

ST/ADM/1

UN LIBRARY

26 MAY 1959

UN/SA COLLECTION

UNITED



NATIONS

# **ORGANIZATION OF THE SECRETARIAT**

NEW YORK, 1959

UNITED NATIONS

**ORGANIZATION  
OF THE  
SECRETARIAT**

**A concise guide to the functions and organization of the  
Secretariat, designed primarily to facilitate consideration  
of the annual budget estimates**

*Revised 15 April 1959*

*(revised editions will be issued as and when necessary)*



**New York, 1959**

ST/ADM/1

## CONTENTS

### Part One

<u>Section</u>		<u>Page</u>
1	General structure of the Secretariat . . . . .	3
2	Functions common to the major units of the Secretariat . . . . .	3
3	Standard administrative, budgetary and personnel operations . . .	3
4	Secretariats of councils, commissions, committees and similar bodies. . . . .	3

### Part Two

#### I. OFFICES OF THE SECRETARY-GENERAL

1	Executive Office of the Secretary General . . . . .	7
2	Office of Legal Affairs . . . . .	8
3	Office of the Controller . . . . .	10
4	Office of Personnel . . . . .	12
5	Offices of the Under-Secretaries for Special Political Affairs . . .	14
	(a) Secretariat of the Scientific Committee on the Effects of Atomic Radiation . . . . .	15
	(b) Division of Human Rights . . . . .	16
	(c) Division of Narcotic Drugs . . . . .	17

#### II. OTHER DEPARTMENTS AND OFFICES

6	Department of Political and Security Council Affairs . . . . .	19
7	Department of Economic and Social Affairs . . . . .	20
	Bureau of Technical Assistance Operations. . . . .	20
	Statistical Office . . . . .	20
	Bureau of Economic Affairs . . . . .	21
	Bureau of Social Affairs . . . . .	22
7(a)	Department of Economic and Social Affairs ( <u>continued</u> ): Secre- tariats of the Regional Economic Commissions . . . . .	24
	A. Economic Commission for Europe. . . . .	24
	B. Economic Commission for Asia and the Far East. . . . .	25
	C. Economic Commission for Latin America. . . . .	26
	D. Economic Commission for Africa . . . . .	28
8	Office for Public Administration . . . . .	29
9	Department of Trusteeship and Information from Non-Self-Gov- erning Territories . . . . .	30
10	Office of Public Information . . . . .	31
11	Office of Conference Services . . . . .	33
12	Office of General Services . . . . .	35
13	United Nations Office at Geneva . . . . .	38

### Annex

Secretariat Boards and Committees . . . . .	44
---	----



## **PART ONE**



## SECTION 1

### GENERAL STRUCTURE OF THE SECRETARIAT

The head of the Secretariat is the SECRETARY-GENERAL.

The Secretariat is divided into major units, the heads of which have the rank of Under-Secretary and are directly responsible to the Secretary-General.

Each major unit is the subject of a separate section in Part Two, setting out its special functions and organization.

## SECTION 2

### FUNCTIONS COMMON TO THE MAJOR UNITS OF THE SECRETARIAT

There are, in addition, functions which are common to the major units. To avoid repetition, these functions are summarized here for general reference and will not be mentioned afresh in the sections of Part Two. All major units of the Secretariat are responsible for:

(i) Informing and advising the Secretary-General on matters within their respective fields and representing him as required;

(ii) Conducting correspondence and maintaining liaison, as their work may require, with Governments, inter-governmental organizations, specialized agen-

cies, public authorities, non-governmental organizations and other parts of the Secretariat;

(iii) Drafting passages of documents reflecting the activities of the Secretariat at large, e.g., the Secretary-General's report to the General Assembly, the "United Nations Yearbook", and the "Repertory of Practice of United Nations Organs";

(iv) Participating in the work of Secretariat boards and committees (see annex I);

(v) Conducting the standard administrative, budgetary and personnel operations stated in section 3 below.

## SECTION 3

### STANDARD ADMINISTRATIVE, BUDGETARY AND PERSONNEL OPERATIONS

Subject to the overriding authority and control, within their respective spheres, of the Office of the Controller, the Office of Personnel, and the Office of General Services, the major units of the Secretariat:

(i) Prepare annual budget estimates;

(ii) Administer funds allotted to them;

(iii) Manage staff assigned to them and initiate personnel actions;

(iv) Apportion office accommodation and issue supplies.

These functions are normally performed in the offices of heads of major units, by or under the supervision of the executive or administrative officers.

## SECTION 4

### SECRETARIATS OF COUNCILS, COMMISSIONS, COMMITTEES AND SIMILAR BODIES

The functions of most major units of the Secretariat include the provision of secretariats (not to be confused with conference services)<sup>1/</sup> for councils, commissions, committees and other bodies. The functions of such secretariats are:

(i) To prepare and circulate the provisional agenda for each session;

(ii) To see that the necessary documents are distributed in good time;

(iii) To see that members are advised of the place and time of meetings;

(iv) To inform the competent services regarding the technical arrangements to be made, e.g., for meeting rooms, interpretation, records and the translation of documents;

(v) To assist the Chairman in planning and organizing the work of the session and in conducting the proceedings;

(vi) To see that the body is provided with material required by it in the course of the session;

(vii) To consult with the members of the Office of Conference Services responsible for the drafting of the records;

(viii) To provide any assistance required in drafting sessional reports;

(ix) In certain cases, to certify expenditures.

Reference to the bodies for which the functions described above are performed will be made in the sections dealing with the various units of the Secretariat.

<sup>1/</sup> See Part Two, section 11.





## **PART TWO**



## **I. OFFICES OF THE SECRETARY-GENERAL**

### **SECTION 1**

#### **EXECUTIVE OFFICE OF THE SECRETARY-GENERAL**

##### **I. Functions**

To provide the Secretary-General's personal secretariat, assistants and advisers;

To assist the Secretary-General in planning programmes and in co-ordinating and expediting the work of the Secretariat;

To assist the Secretary-General in contacts with delegations, the Press and the public;

To co-ordinate the control and limitation of documentation and the planning and execution of the publications programme;

To co-ordinate the work of the Secretariat in connexion with sessions of the General Assembly; to provide the secretariat of the General Assembly and of its General Committee;

To supervise the execution of General Assembly resolutions by the Secretariat;

To supervise and co-ordinate the activities of political missions;

To deal with protocol matters.

##### **II. Organization**

###### **1. THE EXECUTIVE ASSISTANT TO THE SECRETARY-GENERAL**

###### **2. OFFICE OF THE EXECUTIVE ASSISTANT**

See I (Functions) above.

###### **3. GENERAL ASSEMBLY SECTION**

Under the direct supervision of the Executive Assistant to the Secretary-General:

Co-ordinates the production of General Assembly documents by the Secretariat and approves such documents for issue;

Co-ordinates the production by the Secretariat of the Secretary-General's annual report to the General Assembly and prepares the final draft;

Prepares the draft of the provisional agenda of sessions of the General Assembly and supplementary lists of items; advises on the order of items and, in consultation with committee secretaries, on their allocation to committees;

Prepares notes for the President of the General Assembly on agenda items and the conduct of business in plenary meetings and meetings of the General Committee;

Advises on matters relating to the official records and the "Journal of the United Nations";

Follows up the execution of General Assembly resolutions by the Secretariat.

###### **4. PROTOCOL AND LIAISON SECTION**

Maintains records of members of Permanent Missions, their families and dependents, as well as of representatives to all meetings of United Nations bodies at Headquarters;

Prepares a monthly handbook giving the membership of Permanent Missions and Delegations;

Registers names of members of Permanent Missions with the United States Mission in accordance with established procedures; examines and transmits to the United States Mission requests for diplomatic privileges and immunities for members of Permanent Missions, as well as requests for changes in visa status;

Issues passes for representatives of Member Nations and specialized agencies to all United Nations meetings at Headquarters;

Organizes official ceremonies and receptions, and advises delegations on the organization of such functions;

Advises on policies and procedures with regard to the use of the United Nations flag and other protocol matters.

###### **5. SPECIAL UNIT**

Undertakes, at the Secretary-General's request, special assignments of a predominantly administrative character.

## SECTION 2

### OFFICE OF LEGAL AFFAIRS

#### I. Functions

To advise the Secretariat and other organs of the United Nations on legal and constitutional questions;

To encourage the progressive development of international law and its codification;

To represent the Secretary-General in judicial proceedings before national and international tribunals and in negotiations or other procedures for the settlement of disputes of a legal character;

To deal with questions concerning privileges and immunities and the legal status of the Organization;

To discharge the Secretariat's responsibilities under Article 102 of the Charter in the matter of the registration and publication of treaties and the Secretary-General's responsibilities as the depositary for multilateral conventions;

To discharge the Secretary-General's responsibilities under the Statute of the International Court of Justice;

To prepare drafts of international conventions and agreements and other legal texts;

To provide substantive services, secretariats and documentation for the Sixth Committee of the General Assembly, the International Law Commission and other committees or conferences dealing with legal matters.

#### II. Organization

##### 1. THE LEGAL COUNSEL

##### 2. OFFICE OF THE LEGAL COUNSEL

Assists the Legal Counsel in the examination of legal questions referred to him by the Secretary-General for his opinion; prepares legal opinions and furnishes legal assistance on special assignment of the Legal Counsel;

Deals with questions arising under Articles 104 and 105 of the Charter, the Convention on Privileges and Immunities of the United Nations, the Headquarters Agreement with the United States Government, and other instruments.

##### 3. GENERAL LEGAL DIVISION

Under the direction of the Legal Counsel:

Prepares legal opinions and studies requested by the various organs of the United Nations and advises these organs and the Secretariat on the interpretation of the Charter, rules of international law and treaties and United Nations resolutions and regulations;

Prepares drafts of international conventions and agreements;

Collaborates, with other units of the Secretariat in drafting of rules, regulations and resolutions;

Assists in the preparation of legal statements to the International Court of Justice and acts for the Secretary-General in the transmission of notices relating to judicial proceedings before the International Court;

Represents the Secretary-General before the Administrative Tribunal and, on request, advises the Tribunal on legal questions;

Collaborates in the negotiation and drafting of major contracts;

Deals, on behalf of the Organization, with claims and disputes of a private law character, negotiates settlements and participates in judicial and arbitral proceedings;

Deals with claims and litigation on behalf of the United Nations Children's Fund;

Establishes direct contacts with Member Governments and local authorities when judicial proceedings are involved or when claims are presented for or against Governments.

##### 4. CODIFICATION DIVISION

Prepares, under the direction of the Legal Counsel, studies and recommendations on problems concerning the development of international law and its codification;

Assists and provides the secretariat for the International Law Commission;

Assists organs of the United Nations in matters relating to the development of international law and its codification;

Assists in the organization and preparation of conferences of Governments and experts on international law and its codification;

Prepares "International Arbitral Awards" and the "Legislative Series";

Prepares the "Yearbook" of the International Law Commission;

On special assignment of the Legal Counsel, prepares legal opinions on the interpretation and application of the Charter;

Provides the secretariat for the Sixth Committee of the General Assembly.

##### 5. TREATY SECTION

Registers treaties and international agreements and prepares them for publication in the "United Nations Treaty Series"; issues the monthly "Statement of

Treaties and International Agreements" registered or filed and recorded with the Secretariat;

Exercises the Secretary-General's depositary functions under treaties and conventions; issues quarterly loose leaves bringing up-to-date the "Status of Multilateral Conventions";

Provides information to inquirers regarding treaties and other international instruments;

Drafts and collaborates in the drafting of formal clauses of treaties and agreements concluded under United Nations auspices; issues a "Handbook of Final

Clauses" for the use of organs drafting multilateral conventions;

Deals with questions relating to the credentials of representatives on United Nations organs and of the permanent representatives to the United Nations;

Provides the secretariat for the Credentials Committee.

