



UNITED NATIONS

SECRETARIAT

ST/SGB/Organization  
Section Q/Rev.2  
1 May 1983

ORGANIZATION MANUAL

SECTION Q

A description of the  
functions and organization of

THE DEPARTMENT OF CONFERENCE SERVICES

SECRETARY-GENERAL'S BULLETIN

ST/SGB/Organization  
Section Q/Rev.2  
1 May 1983

**SECRETARY-GENERAL'S BULLETIN**

To: Members of the staff

Subject: DEPARTMENT OF CONFERENCE SERVICES

The present bulletin describes the organization and functions of the Department of Conference Services as of 1 May 1983. The description given here replaces that contained in document ST/SGB/Organization, section Q/Rev.1 (Part I), issued in January 1981, and ST/SGB/Organization, section Q/Rev.2 (Part II), issued in January 1982.

**Javier PEREZ DE CUELLAR**  
Secretary-General

# DEPARTMENT OF CONFERENCE SERVICES

## I. Functions

Establishes policies, procedures and practices for, and co-ordinates the provision of, conference services in the Secretariat;

Co-ordinates the publishing programme of the United Nations and exercises editorial control over United Nations documents and publications;

In consultation with the secretariats of United Nations bodies and with other conference-servicing units, prepares the calendar of United Nations meetings and conferences for the approval of the General Assembly and co-ordinates its implementation;

Provides conference services, including interpretation, verbatim reporting, translation, official records and other documentation services for United Nations conferences and meetings held at Headquarters and elsewhere as authorized by the General Assembly;

Reproduces, distributes and manages sales of United Nations documents and publications;

Gathers and analyses statistical data on all United Nations conference servicing activities;

Provides library services.

## II. Organization

### UNDER-SECRETARY-GENERAL

Directs the development of conference-servicing policy in the United Nations;

Undertakes special assignments as directed by the Secretary-General.

#### 1. OFFICE OF THE UNDER-SECRETARY-GENERAL (including the DEPUTY to the UNDER-SECRETARY-GENERAL)

Provides supporting services to the Under-Secretary-General for his various functions.

## **2. EXECUTIVE OFFICE**

Performs the standard planning, personnel and programme-budgeting functions for the Department;

Collects and co-ordinates the presentation of information to the Budget Division regarding conference-servicing requirements for statements of financial implications of proposed conferences and meetings at Headquarters and other locations;

Co-ordinates the presentation of budgetary data for the Department of Conference Services, the conference services, United Nations Office at Geneva and the conference services, United Nations Office at Vienna;

Reviews, as required, budgetary implications of conference servicing at other locations.

## **3. EDITORIAL AND OFFICIAL RECORDS DIVISION**

### **(a) OFFICE OF THE DIRECTOR AND CHIEF EDITOR**

Provides policy guidance and executive direction to the division;

Serves as Executive Secretary to the Publications Board.

### **(b) EDITORIAL SERVICE**

#### **(i) EDITORIAL CONTROL SECTION**

Administers resolutions of the General Assembly on the control and limitation of documentation;

Recommends measures for the control and limitation of documentation, improvement of the related processes and the achievement of economies in documentation;

Edits and processes drafts not subject to editing by other units in the Secretariat;

Establishes editorial standards and issues drafting and editing instructions to ensure uniformity of United Nations style and practice.

(ii) OFFICIAL RECORDS EDITING SECTION

Edits and prepares for reproduction the official records on conferences and meetings and related materials;

Checks transcriptions of simultaneous interpretation from and into Arabic, English, French, Russian and Spanish for establishing final versions of verbatim records;

Concords in four languages the texts of resolutions adopted by the General Assembly and the three councils and processes them, edits reports of the commissions of the Economic and Social Council and prepares the quarterly supplements of the Security Council;

Consults with other departments and offices to determine the final disposition of sessional documentation.

(iii) UNITED NATIONS JOURNAL UNIT

Compiles, edits and issues the United Nations Journal.

