

United Nations DOCUMENTATION

A Brief Guide



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NOTE

This booklet is intended primarily for staff in charge of maintaining collections of United Nations documents and publications, whether in permanent missions at United Nations Headquarters or in United Nations depository libraries. The information is, however, useful for anyone needing to make use of United Nations material in the course of his/her research.

The information it contains is of a practical nature with an emphasis on distribution and library services in New York. More information, when needed, can be obtained from the appropriate offices, as indicated in this guide, or by calling the United Nations/Specialized Agencies Reference Desk, Dag Hammarskjöld Library (212) 963-7412. In other areas, please write to the Head Librarian, Dag Hammarskjöld Library, United Nations, New York, N.Y. 10017.

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I. INTRODUCTION

1. The work of the United Nations requires the publication of a substantial body of documentation. To understand and use this documentation, it is essential to understand the structure of the Organization and its method of operation. To provide current information and a history of its activities, the United Nations issues the following publications:

Basic Facts about the United Nations

Issued periodically, latest edition (Sales No. E.93.I.2 and Corr.1)

This book provides a general introduction to the role and functions of the United Nations and its related agencies, highlighting and outlining the main objectives and achievements of the Organization.

Everyman's United Nations

8th edition (Sales No. E.67.I.5).

Covers the period 1946 to 1965.

Everyone's United Nations

11th edition (Sales No. E.94.I.2).

(forthcoming)

These basic books describe the structure and activities of the United Nations since its founding in 1945. Specialized agencies related to the United Nations are also covered.

Yearbook of the United Nations

Sales number each year in category I.

Detailed history of the events of one year. The principal reference work of the United Nations, providing a comprehensive, one-volume account of the Organization's work, including trade, industrial development, natural resources, food, science and technology, social development, population, environment, human settlements, children, legal questions, human rights and peace-keeping, along with information on the work of each specialized agency in the United Nations family.

2. In this chapter an attempt is made to explain in a brief and practical manner the functions and method of operation of the United Nations bodies and the documentation produced as a result of the work of the Organization at the time of writing. It must be emphasized that the functions and structure change continuously and, of course, the documentation changes as well. This should be kept in mind when using United Nations material for research or a guide such as the present one.

3. The published and online indexes described in chapter VIII provide access to the documentation. An awareness of the types of documents issued and an understanding of the symbol and sales number identification will enable the searcher to use the citations provided to the best effect. With this knowledge it will be possible to learn which body may have dealt with a topic and to search and trace citations to the relevant material. Use of the subject index to the *United Nations Document Series Symbols 1946-1977: Cumulative list with indexes* and its supplement, 1978-1984¹ will also indicate the series symbol to be consulted.

¹ ST/LIB/SER.B/5/Rev.3 (Sales No. E.79.I.3).
ST/LIB/SER.B/5/Rev.3/Add.1 (Sales No. E.85.I.21).

4. Series symbols are mentioned in most sections of the present chapters; an explanation of their construction will be found in chapter III (paras. 28-40), which also contains an explanation of sales numbers (para. 16) and of *Official Records* series (paras. 18-27).

II. FUNCTIONS AND METHOD OF OPERATION OF UNITED NATIONS BODIES AND DOCUMENT PRODUCTION DERIVED THEREFROM

A. General Assembly

5. The General Assembly is the main deliberative organ of the United Nations.

Participation: full membership of the Organization

Sessions: regular, special and emergency special sessions

Rules of procedure: A/520/Rev.15 (Sales No. E.85.I.13) and Amend 1 and 2

Terms of reference: Charter of the United Nations

Reporting:

As the supreme organ it does not report to any other body

Results of sessions appear in the volumes of resolutions and decisions

Sessions are described in the *Yearbook of the United Nations*

Operation of sessions:

One agenda for each session

Items discussed in plenary meetings or allocated for consideration in sessional committees

Report on each item discussed in committees, including summary of discussion and text of draft decisions or resolutions recommended

Discussion of committee reports in plenary meetings and action taken on recommended resolutions or decisions

Documents produced:

Plenary series (A/session/sequential number), including:

Lists of items for consideration and agendas (one annotated (A/session/100) containing complete history of each item, including references to previous and current documentation)

Documents issued for discussion under items

Sessional committee reports on each item discussed

Sessional committee documents (A/C. number or acronym of committee/General Assembly session/sequential number):

Information material (organization of work, lists of delegations)

Draft proposals and administrative documents

Meeting records, issued as *Official Records of the General Assembly* (a consolidated corrigendum relating to the totality of meetings held during the session is issued)

Resolutions:

Issued in provisional form (A/RES/session/sequential number)

Reissued at the end of the year as last numbered supplement of the *Official Records*

Verbatim records of plenary meetings (A/session/PV./sequential number):

Issued as *Official Records* (a consolidated corrigendum relating to the totality of meetings held during the session is issued)

Supplements to the *Official Records* (symbols in plenary series), including:

Budget of the United Nations

Medium-term plan

Accounts

Annual reports of subsidiary bodies

Special major reports

Resolutions and decisions (last supplement)

Annexes to the *Official Records*, arranged by number of item on the sessional agenda, containing:

Numbers of meetings at which item was discussed

Reissuance of certain important documents, e.g.: committee reports for items discussed in committees, draft resolutions and other documents for items discussed in plenary meetings, check-list of documents issued for the item, statement of action taken at the plenary meeting

Official Records fascicles:

List of delegations

Check-list of documents

Commissions, committees and conferences established by the General Assembly

6. The General Assembly is assisted in its work by the commissions, committees and conferences established by it. These are of three types, as follows:

Continuing bodies holding sessions, e.g.:

Committee on the Peaceful Uses of Outer Space (A/AC.105/-)

International Law Commission (A/CN.4/-)

Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples (A/AC.109/-) (also called Decolonization Committee or Committee of 24)

Legal or negotiating conferences, e.g.:

United Nations Conference on Succession of States in Respect of Treaties (Vienna, 1978)
(A/CONF.80/-)

United Nations Conference on Succession of States in Respect of State Property, Archives and Debts (Vienna, 1983) (A/CONF.117/-)

United Nations Conference on the Law of Treaties between States and International Organizations or between International Organizations (Vienna, 1986) (A/CONF.129/-)

Special conferences on one subject, e.g.:

United Nations Conference on Environment and Development (Rio de Janeiro, 1992)
(A/CONF.151/-)

World Conference on Human Rights (Vienna, 1993) (A/CONF.157/-)

International Conference on Population and Development (Cairo, 1994) (A/CONF.171/-)

World Conference on National Disaster Reduction (Yokohama, 1994) (A/CONF.172/-)

Conference documentation includes:

Preparatory committee documents

Documents prepared for items on the agenda

Reports of the conferences (final reports normally issued with sales number)

The information below applies to all commissions, committees and conferences established by the General Assembly.

Participation: varies according to the terms of reference

Sessions: vary according to the terms of reference

Rules of procedures: individually adopted for each body

Terms of reference: usually in the General Assembly resolution establishing the body

Reporting: All sessional bodies report as required by the terms of reference; Conferences report when concluded or, if extended over several years, make interim reports;

Operation of sessions: varies according to the terms of reference

Documents produced:

General documents (A/AC. .../-, A/CN. .../-, A/CONF. .../-), including:

Agendas

Studies, reports, etc. produced for items on the agenda

Reports on the sessions (see also under "annual reports" below)

Limited documents for participants only:

Draft proposals

Administrative matters

List of participants

Summary records of meetings when authorized

(Annual or final reports issued as supplements to the *Official Records of the General Assembly*)

Yearbooks, when issued

(The International Law Commission and the United Nations Commission on International Trade Law each publish a *Yearbook* which reproduces documents issued for individual sessions)

B. Security Council

7. The Security Council is the organ with primary responsibility for maintaining peace and security.

Participation: five permanent members and 10 non-permanent members elected by the General Assembly for two-year terms

Sessions: functions continuously

Provisional rules of procedure: S/96/Rev.7 (Sales No. E.83.I.4)

Terms of reference: Charter of the United Nations

Reporting: reports annually to the General Assembly

Operation of sessions:

Agenda adopted for each meeting (S/Agenda/-)

Two standing committees at present:

Committee of Experts on Rules of Procedure (studies and advises on rules of procedure and other technical matters) (S/C.1/-)

Committee on the Admission of New Members (S/C.2/-)

Ad hoc committees established as needed (S/AC. .../-)

Security Council Committee established pursuant to resolution 748 (1992) concerning the Libyan Arab Jamahiriya (S/AC.28/-)

Security Council Committee established pursuant to resolution 721 (1992) concerning Somalia (S/AC.29/-)

Security Council Committee established pursuant to resolution 841 (1993) concerning Haiti (S/AC.30/-)

Security Council Committee established pursuant to resolution 864 (1993) concerning Angola (S/AC.31/-)

Security Council Committee established pursuant to resolution 918 (1994) concerning Rwanda (S/AC.32/-)

Agenda discussed in plenary meetings

Action taken in resolutions or decisions

Documents produced:

Plenary series (S/year/sequential number) (prior to 1994, S/sequential number), including documents submitted under agenda topics:

Issued in masthead form

Almost all reissued in the quarterly supplements to the *Official Records of the Security Council*

Statements of the President of the Security Council (S/PRST/year/sequential number, beginning in 1994)

Verbatim records of meetings (S/PV. ...):

Issued in provisional form

Reissued later in the *Official Records*

Resolutions:

Issued in provisional form (S/RES/sequential number/(year))

Reissued at the end of the year as part of the *Official Records*, as S/INF/-

Supplements to the *Official Records*:

Issued quarterly, containing:

Reissuances of documents

Check-list of documents

Special reports issued as special supplements

(Annual report on activities is published as a supplement to the *Official Records of the General Assembly (Supplement No. 2)*)

C. Economic and Social Council

8. The Economic and Social Council is the organ responsible, under General Assembly authority, for the coordination of the economic and social work of the United Nations.

Participation: 54 members at present

Sessions:

Organizational session, high level segment and substantive session each year (E/year/sequential number) (prior to 1992, organizational and two regular sessions each year; prior to 1978, sessions were numbered consecutively up through the sixty-third). Special sessions may be called.

Rules of procedure: E/5715/Rev.2 (Sales No. E.92.I.22)

Terms of reference: Charter of the United Nations

Reporting: reports annually to the General Assembly

Operation of sessions:

One agenda for each session

Items discussed in plenary meetings or allocated for consideration in sessional committees

Report on each item discussed in committees, including summary of discussion and text of draft decisions or resolutions recommended

Discussion of committee reports in plenary meetings and action taken on recommended resolutions or decisions

Documents produced:

Plenary series (E/year/sequential number), including:

Agendas (one annotated containing complete history of each item, including references to previous and current documentation)

Documents issued for discussion under items

Sessional committee reports on each item discussed

Sessional committee documents (E/year/C.1/-, C.2/-, C.3/-):

Information material

Draft proposals and administrative documents

Records of meetings (not issued since 1981)

Summary records of plenary meetings (E/year/SR. sequential number):

Issued in provisional form for participants only

Reissued in the *Official Records of the Economic and Social Council*

Resolutions:

Issued in provisional form in INF series (E/year/INF/sequential number)

Reissued at the end of the year as *Supplement No. 1* to the *Official Records*

Supplements to the *Official Records* (symbols in plenary series), including:

Annual reports of subsidiary bodies

Special reports

Resolutions and decisions (*Supplement No. 1*)

(Annual report on activities is published as a supplement to the *Official Records of the General Assembly (Supplement No. 3)*)

1. Functional commissions, standing committees and expert bodies, and other related bodies of the Economic and Social Council

9. Functional commissions, standing committees and expert bodies, and other related bodies of the Economic and Social Council perform activities carrying out the work of the Council.

Functional commissions

Commission for Social Development (E/CN.5/-)
Commission on Crime Prevention and Criminal Justice (E/CN.15/-)
Commission on Human Rights and Subcommission on Prevention of Discrimination and Protection of Minorities (E/CN.4/- and E/CN.4/Sub.2/-)
Commission on Narcotic Drugs and Subcommission on Illicit Drug Traffic and Related Matters in the Near and Middle East (E/CN.7/- and E/CN.7/Sub.1/-)
Commission on Science and Technology for Development (E/CN.16/-)
Commission on Sustainable Development (E/CN.17/-)
Commission on the Status of Women (E/CN.6/-)
Population Commission (E/CN.9/-)
Statistical Commission (E/CN.3/-)

Standing committees and expert bodies

Commission on Transnational Corporations (E/C.10/-)
Committee for Development Planning (E/AC.54/-)
Committee for Programme and Coordination (E/AC.51/-)
Committee on Natural Resources (E/C.7/-)
Committee on Non-Governmental Organizations (E/C.2/-)
Committee on Economic, Social and Cultural Rights (E/C.12/-)
Committee on New and Renewable Sources of Energy and on Energy for Development (E/C.13/-)

Other related bodies

Committee on Food Aid Policies and Programmes (WFP/CFA/-) ²
Executive Board of the United Nations Children's Fund (E/ICEF/year/-)
Executive Committee of the Programme of the United Nations High Commissioner for Refugees (A/AC.96/-)
Executive Board of the United Nations Development Programme and of the United Nations Population Fund (DP/year/-) ³
International Narcotics Control Board (E/INCB/-)

The information below applies to all functional commissions, standing committees and expert bodies, and other related bodies of the Economic and Social Council. ⁴

Participation: varies according to the terms of reference

Sessions: vary according to the terms of reference

² Documents of the Committee on Food Aid Policies and Programmes are issued by the Food and Agriculture Organization of the United Nations (FAO).