#### 6. SECRETARIAT OF THE ADMINISTRATIVE TRIBUNAL

(The Secretariat is exclusively responsible to the Administrative Tribunal in substantive matters.)

**SECTION 3**  
**OFFICE OF THE CONTROLLER**

**I. Functions**

To administer the finances of the United Nations, direct or through instructions issued to other units of the Secretariat;

To formulate the financial policy of the Secretariat;

To formulate, present and administer the budget;

To receive, retain custody of, disburse and account for United Nations funds;

To conduct an internal audit of all United Nations accounts;

To co-operate with the specialized agencies with a view to developing common administrative and financial practices;

To provide substantive services, secretariats and documentation for the Fifth Committee of the General Assembly, the Advisory Committee on Administrative and Budgetary Questions, the Committee on Contributions and other bodies.

**II. Organization**

**1. THE CONTROLLER**

The Deputy Controller

**2. BUDGET DIVISION**

Plans and prepares the Secretary-General's budget estimates on the basis of proposals submitted by departments and offices;

Provides budgetary services in connexion with United Nations programmes financed by extra-budgetary funds;

Assesses the estimated cost of all new programmes considered by the General Assembly and its committees and by the councils and commissions;

Maintains a current review of expenditures under the budget;

Allots budgetary funds;

Supervises procedures relating to budget transfers, unforeseen and extraordinary expenditures and administration of loans and advances from the Working Capital Fund;

Certifies delegations' travel claims and authorizes their payment;

Authorizes official travel and hospitality expenditures;

Prepares budget estimates and statements of financial implications for conferences not included in the regular pattern;

Determines, in consultation with departments and offices, the classification and number of posts which they require;

Issues manning tables for authorized posts;

Advises on salaries, allowances and other conditions of service of staff;

Advises on the organization and administrative procedures of the Secretariat;

Arranges for commercial insurance, as necessary, and makes arrangements for the operation of the group life, medical and dental insurance schemes in the Secretariat;

Provides secretariats and documentation for the Fifth Committee of the General Assembly and its subsidiary committees, and the Consultative Committee on Administrative Questions.

**3. ACCOUNTS DIVISION**

Maintains the accounts of the United Nations; receives, reconciles and consolidates all monthly and year-end accounts submitted by offices abroad; reconciles all bank accounts;

Prepares reports and statements of accounts; prepares analyses of accounts and assembles other information at the request of the Board of Auditors;

Certifies, prior to the recording of obligations submitted to the Controller, that funds are available to meet them;

Calculates and arranges payment of salaries, wages, allowances and income tax reimbursements;

Examines and arranges payment of claims for travel expenses and subsistence allowances submitted by delegations, members of committees and commissions, Secretariat staff and technical assistance experts;

Arranges for remittances of funds to United Nations offices abroad and to organizations participating in the Expanded Programme of Technical Assistance;

Examines and arranges payment of invoices; recovers charges made against individuals, organizations and Governments for supplies (including publications), equipment and services;

Operates business machines for the purposes of the Office and certain other branches of the Secretariat.

**4. TREASURY**

Collects the contributions of Member States, advances to the Working Capital Fund, and other amounts due to the United Nations, and deposits such funds in bank accounts in accordance with the financial regulations;

Makes disbursements against certified vouchers;

Deals with administrative matters relating to the investment of United Nations funds, including the Joint Staff Pension Fund;

Collects information on exchange rates and advises on the establishment and revision of the rates applied by the United Nations for operational and accounting purposes;

Provides secretariats and documentation for the Investments Committee, the Advisory Board on Investments, the Committee on Contributions and the Negotiating Committee for Extra-Budgetary Funds.

#### 5. INTERNAL AUDIT SERVICE

Audits all United Nations accounts at Headquarters and overseas offices;

Examines all administrative actions, whether by Headquarters or overseas offices, which have financial implications, to ensure:

(a) Conformity with regulations and rules;

(b) Observance of the regulations governing the receipt, custody and disposal of United Nations funds and other financial resources;

(c) Conformity of obligations and expenditures with the appropriations or other financial provisions voted by the General Assembly and the allotments issued thereunder, or with the purposes and rules relating to Trust Funds or Special Accounts;

(d) Economy in the use of the Organization's resources;

Reports all findings and recommendations to the Controller or to the unit concerned;

Provides the secretariat for the Board of Auditors.



**SECTION 4**  
**OFFICE OF PERSONNEL**

**I. Functions**

To recruit and administer the staff of the Secretariat and technical assistance project personnel in accordance with the Staff Regulations and the Staff Rules, either direct or through instructions issued to other units of the Secretariat;

To advise on the formulation of personnel policy, and to apply it;

To provide secretariats and documentation for the boards and committees dealing with personnel matters and, in particular, the appointment and promotion bodies established pursuant to staff rule 104.14 and the joint administrative bodies provided for in the Staff Regulations;

To co-operate with the specialized agencies with a view to developing common personnel policies;

To formulate the health standards to be met by the staff and see that they are applied;

To provide documentation on personnel matters for the Fifth Committee of the General Assembly.

**II. Organization**

**1. THE DIRECTOR OF PERSONNEL**

The Deputy Director of Personnel

**2. OFFICE OF THE DIRECTOR**

**(a) Rules and Procedures Section**

Assists in the formulation of personnel policies and the drafting and revision of Staff Rules and related information circulars and personnel directives;

Advises on the application of the Staff Rules in other than routine cases;

Adjudicates education grant claims;

Provides secretariats for the International Civil Service Advisory Board, the Joint Advisory Committee, the Visa Committee, the Joint Appeals Board and the Joint Disciplinary Committee.

**(b) Staff Counsellor**

Deals confidentially with staff members' personal problems;

Participates in the work of the Staff Benevolent Fund and advises on awards of scholarships to the children of staff and delegation members.

**3. DEPARTMENTAL AND STAFF SERVICES**

**(a) Office of the Chief**

**(b) Departmental Personnel Officers**

In the departments and offices to which they are assigned, and under the supervision of the Office of the Chief, these officers:

Advise the department or office on all routine personnel matters, including staffing;

Recruit general service staff (except secretarial and clerical staff), guides and manual workers;

Advise individual staff members on their personnel problems;

Report on any matters requiring special consideration by the Office of the Director;

Certify staff members' entitlement to allowances and benefits;

Take required personnel action in connexion with the recruitment, inter-departmental transfer, promotion, separation and field assignment of staff members and changes in entitlements and dependency and visa status;

Help to prepare documentation for the Appointment and Promotion Board and its subsidiary bodies.

**(c) Staff Activities and Housing Section**

Produces the fortnightly "Secretariat News" and the semi-annual "Newsletter" for United Nations pensioners;

Conducts periodic orientation programmes for new staff members;

Advises staff members and delegation staff on housing matters and hotels;

Assists in the planning of club and social activities and organizes the United Nations Blood Bank.

**4. PLACEMENT SERVICES**

**(a) Office of the Chief**

**(b) Placement and Correspondence Section**

Co-ordinates the recruitment and placement of professional staff;

Recruits and assigns clerks, typists and stenographers;

Arranges for the secondment of staff to United Nations missions;

Deals with inquiries from candidates for employment;

Provides documentation for the Appointment and Promotion Board, Committee and Subsidiary Panels and secretariat for the latter.

**(c) Examinations and Training Section**

Organizes and conducts examinations for recruitment and in-service qualifying examinations;

Organizes and supervises language training courses and other in-service training programmes.

(d) Records and Reports Section

Maintains staff records and compiles reports based on these records, particularly for the Appointment and Promotion Board and its subsidiary bodies;

Produces the annual staff list, and lists required under the Convention on Privileges and Immunities and under the Headquarters Agreement with the United States Government.

(e) Secretariat of the Appointment and Promotion Board and Committee

5. TECHNICAL ASSISTANCE RECRUITMENT SERVICES

(a) Office of the Chief

(b) Headquarters Office

Under a broad delegation of authority from the Director of Personnel:

Formulates the recruitment policies and programme for technical assistance experts;

Recruits technical assistance experts (except from Europe) and advises and acts on all personnel matters affecting them.

(c) European Office (Paris)

Develops recruitment sources throughout Europe and interviews and recruits candidates for specific assignments.

6. HEALTH SERVICE

(a) Office of the Medical Director

Establishes medical standards for the recruitment and placement of staff;

Advises the United Nations Staff Pension Committee and the Advisory Board on Compensation Claims on disability cases;

Approves sick leave and maternity leave and determines physical fitness for work in cases of illness, injury or pregnancy;

Makes regular inspections of the premises and recommendations on such matters as lighting, ventilation, air-conditioning and food-handling;

Issues instructions to mission staff on health and hygiene;

Advises on medical and dental insurance arrangements.

(b) Health Clinic

Conducts medical examinations to determine physical fitness for recruitment and mission assignment and eligibility for pension benefits;

Conducts medical examinations periodically and in connexion with claims for service-incurred disability;

Inoculates staff members and, in certain cases, their dependants;

Gives first aid and emergency treatment;

Advises staff members on their health problems;

Assists staff members in the selection of private physicians.

*SECTION 5*

**OFFICES OF THE UNDER-SECRETARIES FOR SPECIAL POLITICAL AFFAIRS**

**Functions**

To undertake, at the Secretary-General's request, special assignments of a predominantly political character;

To direct the activities of the Secretariat units in sections (a), (b) and (c) below.

*SECTION 5 (a)*

**SECRETARIAT OF THE SCIENTIFIC COMMITTEE ON THE EFFECTS OF ATOMIC RADIATION**

Assembles, digests and tabulates scientific information in an appropriate form for the Committee's consideration;

Under the Committee's technical direction, carries out calculations and analyses;

Provides substantive services at sessions of the Committee.

*SECTION 5 (b)*

**DIVISION OF HUMAN RIGHTS**

Provides documentation for and assists the secretariats of the Third Committee of the General Assembly and the Economic and Social Council in substantive matters;

Provides secretariats for subsidiary organs of the Economic and Social Council dealing with human rights;

Prepares publications on human rights;

Helps to put into effect the programme of advisory services in the field of human rights established by General Assembly resolution 926 (X).

(a) Office of the Director

(b) Section I

Provides the secretariat and documentation for the Commission on Human Rights;

Prepares for publication the "Yearbook on Human Rights";

Organizes seminars on human rights and other matters within the programme of advisory services;

Assists the subsidiary organs of the Commission on Human Rights to prepare studies on specific rights or groups of rights;

Prepares summaries of Governments' triennial reports on human rights, as provided by paragraph 4 of Economic and Social Council resolution 624 B (XXII);

Deals with communications concerning human rights, as provided by Economic and Social Council resolution 75 (V) as amended, and with communications on such matters as the status of women, trade union rights and forced labour, for which analogous procedures have been established.

(c) Section II

Provides the secretariat and documentation for the Sub-Commission on the Prevention of Discrimination and the Protection of Minorities;

Helps the special rapporteurs of the Sub-Commission to prepare their reports.

(d) Section III

Provides the secretariat and documentation for the Commission on the Status of Women;

Organizes seminars on the status of women.

SECTION 5 (c)

DIVISION OF NARCOTIC DRUGS<sup>1/</sup>

Discharges the responsibilities for the operation of the international narcotics control system devolving upon the Secretary-General under international narcotics treaties, and advises Governments on the implementation of those treaties;

Provides the secretariat and prepares documentation for the Commission on Narcotic Drugs and its Committee on Illicit Traffic;

Provides documentation for and assists the secretariats of the Third Committee of the General Assembly and the Economic and Social Council in substantive matters;

Advises on technical assistance for narcotics control.