(c) DOCUMENTS CONTROL SECTION

Plans the production schedule in accordance with the document requirements of meetings and publishing programmes of the United Nations;

Receives all manuscripts from originating departments, ensures that they meet technical standards, registers them and assigns them symbols, and transmits them to appropriate units in the department for processing;

Assigns priorities to, and arranges production schedules for, all categories of documents and monitors their processing to ensure timely distribution;

Maintains statistical records of conference-servicing activities in the United Nations.

**(d) STENOGRAPHIC SECTION**

- (i) ARABIC TYPING UNIT
- (ii) CHINESE TYPING UNIT
- (iii) ENGLISH TYPING UNIT
- (iv) FRENCH TYPING UNIT
- (v) RUSSIAN TYPING UNIT
- (vi) SPANISH TYPING UNIT
- (vii) CORRESPONDENCE UNIT

Keys (using typewriters or word processors) from dictation or manuscripts, cuts and proof-reads stencils or fair copy;

Provides stenographic, typing and transcription services for verbatim reporters;

Checks, types and dispatches multiple correspondence and notes verbales;

Compiles directories of Government and mission addresses.

**4. INTERPRETATION AND MEETINGS DIVISION**

**(a) OFFICE OF THE DIRECTOR**

Provides policy guidance and executive direction to the division and co-ordinates its operations with other divisions, offices and departments as required;

Co-ordinates the planning and the provision of conference services for special conferences of the United Nations and for meetings of United Nations bodies held away from Headquarters;

Provides technical and substantive secretariat services to the Committee on Conferences;

Maintains liaison with permanent missions concerning the provision of services to regional and informal group meetings;

Makes recommendations for the recruitment of interpreters and verbatim reporters, and advises on their placement.

**(b) PLANNING AND MEETINGS SERVICING SECTION**

- (i) PLANNING UNIT**
- (ii) MEETINGS SERVICING UNIT**

Develops, plans and co-ordinates the calendar of conferences and meetings of the United Nations and, after approval by the General Assembly, publicizes and adjusts it, as necessary;

Establishes and co-ordinates the meetings schedule at Headquarters, allocates conference rooms and arranges for the provision of meetings services;

Servicing meetings held away from, but arranged by Headquarters.

**(c) INTERPRETATION SERVICE**

- (i) ARABIC INTERPRETATION SECTION**
- (ii) CHINESE INTERPRETATION SECTION**
- (iii) ENGLISH INTERPRETATION SECTION**
- (iv) FRENCH INTERPRETATION SECTION**
- (v) RUSSIAN INTERPRETATION SECTION**
- (vi) SPANISH INTERPRETATION SECTION**

Provides simultaneous interpretation into Arabic, Chinese, English, French, Russian and Spanish for conferences and meetings at United Nations Headquarters or elsewhere;

Trains interpreters.

**(d) VERBATIM REPORTING SECTION**

Provides authorized verbatim reporting services in Arabic, Chinese, English, French, Russian and Spanish;

Trains verbatim reporters.

**5. TRANSLATION DIVISION**

**(a) OFFICE OF THE DIRECTOR**

Provides policy guidance and executive direction to the division and co-ordinates its operations with other divisions as required;

Directs training of translators and co-ordinates their placement throughout the Secretariat;

Arranges contractual translation for all departments and offices of the Secretariat.

- (b) ARABIC TRANSLATION SERVICE
- (c) CHINESE TRANSLATION SERVICE
- (d) ENGLISH TRANSLATION SERVICE
- (e) FRENCH TRANSLATION SERVICE
- (f) RUSSIAN TRANSLATION SERVICE
- (g) SPANISH TRANSLATION SERVICE
- (h) GERMAN TRANSLATION SECTION

Translates and revises documents, official records, official correspondence and publications;

Trains translators;

The English, French and Spanish Services prepare summary records of conferences and meetings as required.

#### (i) DOCUMENTATION, REFERENCE AND TERMINOLOGY SECTION

Provides reference services for translators, interpreters and editors, and maintains specialized language collections for the purpose;

Conducts terminological research to identify terminology appropriate to United Nations requirements;

Issues terminology notes and bulletins, and provides terminology guidance.

### 6. PUBLISHING DIVISION

#### (a) OFFICE OF THE DIRECTOR

Provides policy guidance and executive direction to the division and co-ordinates its operations with other divisions as required;

Administers the publishing programmes authorized by the Publications Board;



Provides necessary information concerning the printing, reproduction and sale of United Nations documents and publications;

Establishes press runs for documents and publications.