³ Formerly called the Governing Council of the United Nations Development Programme (A/RES/48/162)

⁴ Information relating to UNHCR, UNICEF and UNDP is given in sect. G, para. 14, below.

Rules of procedure:

Functional commissions: E/5975/Rev.1 (Sales No. E.83.I.10)

Standing bodies: as contained in rule 27 of the rules of procedure of the Council (E/5715/Rev.2)

Terms of reference: usually in the resolution of the Council or of the General Assembly establishing the body (see also E/1983/INF.4)

Reporting: as required by the terms of reference, usually annually

Operation of sessions:

Bodies hold regular sessions, according to the terms of reference

Secretarial functions are carried out by the Secretariat of the United Nations

Documents produced:

General documents (E/AC. .../-, E/C. .../-, E/CN. .../-, E/INF. ..., E/INCB/-), including:

Agendas

Studies, reports, etc. produced for items on the agenda

Reports on the sessions (see also under "annual reports" below)

Lists of participants

Limited documents for participants only:

Draft proposals

Administrative matters

Draft annual reports

Summary records of meetings when authorized

Studies and recurrent publications called for by resolutions (symbols may be under the symbol of the body or under the symbol ST/ESA/(Secretariat series))

(Annual reports of certain bodies issued as supplements to the *Official Records of the Economic and Social Council*, containing:

Organizational information

Summary of activities of the session

Texts of resolutions adopted or of draft resolutions forwarded to the Council

List of documents before the session

Information on activities may also be included in the annual report of the Council to the General Assembly on matters calling for action by the Council.)

2. Regional commissions of the Economic and Social Council

10. The regional commissions of the Economic and Social Council assist in the economic and social development of the regions they cover and work to strengthen the economic relations of countries in the regions among

themselves and with other countries of the world. The commissions are listed below in the order of their establishment, with their respective headquarters.

Economic Commission for Europe (ECE) (1947), Geneva
Economic and Social Commission for Asia and the Pacific (ESCAP) (1947), Bangkok
Economic Commission for Latin America and the Caribbean (ECLAC) (1948), Santiago
Economic Commission for Africa (ECA) (1958), Addis Ababa
Economic and Social Commission for Western Asia (ESCWA) (1973), Amman (temporarily)

The information below applies to all regional commissions of the Economic and Social Council.

Participation: countries of the region and others interested in that region (see annual reports for current membership)

Sessions: vary according to the terms of reference (usually annual or biennial)

Rules of procedure: individual rules adopted by each commission (often reprinted in the annual report)

Terms of reference: in the Council resolution establishing the commission (often reprinted in the annual report)

Reporting:

Report to the Council (supplements to the *Official Records of the Economic and Social Council*)

Operation of sessions:

Commissions hold regular sessions

Secretariats provide services to the meetings, study problems of the regions, recommend courses of action to member Governments and specialized agencies, and carry out development projects

Commissions have established sub-committees and ad hoc committees, and hold numerous seminars, symposia and similar meetings

Documents produced:

General documents (E/acronym [ECA, ECE, ESCAP, ESCWA,LC]/-, including:

Agendas

Documents produced for items on the agenda

Limited documents for participants only:

Draft proposals

Administrative matters

Draft annual reports

Summary records of meetings when authorized

Documents for committees, subcommittees, seminars, etc.

Usually for participants only
Reports issued in commission's general symbol series
Annual economic surveys
Special reports

(Information on activities may also be included in the annual report of the Council to the General Assembly on matters calling for action by the Council.)

Annual reports:

Annual reports are issued as supplements to the *Official Records* of the Council as well as under the series of the commissions and contain:

Organizational information
Summary of activities of the session
Texts of resolutions and decisions adopted
Account of commission's activities during the year
Programme of work
List of documents issued
Report summarizing activities of all commissions provided by the United Nations Secretariat

Studies and recurrent publications (E/[acronym]/- or ST/[acronym]/- series) including:

Periodicals
Statistical series

D. Trusteeship Council

11. The Trusteeship Council supervises the administration of Trust Territories placed under the International Trusteeship System.

Participation:

The permanent members of the Security Council (China, France, the Russian Federation, the United Kingdom of Great Britain and Northern Ireland and the United States of America) and the Administering Authority

Sessions: annual and/or special sessions

Rules of procedure: T/1/Rev.6 (Sales No. 62.I.23) as amended by T/RES/2200 (LXI) of 25 May 1994.

Terms of reference: Charter of the United Nations

Reporting:

Reported annually to the General Assembly until 1975;
Reports to the Security Council on "strategic territories" (Article 83 of the Charter).

Operation of sessions:

Agenda for each session
Items discussed in plenary meetings

Documents produced:

General documents (T/-), including:

Agenda

Documents issued for discussion under items

Communications, petitions and observations (T/COM. .../-, T/PET. .../-, T/OBS. .../-)

Limited documents for participants only, including:

Draft proposals and administrative documents
Draft report

Verbatim records of plenary meetings (T/PV. ...):

Issued in masthead form for general distribution
A consolidated corrigendum relating to the totality of meetings held during the session is issued

Resolutions issued as *Supplement No. 1* to the *Official Records of the Trusteeship Council*

Sessional Fascicle of the Official Records contains important documents reissued as annexes

Reports under Article 83 of the Charter issued as special supplements to the *Official Records of the Security Council*

Annual reports issued as a supplement to the *Official Records of the General Assembly* (*Supplement No. 4*) until 1975

E. International Court of Justice

12. The International Court of Justice (ICJ) is the principal judicial organ of the United Nations. The jurisdiction of the Court covers all questions which States refer to it and all matters provided for in the Charter of the United Nations or in treaties or conventions in force.

Participation:

Fifteen judges, chosen on the basis of qualifications, not of nationality;

No two judges can be nationals of the same State;
Elected by the General Assembly and the Security Council for terms of nine years, with possibility of re-election.

Rules of procedure: Rules of Court of the International Court of Justice (I.C.J. Acts and Documents No. 5, ICJ publication, Sales No. 575) ⁵

Terms of references: Statute of the Court, an integral part of the Charter of the United Nations

Reporting: reports annually to the General Assembly

Documents produced:

Acts and documents covering the organization of the Court

Bibliography of the International Court of Justice

Annual listing of such works and documents relating to the Court as have come to its attention during the previous year

Pleadings, Oral Arguments, Documents

Published after the termination of each case and containing documentation relating to the case in the original language

Reports of Judgements, Advisory Opinions and Orders

Each decision published as soon as given, in unbound fascicles
Analytical index published yearly
Collected editions for each year, with index, obtainable bound together in one volume

Yearbook

Account of the work of the Court during the year, its organization, biographies of judges, jurisdiction of the Court, including texts, functioning and practice, list of publications

(Annual report to the General Assembly on activities is published as a supplement to the *Official Records of the General Assembly (Supplement No. 4)*)

F. Secretariat of the United Nations

13. The Secretariat of the United Nations services the other principal organs (General Assembly, Security Council, Trusteeship Council, Economic and Social Council) and administers programmes and policies laid down by them.

Head: Secretary-General

⁵ An offprint of the Rules of Court is available in French and English. Unofficial Arabic, Chinese, German, Russian and Spanish translations of the Rules are also available.

Operation: prepares the sessions of the other organs

Documents produced:

Annual report of the Secretary-General on the work of the Organization, published as a supplement to the *Official Records of the General Assembly (Supplement No. 1)* and containing comments by the Secretary-General on the year's activity

Studies and reports prepared in response to requests by other organs (symbols in the ST/- series) and documents for all bodies issued in the name of the Secretary-General or the Secretariat

Public information material, e.g., *Yearbook of the United Nations*, *United Nations Chronicle* and other pamphlets and journals providing information to the public on United Nations activities

G. Special United Nations bodies

14. Secretariat units and other special United Nations bodies have been created in response to varying needs. Some of these are enumerated below (in alphabetical order of full names).

Secretariat units:

United Nations Centre for Human Settlements (Habitat) (UNCHS)
United Nations Conference on Trade and Development (UNCTAD)
United Nations Environment Programme (UNEP)
United Nations International Drug Control Programme (UNDCP)

United Nations bodies:

Office of the United Nations High Commissioner for Refugees (UNHCR)
United Nations Children's Fund (UNICEF)
United Nations Development Programme (UNDP)
United Nations Interregional Crime and Justice Research Institute (UNICRI)
United Nations Population Fund (UNFPA)
United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA)
United Nations Research Institute for Social Development (UNRISD)
United Nations University (UNU)
World Food Programme (WFP)

The information below applies to all special United Nations bodies.

Participation: varies according to the terms of reference

Rules of procedure: individual rules adopted by each body

Terms of reference: usually in the resolution establishing the body

Operation:

Usually have an executive body of limited membership, a secretariat, and often hold regularly a conference of the full membership

Financing may come partly from the United Nations budget, partly from additional contributions

Reporting: report annually to the General Assembly or the Economic and Social Council according to the terms of reference

Documents produced:

General documents (individual symbols for each body), including:

- Agendas
- Documents for discussion
- Reports of subsidiary bodies

Limited documents, often for participants only:

- Working documents required in the operation of the bodies
- Draft proposals during the sessions
- Information documents

Summary records of meetings when authorized

Annual reports to the General Assembly or the Economic and Social Council in accordance with the terms of reference:

- Summaries of activities and sessions
- Lists of documents issued
- Texts of resolutions and decisions

Studies, newsletters, etc. on their topic of specialization issued by several of the bodies

Official Records issued by UNCTAD, including:

- Sessional fascicles
- Reports of subsidiary bodies
- Summary records of meetings
- Texts of resolutions and decisions

III. UNITED NATIONS DOCUMENTS

A. General

15. United Nations documents and publications are issued in masthead or printed form. They are identified by symbol, sales code or Official Record designation.

B. United Nations publications

16. Yearbooks, major reports and studies, proceedings of conferences and of some seminars and symposia, the volumes of the *United Nations Treaty Series* and indexes to proceedings of the main United Nations organs are issued as sales publications. For convenience in research and identification, the sales code that is carried on the

reverse of the title-page and on the back cover of each sales publication indicates the language of issue, the year of issue, the subject category (a Roman numeral, with in some cases a capital letter indicating a subdivision of the subject category) and the number of the individual title, e.g., E.80.II.C.1. The list of the subject categories is given below and in the latest issue of the *United Nations publications catalogue*.

Category

Category 0	"0" Sales Numbers, ACCIS, UNIDIR and Miscellaneous Publications
Category I	General Information and Reference
Category II.A	Business, Economics, Science and Technology
Category II.B	Economic Development
Category II.C	World Economy
Category II.D	Trade, Finance and Commerce (UNCTAD publications)
Category II.E	European Economy
Category II.F	Asian Economy
Category II.G	Latin American Economy
Category II.H	Public Administration
Category II.K	African Economy
Category II.L	Western Asian Economy
Category III.A	UNU Publications
Category III.B	UNDP Publications
Category III.C	INSTRAW Publications
Category III.D	UNEP Publications
Category III.E	UNIDO Publications
Category III.H	UNFPA Publications
Category III.K	UNITAR Publications
Category III.N	UNSDRI Publications
Category IV	Social Questions
Category V	International Law

Category VII	Political and Security Council Affairs
Category VIII	Transport and Communications
Category IX	Disarmament and Atomic Energy
Category X	International Administration
Category XI	Narcotic Drugs
Category XIII	Demography
Category XIV	Human Rights
Category XV	UNITAR Publications
Category XVI	Public Finance and Fiscal Questions
Category XVII	International Statistics
Category XX	UNICEF Publications
Category XXV	United Nations Stamps

17. The principal periodicals issued by the United Nations are also offered for sale by series. With the exception of the *United Nations Chronicle*, most periodicals carry a symbol.

C. Official Records

18. The *Official Records* comprise the records of the meetings of the General Assembly and its Main Committees, the Security Council, the Economic and Social Council, the Trusteeship Council and the Trade and Development Board of the UNCTAD, as well as the supplements and annexes to those records. Such sets have also been issued for the Human Rights Committee, under the International Covenant on Civil and Political Rights, and the meetings of the States Parties to the International Convention on the Elimination of All Forms of Racial Discrimination.

1. Meeting records

(a) Verbatim records

19. The records of plenary meetings of the General Assembly (A/session/PV. ...) are issued in printed fascicle form, each fascicle containing the records of a single meeting. These fascicles are cumulated in one or more volumes depending on the number of meetings held during a session. At the end of each session, separate fascicles containing, respectively, a list of delegations and a check-list of documents are issued. Records of meetings of the First Committee of the General Assembly (A/C.1/session/PV. ...) are issued only once in final form, subject to corrections issued in consolidated corrigenda covering a session in a sessional fascicle.

20. The verbatim records of the Security Council are issued in separate fascicles, one for each meeting.

21. The meeting records of the Trusteeship Council are issued as verbatim records. Substantive corrections are included in a single corrigendum covering the meetings of an entire session, and with the issue of the corrigendum,

the records are considered final and part of the *Official Records*. The table of contents of the meetings is included in the *Sessional Fascicle*.⁶

(b) Summary records

22. The meeting records of the Main Committees of the General Assembly are issued once in final form in separate fascicles, one for each meeting. Substantive corrections are included in a sessional fascicle for each Committee issued shortly after the end of the session. These fascicles also contain, in addition to the table of contents of the meeting records, the items allocated to each Committee.

23. The meeting records of the Economic and Social Council are issued in bound volumes, by year. Those of the Trade and Development Board of the UNCTAD, by session. These volumes contain the agenda for each session, a check-list of documents pertaining to the session and the table of contents of the meeting records. No meeting records are issued for sessional committees of the Economic and Social Council.