(a) Office of the Director

(b) Section I

Analyses, with a view to the preparation of documents relating thereto, the following treaty material, viz., annual reports of Governments, national laws and regulations, reports of seizures and illicit transactions, lists of authorities empowered to issue import and export authorizations, information on manufacture of narcotics, lists of drugs under international control, notification of new drugs and other changes in the scope of control;

Operates the United Nations narcotics laboratory project for the determination of the origin of opium by chemical and physical methods.

(c) Section II

Prepares the quarterly "Bulletin on Narcotics", and studies on drug addiction, synthetic and natural narcotics, and questions relating to the control of additional substances.

---

<sup>1/</sup> Forms part of the United Nations Office at Geneva.



## II. OTHER DEPARTMENTS AND OFFICES

### SECTION 6

#### DEPARTMENT OF POLITICAL AND SECURITY COUNCIL AFFAIRS

##### I. Functions

To provide substantive services, secretariats and documentation for the Security Council and its subsidiary organs, the political committees of the General Assembly and their sub-committees, the Disarmament Commission, and subsidiary committees or commissions concerned with matters relating to the maintenance of international peace and security;

To assist the Secretary-General in the discharge of political responsibilities, including functions under Article 99 of the Charter;

To arrange for the provision to the Military Staff Committee of the services necessary for its due functioning;

To assist in the negotiation of military agreements and the application of enforcement measures.

##### II. Organization

###### 1. THE UNDER-SECRETARY

###### (a) Office of the Under-Secretary

The Director serves as deputy to the Under-Secretary.

###### 2. POLITICAL AFFAIRS DIVISION

###### (a) General Problems and Procedures of Pacific Settlements Section

Advises on general procedures and specific measures of pacific settlement and international political co-operation;

Is responsible within the Department for the supervision and co-ordination of work in connexion with the "Repertoire of the Practice of the Security Council" and the "Repertory of Practice of United Nations Organs";

Advises on the security aspects of Trusteeship Agreements for strategic areas.

###### (b) Regional Affairs and Services to Commissions Section

Prepares memoranda to assist the Secretary-General in the performance of his political duties under

the provisions of the Charter or in pursuance of resolutions of United Nations organs, and for political commissions and committees;

Provides documentation on current international political developments.

###### 3. COUNCIL AND COMMITTEE SERVICES DIVISION

###### (a) Section for Security Council Affairs

Provides the secretariat and documentation for the Security Council;

Prepares the annual and special reports of the Security Council to the General Assembly, and the weekly and consolidated statements of matters of which the Council is seized.

###### (b) Section for Political Committees

Provides secretariats and documentation for the political committees of the General Assembly, and ad hoc political commissions and committees at Headquarters or in the field;

Designates an officer to maintain liaison with the Military Staff Committee and its secretariat.

###### 4. DISARMAMENT AFFAIRS GROUP

###### (a) Armaments Control and Enforcement Measures Section

Provides secretariats and documentation for the Disarmament Commission and its subsidiary organs and other bodies concerned with negotiations for the regulation and reduction of armaments;

Advises on matters relating to disarmament, enforcement measures and outer space;

Assists in planning the application of enforcement measures and the negotiation of military agreements under the provisions of the Charter.

###### (b) Atomic Energy Section

Advises on matters relating to the international control of atomic energy.



## SECTION 7

### DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS

#### I. Functions

To provide substantive services, secretariats and documentation for the Economic and Social Council and its subsidiary organs,<sup>1/</sup> the Second and Third Committees of the General Assembly and other bodies;

To prepare publications on economic and social subjects;

To maintain a central statistical office for the United Nations, to compile for publication statistics of international interest and to advise Governments on statistical matters;

To assist Governments through the United Nations programmes of technical assistance in economic development and social services.

#### II. Organization

##### 1. THE UNDER-SECRETARY

The Deputy to the Under-Secretary

Also acts as the Secretary-General's personal representative in his relations with the specialized agencies.

###### (a) The Executive Office

Also performs the standard administrative, budgetary and personnel operations for the Office for Public Administration<sup>2/</sup> and the Division of Human Rights,<sup>3/</sup> and certain of these operations for the secretariats of the regional economic commissions<sup>4/</sup> and the Division of Narcotic Drugs.<sup>5/</sup>

###### (b) Regional Commissions Section

Assists the Under-Secretary in the general supervision and co-ordination of the work of the secretariats of the regional economic commissions.

###### (c) Transport and Communications Unit

Provides the secretariat and documentation for the Transport and Communications Commission and for international conferences on transport and communications and international travel, passport and frontier formalities;

Co-operates in technical assistance in transport and communications.

##### 2. THE COMMISSIONER FOR TECHNICAL ASSISTANCE

<sup>1/</sup> For the secretariats of the regional economic commissions see section 7 (a).

<sup>2/</sup> See section 8.

<sup>3/</sup> See section 5 (b).

<sup>4/</sup> See section 7 (a).

<sup>5/</sup> See section 5 (c).

##### 3. BUREAU OF TECHNICAL ASSISTANCE OPERATIONS

Under the Commissioner for Technical Assistance:

Plans and directs the operation and administration of the regular technical assistance programmes of the United Nations, and its contribution to the Expanded Programme of Technical Assistance, in economic development, social welfare and public administration;

Co-ordinates technical assistance work between the substantive units of the Department, the Office for Public Administration and the specialized agencies;

Provides administrative and operational support for the programme of advisory services in human rights.

###### (a) Office of the Director

###### (b) Office for Asia and the Far East

###### (c) Office for Europe, the Middle East and Africa

###### (d) Office for Latin America

Within their respective regions:

Assume the detailed management of projects, including the assignment and administration of experts and fellowships and the provision of equipment;

See to the organization of training centres, conferences, seminars and other special programmes;

Make arrangements for the preparation and distribution of experts' reports;

Arrange for the guidance of experts in relation to their work in the field.

###### (e) Fellowship Placement Office

Arranges the selection and placement of fellows except those placed by the Technical Assistance Office in Geneva.

###### (f) Administrative Office

Provides budgetary, administrative and financial services in respect of field projects and project funds, for the Bureau and the Office for Public Administration.<sup>2/</sup>

###### (g) Technical Assistance Office, Geneva

See section 13.

##### 4. STATISTICAL OFFICE

Provides secretariats and documentation for the Statistical Commission and other United Nations conferences and meetings on statistical matters;

Collects, analyses and publishes statistics, promotes their international comparability and formulates international standards, devises and recommends methods

and prepares methodological manuals for the collection and analysis of statistics;

Contributes to technical assistance programmes in the statistical field.

(a) Office of the Director

(b) National Accounts Branch

Deals with statistics of national income and accounts including capital formation and consumers' expenditure; distribution of national income by industrial sectors, factors of production and socio-economic groups; distribution of income by size; financial flows; statistical sampling methods;

Prepares the "Yearbook of National Accounts Statistics" and "Sample Surveys of Current Interest".

(c) Demographic and Social Statistics Branch

Deals with statistics of population, birth, death, marriage, divorce migration, housing, crime, institutions and other types of social data;

Prepares the "Demographic Yearbook" and "Population and Vital Statistics Reports".

(d) Economic Statistics Branch

Deals with statistics of international production and consumption, energy, prices, trade, transport and all economic statistics except national income;

Compiles the "Statistical Yearbook", "Monthly Bulletin of Statistics" (and its supplement), "Yearbook of International Trade Statistics", "Commodity Trade Statistics", "Direction of International Trade" and "World Energy Supplies".

## 5. BUREAU OF ECONOMIC AFFAIRS

Assists the secretariats of the Economic and Social Council and its Economic Committee and the Second Committee of the General Assembly in substantive matters; provides secretariats for subsidiary organs of the Council, and other United Nations bodies dealing with economic matters;

Contributes through its branches to technical assistance programmes in the economic field.

(a) Office of the Director

(i) Editorial Unit

(b) Economic Survey Branch

(i) Survey Sections

Through teams organized in four sections the Branch:

Prepares annually the "World Economic Survey";

Prepares the annual "Commodity Survey" for the Commission on International Commodity Trade.

(ii) International Trade Relations Section

Provides secretariats and documentation for the Commission on International Commodity Trade, the Interim Co-ordinating Committee on International Commodity Arrangements and international commodity conferences and study groups;

Assists in co-ordinating the activities of various inter-governmental groups, conferences and organizations dealing with commodity problems.

(c) Fiscal and Financial Branch

(i) Budgetary Research Section

(ii) Taxation Section

(iii) Financial Policies and Institutions Section

Through these sections, the Branch:

Prepares studies and reports on problems of budgetary structure and management, on tax structure and administration in under-developed countries, on taxation of foreign investment and other international tax problems, and on the international flow of private capital;

Advises Governments on fiscal and financial policies and institutions, especially in relation to financing of economic development;

Prepares the series "International Tax Agreements" and the chapter on public finance for the "Statistical Yearbook".

(d) Resources and Transport Economics Branch

(i) Water Resource Development Centre and Natural Resources Group

Promotes the co-ordination of policy and action within the United Nations in the development of water resources;

Prepares studies on the problems raised by the development of all forms of conventional and non-conventional sources of energy, as well as their relationship to economic development, particularly of the under-developed countries;

Prepares studies on problems related to the organization of geological and mining departments and the economics of mineral resources development.

(ii) Cartography Section

Performs the functions of the former Central Bureau, International Map of the World on the Millionth Scale;

Provides secretariats and documentation for regional conferences on cartography;

Prepares the "World Cartography" series.

(iii) Transport Economics Section

Studies problems of transport economics in relation to economic development.

(iv) Africa Studies Section

(The studies will eventually be taken over by the secretariat of the Economic Commission for Africa.)<sup>6/</sup>

(v) Middle East Studies Section

Prepares studies and reports on economic conditions and developments in the Middle East, including the supplements to the World Economic Survey on "Economic Developments in the Middle East".

<sup>6/</sup> See section 7 (a), sub-section D.

**(e) Industrial Development Branch****(i) Research Section**

Prepares reports to the Economic and Social Council on research under the work programme on industrialization;

Organizes meetings of experts, seminars and symposia, and provides them with background documentation;

Prepares the "Bulletin on Industrialization and Productivity".

**(ii) Operations Section**

Provides substantive servicing of operations in the industry field carried out under the United Nations technical assistance programmes.

**(iii) Reference Centre for Economic Development Programmes****6. BUREAU OF SOCIAL AFFAIRS**

Assists the secretariats of the Economic and Social Council and its Social Committee and the Third Committee of the General Assembly in substantive matters; provides secretariats for the Social and Population Commissions and other United Nations bodies dealing with social matters;

Contributes through its branches to technical assistance programmes in the social field;

Gives technical guidance to the Divisions of Social Affairs of the secretariats of ECAFE and ECLA, and the Office of Social Affairs, Geneva,<sup>7/</sup> and supervises the Regional Social Affairs Office for the Middle East, in Beirut.

**(a) Office of the Director****(b) Survey, Research and Development Branch****(i) Social Survey and Development Section****(ii) Research and Publications Section**

Through these sections, the Branch:

Prepares biennially the general "Report on the World Social Situation" and the "International Survey of Programmes of Social Development";

Prepares special reports on social policy matters, urbanization, the definition and measurement of levels of living, and social aspects of economic development;

Maintains a reference service of information relating to social affairs.