**(b) PRINTING SECTION**

- (i) COSTING AND PLANNING UNIT
- (ii) COPY PREPARATION AND PROOF-READING UNIT
- (iii) GRAPHIC PRESENTATION UNIT
- (iv) CARTOGRAPHIC UNIT

Prepares cost estimates for external printing, binding and related work, obtains bids internationally, prepares contracts and verifies and approves invoices for submission to the Office of Financial Services for payment;

Plans layout and undertakes copy preparation of manuscripts submitted for printing, reads and proofs and schedules work for external production and follows up on production of publications reproduced internally;

Prepares maps, charts, designs, artwork, diagrams and displays for United Nations documentation and publications.

**(c) REPRODUCTION SECTION**

- (i) PRODUCTION CONTROL UNIT
- (ii) COMPOSITION UNIT
- (iii) MECHANICS UNIT
- (iv) REPRODUCTION PLANT

Executes internal printing and operates and maintains machinery and equipment used at Headquarters for the reproduction of meetings documentation, publications, press releases, maps, charts, forms and stationery;

Operates equipment for the composition of final meetings records and the United Nations Journal.

**(d) DISTRIBUTION SECTION**

- (i) MECHANICAL ADDRESSING UNIT
- (ii) INITIAL DISTRIBUTION UNIT
- (iii) DELEGATION DISTRIBUTION UNIT
- (iv) SECRETARIAT DISTRIBUTION UNIT
- (v) LANGUAGE SERVICES DISTRIBUTION UNIT
- (vi) INFORMATION CENTRES DISTRIBUTION UNIT
- (vii) SECONDARY DISTRIBUTION, PACKING AND STORAGE UNIT
- (viii) SALES DISPATCH UNIT
- (ix) STOCK CONTROL UNIT
- (x) DOCUMENTS RECORDS UNIT

Distributes documents and publications in accordance with policies established by the Publications Board and maintains stock;

Provides distribution services to the Department of Public Information;

Maintains distribution substations and conference room document services;

Serves the Sales Section operations and maintains sales stock.

**(e) SALES SECTION**

Arranges and promotes the sale of United Nations documents on a self-supporting basis throughout the world;

Maintains current sales distribution lists;

Supervises the United Nations Bookshop at Headquarters and its sales unit at the United Nations Office at Geneva.

**7. DAG HAMMARSKJOLD LIBRARY**

**(a) OFFICE OF THE DIRECTOR**

Plans the Library's work programme and monitors its implementation;

Co-ordinates library policies, including the introduction of technical innovations, with United Nations libraries away from Headquarters and co-operates with them and other libraries within the common system on projects and activities of mutual interest;

Maintains liaison with the United Nations depository libraries and advises the Publications Board on related matters.

**(b) USERS' SERVICE**

Is responsible for development and management of the collections and the provision of loans services and other users' services;

Provides reference services and prepares bibliographies;

Participates, as required, in systems development for application of computer technology to Library operations.

**(i) COLLECTION MANAGEMENT SECTION**

Develops all collections, co-ordinates acquisition and retention policies and the selection of library materials;

Conducts surveys and evaluations of the collections in the light of users' needs;

Acquires and maintains United Nations and specialized agencies materials, and maintains the general and United Nations-related collections, the collections of documents of the League of Nations and the gazette and periodicals collections;

Provides circulation (including interlibrary loan) and photocopying services;

Prepares United Nations materials for microfilming and microfiching;

Serves the Periodicals Reading Room;

Advises on the establishment and maintenance of departmental reference collections in the Secretariat and trains the staff in library procedures;

Provides binding service for the Library and related collections.

**(ii) REFERENCE AND BIBLIOGRAPHY SECTION**

Provides reference and information services on documents and publications relating to the United Nations and specialized agencies, as well as non-United Nations materials, using both conventional tools and on-line access to United Nations and commercial data bases;

Compiles substantive bibliographies, reading lists and ad hoc bibliographies from manual and computerized resources, as appropriate;

Compiles indexes to selected United Nations legal publications;

Provides specialized reference services on legal, political, statistical and cartographic subjects;

Selects articles from periodicals, including those of the United Nations and the specialized agencies, and processes them for input into computerized or manually maintained files;

Participates in the formulation of acquisition policies and in the selection of library materials.

