



Secretariat

IC/Geneva/2004/8
6 February 2004

Distribution:

1 copy per staff member
Permanent Missions and
Specialized agencies

INFORMATION CIRCULAR No. 8

Subject: Availability of official documents on line

1. The purpose of the present information circular is to inform staff members of new arrangements regarding availability, in hard copy and online, of official documents issued by the United Nations Secretariat both at Headquarters and at Geneva. Since 15 November 2002, with the launch of the electronic version of the *Journal of the United Nations* (<http://www.un.org/Docs/journal/En/lateste.pdf>) which provides hyperlinks to all language version of documents listed therein, and the inclusion in the *Journal* of a hyperlinked daily list of documents issued at Headquarters, staff members at all duty stations may download documents listed in and hyperlinked to the *Journal*.
2. With effect from 16 February 2004, distribution in hard copy to Geneva-based Secretariat staff members of documents issued by the Secretariat both at Headquarters and at Geneva will cease. This decision is a result of a newly introduced electronic means of facilitating online access to documents. This new facility is in addition to the Officials Documents System (ODS). Staff members may download documents by using the following electronic address: <http://intranet.unog.un.org/admin/tools/GetCirculars.asp?Action=Go&lang>
3. Officials currently receiving hard copies of official documents and publications may continue to receive them, upon request, by contacting the Chief, Documents Management Section, Conference Services Division (tel.: +22 917 36 85 or romanova@unog.ch)

(Signed) **Bertrand Juppín de Fondaumière**
Director, Division of Administration

T.S.V.P.