**(c) Housing, Building and Planning Branch****(i) Housing and Building Section****(ii) Physical Planning Section**

Through these sections, the Branch:

Prepares special studies and reports and advises Governments on housing, building and physical planning;

Prepares the periodical "Housing, Building and Planning";

Helps to organize regional seminars and meetings of experts on such subjects as the financing of housing, low-cost housing, environmental and rural planning.

**(d) Population Branch**

Provides the secretariat and documentation for the Population Commission;

Prepares demographic studies and reports;

Prepares population projections and analyses of population trends.

**(e) Social Welfare Branch****(i) Social Services Section****(ii) Social Defence Section**

Through these sections, the Branch:

Prepares studies and reports on social services and social defence;

Helps to organize regional seminars and other projects on these subjects;

Co-operates with the United Nations Children's Fund (UNICEF) in planning and carrying out joint projects and assists the relief organizations of the United Nations with regard to social problems;

Arranges international congresses and ad hoc meetings of experts on the prevention of crime and treatment of offenders, in accordance with the provisions set forth in the Annex to General Assembly resolution 415 (V);

Maintains a system of reporting by national correspondents on social defence;

Prepares the "International Social Service Review" and the "International Review of Criminal Policy".

**(iii) Community Development Group**

Prepares studies and reports on community development;

Helps to organize seminars, study tours and training schemes for the promotion of community development.

**(f) Regional Social Affairs Office for the Middle East, Beirut**

Helps Governments in the region to plan social programmes;

Undertakes special tasks for the region in connexion with the work of the Social and Population Commissions.

**7. ECONOMIC AND SOCIAL COUNCIL SECRETARIAT****(a) Council Affairs and Specialized Agencies Section**

Provides secretariats for the Economic and Social Council and its Committees, the Second and Third Committees of the General Assembly and the Administrative Committee on Co-ordination;

Assists the Deputy to the Under-Secretary in conducting relations with the specialized agencies.

<sup>7/</sup> See section 13, sub-section 11.

---

(b) Non-Governmental Organizations Section

Keeps the register of non-governmental organizations in consultative status with the Economic and

Social Council, administers the arrangements for consultation established by the Council and reports on applications from non-governmental organizations for consultative status.

SECTION 7 (a)

DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS (continued):  
SECRETARIATS OF THE REGIONAL ECONOMIC COMMISSIONS

I. Functions

To provide substantive services, secretariats and documentation for the Commissions and their subsidiary bodies;

To undertake studies, investigations and other activities within the Commissions' terms of reference;

To provide advisory services to Governments at their request;

To contribute to the planning and organization of programmes of technical assistance.

II. Organization

A. ECONOMIC COMMISSION FOR EUROPE<sup>1/</sup>  
(Headquarters—Geneva)

1. THE EXECUTIVE SECRETARY

(a) Office of the Executive Secretary

Provides secretariats and documentation for the Commission, for the Committee on the Development of Trade and its subsidiary bodies, and for special meetings;

Provides secretariats and documentation for meetings dealing with legal matters, in particular for standardization of conditions of sale, commercial arbitration, insurance and international fairs.

2. RESEARCH AND PLANNING DIVISION

Prepares the "Economic Survey for Europe", the "Economic Bulletin for Europe" and special studies;

Analyses particular economic problems and co-operates with other divisions in research and statistical work on the problems with which they are specifically concerned;

Provides, in co-operation with the Headquarters Statistical Office, secretariats and documentation for the Conference of European Statisticians and its subsidiary bodies.

3. TRANSPORT DIVISION

Provides secretariats and documentation for the Inland Transport Committee and its subsidiary bodies and prepares draft international conventions on transport matters.

<sup>1/</sup> The secretariat of the Economic Commission for Europe is furnished with administrative, conference, general and information services by the United Nations Office at Geneva.

(a) General Transport and Co-ordination Section

Deals with questions concerning the transport of perishable foodstuffs, transport equipment, statistics and customs;

Issues the "Annual Bulletin of Transport Statistics for Europe".

(b) Railways Section

Deals with questions concerning rail traffic and costs, the simplification of rail frontier formalities and the prevention of rail accidents.

(c) Roads Section

Deals with questions concerning the international transport of goods and passengers by road, equipment of motor vehicles, road marks and signals, safety rules, the construction of main international traffic arteries and the simplification of documentation for international road travel.

(d) Inland Waterways Section

Deals with questions concerning inland water transport such as the standardization of police regulations and signalling, and the mechanization of port operations.

4. ENERGY DIVISION

(a) Electric Power Section

Provides secretariats and documentation for the Committee on Electric Power and its subsidiary bodies;

Issues yearly reviews of the "Electric Power Situation in Europe" and "State of Rural Electrification in Europe" and annual and quarterly bulletins of "Electric Energy Statistics for Europe";

Studies and advises Governments at their request on transfers of electric power between countries and on the hydro-electric development of waterways of common interest, and other economic and legal problems relating to electric power.

(b) Coal and Gas Section

Provides secretariats and documentation for the Coal Committee and its subsidiary bodies and for the Ad Hoc Working Party on Gas Problems;

Analyses the production and consumption of solid fuels, summarizes statistics and prepares quarterly forecasts of solid fuel production, consumption, imports and exports, and prepares studies on coal utilization and classification;

Issues a semi-annual "Coal Market Review", the "Quarterly Bulletin of Coal Statistics for Europe",

the "Monthly Coal Statistical Summary" and the "Annual Bulletin of Gas Statistics for Europe".

## 5. STEEL, ENGINEERING AND HOUSING DIVISION

Provides secretariats and documentation for the Steel Committee, the Housing Committee and their subsidiary bodies, and the subsidiary bodies of the Industry and Materials Committee;

Prepares the annual "European Steel Market Review" and studies long-term trends;

Studies selected sectors of the European engineering industry;

Contributes to the study by government and industrial experts of industrialization of house-building, slum clearance and modernization of dwellings, utilization of dwelling-space, housing problems of less industrialized countries and other housing problems;

Prepares an annual survey of "European Housing Trends and Policies" and issues a "Quarterly Bulletin of Steel Statistics for Europe" and a quarterly and annual "Bulletin of Housing and Building Statistics for Europe".

## 6. ECE/FAO AGRICULTURE DIVISION<sup>2/</sup>

Provides secretariats and documentation for the Committee on Agricultural Problems and its subsidiary bodies;

Prepares reviews of short and medium-trends in the production and consumption of selected agricultural commodities;

Issues surveys on agricultural output and costs and agricultural commodity prices;

Promotes the exchange of information on mechanization and other technical problems of agriculture;

Issues an annual publication on "Prices of Agricultural Products and Fertilizers".

## 7. ECE/FAO TIMBER DIVISION<sup>2/</sup>

Provides secretariats and documentation for the Timber Committee and its subsidiary bodies;

Studies means of improving the efficiency of forestry operations, and investigates problems of wood utilization;

Collects and analyses production, trade, price and market statistics and issues a quarterly "Timber Bulletin for Europe" and annual publications on "Timber Price Statistics", and "Timber Market Review".

## B. ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST

(Headquarters—Bangkok)

### 1. THE EXECUTIVE SECRETARY

#### (a) Office of the Executive Secretary

Provides the secretariat and documentation for the Commission.

<sup>2/</sup> Is jointly staffed by ECE and FAO.

#### (b) Information Service

Provides Press, radio and photographic coverage of ECAFE meetings and activities.

#### (c) Editorial Service

Reviews secretariat documents before issue;

Prepares summary records.

#### (d) Language Service

Translates documents into French or English and provides interpretation for meetings.

## 2. DIVISION OF ADMINISTRATION

Administers the finances and personnel of the secretariat within the budget allotments and other financial provisions (including manning tables) issued by the Office of the Controller at Headquarters and in accordance with the Staff Regulations and Rules (subject, in certain cases, to the approval of the Director of Personnel);

Makes the administrative arrangements for meetings of the Commission and its subsidiary bodies, together with the provision of conference services, including the reproduction and distribution of documents;

Is responsible, subject to the general standards and procedures laid down by the Office of General Services at Headquarters, for building and office maintenance, the procurement of equipment, supplies and services and for registry, mail and communications services;

Maintains and operates the Library;

Deals with all matters concerning protocol, privileges and immunities.

## 3. RESEARCH AND PLANNING DIVISION

Prepares the "Economic Survey of Asia and the Far East" and the "Economic Bulletin for Asia and the Far East";

Provides the secretariat and documentation for the Working Party on Economic Development and Planning;

Analyses economic problems requiring intensive study;

Provides, in co-operation with the Headquarters Statistical Office, the secretariat and documentation for the Conference of Asian Statisticians.

## 4. BUREAU OF FLOOD CONTROL AND WATER RESOURCES DEVELOPMENT

Investigates and promotes multi-purpose river basin development;

Studies technical problems of flood control and water resources development;

Facilitates the exchange of information and organizes regional conferences, working parties and study groups for specialists;

Correlates and analyses regional hydrologic data and standardizes hydrologic terminology and methods for the collection of data;

Promotes hydraulic research work;

Advises Governments at their request on specific questions relating to flood control and water resources development;

Prepares for publication the "Flood Control Series" and the "Flood Control Journal".

## 5. INDUSTRY AND TRADE DIVISION

### (a) Industry and Mining Branch

Studies industrialization and related problems, electric power development plans and power projects;

Makes detailed studies of specific industries;

Assists countries, at their request, in preparing their rural electrification programmes;

Studies mineral production and surveys mineral resources and development possibilities at the request of Governments;

Studies iron and steel making processes and the development of the iron and steel, engineering and metal industries;

Surveys housing problems and the manufacture of building materials;

Provides secretariats and documentation for the Committee on Industry and Natural Resources and its subsidiary bodies;

Issues an "Electric Power Bulletin", and "Iron and Steel Bulletin" and an "Industrial Development Series".

### (b) International Trade Branch

Advises national trade promotion agencies;

Studies, in co-operation with national and international organizations, international trade problems such as the stabilization of commodity prices, financial institutions and the financing of trade, standardization of commodities, market research and analysis of selected commodities, commercial arbitration, shipping facilities and freight rates and transit facilities for land-locked countries;

Promotes the simplification of international trade regulations, practices and procedures, including customs procedures;

Arranges intra-regional trade promotion discussions and organizes courses in trade promotion;

Provides secretariats and documentation for the Committee on Trade and its subsidiary bodies;

Issues the "Trade Promotion News".

## 6. TRANSPORT AND COMMUNICATIONS DIVISION

Studies technical and economic problems relating to railways, highways, inland waterways and telecommunications and general transport problems such as the co-ordination of transport, freight rate structures, refrigerated inland transport and transport statistics;

Co-operates with specialized agencies in preparing and carrying out technical assistance projects;

Advises Governments on request on transport problems;

Prepares for publication the "ECAFE Transport Bulletin";

Provides the secretariat and documentation for the Inland transport and Communications Committee and its subsidiary bodies.

## 7. SOCIAL AFFAIRS DIVISION

Studies social aspects of economic development, including population and community development, in connexion with projects in the Commission's work programmes;

Undertakes regional assignments connected with the work programmes of the Social and Population Commissions;

Assists Governments at their request to formulate their social programmes;

Co-operates with specialized agencies in preparing and carrying out technical assistance projects.

## 8. ECAFE/FAO AGRICULTURE DIVISION<sup>3/</sup>

Collects and analyses information on the provision of finance and credit for agricultural development, and food and agricultural price and support policies;

Contributes to the "Economic Survey of Asia and the Far East";

Studies problems concerning the use of agricultural surpluses and the internal marketing of selected agricultural products;

Assists in the preparation and conduct of regional meetings on agricultural matters sponsored by ECAFE and FAO.