**(c) TECHNICAL OPERATIONS AND PUBLICATIONS SERVICE**

Is responsible for:

Acquisition and technical processing of library materials and provision of printed output;

Systems development, in co-operation with the Electronic Data Processing and Information Systems Division, for application of computer technology for library operations;

Maintenance of computer-based files for the United Nations Bibliographic Information System (UNBIS).

**(i) ACQUISITION SECTION**

Acquires documents of Governments and intergovernmental and non-governmental organizations, as well as commercially published books, serials and other library materials through purchase, gift and exchange; orders such materials for other units within the United Nations;

Maintains control over disbursements under budgetary allocations;

Participates in the formulation of acquisition policies and selection of library materials.

**(ii) PROCESSING AND PUBLICATIONS SECTION**

**a. UNITED NATIONS MATERIALS PROCESSING UNIT**

Prepares bibliographic descriptions and subject analyses of documents and publications of the United Nations and enters these data into computer-based files;

Compiles indexes to the United Nations documents, indexes to resolutions and other special publications printed from computer-based files;

Compiles indexes to proceedings of the General Assembly and the three Councils in official languages, as relevant, from computer-based or manually maintained files;

Maintains and updates computer-based files for the on-line retrieval system and for ad hoc bibliographies.

b. EXTERNAL MATERIALS PROCESSING UNIT

Prepares bibliographic descriptions and subject analyses of monographs, serials and selected specialized agencies materials in the Roman alphabet and enters these data into computer-based files;

Prepares bibliographic descriptions and subject analyses of monographs and serials in non-Roman alphabets and files the cards in the public card catalogue;

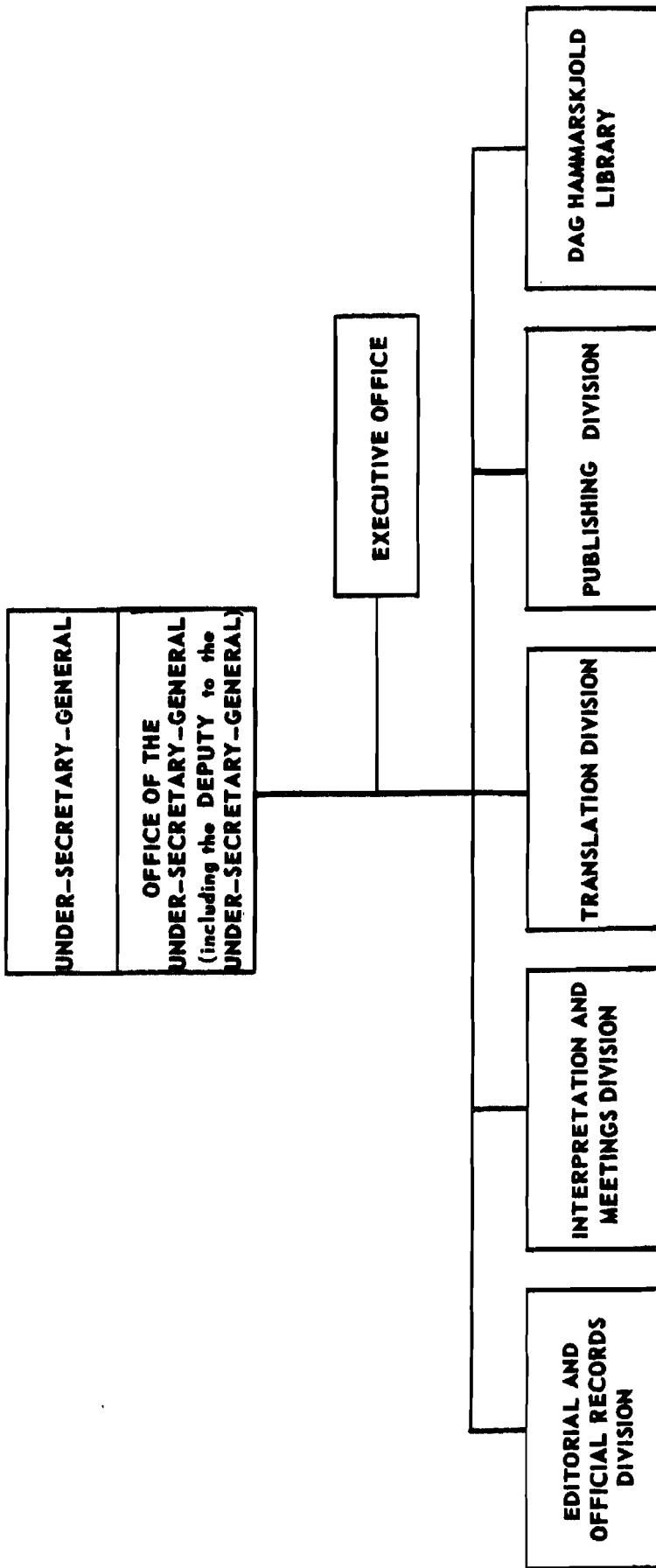
Compiles Current Bibliographical Information and other output from computer-based files or manually maintained files;

