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Correspondence Manual

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INFORMATION ANNEX

PART I

RESPONSIBILITY FOR AND CONTROL OF UNITED NATIONS CORRESPONDENCE

1.1. Purpose of the Correspondence Manual

1.1.1. All incoming and outgoing communications which are not personal are considered to be official correspondence of the United Nations. The purpose of this Manual is to set forth the policies and procedures for dealing with United Nations correspondence. It supersedes the previous United Nations Correspondence Manual (ST/CGS/L.1, October 1951). It also incorporates and supersedes ST/AFS/AI/98, and ST/AFS/AI/64/Rev.2.

1.1.2. This Manual is designed to promote uniformity, neatness and efficiency in the preparation of United Nations correspondence. Since quality of correspondence depends both on drafting officials and secretaries, the procedures have been prepared with a view to assisting the drafting officials in the forms and usages of United Nations correspondence and simplifying the work of secretarial staff.

1.2. Departmental Responsibility

1.2.1. Departments are responsible for dealing promptly with incoming correspondence routed to them and for the substance, factual accuracy and form of outgoing communications prepared by them. They are responsible for the correct typing, addressing and assembly of all outgoing communications except those processed in the Correspondence Unit. Departments are responsible for clearing with the Executive Office of the Secretary-General all communications involving important matters of policy.

1.2.2. Each department is responsible for designating as correspondence officer a staff member of the rank of senior officer or above, to insure compliance with these correspondence procedures. Correspondence officers are also responsible for insuring that copies of the List of Official Addresses are current and readily accessible to secretaries within the departments, and for insuring that the sets of the Directory Index of names and addresses of delegation officials (also known as the Official Address Cards) are kept current. Alternate correspondence officers below the rank of senior officer may be designated as required. For all designations of correspondence officers or alternates, Form AB/6 as revised will be submitted by the head of the department to the Executive Office of the Secretary-General.

1.2.3. Communications prepared in departments other than the Department of Public Information and addressed to officials who are attached to Information Centres will be routed

to the Director of External Services, Department of Public Information, for clearance, with the exception of communications concerning such routine matters as travel itineraries or reservations.

1.2.4. Communications dealing with administrative matters and addressed to United Nations missions in the field will be cleared through the Field Operations Service. Communications to missions on substantive matters will be cleared through the substantive department concerned with the mission (see ST/AFS/SGB/87/Rev.2).

1.3. Responsibility of the Communications and Records Division

1.3.1. The Communications and Records Division is responsible for the routing of incoming communications, the dispatch of outgoing communications and the control of files. The Communications and Records Division will return to correspondence officers any outgoing communications which are not prepared in accordance with this Manual.

1.4. Responsibility of the Correspondence Unit (Stenographic Services)

1.4.1. The Correspondence Unit is primarily concerned with the editing, clearance and dispatch of communications to governments, delegations and other important addressees. The Correspondence Unit maintains liaison with the Executive Office of the Secretary-General in the clearance and dispatch of communications requiring action or approval by that office. The Correspondence Unit is responsible for maintaining control of and keeping current the List of Official Addresses of delegations and representatives of Member nations. This list is distributed in multiple copies, by Documents distribution, as required by correspondence officers, and any changes are distributed in loose-leaf form. The Correspondence Unit also issues to each correspondence officer the set of cards known as the Directory Index of names and addresses of delegation officials, which contain pertinent information regarding senior officials of the permanent delegations to the United Nations. Changes in this information are forwarded to correspondence officers in the form of amending cards.

1.4.2. The Correspondence Unit is at the disposal of the departments of the Secretariat for:

(a) typing, assembly and dispatch of single and multiple letters, notes verbales and cables to

governments, delegations and specialized agencies;

(b) arranging if necessary for the translation of communications received for typing and dispatch;

(c) arranging for the offset printing of all communications other than those described in the above paragraphs where the same text is sent to nine or more addressees in the same language;

(d) furnishing information with respect to the proper form and procedure in drafting official correspondence.

1.5. Responsibility of the Executive Office of the Secretary-General

1.5.1. The Executive Office of the Secretary-General coordinates all matters relating to official correspondence and reviews communications requiring the signature of the Secretary-General, as well as other communications referred to it for clearance. The Executive Office of the Secretary-General issues instructions relating to correspondence policy to correspondence officers.

1.6. Control of Files and Correspondence

1.6.1. The Communications and Records Division will route incoming communications by subject to the appropriate department for action, and will designate and control the appropriate files, subject codes and maintain files in accordance therewith. Any incoming communications received directly by officials without prior processing by the Registry section will be routed there upon receipt.

1.6.2. Normally, incoming communications will be submitted for action on the appropriate subject file together with all relevant papers. If, however, the subject file is already outside of the registry or if action can be taken without previous correspondence, and if the importance of the communication warrants individual control, a Correspondence Control Form, UN/C/25/Rev.1 (see Exhibit No. 43), will be attached to the communication which will be forwarded without the file to the unit responsible for action. If such communications are of a particularly important nature, such as credentials, or if they contain important enclosures, a false docket (UN/C/24/Rev.1) will be used in lieu of a Correspondence Control Form to insure that the communications do not become detached or mutilated.

1.6.3. Papers will not be removed from or added to files without clearance by the Chief of the Communications and Records Division.

1.6.4. An official to whom a file is charged

is responsible for its safekeeping and return to the Registry.

1.6.5. Replies to a communication should be dispatched as promptly as possible. If it is not possible to provide a complete answer within a few days, an acknowledgement will be sent. Where more than one department is responsible for replying to a communication, all departments concerned will be generally responsible for the reply.

1.6.6. Once each month a report on the status of files and correspondence outstanding or unanswered for more than one week will be forwarded by the Chief of the Communications and Records Division to the appropriate departmental correspondence officer.

1.6.7. If action cannot be taken on a communication within one week, the file, false docket or Correspondence Control Form will be returned to the registry marked "BF" (bring forward) and the date required. If necessary the file can be immediately returned by the registry to the official concerned after any additional papers have been placed upon it.

1.6.8. After action has been taken, the file or Correspondence Control Form or false docket should be returned to the registry in order that all papers may be incorporated into the main subject file.

1.6.9. A File Control Form, UN/C/9/Rev.1, (see Exhibit No. 44) will be used by departmental officials to:

(a) inform the Registry Section of the transfer of a file, False Docket, or Correspondence Control Form to another official or unit;

(b) request a file from the Registry Section (if the file is required immediately a request may be made by telephone); or

(c) request the Registry Section to bring forward (BF) a file on the date specified. It should be noted that only one File Control Form will be used for each file, False Docket, or Correspondence Control Form.

1.7. Security Classification

1.7.1. The term "Confidential" will be limited to files dealing with important matters to which only specific persons should have access and to files relating to the careers or personal affairs of members of the Secretariat. The term "Secret" is used only for matters of the most highly confidential nature.

1.7.2. Classified communication will receive special treatment in the registry and will be filed in "Confidential" or "Secret" folders. Any papers intended for inclusion in such a file must bear the classification of that file. Every attempt should be made by drafting officials to confine classified material to as small a volume as

possible. New confidential files will be opened only with the agreement of the Communications and Records Division. Where a general file subject contains some material which should be classified and some which does not need to be classified, two folders on the same subject will be maintained by the registry.

1.7.3. Normally the Registry Section will be guided by the confidential classification of correspondence as determined by the writers or signers and confidential case files will be opened and labelled accordingly. However, the Chief Registrar or, when necessary, the Chief of Communications and Records Division, may request the declassification of papers at the expiry of a considerable period of time or when the subject matter is no longer treated as "confidential" in subsequent correspondence. There may also be required prior to the opening of a confidential registry file certification by an officer of the grade of Director or above, where the correspondence originated, or by the correspondence officer that the subject matter is, in fact, confidential.

1.7.4. Confidential, or secret or personal files will be issued only to officials authorized to receive them. When not in use, such files will be secured under lock and key and, while in transit, will be enclosed in messenger envelopes which will be sealed and forwarded by special messenger to the addressee.

1.8. Routing of Mail Addressed to Staff Members

1.8.1. Letters which are marked personal or confidential, or which are obviously of a private nature, will be sent unopened to the addressee. In addition, certain other categories of mail may be delivered unopened to the addressee on the authority of the Chief of the Communications and Records Division.

1.8.2. Except as provided in the above paragraph, all incoming letters will be opened by the Registry Section, and after being processed will be forwarded to the appropriate official or unit.

1.8.3. Newspapers, periodicals, parcels and printed material will be sent unopened to the appropriate addressee.

1.9 Cables

1.9.1. Action copies of cables are routed immediately upon receipt via the Registry Section to the unit or official responsible for action.

1.9.2. Information copies will be routed directly to other officials concerned on the basis of instructions issued by the Chief of the Communications and Records Division, in consultation with correspondence officers of departments.

1.10. Incoming Communications Relating to Representation on United Nations Organs

1.10.1. Communications relating to the appointment, credentials, titles or addresses of representatives on United Nations organs will be initially sent to the Registry Section for processing. In cases where officials receive such communications directly from delegations, special care should be taken to ensure that this is carried out.

1.10.2. Communications which relate solely to the titles or addresses of representatives or of delegation offices will be routed by the Communications and Records Division directly to the Protocol and Liaison Section of the Executive Office of the Secretary-General which will record the information and notify the Correspondence Unit of Conference and General Services. Where necessary, the Protocol and Liaison Section will reply to such communications.

1.10.3. Communications relating to the appointment or departure or the official status or credentials of any representative to any organ of the United Nations (with the exception of the functional and regional commissions of the Economic and Social Council) will be routed to the Legal Department for examination. The Legal Department will not, however, reply to such communications unless some problem arises directly connected with credentials.

1.10.4. Communications relating to membership of permanent delegations or of delegations to the General Assembly will, after examination by the Legal Department, be routed to the Protocol and Liaison Section via the Executive Assistant to the Secretary-General. The Protocol and Liaison Section will record the information contained in such communications and take any necessary action in connexion with the issuance of passes, the requesting of privileges and immunities, and registration with the appropriate authorities. The Protocol and Liaison Section will be responsible for preparing replies to such communication. Credentials as such will be filed separately from informational communications such as notifications of appointment.

1.10.5. Communications relating to the membership of organs of the United Nations other than permanent delegations or delegations to the General Assembly, with the exception of the functional and regional commissions of the Economic and Social Council, will be routed by the Registry Section to the Legal Department for examination with respect to credentials and thence to the substantive unit of the Secretariat which is responsible for servicing such organs. The substantive unit will route the communica-

tion to the Protocol and Liaison Section after replying or taking other appropriate action.

1.10.6. Communications relating to the functional and regional commissions of the Economic and Social Council will be routed by the Registry Section directly to the substantive department without examination by the Legal Department, and after action by the substantive department, will be sent to the Protocol and Liaison Section.

1.10.7. The Protocol and Liaison Section will be responsible for maintaining current records of the membership and representation on all organs of the United Nations other than the Secretariat, military observers seconded by governments, and the specialized agencies.

1.11. Incoming Communications from Organizations and the General Public

1.11.1. Communications from the general public will be routed by the Communications and Records Division to the appropriate substantive department which will be responsible for action. Such communications may however be re-routed by the substantive department to the Department of Public Information, Special Services Division, for reply.

1.11.2. Communications from persons or groups relating to the aims, purposes or structure of the United Nations, or requesting information and which are not within the scope of any one department, will be routed directly to the Special Services Division. Communications addressed to the President of the General Assembly, while the General Assembly is in session, will be routed unopened to the Executive Office of the Secretary-General for examination and re-routing. Other communications from organizations or groups relating to items on the agenda of the General Assembly will, during Assembly sessions, also be routed to the Executive Office of the Secretary-General.

1.12 List of Official Addresses and Directory Index

1.12.1. It is important that high ranking members of delegations and certain other officials with whom the United Nations communicates officially should be addressed properly and with the correct titles. There are two authorized sources of information on this matter. One of these is the List of Official Addresses. The other is the Directory Index of names and addresses of delegation officials (also known as the Official Address Cards).

1.12.2. The List of Official Addresses is issued to secretaries by the Documents Distribution Sub-station at the request of Correspondence Officers. Normally one copy should be sufficient for a group of secretaries working in one office. The List of Official Addresses is issued in loose-leaf form and changes are distributed by the Documents Sub-station to the Correspondence Officers who in turn are responsible for ensuring that those persons maintaining the List enter the changes properly.

1.12.3. The List of Official Addresses gives the names and addresses of the following:

- (1) Ministers for Foreign Affairs of Members and Non-Member Governments;
- (2) Permanent Representatives to the United Nations of Member Governments, and Permanent Observers of Non-Member Governments;
- (3) Directors-General of Specialized Agencies;
- (4) Heads of Non-Governmental Organizations granted Consultative Status in "Category A";
- (5) United Nations Commissions and Missions;
- (6) United Nations Information Centres;
- (7) United Nations Field Recruitment Centres;
- (8) Other United Nations Offices.

1.12.4. The Directory Index of names and addresses of delegations officials is maintained in the form of a set of cards. One set is issued to each Correspondence Officer but additional sets may be obtained if the necessity arises. These cards contain all the information found in the List of Official Addresses and some additional information, as follows:

- (a) Names and addresses of:
- (1) Ministers for Foreign Affairs of Members and Non-Member Governments;
 - (2) Permanent Representatives to the United Nations of Members, and Permanent Observers to the United Nations of Non-Member Governments;
 - (3) Ambassadors accredited to the United States of America;
 - (4) Directors-General of Specialized Agencies;
 - (5) Heads of Non-Governmental Organizations granted Consultative Status in "Category A".
- (b) Forms of salutation.
- (c) Special instructions for routing correspondence, including communications to multiple addresses.

PART II.

DRAFTING INSTRUCTIONS

2.1 Letters

Definition of formal and informal letters

2.1.1. For the purposes of this Manual the word "formal" will be used to describe letters having the status of State correspondence among the United Nations and the various governments and delegations. All other letters, including letters to governments and delegations, which are not written in the formal diplomatic style of State correspondence, will be known as informal correspondence.

Style and form of text

2.1.2. Letters should be courteous in tone, brief and to the point. Drafting officials should avoid stereotyped expressions which might give the impression that the incoming communication has not received thoughtful consideration.

2.1.3. In general, the degree of formality in letters will depend on the official status of the addressee and the style of the incoming communication to which reply is made. Strict diplomatic style will be confined to formal letters. For working correspondence on substantive or administrative matters with delegations and other addressees, courteous direct style will be used.

2.1.4. In drafting United Nations correspondence, stilted phraseology should be avoided and expressions of gratitude and thanks should only be employed where there has been action beyond normal compliance with the obligations imposed by membership in the United Nations.