24. The meeting records of the International Law Commission appear in volume I of the *Yearbook of the International Law Commission*. Those of the United Nations Commission on International Trade Law appear in the *United Nations Commission on International Trade Law Yearbook*.

2. Annexes

25. Annexes are compilations of documents by agenda item number issued as an adjunct to the meeting records of a session. Each agenda item fascicle contains check-lists of documents pertaining to the item that are and are not reprinted in the fascicle. Annex fascicles are cumulated by agenda item in several volumes. In the case of special sessions and emergency special sessions of the General Assembly, however, the meeting records and the annexes are combined in one volume. The annexes to the records of the Trusteeship Council are another exception: they appear in the *Sessional Fascicle* of the Council. The documents relating to sessions of the International Law Commission are reproduced in volume II of the *Yearbook of the International Law Commission*; those relating to sessions of the United Nations Commission on International Trade Law are reproduced in the *Yearbook of UNCITRAL*. No annexes for the Economic and Social Council records have been issued since the fifty-fifth session (1973).

3. Supplements

26. The supplements to the records of the General Assembly, the Economic and Social Council, the Trusteeship Council and the Trade and Development Board of UNCTAD include the principal reports prepared for consideration at a session, such as the reports of subsidiary bodies, issued separately, and the volume of resolutions and decisions adopted at the session. They are numbered with Arabic numerals, starting each session at 1, except for the Economic and Social Council. In this latter case, the documentation has been issued on a yearly basis since 1978 and therefore supplements start each year at 1.

27. In the case of the Security Council, quarterly supplements are issued containing a compilation, arranged numerically by symbol, of the main documents issued during the period covered and a listing of other documents issued. Special supplements are issued for certain reports, such as those of ad hoc subsidiary bodies.

⁶ The *Sessional Fascicle* contains, in addition to the table of contents of the meeting records, the agenda, the list of delegations, a checklist of documents and annexes.

D. Symbols of United Nations documents

28. Symbols of United Nations documents are made up of juxtaposed elements that identify the authority under which they are issued. These elements, which are separated by oblique strokes, are composed of capital letters and figures, usually Arabic numerals. When Roman numerals are used they often indicate the number of the session or the number of the subsidiary organ (e.g. -/WG.II/-). Documents issued for or under the authority of two or more organs may carry two or more symbols, one for each organ. If a document is reissued in the printed *Official Records* or as a sales publication, it retains its symbol. A sales publication normally carries both a symbol and a sales code. Each language version of a masthead document carries the same symbol and date. For a list of symbols used, please refer to *United Nations Document Series Symbols 1946-1977* and its supplement *1978-1984*.⁷ New symbols, as they appear, are listed in *UNDOC: Current Index*, described in paragraph 86 below. See also Annex III listing the most current United Nations symbols.

Leading elements

29. The series elements of the five principal United Nations organs⁸ are:

A/- General Assembly

E/- Economic and Social Council

S/- Security Council

T/- Trusteeship Council

ST/- Secretariat

For an explanation of General Assembly document symbols since the thirty-first session, Economic and Social Council document symbols since 1978 and Security Council document symbols since 1994, see paragraphs 38 to 40 below.

30. Special series symbols have been established for certain bodies, for example:

ACC/- Administrative Committee on Coordination

AT/- United Nations Administrative Tribunal

CAT/C/- Committee against Torture (under the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment)

CCPR/- Human Rights Committee (under the International Covenant on Civil and Political Rights)

CD/- Conference on Disarmament

CEDAW/C/- Committee on the Elimination of All Forms of Discrimination against Women (under the Convention on the Elimination of All Forms of Discrimination against Women)

⁷ ST/LIB/SER.B/5/Rev.3 and Add.1 (United Nations publications, Sales No. E.79.I.3 and E.85.I.21).

⁸ The sixth principal organ, the International Court of Justice, has a different system of documentation (see paras. 12 and 55-57).

- CERD/C/-** Committee on the Elimination of Racial Discrimination (under the International Convention on the Elimination of All Forms of Racial Discrimination)
- CRC/C/-** Committee on the Rights of the Child (under the Convention on the Rights of the Child)
- DC/-** Disarmament Commission
- DP/-** United Nations Development Programme
- HS/-** United Nations Centre for Human Settlements (Habitat)
- TD/-** United Nations Conference on Trade and Development
- UNEP/-** United Nations Environment Programme

31. A special identification system is used for information material issued by the Department of Public Information of the United Nations Secretariat; it consists of the acronym for the title of the Department followed by the number (e.g., **DPI/123**). Press releases issued by the Department of Public Information are not considered official documents; they are identified by capital letters indicating the subject, followed by a number, e.g., **BIO/-** (biographies), **HR/-** (human rights), **ILO/-** (International Labour Organization). No stock of press releases is kept after 30 days. However, the Dag Hammarskjöld Library maintains a complete set of press releases in its permanent collection. Press releases are also maintained online in the **UNPRESS** database for five years, beginning in 1994 (see chap. IX on electronic sources).

Secondary elements

(a) Elements denoting the subsidiary organ

32. The documents of subsidiary organs normally carry a symbol consisting of the basic series symbol of the parent body plus one or more of the following elements:

- /AC. .../-** Ad hoc committee or similar body
- /C. .../-** Standing, permanent, main sessional committee
- /CN. .../-** Commission
- /CONF. .../-** Conference
- /GC/-** Governing Council
- /PC/-** Preparatory Committee
- /SC. .../-** Subcommittee
- /Sub. .../-** Subcommission
- /WG. .../-** Working group
- /WP. .../-** Working party

Basic series of subsidiary organs are usually numbered in the order of their establishment or convocation.

33. The documents of some subsidiary organs bear a symbol consisting of the basic series symbol of the parent body followed by the acronym of the subsidiary organ, e.g., **A/CRE/-** (Credential Committee of the General Assembly), **E/ECE/-** (Economic Commission for Europe), **E/INCB/-** (International Narcotics Control Board).

(b) Elements denoting the nature of the document

34. Other elements of the symbol may denote the nature of the document, for example:

-/CRP. ...	Conference room papers
-/INF/-	Information series
-/MIN. ...	Minutes
-/NGO/-	Documents containing communications from non-governmental organizations
-/PET/-	Petitions
-/PV. ...	Verbatim records of meetings (procès-verbaux)
-/RES/-	Masthead texts of adopted resolutions
-/RT/-	Records of testimony
-/SR. ...	Summary records of meetings
-/WP. ...	Working papers

Elements denoting modification of the text

35. Modifications of the text are indicated by the following elements, added to the symbol:

-/Add. ...	Addendum	Addition of text to the main document
-/Amend. ...	Amendment	Alteration, by decision of the competent authority, of a portion of an adopted formal text
-/Corr. ...	Corrigendum	Modification of any specific part of an existing document to correct errors, revise wording or reorganize text, whether for substantive or technical reasons
-/Excerpt		Reissue of an excerpt from a document when only that portion is required
-/Rev. ...	Revision	New text superseding and replacing that of a previously issued document. Used when the document must be reissued in its entirety, whether for substantive or technical reasons (This may be applied to any and all elements mentioned in this paragraph)
-/Summary		Summary of a report, prepared specifically to facilitate its consideration by an organ. Also used to provide a summary, in the working languages of an organ, of a technical paper issued in its entirety in the original language only.

Elements denoting distribution category

36. Distribution classifications are discussed in chapter III; there are two elements appearing with symbols which indicate a specific class of distribution:

-/L. ...	Limited
-/R. ...	Restricted

Elements denoting numbering within a documentation series

37. Since the thirty-first session of the General Assembly (1976), documents have been numbered in separate series by session, and not consecutively as had been done until the thirtieth session. The symbols include the indication of the body concerned, and the session in Arabic numerals, and the final element gives the serial number within the particular series. For example, **A/31/2** is the second in the series of general main documents for the

General Assembly at its thirty-first session and **A/C.5/31/L.22** is the twenty-second in the series of limited distribution documents for the Fifth Committee at that session. In the series of main general documents of the General Assembly, the first 50 numbers in the series are reserved for supplements to the *Official Records of the General Assembly*. Document A/31/2 is *Supplement No.2* of the *Official Records of the General Assembly, Thirty-first Session*.

38. The numbering of meeting records is similar: the 1st plenary meeting of the thirty-first session of the General Assembly is so described and its record bears the symbol **A/31/PV.1**; the 10th meeting of the Second Committee at the same session is cited as **A/C.2/31/SR.10**. Resolutions are consecutively numbered for each session; thus the fifteenth resolution adopted at the thirty-first session would be cited as *resolution 31/15* (or in indexes to United Nations documents as **A/RES/31/15**). Since the thirty-first session, decisions have also been identified by an Arabic numeral indicating the session in the same way as the resolutions. They are cited as follows:

(a) Beginning with 31/301 for elections and appointments;

(b) Beginning with 31/401 for other decisions.

39. Symbols for documents of Economic and Social Council sessions changed as of 1978. They are made up of the symbol for the parent body (E/) followed by the year the document was first submitted for consideration, followed by a sequential number (for the general series) or by the symbol for a sessional committee (C.1, C.2, etc.) Resolutions and decisions are numbered on a yearly basis, resolutions beginning each year with 1 and decisions beginning each year with 100. For example, **resolution 1980/1**, **decision 1980/100**, etc.). Following are some other examples of masthead document symbol series:

(a) Council: **E/1993/1**, **E/1993/L.1**, **E/1993/SR.1**;

(b) First Committee (economic): **E/1993/C.1/1**, **E/1993/C.1/L.1**, **E/1993/C.1/SR.1**;

(c) Second Committee (social): **E/1993/C.2/1**, **E/1993/C.2/L.1**, **E/1993/C.2/SR.1**;

(d) Third Committee (programme and coordination): **E/1993/C.3/1**, **E/1993/C.3/L.1**,
E/1993/C.3/SR.1;

(e) Information documents: **E/1993/INF/1**.

40. Security Council symbols consisted of the symbol for the parent body (S/), followed by a sequential number from 1946 to 1993. In 1994, the Security Council changed the symbol format to base symbol (S/), followed by the year of the session, followed by a sequential number beginning at one for each new year. Resolutions are numbered sequentially, but include the year of adoption in parentheses after the sequential number (e.g. **S/RES/-(year)**).

IV. CATEGORIES OF DISTRIBUTION OF DOCUMENTS AND MEETING RECORDS

41. For distribution purposes, documents and meeting records are classified in the following categories, each indicating the pattern and scope of distribution: (a) **GENERAL**; (b) **LIMITED**; and (c) **RESTRICTED**. The distribution pattern for these categories follows.

(a) The designation **GENERAL** is used on basic documents and final meeting records, including agenda, studies and reports, communications from Governments and adopted resolutions and other decisions of main organs. Documents in this category are given the widest distribution appropriate to the body concerned.

(b) The designation **LIMITED** is used on documents of a temporary nature such as draft resolutions and amendments thereto, draft reports and other action documents, and papers dealing with the order in which items will be discussed and other ephemeral matters. The primary distribution of documents in this category is limited to those likely to be immediately interested in the work of the body concerned. The substance of limited documents may, as appropriate and reasonable, be referred to or included in or annexed to the report of the body in which they were discussed. Limited documents bear the letter "L" before the serial number.

(c) The designation **RESTRICTED** is used on documents and meeting records whose contents require at the time of issuance that they not be made public. The distribution of these documents and records is determined by the originating office. Such documents bear the letter "R" before the serial number in the symbol.

42. The principles concerning the classification and declassification of documents by the Secretariat have been set forth in document **ST/AI/189/Add.16**.

Provisional texts of documents and meeting records

43. Documents, the text of which is of a provisional nature, are issued first to participants in a meeting; such documents comprise unrevised translations circulated in the course of a meeting, which are to be reissued later as formal documents, and certain meeting records that will be issued later in final, corrected form. They bear the word **PROVISIONAL** above the document symbol.

44. Consolidated corrections to the provisional records of meetings of certain bodies are issued separately. Upon issuance of the corrections, the related provisional records are considered final.

Informal conference room and working papers

45. Conference room and working papers are informal action documents issued for discussion at a meeting. They are not always assigned symbols and are **not quoted** or cited in meeting records or reports. It is the responsibility of the secretariats of organs to see to their circulation.

V. PROCEDURE FOR OBTAINING UNITED NATIONS MATERIAL ISSUED AT HEADQUARTERS ⁹

A. Official distribution

46. Documents, meeting records, **Official Records** and publications are distributed free of charge by the Distribution Section of the Office of Conference and Support Services in accordance with the general distribution policies set by the Publications Board and, where applicable, after consultation with the originating and/or responsible departments or offices, to the following:

(a) **Distribution at Headquarters:** (i) permanent missions; (ii) permanent observers; (iii) press; (iv) Secretariat; (v) meetings servicing units; (vi) sales; (vii) stock; and (viii) Library;

(b) **Distribution from Headquarters to other locations (by surface mail and/or pouch):** (i) ministries, embassies and other governmental addresses; (ii) intergovernmental organizations; (iii) non-governmental organizations in consultative status; (iv) specialized agencies and other organizations of the United Nations system;

⁹ For details on procedures to be followed by depository libraries, see *Instructions for Depository Libraries Receiving United Nations Material* (ST/LIB/13/Rev.4 and Corr.1-2)

(v) United Nations Office at Geneva, regional commissions, United Nations Conference on Trade and Development (Geneva), United Nations Environment Programme (Nairobi), United Nations Office at Vienna;
(vi) information centres; and (vii) depository libraries.