Maintains and updates computer-based files for the on-line retrieval system and for ad hoc bibliographies;

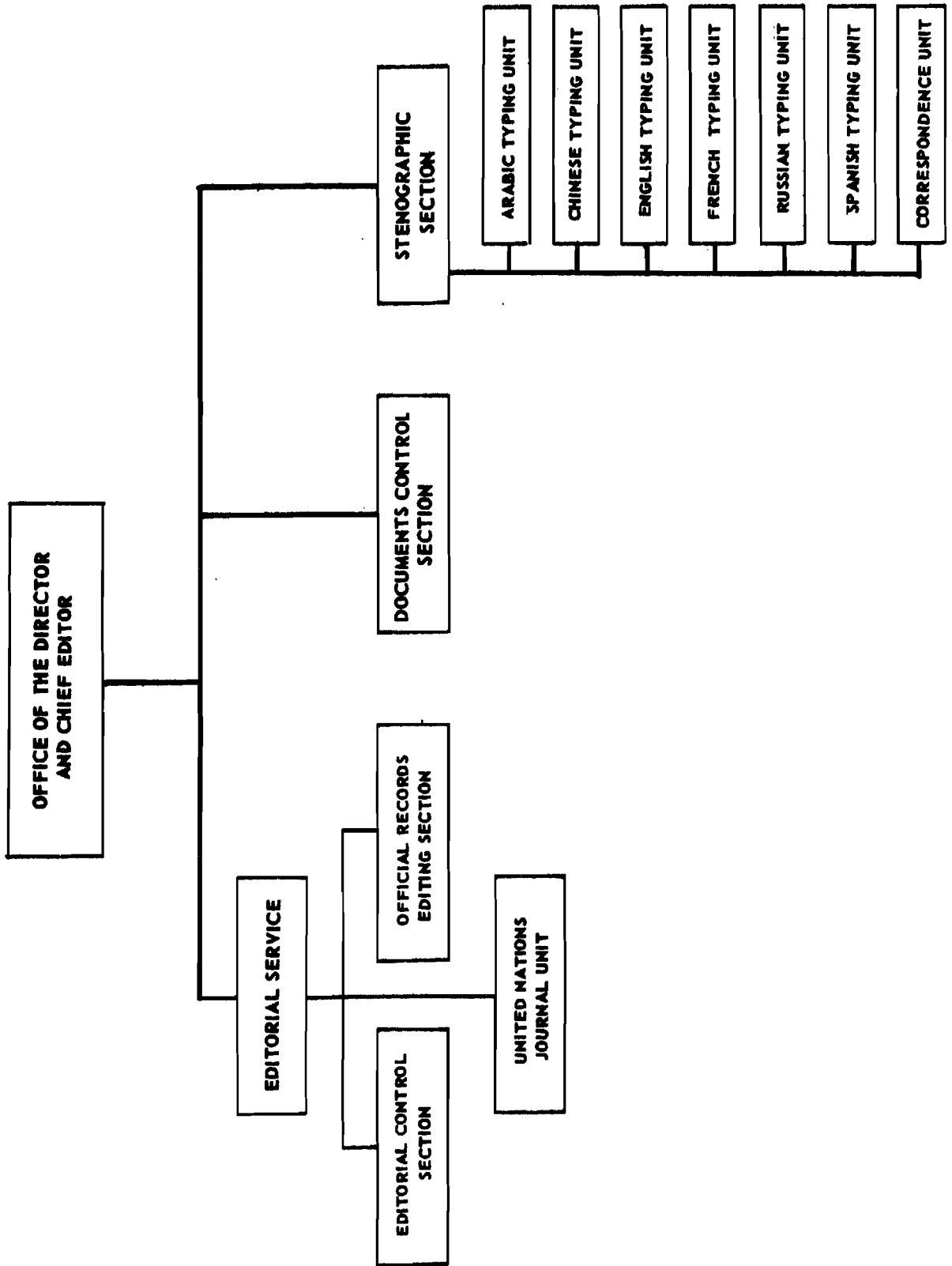
Exercises control over all authority files for input into computer-based files.