2.1.5. Ambiguities and vagueness should be avoided both in relation to factual information and in the statement of policy.

2.1.6. Outgoing letters should avoid criticism either directly or by implication. The statement of pertinent facts and conclusions is normally sufficient.

2.1.7. The phrase "I have the honour to..." will be used only in formal communications. When an official is writing on behalf of a superior, the letter will commence "I am directed by..." or "On behalf of... I have the honour to...". Whether writing on behalf of a superior or on his own authority he will sign the letter above his own title or that of his current official capacity.

2.1.8. In the text of letters where the titles of United Nations officials are mentioned, the word "Acting" will be avoided. For purposes of correspondence, officials are regarded as carrying out their regular duties at all times, and in using the title of an official in the text

of a letter, the reference should be to a function rather than a person.

2.1.9. Simplicity of style does not imply the use of colloquial shortcuts or the dropping of articles and prepositions. Such forms as "Attached please find copy of document you request" should be scrupulously avoided.

2.1.10. The style of letters should also be conversational rather than impersonal. Passive constructions such as "It is not understood by this office" or "Opinion is widely held" will not be used in place of direct statements for which the drafting official should take responsibility.

Salutation and complimentary closing

2.1.11. The formal style of salutation and complimentary closing will be used only in formal letters as defined in paragraph 2.1.1. For other letters, salutations and complimentary closings should follow the informal pattern given below. The rank or official position of the addressee alone does not require a formal salutation and closing. The following forms are acceptable for United Nations correspondence:

		<u>Informal</u>
<u>Salutation</u>		<u>Closing</u>
Dear Sir,		Yours truly,
Dear Mr. _____,		Yours sincerely,
My dear Minister,		Believe me, my dear Minister, Yours sincerely,
Dear Mr. Ambassador, <u>or</u> Dear Ambassador _____,		I remain, dear Mr. Ambassador, Yours sincerely,
		<u>Formal</u>
<u>Salutation</u>		<u>Closing</u>
Sir, Excellency,		Accept, (Sir, Excellency) the (renewed) assurances of my high (est) consideration
		<u>or</u> : I avail myself of this opportunity to (express) (renew) the assurances of my high (est) consideration.

Use of titles in letters

2.1.12. A clear distinction should be made between an official title which describes a function, such as "The Permanent Representative"

of a Member nation, and a personal title, such as "His Excellency", which relates to an individual.

2.1.13. In the text of letters the use of personal titles such as "Your Excellency" in referring to the addressee should be restricted to formal communications to Ministers for Foreign Affairs or persons of ambassadorial rank and, when used at all, should be used consistently throughout the letters. In general, the use of titles in the text of correspondence should be avoided.

2.1.14. In the address of a letter, the title of the position held by the addressee will normally be sufficient. The use of the name in addition to the title should be avoided in view of the frequent changes of personnel in diplomatic service. Where, however, an incoming letter from a high governmental official is addressed to the Secretary-General or a high official by name, the reply may be addressed also to include the name of the addressee. In such cases personal titles such as "His Excellency" should also be included.

2.1.15. Permanent Representatives who carry ambassadorial rank may be referred to by the title of "Ambassador" preceding their surname in the text of informal letters, but not in the address. Where the title is used in accordance with the List of Official Addresses, it will follow the surname.

2.1.16. The personal title "Right Honourable" is used in the British Commonwealth of Nations in addressing Members of the Privy Council. The title "Honourable" is used for the younger sons of Earls and their wives and the sons, daughters and daughters in law of Viscounts and Barons. In the United States of America, the title "Honorable" is used in addressing such officials as Ambassadors, Cabinet members, Under-Secretaries of executive departments, Senators, Congressmen and Mayors.

Languages

2.1.17. Outgoing letters to delegations or governments will be written in the working language indicated in the List of Official Addresses as appropriate. Where special courtesy is desirable, however, a letter may be written in an official language other than that indicated in the List of Official Addresses and, if an incoming letter is written in a working language other than that shown in the List of Official Addresses, reply may be made in the language of the incoming letter.

Introductory reference

2.1.18. In all letters on which there has been previous correspondence, the introductory reference to the subject of the communication is of importance. In such cases letters should

begin with a precise reference to the file number and date of the last communication on a subject. When reference is made to resolutions, recommendations or procedures of United Nations organs, the number and date of the resolution and the name of the organ concerned should be indicated. Pertinent short quotations are often helpful.

2.1.19. Generally speaking, paraphrases of United Nations resolutions in introductory references are not satisfactory. When the mere reference to a resolution does not appear to be sufficient and it is not practicable owing to the length to make quotations in the text of a letter, then a copy of the resolution may be transmitted as an enclosure.

2.1.20. To identify resolutions and decisions, the following forms will be used: "With reference to resolution 83 (V) adopted by the Economic and Social Council on 14 August 1947"; and "By resolution 96(V) of 12 August 1947, the Economic and Social Council requested the Secretary-General to...".

Letters to more than one addressee

2.1.21. Where there is more than one addressee and the letter is to be typed by the department, an original will be made for each addressee.

Separate letters for each subject

2.1.22. Where more than one letter is under reply to the same addressee or where more than one distinct subject is raised, a separate reply will normally be sent on each subject. This will facilitate action on separate problems and simplify filing by the elimination of cross-referencing.

Examples

2.1.23. Examples of letters will be found in Exhibits 1 through 16.

2.2. Notes verbales

2.2.1. A note verbale is a formal note written in the third person and unsigned. It is also known as a third-person note. Notes verbales are less personal than a letter and more formal in style but are often used for routine communications to governments. Notes verbales will be used in reply to communications addressed to the United Nations in that form and for the transmission of routine information such as that relating to the signature and ratification of or accession to agreements or for the transmission of texts of documents or other papers.

2.2.2. Notes verbales are normally written in the name of the Secretary-General. If, however,

a note verbale is in reply to a similar communication addressed to the Secretariat by a delegation or government, the reply from the United Nations may be written on behalf of the Secretariat. Notes verbales, however, will not be written in the name of organizational units or officials of the Secretariat.

2.2.3. Notes verbales should normally begin with the complimentary opening "...presents his compliments... and has the honour to...". There is no complimentary closing to a note verbale of the United Nations.

2.2.4. Notes verbales processed by the Correspondence Unit bear the initials of the person in that unit who is responsible for releasing them. The draft of such notes submitted to the Correspondence Unit will bear the initials in ink of the departmental official authorizing its release. In the case of notes verbales dispatched directly by departments, the initials of the authorizing official will appear in ink on the lower right-hand corner of the last page of the original. The act of initialling a note verbale is equivalent to signing a letter and means that the official taking this action assumes full responsibility for the contents.

2.2.5. Examples of notes verbales will be found in Exhibits 17 through 20.

2.3. Interoffice memoranda

2.3.1. Interoffice memoranda will be used for all regular correspondence among the departments of the Secretariat at Headquarters, the European Office, the various regional economic commissions, the Information Centres and missions in the field.

2.3.2. Interoffice memoranda are for the purpose of recording facts, decisions or opinions, to which reference will be necessary and which will form a part of the official file on a subject. Economy in the use of interoffice memoranda should be a goal from the standpoint of administrative efficiency.

2.3.3. Interoffice memoranda should be written in a direct and conversational style. The style should follow the best standards of informal correspondence outside the Organization, except that technical terminology understood within the Organization will naturally be used to a considerable extent. Interoffice memoranda should be regarded not only as a means for conveying information but also as working papers and references for future action.

2.3.4. Interoffice memoranda are subject to the same rules of security classification as letters (see paragraphs 1.7.1. and 1.7.2).

2.3.5. Normally, one interoffice memorandum will be prepared for each subject. In cases where a memorandum necessarily relates

to more than one subject, extra file copies will be prepared to avoid the necessity of cross-referencing.

2.3.6. Interoffice memoranda may be directed to more than one addressee. In this case the original will be sent to the senior addressee, and signed carbon copies will be sent to the other addressees.

2.3.7. Exhibits 21 through 24 give examples of interoffice memoranda.

2.4. Referral sheets

2.4.1. Where informal comments by one or more staff members on a given subject may be of informational value and where the formality of an interoffice memorandum is not required, i.e., questions of concern to a single department or bureau only, a referral sheet (form GA/8) should be used. A referral sheet may also be used as an endorsement to an interoffice memorandum to which a full reply is not required. The referral sheet will be prepared in one copy only.

2.4.2. Exhibit 25 gives an example of the referral sheet.

2.5. Cables

Definition

2.5.1. The term "cable" applies to all United Nations communications sent by wire or radio within the United States or abroad. It covers communications usually referred to as telegrams.

Use

2.5.2. The use of cables should be controlled by considering the expense in relation to the importance of the communication, the location of the addressee and the time at which the communication must be received. Where delivery to delegations can be assured with equal promptness the Correspondence Unit may dispatch communications in cable form by special delivery.

Language

2.5.3. Cables should be drafted as concisely as possible, avoiding adjectives, adverbs and repetitions. Titles such as Mr. and Mrs., articles such as "the" and "an", and some forms of auxiliary verbs can in most cases be omitted. Drafting officials should, however, take care that brevity is not achieved at the expense of clarity and that ambiguities do not result from economy of expression. The use of "cablese" should be avoided. Such combination forms as "unreceived", "Genevawards" or "reurtel" no longer result in economies since cable companies will charge as if the combined forms were separate

words. In general, Latin phrases and prefixes and suffixes should be avoided. In drafting cables, consecutive subjects should be clearly marked by numbers. The word "para" should be confined to enumeration of paragraphs on the same subject. When an instruction is given in a cable which might give rise to doubt on the part of the addressee or which might be confused in transmission, important words or phrases should be repeated following the word "repeat". When a communication, which if sent by letter would have a formal status, is sent by cable, the language of diplomatic correspondence may be used as a matter of courtesy.

2.5.4. Cables will be edited by the Telegraph Unit in the interest of economy and brevity and to ensure conformity with these instructions.

Classification

2.5.5. Security classification may either be plain, confidential or secret. Distribution of confidential cables will be restricted to the Secretary-General's office and to such other recipients as may be specified by the authorizing department. Secret cables will not receive distribution. A confirmation copy of all outgoing cables will be routed to the signing official immediately after dispatch by the Telegraph Unit. If a cable editor disagrees with the classification of a cable, he will consult with the department before making any change.

Authorization, clearance and signature

2.5.6. Cables will be subject to the regulations regarding clearances, signature and release of communications as explained in Part 1 of this manual. With cables, however, unlike letters and memoranda, there is a distinction among the drafting official, the signing official, the authorizing official and the persons from whom clearance is obtained. The name of the drafter should appear in the appropriate space on the cable form. The name of an organizational unit is not sufficient. Clearances are obtained from those officials who should approve the substance of the cable prior to its dispatch. Certain officials have been approved by their Assistant Secretaries-General to authorize cables, and the Communications and Records Division maintains a list of such persons. Authorization involves commitment of funds to pay for the cables and is restricted to a small number of officials in each department, who do not necessarily enquire into the substance of the cable. Cables will be released only when properly authorized. The signing official of a cable is the person who takes the responsibility for the substance of the message.

Cables to governments

2.5.7. Cables sent to governments will follow the same routing as other communications in accordance with the List of Official Addresses.

2.5.8. Where there are a number of governmental addressees, the cable should be undressed and should be accompanied by a list of the addressees prepared in accordance with the List of Official Addresses. Multiple cables addressed to governments will be processed by the Correspondence Unit. Where a cable is addressed to the permanent missions of Member States for transmission to their governments, it will start with the words, "PLEASE BRING FOLLOWING ATTENTION YOUR GOVERNMENT BEGINS [text of cable, signature] ENDS UNATIONS."

Cables of specialized agencies, conferences and committees

2.5.9. Outgoing cables of certain specialized agencies may be dispatched by the Communications and Records Division providing that such services and arrangements for reimbursement have been cleared by the Secretariat. Messages originating in conferences and committees which are authorized by the presiding officer or secretary for transmission will indicate the secretary as the drafter, signing official and authorizing officer.

Action on incoming cables

2.5.10. In order to avoid the dispatch of more than one reply to an incoming cable, a reply should only be made on the basis of the action copy or after clearance with the official to whom the action copy has been routed. No reply should be made on the basis of an information copy.

Examples

2.5.11. Examples of cables are found in Exhibits 26 through 37.

2.6. Covering Slips and Forwarding Slips

2.6.1. A covering slip is a printed attachment used to transmit a copy of a communication for information purposes to an addressee outside the United Nations Secretariat other than the person to whom the communication is directed. No file number, date, or authorizing official's initials are required.

2.6.2. When a letter or note verbale is sent to an intermediate addressee for onward transmission to the final addressee, a forwarding slip should be enclosed requesting transmission of the communication. No file number, date, or authorizing official's initials are required for forwarding slips. Covering and forwarding slips

may be requested from stock in English, French and Spanish.

2.6.3. Examples of covering and forwarding slips will be found in Exhibits 38 through 41.

2.7. Requests for information

2.7.1. When requests for information or questionnaires are addressed to governments or non-governmental organizations, an adequate time limit will be given for rendering the required information. Some governments in distant areas are not in a position to supply technical information or statistics on short notice. When requests are made, it may be necessary to send photo offset letters through the Correspondence Unit. Each communication requesting information, whether processed by the Correspondence Unit or sent out directly by departments, will be separately addressed and will be individually signed by the official responsible for the communication. Typed signatures will not be acceptable.

2.8. Communications with governments of Member States

2.8.1. As a general rule communications with governments of Member States will be routed according to instructions in the List of Official Addresses. In cases of doubt the Correspondence Unit should be consulted.

2.8.2. In practice, however, it is sometimes acceptable to communicate directly with government officials or with departments or offices other than the Ministry of Foreign Affairs or its equivalent Department. The decision to do so rests with the drafting official and depends on the nature of the communication. As a general rule, such communications should be conducted by Secretariat members with officials of comparable rank in the government which is addressed. Instances in which direct communication with government officials is appropriate include exchange of technical information on substantive questions particularly on economic and social questions, or on other matters not involving the immediate concern of the permanent mission of a government. When any important communication is sent directly to a government official, however, a copy should be sent to the permanent mission or to the Ministry of Foreign Affairs or its equivalent Department, as indicated in the List of Official Addresses.

2.9. Communications with specialized agencies

2.9.1. Such communications should be written in an informal style. Formal expressions of diplomatic courtesy and formal wording will therefore not be used. Maintenance of an informal

basis of communication will assist in the co-ordination of work between the United Nations and the various specialized agencies.