47. Official recipients do not necessarily receive all documents. Distribution policies have been established by the United Nations Publications Board defining the entitlement of each category; these policies are indicated in the distribution chart attached to document *ST/AI/189/Add.3/Rev.1*. The entitlement of depository libraries has been set forth in document *ST/LIB/13/Rev.4 and Corr.1 and 2*.

48. Recipients needing additional documents or wishing to claim items not received in the initial distribution should request them on form PS.10 from the Distribution Section, at Headquarters (see annex I) or on form PS.16 from other locations (see annex II). A supply of these forms may be obtained from the Distribution Section.

49. Recipients are asked to bear in mind the need for strict economy by limiting their requests to the minimum.

B. Daily list of documents distributed

50. The daily list of documents distributed to official recipients at Headquarters only is compiled and issued by the Editorial Service, Translation and Editorial Division. Its function is to enable recipients to check that they are receiving the documents in the series they have requested and to select other documents they may wish to order.

C. Availability of old masthead documents and *Official Records*

51. Masthead documents, including masthead meeting records, are normally available for two years after the original date of issue. *Official Records* (verbatim and summary records, annexes and supplements) are normally available for two years, with the exception of resolutions, which are kept in stock. It should be noted that all United Nations documents and *Official Records*, as well as microfiches of a selected number of items and microfilms for the period 1946 to 1992 in all languages of issue, may be consulted at the United Nations/Specialized Agencies Reference Desk of the Dag Hammarskjöld Library, room L-201 (ext. 7412). Information on material available in microform is found in paragraph 81 below.

D. Availability of documents in electronic format

52. The full text of resolutions adopted by the General Assembly (since the 38th session, 1983), the Security Council (since its 29th year, 1974), and the Economic and Social Council (since 1982) are available on the United Nations Bibliographic Information System (UNBIS). For further information see chap. IX on electronic sources.

53. Parliamentary and administrative documents issued in New York or Geneva (except UNDP and UNICEF documents) have been stored on an optical disk server since October 1993. For further information see chap. IX on electronic sources.

E. Correspondence regarding distribution of documents

54. Correspondence regarding distribution of documents should be directed as follows:

- (a) From permanent missions and all organizations in the United Nations system, to:

Chief, Distribution Section

- (b) From non-governmental organizations in consultative status with the Economic and Social Council, to:

Non-Governmental Organizations Section
Department of Policy Coordination and Sustainable Development

(c) From non-governmental organizations without status, to:

Non-Governmental Organizations Section
Department of Public Information

(d) From depository libraries, to:

The Head Librarian
Dag Hammarskjöld Library

(e) From all others, to:

United Nations Publications
Sales Section

F. Publications of the International Court of Justice

55. The publications of ICJ are distributed free of charge by the Registry of the Court on request and as required to the Governments or public services of all States entitled to appear before the Court. Correspondence relating to ICJ documentation should be addressed to:

The Registrar
International Court of Justice
Peace Palace
The Hague, 2517,
NL-Netherlands

56. The *Catalogue* of Court publications, issued in English and French, is brought up to date as of 1 January each year, either by an addendum or by a new edition. The catalogue may be obtained free of charge by writing to the United Nations Sales Section (New York or Geneva) or to the Registry of the Court. A chapter on the publications of the Court appears each year in the International Court of Justice *Yearbook*.

57. The Court distributes press communiqués, background notes and a handbook in order to keep lawyers, university teachers and students, government officials, the press and the general public informed about its work, functions and jurisdiction. The third edition of the handbook appeared at the end of 1986, on the occasion of the Court's 40th anniversary, in English and French. Arabic, Chinese, Russian and Spanish translations of that edition were published in 1990. A German version of the first edition is still available.

G. Documentation of organizations in the United Nations system

58. No documents or publications of the organizations in the United Nations system are distributed by the Secretariat of the United Nations. An extensive collection of them is maintained in the Dag Hammarskjöld Library, and selected titles are available for sale at the United Nations Bookshop, in room GA-32A, extension 7680. They are of course obtainable from the headquarters of each organization.

VI. SUGGESTIONS FOR FILING AND MAINTENANCE OF DOCUMENTS

A. Documents bearing symbols

59. In a collection consisting of one copy of each document, it is advisable to file alphabetically by series symbol, then numerically by the individual document number. The publication *United Nations Document Series Symbols 1946-1977* and its supplement *1978-1984*¹⁰ can be used as a guide (see also annex III). Where necessary, and if a second copy of each document is available, subject files may also be kept. (For current reference, agenda item files are practical.)

60. The file should be kept up to date and in good order. It is suggested that one person be placed in charge of maintaining the collection and of refiling material taken out of it for consultation or loan. It is advisable to keep a record of documents borrowed.

Corrigenda, addenda, amendments, excerpts, summaries and revisions

61. Corrigenda (Corr. ...), addenda (Add. ...), amendments (Amend. ...), excerpts and summaries should be filed following the original document. A revision (Rev. ...) supersedes the original document and its corrigenda and amendments. Where so specified, a revision may replace the original document, its corrigenda and amendments and its addenda.

Multiple symbols

62. A document that carries two or more series symbols can be filed with the series of the parent body, and a cross-reference placed in the series of the subsidiary organ to indicate where the document is filed. If the document is also a supplement to the *Official Records*, it can be filed with the *Official Records* and a cross-reference placed in each of the symbol series. Thus, document E/1980/13-E/CN.4/1408, the report of the Commission of Human Rights to the Economic and Social Council for 1980, should be filed as *Supplement No. 3* to the *Official Records of the Economic and Social Council, 1980*. Cross-references filed in place of documents E/1980/13 and E/CN.4/1408 should thus read:

E/1980/13 (E/CN.4/1408)	See ESCOR, 1980, Suppl. No. 3
E/CN.4/1408 (E/1980/13)	See ESCOR, 1980, Suppl. No. 3

B. Sales publications

63. A recipient of sales publications may choose to arrange the collection by sales code, thus achieving a broad subject classification (see para. 16 above).

64. It may be more convenient to file recurrent publications, periodicals and volumes of the *Treaty Series* by title, within the appropriate sales code, after monographs filed by year, or in a separate title sequence.

C. Other documents

65. A simple classification scheme can be devised for publications carrying neither symbol nor sales code. Assistance in working out such a scheme can be provided by the staff of the Dag Hammarskjöld Library (see para. 118 below).

¹⁰ ST/LIB/SER.B/5/Rev.3 and Add.1 (United Nations publications, Sales No. E.79.I.3 and E.85.I.21).

D. Official Records

66. The *Official Records* can be shelved immediately before or after the symbolled documents of the organ (e.g., *Official Records of the General Assembly* before or after all A/- documents), arranged as described below.

General Assembly

67. The *Official Records of the General Assembly* can be arranged within each session in the following order:

List of delegations and check-list of documents

Plenary meeting records (A/session/PV. ...) by number (bound volumes, issued later, include table of contents)

Annexes by agenda item number (cross-reference to symbol)

General Committee meeting records (A/BUR/session/SR. ...), bound volume

Main Committee meeting records:

A/C.1/session/PV. ... Sessional fascicle, followed by meeting fascicles by number

A/C.2/session/SR. ... ditto

A/C.3/session/SR. ... ditto

A/C.4/session/SR. ... ¹¹ ditto

A/C.5/session/SR. ... ditto

A/C.6/session/SR. ... ditto

Supplements by number

68. The resolutions of the General Assembly are issued as a supplement to the *Official Records* of each session and may be kept separately as a series, all sessions together or filed with the supplements. Provisional masthead versions are issued individually in the A/RES/session/- series; these should be filed in their place in the symbol file and discarded when the supplement is issued.

69. *Official Records* of special and emergency special sessions can be filed after those of the regular sessions, at the end of the series.

Security Council

70. The *Official Records of the Security Council* can be arranged within each year as follows:

Meeting records (S/PV...) by number

Supplements (quarterly) by date

¹¹ Starting with the 48th session (1993), the Special Political Committee merged with the 4th Committee.

Special supplements by number (cross-reference to symbol)

Resolutions and decisions

71. Security Council resolutions are issued individually in provisional masthead form in the series S/RES/-(year); they are then printed collectively by year and issued as a volume of the *Official Records of the Security Council*. When the printed volume is issued, the masthead documents can be discarded. The volumes may be kept separately as a series, all sessions together, or filed after special supplements, as mentioned in paragraph 70.

Economic and Social Council

72. The *Official Records of the Economic and Social Council* can be arranged within each session as follows:

(a) Up to the end of 1973:

Plenary meeting records (E/SR...) by bound volume

Annexes by agenda item number (cross-reference to symbol)

Supplements by number (cross-reference to symbol)

(b) Beginning in 1974:

Sessional check-list issued separately

Sessional volume ¹² (containing plenary meeting records, agenda and check-list of documents)

Supplements by number (cross-reference to symbol)

73. The resolutions of the Economic and Social Council appear in printed form as **Supplement No. 1** to the *Official Records* of each year. They may be kept separately as a series. All sessions together are filed with the supplements.

Trusteeship Council

74. The *Official Records of the Trusteeship Council* can be arranged within each session as follows:

Sessional fascicle

Meeting records (T/SR. ... or T/PV. ...) by number

Supplements by number (cross-reference to symbol)

Special supplements by number (cross-reference to symbol)

¹² After the fifty-fifth session, no further *Annexes* to the *Official Records* of the Council were issued.

75. The resolutions of the Trusteeship Council, which are issued in provisional masthead form in the series T/RES/- (session), appear in printed form as a *Supplement* to the *Official Records* of each session. They may be kept separately as a series, all sessions together, or filed with the supplements.

United Nations Conference on Trade and Development

76. The *Official Records* of UNCTAD can be arranged as follows:

(a) The Conferences

Plenary meetings:

E/CONF.46/SR.1-36	First Conference (1964)
TD/SR.37-81	Second Conference (1968)
TD/SR.82-119	Third Conference (1972) (beginning with the Third Conference issued as part of the printed <i>Proceedings</i>)
TD/SR.120-145	Fourth Conference (1976) (issued as part of the printed <i>Proceedings</i>)
TD/SR.146-171	Fifth Conference (1979) (issued as part of the printed <i>Proceedings</i>)
TD/SR.172-200	Sixth Conference (1983) (issued as part of the printed <i>Proceedings</i>)
TD/SR.201-220	Seventh Conference (1987) (issued as part of the printed <i>Proceedings</i>)
TD/SR.221-239	Eighth Conference (1992) (will be issued as part of the printed <i>Proceedings</i>)

Committee meetings:

	TD/session (indicated in roman numerals)
-/C.1/SR. ...	
-/C.2/SR. ...	
-/C.3/SR. ...	
-/C.4/SR. ...	
-/C.5/SR. ...	
-/C.6/SR. ...	beginning with the Third Conference

Printed proceedings (Volume I also contains observations and reservations of delegations on resolutions and decisions and, beginning with the Third Conference, the summary records of plenary meetings. Volume II and subsequent volumes cover topics dealt with. The volumes carry sales code year/II.D/-)

(b) **Trade and Development Board**

Within each session:

Meeting records	by bound volume
Annexes	by agenda item number (cross-reference to symbol)
Supplements	by number (cross indexed by symbol) (The resolutions and decisions appear in <i>Supplement No. 1.</i>)

77. Where supplements to the *Official Records* are reports of subsidiary bodies, they may be sorted by body and kept separately in a chronological series. Cross-references would then be required to indicate the filing location of these supplements. This arrangement is easier to use in research by subject. These annual reports could be filed with the symbol series for the particular body, either at the beginning or at the end of the series, e.g.:

(a) A/AC.109/-

All masthead documents

Annual reports of the Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples (supplements to the *Official Records of the General Assembly*)

(b) E/CN.4/-

All masthead documents

Annual reports of the Commission on Human Rights (supplements to the *Official Records of the Economic and Social Council*)

VII. DOCUMENTATION IN MICROFORM

78. Lack of space or difficulties in handling the documentation may prompt a recipient to change from the original paper copy to microform. Selected series of United Nations documents and publications are already available for purchase in both microfiche and microfilm form.

79. The *Official Records* of the main organs of the United Nations and volumes of the *Treaty Series*, selected documents series and yearbooks are available on microfiche. The text of the microfiche is in negative (i.e., clear text on opaque background) with the title in positive (i.e. opaque text on clear background); enlargement shows the text in positive. Each fiche is 105 mm x 148 mm (4 in. x 6 in.) in size, contains 60 frames at a reduction rate of

1/20 and is housed in an individual protective envelope coloured according to the language of the text. Moderate temperatures and a normal degree of humidity are required for safe preservation. The first offer of material in microfiche form was made in November 1972. Additional series of microfiches are expected to be offered for sale in the future as they become available.

80. Sets of United Nations documents from 1947 up to 1968 have been recorded on microfilm. They are available for consultation at the Dag Hammarskjöld Library. A 1/19 reduction rate was used on 16 mm unperforated safety film, providing approximately 1,800 document pages per reel.

