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ORGANIZATION MANUAL

SECTION AA

A description of the
functions and organization of

THE DEPARTMENT FOR DISARMAMENT AFFAIRS

SECRETARY-GENERAL'S BULLETIN

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TO: Members of the staff

Subject: DEPARTMENT FOR DISARMAMENT AFFAIRS

1. This bulletin describes the functions and organization of the Department for Disarmament Affairs as of 1 June 1983. The Department was established on 1 January 1983 as announced in bulletin ST/SGB/199 of 17 December 1982.
2. The entry under the heading "Centre for Disarmament" at pages 3 and 4 of document ST/SGB/Organization, Section I/Amend.4 of November 1977 is hereby cancelled.

Javier PEREZ DE CUELLAR
Secretary-General

DEPARTMENT FOR DISARMAMENT AFFAIRS

I. FUNCTIONS

Assists and advises the Secretary-General in the discharge of his responsibilities under the Charter and resolutions and decisions of the General Assembly and other legislative organs of the United Nations on disarmament matters, and represents him as required;

Provides secretariat, administrative and substantive services to the First Committee and the subsidiary bodies of the General Assembly dealing with disarmament matters, the Committee on Disarmament and its subsidiary bodies, ad hoc disarmament bodies as may be set up by the General Assembly and the Committee on Disarmament, conferences of parties to multilateral agreements on disarmament and related matters, and expert groups assisting the Secretary-General in making disarmament studies;

Maintains liaison with permanent missions, intergovernmental organizations, specialized agencies and IAEA, non-governmental organizations, research institutes and individuals active in the field of disarmament to promote support for the objectives of the United Nations in the field of arms limitation and disarmament;

Facilitates co-ordination and promotes co-operation in disarmament-related activities among the organizations of the United Nations system, including the United Nations Institute for Disarmament Research;

Provides guidance for and co-ordinates the activities of the World Disarmament Campaign and Disarmament Week within the United Nations system and maintains liaison with governmental and non-governmental organizations and research institutes participating in the implementation of those activities;

Administers the United Nations Programme of Fellowships on Disarmament;

Carries out any other task, as assigned by the Secretary-General, in the field of disarmament.

II. ORGANIZATION

UNDER-SECRETARY-GENERAL FOR DISARMAMENT AFFAIRS

OFFICE OF THE UNDER-SECRETARY-GENERAL

Assists the Under-Secretary-General in the formulation of policies and management of the work of the Department;

Analyses and assesses disarmament-related developments in and the United Nations system to facilitate policy formulation and decision-making.

Assists the Under-Secretary-General in co-ordinating the activities of the Department in connexion with its participation in interdepartmental and inter-agency co-ordinating bodies, including the Administrative Committee on Co-ordination, and participates in meetings of such bodies, as necessary;

Assists the Under-Secretary-General in planning and co-ordinating the World Disarmament Campaign and Disarmament Week within the United Nations system and carries out the activities assigned to the Department in these areas;

Maintains liaison with non-governmental organizations and individuals active in the field of disarmament on a world-wide basis aiming at informing, educating and generating public understanding and support for the objectives of the United Nations in the field of arms limitation and disarmament;

Initiates the preparation of the medium-term plan and programme budget, carries out the financial and personnel administrative tasks of the Department, and assists the Under-Secretary-General in discharging his responsibilities in these matters;

Assists the Under-Secretary-General in monitoring the progress of, and promoting economy and efficiency in, the work of the Department.

COMMITTEE AND CONFERENCE SERVICES BRANCH

Provides secretariat, administrative and substantive support services to the First Committee, the Disarmament Commission, the Ad Hoc Committee on the Indian Ocean, the Ad Hoc Committee on the World Disarmament Conference, their working groups and other disarmament bodies that may be set up by the General Assembly and its subsidiary bodies;

Contributes to the secretariat, administrative and substantive support services for the Committee on Disarmament and its subsidiary bodies, in collaboration with the Personal Representative of the Secretary-General to and Secretary of the Committee on Disarmament;

Provides secretariat, administrative and substantive support services to preparatory committees, multilateral conferences and their subsidiary organizations, and to meetings convened to negotiate legal instruments in the field of disarmament;

Assists the Office of the Under-Secretary-General for Political and General Assembly Affairs in the preparation of the annotated agenda of the General Assembly on disarmament questions;

Assists the chairmen and bureaux of the legislative organs, working groups and conferences serviced by the Department in planning, organizing and conducting the work of the sessions;

Prepares and provides the documentation needed for the various disarmament bodies;

Follows up on resolutions and decisions of the General Assembly and other legislative bodies, and prepares reports thereon to the General Assembly, as required, including periodic surveys of the status of adherence to existing disarmament agreements, treaties and conventions;

Contributes to the review and assessments undertaken by the Department of developments in various areas of disarmament;

Plans and co-ordinates the programme of meetings serviced by the Department on an annual basis in co-operation with the Department of Conference Services;

Carries out the functions, as assigned to the Department, deriving from the Secretary-General's role as depositary of multilateral conventions and agreements in the field of disarmament.

INFORMATION AND STUDIES BRANCH

Prepares United Nations publications on disarmament, arms limitation and related subjects, including recurrent publications, such as The United Nations Disarmament Yearbook, the periodical "Disarmament", the Fact Sheet series, the publication updating the status of arms regulations and disarmament agreements, audio-visual aids for speakers, and non-recurrent publications for special requirements, such as the World Disarmament Campaign, when appropriate in co-operation with the Department of Public Information;

Assists the Under-Secretary-General in promoting co-ordination of and co-operation in disarmament-related studies among the organizations of the United Nations system, including the United Nations Institute for Disarmament Research;

Provides the necessary services for the Secretary-General's Advisory Board on Disarmament Studies in the execution of all aspects of its work;

Exchanges information with institutes conducting research on disarmament and arms limitation, with a view to promoting the United Nations objectives on disarmament and utilizing, as appropriate, that research in United Nations studies;

Plans the meetings of the expert groups assisting the Secretary-General with disarmament studies mandated by the General Assembly and other competent bodies, and prepares substantive materials for, provides secretariat services to and assists in the conduct of such meetings;

Participates, as appropriate, in the follow-up of disarmament,

Contributes to the review and assessments undertaken by the Department in various areas of disarmament;

Collects, collates and serves as depository for disarmament-related information and ensures its ready retrieval;

Operates and maintains a reference library of disarmament-related materials.

GENEVA BRANCH

Provides secretariat, administrative and substantive support services to the Committee on Disarmament and its subsidiary bodies in accordance with the Committee's rules and procedures;

Assists the Secretary of the Committee and Personal Representative of the Secretary-General in the performance of his functions;

Participates, as appropriate, in the servicing of other disarmament bodies, including review conferences of existing treaties, treaty-making conferences, groups of experts and other meetings;

Prepares and maintains the official records and other documentation of the Committee on Disarmament;

Contributes to the review and assessments undertaken by the Department in various areas of disarmament;

Maintains liaison with Permanent Missions in Geneva as well as with organizations of the United Nations system and non-governmental organizations in the European area;

Maintains a collection of documentation relating to disarmament and international security as well as of specialized literature on armaments and disarmament for use by permanent missions, Committee on Disarmament delegations, non-governmental organizations and the public in general;

Oversees the implementation of the United Nations Programme of Fellowships on Disarmament;

Oversees activities in the European area in connexion with the World Disarmament Campaign and Disarmament Week.

DEPARTMENT FOR DISARMAMENT AFFAIRS