2.10. Communications with governments of non-Member States

2.10.1. Communications are frequently addressed to the governments of non-Member States in conformity with resolutions of organs of the United Nations and in the course of acquiring technical and statistical information. Since the governments of non-members and of associate members of the regional economic commissions vary in status, departments will exercise discretion in addressing communications to these bodies. Any communications with the government of a non-member state on a matter which has not been previously the subject of a communication with such a government or which might affect the relation of the United Nations with it will be referred to the Legal Department for clearance.

2.10.2. Particular care should be taken in addressing the governments of non-member States or their officials to ensure that correct titles are used. An error in addressing the "Observer" of such a non-member government as a "Representative" would be embarrassing, as these Observers have no such official standing with the United Nations. Formal communications to governments of non-member States are subject to the rules of diplomatic usage and forms of address as are employed in communications to the governments of Members.

2.11. Communications with the general public

2.11.1. Communications with the general public are of particular importance to the public relations of the United Nations and, in view of the importance of consistency and discretion in making any statement regarding the position or policy of the United Nations on a given question, drafting officials should take into account Staff Regulations 1.4 and 1.5. Where departments are replying to communications from the general public, particular attention should be given to clearance at the appropriate level and, if necessary, with the Executive Office of the Secretary-General, on any statement of policy.

2.11.2. Communications addressed to members of the general public should be marked by courtesy to and consideration for the addressee. Routine or meaningless acknowledgments are not the best way to improve the public relations of the United Nations. Drafting officials will do well to remember that a few minutes of extra attention

devoted to the inquiries of a member of the general public may materially encourage support

of the Organization on the part of the person to whom the communication is addressed.

PART III.

INSTRUCTIONS TO SECRETARIAL STAFF

3.1. General responsibilities of secretarial staff

3.1.1. This part of the Correspondence Manual contains instructions relating to the typing, assembly and dispatch of outgoing communications, including letters, notes verbales, cables and interoffice memoranda. Secretarial staff are responsible for following these rules strictly in the interest of uniformity, economy of effort and convenience.

3.1.2. In addition to compliance with these specific instructions, secretarial staff are expected to read carefully all correspondence which they transcribe and to call to the attention of drafting officials apparent errors, or words which when transcribed appear to be out of place in the context of the sentence. Attention should also be given to correct grammatical construction and consistency in drafting form.

3.1.3. A good secretary will also become familiar with the drafting instructions in part II of this Manual.

3.2. Preparation of letters

Date

3.2.1. The date will appear in the upper right-hand corner of the page 2 inches below the top of the page. Where the letter occupies less than a full page, this distance may be slightly increased for centering purposes. The date will end 1 1/2 inches from the right-hand margin. The date will be in the form "1 January 1954". The names of months will not be abbreviated and cardinal numbers will be used.

File number

3.2.2. The Registry file number will appear on the same horizontal line as the date with the same margin as the text of the letter. The file number will be obtained from the incoming communication which is being answered or from other previous papers on file or from the Registry Section. File numbers will not be entered from memory. On all carbon copies of an outgoing letter, the initials of the drafting official (upper case) followed by an oblique, followed by the initials of the typist (lower case) will be typed 1 inch from the lower right-hand corner of the page. It is recommended that the drafter and signing official also initial copies of the letter in ink, beside the typed initials. If the communication is dispatched other than by

regular post, e.g. by pouch, special delivery, air mail or by hand, the method of dispatch will be shown under the initials.

Salutation

3.2.3. The salutation will begin with the same margin as the text and will be followed by a comma, not a colon.

Text

3.2.4. The left-hand margin of letters will be twenty spaces and the right-hand margin at least fifteen. Letters of less than one page will be centered with equal top and bottom margins. The left-hand and right-hand margins will, however, not be altered.

Indentation

3.2.5. The first line of a paragraph will be indented five spaces. Sub-paragraphs or quotations will be single-spaced, the first line will be indented ten spaces and the remaining lines five spaces. If further indentation is necessary for additional sub-paragraphing, intervals of five spaces will be used. Paragraphs of letters will not be numbered. Identifying symbols of paragraphs will be treated as part of the text and indented accordingly.

Spacing

3.2.6. Formal letters will be double-spaced, but informal letters may be single-spaced provided that they are fifteen lines or longer. Where typewriters are equipped for one and one-half spacing this may be used on both formal and informal letters. The text of letters will start two spaces below the salutation. One space will follow all punctuation marks except colons, full stops and interrogation and exclamation marks, which will be followed by two spaces.

Complimentary closing

3.2.7. The formal complimentary closing ("Accept, Sir, etc." or "I avail, etc.") is a part of the text and should be a separate paragraph. The informal complimentary closing ("Yours sincerely" or "Yours truly") should appear two spaces below the last line of the text and directly above the typed name of the signing official.

Signature block

3.2.8. The signature block of a letter should be typed four spaces below the complimentary

closing and should be centred so that the longest line of the signature block is fifteen spaces from the right-hand side of the page. The top line of the signature block should consist of the typed name of the signing official. The next line should consist of the title of his official position. The next line of the signature block should consist of the name of the department or the bureau or division of the signing official. The signature block should not contain both the name of the department and the name of a bureau or division. In the event that the name of the department, bureau or division exceeds forty-five spaces, an additional line should be used. Two sample signature blocks are given below.

S. Lall

Assistant Secretary-General
Conference and General Services

David B. Vaughan
Principal Director

Conference and General Services

3.2.9. Principal Directors will use that title except where they have a functional title involving only the term "director" as in "Director, Bureau of Personnel". Other directors, including officers who hold the functional title of Director, will use the simple title "Director". The official nomenclature of departments is given in the yellow pages of the telephone directory.

Address

3.2.10. The address will be blocked and single-spaced in line with the left-hand margin. When a letter is longer than one page, the address will be typed in the lower left-hand margin of the first page. The bottom line of the address should not be closer than 1/2 inch from the bottom of the page.

3.2.11. Addresses will follow the form given in the List of Official Addresses with which secretarial staff should make themselves thoroughly familiar. The names of members of delegations are also issued for convenience in a monthly handbook circulated by the Protocol and Liaison Section. During sessions of the General Assembly a special handbook of delegations to the Assembly is issued. Letters to governmental officials or members of delegations or permanent missions will not as a rule include the name of the addressee but will be addressed according to his official title (see paragraph 2.1.14.).

3.2.12. Addresses will be typed in the centre of envelopes single-spaced for long addresses and double-spaced for short addresses. Each line will be indented two spaces from the line

beginning above. Normally 4 1/2" by 9 1/2" envelopes in bond paper will be used for outgoing letters. Air mail envelopes will be used where air mail is required.

Numbering of pages

3.2.13. On letters with more than one page, each page except the first should be numbered in Arabic numerals between hyphens centred 1/2 inch below the letterhead.

Copies

3.2.14. Letters will be prepared with the following copies: manifold yellow for registry subject file; manifold salmon for registry chronological addressee file; manifold white for registry readers' file if required by the department; if information copies are required addresses should be typed in the lower left-hand corner and individually marked with a check mark.

Paper and envelopes

3.2.15. Quarto size bond paper will be used for all letters. This is available in letterhead paper for first sheets and in paper headed "United Nations--Nations Unies" for continuation sheets. Only black letterhead paper and black typewriter ink will be used. Air mail weight paper will be used when the communication is addressed abroad.

Enclosures

3.2.16. Typewritten enclosures will be prepared on quarto paper headed "United Nations--Nations Unies", except where the text of the enclosure originates from a source outside the Secretariat, in which case plain quarto paper will be used. Paper overprinted with the words "Copy - Copie" may be used when the enclosure is a copy of a previous United Nations communication. Each enclosure will be indicated in the text of letters by an insertion of five full stops ending one space to the left of the line on which reference to each of the enclosures is made. When three or more enclosures are sent with a letter, they should be briefly indicated by subject or title in the lower left-hand corner of the last page.

Assembly and dispatch of letters

3.2.17. Letters which have been typed individually and are to be sent directly to the addressees will be assembled as follows and transmitted to the registry for dispatch:

Original

Enclosures (if any)

Envelope

Covering or forwarding slip, if required
(see paragraphs 2.6.1. and 2.6.2. above)

Manifold yellow
Manifold salmon
Manifold white, if required (see paragraph 3.2.14 above)

3.2.18. Information copies of letters and interoffice memoranda will not be included with the original and regular copies. They will be placed in envelopes and sent directly to the addressees.

3.2.19. Letters will be dispatched only if the date shown is within three working days of the date on which they are received by the Communications and Records Division.

Letters submitted to the Correspondence Unit for processing

3.2.20. Drafts of letters will be submitted in duplicate to the Correspondence Unit through the Correspondence Officer for processing accompanied by a work sheet (see Exhibit 42). Supplies of this work sheet may be obtained from the Correspondence Unit. The work sheet will be signed by the Correspondence Officer of the originating department. If translation is necessary, a notation should be made under "Special instructions" on the work sheet. An extra copy of the draft will be provided for translation. The draft will be returned to the drafting official via the Correspondence Officer with the translation for approval before the communication is finally typed. The Correspondence Unit does not take care of the translation of enclosures. Incorrectly prepared drafts will be returned to the Correspondence Officer. The Correspondence Unit will edit drafts where small details require correction, but departments are responsible for the accuracy of factual statements, for the substance and for compliance with the drafting instructions contained in this Manual.

3.2.21. The Correspondence Unit will reproduce for dispatch all multiple correspondence to addressees outside the Organization. Departments will not issue multiple letters prepared on ditto or mimeograph equipment.

3.2.22. Where translation has been requested, any relevant documents or files which may assist in the translation will be sent by the department to the Correspondence Unit with the draft of the outgoing communication. When enclosures are to be dispatched with the communication processed by the Correspondence Unit, they will be forwarded with the draft in the requisite number of copies and in the required languages. When the Correspondence Unit has completed the processing of an outgoing letter, it will be returned to the responsible official for approval and signature, after which it will be rerouted to the Correspondence Unit for final dispatch.

3.3. Notes verbales

Date

3.3.1. The date on a note verbale will appear above the initials in the lower right-hand corner. Depending on the length of the note verbale it will be two to ten spaces below the last line. The date will be in the same form as that used in letters, i.e. "1 January 1954".

File number and initials

3.3.2. The file number will appear two inches below the top of the page and in line with the text of the note verbale. As in the case of letters, typed initials of the drafting official and the secretary will appear in the lower right-hand corner of the page only on the carbon copies. The initials of the drafting official will be in upper case followed by the initials of the typist in lower case. If the note verbale is dispatched by channels other than regular mail, e.g., by pouch or special delivery, this will be indicated below the initials.

Text

3.3.3. The text will be typed with the same margins and spacing as apply to formal letters (see paragraph 3.2.4. above).

Authorization

3.3.4. There will be no signature on notes verbales. In the case of notes verbales dispatched by departments, the authorizing official will initial the text in ink in the lower right-hand corner of the last page. In the case of notes verbales dispatched by the Correspondence Unit, the authorizing official will initial, in the lower right-hand corner of the last page, the draft submitted to the Correspondence Unit. The Correspondence Unit will then authorize the completed outgoing note verbale by initialing in the lower right-hand corner of the last page.

Address

3.3.5. The address will not appear on a note verbale but will be typed on the envelope in accordance with the instructions in paragraph 3.2.12 above.

Copies, paper and envelopes, enclosures, assembly and dispatch

3.3.6. Notes verbales will be subject to the rules in paragraphs 3.2.13 through 3.2.19 above applying to letters. Drafts of notes verbales to be processed by the Correspondence Unit will be submitted in accordance with the procedure applicable to the submission of drafts of letters (see paragraph 3.2.20 above).

3.4. Interoffice memoranda

File number

3.4.1. A line for the file number is provided on the upper left-hand side of the page.

Date

3.4.2. A line for the date is provided on the upper right-hand side of the page.

Address

3.4.3. Opposite the word "To" the name of the addressee should appear, followed by his official position, department or administrative unit and room number. The titles "Mr." or "Mrs.", etc. should precede the name of the addressee.

3.4.4. Opposite the word "From" the name of the sender should appear, followed by his official position, department or administrative unit, room number and telephone extension. Titles such as "Mr." or "Mrs." will not be used for the sender.

3.4.5. Opposite the word "Subject" should appear a concise statement of the matter dealt with. Normally, the subject will be the same as the Registry file title and will be underlined.

Text

3.4.6. The text of interoffice memoranda should be typed in accordance with the instructions relating to letters (see paragraph 3.2.4. above) with the following exceptions:

- (1) The text should be single-spaced unless the memorandum is fifteen lines or less.
- (2) Side margins will be fifteen spaces for both the left-hand and right-hand margins.
- (3) All paragraphs including the first will be consecutively numbered except in the case of single-paragraph memoranda. This is to facilitate later reference to a part of the communication.
- (4) For interoffice memoranda typed on 6 1/2 by 9-inch paper the text should always be single-spaced. Side margins will be ten spaces.

Signature

3.4.7. Interoffice memoranda will be initialed, or signed by the sending official. The signature will appear beside the typed name of the sender or at the end of the memorandum.

Initials

3.4.8. As in the case of letters and notes verbales, typed initials will appear only on carbon copies. The initials of the drafting official will be typed in upper case followed by an oblique followed by the initials of the typist in lower case and will be placed one inch from the lower right-hand corner of each page. Where

the memorandum is dispatched by pouch or means other than regular mail, this will be indicated directly below the initials (see paragraph 3.2.2 above).

Copies

3.4.9. A manifold yellow and a manifold salmon copy will be prepared for each interoffice memorandum except in the case of an interoffice memorandum addressed to an official in the same department as the writer, in which case a manifold salmon copy only will be required. A manifold white copy will be prepared if the office or department concerned maintains a reading file. Correspondence Officers are authorized to prescribe whether white copies will be prepared for interoffice memoranda within their departments.

Paper and envelopes

3.4.10. Interoffice memoranda will be prepared on quarto size paper headed "United Nations--Nations Unies; Interoffice Memorandum" subject to the provision that, if fewer than twelve lines are involved, 6-1/2 by 9-inch paper with the same heading is acceptable. For interoffice memoranda at Headquarters, messenger envelopes will be used. For interoffice memoranda addressed to field offices, regular envelopes of the 4-1/8 by 9 1/2-inch size will be used.

Enclosures and assembly

3.4.11. For interoffice memoranda the instructions relating to numbering of pages, enclosures and assembly for letters also apply (see paragraphs 3.2.13, 3.2.16, 3.2.17 and 3.2.18 above).

3.5. Referral sheets

3.5.1. Referral sheets are for the purpose of informal comments and suggestions and are not normally typed or prepared by secretarial staff. If however, an officer requests that a referral sheet be typed, it should be prepared in one copy only in accordance with the layout of the form itself (UN/GA/8). (See Exhibit 25).

