

UNITED NATIONS

SECRETARIAT



130

ST/AI/226
18 February 1975

ADMINISTRATIVE INSTRUCTION

To: Members of the staff
From: The Under-Secretary-General
for Administration and Management

Subject: ADMINISTRATIVE ISSUANCES

Purpose

1. The purpose of this instruction is to set down the current practice regarding applicability, origin, clearance, processing, distribution and retention of administrative issuances.

Authority

2. The authority for administrative issuances is contained in ST/SGB/100 dated 14 April 1954.

General

3. Administrative issuances appearing under the symbols ST/SGB/..., ST/AI/..., ST/ADM/SER.A/... are internal Secretariat documents that contain or deal with regulations and rules, interpretations of regulations and rules, the Secretary-General's policy for implementation of regulations and rules, instructions and procedures, statements of established policy and announcements of an informational nature or matters of general interest. The issuances are the principal means by which the Secretary-General and the heads of central services in the Secretariat communicate with the staff at large or with groups of staff on matters of financial, administrative and personnel policies and related instructions and procedures for implementing these policies.

Types of issuances 1/(a) Secretary-General's bulletins (series ST/SGB/...)

4. These bulletins are issued in the name of the Secretary-General and remain in effect from a given date till specifically superseded or amended. The subject matter covered includes:

- (i) Financial regulations and rules;
- (ii) Staff regulations and rules;
- (iii) Financial, administrative and personnel policy - any significant development leading to establishment of new principles or reinforcement of certain broad principles (e.g., ST/SGB/146, on establishment, operation, administration and control of trust funds);
- (iv) Organization of the Secretariat;
- (v) Announcements of changes in the top echelon;
- (vi) Announcements of changes in titles of the top echelon;
- (vii) Establishment of specially funded programmes, showing their relationship to the Secretariat (e.g., ST/SGB/143, on United Nations Fund for Drug Abuse Control);
- (viii) Other subjects on which the Secretary-General decides to issue a bulletin.

(b) Administrative instructions (series ST/AI/...)

5. Administrative instructions remain in effect from a given date till specifically superseded or amended. Instructions on matters involving more than one of the central services are issued in the name of the Under-Secretary-General for Administration and Management; those on financial matters are issued in the name of the Assistant Secretary-General (Controller), Office of Financial Services; those on personnel matters are issued in the name of the Assistant Secretary-General for Personnel Services; those on general services matters are issued in the name of the Assistant Secretary-General for General Services; and those on conference services matters are issued in the name of the Under-Secretary-General for Conference Services and Special Assignments. The subjects covered include:

- (i) Statements of the Secretary-General's policy for purposes of emphasizing or reinforcing application;

1/ Issuances of interest or applicability to project personnel are reissued, modified as necessary, to project personnel under the symbol ST/ADM/SER.P/...

- (ii) Procedures for implementing established policy:
 - (iii) Delegation of authority to heads of other departments or offices for matters otherwise under the authority of the heads of central services.
 - (iv) Combined statement of policy and procedures, which are often inseparable.
- (c) Information circulars (ST/ADM/SER.A and P)

6. The circulars are the most widely distributed communications from management to staff. They deal with matters of general but one-time interest (e.g., visits of important persons to Headquarters), matters of general interest for specific periods (e.g., working hours), informational material (e.g., staff appointments, promotions and other changes) or requests for staff co-operation (e.g., conservation of electric power).

7. The circulars are addressed to members of the staff by the heads of the central services in the same manner as administrative instructions (see para. 5 above).

Originating departments and offices

8. Responsibility for initiating or amending an administrative issuance rests with those responsible for seeing that staff members carry out knowledgeably and correctly the particular functions covered by the issuance. Most issuances which reach individual staff members originate in the Office of Financial Services (OFS), the Office of Personnel Services (OPS) or the Office of General Services (OGS). Those involving more than one central service are initiated by the one most concerned, in consultation with the others. Issuances concerning conference services come from the Department of Conference Services (DCS).

Clearances

9. Administrative issuances may originate with one service and yet involve the responsibilities of another service. It is imperative that the author clear his draft at an early stage and secure the understanding of all concerned with its substantive content and purpose. In addition, if the subject matter affects questions of staff welfare, he should request the Rules and Personnel Manual Section, OPS, to ensure its consideration by the Staff Committee before the issuance is placed in effect.

10. All draft issuances are submitted to Administrative Management Service (AMS) for final processing. The submitting officer should provide to AMS all clearances obtained. If no clearances are required, he should say so.

AMS responsibility

11. According to ST/SGB/Organization, AMS "maintains the official manual on the
/...

Organization of the Secretariat and authorizes amendments thereto reviews and authorizes the publication and distribution of all policy bulletins, administrative instructions, manuals and information circulars". AMS has a complete set of all issuances. It maintains an index of current issuances by subject and by number for its own use, as well as for reference purposes for staff members. The author of any administrative issuance may consult AMS at any stage of preparing a new issuance or revising an old one for information or assistance on such matters as format, drafting, series to be used, suggested clearances, procedure for submission, distribution and timely use of professional editorial help.

Editing

12. All administrative issuances are edited by Editorial Control, DCS, before publication. The more complex the subject, the greater the need to secure clarity of language and proper arrangement of the material. Early consultation between author and editor and AMS can avoid unnecessary changes after an issuance has been distributed. It can also avoid the difficulty of having to correct or adjust a draft issuance after it has been duly cleared by one or more high-level officials.

Languages

13. Secretary-General's bulletins are issued in English and French, the working languages of the Secretariat, except for ST/SGB/Organization and ST/SGB/Staff Rules, which are issued in Chinese, English, French, Russian and Spanish.

14. Administrative instructions are issued in English and French.

15. Information circulars are issued in English and French, and those of interest to permanent missions are issued in Spanish as well. Project personnel circulars are issued in English, French and Spanish. A circular of interest or applicability to a particular national group (such as staff liable to United States income taxes) is normally issued in one language.

Procedure to be followed by submitting officer

16. The office submitting a proposed issuance to AMS should supply the following:

- (i) Covering memorandum (except for issuances of a routine nature) providing information regarding the need for the issuance and attaching any relevant background material; clearance(s) obtained from within the originating department (Under-Secretary-General, Assistant Secretary-General or an official acting on his behalf); clearance(s) obtained from other interested departments or offices.
- (ii) "Request to Department of Conference Services" (D.2 form), one for each language, on which the following boxes should be filled in by the originating office: Symbol, Department, Division, Consulting Officer,

/...

Extension, Room No., Account Number (if IBM composition is requested), Language of Draft, Distribution Due and Special Instructions (which should include number of copies to be distributed to particular individuals or offices).

- (iii) A typewritten draft of the proposed issuance, either a fair copy or stencil plus two copies. Format should follow established practice for indicating the originating authority and those to whom it is addressed.

Distribution

17. Administrative issuances are given desk to desk distribution, except for those which are directed to particular groups of staff (e.g., all executive and administrative officers).

Filing issuances for reference

18. Executive and administrative officers should maintain a complete set of all current issuances to which departmental staff can refer as necessary.
