



SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: CHANGES IN THE FUNCTIONS AND ORGANIZATION
OF SECRETARIAT UNITS

Purpose

1. The purpose of this bulletin is to restate and clarify the following basic requirements:

(a) The authorized functions and organization of all major organizational units in the Secretariat, whether financed in full or in part from the regular budget of the United Nations, shall be as stated in the organization manual ST/SGB/Organization. Changes in functions and organization of such existing units shall be issued as amendments to the manual.

(b) The establishment of new major organizational units shall be announced in the form of Secretary-General's bulletins dealing with the functions and organization of these units and the administrative and financial arrangements applicable to them. Appropriate statements relating to such units shall be incorporated subsequently in the organization manual.

Definition of changes

2. Changes in the functions and organization are defined to include the following:

- (a) (i) Establishment of a new organizational unit within an existing department or office, e.g., centre, division, service, branch, section or unit;
- (ii) Changes in the name of an existing organizational unit, e.g., section to branch;
- (iii) Addition or deletion or other modification of responsibilities or functions of an existing organizational unit;
- (iv) Transfer of functions from one to another organizational unit, in the same department or to another department or office.

(b) Establishment of a new organizational unit apart from existing departments and offices, e.g., a department, an office, a staffing arrangement for a special conference, mission or similar undertaking.

Changes in functions or organization within existing departments and offices

3. A head of department or office wishing to make changes in the authorized functions or organization shall submit the draft revised text of relevant pages to be substituted for the existing text in the organization manual, with a supporting statement, to the Secretary-General through the Under-Secretary-General for Administration and Management. The supporting statement shall contain information on:

- (a) Benefits to be derived from the requested changes;
- (b) Organizational units, if any, in the department which will be affected by the proposed changes;
- (c) Organizational units in other departments or offices which will be affected and any consultations held, particularly in cases of transfer of functions and staff among transferring and receiving departments, and with the central services (Office of Financial Services, Office of Personnel Services, Office of General Services, Department of Conference Services at Headquarters, or United Nations Office at Geneva or another established office away from Headquarters) concerned.

New organizational units outside existing departments and offices

4. The head of the proposed new unit shall submit for approval a draft Secretary-General's bulletin, with a supporting statement, to the Secretary-General through the Under-Secretary-General for Administration and Management on the functions and organization of the unit. The supporting statement shall contain information on:

- (a) Authority for the programme, source of funds, expected life span of the programme;
- (b) Type(s) of activity to be carried out;
 - (i) Information gathering and dissemination;
 - (ii) Research;
 - (iii) Preparation of studies and reports;
 - (iv) Conference servicing;
 - (v) Negotiating forum;
 - (vi) Staff services to the Secretary-General or to an organ;
 - (vii) Other activities (to be specified).

- (c) Applicability of United Nations Financial Regulations and Rules;
- (d) Manner of appointment of the head of the unit and other staff assigned to it;
- (e) Applicability of United Nations Staff Regulations and Rules;
- (f) Location of the premises of the unit;
- (g) Nature of support services provided by the central services (see para. 3(c) above) and location of executive office functions;
- (h) Relationship(s) with:
- (i) other departments and offices in the Secretariat;
 - (ii) specialized agencies;
 - (iii) other organizations; and
 - (iv) Governments.
- (i) Any consultations held with the central services (see para. 3(c) above) regarding organization and staffing and administrative support for the unit.
5. Changes in functions and organization shall take effect only after review of the draft revised text and justification for the change, and approval by the Secretary-General.
6. Organizational units not properly identified in the organization manual or a related Secretary-General's bulletin have no administrative status and shall not be referred to in official documents.
7. The Office of the Under-Secretary-General for Administration and Management shall maintain a current record of organizational changes proposed and their disposition.
8. Effective immediately, this bulletin supersedes document ST/SGB/150 and Corr.1.



Kurt WALDHEIM
Secretary-General