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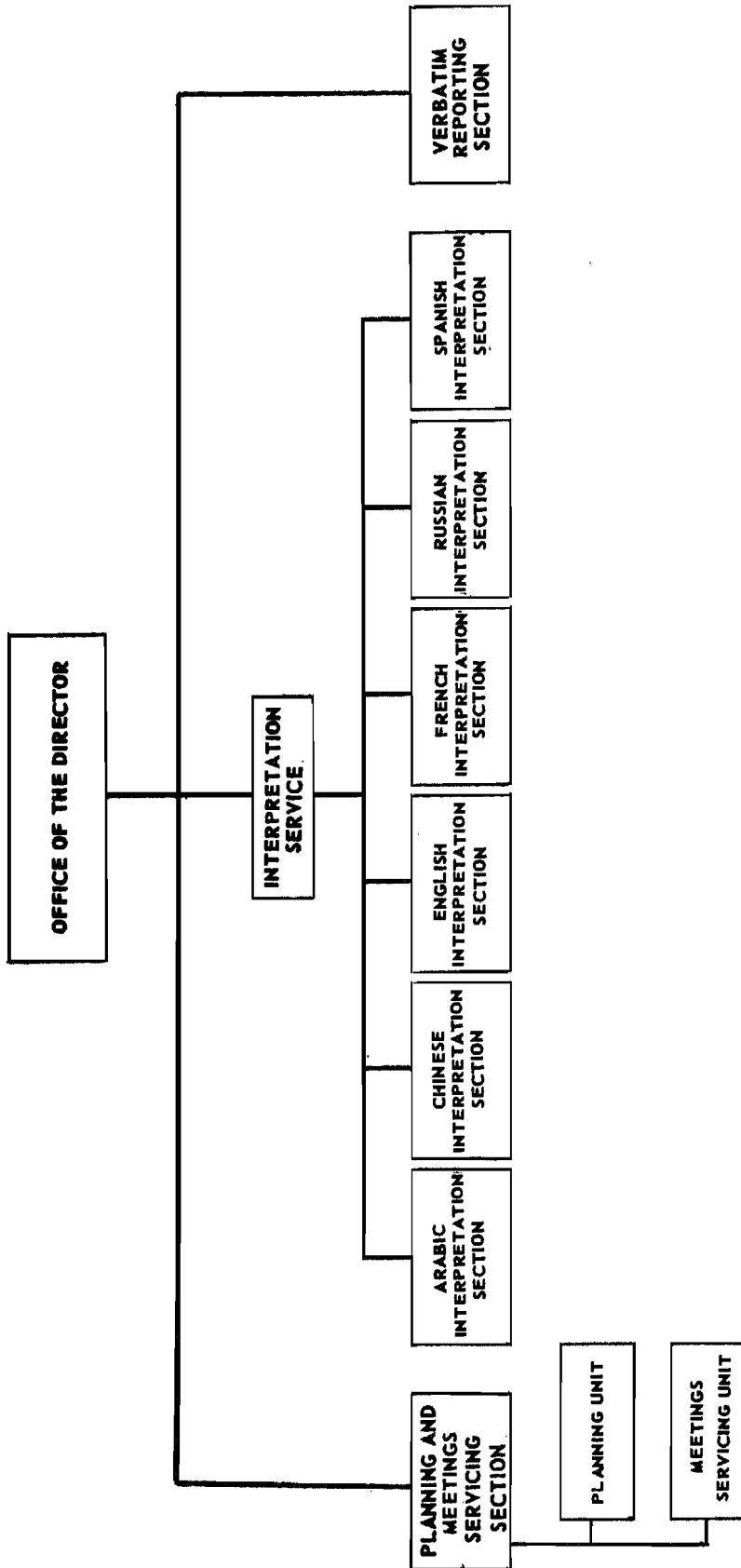
DEPARTMENT OF CONFERENCE SERVICES