81. Inquiries relating to availability of documents on microfiche or microfilm and their price, and orders, which must be placed direct and prepaid in full, should be addressed to:

For North America, Latin America,
Asia and the Pacific

United Nations Publications
Sales Section, 2 United Nations Plaza
Room DC2-853, Dept. 421,
New York, New York, 10017 USA
Telephones: 1-212-963-8302
1-800-253-9646
Fax: 1-212-963-3489

For Europe, Africa and the Middle East:

United Nations Publications
Sales Office and Bookshop,
CH-1211 Geneva 10, Switzerland
Telephones: Orders, inquiries regarding publications,
subscriptions: 41 (22) 740-0921
New accounts, trade inquiries, orders: 41 (22) 740-0964
Fax: 41 (22) 740-0931

VIII. INDEXES PUBLISHED BY THE UNITED NATIONS

A. Recurrent general indexes

Indexes covering documentation issued from 1950 to 1973

82. Between 1950 and 1973, the Dag Hammarskjöld Library issued the *United Nations Documents Index (UNDI)* in the series *ST/LIB/SER.E/-*. From 1950 to 1962, the monthly publication contained a check-list of documents issued by the United Nations, the International Court of Justice and the specialized agencies, with the exception of restricted documents and material intended for internal use. Also included was an index to these documents and a list of those issued in languages other than English. Each year, the monthly subject indexes were superseded by an annual cumulative index.

83. From 1963, the monthly issues covered only documents issued by the United Nations and the International Court of Justice and were superseded each year by a cumulative check-list arranged by document symbol and cumulative index, in the series *ST/LIB/SER.E/CUM*. The cumulative index was issued in two parts, part 1 containing a consolidation of the monthly subject indexes, and part 2 containing consolidated lists, by symbol, of all documents and publications issued during the year (including languages of issue), documents republished, sales publications and new document series symbols.

84. In a parallel operation, beginning in 1969, *UNDEX: United Nations Documents Index* was issued irregularly in two parts: Series A, Subject Index, and Series B, Country Index, in the series *ST/LIB/SER.I/A*. ... and *ST/LIB/SER.I/B*. ... These publications formed part of the *United Nations Documents Information System (UNDIS)* and are described in the next section.

Indexes covering documentation issued from 1974 to 1978

85. From 1974 to 1978 *UNDEX: United Nations Documents Index* replaced *UNDI* and was issued in three parts in the series *ST/LIB/SER.I/-*: **Series A**, Subject Index; **Series B**, Country Index, providing information on the participation of Member States in United Nations activities; and **Series C**, List of Documents Issued, containing bibliographic descriptions of all documents and publications of the United Nations, except restricted material and internal papers, and of publications of the International Court of Justice. This last series also contained information on language versions, series analysed for storage of information in computer files and series for which microfiches were produced. **Series A and B**, compiled by computer, covered a selection of documents issued and appeared in English, French, Russian and Spanish, 10 times a year, with annual cumulations for 1975 to the end of 1978. **Series C** was prepared by conventional methods and appeared in English and French 10 times a year. Each year, two issues listed the documentation as follows:

Nos. 1 and 6: General Assembly (A/- series)

Nos. 2 and 7: Economic and Social Council (E/- series)

Nos. 3 and 8: Security Council (S/- series), Trusteeship Council T/- series), publications of the International Court of Justice and sales publications

Nos. 4 and 9: Secretariat (ST/- series), regional economic commissions series

Nos. 5 and 10: Documents issued in all other series (e.g., those of UNCTAD, UNIDO, UNDP, etc.), consolidated lists of periodicals

Indexes covering documentation issued since 1979

86. Beginning in 1979, *UNDOC: Current Index*, series *ST/LIB/SER.M/-*, a product of the computer-based integrated on-line *United Nations Bibliographic Information System (UNBIS)*, succeeded *UNDEX* Series A, B and C. The publication covers United Nations documents received by the Library except restricted materials, internal studies not intended for publication or dissemination, press releases and most conference room papers. The publication is currently issued four times a year with annual cumulations on microfiche, and at present appears in English only. Each issue comprises the following 10 sections:

(a) Documents and publications

Full bibliographic citations arranged in alphanumeric order by document symbol and by session. Publications which do not bear a symbol are entered by title under the name of the issuing body. Language versions of documents and publications are indicated in a note. Each citation includes a sequential number which is used as the reference point in the subject, personal/corporate name and title indexes.

(b) Official Records

Bibliographical citations arranged by *Official Records* designator.

(c) Sales publications

Bibliographical citations arranged by sales number.

(d) Documents republished

List of documents that have been republished in the *Official Records* or elsewhere, arranged by the symbol of the original document, followed by the symbol of the document containing the republished document.

(e) **New document series symbols**

Alphanumeric list of new document series symbols, including name of the issuing body and the starting date of the new series symbol.

(f) **United Nations maps included in United Nations documents**

List of maps produced by the United Nations included in United Nations documents, arranged by map number. Each entry provides the title, symbol (if any) of the document containing the map as well as a sequential number referring to the "Documents and Publications" section.

(g) **United Nations sheet maps**

Bibliographical citations arranged by map number, or in their absence, by title.

(h) **Personal/corporate name index**

Alphabetical arrangement of personal, corporate or conference names responsible for publications, each entry providing the title, document symbol (if any) as well as a sequential number referring to the "Documents and Publications" section.

(i) **Title index**

Alphabetical list of titles of documents and publications, with the exception of meeting records. Included for each title are the document symbol (if any) and a sequential number referring to the "Documents and Publications" section.

(j) **Subject index**

Alphabetical arrangement of subject entries, each providing the title, document symbol (if any) as well as a sequential number referring to the "Documents and Publications" section.

The annual cumulations contain one additional section: **List of current periodicals.**

B. Indexes to proceedings

Indexes to proceedings covering the period from 1946 to 1949

87. A series of *Check Lists of United Nations Documents* was planned for all documents issued by the organs of the United Nations between 1946 and 1949. The following is a list showing the sections which were issued in the series **ST/LIB/SER.F/-**. Each issue provides a short parliamentary history of the organ and tables of meeting records, in addition to a list of documents issued and a subject index.

Part I: Not issued

Part II: No. 1: Security Council, 1946-1949. 1953 (**ST/LIB/SER.F/2**; Sales No.: 53.I.3)

Part III: Atomic Energy Commission, 1946-1952. 1953 (**ST/LIB/SER.F/3**; Sales No. 53.I.16)

Part IV: No. 1: Trusteeship Council, 1947-1948, 1st and 2nd sessions. 1949 (**ST/LIB/SER.F/4:1**; Sales No.: 49.I.2)

- No. 2: Trusteeship Council, 1949, 3rd session. 1949 (ST/LIB/SER.F/4:2; Sales No.: 49.I.5)
- No. 3: Trusteeship Council, 1949, 4th and 5th sess. and 1st and 2nd special sessions. 1951 (ST/LIB/SER.F/4:3; Sales No.: 51.I.17)
- Part V:**
- No. 1: Economic and Social Council, 1946-1947, 1st to 5th sessions. 1949 (ST/LIB/SER.F/5:1; Sales No.: 49.I.4)
- No. 2: Economic and Social Council, 1948, 6th and 7th sessions. 1951 (ST/LIB/SER.F/5:2; Sales No.: 51.I.27)
- No. 3: Economic and Social Council, 1949, 8th and 9th sessions. 1952 (ST/LIB/SER.F/5:3; Sales No.: 52.I.4)
- Part VI: A.**
- No. 1: Economic and Employment Commission, 1947-1949, 1st to 4th sessions. 1952 (ST/LIB/SER.F/6A:1; Sales No.: 52.I.10)
- B.**
- No. 1: Transport and Communications Commission, 1946-1949, 1st to 3rd sessions. 1951 (ST/LIB/SER.F/6B:1; Sales No.: 51.I.18)
- C.**
- No. 1: Statistical Commission, 1947-1949, 1st to 4th sessions, including Statistical Commission (Nuclear), 1946; Sub-Commission on Statistical Sampling, 1st to 3rd sessions; United Nations World Statistical Congress, 1947; Regional Meeting Of European Statisticians, 1949. 1951 (ST/LIB/SER.F/6; Sales No. 51:I.19)
- D.**
- No. 1: Commission on Human Rights, 1947-1949, 1st to 5th sessions, including Commission on Human Rights (Nuclear), 1946; Sub-Commission on Freedom of Information and of the Press, 1st to 3rd sessions, Sub-Commission on Prevention of Discrimination and Protection of Minorities, 1st and 2nd sessions. 1952 (ST/LIB/SER.F/6D:1; Sales No.: 52.I.6)
- E.**
- No. 1: Social Commission, 1946-1949, 1st to 5th sessions, including Temporary Social Commission, 1946. 1951 (ST/LIB/SER.F/6E:1; Sales No.: 51.I.20)
- F.**
- No. 1: Commission on the Status of Women, 1947-1949, 1st to 3rd sessions, including Sub-Commission on the Status of Women, 1946. 1951 (ST/LIB/SER.F/6F:1; Sales No.: 51.I.21)
- G.**
- Not issued
- H.**
- No. 1: Fiscal Commission, 1947-1948, 1st session. 1949 (ST/LIB/SER.F/6H:1; Sales No.: 49.I.6)
- No. 2: Fiscal Commission, 1949, 2nd and interim sessions. 1951 (ST/LIB/SER.F/6H:2; Sales No.: 51.I.22)
- I.**
- No. 1: Population Commission, 1947-1949, 1st to 4th sessions. 1951 (ST/LIB/SER.F/6I:1; Sales No.: 51.I.23)

Part VII: A. Not issued

B. No. 1: Economic Commission for Asia and the Far East, 1947-1949, 1st to 5th sessions. 1951 (ST/LIB/SER.F/7B:1; Sales No.: 51.I.26)

C. No. 1: Economic Commission for Latin America, 1948-1949, 1st to 2nd sessions. 1951 (ST/LIB/SER.F/7C:1; Sales No.: 51.I.28)

Part VIII: No. 1: United Nations International Children's Emergency Fund, and United Nations Appeal for Children, 1946-1949. 1953 (ST/LIB/SER.F/8:1; Sales No.: 53.I.5)

Part IX: Not issued

Indexes to proceedings since 1950

88. Since 1950, a series entitled *Index to Proceedings* has been issued under the symbol ST/LIB/SER.B/-. The issues provide a bibliographical guide to the proceedings and related documentation of sessions of four of the principal organs of the United Nations. They include the following:

- (a) List of officers of the session;
- (b) Information concerning the rules of procedure and the resolutions and decisions of the session;
- (c) Check-list of meetings;
- (d) Agenda;
- (e) Subject index listing, by topic, the documentation, action taken on the question during the session and excerpts from the operative paragraphs of the adopted resolution;
- (f) Numerical list of documents, with information on their reissuance, if any;
- (g) List of the adopted resolutions including voting information;
- (h) Voting chart.

89. The following are currently being issued, in different languages:

(a) **General Assembly (ST/LIB/SER.B/A. ...)**. One issue per session. Indexes to proceedings of the special and emergency special sessions may be issued separately or included in a separate section of the issue covering the regular session of the year they were held. Available in Arabic, Chinese, English and French.

(b) **Economic and Social Council (ST/LIB/SER.B/E. ...)**. Until the end of 1977, two issues per year, covering the two sessions of the Council. Organizational session indexes were included in the issue covering the *Index to Proceedings* of the spring session of the year and special and resumed session indexes were included in the issue covering the *Index to Proceedings* of the regular session of the year they were held. From 1978, one issue per year in Chinese and English.

(c) **Security Council (ST/LIB/SER.B/S-)**. One issue per year in Arabic, Chinese, English and French.

(d) **Trusteeship Council (ST/LIB/SER.B/T-)**. One issue per year in English only.

C. Special indexes

Indexes to resolutions

90. The indexes to resolutions in the series **ST/LIB/SER.H/-**, provide a cumulative guide to information contained in the resolutions adopted by United Nations organs and bodies. Thus far, the following have been issued, in English only;

No. 1: *Index to Resolutions of the General Assembly, 1946-1970*

No. 2: *Index to Resolutions and Other Decisions of the United Nations Conference on Trade and Development and of the Trade and Development Board, 1964-1972*¹³

No. 4: *Index to Resolutions of the Economic and Social Council, 1946-1970*

No. 5: *Index to Resolutions of the Security Council, 1946-1991*

91. Each index contains a check-list in numerical or symbol order and a subject index arranged alphabetically.

Cumulative indexes to the United Nations Treaty Series

92. The indexes to the *Treaty Series* are issued in English and French. Up to 1994, 17 indexes, covering volumes 1 to 1050, were published, each containing, for the volumes covered, the following:

- (a) A chronological listing of treaties and international agreements;
- (b) A list of general international agreements, arranged chronologically;
- (c) An alphabetical listing of names of parties and subjects.

93. In addition to the coverage in *UNDI*, *UNDEX* and *UNDOC*, some United Nations organs issue indexes of their own documentation, as follows:

Indexes to documents of the United Nations Conference on Trade and Development

94. In 1970 a *Guide to Publications*, 1969 was issued. Supplements have been issued annually to this *Guide* from 1970 on in the series **TAD/INF/PUB/-** (Since 1984, issued as **UNCTAD/GP/(year)/-**). They are arranged by subject and provide symbols, other reference numbers and titles of main reports and studies issued by UNCTAD. The *Guide* is in three sections: English, French and Spanish.

95. Since 1978, a *Daily List of UNCTAD Documents Distributed at the Palais des Nations* has been issued in Geneva. The list is by symbol, with indication of a short title and languages of issue.

¹³ See also *Index to Resolutions and Other Decisions of the United Nations Conference on Trade and Development Board, 1973-1990*. Geneva, 1992. iii, 32 p. Issued by UNCTAD.

Indexes to documents of the United Nations Children's Fund

96. UNICEF documents from 1946 to 1949 were covered in the *Check List of United Nations Documents*, Part VIII (ST/LIB/SER.F/8:1; Sales No.: 53.I.5). Two subsequent indexes have been issued: *Geographical Index to UNICEF Documents 1946-1972* (E/ICEF/INDEX/2, 1974), which lists under geographical regions and countries, symbols of documents with broad subject and date of issue, and *Index to UNICEF Documents*, Vol I, 1946-1963, Vol. II, 1963-1970 (E/ICEF/INDEX/1 and Add.1), which lists all formal documents issued by UNICEF headquarters, by numerical series symbol, indicating author, description, data and language of issue.

