

UNITED NATIONS

SECRETARIAT

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ADMINISTRATIVE INSTRUCTION

To: Members of the staff concerned with the
issuance of documents and publications

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

Subject: REGULATIONS FOR THE CONTROL AND LIMITATION OF DOCUMENTATION

Addendum

NEWSLETTERS

1. The following rules and guidelines are laid down for all persons concerned with the preparation of newsletters. They relate primarily to newsletters on technical subjects but apply also, as indicated, to newsletters and similar informational material for wider dissemination, whether prepared by substantive units or by public information units of the Secretariat.
2. Current newsletters that do not comply with the rules should be brought into conformity with them. Requests for authorization of exceptions to the rules should be submitted to the Chairman of the Publications Board for consideration.

General rules

3. If further newsletters are planned, the advice and approval of the Publications Board should be sought. The Board should be informed beforehand of the legislative authority for them, if any, the budgetary provision and the proposed editorial content and format.
4. Plans for newsletters and similar informational material related to any international year or conference should be included in the initial planning for the event. They should be drawn up in consultation with the Office of Public Information and should, as a matter of standard procedure, be submitted to the Publications Board for approval.

5. Questionnaires should be sent to recipients of newsletters with the next issue following the distribution of this instruction and periodically thereafter to determine whether or not the newsletter is of continued interest to them. The distribution lists should be pruned and adjusted accordingly.

Guidelines for the preparation of newsletters

Definition

6. The term "newsletter" is used in this directive to denote any information paper other than a typewritten communication sent out periodically to regular readers to inform them of activities in regard to the subject-matter concerned, whether or not the paper bears the title "newsletter". Issuances at Headquarters that would come within this definition include:

- Population Newsletter
- Social Development Newsletter
- Public Administration and Finance Newsletter
- Decolonization
- Action Against Apartheid
- Namibia Bulletin
- Newsletter on the Status of Women
- Habitat World (Human Settlements Newsletter)

Authority

7. Newsletters other than those already in existence shall not be issued in any form without the authorization of the Publications Board.

8. When a request for the institution of a newsletter is made by a legislative body, the same procedure for approval should be followed as for a recurrent publication, including, wherever possible, obtaining the advance approval of the Publications Board, submitting a statement of the administrative and financial implications to the body concerned and ensuring the necessary funds for the production of the newsletter. Departments should in no case take the initiative of proposing newsletters without obtaining the advance approval of the Publications Board.

Contents

9. Newsletters prepared by substantive units may include the following types of material:

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- (a) Information on major developments in the field concerned, including action taken or planned by the United Nations or its related agencies;
- (b) Excerpts from texts, such as declarations and resolutions on the subject;
- (c) Reviews and appraisals of progress in the implementation of resolutions and other decisions on the subject;
- (d) Information on related meetings and activities of Governments and bodies outside the United Nations system.

10. In general, newsletters should not contain substantive or analytic articles on the subjects dealt with; nor should they mention by name or report on the activities of individual United Nations officials.

Status

11. Newsletters prepared by substantive units of the Secretariat are not official United Nations documents and should not bear the United Nations emblem or any other indication in the masthead that would suggest that they were.

12. Newsletters put out by the Office of Public Information or by other public information units have the same status as other public information material and may bear the United Nations emblem.

Editorial clearance

13. The manuscript of a newsletter prepared in a substantive unit should be submitted to the editorial unit concerned for review and, if necessary, editing before the text is typed in final form.

14. The texts of newsletters should not violate any of the United Nations editorial policies or practice.

Form of reproduction

15. Newsletters prepared in substantive units may be issued in mimeographed or offset form, at the discretion of the Publications Board.

16. Mimeographed and offset texts should be prepared by the submitting office on opaque stencil or in fair copy, preferably the former.

Periodicity

17. Newsletters should not normally be issued more than twice a year. Where sufficient reason can be adduced, a newsletter may, subject to the approval of the Publications Board, be issued at more frequent intervals.

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Length

18. Newsletters should be limited to 40 standard manuscript pages per year.

Languages

19. Newsletters are normally issued in one language only or in one polylingual version, the language chosen being, if possible, the working language best suited to the intended readership.

20. The Department of Conference Services does not translate newsletters. If a translation or "rendering" is prepared by the office responsible for the newsletter, the text should bear the disclaimer, "Unofficial translation".

21. In some cases, outside institutes, organizations or other bodies offer to translate newsletters at no cost to the United Nations. All such cases should be referred to the Publications Board.

Distribution

22. If the originating office envisages secondary distribution of material of wide public interest through the United Nations information centres, it should provide special funds for this purpose; without them such distribution cannot be made.