## C. ECONOMIC COMMISSION FOR LATIN AMERICA (Headquarters—Santiago)

### 1. THE EXECUTIVE SECRETARY

#### (a) The Office of the Executive Secretary

Provides secretariats and documentation for the Commission and its subsidiary bodies;

Deals with all matters concerning protocol, privileges and immunities.

#### (b) Information Office

Prepares feature articles and Press releases and arranges for Press and radio coverage of the Commission's work.

#### (c) Documents Section

Controls the distribution of documents.

### 2. DIVISION OF ADMINISTRATION

Administers the finances and personnel of the secretariat either direct or, in the case of the Mexico Office, through the Administrative Officer, within the budget allotments and other financial provisions (including manning tables) issued by the Office of the Controller at Headquarters, and in accordance with the

<sup>3/</sup> Is jointly staffed by ECAFE and FAO.

Staff Regulations and Rules (subject, in certain cases, to the approval of the Director of Personnel);

Provides conference services, including interpretation, translation and precis-writing, for the Commission and its subsidiary bodies;

Maintains and operates the Library;

Is responsible, subject to the general standards and procedures laid down by the Office of General Services at Headquarters, for building and office maintenance, the procurement of equipment, supplies and services and for registry, mail and communications services;

Edits, reproduces and distributes documents; arranges for contractual printing.

### 3. CURRENT ECONOMIC ANALYSIS DIVISION

#### (a) Research Section

Prepares the "Economic Survey of Latin America" and the "Economic Bulletin for Latin America", in co-operation with the Mexico Office and the Washington Group;

Analyses and prepares specific reports on current developments particularly in foreign trade and balance of payments.

#### (b) Statistical Services

Compile basic statistical series for use by the substantive divisions;

Provide in-service training for Latin American statisticians.

### 4. GENERAL ECONOMIC DEVELOPMENT DIVISION

Studies basic development problems and policies and their financial aspects;

Prepares studies on the economic development of the various countries of Latin America;

Prepares analyses and projections of economic growth;

Develops programming techniques;

Studies monetary and fiscal policies;

Advises Governments at their request, and in co-operation with the Bureau of Technical Assistance Operations and specialized agencies, on the preparation and evaluation of economic development plans;

Analyses present and future demand in connexion with the studies on the regional market.

#### (a) Joint ECLA/TAA Economic Training Programme

Trains Latin American economists, agronomists and engineers in economic development and programming;

Prepares teaching materials on these subjects; assists Governments in the improvement of programming techniques.

### 5. INDUSTRIAL DEVELOPMENT DIVISION

Prepares studies and reports on industrial and mining development for the guidance of Governments and industry;

Promotes the establishment of committees on industry, or industrial institutes, and assists in their operation; proposes the adoption of industrial standards for products, processes and methods;

Analyses industrial development for the studies on the regional market.

### 6. TRADE POLICY DIVISION

Studies intra-regional trade and trade policies with special reference to the establishment of a multilateral payments system and a regional market.

### 7. ENERGY AND WATER RESOURCES PROGRAMME

Evaluates the hydro-electric resources of the region and studies methods of production and utilization of energy from all sources;

Collects information on the economic aspects of atomic energy;

Surveys, in co-operation with the Bureau of Technical Assistance Operations and the World Meteorological Organization, regional water resources and their uses, present and future.

### 8. TRANSPORT PROGRAMME

Studies national and regional transport problems and requirements, in co-operation with the Mexico Office.

### 9. SOCIAL AFFAIRS DIVISION

Studies social aspects of economic development, including population and community development in connexion with projects in the Commission's work programme;

Undertakes special assignments connected with the work programmes of the Social and Population Commissions;

Assists Governments at their request to formulate their social programmes;

Co-operates with specialized agencies in preparing and carrying out technical assistance projects.

### 10. MEXICO OFFICE

Prepares all material on the ten northern countries in the region for the "Economic Survey of Latin America" and the "Economic Bulletin for Latin America";

Provides material on the ten northern countries for long-term studies of economic development and foreign trade;

Provides the secretariats and documentation for the Central American Economic Co-operation Committee and its subsidiary bodies;

Prepares, in co-operation with Technical Assistance experts, studies of Central American trade, industrial and agricultural development, transport, statistics, the financing of economic development, and research and training institutes.



**11. WASHINGTON GROUP**

Assists the substantive divisions by collecting and analysing material that is more readily available in Washington than in Santiago.

**12. ECLA/FAO JOINT AGRICULTURAL PROGRAMME<sup>4/</sup>**

Carries out projects as agreed annually by the secretariats of ECLA and FAO.

**D. ECONOMIC COMMISSION FOR AFRICA**  
(Headquarters--Addis Ababa)**1. THE EXECUTIVE SECRETARY**

The Commission held its first session in Addis Ababa from 29 December 1958 to 6 January 1959. Its secretariat is still in process of organization.

---

<sup>4/</sup> Is jointly staffed by ECLA and FAO.

## SECTION 8

### OFFICE FOR PUBLIC ADMINISTRATION

#### I. Functions

In pursuance of General Assembly resolution 723 (VIII), to assist Governments through programmes of technical assistance related to public administration, and to promote sound public administration in relation to economic and social development;

Under the authority of General Assembly resolution 1256 (XIII), to arrange for the provision to Governments, on request, of internationally recruited experts to perform duties of an executive or operational character.

#### II. Organization

##### 1. THE UNDER-SECRETARY

The Director

##### (a) Office of the Under-Secretary

Plans and co-ordinates technical assistance in public administration and is responsible for the provision of operational and executive personnel;

Advises on requests from Governments for technical assistance in public administration;

Organizes substantive research on administrative theory and practice and disseminates the results among Governments through seminars and working parties, and in documents;

Deals with fellowships and scholarships in public administration.

(b) The Administrative Office<sup>1/</sup>

(c) The Executive Office<sup>2/</sup>

---

<sup>1/</sup> See section 7, sub-section 3 (f).

<sup>2/</sup> See section 7, sub-section 1 (a).

## SECTION 9

### DEPARTMENT OF TRUSTEESHIP AND INFORMATION FROM NON-SELF-GOVERNING TERRITORIES

#### I. Functions

To provide substantive services, secretariats and documentation for the Trusteeship Council, the Fourth Committee of the General Assembly and the Committee on Information from Non-Self-Governing Territories; for ad hoc bodies set up to deal with matters relating to trusteeship and information from Non-Self-Governing Territories; and for other bodies such as the Committee on South-West Africa.

#### II. Organization

##### 1. THE UNDER-SECRETARY

###### (a) Office of the Under-Secretary

##### 2. DIVISION OF TRUSTEESHIP

###### (a) Office of the Director

Provides secretariats and documentation for the Trusteeship Council, for the Fourth Committee of the General Assembly on trusteeship matters and matters concerning South-West Africa, and for ad hoc committees of those bodies.

###### (b) Trusteeship Agreements Section

Deals with matters concerning the review and operation of Trusteeship Agreements, and concerning the dissemination in Trust Territories of information about the United Nations and about offers by Member States of study and training facilities for inhabitants of Trust Territories;

Maintains liaison with the United Nations Advisory Council for Somaliland and prepares studies and reports relating to that Territory;

Provides the secretariat and documentation for the Standing Committee on Administrative Unions.

###### (c) Petitions Section

Provides the secretariat and documentation for the Standing Committee on Petitions and the Committee on the Classification of Petitions;

Reviews, classifies and analyses petitions and communications concerning Trust Territories, in accordance with the procedure authorized by the Trusteeship Council.

###### (d) Reports, Questionnaires and Visits Section

Makes arrangements for the distribution of Administering Authorities' annual reports;

Deals with matters relating to the review and revision of the Questionnaire concerning Trust Territories;

Makes arrangements for periodic and special Visiting Missions to Trust Territories;

Prepares studies and reports concerning the Trust Territories of the Cameroons and Togoland under French administration, Ruanda-Urundi, and the Trust Territories in the Pacific.

###### (e) Territorial Research and Analysis Section

Carries out research and analysis on general economic, social and educational problems affecting Trust Territories, including the question of rural economic development;

Prepares studies and reports concerning the Trust Territories of Tanganyika and the Cameroons under United Kingdom administration, and the Mandated Territory of South-West Africa.

##### 3. DIVISION OF INFORMATION FROM NON-SELF-GOVERNING TERRITORIES

###### (a) Office of the Director

Provides secretariats and documentation for the Committee on Information from Non-Self-Governing Territories, for the Fourth Committee of the General Assembly on matters relating to these Territories, and for any ad hoc committees that may be set up to consider matters relating to information from Non-Self-Governing Territories.

###### (b) Africa Section—Asia-Pacific Section—Caribbean Section

Each section, within the area of its competence:

Collects and classifies information relating to individual Territories received from Administering Members and, in co-operation with the Special Studies Unit mentioned in paragraph (c) below, summarizes and analyses it for submission to the Committee on Information and the General Assembly;

Collects and classifies information regarding constitutional matters affecting the various Territories;

Co-operates with the Special Studies Unit in preparing analyses and special reports.

###### (c) Special Studies Unit

Analyses information received from Non-Self-Governing Territories according to subjects, prepares statistical data and in co-operation with the sections mentioned in paragraph (b) above, whose local knowledge it complements by its technical knowledge, prepares special reports on conditions in Non-Self-Governing Territories for the Committee on Information and the General Assembly;

Exchanges information with regional bodies concerned with Non-Self-Governing Territories (the Commission for Technical Co-operation in Africa South of the Sahara, the Caribbean Commission and the South Pacific Commission).

## SECTION 10

### OFFICE OF PUBLIC INFORMATION

[Ad interim statement pending final reorganization]

#### I. Functions

To determine methods for promoting an informed understanding of the United Nations among the peoples of the world;

To provide information to the Press and to assist in direct press coverage of United Nations activities;

To publish, and to encourage other organizations to publish, pamphlets and other literature concerning the work of the United Nations;

To engage in and to encourage the use of radio and television broadcasting for the dissemination of information about the United Nations;

To assist newsreel and photographic press agencies and to participate in the production and distribution of documentary films, film strips, posters and other graphic exhibits;

To maintain an inquiry service, to conduct guided tours for visitors, to arrange speaking engagements, and to make educational and reference materials available;

To distribute free materials while also encouraging and arranging for the sale of certain publications;

To establish and maintain a system of Information Centres on regional or linguistic basis.

#### II. Organization

##### 1. THE UNDER-SECRETARY

- (a) Office of the Under-Secretary
- (b) Executive Office

##### 2. PRESS, PUBLICATIONS AND PUBLIC SERVICES DIVISION

- (a) Office of the Director
- (b) Press Services
- (c) Publications and Public Services
  - (i) Publications Service
  - (ii) Sales and Circulation Section
  - (iii) Visitors' Service

##### 3. RADIO AND VISUAL SERVICES DIVISIONS

- (a) Office of the Director
- (b) Operation and Facilities Service
- (c) Radio Services
- (d) Film Services

- (e) Television Services
- (f) Photographic and Exhibition Services

#### 4. EXTERNAL RELATIONS DIVISION

- (a) Office of the Director
- (b) Liaison and Special Projects
- (c) Centre Services and Briefing

#### 5. INFORMATION CENTRES AND OFFICES

##### Location of the Centres and Offices and territory covered

United Nations Office at Geneva, Information Service:

Austria, Bulgaria, Germany, Hungary, Poland, Romania, Switzerland.

Information Centre at Accra:

Gambia, Ghana, Guinea, Nigeria, Sierra Leone.

Information Centre at Athens:

Greece, Israel.

Information Centre at Belgrade:

Albania, Yugoslavia.