3.6. Cables

Form used

3.6.1. All cables will be prepared on form UN/C/1/Rev.5.

Information blocks

3.6.2. In the information blocks marked for the use of the drafter, the following information will be inserted:

- Date
- Initials and surname of drafter
- Room number

Department
Allotment number (obtain from administrative or executive officers)
Registry file number
Security classification--Plain, confidential or secret

Address

3.6.3. The address should be typed to the right of the word "To" in the upper left-hand corner of the form. The address will be single-spaced.

3.6.4. The cable addresses of governments of Members and those of many non-Members, those of specialized agencies and United Nations field offices appear in the List of Official Addresses. In case of doubt as to the proper address, questions should be addressed to the Communications Section.

Spacing and margins

3.6.5. Cables will be double-spaced and will carry a margin of ten spaces at the left and ten spaces at the right.

Capital letters

3.6.6. Upper case will be used throughout all cable messages.

Punctuation

3.6.7. Punctuation in cables should be indicated in full words and not by punctuation marks. In cables to overseas destinations, punctuation should be held to an absolute minimum since each punctuation symbol is charged as a full word. The accepted names for a certain number of punctuation marks are given as follows:

, COMMA	(BRACKET
. STOP or PERIOD) UNBRACKET
; SEMICOLON	\$ DOLLARS
: COLON	& AND
" QUOTE and/or UNQUOTE	* ASTERISK
- DASH	% PERCENT
- HYPHEN	# NUMBER
/ OBLIQUE	£ POUNDS

Text

3.6.8. Abbreviations and initials do not result in economies in the transmission of cable texts. Therefore, for the purposes of clarity and in order to avoid mistakes and misunderstandings, all words should be spelled out except such words as would be abbreviated in normal correspondence, i.e., Mr., Mrs., etc.

3.6.9. In the case of cables to addressees outside the United Nations Secretariat, the name of the addressee will not begin the text but will be contained in the address. In cables addressed to persons within the United Nations Secretariat, however, the name of the person to whom the

cable is directed will begin the text. Each subject of the cable should be indicated by a cardinal number written out as a word, e.g., "ONE". Where separate paragraphs occur within a single subject, the word "PARA" will be used. The text should be carried over to a second page if it extends within 1/2 inch of the spaces for authorization at the bottom of the page.

Signature

3.6.10. The signature of cables as defined in paragraph 2.5.6 above will depend on the type of cable which is being sent. The following rules will be observed:

- (1) Cables addressed to persons outside the United Nations or to an outside organization should be signed "UNATIONS". If necessary for the purpose of identification, the name of the sending official may precede the word "UNATIONS".
- (2) Cables addressed to United Nations personnel or Field Offices will be signed by the person or office taking responsibility for the substance of the cable (see also paragraph 2.5.9 above). If necessary, this signature may be accompanied by the name of the organization unit for purposes of identification.
- (3) Formal cables to governments (normally multiple cables) will be signed in accordance with paragraph 2.5.6 above and will be prepared in the Correspondence Unit.

Statistical data

3.6.11. When statistical data are transmitted, tables of figures and itemized data will be set up with appropriate headings in the same manner as that in which the information is to be presented in the receiving office. Substitution of words for cardinal numbers or spelling out of figures should not in this case be undertaken by drafting departments. Such conversion, if necessary, will be made by the Communication Section. The use of Arabic numerals in statistical data should not be confused with the requirement that all numbering of paragraphs will be spelled out in full words.

Copies

3.6.12. One manifold copy on yellow paper will be made as a temporary subject file copy for registry. Information copies may be prepared as desired on manifold paper. After the dispatch of cables, confirmation copies so marked will be sent from the Communications Section to the drafting official, showing the time of dispatch and the exact text of the message as sent.

Multiple addresses

3.6.13. When a cable is to be dispatched to more than one addressee, the appropriate list of cable addresses typed on quarto paper will be attached to form UN/C/1/Rev.5 in duplicate. These addresses will be single-spaced, and each address will be separated from the succeeding one by a double space. Only one column of such addresses will be used for each page.

3.7. Punctuation

General

3.7.1. This Manual does not attempt to give all rules of punctuation. Secretarial staff are expected to know the basic rules of punctuation and to use them without specific indication by drafting officials. In some ways, however, the rules for punctuation for United Nations correspondence vary from those which secretarial staff may have learned previously, and in view of the importance of uniformity the most important principles of punctuation are given herewith.

3.7.2. The importance of proper punctuation in official communications cannot be over-emphasized since the misplacing of a comma can change the entire meaning of an important letter. Secretarial staff will be expected to refer transcribed material to the drafting official should there be any doubt as to the punctuation.

3.7.3. As a general rule "close" punctuation involving the use of many symbols should be avoided. Use of punctuation marks should be confined to the minimum number required to make the meaning clear.

The full stop

3.7.4. The full stop, or period, in addition to ending declarative sentences or words standing for such sentences, is used after subheadings which run into the text. It is not used after titles or headings, addresses or signature blocks. It is also omitted after a complete sentence enclosed in parentheses and interpolated within another sentence. Full stops are not used for abbreviations by initials of names of countries, international or other organizations or governmental offices. Full stops are used following initials of titles of honour.

The colon

3.7.5. The colon is used after a word, phrase or sentence to introduce an element or elements denoted specifically. It is often used in place of the words "that is" or "for example". It should not be used before a list unless the items are in a opposition to an introductory word.

Correct usage: The account contains the following headings: tax collection, land rental,....

Incorrect usage: ...produced in large quantities, such as: cacao, beans, coffee, fruits.

3.7.6. The colon is used after an independent clause when it is followed by an explanation or conclusion inferred from the introductory clause. The first word of this clause will not be capitalized except in the case of quotations. Example: The proposal amounts to this: a re-consideration of resolution XV.

3.7.7. A colon may be used in lieu of a comma following a formal introduction to a quotation. Example: The text of the resolution is as follows: "Whereas the General Assembly...."

The semicolon

3.7.8. The semicolon indicates a more definite break in thought than a comma and is used in lieu of conjunctions between independent clauses.

Example: A meeting is scheduled for Tuesday; all interested parties have been informed.

3.7.9. A semicolon is used to separate independent clauses joined by conjunctive adverbs. Example: A meeting is scheduled for Tuesday; nevertheless, informal discussions may take place earlier.

3.7.10. In long sentences, semicolons may be used to separate clauses which are themselves punctuated.

The comma

3.7.11. The principal use of the comma is to ensure the correct reading of sentences, particularly those with long and involved construction.

3.7.12. Commas separate independent clauses except where the subject is omitted in an independent clause following a conjunction.

Examples: (1) The letter in question has been received, and it has been answered.

(2) The letter in question has been received and has been answered.

3.7.13. Commas will be inserted after each of a broken series of words in lieu of the conjunctions "and" or "or". No comma will be inserted after the final "and".

Example: The professional category will include political affairs officers, area specialists, economists, sociologists, legal officers, budget examiners and personnel officers.

3.7.14. Commas will follow introductory dependent clauses except where they are the subject of a sentence.

Examples: (1) After the meeting adjourned, a Press Conference was held.

(2) Whatever the decision may be, the mandate expires on 15 May.

(3) Whatever decision may be reached will be announced tonight.

3.7.15. The comma will be used to set off detours or parenthetical elements in the body of sentences. These may consist of a word or substantive phrase in opposition to the preceding noun, or a phrase or clause which modifies but does not restrict its meaning. Placement of commas in these cases affects the entire meaning of the sentence.

- Examples: (1) The president, Mr. Entezam, called the plenary meeting to order.
- (2) The intention of this resolution, as explained in the report of the working group, is to...
- (3) The representatives, who had not received the document, asked for adjournment of the meeting. (Meaning that all delegates asked for adjournment.)
- (4) The representatives who had not received the document asked for adjournment. (Meaning that certain delegates asked for adjournment.)

3.7.16. Commas will also be used for the following purposes:

- (1) To set off an introductory word, such as "hence" or "thus".
- (2) To set off transition words, such as "accordingly", "moreover", "however", including abbreviations of phrases which when written out would be followed by a comma, such as "e.g.", "viz." or "i.e.".
- (3) To set off a short quotation, maxim or similar expression. (Before a long or formal quotation a colon will be used.)
- (4) To set off a clause of result but not a clause of purpose when preceded by the words "so that".

- Examples: (i) The resolution was defeated, so that no action could be initiated.
- (ii) The resolution was presented early so that action could be taken the same day.
- (5) To set off an antithetical clause following the main clause on which it depends.

Example: The purpose of the resolution is to provide a solution, not to confuse the issue.

- (6) Following the salutation in letters.

Quotation marks

3.7.17. In addition to setting off spoken discourse and passages of previously written material which are repeated, quotation marks are used to set off terms or phrases in the text which have special significance or which are

used only in a certain specific sense. They may, where necessary, be used to place a word in a doubtful status in lieu of terms such as "alleged" or "so-called". In letters they are also used occasionally in place of italics. As a general rule, quotation marks should be used as sparingly as possible and mainly for passages directly quoted. They should not be used for paraphrases or for a verbatim rendition when preceded by the word "that".

3.7.18. Quotation marks will precede each paragraph of a direct quotation and should close at the end of the last paragraph.

3.7.19. Quotations of oral statements which are not indented as subparagraphs will be preceded by a comma and will begin with a capital letter.

Example: Mr. Smith answered, "He attended the opening meeting."

3.7.20. Quotations of written passages which are not indented as subparagraphs will normally be preceded by a colon and will begin with a capital letter.

Example: The Manual states: "Annual leave will be taken in intervals of days and half days."

3.7.21. Quotations involving single words or short phrases require no punctuation in addition to quotation marks and need not commence with a capital letter.

Example: Another of these "incidents" has now occurred.

3.7.22. When punctuation relates to material quoted, quotation marks follow the punctuation. Quotation marks therefore normally precede commas, colons and semicolons. They follow a full stop when a full sentence is quoted. They follow interrogation and exclamation marks when they relate to the matter quoted but precede these marks when they relate to the sentence as a whole.

- Examples: (1) A letter arrived with the "proposals",
- (2) A letter arrived with the "proposals"; it also contained...
- (3) A letter arrived with these "proposals": first, that...
- (4) "I hope", he said, "to be in Europe next year."
- (5) He replied, "I have no comment."
- (6) His reply was, "No comment".
- (7) He asked, "Did I understand you correctly?"
- (8) Did he say, "I understand you"?

3.7.23. An ellipsis or an omission of material in a quotation will be indicated by three full stops.

3.7.24. A quotation within a quotation is indicated by single quotation marks (').

Parentheses and brackets

3.7.25. Parentheses () are used to enclose expressions having no essential connexion with the rest of a sentence. They are useful in introducing examples or recalling previous information or for references to documents, resolutions, date or quantities. When a parenthetical element forms a part of a sentence, punctuation is outside the parentheses. When a parenthetical element forms a separate sentence, punctuation is within the parentheses.

Examples: (1) That was the whole truth (as far as he knew).

- (2) The statement was deleted. (The reference to Tanganyika was an error.)

3.7.26. Brackets [] are used to indicate insertion of words in a quotation, which do not appear in the original material quoted. They are also used when it is necessary to insert one parenthetical element within another, although this usage is rarely necessary.

The hyphen

3.7.27. The hyphen is used to compound words such as "co-ordination" or "co-operation". Secretaries will follow the Concise Oxford Dictionary, 1951, (4th ed.) in compounding, but one or two specific rules may be cited.

- (1) Hyphenate compound expressions in which one component is a cardinal number and the other a noun or adjective but only when the compound expression is adjectival.

Examples: (1) Ten-pound packages (meaning units of 10 pounds each)

- (2) Ten pound packages (meaning ten units of 1 pound each)

- (2) Cardinal and ordinal numbers, such as twenty-five or thirty-seventh, should be hyphenated.

- (3) Hyphenate fractions used as adjectives unless the numerator or denominator itself is hyphenated.

Examples: (1) three-fourths inch steel plate

- (2) twenty-five thirty-seconds inch steel plate.

- (4) Fractions used as nouns are not hyphenated.

Examples: One third of those present...

3.7.28. The hyphen is used to divide words at the end of a line. Division should be according to derivation rather than sound. If possible, words should be divided so that the whole word is suggested in the first half. Division should be kept to a minimum even though some irregularity of margin may result. In general, the hyphenation should not be applied to months, dates, names of towns and countries and words of less than

three syllables. Hyphenation should also be avoided in successive lines. It should never be used where fewer than three letters are broken off.

Examples: knowl-edge demo-crazy anti-podes

The dash

3.7.29. In typed letters and other communications the dash will be the same symbol as the hyphen: -. (In typed copy for a document it is indicated --.) The dash is used occasionally for parenthetical statements where the insertion is more in the nature of an informal "aside" than an apposition to or modification of a sentence. In letters, particularly formal letters, it should be avoided.

Example: He agreed - although with reluctance - that the meeting should be postponed.

The apostrophe

3.7.30. The apostrophe is used to indicate the possessive case of nouns. It is used before a final "s" which is added in the possessive case, except in the case of plural nouns ending in "s" and proper names of more than one syllable ending in "s" or a sibilant. In such cases the apostrophe is used alone. In showing possession, it is often more appropriate to use the preposition "of" instead of an apostrophe.

3.7.31. The use of the apostrophe in contractions in place of letters omitted and before abbreviated parts of words which stand for the entire word will be avoided in United Nations correspondence and will never be used in formal communications.

3.8. Spelling

3.8.1. United Nations correspondence will follow the English spelling given in the Concise Oxford Dictionary and the French spelling of Larousse. Preferred spelling will be used where alternatives are given. In correspondence with business firms in the United States of America, American spelling according to Webster's New International Dictionary may be used. It is particularly important, however, that a letter or other communication should never contain the same word spelled in more than one way.

3.8.2. Subject to the above exceptions where differences between English and American usages occur, the English will normally be followed. The spelling of the names of institutions and organizations, will, however, follow their own usage, i.e. International Labour Organisation. The following list shows the accepted form for a number of words where differences of spelling or nomenclature are common:

Abridgment	honour
acknowledgment	judgment
Asian (not Asiatic)	kilogramme
cheque	manoeuvre
connexion	metre
colour	Netherlands (not Dutch)
dispatch	programme
enclose	practice (noun)
enquiry	practise (verb)
ensure (to make certain)	Romania (not Rumania)
insure (to take out insurance)	Thailand (not Siam)
enrolment	telegram
fulfilment	licence (noun)
instalment	license (verb)
	Ireland (not Eire)

3.8.3. The ending "ize" is used normally for such words as realize, organize, specialize. Note, however, the following exceptions:

advertise	improvise
analyse	paralyse
chastise	supervise
despise	

3.8.4. The final consonant of roots of verbs should be doubled.

cancelled	not canceled
counselled	not counseled
equalled	not equaled
travelled	not traveled

3.9. Abbreviations

General

3.9.1. The use of abbreviations will be governed basically by those given in the Concise Oxford Dictionary, Fourth Edition, at the beginning of the listing for each letter of the alphabet and also by the list commencing on page 1509. In general, only abbreviations which in good usage have replaced the words they represent will be used in formal correspondence. In inter-office memoranda abbreviations may be used more freely, particularly in reference to United Nations organs or activities. In cables the use of abbreviations wherever the clarity is not compromised is entirely appropriate.