97. Documents issued subsequent to these indexes are indexed periodically in loose-leaf form at the close of each Executive Board session.

IX. ELECTRONIC SOURCES FOR UNITED NATIONS DOCUMENTATION

A. Online sources - United Nations

United Nations Bibliographic Information System (UNBIS)

98. The United Nations Bibliographic Information System (UNBIS) is an online information system maintained by the United Nations Dag Hammarskjöld Library. The files are currently available through the mainframe of the New York Computer Service (NYCS).

UNBIS consists of 11 online databases:

bibliographic files, containing citations to documents and publications published by United Nations bodies worldwide (since 1979), as well as citations to publications from sources outside the United Nations system (since 1980) acquired by the **Dag Hammarskjöld Library** and the **United Nations Office at Geneva Library**;

factual files, providing information about the proceedings of the deliberative organs of the United Nations, namely, the General Assembly, the Security Council, the Economic and Social Council and the Trusteeship Council, including speech citations and agenda information;

voting records, available for the General Assembly, from its 38th session (1983) and Security Council, from 1946;

resolutions (full text), adopted by the General Assembly, from its 36th session (1981), the Security Council, from its 29th year (1974) and the Economic and Social Council from 1982;

authority files, providing a trilingual list of nearly 6,500 subject terms as well as a multilingual listing of names used in UNBIS files;

reference files, providing information on agenda item numbers and titles of United Nations document series as well as dates and venues of meetings held by United Nations bodies.

99. Governments can access UNBIS by dialing into the mainframe computer of the New York Computing Service (NYCS) or by connecting through the International Computing Centre in Geneva; or by attaching through a public packet-switched data network. As of 1994, UNBIS files will also be available in a CD-ROM product (see para. 105, below). Additionally, the bibliographic files of UNBIS have been made available to external users through the Research Libraries Information Network (RLIN), operated by the Research Libraries Group (1200 Villa St., Mountain View, CA 94041-1100).

Optical disk system (ODS)

100. The United Nations optical disk system (ODS) is a storage and retrieval system for parliamentary documents that uses optical disk as the storage medium and permits high-speed transmission of documents through telecommunications links. Access to this system is available to United Nations offices, Permanent Missions to the United Nations and other government offices as appropriate, as well as other organizations of the United Nations system.

101. The system has the capacity to input documents in text form (from word processing) and/or in image form (from optical scanning). Parliamentary documents issued in Geneva and New York are available on the ODS since October 1993; selected documents are available since January 1993, except UNDP and UNICEF documents. The *Journal* and the *Daily List of Documents* issued at Headquarters are available from August 1992 onwards. The *Daily Bulletin* issued at Geneva is available from October 1993 onwards. United Nations publications (i.e., sales publications, journals, official records) are not available on the ODS.

Press releases

102. The Department of Public Information has made press releases available daily through its UNPRESS system which is mounted on the United Nations NYCS mainframe computer, as well as through several networks. The UNDP's INTERNET Gopher contains the full text of United Nations press releases since September 1993 (see also para. 103 below). United Nations press releases can also be found on TogetherNet, the network of the Together Foundation, Agora, Computer Conference System, Global Environmental Monitoring Network (GEMNET), and the Association for Progressive Communications Network (APC) and PEACENET.

United Nations documents on the INTERNET

103. The INTERNET, a worldwide telecommunications network linking millions of computers in many countries, has provided the United Nations with new opportunities to make documentation available. This is a rapidly changing environment and new networks and data are being added daily. One example of the type of system that United Nations agencies are making available on the INTERNET is the Gopher information server of the UNDP. By connecting to this Gopher server at host nywork1.undp.org/port 70, one can gain access to United Nations press releases (as mentioned above in para. 102), full text of the *Charter of the United Nations*, the *Universal Declaration of Human Rights*, reports of the Secretary-General to the Security Council (from April 1994), and selected reports of the Secretary-General to the General Assembly and Economic and Social Council, as well as, varied information concerning major United Nations conferences, such as briefing papers, country reports, agendas, final reports, etc. The UNDP Gopher also contains the full text of resolutions (same coverage as UNBIS, cited in para. 86 above). Access to other United Nations Gopher services (e.g., WHO, ITU, WORLD BANK) is also provided. Further information on United Nations system resources on the INTERNET may be found in the ACCIS publication, *The Internet : an Introductory Guide for United Nations Organizations* (ACCIS/94/1, Sales No. GV.E.94.0.12).

104. Starting in 1994, UNICEF began disseminating its public information material on the INTERNET. The UNICEF INTERNET Gopher offers full text of documents ranging from press releases to major publications. It can be accessed by TELNET, logging into host name "hqfeus01.unicef.org".

B. CD-ROM products

UNBIS Plus on CD-ROM

105. In 1994, the Dag Hammarskjöld Library of the United Nations issued the first edition of *UNBIS Plus on CD-ROM* in cooperation with Chadwyck-Healey International. This quarterly CD-ROM product incorporates all UNBIS files mentioned in paragraph 86 above, and provides easy cross-file linking. For information, contact Chadwyck-Healey International Inc., 1101 King Street, Alexandria, Va. 22314

106. *UNS/SABIR : United Nations/Selected Agencies Bibliographic Information Records* contains citations to publications of over 30 United Nations system agencies. This CD-ROM system was produced by the former Advisory Committee for the Coordination of Information Systems. Citations are primarily to publications of the agencies and not to documents. For information contact the Secretary, Information Systems Coordination Committee (ISCC), Palais des Nations, 1211 Geneva 10, Switzerland.

107. An example of a CD-ROM produced by a United Nations regional commission is *Información para el Desarrollo*. This index to the documentation of the Economic Commission for Latin America and the Caribbean (ECLAC) has been issued annually since 1991. It contains *CEPAL*, with citations to documentation of ECLAC since 1948; *CLAPLAN*, citing documents and publications on economic and social planning, environment, external debt, since 1978; *DOCPAL* (Latin American Population Documentation System), providing references on population in Latin America and the Caribbean since 1970; *AUTOR*, a name authority file of corporate bodies, conferences, projects, titles used in the ECLAC databases. For information contact ECLAC Library, Casilla 179-D, Santiago, Chile, FAX 56 2 2085051.

Special subject CD-ROMs

108. Several single subject CD-ROMs have been issued covering United Nations documentation. It is expected that this practice will continue in the future and that CD-ROM will become a more common medium for the issuance of United Nations publications.

109. *Earth Summit on CD-ROM* is a comprehensive collection of the documents of the United Nations Conference on Environment and Development (UNCED), held at Rio de Janeiro from 3 to 14 June 1992. It contains over 40,000 pages of text, including Agenda 21, the Global Partnership for Environment and Development, official statements, national and regional reports, the Preparatory Committee documents and UNCED research papers. This CD-ROM was issued as a result of cooperation between the Conference secretariat, the Canadian Centre for Occupational Health and Safety (CCOHS) and the International Development Research Centre (IDRC).

110. *Human Rights on CD-ROM* (Sales No. GV.94.0.7) was issued in 1993 and compiled by the United Nations Library, Geneva, in cooperation with the Centre for Human Rights. It contains citations to over 12,000 United Nations documents and publications issued from 1980 to 1993 concerning human rights issues.

111. *UN EARTH: The United Nations: What it is and what it does* contains information on administrative offices, information services, databases, structure and activities of the organizations of the United Nations system.

112. *UN Statistics CD-ROM* (Sales No. E.94.XVII.2) contains over 140 tables in image form as well as database format; data may be searched, rearranged and downloaded for further analysis. Data available as of 1 September 1992.

C. Specialized agencies

113. Several specialized agencies of the United Nations system provide direct online access to their documents and bibliographic databases. These include the FAO International Information System for the Agricultural Sciences and Technology (*AGRIS*), the IAEA International Nuclear Information System (*INIS*) and the ILO *LABORDOC*.

114. Further information about accessing the databases of specialized agencies and their electronic products may be obtained by contacting individual agencies directly.

CD-ROM

115. Several specialized agencies have announced their own CD-ROM products dealing with the documentation of their agencies and related subject areas. These include UNESCO, FAO, ILO and WIPO. For more information each agency should be contacted directly.

X. METHODS OF CONTROLLING THE SIZE OF FILES AND DISPOSAL OF OBSOLETE DOCUMENTS

116. Facilities (staff and space) will determine to some extent how much material to acquire and how long to keep it. Discarding is based primarily on avoidance of duplication and on the specific needs of the recipient.

117. The following material can be discarded:

- (a) Masthead versions of documents that are reproduced in the *Official Records* or in printed proceedings;
- (b) Once a revision is issued, the basic document and its corrigenda, amendments and excerpts; also its addenda, in cases where the revised version supersedes them;
- (c) Duplicate copies of documents bearing two symbols (only one copy need be kept if a cross-reference is placed under the second symbol);
- (d) Masthead documents of conferences, meetings, symposia, etc., subsequently appearing as sales publications;
- (e) Weekly, monthly, quarterly, etc., issues of publications for which a yearly cumulation has been issued;
- (f) Masthead documents of the International Law Commission, series A/CN.4/- and A/CN.4/SR. ... as well as those of UNCITRAL that are subsequently reproduced in the *Yearbook of the International Law Commission* (A/CN.4/SER.A/-), or in the *UNCITRAL Yearbook* (A/CN.9/SER.A/-), and other series reissued in a more permanent form (sales publications) such as the work of CEDAW.

XI. SERVICES OFFERED BY THE DAG HAMMARSKJÖLD LIBRARY

Reference service

118. Reference librarians in the Woodrow Wilson Reading Room (L-201) assist readers to locate materials and provide reference and bibliographical services. Telephone inquiries should be made to 963-7412. A special line has

been set up to provide United Nations reference service to the non-United Nations community; telephone inquiries should be made to 963-1457.

Copying service

119. Copies of out-of-print documents needed for official purposes are available through the Collection Management Group (room L-260) at a nominal charge.

Advice and assistance

120. If problems are encountered in organizing a collection of United Nations materials, assistance can be provided by the staff of the Dag Hammarskjöld Library either at the Library or on the premises where the collection is located. Advice and assistance can be requested by writing to:

The Head Librarian
Dag Hammarskjöld Library
United Nations,
New York, N.Y. 10017

XII. USE OF UNITED NATIONS DOCUMENTS FOR RESEARCH PURPOSES

121. In using United Nations documents for research, it is advisable to proceed from the highest organ to the lowest subsidiary body, from the general to the specific and from current to retrospective. The following steps may provide guidance in a subject search.

(a) A general manual should be consulted for the background of a topic. For an approach by subject, *Everyone's United Nations* should be used (see chap. I, para. 1).¹⁴

(b) Having determined a time period in step (a), the *Yearbook of the United Nations* for the relevant year(s) should be consulted for summaries of action on a question and for selected documentary references.

(c) For comprehensive documentary references, there are two approaches:

(i) If the topic is one obviously discussed by the General Assembly, the Security Council, the Economic and Social Council or the Trusteeship Council, the relevant *Index to Proceedings* should be consulted (see chap. VIII);

(ii) If the topic is more general, *UNDOC*, *UNDEX*, *UNDI* or *Check List* (see chap. VIII) subject indexes of the appropriate year should be consulted.

(d) The documentary references obtained should be sifted to determine the organ and subsidiary organs that have most specifically treated the substantive aspects of the topic and the developments and action taken should be followed through the annual and sessional reports of the organ(s) so identified. The "List of documents" considered by an organ is often appended to its reports. This may be used to identify reports and papers on even more specific aspects of a question.

¹⁴ An approach by organ is available through a publication issued annually by the New Zealand Ministry of Foreign Affairs, Wellington, entitled *United Nations Handbook* (ISSN 0110-1951).

(e) Current developments may be followed in the latest issues of *UNDOC*, in the *United Nations Chronicle* and in the daily papers.

122. An awareness and understanding of the construction of United Nations sales numbers and symbols, as explained in chapter III, will provide the most efficient use of the documentary references available. It is especially important to recognize that "SR" or "PV" in a symbol indicates that it is the record of a debate and will contain, either summarized or in full, statements or speeches made by participants in meetings and will not contain texts of resolutions or of reports. Symbols containing "L" before the final sequential number may be recognized as identifying documents containing texts of draft resolutions and decisions, among other administrative documents for limited distribution to participants in meetings. Reports and studies will have symbols consisting of the main and subsidiary elements identifying issuing bodies, followed only by a sequential number. It is thus possible to sort and choose the principal documents for search.

123. Certain documents, particularly those of the General Assembly, are reissued in *Official Records*, as described in chapter II. In libraries receiving only "printed publications" this may be the only material available. Annexes, debates and supplements can provide substantial information on a topic.

124. The United Nations publishes a series of yearbooks, statistical as well as narrative. These are all issued as publications with a sales number and appear in the *United Nations Publications Catalogue*. The appropriate subject category (as explained in chap. III) will be listed in the most recent catalogue and will give documentary references to these yearbooks. It will also list major studies and reports on the subjects published by the United Nations. The United Nations Headquarters Library has issued a guide, *United Nations Sales Publications 1972-1977: Cumulative list with indexes*¹⁵ which contains a list by sales number with indexes giving access by subject, title, author and United Nations document symbols, for the years indicated.

125. Information on methodology in certain subject areas such as statistics and demography can often be found in the documentation for the functional commissions of the Economic and Social Council (see list in chap. II, para. 10). The lists of documents usually included in the annual reports of the bodies should be checked.