Information Centre at Bogotá:

Colombia, Ecuador, Peru, Venezuela.

Information Centre at Buenos Aires:

Argentina, Bolivia, Paraguay, Uruguay.

Information Centre at Cairo:

Ethiopia, Iraq, Jordan, Lebanon, Libya, Saudi Arabia, Sudan, United Arab Republic, Yemen.

Information Centre at Copenhagen:

Denmark, Finland, Iceland, Norway, Sweden.

Information Centre at Djakarta:

Indonesia.

Information Centre at The Hague

The Netherlands.

Information Centre at Karachi:

Pakistan.

Information Centre at London:

Ireland, Netherlands, United Kingdom and British Dependencies, except British West African Territories of the Gambia, Nigeria and Sierra Leone.

Information Centre at Manila:

The Philippines.

**Information Centre at Mexico City:**

Costa Rica, Cuba, Dominican Republic, El Salvador,  
Guatemala, Honduras, Mexico, Nicaragua, Panama.

**Information Centre at Moscow:**

Byelorussian SSR, Ukrainian SSR, USSR.

**Information Centre at New Delhi:**

Ceylon, India, Nepal.

**Information Centre at Paris:**

Belgium, France, Luxembourg, Belgian Congo,  
French Overseas Dependencies.

**Information Centre at Prague:**

Czechoslovakia.

**Information Centre at Rangoon:**

Burma.

**Information Centre at Rio de Janeiro:**

Brazil.

**Information Centre at Rome:**

Italy, Holy See.

**Information Centre at Sydney:**

Australia and New Zealand.

**Information Centre at Teheran:**

Afghanistan, Iran, Turkey.

**Information Centre at Tokyo:**

Japan.

**Information Centre at Washington.****Information Offices at Bangkok:**

Cambodia, Laos, Thailand, Viet-Nam (also services  
as Information Office for ECAFE).

**Information Offices at Monrovia:**

Liberia.

**Information Offices at Santiago:**

Chile (also serves as information Office for ECLA).

## SECTION 11

### OFFICE OF CONFERENCE SERVICES

#### I. Functions

To provide conference staff, *viz.*, interpreters, verbatim reporters, record writers, conference officers and documents officers, for conferences at United Nations Headquarters and for such conferences elsewhere as the Secretary-General may decide;

To compile, for approval by the General Assembly, the basic annual programme of United Nations conferences, in consultation with overseas offices;

To translate official records, documents, publications and correspondence;

To compile the final texts of United Nations official records;

To reproduce and distribute official records, documents and publications;

To provide library services;

To exercise editorial control over United Nations documents and publications.

#### II. Organization

##### 1. THE UNDER-SECRETARY

###### (a) Office of the Under-Secretary

###### (i) Documents Control

Ascertains the documentary requirements of departments and plans the work of the Office accordingly;

Receives from other departments and offices all texts to be translated, reproduced and distributed by the Office, registers them and assigns a symbol to those to be issued as documents;

Transmits them to the service concerned within the Office, assigning priorities and arranging production schedules so as to ensure completion by the appropriate date;

Prepares, for approval by the General Assembly, the annual programme of conferences to be held at Headquarters, the United Nations Office at Geneva, and other overseas offices;

Provides reference service for translators and editors;

Keeps statistics of the various categories of work done by the Office.

###### (ii) Editorial Control

Under the policy guidance of the Chief Editor in the Executive Office of the Secretary-General, and in the light of successive General Assembly resolutions on the control and limitation of documentation, advises Secretariat departments and offices, particularly through outposted editorial control officers, on the

efficient planning of their documentation and on the drafting of manuscripts; reads manuscripts and makes necessary drafting changes, referring points of substance back to the authors for elucidation, and approves manuscripts for issue;

Prepares and issues drafting and editing instructions with the object of unifying Secretariat practices.

##### 2. LANGUAGE AND MEETINGS SERVICE

###### (a) Office of the Director

The Director of the Language and Meetings Service also deputises for the Under-Secretary and assists him in co-ordinating the activities of the Office.

###### (b) Office of the Chief, Meetings Services

Puts into effect the programme of conferences approved by the General Assembly and co-ordinates the day-to-day arrangements for providing conference services for meetings;

Receives, verifies and authorizes corrections to official records;

Produces the daily "Journal of the United Nations".

###### (c) Official Records Editing Section

Prepares the final text of all official records, inserting therein the corrections received from the Office of the Chief of Meetings Service, together with the necessary footnotes, references, delegation lists, check lists of documents, and prefatory matter;

In consultation with other departments and offices, decides on the disposal of all documents discussed at meetings.

###### (d) Terminological Unit

Answers inquiries and conducts research on terminology;

Issues glossaries and terminology bulletins in the five official languages.

###### (e) Verbatim Reporting Section

Provides verbatim reporting in English, French, Russian and Spanish.

###### (f) Interpretation Section

Provides simultaneous or consecutive interpretation (into Chinese, English, French, Russian and Spanish) for meetings.

###### (g) Translation Sections (Arabic, Chinese, English, French, Russian, Spanish)

Translate into the language of the section documents, official records and official correspondence transmitted to them by Documents Control or the Office of the Chief of Meetings Service. In the case of the Arabic

section, the texts to be translated are those referred to in paragraph 2 of General Assembly resolution 878 (IX).

In addition:

The English and French sections make summary records of the proceedings of meetings;

The Chinese section makes preliminary translation from Chinese into English or French and submits them to the appropriate section for revision; it also produces calligraphic copies of final Chinese texts for reproduction.

### 3. PUBLISHING SERVICE

#### (a) Office of the Chief

#### (b) Printing Section

Prepares contracts for printing, binding and related work to be done externally;

Obtains bids for such work internationally, estimates costs and approves all invoices before submission to the Office of the Controller;

Plans the layout and prepares the copy of manuscripts to be printed or reproduced for publication; reads the proofs of all work produced externally under its direct control and also of internally produced work when necessary;

Provides graphic and cartographic services including the making of charts, diagrams, maps and displays.

#### (c) Reproduction Section

Operates machinery and equipment used for the internal reproduction at Headquarters of documents, publications, maps, charts and forms.

#### (d) Distribution Section

Distributes documents and publications in accordance with official distribution lists;

Maintains stocks of documents and publications;

Prepares documents for binding into volumes, and microfilming;

Maintains distribution sub-stations and conference room document services.

### 4. STENOGRAPHIC SERVICE (English, French, Russian and Spanish sections)

Types from dictation or manuscript, and cuts stencils;

Provides typing for the verbatim reporters and the associated mechanical transcription service.

### 5. LIBRARY

#### (a) Office of the Director

Conducts inter-library relations, more particularly with the libraries of the United Nations Office at Geneva and the specialized agencies and with United Nations depository libraries; advises on applications for depository library status.

#### (b) Acquisition Section

Orders books and other library materials for the Headquarters library, the information centres and missions, and for distribution by departments administering special development programmes;

Receives and checks such materials and forwards them to the appropriate sections.

#### (c) Archives Section

Has custody of the non-current official files, sound recordings, photographs and microfilms of the United Nations, and of those non-current records of other international organizations which have been transferred to the United Nations;

Reviews recommendations for the disposal of United Nations records;

Serves as a depository for items of historic interest.

#### (d) Catalogue Section

Catalogues accessions, maintains the catalogues of the main and departmental libraries, and compiles the monthly list of new publications added to the Headquarters Library.

#### (e) Index Section

Indexes documents and publications of the United Nations and the specialized agencies.

#### (f) Reference Section

Maintains reference collections of books, pamphlets, periodicals, maps and documents;

Prepares special bibliographies;

Provides a general reference service.

#### (g) Service to Readers Section

Maintains the main book, periodical and document collections, including limited working collections on special subjects placed in the appropriate branches of the Secretariat;

Provides the loan service from the main and departmental libraries;

Provides reference services on special subjects in departmental libraries.

## SECTION 12

### OFFICE OF GENERAL SERVICES

#### I. Functions

To manage the United Nations Headquarters buildings;

To administer the purchase, transport, communications and registry services;

To control certain revenue-producing activities;

To administer the United Nations Field Service;

To provide the channel of administrative communication between special United Nations missions on the one hand and Headquarters departments on the other;

To establish standards for space occupancy, office maintenance, supplies and equipment at field offices and to promote and co-ordinate the use of common services there.

#### II. Organization

##### 1. THE DIRECTOR OF GENERAL SERVICES

###### (a) Office of the Director

##### 2. PURCHASE AND TRANSPORTATION SERVICE

###### (a) Office of the Chief

###### (b) Purchase and Standards Section

###### (i) Purchase Unit

Procures supplies, equipment and contractual services from international and local sources;

Arranges for the sale of surplus property.

###### (ii) Standards and Property Management Unit

Establishes standards and specifications for the purchase of supplies and equipment;

Stores and issues supplies and equipment;

Takes inventories and keeps records of expendable and non-expendable property and supplies.

###### (iii) Office Machine Repair Unit

Maintains and repairs typewriters and business machines.

###### (c) Control and Records Section

###### (i) Processing Unit

Ascertains availability of funds for purchases;

Prepares and dispatches purchase orders;

Compiles, and keeps up-to-date, lists of qualified bidders for sales and purchases;

Passes invoices for payment.

###### (ii) Travel Unit

Communicates the Organization's travel requirements to the official travel agency;

Approves requisitions for travel and transmits them to the official travel agency;

Makes hotel reservations in the Headquarters area;

Procures passports and visas, arranges immigration and entry clearances and issues laissez-passer and United Nations certificates.

###### (d) Traffic Section

Arranges shipment and receipt of freight and prepares shipping, customs and insurance papers;

Passes freight bills and claims for payment;

Operates United Nations motor vehicles;

Receives supplies and equipment and inspects them to ensure that they comply with specifications;

Packs materials for shipment.

##### 3. BUILDINGS MANAGEMENT SERVICE

###### (a) Office of the Chief

###### (i) Information and Reception Unit

Provides reception and information services in the delegates' lounges and buildings lobbies;

Provides telephone information services;

Arranges for the issue of admission tickets to meetings.

###### (b) Security and Safety Section

Provides guard and fire prevention services for the protection of persons and property in the Headquarters area;

Arranges for fire prevention and protection in the Headquarters area;

Investigates cases of loss, damage and theft, and accident insurance claims and settlements, in the Headquarters area;

Arranges for the issue of passes and identification cards;

Controls traffic in the grounds and garage;

Administers the regulations governing parking in the garage;

Provides usher and cloakroom services;

Operates the locksmiths' shop.

###### (c) Maintenance and Engineering Section

###### (i) Maintenance Unit

Supervises the operation of contractual arrangements for the cleaning of the building and windows, operation and maintenance of elevators, and maintenance of electrical equipment and of the grounds and gardens;



approves for payment invoices relating to these services.

(ii) Accommodations Unit

Controls and allocates all space in the Headquarters building;

Has custody of building plans and layouts, and draws plans;

Moves furniture and office equipment and sets up offices.

(iii) Heating and Ventilation Unit

Maintains and repairs heating and air-conditioning equipment.

(iv) Operations Unit

Operates the following workshops: plumbing, pumps, mechanical equipment, upholstery, carpeting, signs, glass, paint and carpentry.

#### 4. UNITED NATIONS FIELD OPERATIONS SERVICE

(a) Office of the Chief

(b) Missions Administration Section

Is the channel of communication at Headquarters for administrative action with regard to United Nations missions, including the issue or transmission to them of instructions on personnel and financial questions and the provision of supplies, equipment, transport and other services;

Arranges for the detachment of certain Headquarters staff for mission service and for their briefing and travel.