Where normally used

3.9.2. Abbreviations such as "Ref." and "No." may be used in any communication where citation of documents or other correspondence is necessary. Any abbreviation which forms part of the number of a document may, of course, be used.

3.9.3. Abbreviations in lieu of Latin phrases, such as etc., i.e., e.g., ibid., may be used wherever appropriate, although the use of spelled-out English equivalents, if they exist, is preferred in formal letters.

3.9.4. Titles of persons. Those titles which precede a name such as "His Excellency" will normally be spelled out, except in cables. Abbreviations for orders or academic degrees following a name, however, are correct.

Examples: (1) His Excellency Major-General Sir John Day, K.C.M.G.

(2) The Reverend Arthur Winters, Ph.D., D.D.

3.9.5. Titles of organizations. Except in formal communications, titles of international organizations and other public and private institutions may be abbreviated after the first mention. In the first instance, however, the title will be spelled out in full. In such abbreviations the initials are not separated by full stops (UNESCO).

3.9.6. Abbreviations for units of measurement may be used where the meaning is clear and where such abbreviation is used more commonly than the full spelling. The abbreviation "lbs." for pounds or "kgs." for kilogrammes may be used, for instance, but avoid "gr." for grammes, which might be confused with "gr." for grains.

3.9.7. The names of places may be abbreviated in addresses where such abbreviation is accepted common usage, such as New York, N.Y., or Washington, D.C., or London, S.W., but abbreviation of place names should be avoided in the text of communications.

When avoided

3.9.8. The United Nations is not abbreviated to UN or UNO. The form UNATIONS will be used only where required in the address of cables and following the name of the signing official on cables directed to addressees outside the United Nations.

3.9.9. Names of countries should not normally be abbreviated. "UK" and "USA" will never be used, but the shortened forms, "United Kingdom" and "United States", "Soviet Union" or "USSR" may be used in appropriate cases.

3.9.10. When reference is made to Chapter or Article of the Charter and parentheses are not used, the reference will be spelled out in full.

3.9.11. Avoid the symbol "%" except in inter-office memoranda. An ampersand (&) should only be used when it is part of a corporate title.

3.9.12. Do not use the symbol "#" for number. Use the abbreviation "No."

3.9.13. Do not use "tel." for telephone or "ext." for extension.

3.10. Numbers

3.10.1. Subject to the exceptions below, numbers under 100 will normally be spelled out

(ninety-nine, not 99), whereas all numbers from 100 upward appear in Arabic numerals.

3.10.2. Numerals, instead of written words, are always used when referring to a specific chapter or section of a document: Chapter V, paragraph 1 to 5 inclusive. Care should be taken to distinguish between Roman and Arabic numerals in such cases.

3.10.3. Arabic numerals are used when a number represents a physical quantity or measurement as in "50 horse-power engine".

3.10.4. Sums of money and decimals are normally in Arabic numerals, as \$0.50. The appropriate currency sign is preferable to spelling out the name of the currency unit except when both are required for clarity.

3.10.5. Main Committees of the United Nations General Assembly are numbered by ordinals, e.g., First Committee, but sub-committees are numbered by cardinals, e.g., Sub-Committee 5. Arabic numerals are used in recording of votes. Roman numerals are used for chapters of the United Nations Charter.

3.10.6. Time will be indicated as follows: 10.25 a.m. 3.05 p.m.

3.10.7. Dates are in the form "1 January 1954" (not January 1, 1954). Forms such as 1/1/54 will not be used even in informal memoranda because of differences in usage regarding the positions of the numeral indicating day or month.

3.10.8. Arabic numbers are set off in English by a comma every three spaces. Decimals on the other hand are set off by a full stop.

Thus: \$1,750,000.00; 55,712; 6.48

Note: Exceptions to this are years (1954), telephone numbers (CIRCLE 6-5000) and addresses (5321 Euclid Avenue).

3.10.9. Percentages are in Arabic numerals (15 per cent).

3.10.10. Numerical expressions referring to a period or forming an integral part of a name are usually spelled out ("the Nineteen-Thirties", "the Hundred Years War", "the Thousand Islands").

3.10.11. Numbers at the beginning of sentences are spelled out, whatever the size.

3.10.12. Roman numerals are normally used following a noun or name or technical word to indicate a number in a series (Louis XIV, Mark V, Part X), also when referring to resolutions of the General Assembly or of the Councils (resolution 83 (V)) (see paragraph 2.1.20).

3.11. Capitalization

General

3.11.1. Capitalization is used much more frequently in English than in French. In United Nations correspondence, secretaries should observe two important general rules - consistency

of use and economy of use. The former is more important. The principle of capitalization in English is that proper nouns and adjectives derived from them are capitalized while other nouns and adjectives are in small letters. Capitals are referred to in printing as "upper case"; small letters as "lower case".

3.11.2. The following items are capitalized in ordinary English usage.

- (1) Proper names and epithets (Richard the Lion-hearted).
- (2) Adjectives describing nationals of a country (the French) inhabitants of a region (Lapps); representatives of a race (the American Indians).
- (3) Geographical names and place names; names of continents, countries and commonwealths; their political and geographical sub-divisions; cities.
- (4) Cardinal points of the compass when referring to a region or when used substantively, except when used to indicate direction rather than a place. Abbreviations of points of the compass are capitalized.

Examples: the Northern countries
the American South
to the north of Paris
SSW

- (5) Days (New Year's Day, Friday); names of months; festivals (Easter, Pentecost).
- (6) Compound titles (Assistant Secretary-General, Deputy Director).
- (7) Official, military, ecclesiastical and personal titles, orders and decorations, including all titles of royalty and nobility.
- (8) Historical events (First World War) and phrases (Triple Entente).
- (9) Political groups (Republicans).
- (10) The Deity and names of religions.
- (11) The State.
- (12) Titles and subtitles of books, plays, poems and publications (important words only).
- (13) Titles of corporations and public agencies (important nouns only).
- (14) Numerical adjectives used to identify one of a series.

Example: The Fifth Committee.

Special rules for capitalization in the United Nations

3.11.3. Capitalize "Member" whenever reference is made to a State Member of the United Nations but not when referring to a "member" of the Security Council or other Councils and subsidiary bodies.

3.11.4. Capitalize "Government" in both the singular and plural forms when referring to the

government of a particular State or when used in place of a particular State.

3.11.5. Capitalize the Charter of the United Nations, Articles and Chapters of the Charter as well as Articles and Chapters of the Statute of the International Court of Justice.

3.11.6. Capitalize the words "State" and "Power" when referring to a country.

3.11.7. Capitalize titles of United Nations organs and bodies but not words such as committee, commission, or government when used generally.

Examples: (1) The Economic and Social Council ...the Council.

(2) The United Nations Special Committee in Palestine...the Committee.

3.11.8. Capitalize the word "Press" and its combination forms as in "Press Release".

3.11.9. The term "rules of procedure" always takes small letters as do references to a specific rule. This also applies to items of the agenda.

3.11.10. Avoid the use of capitals for general terms; even when used consistently such capitalization gives an archaic appearance. Do not use capitalized headings after the first word unless they are chapter titles or major sub-

divisions of a text. Do not use capitals for words which have assumed a specialized meaning, such as "boycott" or "italics", but which have none of the aspects of a proper name.

3.11.11. Do not capitalize the word "delegation" when used with the name of a Member State, except when it appears in the address of a communication.

3.12. Underlining

3.12.1. Underlining is for special emphasis and should be avoided as much as possible in correspondence, not only to preserve its value for important occasions but also for good appearance.

3.12.2. Where italics would be used in printing, underlining may be used for short passages in letters and memoranda.

3.12.3. Underline in the following cases:

(1) The subject of interoffice memoranda and of notes verbales which carry a subject.

(2) Foreign words and phrases in English texts.

(3) Titles of books.

3.12.4. Do not underline words in quotation marks or in block capitals.

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NEW YORK

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EXHIBIT 1

LETTER, Secretary-General
to Minister for Foreign Affairs
(formal)

IN REPLY
PLEASE QUOTE NO.

TRI 132/1/02

21 December 1953

Sir,

..... I have the honour to transmit herewith a copy of the resolution (A/Resolution/152) relating to the Territory of South West Africa, adopted by the General Assembly of the United Nations at its 460th plenary meeting on 28 November 1953. In implementation of paragraph 12 of the operative part of this resolution, the General Assembly, at its 467th meeting on 3 December 1953, approved the nomination of the Governments of Brazil, Mexico, Norway, Pakistan, Syria, Thailand and Uruguay as members of the Committee on South West Africa.

May I request you to inform me at an early date of the name of the representative of your Government who is to serve on this Committee.

Accept, Sir, the assurances of my highest consideration.

Dag Hammarskjöld
Secretary-General

The Minister of State for External Relations,
Ministry of External Relations,
Rio de Janeiro,
Brazil.

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EXHIBIT 2

LETTER, Secretary-General
to Minister for Foreign Affairs
(formal, alternate closing)

IN REPLY
PLEASE QUOTE NO.

TRI 132/1/02

21 December 1953

Sir,

..... I have the honour to transmit herewith a copy of the resolution (A/Resolution/152) relating to the Territory of South West Africa, adopted by the General Assembly of the United Nations at its 460th plenary meeting on 28 November 1953. In implementation of paragraph 12 of the operative part of this resolution, the General Assembly, at its 467th meeting on 3 December 1953, approved the nomination of the Governments of Brazil, Mexico, Norway, Pakistan, Syria, Thailand and Uruguay as members of the Committee on South West Africa.

The Minister of State for External Relations,
Ministry of External Relations,
Rio de Janeiro,
Brazil.

UNITED NATIONS



NATIONS UNIES

- 2 -

May I request you to inform me at an early date of the name of the representative of your Government who is to serve on this Committee.

I avail myself of this opportunity to renew the assurances of my highest consideration.

Dag Hammarskjold
Secretary-General

EXHIBIT 3

UNITED NATIONS  NATIONS
NEW YORK

LETTER, Secretary-General
to Permanent Representative
(formal)

CABLE ADDRESS · UNATIONS NEWYORK · ADRESSE TELEGRAPHIQUE

IN REPLY
PLEASE QUOTE NO.

SG 61/3/02

4 January 1954

Sir,

I have the honour to acknowledge the receipt of your letter of 21 December 1953, in which you inform me that the Swedish Government is prepared to contribute -- in addition to the two million Swedish crowns pledged at the Fourth Technical Assistance Conference -- an amount of 500,000 Swedish crowns to the United Nations Expanded Programme of Technical Assistance for 1954, thus making the total Swedish contribution for 1954 2.5 million Swedish crowns. I would be grateful if you would convey to the Swedish Government my appreciation of this most generous increase in the Swedish Government's contribution to the Expanded Programme of Technical Assistance.

Accept, Sir, the assurances of my highest consideration.

Dag Hammarskjöld
Secretary-General

The Permanent Representative of Sweden
to the United Nations,
63 East 64th Street,
New York 21, N. Y.

EXHIBIT 4

UNITED NATIONS  NATION
NEW YORK

LETTER, Secretary-General
to Permanent Representative
(formal, alternate closing)

CABLE ADDRESS · UNATIONS NEWYORK · ADRESSE TELEGRAPHIQUE

IN REPLY
PLEASE QUOTE NO.

SG 61/3/02

4 January 1954

Sir,

I have the honour to acknowledge the receipt of your letter of 21 December 1953, in which you inform me that the Swedish Government is prepared to contribute -- in addition to the two million Swedish crowns pledged at the Fourth Technical Assistance Conference -- an amount of 500,000 Swedish crowns to the United Nations Expanded Programme of Technical Assistance for 1954, thus making the total Swedish contribution for 1954 2.5 million Swedish crowns. I would be grateful if you would convey to the Swedish Government my appreciation of this most generous increase in the Swedish Government's contribution to the Expanded Programme of Technical Assistance.

I avail myself of this opportunity to renew the assurances of my highest consideration.

Dag Hammarskjold
Secretary-General

The Permanent Representative of Sweden
to the United Nations,
63 East 64th Street,
New York 21, N. Y.

UNITED NATIONS  NATION
NEW YORK

EXHIBIT 5

LETTER, Secretary-General
to Permanent Representative
(informal)

CABLE ADDRESS · UNATIONS NEWYORK · ADRESSE TELEGRAPHIQUE

IN REPLY
PLEASE QUOTE NO.

AFS 60/1/01(1) New Zealand
SRS/53

4 December 1953

My dear Mr. Ambassador,

I wish to thank you for your letter of 6 November 1953, with which you transmitted the curriculum vitae of Mr. Wang Feng.

Recruitment of outside candidates for positions in the Secretariat is virtually at a standstill at the present time. I have, however, passed Mr. Feng's papers on to the Bureau of Personnel for future consideration.

Please be assured that if an offer of appointment can be made to Mr. Feng at a later date, he will be notified promptly.

I remain, dear Mr. Ambassador,
Yours sincerely,

Dag Hammarskjold
Secretary-General

His Excellency,
Mr. Leslie Knox Munro,
Ambassador Extraordinary and Plenipotentiary,
Permanent Representative of New Zealand
to the United Nations,
Suite 526,
630 Fifth Avenue,
New York 20, N.Y.

UNITED NATIONS  NATION
NEW YORK

EXHIBIT 6

LETTER, Secretary-General
to Head of Specialized Agency

CABLE ADDRESS · UNATIONS NEWYORK · ADRESSE TELEGRAPHIQUE

IN REPLY
PLEASE QUOTE NO.

AFS 351/01

22 December 1953

Dear Mr. Dodd,

At its 471st plenary meeting on 9 December 1953, the General Assembly had before it a report of the Fifth Committee on Administrative and Budgetary Co-ordination between the United Nations and the specialized agencies (A/2619), recommending the adoption of the following resolution, which it approved without objection:

"The General Assembly

"1. Takes note of the report of the Advisory Committee on Administrative and Budgetary Questions dealing with the administrative budgets of the specialized agencies for 1954 (A/2582);

"2. Invites the attention of the specialized agencies to the recommendations and suggestions made in the Advisory Committee's report".

