

UNITED NATIONS

SECRETARIAT



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## ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Conference Services and Special Assignments

Subject: REGULATIONS FOR THE CONTROL AND LIMITATION  
OF DOCUMENTATION

Addendum

TIME-TABLE FOR THE PLANNING AND SUBMISSION OF DOCUMENTS  
FOR SESSIONS OF UNITED NATIONS ORGANS

1. This instruction deals with the time-limits to be observed in the planning and submission of documents for United Nations organs having regular sessions, other than those that meet as required, in order to ensure their timely processing and issue by the Department of Conference Services. The timetable set out below applies to the submission of documents directly to the Department of Conference Services. For documents which are processed initially by other organizational units, such as the Office of Secretariat Services for Economic and Social Matters or the Division of General Assembly Affairs, instructions for submission should be obtained from those units.

2. Before the end of each session of a United Nations organ or a Main Committee of the General Assembly, a consolidated statement of all documents requested by that body in the course of the session for future sessions shall be prepared by the head of the department or office concerned for submission to the organ, together with an indication of the date upon which it will be possible to issue each document in all required languages. The statement shall reflect the time needed for the preparation of each document by both the substantive and conference-servicing units of the Secretariat (General Assembly resolution 36/117 A, sect. II, para. 8). Submitting units are expected to consult with Documents Control of the Department of Conference Services, or units acting on its behalf, on the dates of issue to be indicated in the consolidated statements.

3. At least three months before a session, the head of the department or office concerned shall submit to Documents Control an updated, detailed list forecasting the documents to be issued for that session, indicating the title, the language of the draft, the estimated number of pages, the date of submission to Documents Control and the required date of issue of each document. Documents Control will confirm that the documents listed can be issued within the period of time allowed, or may seek changes in the dates indicated to facilitate the processing of documents for that session and others.

4. Ten weeks before the opening of a session, all documents to which the six-week rule established in General Assembly resolution 33/56 applies shall have been submitted to Documents Control.

5. Eight weeks before the opening of a session, the department or office concerned shall circulate, with the annotated agenda of the session, a report on the state of preparation of the necessary documentation in all required languages, with a full explanation of the circumstances of any delays.

6. Four weeks before the opening of a session, all documents to which the six-week rule does not apply shall have been submitted to Documents Control.

7. Within the terms of these instructions, the date of submission of a document is that on which the complete and final text reaches Documents Control.

8. As a general rule, corrections to documents will not be accepted after they have been submitted to the Department of Conference Services. In most cases, after submission to Documents Control only corrigenda will be issued.

9. The Department of Conference Services shall bring to the attention of the head of the department or office concerned any deviation from the timetable set out in these instructions or any departure from the statement and forecast required in paragraphs 2 and 3 above which has not been previously discussed with the Department of Conference Services and accepted by it.

10. The Department of Conference Services is authorized to refuse to process any document not submitted in accordance with these instructions or by the dates specified. In case of disagreement the matter shall be submitted to the Secretary-General for decision.

11. The provisions of this administrative instruction shall also apply, as appropriate, to offices away from Headquarters where documents are processed.

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