



Administrative Manual
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SECRETARY-GENERAL'S BULLETIN

To: Members of the Staff of United Nations

Subject: ALLOCATION OF HEADQUARTERS RESPONSIBILITIES
FOR UNITED NATIONS MISSIONS

1. Purpose

Pursuant to resolution 297 (IV) A and B of the General Assembly concerning the establishment of the United Nations Field Service and the establishment of the United Nations Panel of Field Observers, and with a view to ensuring the proper co-ordination between the various Headquarters Departments and Bureaux in connexion with the work of missions, this bulletin defines responsibilities for the headquarters management of United Nations missions, and delegates authority as set forth below.

2. Effective date

This bulletin supersedes SGB/87 of 28 January 1949 and SGB/87/Rev.1 of 3 March 1950, and is effective immediately.

3. Applicability

The provisions of this bulletin shall apply to political and special trusteeship missions created from time to time as a result of directives of the General Assembly, Security Council or Trusteeship Council. Such missions shall be designated in Annexes to this bulletin.

4. Responsibility of the Executive Office

The responsibility for overall co-ordination in connexion with missions, including the regular trusteeship visiting missions to trust territories, is vested in the Executive Office of the Secretary-General. The Secretary-General shall give final approval to the appointment of the Principal Secretary, his deputy and substantive officers upon the recommendation of the appropriate substantive department and the Bureau of Personnel. The Principal Secretary of a mission shall report directly to the Secretary-General. The Executive Office shall be responsible for ensuring that these communications are promptly

distributed and that the necessary action is taken without delay and after proper clearance.

5. Responsibility of the Department of Security Council Affairs and of the Department of Trusteeship

The responsibility for the substantive work of missions is vested in the Department of Security Council Affairs and the Department of Trusteeship and Information from Non-Self-Governing Territories as specified in the annex. Appropriate departments and bureaux at Headquarters are responsible for ensuring that one copy of all incoming and outgoing communications, both substantive and administrative, relating to the work of the missions enumerated in the annex shall be forwarded to the Department of Security Council Affairs and to the Department of Trusteeship and Information from Non-Self-Governing Territories, as appropriate.

6. Functions and responsibilities of the United Nations Field Service

Pursuant to SGB/32/Rev.6 establishing the United Nations Field Service:

(a) The Field Service shall be responsible for all administrative actions at Headquarters relating to the missions enumerated in the annex. It shall be the sole originating authority with respect to all such actions. This includes, but is not limited to, requests for allotment of funds, personnel actions, purchase of supplies and equipment, and contracts for services.

(b) The Field Service shall be responsible for providing the following services in the field to the missions enumerated in the annex:

- (i) operation and maintenance of land transport, and such air transport as may be required and as may be feasible;
- (ii) operation and maintenance of radio communications equipment owned by or loaned to the United Nations;
- (iii) security of United Nations premises and of members of United Nations missions;
- (iv) safe custody of supplies, equipment and archives;
- (v) maintenance of public order during meetings, hearings and investigations.

(c) The Chief of the United Nations Field Service shall be responsible for directing the work of the Service and will assign individual staff

/members

members to specific missions to carry out the functions defined in paragraph 6 (b) above. He will organize such training programmes as may be necessary for this staff.

(d) All administrative and financial reports and communications from the missions enumerated in the annex shall be addressed to the Chief of the United Nations Field Service. It shall be the responsibility of the Field Service to ensure that administrative enquiries and requests from missions are answered with the least possible delay and in as full a manner as may be authorized by the appropriate Departments or by the Secretary-General, and to keep all units of the Secretariat concerned currently informed of the administrative problems of the missions.

7. Establishment of the United Nations Panel of Field Observers

Pursuant to resolution 297 (IV) B of the General Assembly, a list of persons qualified to assist United Nations missions in the functions of observation and supervision shall be established and maintained by the Bureau of Personnel and the United Nations Field Service. This list shall be known as the United Nations Panel of Field Observers. Appointments from the Panel of Field Observers for service with missions shall be made by the Secretary-General upon the request of an organ or subsidiary organ of the United Nations.

8. The Missions Co-ordination Committee

In order to ensure that all units of the Secretariat concerned with the substantive and administrative work of missions are afforded the means of expressing and harmonizing their views, to obviate any possible oversights and overlapping, and to expedite action at headquarters, the Missions Co-ordination Committee shall continue to keep under review all current problems relating to missions. The Committee shall meet as frequently as may be necessary at the request of any one of its members, but in any case at least once a week.

The Committee shall normally consist of:

The Executive Assistant to the Secretary-General, Chairman,
The Principal Director of the Department of Security Council Affairs,
The Principal Director of the Department of Trusteeship and
Information from Non-Self-Governing Territories,

/A representative

A representative of the Bureau of Finance,
A representative of the Bureau of Personnel,
The Chief of the United Nations Field Service.

(Signed) TRYGVE LIE
Trygve Lie
Secretary-General

ANNEX

The missions to which SGB/87/Rev.2 applies and the departments responsible for the substantive work of the missions are:

Name of Mission	Department
United Nations Conciliation Commission for Palestine	Security Council Affairs 7410
United Nations Truce Supervision Organization in Palestine	same 7410
United Nations Special Committee on the Balkans	same 6.50 & 9.50
United Nations Commission for India and Pakistan	same 6.50 & 9.50 <i>India OKed 6.50 & 9.50</i> <i>Pakistan 9.50 & 11.50</i>
United Nations Commission for Korea	same 8.50 & 11.50
United Nations Commission for Indonesia	same 8.00 & 11.00
United Nations Commissioner in Libya	same 8.50 & 11.50
United Nations Advisory Council in Libya	same 8.50 & 11.50
United Nations Commission for Eritrea	same 7.50 & 10.00
United Nations Advisory Council for the Territory of Somaliland under Italian Administration	Trusteeship 74 10.00
Other special Trusteeship Missions	same