Mr. Norris E. Dodd,
Director-General,
Food and Agriculture Organization of the United Nations,
Viale delle Terme di Caracalla,
Rome,
Italy.



- 2 -

.....

Pursuant to this resolution, I am enclosing, for your information and for such action as you may deem appropriate, copies of the report of the Fifth Committee, and of the twenty-sixth report to the eighth session of the General Assembly of the Advisory Committee on Administrative and Budgetary Questions (A/2582), containing the recommendations and suggestions to which the attention of the specialized agencies is invited.

Yours sincerely,

Dag Hammarskjöld
Secretary-General

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EXHIBIT 7

LETTER, Secretary-General
to Non-Governmental
Organization

CABLE ADDRESS · UNATIONS NEWYORK · ADRESSE TELEGRAPHIQUE

IN REPLY
PLEASE QUOTE NO.

SG 62/1/08

11 September 1953

Dear Mrs. d'Estournelles,

I wish to thank you for your letter of September 4 and am pleased to accept your kind invitation to be a guest at a dinner in honour of Mr. Dean Acheson on the occasion of the presentation to him of the Woodrow Wilson Award for Distinguished Service on October 1st at the Waldorf Astoria.

Yours sincerely,

Dag Hammarskjold
Secretary-General

Mrs. Julie d'Estournelles,
Executive Director
The Woodrow Wilson Foundation,
45 East 65th Street,
New York 21, N.Y.

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NEW YORK

EXHIBIT 8

LETTER, Secretary-General
to Private Citizen

CABLE ADDRESS : UNATIONS NEWYORK : ADRESSE TELEGRAPHIQUE

IN REPLY
PLEASE QUOTE NO.

LEG 292/1/03

5 January 1954

My dear Judge Parker,

I have received your letter of 23 December 1953 informing me that in view of your responsibilities as a member of the Federal Bench of the United States, you are not in a position to accept the membership in the International Law Commission to which you were elected by the General Assembly at its eighth session.

While I fully appreciate the reasons for your decision to decline the appointment to the Commission, I sincerely regret that the Commission will not have the benefit of your distinguished legal knowledge and experience.

With highest regards, I remain,

Yours sincerely,

Dag Hammarskjold
Secretary-General

Judge John J. Parker,
Charlotte,
North Carolina.

UNITED NATIONS  NATION
NEW YORK

CABLE ADDRESS : UNATIONS NEWYORK : ADRESSE TELEGRAPHIQUE

EXHIBIT 9

LETTER, Secretariat Official
to Minister for Foreign Affairs

IN REPLY
PLEASE QUOTE NO.

LEG 292/05 (1)

9 November 1953

Sir,

I am directed by the Secretary-General to acknowledge the receipt of your letter No. 119.N.2/5 of 28 October 1953, conveying certain information with respect to the nationality legislation in force in Denmark and transmitting the text of the Danish Citizenship Act Number 252 of 27 May 1949.

The Secretary-General wishes me to express his appreciation for the co-operation of the Government of Denmark in this matter.

Accept, Sir, the assurances of my highest consideration.

Constantin A. Stavropoulos
Principal Director
in charge of the Legal Department

The Minister for Foreign Affairs,
Ministry of Foreign Affairs,
Christiansborg Slot,
Copenhagen,
Denmark.

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NEW YORK

EXHIBIT 10

LETTER, Secretariat Official
to Permanent Representative

CABLE ADDRESS · UNATIONS NEWYORK · ADRESSE TELEGRAPHIQUE

IN REPLY
PLEASE QUOTE NO.

LEG 323/5/01 (2) China

29 December 1953

Sir,

I am directed by the Secretary-General to acknowledge the receipt of your letter No. 04161 of 15 December 1953 concerning the declaration by the Government of the United Kingdom relating to the signature, by the accredited Plenipotentiary of China, of the Protocol for Limiting and Regulating the Cultivation of the Poppy Plant, the Production of, International and Wholesale Trade in, and Use of Opium opened for signature on 23 June 1953.

As requested, the statement set forth in your letter will be communicated to all interested Governments.

Accept, Sir, the assurances of my highest consideration.

Constantin A. Stavropoulos
Principal Director
in charge of the Legal Department

The Permanent Representative of China
to the United Nations,
Room 6301,
350 Fifth Avenue,
New York 1, N. Y.

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EXHIBIT 11

LETTER, Secretariat Official
to Delegation Official

IN REPLY
PLEASE QUOTE NO.

LEG/223/12/04

24 February 1953

Dear Mr. Meeker,

I wish to thank you for forwarding a letter from Hogg, Lindley & Company dated 4 February 1953 which was addressed to the United Nations but was received by the Department of State in error.

We are looking into this matter and will communicate directly with Hogg, Lindley & Company.

Sincerely yours,

Constantin A. Stavropoulos
Principal Director
in charge of the Legal Department

Mr. Leonard C. Meeker,
Assistant Legal Adviser
for United Nations Affairs,
Department of State,
Washington, D.C.

UNITED NATIONS  NATION
NEW YORK

EXHIBIT 12

LETTER, Secretariat Official
to Head of Specialized Agency

CABLE ADDRESS · UNATIONS NEWYORK · ADRESSE TELEGRAPHIQUE

IN REPLY
PLEASE QUOTE NO.

SG 82/5/016

14 October 1953

Dear Dr. Candau,

I am directed by the Secretary-General to acknowledge the receipt of your letter of 29 September 1953, inviting the United Nations to be represented at the WHO Committee on International Quarantine, which will be held in Geneva from 19 October to 7 November 1953.

The Secretary-General regrets that he is not in a position to send a representative to the above meeting. He would, however, appreciate receiving all final documentation on the session, more particularly on items 1, 2, 5 and 6, as well as the decisions reached by the Committee.

Yours sincerely,

Martin Hill
Director of Co-ordination of
Specialized Agencies and
Economic and Social Matters

Dr. M. G. Candau,
Director-General,
World Health Organization,
Palais des Nations,
Geneva,
Switzerland.

UNITED NATIONS  NATION
NEW YORK

EXHIBIT 13

LETTER, Secretariat Official
to Specialized Agency Official

CABLE ADDRESS · UNATIONS NEWYORK · ADRESSE TELEGRAPHIQUE

IN REPLY
PLEASE QUOTE NO.

ECA 8/14/01

29 December 1953

Dear Dr. Metall,

For working purposes we have found it useful to have in our offices a directory containing the names and titles of senior officials of the specialized agencies. This directory is entirely unofficial and has been compiled purely for internal use. We would appreciate your help in keeping the information, as it relates to your Organisation, up to date.

..... Attached hereto is a copy for your information. Could you please let us know what changes and additions should be made therein as far as your agency is concerned? We would further appreciate your letting us have any subsequent information regarding changes in names or titles. Mr. Leake, of this office, on extension 877, might be readily contacted for this purpose.

Yours sincerely,

Szeming Sze
Chief
Specialized Agencies Section

Dr. R. A. Metall,
Chief of the Liaison Office of the International
Labour Office with the United Nations,
Room 1000,
345 East 46th Street,
New York 17, N. Y.

UNITED NATIONS  NATION
NEW YORK

EXHIBIT 14

LETTER, Secretariat Official
to Private Citizen

CABLE ADDRESS · UNATIONS NEWYORK · ADRESSE TELEGRAPHIQUE

IN REPLY
PLEASE QUOTE NO.

SG 59/3/04

22 January 1953

Dear Dr. Abrahamsen,

The Secretary-General has requested me to convey to you his warm appreciation of your kind letter in connexion with the submission of his resignation to the General Assembly.

The burden of the Secretary-General's decision has been lightened by the thoughtfulness of those who have been good enough to write to him and by the knowledge that in writing to him they are also expressing concern for the welfare of the United Nations and interest in its future as a major instrument for the maintenance of peace. He would like you to know that he is most grateful for your own expression of support.

Yours sincerely,

Andrew W. Cordier
Executive Assistant to the
Secretary-General

Dr. David Abrahamsen,
1040 Park Avenue,
New York 28, N. Y.

UNITED NATIONS  NATION
NEW YORK

EXHIBIT 15

LETTER, Secretariat Official
to Business Firm

CABLE ADDRESS · UNATIONS NEWYORK · ADRESSE TELEGRAPHIQUE

IN REPLY
PLEASE QUOTE NO.

CGS 70/7/02

17 February 1953

Dear Mr. Geminiani,

Reference is made to our meeting in your office last November wherein certain space assignments were confirmed by the French Line for United Nations official travel for the current year. This will also refer to our conversation of 13 February 1953. Reference is also made to my communication dated 29 January 1953, when advice was given you of the contract entered into between the United Nations and Thos. Cook and Son, under the terms of which that Organization will hereafter make necessary reservations for travel undertaken by officials of the United Nations.

We are now turning back to you space assigned to the United Nations which we have not yet used. However, it is requested that this space be transferred to Thos. Cook and Son for the balance of the bookings which have yet to be made this year for official travel to be undertaken by employees of the United Nations. Any space which has been requested by the United Nations Transportation Division will be ticketed in the usual manner on our transportation order TT/9.

We wish also to notify you that all tickets purchased by Thos. Cook and Son for United Nations official travel will bear the following information:

UNITED NATIONS
REFUND TO TRAVELLER
STRICTLY FORBIDDEN
DEFENSE de REMBOURSER

We await your confirmation of the action requested above, and look forward to a continuation of the excellent service we have received in the past from the French Line.

Yours sincerely,

F. A. Mapes
Director
Purchase and Transportation Division

Mr. M. Geminiani,
French Line,
610 Fifth Avenue,
New York 21, N.Y.

UNITED NATIONS  NATIONS
NEW YORK

LETTER, Secretariat Official
to Non-Governmental
Organization

CABLE ADDRESS · UNATIONS NEWYORK · ADRESSE TELEGRAPHIQUE

IN REPLY
PLEASE QUOTE NO.

SG 459/062

11 February 1953

Dear Mr. Hillier,

The Secretary-General has asked me to acknowledge your letter of 29 January 1953 and to thank you for your thoughtfulness in sending him the text of a resolution passed by the Peterborough East Branch No. 93 P.E. of the Amalgamated Engineering Union on the question of Korea.

The continuation of the hostilities in Korea has been, and is, a cause of grave concern in the United Nations. Several weeks were devoted by the General Assembly at its seventh regular session to the consideration of just and reasonable proposals for the solution of the problem of prisoners-of-war. As you are aware, a resolution submitted by the Delegation of India to this effect received the overwhelming

Mr. Noel Hillier,
Branch Secretary,
Peterborough East Branch No. 93 P.E.,
Amalgamated Engineering Union,
70 Vere Road,
Peterborough,
England.



support of the General Assembly with only five Members (Byelorussia, Czechoslovakia, Poland, the Ukraine and the Soviet Union) opposing it, and was adopted on 3 December 1952. Unfortunately, the proposals contained in this resolution were flatly rejected by the Chinese and North Korean authorities. The question of Korea will be taken up again by the General Assembly when it reconvenes at the end of February.

..... In order that you may have an accurate picture of the United Nations position on Korea, I am sending to you a copy of the above-mentioned resolution of the General Assembly.

Yours sincerely,

Andrew W. Cordier
Executive Assistant to the
Secretary-General

UNITED NATIONS  NATION
NEW YORK

NOTE VERBALE, Secretary-
General to Minister for
Foreign Affairs

CABLE ADDRESS · UNATIONS NEWYORK · ADRESSE TELEGRAPHIQUE

IN REPLY
PLEASE QUOTE NO.

SOA 321/02(1)

The Secretary-General of the United Nations presents his compliments to the Minister for Foreign Affairs of Finland and has the honour to acknowledge the receipt of his note No. 12850 of 30 September 1953 referring to the Secretary-General's note No. SOA 321/02(1) of 13 July 1953, in which the Government of Finland is requested to review their replies of 9 June 1950 and 27 May 1952 to the Questionnaire on Slavery and Servitude.

The Secretary-General notes that after thorough consideration by the competent authorities the Government of Finland considers that the information already given covers all particulars to be reported from Finland, where the existence of slavery and servitude is completely unknown.

18 November 1953

BK

UNITED NATIONS  NATION
NEW YORK

NOTE VERBALE, Secretary-
General to Permanent
Representative

CABLE ADDRESS • UNATIONS NEWYORK • ADRESSE TELEGRAPHIQUE

IN REPLY
PLEASE QUOTE NO.

LEG 102/62/0217

The Secretary-General of the United Nations presents his compliments to the Permanent Representative of the United States of America to the United Nations and has the honour to acknowledge the receipt of his note No. UN-2435/469 of 12 November 1953, transmitting for registration one certified and two additional copies of five agreements entered into by the United States of America as reproduced in Treaties and Other International Acts Series 2628, 2629, 2630, 2632 and 2633.

These agreements were registered on 13 November 1953 and the certificates of registration will be forwarded to the Permanent Representative in due course.

24 November 1953

BK

UNITED NATIONS  NATIONS
NEW YORK

EXHIBIT 19

NOTE VERBALE, Secretariat
to Ministry of Foreign Affairs

CABLE ADDRESS • UNATIONS NEWYORK • ADRESSE TELEGRAPHIQUE

IN REPLY
PLEASE QUOTE NO.

CGS 53/4/02(1)

The Secretariat of the United Nations presents its compliments to the Ministry of Foreign Affairs of Iraq and in reply to its note No. U.N./486/11/32211 of 11 November 1953, has the honour to state that ten copies of E/CN.12/306 are being despatched under separate cover.

24 November 1953

BK

UNITED NATIONS  NATIONS
NEW YORK

EXHIBIT 20

NOTE VERBALE, Secretariat
to Delegation

CABLE ADDRESS · UNATIONS NEWYORK · ADRESSE TELEGRAPHIQUE

IN REPLY
PLEASE QUOTE NO.

ECA 191/20/05

The Secretariat of the United Nations presents its compliments to the Permanent Delegation of Bolivia to the United Nations and has the honour to acknowledge the receipt of its note No. SG-53-54 of 3 November 1953 regarding the Second Session of the United Nations Tin Conference to be held in Geneva on 16 November 1953.

16 November 1953

BK

UNITED NATIONS  NATIONS

INTEROFFICE MEMORANDUM

EXHIBIT 21

INTEROFFICE MEMORANDUM
(double spaced)

FILE NO. SOA 317/1/01

DATE 2 March 1953

TO: Mr. Constantin A. Stavropoulos, Principal Director in charge of the Legal Department

FROM: Guillaume Georges-Picot, Assistant Secretary-General, Departments of Economic Affairs and Social Affairs

SUBJECT: Comments on the Final Clauses of the Draft Covenants on Human Rights

1. I wish to thank you for your memorandum of 25 February 1953 on the final clauses of the draft Covenants on Human Rights.

