

SECRETARY-GENERAL BULLETIN NO.3, ADDENDUM 4

To: Members of the Staff of United Nations

Subject: DUTIES AND OBLIGATIONS OF THE SECRETARIAT

The duties and obligations of the Secretariat are contained in Regulations 1 through 9 of the Provisional Staff Regulations. Neglect to carry out these obligations exposes the staff member to the disciplinary measures laid down in Regulation 19 of the Provisional Staff Regulations.

2. The aspects of the above obligations which are of most vital importance in the normal work of the Secretariat are the prohibition against seeking or receiving instructions from any government or from any other external authority (Regulation 1) and the maintenance of the confidential character of unpublished information in the possession of the Secretariat until the publication of such information is authorized.

3. Staff members "shall not communicate to any persons any unpublished information known to them by reason of their official position except in the course of their duties or by authorization of the Secretary-General" (Regulation 5). It follows that a staff member may not without authority disclose unpublished information (e.g. - the arrival or despatch of a letter or document; the contents of a letter or document; the closed proceedings of any council, committee or other United Nations body; the appointment or resignation of a staff member, etc.) to any representative of a member or non-member government, or to any other person.

4. It should be borne in mind that while this prohibition applies particularly to disclosures to persons outside the Secretariat, it also applies to the communication of confidential information by one staff member to another who is not directly concerned by reason of his official duties.

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SECRETARY-GENERAL

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