(c) Field Service Section

Arranges for the recruitment and training of, and assigns, field service officers;

Supervises the international and intra-mission radio networks;

Arranges with the International Telecommunication Union for the allotment of radio frequencies for United Nations use.

(d) The United Nations Field Service

Consists of career officers recruited for service in the field, viz., administrative officers, finance officers, radio operators and technicians, vehicle drivers and mechanics, guards, secretaries and clerks.

#### 5. COMMUNICATIONS AND RECORDS SERVICE

(a) Office of the Chief

(b) Registry

(i) Records Control Unit

Receives and classifies incoming and outgoing correspondence and other material for filing;

Maintains and has custody of active files;

Maintains a file classification manual.

(ii) Records Retirement Unit

Has custody of semi-active files and records;

Recommends the disposal or transfer to archives of records no longer active.

(iii) Mail Operations Unit

Manages the diplomatic pouch services;

Receives and distributes, or dispatches, mail;

Provides the messenger service in the Headquarters buildings;

Prepares and dispatches outgoing cables and receives and distributes incoming cables.

(iv) Correspondence Unit

Checks, types and dispatches multiple letters and notes verbales;

Compiles directories of government and mission addresses.

(c) Telecommunications Section

Operates and maintains broadcasting, television, recording, kinescope, sound reinforcement, simultaneous interpretation, motion picture film sound recording and motion picture projection equipment.

(d) Cable and Telephone Section

Arranges for the provision of telegraph, cable and telephone services;

Controls and allocates telephone equipment and lines within the building and prepares the internal telephone directory;

Advises on the technical operation of the field service radio telegraph networks;

Receives and certifies invoices for telegraph, cable and telephone services and determines the apportionment of charges between the United Nations and other accounts.

#### 6. COMMERCIAL MANAGEMENT SERVICE

(a) Office of the Chief

(b) Operations Section

Sets standards and schedules of service for the catering services (dining room, cafeteria, bars and snack bars);

Reviews and makes recommendations on contractual arrangements for the operation of these services (and of the souvenir shop and gift centre) and sees that these arrangements are carried out;

Directs the operation of the catering services;

Controls the financial aspects of parking in the United Nations garage.

(c) United Nations Postal Administration

Arranges for the designing, printing and issue of United Nations postage stamps;

Has custody of stamps and supervises their distribution;

Sells stamps to the public for philatelic purposes, and promotes their sale;

Represents the United Nations in its dealings with the United States Post Office and the Universal Postal Union regarding philatelic and postal regulations and procedures.

## SECTION 13

### UNITED NATIONS OFFICE AT GENEVA

#### I. Functions

To conserve and manage the Palais des Nations and other United Nations properties in Geneva;

To group, accommodate and administer all the units of the Secretariat in Geneva and in particular, to provide headquarters for the Economic Commission for Europe, the Permanent Central Opium Board, the Drugs Supervisory Body, the Commission on Narcotic Drugs, and the Office of the United Nations High Commissioner for Refugees;

To provide a conference centre for United Nations meetings in Europe, in particular for the meetings of the bodies mentioned in the preceding paragraph, together with the summer session of the Economic and Social Council and the meetings of the International Law Commission;

To provide conference facilities for specialized agencies under standing or special arrangements;

To represent the Secretary-General with the Swiss federal, cantonal and municipal authorities and, in matters concerning local administrative relationships, with the specialized agencies in Geneva.

#### II. Organization

##### 1. THE UNDER-SECRETARY

###### (a) Office of the Under-Secretary

###### (i) Liaison Unit

Represents the United Nations, on instructions from Headquarters, at meetings of specialized agencies and non-governmental organizations in Europe, and reports to the Executive Office of the Secretary-General and the substantive departments concerned;

Aids the secretariat of the Economic and Social Council in carrying out the provisions of the Charter relating to non-governmental organizations, including the registration and assistance of their representatives.

##### 2. LIBRARY

###### (a) The Librarian

Conducts inter-library relations;

Has custody of the archives of the League of Nations.

###### (b) Reference Section

Maintains reference collections of books, pamphlets and documents and arranges for their loan and circulation;

Provides facilities for research work in accordance with the terms of the Rockefeller Library Endowment Fund;

Provides information service to delegations and secretariat staff, and documents reference service for the Press on behalf of the Information Service.

###### (c) Government Documents and Serials Unit

Catalogues government publications and periodicals.

###### (d) Periodicals Unit

Keeps a list of newspapers and periodicals currently received by the Library;

Compiles the "Monthly List of Selected Articles".

###### (e) Processing Section

Purchases books and periodicals and makes exchange arrangements;

Prepares the photostat, microfilm and binder programme for execution.

###### (f) Catalogue Unit

Catalogues accessions and maintains the catalogue;

Compiles the "Monthly List of Books Catalogued".

#### 3. CONFERENCE AND GENERAL SERVICES

##### A. OFFICE OF THE DEPUTY DIRECTOR OF THE UNITED NATIONS OFFICE AT GENEVA IN CHARGE OF CONFERENCE AND GENERAL SERVICES

The Deputy Director serves as Acting Director in the Director's absence.

##### B. LANGUAGES AND STENOGRAPHIC DIVISION

###### (a) Office of the Chief

(Includes reference service for translators.)

###### (b) Translation Sections (English, French, Russian, Spanish)

Translates work for the Office (and, with appropriate reinforcement, for United Nations conferences meeting at the Office) and work assigned from Headquarters. In addition, the English and French sections make summary records of the proceedings of meetings.

###### (c) Interpretation Section

Provides interpretation into English, French, Spanish and Russian for the conferences of bodies forming part of the Office and, with appropriate reinforcement, for conferences meeting there.

###### (d) Stenographic and Typing Section (English, French, Russian and Spanish units)

Provides stenographic and typing service for the translation sections, for other units of the Office, and, with appropriate reinforcement, for United Nations conferences in Geneva.

**C. DOCUMENTS, REGISTRY AND DISTRIBUTION DIVISION****(a) Office of the Chief****(b) Registry Section**

Classifies, files and indexes the official correspondence of the Office;

Sends correspondence to the appropriate officials for action or information;

Has custody of files;

Operates the diplomatic pouch service at Geneva.

**(c) Mailing Section**

Receives, sorts and delivers all mail and dispatches official mail;

Prepares monthly statements of postal expenditure incurred by various users and approves monthly telegraph bills for payment.

**(d) Documents Control and Distribution**

Receives from originating divisions all texts to be translated, reproduced and distributed, registers them and assigns a symbol to those to be issued as documents;

Distributes documents and publications in accordance with official distribution lists;

Maintains stocks of documents and publications, and keeps master files of all documents distributed by the Office, and of Headquarters documents distributed to or through the Office.

**(e) Duplicating Section**

Operates machinery used for the reproduction of documents.

**D. PUBLICATION AND SALES DIVISION****(a) Printing Section**

Prepares contracts for printing, binding and related work to be done in Europe under commercial contract, either for the Office or on behalf of Headquarters; estimates the cost of such work and approves invoices for payment by the Finance Division;

Schedules production, prepares copy for printing, and reads proofs.

**(b) Sales Section**

Issues invoices, keeps accounts and collects sums due in connexion with the sale of United Nations publications by authorized sales agents, and to private individuals, in Europe and the Middle East, and furnishes periodic statements to the Office of Public Information at Headquarters.

**E. PURCHASE, SUPPLY AND TRANSPORT DIVISION****(a) Office of the Chief**

In accordance with the general policy guidance of the Chief of Administrative and Financial Services, makes practical arrangements with the Swiss author-

ities concerning the diplomatic privileges of United Nations staff and delegations;

Establishes specifications and terms of contract for large-scale purchases;

Supervises the operation of certain revenue-producing activities in the Palais des Nations, including the restaurants, bars, cafeteria and kiosks;

Is in charge of the European service of the United Nations Postal Administration.

**(b) Control and Inventory Section**

Approves suppliers' invoices and sends them to the Finance Division;

Makes out invoices relating to sales of surplus United Nations property;

Approves supply requisitions and keeps stock records;

Takes inventories and keeps records of all United Nations property in Geneva, and of the property of the Regional Offices of the High Commissioner for Refugees;

Provides the secretariat for the Joint Purchase Service of the international organizations in Geneva.

**(c) Contracts and Purchase Section**

Receives and examines bids and samples, purchases movable property and office supplies and makes arrangements with contractors for the upkeep and repair of movable property;

Arranges for the disposal of surplus property;

Makes purchases in Europe for the Office of the United Nations High Commissioner for Refugees, and the Bureau of Technical Assistance Operations.

**(d) Standards and Equipment Section**

Receives and distributes office equipment, machinery, furniture and stationery;

Keeps records of equipment and arranges for its upkeep;

Advises on new methods, equipment and supplies;

Controls and orders all forms whether printed in the Office or outside.

**(e) Transport and Travel Section**

Arranges for the transport, insurance and customs clearance of office equipment, machines and documents, and the baggage and personal effects of staff members, on behalf of the Office, the specialized agencies in Geneva, and delegations;

Maintains and operates motor vehicles;

Communicates the travel requirements of the Office to the official travel agency;

Approves staff members' travel claims;

Approves bills submitted by the official travel agency;

Issues United Nations laissez-passer and certificates on behalf of the Office and of FAO, ITU, UNESCO, WHO, WMO and United Nations field missions;

Obtains transit and entry visas for staff and delegations.

#### **F. BUILDING MANAGEMENT AND ENGINEERING DIVISION**

##### **(a) Office of the Chief**

##### **(b) Internal Services Section**

Provides guards, ushers and messengers;

Investigates cases of loss, damage, theft, accident and fire in the precincts of the Palais des Nations;

Controls traffic in the grounds;

Organizes cleaning and linen services;

Prepares conference rooms for meetings;

Issues to the public admission tickets to meetings;

Administers the Visitors' Service which conducts guided tours for the public.

##### **(c) Building Maintenance Section**

Maintains the buildings and grounds of the Palais des Nations and other United Nations properties in Geneva;

Prepares plans for alterations or extensions of the buildings, and supervises building work;

Prepares specifications for tenders and approves invoices for payment;

Operates the fire protection service;

Allocates office and conference space in the buildings.

##### **(d) Technical Section**

Arranges for the installation, alteration, operation and maintenance of heating, air-conditioning and sanitary plant, elevators, electrical equipment, telephones, simultaneous interpretation, sound recording, motion picture and television equipment;

Keeps records of this equipment;

Prepares specifications for tenders and approves invoices for payment;

Operates the telephone exchange and keeps records of calls chargeable to various users;

Compiles the internal telephone directory.

##### **(e) Telecommunications Relay Centre**

Is the relay centre for the United Nations telecommunication network;

Handles the cable and telegraph traffic of the Office;

Assists in the monitoring and selection of radio frequencies for United Nations use, and in registering them with the International Telecommunication Union.

#### **4. ADMINISTRATIVE AND FINANCIAL SERVICES**

Perform the following functions for the United Nations Office at Geneva, including the Office of the United Nations High Commissioner for Refugees:

Within the budget allotments and other financial provisions (including manning tables) issued by the Office of the Controller at Headquarters, administer the finances of the Office either direct or through instructions issued to other units of the Office;

Prepare and submit budget estimates;

Receive, retain custody of, disburse and account for the funds of the Office;

Consult the specialized agencies in Geneva on proposals, for submission to Headquarters, regarding matters of common interest such as local pay scales and the privileges and immunities of the staff;

Recruit professional staff (subject to the approval of the Director of Personnel) and general service staff;

Under directions from Headquarters, make financial and administrative arrangements concerning such matters as the holding of special conferences at the Palais des Nations;

Deal with questions arising under the Agreement with the Swiss authorities regarding the privileges and immunities of the staff and members of delegations.