2. The Division of Human Rights has prepared a new draft paper on the final clauses which embodies the various suggestions made by the Legal Department. I am sending you herewith a copy of the new paper for your information.

.....

3. In paragraph 8 of your memorandum you state that you will prepare another memorandum on an article relating to the settlement of disputes. I hope that you will be able to send us that memorandum at an early date.

UNITED NATIONS



NATIONS

INTEROFFICE MEMORANDUM

EXHIBIT 22

INTEROFFICE MEMORANDUM
(single spaced)

FILE NO. SG 72/3/01(Policy)

DATE 8 January 1954

TO: Mr. Richard D. Mathewson, Chief of Sales and Circulation Section.

FROM: Joseph Groesbeck, Chief of Processing Section, Library.

SUBJECT: Publications Board Paper on Depository Libraries.

-
1. Attached are two copies of a draft paper which the Library is preparing for submission to the Publications Board early this year. As you will see, it reflects certain conclusions reached as a result of several years' operation of the depository programme under the policy directives laid down in Publications Board Paper No. 188, Annex III, and as a result of the survey of depositories conducted by questionnaire in 1952/53, and it sets forth some proposals for revision of the governing policy paper. It contains also, as Annex III, a statement on documents distribution which was prepared by Mr. DeWalt.
 2. The number and distribution of depositories is obviously of concern to your Division. I should like, therefore, to have your comments and views on the subject before this paper is made final for submission to the Publications Board. Will you, therefore, please read this draft, then let me talk with you about it at your early convenience? I think that we can decide between us whether this text should be modified to incorporate your point of view, whether you will wish to prepare an accompanying paper, or whether it will be sufficient for you to comment on the paper when it comes before the Board.
 3. Inasmuch as this has been delayed, I would appreciate your help in getting it before the Board as quickly as possible.

UNITED NATIONS  NATIONS
INTEROFFICE MEMORANDUM

EXHIBIT 23

INTEROFFICE MEMORANDUM
to Geneva

FILE NO. AFS 240/012

DATE 22 December 1953

TO: Mr. Russell Cook, Chief, Personnel Division, Geneva

FROM: Georges Palthey, Director, Bureau of Personnel

SUBJECT: List of officials of the United Nations prepared
in accordance with Section 17 of the Convention on
Privileges and Immunities of the United Nations

.....

1. Enclosed herewith are two copies of the list of staff members of your Office and that of the Office of the High Commissioner for Refugees reported in the 1952 list of officials entitled to privileges and immunities under the Convention on Privileges and Immunities of the United Nations. The 1953 list will be prepared as of 31 December 1953, and we should appreciate receiving from you information on all changes during the year 1953. Please indicate these changes on one copy of the enclosed lists and return it to this office as soon as possible.

2. We noted that you did not include your staff in "E" category in last year's list. It is our understanding that these staff members are paid annual salaries and might be classified as "officials" within the meaning of the Convention. Resolution 76 (I) approved the granting of privileges and immunities referred to in Articles V and VII of the Convention to all members of the staff of the United Nations "with the exception of those who are recruited locally and are assigned to hourly rates". Your category "E" staff do not therefore appear to be excluded. Since you have certain non-Swiss staff members in this category, it might be necessary to report the category for the benefit of Member Governments who may from time to time have nationals employed in it. We should appreciate your co-operation in adding them to this year's list if our assumption is correct with regard to their salaries.

.....

3. A résumé of the procedure followed in previous years in the compilation of the list is attached hereto for your convenience.

UNITED NATIONS • NATIONS UNIES

INTEROFFICE MEMORANDUM

TO: Mr. F. Saunders and Mr. T. Demberg, Thos. Cook & Son

FROM: F. A. Mapes, Director,
Purchase and Transportation DivisionDate 10 August 1953SUBJECT: Use of tourist air service: Fellowship Programme

CGS 70/05

1. Effective immediately, air tourist service will be used wherever possible for the fellowship programme of TAA. Even though in some cases tourist service can only be used in certain phases of the journey, all fellowship travellers will be authorized full first class baggage allowance for their complete trip.
2. It would be appreciated if you will notify all of your offices of this policy.

UNITED NATIONS • NATIONS

REFERRAL SHEET

EXHIBIT 25

REFERRAL SHEET

TO:

FROM:

SUBJECT:

DATE:

UNITED NATIONS



NATION

EXHIBIT 26

TELEGRAM

TELE

CABLE, Secretary-General
to Minister for Foreign Affairs

FOR USE OF DRAFTER - A REMPLIR PAR LE RECEVANT

DATE:	DRAFTED BY:	ROOM NO.:	DEPT.:	ALLOTMENT NO.:	REGISTRY FILE NO.:
<i>Date:</i>	<i>Rédigé par:</i>	<i>Bureau N°:</i>	<i>Dépt.:</i>	<i>N° du compte à débiter:</i>	<i>N° du dossier d'Enregistrement:</i>
16 July 1953	D. Protitch	3534	SCA	1801-37-09	SCA 295/1/01

SECURITY CLASSIFICATION - Classification de Sécurité

PLAIN
Ordinaire

CONFIDENTIAL
Confidentiel

SECRET
Secret

To:

A:

SOPHOCLES VENIZELOS
MINISTER FOR FOREIGN AFFAIRS
ETRANGERES
ATHENS (GREECE)

HAVE HONOUR ACKNOWLEDGE RECEIPT YOUR CABLEGRAM DATED FIFTEEN
JULY APPOINTING STAVROS ROUSSOS ACTING REPRESENTATIVE OF
GREECE ON SECURITY COUNCIL DURING ABSENCE AMBASSADOR KYROU
STOP CREDENTIALS REPORT CIRCULATED

DAG HAMMARSKJOLD
SECRETARY-GENERAL
UNATIONS

CLEARANCES
VISAS

AUTHORIZED BY
AUTORISE PAR

SIGNATURE - Signature

TYPED NAME AND TITLE - Nom et qualite (Dactylographier)

UNITED NATIONS  NATIONS
TELEGRAM TELETYPE

EXHIBIT 27

CABLE, Secretary-General
to Ministry of Foreign Affairs

FOR USE OF DRAFTER - A REMPLIR PAR LE RECEVUEUR

DATE:	DRAFTED BY:	ROOM NO.:	DEPT.:	ALLOTMENT NO.:	REGISTRY FILE NO.:
Date:	Rédigé par:	Bureau N°:	Dépt.:	N° du compte à débiter:	N° du dossier à l'Enregistrement:
25 August 1953	D. Protitch	3534	SCA	1801-37-03	SCA 295/1/01

SECURITY CLASSIFICATION - Classification de Sécurité

PLAIN
Ordinaire

CONFIDENTIAL
Confidentiel

SECRET
Secret

To:
A:

KHARIJIAH
DAMASCUS (SYRIA)

HAVE HONOUR ACKNOWLEDGE RECEIPT YOUR CABLE P51 DATED
24 AUGUST 1953

DAG HAMMARSKJOLD
SECRETARY-GENERAL
UNATIONS

CLEARANCES
VISAS _____

AUTHORIZED BY _____
AUTORISE PAR _____ SIGNATURE - Signature

TYPED NAME AND TITLE - Nom et qualite (Dactylographie)

UNITED NATIONS



NATION

EXHIBIT 28

TELEGRAM

TELE

CABLE, Secretary-General
to Permanent Representative

FOR USE OF DRAFTER - A REMPLIR PAR LE RECIPIENT

DATE:	DRAFTED BY:	ROOM NO.:	DEPT.:	ALLOTMENT NO.:	REGISTRY FILE NO.:
Date:	Rédigé par:	Bureau N°:	Dépt.:	N° du compte à débiter:	N° du dossier à l'Enregistrement:
15 August 1953	A.W.Cordier	3800	EO/SG	1801-37-01	SG 79/01

SECURITY CLASSIFICATION - Classification de Sécurité

PLAIN
Ordinaire

CONFIDENTIAL
Confidentiel

SECRET
Secret

To:

A:

HIS EXCELLENCY MR. ALEXIS KYROU
 PERMANENT REPRESENTATIVE OF GREECE TO THE UNITED NATIONS
 SUITE 704
 HOTEL SHERRY NETHERLAND
 NEW YORK, NY

I HAVE READ WITH DISTRESS OF THE SERIOUS AND CONTINUED EARTHQUAKES WHICH FOR MANY DAYS HAVE BEEN DEVASTATING THE GREEK IONIAN ISLANDS WITH SUCH HEAVY LOSS OF LIFE AND PROPERTY AND WISH TO EXPRESS ON BEHALF OF THE UNITED NATIONS AND ON MY OWN BEHALF OUR VERY DEEP SYMPATHY TO THE GREEK GOVERNMENT AND PEOPLE AS WELL AS THE VICTIMS OF THIS GREAT DISASTER STOP IN AN EVENT OF THIS MAGNITUDE WHICH TRANSCENDS NATIONAL BARRIERS THE NATIONS OF THE WORLD COMMUNITY MUST SHARE EACH OTHER'S SORROW AND BY BROTHERLY ACTION SEEK TO COMFORT AND ASSIST THE SUFFERING STOP SEVERAL AGENCIES OF THE UNITED NATIONS HAVE ALREADY INITIATED ACTION TO PROVIDE ASSISTANCE IN THE DISTRESSED COMMUNITIES

DAG HAMMARSKJOLD
 SECRETARY-GENERAL
 UNATIONS

CLEARANCES
VISAS

AUTHORIZED BY
AUTORISE PAR

SIGNATURE - Signature

UNITED NATIONS
TELEGRAM



NATION
TELEGRAM

EXHIBIT 29

CABLE, Secretary-General
to Ministries of Foreign Affairs
(multiple)

FOR USE OF DRAFTER - A REMPLIR PAR LE RECEVANT

DATE: Date:	DRAFTED BY: Rédigé par:	ROOM NO.: Bureau N°:	DEPT.: Dépt.:	ALLOTMENT NO.: N° du compte à débiter:	REGISTRY FILE NO.: N° du dossier à l'Enregistrement:
15 January 1954	R.T.Huang	3256	SOA	1801-37-06	SOA 109/03

SECURITY CLASSIFICATION - Classification de Sécurité

PLAIN
Ordinaire

CONFIDENTIAL
Confidentiel

SECRET
Secret

To:

A:

(SEE ATTACHED LIST OF ADDRESSEES)

SINCE COMMISSION NARCOTIC DRUGS BEGINS NINTH SESSION NINETEEN
APRIL 1954 REQUEST GOVERNMENT DESPATCH CHAPTER V ILLICIT TRAFFIC
OF ANNUAL REPORT FOR 1953 RELATING TO NARCOTIC DRUGS TO REACH
SECRETARY-GENERAL NOT LATER THAN TWENTYTWO FEBRUARY 1954

DAG HAMMARSKJOLD
SECRETARY-GENERAL
UNATIONS

CLEARANCES
VISAS

AUTHORIZED BY
AUTORISE PAR

SIGNATURE - Signature

TYPED NAME AND TITLE - Nom et qualite (Dactylographier)

(DESPATCH ATTACHED CABLE TO FOLLOWING ADDRESSEES)

MININDEL
MINSK (BYELORUSSIAN SSR)

ETRANGERES
COPENHAGEN (DENMARK)

MEXTERIOR
QUITO (ECUADOR)

RELACIONES
SANSALVADOR (ELSALVADOR)

AFGERES
ADDISABABA (ETHIOPIA)

KHARIJIYAH
BAGHDAD (IRAQ)

EXTERIORES
PANAMACITY (PANAMA)

ESTADO
LIMA (PERU)

KHARIJIAH
DAMASCUS (SYRIA)

KANTANGDES
BANGKOK (THAILAND)

MININDEL
KIEV (UKRAINIAN SSR)

UNITED NATIONS
TELEGRAM



NATION
TELE

EXHIBIT 30

CABLE, Secretary-General
to Head of Specialized Agency

FOR USE OF DRAFTER - A REMPLIR PAR LE RE

DATE:	DRAFTED BY:	ROOM NO.:	DEPT.:	ALLOTMENT NO.:	REGISTRY FILE NO.:
Date:	Rédigé par:	Bureau N°:	Dépt.:	N° du compte à débiter:	N° du dossier à l'Enregistrement:
10 December 1953	B. Urquhart	3850E	EO/SG	1801-37-01	SG 79/01

SECURITY CLASSIFICATION-*Classification de Sécurité*

PLAIN
Ordinaire

CONFIDENTIAL
Confidentiel

SECRET
Secret

To:

A:

DR PHILLIP V CARDON
FOODAGRI
ROME (ITALY)

PLEASE ACCEPT MY WARMEST CONGRATULATIONS ON YOUR UNANIMOUS
ELECTION AS DIRECTOR-GENERAL OF THE FOOD AND AGRICULTURE
ORGANIZATION STOP I LOOK FORWARD TO MEETING YOU PERSONALLY AT
AN EARLY DATE AND TO CONTINUING WITH YOUR HELP THE CLOSE
COLLABORATION BETWEEN THE UNITED NATIONS AND THE FAO WHICH WAS
DEVELOPED SO EFFECTIVELY BY YOUR PREDECESSOR STOP WITH ALL
PERSONAL GOOD WISHES

DAG HAMMARSKJOLD
SECRETARY-GENERAL
UNATIONS

CLEARANCES _____
VISAS _____

AUTHORIZED BY _____
AUTORISE PAR _____ SIGNATURE - *Signature*

UNITED NATIONS



NATION

EXHIBIT 31

TELEGRAM

TELE

CABLE, Secretary-General
to Private Citizen

FOR USE OF DRAFTER - A REMPLIR PAR LE RE

DATE:	DRAFTED BY:	ROOM NO.:	DEPT.:	ALLOTMENT NO.:	REGISTRY FILE NO.:
Date:	Rédigé par:	Bureau N°:	Dépt.:	N° du compte à débiter:	N° du dossier à l'Enregistrement:
20 April 1953	P. Lind	3800C	EO/SG	1801-37-01	SG 95/6/01

SECURITY CLASSIFICATION - Classification de Sécurité

PLAIN
Ordinaire

CONFIDENTIAL
Confidentiel

SECRET
Secret

To:

A:

WILLIAM HORRIGAN
55 BROADWAY
NEW YORK, NY

WITH BEST THANKS FOR YOUR KIND INVITATION TO ATTEND AND ADDRESS
YOUR ANNUAL MEETING LAST WEEK OF MAY I REGRET BEING UNABLE TO
ACCEPT AS I SHALL BE IN EUROPE THAT TIME

