secretary-General in his efforts to reduce the volume and at the same time to improve the quality of the documentation of the United Nations.

471st plenary meeting,
9 December 1953.

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593 (VI). Control and limitation of documentation

The General Assembly,

Noting the steps taken and the progress so far achieved in the organization of documentation and the stabilization of publication programmes,

Noting also, however, the continued increase in the volume of documentation requested by the various organs of the United Nations, and the ever-growing difficulty encountered by delegations in making the most effective use thereof,

Appreciating that, in order to be effective, further action to limit documentation costs must apply alike to the number of documents, to their individual bulk and to the number of copies issued,

1. Invites the Governments of Member States:

(a) To assist in reducing the number and individual bulk of documents to a minimum by:

- (i) Bearing in mind the desirability of ensuring that all draft resolutions which may call for studies and reports and for their dissemination clearly indicate the scope of such studies and reports;
- (ii) Restricting both the number and the volume of the documents submitted for processing to what is strictly required by resolutions and other statutory decisions of a United Nations organ, or is clearly relevant to agenda items under discussion;

(b) To assist in reducing the number of copies of such documents as are issued by:

- (i) Reviewing and reducing as far as possible their requests for documents issued in first distribution, and submitting to the Secretary-General their revised lists;
- (ii) Avoiding as far as possible conference room requests for additional copies;
- (iii) Reducing any other subsequent demands to a minimum, in particular refraining from requesting the repetition or reissuing of material readily available in other United Nations documents;

2. Requests the Secretary-General:

(a) To exercise a strict control of documentation by refraining from publishing documents not called for by an organ of the United Nations or not necessary for the conduct of meetings or the proper exercise of the functions of the Secretariat;

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(b) To exercise discretion as to the disposition of material received from delegations which does not fall within the requirements of paragraph 1 (a) (ii) above;

(c) To restrict to an essential minimum the free distribution of internally-processed publications and the distribution of documents which are still in draft form;

(d) To submit to all organs of the United Nations, before the adoption of draft resolutions requiring documentation, an estimate of the cost and, if possible, an estimate of the off-setting sales revenue;

(e) To strengthen the internal control of documentation by enforcing strict editorial policies to eliminate unnecessary and repetitious matter;

(f) To make available to delegations the relevant services of the Secretariat for consultations in the matter of the organization of their documents files, with a view to avoiding as far as possible requests for redistribution.

373rd plenary meeting,
4 February 1952.

ANNEX 2

VOLUME OF DOCUMENTATION REPRODUCED BY MIMEOGRAPH AND OFFSET PROCESSES

(a) ANNUAL STATEMENT OF COMPLETED WORK - 1957

(Expressed in final standard impressions and pages)

(Impressions are rounded to the nearest hundred)

(Pages are rounded to the nearest ten)

| O R G A N | M I M E O G R A P H | | O F F S E T | |
|--|---------------------|---------|-------------|---------|
| | IMPRESSIONS | PAGES | IMPRESSIONS | PAGES |
| General Assembly (A/- documents) | 36,667,300 | 77,460 | 30,936,600 | 35,900 |
| Security Council (S/- documents) | 1,784,700 | 3,150 | 3,111,200 | 3,340 |
| Trusteeship Council (T/- documents) | 7,935,800 | 26,560 | 3,015,400 | 4,500 |
| Economic and Social Council (E/- documents except for E/CN. and E/ICEF) | 2,978,000 | 6,630 | 29,131,300 | 28,190 |
| Economic and Social Commissions (E/CN.- documents) | 8,251,500 | 21,450 | 15,687,600 | 27,810 |
| Disarmament Commission (DC/- documents) | 97,900 | 220 | 4,869,400 | 9,050 |
| Technical Assistance Board (TAB/- documents) | 1,117,100 | 4,490 | 537,800 | 610 |
| United Nations Children's Fund (E/ICEF and ICEF - documents) | 2,935,000 | 6,290 | 10,103,200 | 5,520 |
| Administrative Committee on Co-ordination (ACC) | 94,000 | 630 | 5,800 | 40 |
| Staff Association | - | - | 349,200 | 90 |
| Joint Staff Pension Board (JSPB) | 137,000 | 670 | 344,200 | 120 |
| Administrative Tribunal (AT) | 77,400 | 560 | 20,200 | 200 |
| Atomic Energy Agency (Statutes Conference and Preparatory Commission - IAEA) | 1,009,500 | 5,220 | 531,800 | 690 |
| <u>Departmental Work:</u> | | | | |
| PSCA | 62,900 | 1,830 | 1,134,800 | 940 |
| TAA | 941,400 | 4,550 | 2,464,000 | 6,010 |
| ESA | 735,800 | 3,490 | 18,635,700 | 12,120 |
| TRI | 225,400 | 810 | 2,139,700 | 1,650 |
| DPI | 1,543,200 | 5,910 | 23,054,100 | 2,970 |
| OGS | 108,500 | 710 | 7,530,900 | 4,870 |
| CS | 121,800 | 460 | 9,324,500 | 9,810 |
| SG | 976,100 | 1,890 | 9,399,500 | 4,260 |
| LEG | 9,300 | 70 | 2,719,000 | 6,180 |
| T O T A L | 67,809,600 | 173,050 | 175,045,900 | 164,870 |

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ANNEX 2
(continued)

(b) S U M M A R Y (1952-1957)

(Expressed in final standard pages and impressions
and rounded to the nearest ten)

| P R O C E S S | | 1 9 5 7 | 1 9 5 6 | 1 9 5 5 | 1 9 5 4 | 1 9 5 3 | 1 9 5 2 |
|---------------|-------------------|---------|---------|---------|---------|---------|---------|
| Mimeograph | Impressions * * * | 68 | 57 | 61 | 66 | 72 | 81 |
| Offset | Impressions * * * | 175 | 133 | 128 | 94 | 79 | 96 |
| | T O T A L * * * | 243 | 190 | 189 | 160 | 151 | 177 |
| Mimeograph | Pages | 173,050 | 152,640 | 173,080 | 186,110 | 170,050 | 190,410 |
| Offset | Pages | 164,870 | 138,020 | 130,790 | 102,280 | 112,020 | 139,440 |
| | T O T A L | 337,920 | 290,660 | 303,870 | 288,390 | 282,070 | 329,850 |
