

SECRETARY-GENERAL'S BULLETIN NO. 18

To: Members of the Staff of United Nations

Establishment of Conference Service Offices

1. The Assistant Secretary-General for Conference and General Services is authorized to establish and disestablish, as necessary, Conference Service Offices which will be responsible for providing administrative services and conference facilities to conferences, meetings, etc., sponsored by United Nations at any location.
2. As head of each Conference Service Office, the Conference Service Officer appointed by the Assistant Secretary-General for Conference and General Services will be responsible for co-ordinating the requirements of participating groups, for providing required administrative services, and the direction of all staff members assigned to the office.
3. The Departments and Services of the Secretariat will co-operate in providing personnel, equipment, and services to the various Conference Service Offices established.

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Secretary-General

27077
3 May 1946

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MEMORANDUM

To: Assistant Secretaries-General, Directors and Division Heads

Subject: Revised Salary Schedules

The attached order revising the Provisional Salary and Wage Administration Plan has been adopted as the result of recommendations made by the Working Party (appointed in Secretary-General's Information Circular No. 10/Rev 1). The salaries established compare favourably with local salary rates and with the more highly paid services of Member governments. This order becomes effective with the pay period beginning 5 May 1946, and is not to be retroactive.

It is requested that you have each supervisor in your organization explain to his employees the effect of this order upon the individual's salary. Two important features of the order should be mentioned. First, there are a few cases where the salary rates for grades within a category have been adjusted so that the new rate is below the existing rate. In such cases employees already on the staff will have their salaries advanced to the next higher step in the new grade.

The second important item relates to the new hourly rate category. The positions in this category are customarily paid at an hourly rate in the New York area. After consultation with operating officials the hourly rate has been adopted for the United Nations. The revised bi-weekly take-home salary of employees falling in the hourly rate category can be determined by multiplying the hourly rate by 80 and deducting 6% contributed to the Staff Provident Fund.

In cases where supervisors are not certain of the existing allocation of positions to grades and categories, inquiry should be made of the Bureau of Personnel, Extension 353, for this information before discussing the revised salary rates with the employees.

J. B. HUTSON
Assistant Secretary-General for
Administrative and Financial Services

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