DAG HAMMARSKJOLD
SECRETARY GENERAL
UNATIONS

CLEARANCES _____
VISAS _____

AUTHORIZED BY _____
AUTORISE PAR _____ SIGNATURE - Signature

UNITED NATIONS



NATION

EXHIBIT 32

TELEGRAM

TELE

CABLE, Secretary-General
to Field Offices

FOR USE OF DRAFTER - A REMPLIR PAR LE RE

DATE:	DRAFTED BY:	ROOM NO.:	DEPT.:	ALLOTMENT NO.:	REGISTRY FILE NO.:
Date:	Rédigé par:	Bureau N°:	Dépt.:	N° du compte à débiter:	N° du dossier à l'Enregistrement:
23 December 1953	L. Malania	3802E	EO/SG	1801-39-01	SG 5/04

SECURITY CLASSIFICATION - Classification de Sécurité

PLAIN
Ordinaire

CONFIDENTIAL
Confidentiel

SECRET
Secret

To:

A:

(SEE ATTACHED LIST OF ADDRESSEES)

I WISH TO EXTEND TO YOU YOUR STAFF AND ALL EXPERTS WARMEST
HOLIDAY GREETINGS AND BEST WISHES FOR HAPPY AND FRUITFUL
NEW YEAR

DAG HAMMARSKJOLD

CLEARANCES _____
VISAS _____

AUTHORIZED BY _____
AUTORISE PAR _____ SIGNATURE - Signature

DESPATCH ATTACHED CABLE TO FOLLOWING ADDRESSEES

TECABOARD
KABUL (AFGHANISTAN)

UNATIONS
LAPAZ (BOLIVIA)

TECABOARD
RIODEJANEIRO (BRAZIL)

TECABOARD
RANGOON (BURMA)

TECABOARD
MEXICOCITY (MEXICO)

TECABOARD
COLOMBO (CEYLON)

TECABOARD
BOGOTA (COLUMBIA)

TECABOARD
QUITO (ECUADOR)

TECABOARD
CAIRO (EGYPT)

TECABOARD
PORTAUPRINCE (HAITI)

TECASSIST
NEWDELHI (INDIA)

TECABOARD
DJAKARTA (INDONESIA)

UNATIONS
TEHERAN (IRAN)

UNATIONS
JERUSALEM

TECABOARD
BEIRUT (LEBANON)

UNATIONS
TRIPOLI (LIBYA)

TECABOARD
KARACHI (PAKISTAN)

UNITED NATIONS  NATION
TELEGRAM TELE

EXHIBIT 33

CABLE, Headquarters Official
to Field Official

FOR USE OF DRAFTER - A REMPLIR PAR LE RE

DATE:	DRAFTED BY:	ROOM NO.:	DEPT.:	ALLOTMENT NO.:	REGISTRY FILE NO.:
Date:	Rédigé par:	Bureau N°:	Dépt.:	N° du compte à débiter:	N° du dossier à l'Enregistrement:
28 December 1953	P. Stula	2374C	TAA	4902-39	TAA 60/080

SECURITY CLASSIFICATION - Classification de Sécurité

PLAIN
Ordinaire

CONFIDENTIAL
Confidentiel

SECRET
Secret

To:
A:

TECABOARD
BEIRUT (LEBANON)

MARSACK YOUR 240 ADJUST GRIGGS PAYMENTS NEW RATE 35 POUNDS
EFFECTIVE 1 NOVEMBER

NASR

CLEARANCES
VISAS _____

AUTHORIZED BY _____
AUTORISE PAR _____ SIGNATURE - Signature

TYPED NAME AND TITLE - Nom et qualite (Dactylographier)

UNITED NATIONS
TELEGRAM



NATION
TELE

EXHIBIT 34

CABLE, Headquarters
to Field Office (DPI)

FOR USE OF DRAFTER - A REMPLIR PAR LE RE

DATE:	DRAFTED BY:	ROOM NO.:	DEPT.:	ALLOTMENT NO.:	REGISTRY FILE NO.:
Date:	Rédigé par:	Bureau No.:	Dépt.:	N° du compte à débiter:	N° du dossier à l'Enregistrement:
30 Dec 1953	T. Baird	945	DPI	1801-37-08	DPI 302/1/01

SECURITY CLASSIFICATION - Classification de Sécurité

PLAIN
Ordinaire

CONFIDENTIAL
Confidentiel

SECRET
Secret

To:
A:

OMNIPRESS
LONDON (ENGLAND)

YOUR 329 WHOLE PROJECT VERY WELCOME STOP ASSURE OUR COOPERATION STOP
 LIBRARY MATERIAL SPECIAL COVERAGE AND RECIPROCAL BASIS YES STOP MATERIAL
 ORDERED CAN BE DELIVERED ABOUT TEN DAYS STOP COMMISSIONS TO CAMERAMEN
 ACCEPTABLE STOP AREAS NEXT SIX MONTHS NOT SETTLED BUT MIDDLE EAST PROBABLY
 NEXT AREA BUT SHOOTING IN AUSTRALIA ALMOST IMMEDIATELY

OMNIPRESS

CLEARANCES _____
 VISAS _____

AUTHORIZED BY _____
 AUTORISE PAR _____ SIGNATURE - Signature

TYPED NAME AND TITLE - Nom et qualite (Dactylographier)

UNITED NATIONS



NATION

TELEGRAM

TELE

EXHIBIT 35

CABLE, Headquarters
to Field Office
(Field Service)

FOR USE OF DRAFTER - A REMPLIR PAR LE RE

DATE:	DRAFTED BY:	ROOM NO.:	DEPT.:	ALLOTMENT NO.:	REGISTRY FILE NO.:
Date:	Rédigé par:	Bureau N°:	Dépt.:	N° du compte à débiter:	N° du dossier à l'Enregistrement:
17 December 1953	H. Moulds	1729	AFS	0511-39	AFS 24/5/01

SECURITY CLASSIFICATION-*Classification de Sécurité*

PLAIN
Ordinaire

CONFIDENTIAL
Confidentiel

SECRET
Secret

To:
A:

UNATIONS
ASMARA (ERITREA)

POUCH IMMEDIATELY COST CIAAO HOTEL SINGLE ROOM WITH SHOWER BREAKFAST
LUNCH DINNER EXCLUSIVE SERVICE CHARGE ADVISE ALSO PRICES COMPARABLE
MEALS CAPRICIO

FIELDSEV

CLEARANCES
VISAS

AUTHORIZED BY
AUTORISE PAR

SIGNATURE - *Signature*

TYPED NAME AND TITLE - *Nom et qualite (Dactylographier)*

UNITED NATIONS  NATION
TELEGRAM TELE

EXHIBIT 36

CABLE, Headquarters Official
to Private Citizen

FOR USE OF DRAFTER - A REMPLIR PAR LE RE

DATE:	DRAFTED BY:	ROOM NO.:	DEPT.:	ALLOTMENT NO.:	REGISTRY FILE NO.:
Date:	Rédigé par:	Bureau N°:	Dépt.:	N° du compte à débiter:	N° du dossier à l'Enregistrement:
13 January 1954	E.S. de Breuvery	2674	ECA	1801-37-05	ECA170/5/04

SECURITY CLASSIFICATION - Classification de Sécurité

PLAIN
Ordinaire

CONFIDENTIAL
Confidentiel

SECRET
Secret

To:

A:

S. KRISHNAN
27 CHOWRINGHEE ROAD
CALCUTTA (INDIA)

JUST RECEIVED TWO COPIES YOUR REPORT STOP PLEASE INFORM BY CABLE
WHETHER COPIES SENT OTHER EXPERTS DIRECTLY STOP IF NOT AND SUFFICIENT
COPIES AVAILABLE*PLEASE DO SO BY AIRMAIL IN VIEW SHORT TIME REMAINING

DEBREUVERY UNATIONS

CLEARANCES
VISAS

AUTHORIZED BY
AUTORISE PAR

SIGNATURE - Signature

TYPED NAME AND TITLE - Nom et qualite (Dactylographier)

UNITED NATIONS



NATION

EXHIBIT 37

TELEGRAM

TELE

CABLE, Headquarters Official
to Staff Member

FOR USE OF DRAFTER - A REMPLIR PAR LE RE

DATE:	DRAFTED BY:	ROOM NO.:	DEPT.:	ALLOTMENT NO.:	REGISTRY FILE NO.:
Date:	Rédigé par:	Bureau N°:	Dépt.:	N° du compte à débiter:	N° du dossier à l'Enregistrement:
29 December 1953	J. Gray	2169A	CGS	1801-37-10	CGS 194/2/01

SECURITY CLASSIFICATION-*Classification de Sécurité*

PLAIN
Ordinaire

CONFIDENTIAL
Confidentiel

SECRET
Secret

To:
A:

MADAME RENEE MANGONES BLANCH
CARE EDMOND MANGONES
PO BOX 12
PORTAUPRINCE (HAITI)

PANAM NEWYORK CONFIRMS RETURN RESERVATIONS STOP PANAM CABLING
THEIR OFFICE PORTAUPRINCE REGARDING SAME

MAPES UNATIONS

CLEARANCES
VISAS

AUTHORIZED BY
AUTORISE PAR

SIGNATURE - *Signature*

TYPED NAME AND TITLE - *Nom et qualite (Dactylographie)*

COVERING SLIP
UN/C/22/Rev.1 (E)
13 January 1953

EXHIBIT 38

COVERING SLIP

UNITED NATIONS  NATIONS UNIES
NEW YORK

WITH THE COMPLIMENTS
OF THE
SECRETARY-GENERAL OF THE UNITED NATIONS

..... Enclosed herein is a copy of a communication
which has been transmitted to the address
indicated.

UNITED NATIONS  NATIONS UNIES
NEW YORK

WITH THE COMPLIMENTS
OF THE
SECRETARY-GENERAL OF THE UNITED NATIONS

..... Enclosed herein is a copy of a communication which has been transmitted to the address indicated.

The Secretary-General regrets that no additional copies of the enclosures referred to therein are available at present.

EXHIBIT 40

FORWARDING SLIP

UNITED NATIONS  NATIONS UNIES
NEW YORK

The Secretary-General of the United Nations has the honour to request that

..... the communication enclosed herein, of

..... which a copy is attached for information,

be forwarded to the address indicated.

EXHIBIT 41

SPECIAL FORWARDING
SLIP

SPECIAL FORWARDING SLIP
UN/C/33/Rev.1 (E)
13 January 1953

UNITED NATIONS  NATIONS UNIES
NEW YORK

..... The Secretary-General of the United
..... Nations has the honour to request that the
..... communication enclosed herein, of which a
..... copy is attached for information, may be
..... forwarded to the address indicated.

It is regretted that no additional copies
of the enclosures referred to therein are
available at present.

UN/C/29/Rev.2
18 August 1953

EXHIBIT 43

FO

CORRESPONDENCE
CONTROL FORM

A

CORRESPONDENCE CONTROL FORM

CCF No. _____

FILE NO.: _____

TO: _____

..... The above-quoted Registry file relevant to the attached
communication dated _____
from _____
is charged to _____

PLEASE RETURN THIS CONTROL FORM AND COMMUNICATION TO
REGISTRY SECTION, ROOM 2074, AFTER ACTION.

_____ 195_____

For Supervisor, File Control and Service Unit

TO BE RETURNED TO REGISTRY

UN/C/19/Rev.1
19 August 1953

FOR

EXHIBIT 44

FILE CONTROL FORM

A

FILE CONTROL FORM

FILE NO.: _____

PART NO.: _____

FD NO.: _____

CCF NO.: _____

TO: REGISTRY SECTION, Room 2074

Reference above-quoted file, will you please

Forward to me as soon as possible

Note that it has been transferred to _____
(Name of Official)

Bring forward (BF) on _____
(Date)

_____ 195_____
(Name)

(Room No. and Department)

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INFORMATION ANNEX
RECORDS, DOCUMENTS AND
LIBRARY SERVICES

1. The following information is provided to assist staff in making the most effective use of the centralized services provided for the custody and servicing of files, books and documents. Further information may be obtained from the heads of the services indicated below.

A. Correspondence, Current (Registry Section, Room 2074)

1. All incoming and outgoing official correspondence, including inter-departmental memoranda, should be promptly sent to Registry for codification and filing.
2. File reference numbers to be entered on outgoing communications and inter-office memoranda can be obtained from the Codification Unit. See Telephone Directory "Services", yellow pages, under "Registry Section" for extensions to call for each Department.
3. To locate individual communications, including inter-office memoranda, through the name index, call Index Unit, Extension 788.
4. To borrow Registry files, call File Service Unit, Room 2074. See Telephone Directory "Services", yellow pages, under "Registry Section" for extensions to call for each Department.

B. Correspondence, and Other Files, Non-Current (Archives Section, Room 1938)

1. The Archives Section is the official repository for all valuable non-current records, including correspondence, working papers, Mission and field office files, and administrative materials. No United Nations records may be destroyed except upon authorization obtained through the Archivist.
2. To request assistance in disposing of useless records, consult Accessions and Disposal Unit, Room 1936C, Extension 2048.
3. To arrange transfer of non-current records to Archives, call Accessions and Disposal Unit, Room 1936C, Extension 2048.
4. To obtain loans or reference service on non-current United Nations files, sound recordings, or records of UNRRA, the League of Nations, or other agencies, call Reference Unit, Room 1938B, Extension 2050.

C. Documents (Distribution Section, Room 1B-60)

1. To obtain regular automatic distribution of any series or category of official, mimeographed or printed documents, apply to Liaison Officer of the relevant documents sub-station listed below. Approval of the appropriate Executive Officer is required for all new recipients. Automatic distribution is available through document sub-stations as follows:

Floors: Basement through 11, General Assembly, Conference and Library Buildings -

Room 3154 Ext. 791

Floors: 12 - 21 Room 1560 Ext. 631

Floors: 22 - 31 Room 3154 Ext. 791

Floors: 32 - 38 Room 3456 Ext. 781

2. For secondary requests or additional copies of United Nations documents, or to borrow reference or file copies or bound volumes of documents, apply to stations noted above.
3. For information and listing of documents distributed, consult:

Daily: Document ST/CGS/SER.D/

Monthly: United Nations Document Index

4. To return surplus or unused documents and publications, apply to the stations noted above.

D. Books and Published Materials (Library, Library Building)

1. The Library acts as the United Nations acquisition agency for all books, government documents, pamphlets, maps and periodicals, by purchase, gift or exchange. To request such acquisitions, call Acquisition Unit, Extension 2509.
2. To obtain reference and loan services on the various special collections of library materials, consult Telephone Directory "Services", yellow pages under "Library".
3. Complete sets of documents and publications of the United Nations and Specialized Agencies (Room L-201, Extension 2501) and the League of Nations (Room L-304, Extension 2504) are available for reference use.
4. A descriptive pamphlet entitled "Library Services and Collections" is available on application to the Loan Desk, Room L-115, Extension 2579.