#### **A. OFFICE OF THE CHIEF**

#### **B. FINANCE DIVISION**

##### **(a) General Accounts Section**

Scrutinizes obligations and expenditures (including those from United Nations budgetary funds incurred by the branch offices of the United Nations High Commissioner for Refugees) for conformity with the Financial Regulations, and accounts for these expenditures.

##### **(b) Refugee Fund Accounts Section**

Keeps the accounts of the Office of the United Nations High Commissioner for Refugees.

##### **(c) Staff Accounts Section**

Prepares the payroll of the staff of the Office.

##### **(d) Budget, Billing and Statistics Section**

Prepares annual and interim budget proposals;

Receives monthly statements from Conference and General Services of work done and sends out invoices to users of common services.

##### **(e) Treasury**

Makes and receives payments.

#### **C. PERSONNEL DIVISION**

Takes routine personnel action (obtaining the approval of the Director of Personnel where necessary) in connexion with the recruitment, inter-departmental transfer, promotion, separation, field assignment, and changes in dependency or visa status of all staff members;

Obtains and evaluates periodic reports on staff members;

Keeps staff members' files;

Conducts recruitment examinations on behalf of the Office and of Headquarters, either independently or in conjunction with the specialized agencies in Geneva.

#### 5. INFORMATION SERVICE

Issues press releases of conferences held at the Office;

Is the regional information centre for Austria, Bulgaria, Germany, Hungary, Poland, Romania and Switzerland.

#### 6. ECONOMIC COMMISSION FOR EUROPE

See section 7 (a) (A).

#### 7. DIVISION OF NARCOTIC DRUGS

See section 5 (c).

#### 8. JOINT SECRETARIAT OF THE PERMANENT CENTRAL OPIUM BOARD AND DRUG SUPERVISORY BODY

Provides the secretariat and substantive services required by these bodies in the performance of their functions and in particular, procures and analyses statistical and other information;

Carries out decisions taken at meetings of the two bodies and in some cases acts on their behalf between sessions.

#### 9. INTERNATIONAL BUREAU FOR DECLARATIONS OF DEATH OF MISSING PERSONS

Receives the communication of applications for declarations of death, and decisions thereon, from tri-

bunals, notifies relatives, indexes the decisions and communicates them periodically to other interested tribunals; forwards letters rogatory and issues the periodical "Bulletin" of the Bureau.

#### 10. TECHNICAL ASSISTANCE OFFICE, GENEVA

Under the guidance of the Bureau of Technical Assistance Operations at Headquarters:

Arranges for the briefing of experts and fellows and for the placement of fellows studying in Europe;

Operates the Special European Social Welfare Programme;

Co-operates locally, on request, with the secretariat of the Economic Commission for Europe and the specialized agencies.

#### 11. OFFICE OF SOCIAL AFFAIRS

Under the guidance of the Department of Economic and Social Affairs at Headquarters:

Works with the specialized agencies on the preparation of world social reports and similar projects involving extensive joint studies;

Makes studies in Europe in connexion with reports for the Social and Population Commissions and the Economic and Social Council;

Advises the secretariat of the Economic Commission for Europe on the social aspects of economic development and assists the Technical Assistance Office, Geneva, on social matters.



## **ANNEX**



## Secretariat Boards and Committees

	Page
Advisory Board on Compensation Claims. . . . .	45
Appointment and Promotion Board, Committee and Subsidiary Panels. . . .	45
Claims Board. . . . .	46
Committee on Contracts. . . . .	46
Health Insurance Review Committee. . . . .	46
Joint Advisory Committee. . . . .	46
Joint Appeals Board. . . . .	47
Joint Disciplinary Committee . . . . .	47
Property Survey Board. . . . .	47
Publications Board . . . . .	47
Special Advisory Board . . . . .	48
Visa Committee . . . . .	48

## ADVISORY BOARD ON COMPENSATION CLAIMS

### I. Composition

#### Membership

The three members of the United Nations Staff Pension Committee appointed by the Secretary-General;

The three members of the United Nations Staff Pension Committee elected by the participants in the Fund.

#### Secretary

Appointed by the Secretary-General, at present from the Office of the Controller.

### II. Functions

Makes recommendations to the Secretary-General concerning compensation to members of commissions, committees and similar bodies, staff members, military observers, auxiliary personnel and others in the event of death, injury or illness attributable to the performance of official duties, and related matters.

## APPOINTMENT AND PROMOTION BOARD, COMMITTEE AND SUBSIDIARY PANELS

### A. APPOINTMENT AND PROMOTION BOARD

#### I. Composition

##### Membership

Seven members, one of whom is ex officio the Director or Deputy Director of Personnel, and seven alternates appointed by the Secretary-General (in some cases after consultation with the Staff Council).

Secretary of the Appointment and Promotion Board  
(and of the Appointment and Promotion Committee)

Appointed by the Secretary-General from the staff of the Office of Personnel.

#### II. Functions

Advises the Secretary-General on the appointment, promotion and review of staff at all levels up to and including Principal Officer (D-1).

### B. APPOINTMENT AND PROMOTION COMMITTEE

#### I. Composition

##### Membership

Seven members, one of whom is ex officio an official of the Office of Personnel, and seven alternates appointed by the Secretary-General (in some cases after consultation with the Staff Council).

Secretary of the Appointment and Promotion Committee  
(and of the Appointment and Promotion Board)

Appointed by the Secretary-General from the staff of the Office of Personnel.

#### II. Functions

Assists the Appointment and Promotion Board in the performance of its functions by making recommendations to it in respect of the appointment and promotion of staff to posts at the First Officer to Assistant Officer levels (P-4 to P-1) inclusive and the review of staff at the Second, Associate and Assistant Officer levels (P-3 to P-1).

### C. SUBSIDIARY PANEL

#### I. Composition

##### Membership

Appointed at Headquarters<sup>1/</sup> by the Secretary-General after consultation with the Staff Council. Smaller working groups are selected from this panel as necessary. An official of the Office of Personnel is ex officio a member of each group.

##### Secretary

The ex-officio member of the group from the Office of Personnel.

#### II. Functions

Assists the Appointment and Promotion Board in the performance of its functions in respect of general service staff.

<sup>1/</sup> Comparable arrangements are in force at other offices.

**CLAIMS BOARD****I. Composition**Membership

- A member designated by the Controller, Chairman;
- A member designated by the Legal Counsel;
- A member designated by the Director of Personnel.

Secretary

Designated by the Controller from the staff of his Office.

**II. Functions**

Makes recommendations to the Controller concerning the compensation to be paid to staff members, auxiliary personnel and others for the loss or damage of personal effects resulting from performance of official duties, service in a special area or travelling by means of transport furnished by or at the expense of the United Nations.

**COMMITTEE ON CONTRACTS****I. Composition**Membership

- A member from the Office of General Services;
- A member from the Office of Legal Affairs;
- A member from the Office of the Controller.

The Chief of the Purchase and Transportation Service attends meetings in an advisory capacity.

The Internal Audit Service is represented at meetings by an observer.

A Department may be represented before the Committee in a non-voting capacity when a project initiated by it is discussed.

Secretary

Designated by the Director of General Services.

**II. Functions**

Advises the Director of General Services on all proposed contracts of \$5,000 or more, leases and contracts of a special nature, and any matters relating to contracts and procurement that may be referred to it.

**HEALTH INSURANCE REVIEW COMMITTEE****I. Composition**Membership

- The Medical Director, Chairman;
- A member from the Office of the Controller;
- A member from the Office of Personnel;
- A member appointed by the Staff Council;
- An additional member, at present from the Department of Economic and Social Affairs.

Secretary

Is a member of the staff of the Office of the Controller.

**II. Functions**

Advises the Secretary-General on medical and dental insurance arrangements, including subsidy scales.

**JOINT ADVISORY COMMITTEE****I. Composition**Membership

- A Chairman selected by the Secretary-General from a list proposed by the Staff Council;
- Three members and three alternates representing the Staff Council;
- Two members and two alternates representing the Secretary-General.

Secretary

Appointed by the Secretary-General, at present from the Office of Personnel.

**II. Functions**

Advises the Secretary-General on personnel policies and general questions of staff welfare.

**JOINT APPEALS BOARD****I. Composition**Membership

A Chairman, selected from a panel appointed annually by the Secretary-General after consultation with the Staff Committee;

A member, with alternates, appointed annually by the Secretary-General;

A member, with alternates, elected annually by the staff.

Secretary and Alternate Secretary

Appointed by the Secretary-General, at present from the Office of Personnel and the Department of Trusteeship and Information from Non-Self-Governing Territories, respectively.

**II. Functions**

Advises the Secretary-General in cases of appeal by staff members against administrative decisions alleging non-observance of their terms of appointment, including all pertinent regulations and rules, or against disciplinary action.<sup>2/</sup>

<sup>2/</sup> There is a comparable Board for the United Nations Office at Geneva.

**JOINT DISCIPLINARY COMMITTEE****I. Composition**Membership

A Chairman, selected from a panel appointed annually by the Secretary-General after consultation with the Staff Committee;

A member, with alternates, appointed annually by the Secretary-General;

A member, with alternates, elected annually by the staff.

Secretary

Appointed by the Secretary-General from the Office of Personnel.

**II. Functions**

Advises the Secretary-General at his request in disciplinary cases involving staff members serving at Headquarters.<sup>3/</sup>

<sup>3/</sup> There is a comparable committee for the United Nations Office at Geneva.

**PROPERTY SURVEY BOARD****I. Composition**Membership<sup>4/</sup>

A member from the Office of General Services;

A member from the Office of Legal Affairs;

A member from the Office of the Controller.

<sup>4/</sup> As a general rule the same members serve on the Board and on the Committee on Contracts.

Secretary

Designated by the Director of General Services.

**II. Functions**

Advises the Director of General Services and the Controller on losses of United Nations property and disposal of surplus property.

**PUBLICATIONS BOARD****I. Composition**Membership

The Chief Editor, Executive Office of the Secretary-General, Chairman;

A member from the Office of Public Information;

A member from the Office of Conference Services;

A member from the Office of the Controller.

Other senior officials from each of these offices regularly attend meetings of the Board in an advisory capacity.

Secretary

Is at present a member of the Office of Conference Services.

**II. Functions**

Determines, within the Secretariat, the policies governing preparation, production, distribution and sale of documents;

Co-ordinates the planning and supervises the execution of the publications programme, preparing the estimates for contractual printing and allocating funds;

Regulates the use of internal reproduction capacity with a view to maximum economy and efficiency;

Reports to the Secretary-General.

### SPECIAL ADVISORY BOARD

#### I. Composition

##### Membership

A Chairman appointed by the Secretary-General on the nomination of the President of the International Court of Justice;

Four members appointed by the Secretary-General in agreement with the Staff Council.

##### Secretary

Appointed by the Secretary-General from the Office of Legal Affairs.

#### II. Functions

Advises the Secretary-General in cases under the second and third paragraphs of staff regulation 9.1(a).

### VISA COMMITTEE

#### I. Composition

##### Membership

A member from the Office of Personnel, Chairman;

A member from the Office of Legal Affairs;

A member from another Department or Office;

The three members are appointed by the Director of Personnel in consultation with the Legal Counsel.

##### Secretary

Is a member of the staff of the Office of Personnel.

#### II. Functions

Examines requests for visas in respect of members of the household of non-United States staff members other than their spouse or children under twenty-one, in accordance with the principles established by the Office of the Legal Counsel in consultation with the United States Mission to the United Nations.