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SECRETARY-GENERAL'S BULLETIN

To: Members of the Staff of the United Nations

Subject: UNITED NATIONS REPRESENTATION AT INTERNATIONAL CONFERENCES
AND MEETINGS OF SPECIALIZED AGENCIES, OTHER
INTER-GOVERNMENTAL ORGANIZATIONS AND
NON-GOVERNMENTAL ORGANIZATIONS

1. Introduction

This bulletin establishes policies governing United Nations representation at international conferences and meetings of specialized agencies, other inter-governmental organizations and non-governmental organizations. The general purpose is to ensure adequate United Nations representation with due regard to economy, to provide for central supervision of such representation and to ensure that the delegations adequately represent and serve the United Nations as a whole.

This bulletin does not cover the action to be taken on requests from non-governmental organizations for lecturers or speakers on the work of the United Nations, or attendance at meetings of non-governmental organizations by public information officers in the normal course of their public relations functions. Nor does it cover visits of substantive officers of an agency for purposes other than participation in a meeting.

SGB/78 is hereby superseded,

2. Purpose of United Nations Representation

The following are among the broad categories of purposes which a United Nations delegation should serve:

- (a) To ensure the appropriate presentation of such items as organs of the United Nations may have referred to the organization concerned or such points of view of United Nations organs as the Secretary-General feels ought to be brought to its attention;
- (b) To give explanations, when appropriate, regarding action taken by

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the United Nations concerning other questions under consideration and regarding the procedures of the United Nations;

(c) To provide information to the Secretary-General and interested departments and organs of the United Nations regarding significant activities and trends in the work of the organization;

(d) To establish and maintain personal contacts both at the directing and the technical levels which will serve to supplement the regular methods of co-operation between the United Nations and the organization concerned.

3. Policy Regarding Selection of Delegations

(a) Wherever the United Nations is represented, this representation will be effected by an officer, or, if the scope of the conference or meeting warrants it, by a unified delegation, capable in either case of acting on behalf of the organization as a whole.

(b) For the larger annual conferences of specialized agencies, the policy in general will be to send one senior official, one or two officers (the number depending on the nature and scope of the agenda) from the substantive department or departments mainly concerned, and one officer familiar with constitutional, administrative and other matters of importance from the standpoint of co-ordination. For smaller annual conferences and meetings of governing bodies, the size and composition of the delegations will vary according to the requirements of the agenda.

(c) Individual members of a delegation will be required to remain at a conference only for such period as their presence is needed by the business of the conference, it being understood, however, that at least one member of the delegation will normally be present throughout for liaison and reporting purposes.

(d) In the case of technical meetings, the decision whether the United Nations is to be represented will in each case be taken in the light of the interest of the United Nations in the meetings, the availability of staff and the travel expense involved.

(e) Representatives will be sent to meetings of non-governmental organizations only when the importance of United Nations relations with the organization concerned or the agenda are deemed by the Executive Office, after consultation with the interested Departments, to warrant such representation.

/4. Responsibilities

4. Responsibilities of Departments and the Executive Office

(a) The selection of the delegation and necessary arrangements for United Nations representation at international conferences or meetings will be the responsibility of the Executive Office of the Secretary-General.

(b) The Department of Administrative and Financial Services will be informed of all accreditations, in order to make necessary travel authorizations.

(c) Each Department concerned with the business of the conference or meetings will be responsible for preparing the preliminary work or briefs relating to its own field.

(d) The Executive Office of the Secretary-General will be responsible for ensuring:

(i) Co-ordination of the preliminary work within the Secretariat,
and

(ii) Reports of the delegations to Headquarters.

By direction of the Secretary-General

(Signed) BYRON PRICE

Assistant Secretary-General for
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