**EDITORIAL AND OFFICIAL RECORDS DIVISION**

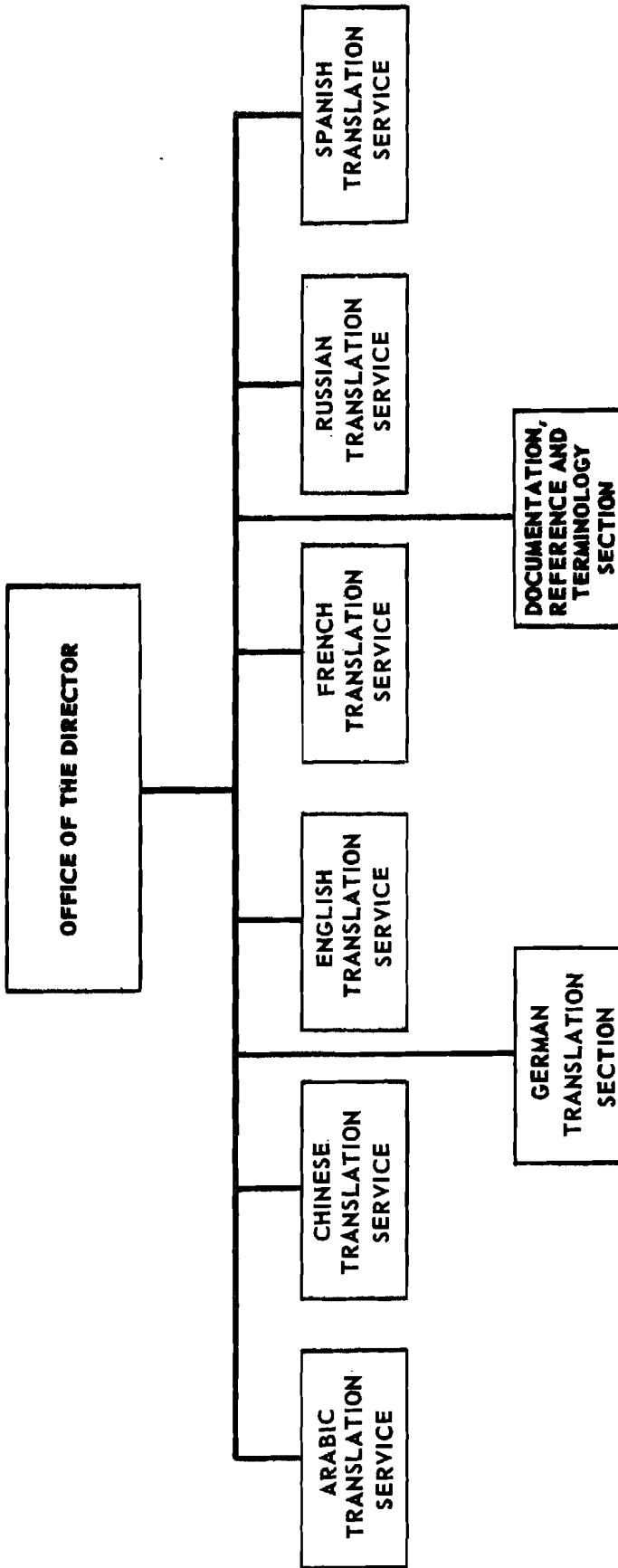


**INTERPRETATION AND MEETINGS DIVISION**