126. UNCTAD and UNEP issue documents on many specialized subjects. Awareness of the subjects dealt with in their committees and other subsidiary bodies will provide access to such documentation in studies, annual reports and other publications. Research may start in annual reports found in the supplements to the *Official Records of the General Assembly*.

127. Once the documents have been received, further references will be found in the text and footnotes. More detailed information on using United Nations material in research can be found in works listed in the bibliography at the end of this guide.

¹⁵ ST/LIB/SER.B/27 (United Nations publication, Sales No. E.78.I.10).

ANNEX I

REQUEST FOR DOCUMENTS

No.	LINE ITEMS	No. DOCUMENTS	SUBMIT IN DUPLICATE		
TO: DISTRIBUTION SECTION, PUBLISHING SERVICE		DELEGATION REQUESTS TO: ROOM 1B-60 Ext. 7373	DEPARTMENT REQUESTS TO: ROOM 1B-44 Ext. 7367		
Date wanted:	Delegation or Department:	Location / Room			
Will call:	Requestor:	Ext.:	Date:		
Item	QUANT.	LANG.	LIST EACH DOCUMENT SEPARATELY	SEE CODE BELOW	REMARKS (For Use of Publishing Service)
1					
2					
3					
4					
5					
6					
7					
8					
9					

- | | | | |
|-----------------------|---|------------------------------------|---|
| A. Restricted/Limited | D. Superseded, see remarks | H. Supplied as Available | M. "Provisional" - available to participants only |
| B. Out of print/stock | E. Appears in Official Records, see remarks | I. Not a U.N. document | N. Please Clarify Request |
| C. Will be forwarded | F. Will appear in future | J. Not issued | O. Not Distributed From Headquarters |
| | G. Departmental Publication | K. Advance distribution | |
| | | L. Reference copies available only | |

PS.10 (6-66)

Notes

1. Do not fill out the shaded portions of the form.
2. Items should be listed in sequence within each category, one item to a line, and the language or languages required should be indicated in each case. Languages should be abbreviated as follows: A, Arabic; C, Chinese; E, English; F, French; R, Russian; S, Spanish.
3. Documents should be listed as follows:

Masthead documents by symbol;
 Periodicals by title, volume year, issue number;
 Sales publications by sales code only;
 Volumes of the *United Nations Treaty Series* by series title and volume number;
Official Records by:

indication of organ (GAOR, ESCOR, SCOR, TCOR, TDBOR);
 session number or, in the case of the Security Council and the Economic and Social Council, year;
 volume title and other necessary information (e.g., Plenary Meetings, First Committee etc., followed by meeting number; Annexes; Supplement No. ...).

ANNEX II

REQUEST FOR DOCUMENTS						SUBMIT IN QUADRUPPLICATE
TO: DISTRIBUTION SECTION, PUBLISHING SERVICE 1B-44						
NO.		LINE ITEMS			NO. DOCUMENTS	
NAME AND ADDRESS FOR DELIVERY Jawaharlal Nehru Library University of Bombay Vidyanagari, Santacruz (East) Bombay 400098 INDIA		DATE WANTED	DELEGATION OR DEPARTMENT			LOCATION/ROOM
		WILL CALL	REQUESTOR		TEL. NO.	DATE
		SEND VIA	APPROVED	PCKG. NOS.	BY	VIA
Item	QUANT.	LANG.	LIST EACH DOCUMENT SEPARATELY BY SYMBOL / SALES NO.	SEE CODE BELOW	REMARKS (For Use of Publishing Service)	
1	1	E	A/48/851			
2	1	E	A/C.5/48/1			
3	1	E	E/1994/33			
4	1	E	S/INF/46			
5	1	E	T/1983			
6	1	E	ESCOR, 1989, Plenary Meetings, V.1			
7	1	E	ESCOR, 1993, Suppl. No. 2			
8	1	E	GAOR, 47th sess, Annexes (Vol.2)			
9	1	E	GAOR, 47th sess., Suppl. No. 11, Addendum			
10	1	E	GAOR, 47th sess., Suppl. No. 20, Corrigendum			
11	1	E	SCOR, 48th year, Special Suppl. No. 1			
12	1	E	TCOR, 60th sess., Suppl. No. 1			
13	1	E	TDBOR, 39th sess., Suppl. No. 2			
14	1	E	E.93.I.3			
15	1	E/F	E/F.92.II.K.7			
16	1	E	U.N. Chronicle, Vol. 31, No. 2			
17	1	E/F	United Nations Treaty Series, Vol. 1275			
18	25	E	P.S.16 form "Request for Documents"			
19						
20						
A. Restricted/Limited		E. Appears in Official Record, see remarks		J. Not issued		N. Please Clarify Request
B. Out of print/stock		F. Will appear in future Official Records		K. Advance distribution only		O. Departmental Publication
C. Will be forwarded when available		I. Not a U.N. document		L. Reference copies available only		P. Not distributed from Hq.
D. Superseded, see remarks				M. "Provisional" - available to participants only		Q. Supplied As Available
						R. Sales Only
Shipment or mailing of the above is approved: via <input type="checkbox"/> Air* <input type="checkbox"/> Pouch* <input type="checkbox"/> Surface <input type="checkbox"/> Att. list.						
*Certifying Officer: _____			DCS Approving Officer: _____			
FOR USE OF MAIL OR SHIPPING UNIT						
WEIGHT	COST	DATE DISPATCHED	VIA (MODE OF DISPATCH)	ALLOTMENT CHARGED		
NO. LABELS _____						
Date: _____			Mail or Shipping Officer: _____			

ANNEX III

SYMBOL SERIES OF MAJOR UNITED NATIONS BODIES

The General Assembly documents should be filed by session.

A/sess./-

A/INF./sess./-

A/sess./L.-

A/sess./PV.-

A/BUR/sess./-

A/CRE/sess./-

A/C.1/sess./-

First Committee (Disarmament and International Security Committee)

A/C.1/sess./INF.-

A/C.1/sess./L.-

A/C.1/sess./PV.-

A/C.2/sess./-

Second Committee (Economic and financial Committee)

A/C.2/sess./INF.-

A/C.2/sess./L.-

A/C.2/sess./SR.-

A/C.3/sess./-

Third Committee (Social, Humanitarian and Cultural Committee)

A/C.3/sess./INF.-

A/C.3/sess./L.-

A/C.3/sess./SR.-

A/C.4/sess./-

Fourth Committee (Special Political and Decolonization Committee) (starting with Forty-eighth session)

A/C.4/sess./INF.-

A/C.4/sess./L.-

A/C.4/sess./SR.-

A/C.5/sess./-

Fifth Committee (Administrative and Budgetary Committee)

A/C.5/sess./INF.-

A/C.5/sess./L.-

A/C.5/sess./SR.-

A/C.6/sess./-

Sixth Committee (Legal Committee)

A/C.6/sess./INF.-

A/C.6/sess./L.-

A/C.6/sess./SR.-

A/SPC/sess./- Starting with the 48th session, the Special Political Committee merged with the Fourth Committee

A/SPC/sess./INF.-

A/SPC/sess./L.-

A/SPC/sess./SR.-

A/RES/sess./-

A/S-11/- General Assembly - 11th special session

A/S-12/- General Assembly - 12th special session

A/ES-6/- General Assembly - 6th emergency special session

A/ES-7/- General Assembly - 7th emergency special session

A/ES-8/- General Assembly - 8th emergency special session

The General Assembly is assisted in its work by the Commissions, Committees and Conferences established by it:

- continuing bodies holding sessions:

A/AC.96/- Executive Committee of the Programme of the United Nations High Commissioner for Refugees

A/AC.105/- Committee on the Peaceful Uses of Outer Space

A/AC.105/C.1/- Scientific and Technical Subcommittee

A/AC.109/- Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples (also called Decolonization Committee or Committee of 24)

A/AC.115/- Special Committee against Apartheid (ceased in 1994)

A/AC.121/- Special Committee on Peace-Keeping Operations

A/AC.131/- United Nations Council for Namibia (ceased in 1990)

A/AC.145/- Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs in the Occupied Territories

A/AC.145/RT.- Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs in the Occupied Territories. Record of Testimony

A/AC.159/-	Ad Hoc Committee on the Indian Ocean
A/AC.172/-	Committee on Conferences
A/AC.183/-	Committee on the Exercise of the Inalienable Rights of the Palestinian People
A/AC.230/-	Preparatory Committee for the Third Special Session of the General Assembly Devoted to Disarmament (1986)
A/AC.231/-	Ad Hoc Committee of the Whole of the General Assembly on the Review and Appraisal of the United Nations Programme of Action for African Economic Recovery and Development 1986-1990 (1988)
A/AC.232/-	Ad Hoc Committee of the Whole for the Preparation of the International Development Strategy for the Fourth United Nations Development Decade (1989)
A/AC.233/-	Preparatory Committee of the Whole for the Special Session of the General Assembly Devoted to International Economic Cooperation (1989)
A/AC.234/-	Hearings on the Oil Embargo against South Africa (1989)
A/AC.235/-	Preparatory Committee of the Whole for the Special Session of the General Assembly (on the Question of International Cooperation against Illicit Production, Supply, Demand, Trafficking and Distribution of Narcotic Drugs) (1989)
A/AC.236/-	Intergovernmental Group to Monitor the Supply and Shipping of Oil and Petroleum Products to South Africa (1990)
A/AC.237/-	Intergovernmental Negotiating Committee for a Framework Convention on Climate Change (1991)
A/AC.238/-	Ad Hoc Committee of the Whole on the Final Review and Appraisal of the United Nations Programme of Action for African Economic Recovery and Development 1986-1990 (1991)
A/AC.239/-	Intergovernmental Working Group on the Creation of an Effective International Crime Prevention and Criminal Justice Programme (1991)
A/AC.240/-	Preparatory Committee for the Fiftieth Anniversary of the United Nations (1992)

- A/AC.241/-** Intergovernmental Negotiating Committee for the Elaboration of an International Convention to Combat Desertification in those Countries Experiencing Serious Drought and/or Desertification, particularly in Africa (1993)
- A/AC.242/-** Ad Hoc Committee on the Elaboration of an International Convention dealing with the Safety and Security of United Nations and Associated Personnel (1994)
- A/AC.243/-** Ad Hoc Intergovernmental Working Group of Experts Established pursuant to General Assembly Resolution 48/218 (Alleged cases of fraud in the United Nations) (1994)
- A/CN.2/-** Committee on Contributions
- A/CN.4/-** International Law Commission
- A/CN.9/-** United Nations Commission on International Trade Law (UNCITRAL)
- A/CN.10/-** Disarmament Commission
- A/CN.11/-** Intergovernmental Committee on Science and Technology for Development (ceased in 1989)
- Special Conferences on one subject:
- A/CONF./-**
- A/CONF.144/-** Eighth United Nations Congress on the Prevention of Crime and the Treatment of Offenders (1990)
- A/CONF.147/-** Second United Nations Conference on the Least Developed Countries (1990)
- A/CONF.151/-** United Nations Conference on Environment and Development (1992)
- A/CONF.156/-** Ministerial Meeting on the Creation of an Effective United Nations Crime Prevention and Criminal Justice Programme (1991)
- A/CONF.157/-** World Conference on Human Rights (1993)
- A/CONF.158/-** United Nations Pledging Conference for Development Activities (1991)

A/CONF.159/-	Ninth United Nations Pledging Conference for the World Disarmament Campaign (1991)
A/CONF.160/-	United Nations Pledging Conference for Development Activities (1992)
A/CONF.161/-	Tenth United Nations Pledging Conference for the World Disarmament Campaign (1992)
A/CONF.162/-	United Nations/International Maritime Organization Conference of Plenipotentiaries on a Draft Convention on Maritime Liens and Mortgages (1993)
A/CONF.163/-	Pledging Conference on the United Nations/Food and Agricultural Organization of the United Nations World Food Programme (1992)
A/CONF.164/-	United Nations Conference on Straddling Fish Stocks and Highly Migratory Fish Stocks (1993-1994)
A/CONF.165/-	United Nations Conference on Human Settlements (Habitat II) (1996)
A/CONF.166/-	World Summit for Social Development (1995)
A/CONF.167/-	Global Conference on the Sustainable Development of Small Island Developing States (1994)
A/CONF.168/-	United Nations Pledging Conference for Development Activities (1993)
A/CONF.169/-	Ninth United Nations Congress on the Prevention of Crime and the Treatment of Offenders (1995)
A/CONF.170/-	Eleventh United Nations Pledging Conference for the United Nations Disarmament Information Programme (1993)
A/CONF.171/-	International Conference on Population and Development (1994)
A/CONF.171/PC/-	International Conference on Population and Development (1994), Preparatory Committee
A/CONF.172/-	World Conference on National Disaster Reduction (1994)
A/CONF.172/PC/-	World Conference on National Disaster Reduction (1994), Preparatory Committee.

