



**Secretariat**

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SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: OFFICE OF THE UNITED NATIONS DISASTER RELIEF CO-ORDINATOR

The functions and organization of the Office of the United Nations Disaster Relief Co-ordinator are described in document ST/SGB/Organization, Section N/Rev.2 of 29 February 1984. The existing page entitled "Organizational Structure" and existing page 5 should be replaced by the attached pages 5 and 6.

Javier PEREZ DE CUELLAR  
Secretary-General

#### DATA AND COMMUNICATIONS UNIT

Operates the UNDRO communication facilities to receive information on the occurrence of disasters and requirements for relief assistance, to convey such requirements to potential donors and to follow progress in the provision of assistance.

Maintains a partly computerized data bank containing information that would be helpful in planning and carrying out the functions and activities of UNDRO.

#### 3. ADMINISTRATIVE SUPPORT UNIT

Performs, in close co-ordination with the Division of Administration, United Nations Office at Geneva, the financial, personnel and general administrative functions of UNDRO; in this connection, monitors the status of receipt and utilization of voluntary contributions;

Provides mail and registry services.

#### 4. NEW YORK LIAISON OFFICE

Assists in co-ordinating the activities of UNDRO with those of the Secretariat units at Headquarters and international organizations based in North and South America;

Maintains liaison with permanent missions of Member States, observer missions and non-governmental organizations at Headquarters;

Attends meetings at Headquarters and elsewhere, as necessary, on disaster-related matters and keeps the Co-ordinator informed of developments;

Provides information on the activities of UNDRO.

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OFFICE OF THE UNITED NATIONS DISASTER RELIEF CO-ORDINATOR

Organizational Structure