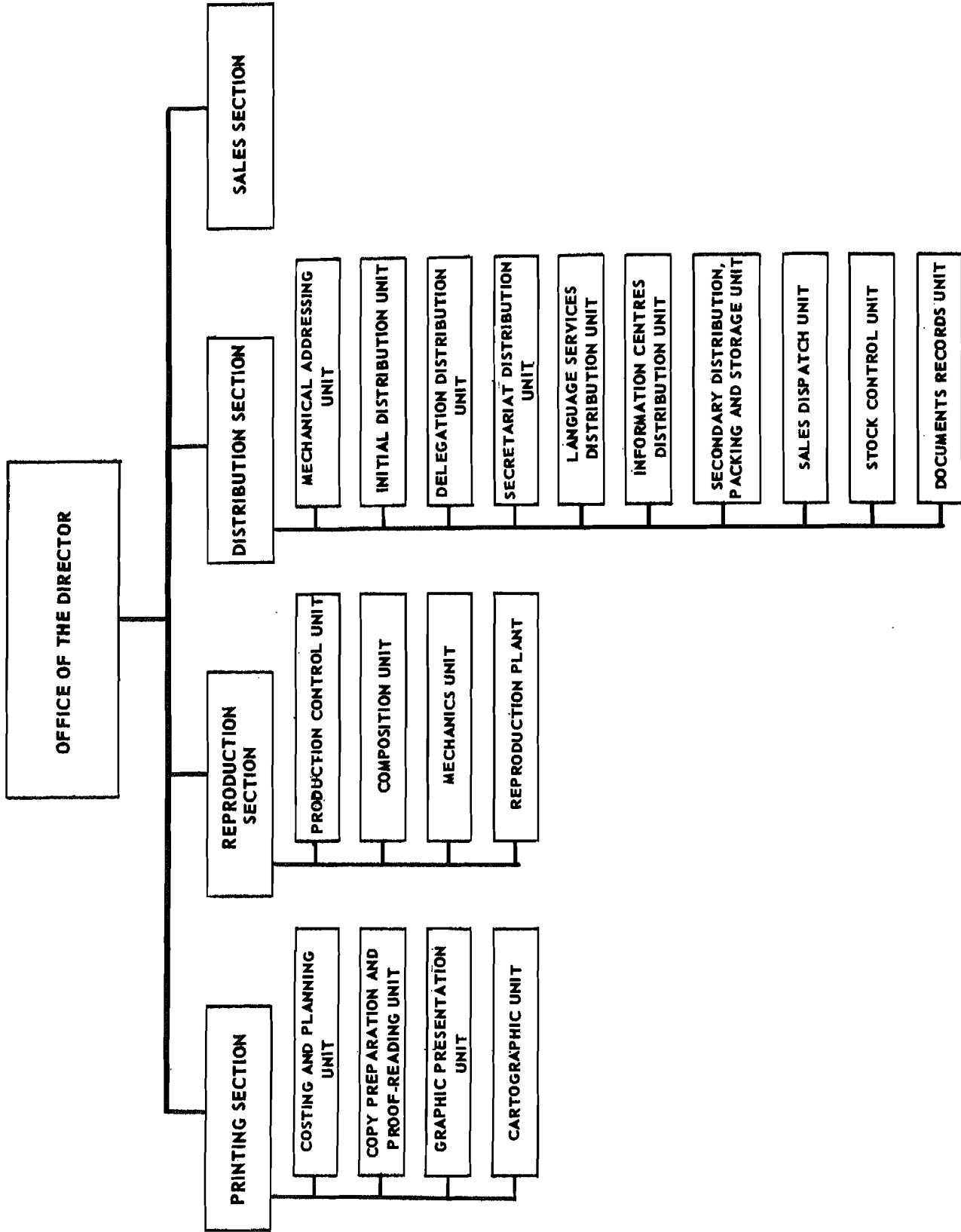




**TRANSLATION DIVISION**



PUBLISHING DIVISION



DAG HAMMARSKJOLD LIBRARY