ACC/-	Administrative Committee on Coordination
BWC/SPC/-	Special Conference of the States Parties to the Convention on the Prohibition of the Development, Production and Stockpiling of Bacteriological (Biological) and Toxin Weapons and their Destruction (1994)
CAAS/C/-	Commission against Apartheid in Sports
CAAS/SP/-	International Convention against Apartheid in Sports, Meeting of the States Parties
CAT/C/-	Committee against Torture
CAT/SP/-	Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment, Meeting of the States Parties
CCPR/C/-	Human Rights Committee
CD/-	Conference on Disarmament
CEDAW/C/-	Committee on the Elimination of Discrimination against Women
CEDAW/SP/-	Convention on the Elimination of All Forms Discrimination against Women, Meeting of the States Parties
CRC/C/-	Committee on the Rights of the Child
DP/-	United Nations Development Programme (UNDP)
E/-	Economic and Social Council (1946-1977)
E/year/-	Starting in 1978
E/year/INF./-	
E/year/L.-	
E/year/RES.-	
E/year/SR.-	
E/AC./-	
E/AC.51/-	Committee for Programme and Coordination
E/AC.54/-	Committee for Development Planning
E/AC.70/-	Open-ended Working Group on the Review of Arrangements for Consultations with Non-Governmental Organizations

- Standing Committees and expert bodies:

E/C.2/-	Committee on Non-governmental Organizations
E/C.7/-	Committee on Natural Resources
E/C.10/-	Commission on Transnational Corporations
E/C.11/-	Commission on Human Settlements (ceased 1979) (continued by HS/-)
E/C.12/-	Committee on Economic, Social and Cultural Rights
E/C.13/-	Committee on New and Renewable Sources of Energy and on Energy for Development

- Functional Commissions:

E/CN.3/-	Statistical Commission
E/CN.4/-	Commission on Human Rights
E/CN.5/-	Commission for Social Development
E/CN.6/-	Commission on the Status of Women
E/CN.7/-	Commission on Narcotic Drugs
E/CN.9/-	Population Commission
E/CN.15/-	Commission on Crime Prevention and Criminal Justice
E/CN.16/-	Commission on Science and Technology for Development
E/CN.17/-	Commission on Sustainable Development
E/CN.17/ISWG.I/-	Commission on Sustainable Development. Inter-Sessional Ad Hoc Open-Ended Working Group on Technology Transfer and Cooperation
E/CONF./-	
E/CONF.76/-	International Conference on Population (1984)
E/CONF.84/-	International Conference on Population and Development (1994) - changed to A/CONF.171/-

E/CONF.85/-	Sixth United Nations Conference on the Standardization of Geographical Names (1992)
E/CONF.86/-	Fifth United Nations Regional Cartographic Conference for the Americas (1993)
E/ECA/-	Economic Commission for Africa
E/ECE/-	Economic Commission for Europe
E/ECLAC/-	Economic Commission for Latin America
E/ESCAP/-	Economic and Social Commission for Asia and the Pacific
E/ESCWA/-	Economic and Social Commission for Western Asia
E/ICEF/-	United Nations Children's Fund
HRI/-	International Human Rights Instruments
HS/-	Human Settlements
ID/-	United Nations Industrial Development Organization (specialized agency (1986))
LOS/-	Law of the Sea
LOS/PCN/-	Preparatory Commission for the International Seabed Authority and for the International Tribunal for the Law of the Sea
LOS/PCN/SCN.1/-	Preparatory Commission for the International Seabed Authority and for the International Tribunal for the Law of the Sea. Special Commission 1
LOS/PCN/SCN.2/-	Preparatory Commission for the International Seabed Authority and for the International Tribunal for the Law of the Sea. Special Commission 2
LOS/PCN/SCN.3/-	Preparatory Commission for the International Seabed Authority and for the International Tribunal for the Law of the Sea. Special Commission 3
LOS/PCN/SCN.4/-	Preparatory Commission for the International Seabed Authority and for the International Tribunal for the Law of the Sea. Special Commission 4

NPT/CONF./-	Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons
NPT/CONF.1995/PC-	Preparatory Committee for the 1995 Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons
PTBP/CONF./-	Amendment Conference of the States Parties to the Treaty Banning Nuclear Weapon Tests in the Atmosphere, in Outer Space and Under Water (1991)
S/-	Security Council (until 1993)
S/year/-	Starting in 1994
S/PRST/year/-	Statements by the President of the Security Council (starting 1994)
S/PV.-	
S/RES/year/-	
S/AC.25/-	Security Council Committee established by resolution 661 (1990) concerning the Situation between Iraq and Kuwait (1990)
S/AC.26/-	Governing Council of the United Nations Compensation Commission (1991)
S/AC.27/-	Security Council Committee established pursuant to resolution 724 (1991) concerning Yugoslavia (1991)
S/AC.28/-	Security Council Committee established pursuant to resolution 748 (1992) concerning the Libyan Arab Jamahiriya (1992)
S/AC.29/-	Security Council Committee established pursuant to resolution 751 (1992) concerning Somalia (1992)
S/AC.31/-	Security Council Committee established pursuant to resolution 684 (1993) concerning the situation in Angola (1993)
S/AC.32/-	Security Council Committee established by resolution 918 (1994) concerning Rwanda
S/C.1/-	Committee of Experts on Rules of Procedure
S/C.2/-	Committee on the Admission of New Members
ST/-	Secretariat

ST/ESA/-	<p>Changed to DIESA, changed to DESD. Three new departments deal with economic and social issues:</p> <p>Department of Development Support and Management Services (DDSMS)</p> <p>Department of Economic and Social Information and Policy Analysis (DESIPA)</p> <p>Department of Policy Coordination and Sustainable Development (DPCSD)</p>
[ST/]ESA/STAT/AC.37/-	Inter-Governmental Working Group on the Advancement of Environment Statistics (1990)
T/-	Trusteeship Council
TD/-	UNCTAD
TD/B/-	Trade and Development Board
UNEP/-	United Nations Environment Programme

SELECTED BIBLIOGRAPHY OF GUIDES TO UNITED NATIONS DOCUMENTATION

Advisory Committee for the Coordination of Information Systems. *Books in Print of the United Nations system*. 1st edition, compiled by the Advisory Committee for the Coordination of Information Systems (ACCIS), 1991, 721p., sales no. GV.E.92.0.18

The first edition of *Books in Print of the United Nations System (UNPIB)* is a comprehensive listing of over 14,000 United Nations system publications which are available from United Nations sales offices, United Nations co-publishers and external publishers who publish for the system. UNBIP draws together in one common format information on the books, reports, manuals and other publications of the United Nations system which are in front and available to the public. UNBIP has four indexes: by title, series, organization and ISBN and two source lists: Sales offices/Agents and Publishers.

_____, *Optical Storage: An overview of the Technology and Its Use within the United Nations System*. New York: United Nations, 1993. v, 114 p. ACCIS/93/04; Sales No. GV.E.93.0.7.

Surveys storage media in general, optical storage media in particular, and the United Nations system's use of optical storage media. Includes recommendations, glossary, and bibliography.

_____, *Strategic Issues for Electronic Records Management: Towards Open Systems Interconnection*. xv, 126 p. Sales No. GV.E.92.0.13.

Provides an overview of electronic records management in the United Nations system, an examination of open systems interconnection standards, and a set of recommendations for the adoption of standards and for future activities. Prepared by the ACCIS Working Group on Electronic Records Management Issues and Standards.

The complete reference guide to United Nations sales publications, 1946-1978. Pleasantville, NY: UNIFO Publishers, 1982. -2V.

Volume 1. The catalogue / Compiled and edited by Mary Eva Birchfield - Volume 2. Indexes: sales number index, title index / compiled by Mary Eva Birchfield. Key-word-in-context index / compiled by Jacqueline Coolman.

Fermann, Gunnar. *Bibliography on International Peacekeeping*. Dordrecht; Boston; London: Nijhoff, 1992. xiii, 291 p.

Has 1,148 entries, some annotated, for books, reports and articles in periodicals. Arranged as follows: general; theoretical and conceptual; case studies; reviews of operations conflicts, missions and institutions; biographies and memoirs; book reviews; documentary collections; and bibliographies. Includes subject and general (author and source) indexes, and lists of source journals and yearbooks.

Finley, Blanche. *The structure of the United Nations General Assembly: its committees, commissions and other organisms 1946-1973*. Dobbs Ferry, NY, Oceana Publications, Inc., 1977. 3 V.

Subsidiary organs of the General Assembly are described historically, including details on terms of reference, membership and action taken. Document series symbols are provided for reference.

_____, *The structure of the United Nations General Assembly: an organizational approach to its work, 1974-1980s*. [New ed.] White Plains, NY: UNIPUB/Krause International Publications, 1988, 2 v.

Complements the preceding entry.

Hajnal, Peter I. *Guide to United Nations organization, documentation and publishing for students, researchers, librarians*. Dobbs Ferry, NY, Oceana Publications, Inc., 1978. xxx, 450 p.

Contains details on structure and functions of the United Nations organs; types of documents; use, acquisition and organization of materials; annotated bibliography of works by and about the United Nations. A separate section is provided for material of the specialized agencies.

_____, comp. *Directory of United Nations Documentary and Archival Sources*. Hanover, NH: Academic Council on the United Nations System; Millwood, NY: Kraus International Publications; New York: United Nations, 1991.

Complements and updates the preceding entry.

_____, ed. *International information: documents, publications, and information systems of international governmental organizations*. Englewood, CO: Libraries Unlimited, 1988. xxix, 339 p.

Halpern, Shanna L. *The United Nations Conference on Environment and Development: Process and Documentation*. Reports and Papers, 1993, No. 2. [Providence, RI:] Academic Council on the United Nations System, 1993. 59 p.

Discusses the background of and preparations for the 1992 Rio de Janeiro conference and presents a chronological, annotated list of documents that constitute a set of "travaux préparatoires" for the Conference. Includes selected bibliography of background material.

International Documentation. Edited by Pierre Pelou. Calne, Wiltshire, Eng.: Infonortics, 1991. x, 274 p.

Surveys documentation, publication and information activities of a number of international organizations within and outside the United Nations system, with special emphasis on libraries. In four parts: (a) "Profiles of the information organizations", discusses the United Nations, ILO, WHO, the Organization of American States, the European Communities and the International Committee of the Red Cross; (b) "Information processing", first addresses theoretical questions of documentation, then details problems of terminology, thesaurus construction, information products and indexes, and reference service; (c) "New technologies and information", covers database production and dissemination in ILO, computerization of the WHO and United Nations Geneva libraries, compact disc (CD-ROM), and open systems interconnection; and (d) "Information policy," deals with international documentation in French, the coordination of United Nations information systems, and the Association of International Libraries. Includes index and bibliographies.

New Zealand. Ministry of Foreign Affairs. *United Nations Handbook*, 1961- . Wellington, 1961- (updated every year)

Annual publication giving detailed establishment and membership information for organs of the United Nations system, including the specialized agencies.

Resolutions and statements of the United Nations Security Council (1946-1992): a thematic guide. Edited by Karel C. Wellens. 2nd enl. ed. Dordrecht; Boston: M. Nijhoff; Norwell, MA, United States of America: Distributors for the United States and Canada, Kluwer Academic, c1993. 963 p.

Compilation of Security Council resolutions and decisions, and statements of Council Presidents on substantive issues. Arranged in geographical thematic classes. Also includes chronological list of resolutions, composition of the Council and list of matters of which the Council was seized as of 1992.

United Nations Association of the United States of America. *Reference guide to the United Nations*. New York, 1978-

Contains loose-leaf pages on United Nations organs giving brief information on the headquarters, members, budget, staff size, role in the United Nations system, organization and subsidiary organs. Annual supplements.

United Nations. Centre for Documentation on Refugees. **EXCOM** in Abstracts: *Bibliographic Description of Documentation of UNHCR's Governing Bodies and Major International Conferences, 1951-1990*. Geneva: UNHCR, 1990.

United Nations. Centre for Human Rights. *United Nations Reference Guide in the Field of Human Rights*. New York: United Nations, 1993. ix, 124 p. ST/HR/6; Sales No. E.93.XIV.4.

Check-list of 570 entries (many listed under several headings) for human rights documents and publications issued by the United Nations, UNESCO, ILO, WHO, UNITAR, UNHCR and CEDAW. In nine parts: (a) self-determination; (b) economic, social and cultural rights; (c) civil and political rights; (d) equality and nondiscrimination; (e) rights of other groups and individuals; (f) other human rights issues; (g) threats and violations of human rights; (h) the United Nations and human rights; and (i) other organizations and human rights. Each entry gives the title of the document or publication, and document series symbol or other bibliographic identification; many entries provide the names of personal or corporate authors. Includes alphabetical index.

United Nations. Office of Conference Services. *Country Names. States Members of the United Nations, Members of the Specialized Agencies or Parties to the Statute of the International Court of Justice*. Terminology Bulletin No. 345. New York: United Nations, 1993. 151 p. ST/CS/SER.F/345; Sales No. A/C/E/F/R/S.93.I.18.

Lists names of 187 States in English, French, Spanish, Russian, Chinese and Arabic. Includes annexes showing dates of admission to United Nations membership, and indexes in English, French, Spanish, Russian, Chinese and Arabic. Updated by corrigenda and other notes.

United Nations Institute for Disarmament Research. *Index to the Chemical Weapons Convention*. By A. Walter Dorn. Research Paper, No. 18. New York: United Nations, 1993. v, 66 p. UNIDIR/93/22; Sales No. GV.E.93.0.13.

Alphabetical subject index to over 1,000 topics and subtopics covered by the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on Their Destruction. References are to articles in the Convention, annexes or Text on the Establishment of the Preparatory Commission. Includes table of contents of the Convention, and other reference material.

Who's Who in the United Nations and Related Agencies. 2d ed. Edited by Stanley R. Greenfield. Prepared in cooperation with the United Nations. Detroit, Mich.: Omnigraphics, 1992. xxvii, 850 p.

Gives brief biographies of some 3,000 senior officials (P-5 and above) of the secretariats of organizations in the United Nations system and members of diplomatic missions to the United Nations who served during 1991. Also provides directory information for the United Nations system and for permanent missions, lists of depository libraries and of United Nations associations, and other reference material. Includes biographical indexes by organization and by nationality.

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