



Correspondence Manual

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ST/AI/237

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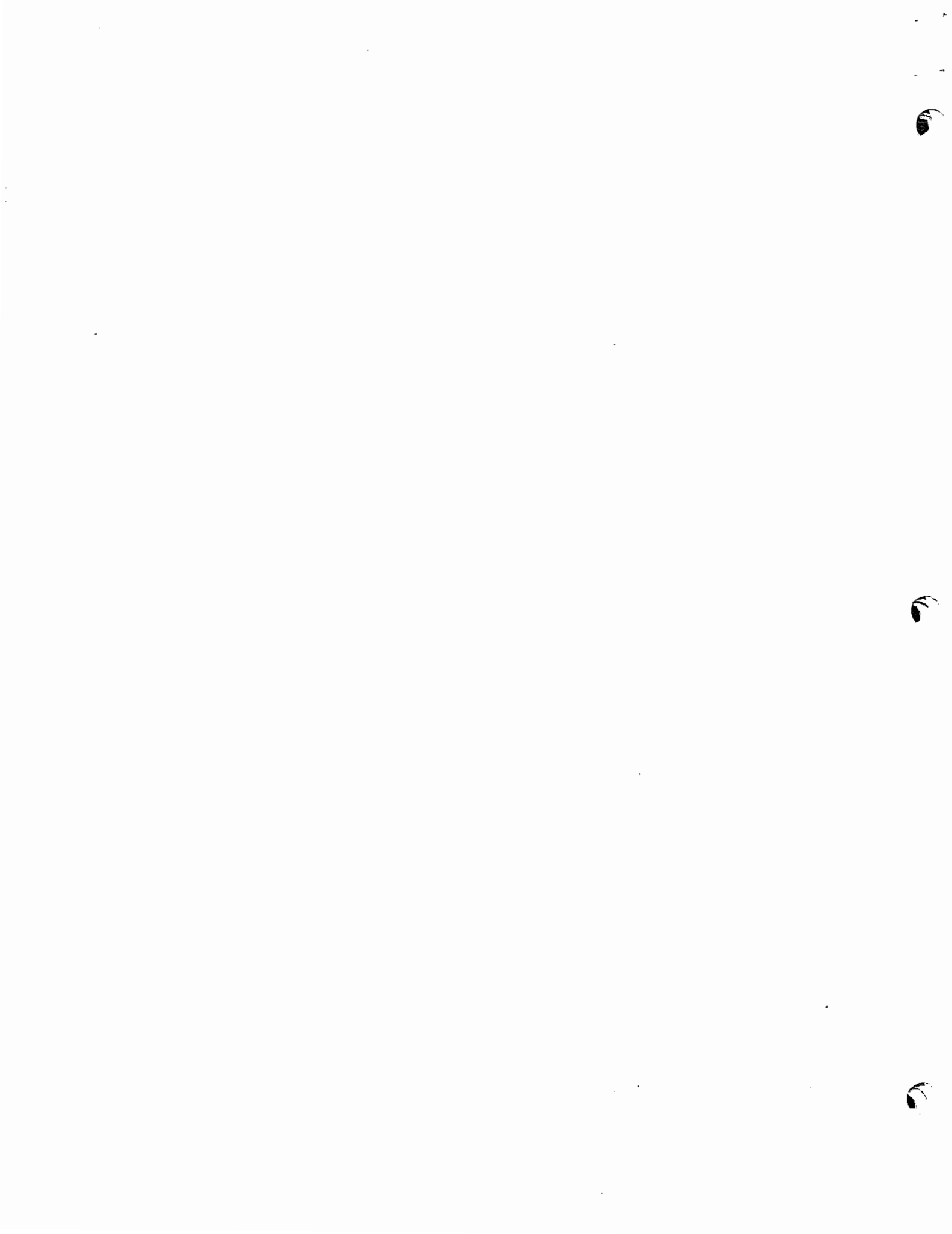
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INTRODUCTORY NOTE

This *Correspondence Manual** has been prepared for the guidance of all staff members concerned with the drafting, typing and dispatch of official communications and the handling of correspondence and files. All communications that are not personal are considered to be official. Although the *Manual* is directed primarily to Headquarters needs, the broad policies and procedures set forth in it are of general applicability. It is expected that offices away from Headquarters will follow these instructions, adapting them to local needs.

* This *Manual* supersedes the earlier *Correspondence Manuals* issued under the symbols ST/AI/102 and ST/AI/102/Rev. 1-3.



CONTROL OF CORRESPONDENCE

1. To contribute effectively to the conduct of the business of the United Nations, the correspondence of the Organization must be clear and accurate in content, direct and dignified in style, correct in form, and attractive in appearance. The rules and procedures set forth in this *Manual* are intended to guide and assist staff members in drafting, typing or handling the various kinds of official communications, including letters, notes verbales, memoranda and telegrams.

I. Responsibility for drafting correspondence

2. The principal responsibility for drafting outgoing communications and for their substance and factual accuracy lies with the departments concerned. Except as indicated in chapter III, the departments are normally responsible also for typing, addressing and assembling communications for dispatch. Certain centralized correspondence and records services are provided, as described in chapter VIII.

3. Replies to incoming communications, whether internal or external, should be prepared and dispatched promptly. When the action requires more than five working days, an interim acknowledgement should be sent.

4. All thoughtful and constructive communications from the public should be given careful attention and answered individually. A standard reply may be used where a large number of communications deal with one subject on which the policy of the Secretary-General has been clearly set.

5. The Correspondence Unit is responsible for furnishing information on the proper form, procedure and language to be used; in drafting formal correspondence, and for making appropriate editing changes in drafts submitted to it for processing (see chap. III).

II. Correspondence officers

6. The head of each department is responsible for designating as correspondence officer a staff member at the P-3 level or above; and may also, if necessary, designate alternate correspondence officers at the G-4 level or above. The name(s) of the person(s) designated should be submitted on form P.86 (10-60) (Delegation of authority) (see exhibit 24) to the Supervisor, Correspondence Unit, Department of Conference Services, who maintains an up-to-date list of correspondence officers.

7. The correspondence officer is responsible directly to the head of the department for all correspondence matters. In particular, he must ensure that correspondence originating in the department shall conform to the provisions of this *Manual*. The duties and responsibilities of correspondence officers are given in detail in annex I.

8. Within each department the correspondence officer should review, in draft form, all communications addressed to:

(a) Heads of State or heads of Government;

(b) Ministers for foreign affairs;

(c) Permanent representatives or heads of delegations;

(d) Heads of specialized agencies, the International Atomic Energy Agency and the General Agreement on Tariffs and Trade.

III. Responsibility for typing, assembly and dispatch of correspondence

9. The Correspondence Unit, Department of Conference Services, is responsible for final typing, assembly and dispatch of single and multiple letters or notes verbales addressed to heads of State, heads of Government, ministers for foreign affairs, permanent representatives or heads of specialized agencies. When so requested by the drafting office, the correspondence unit also arranges for photo-offsetting standard or form letters to other addressees. When necessary, it arranges also for the photo-offsetting of attachments to the correspondence that it handles (see para. 45).

10. Multiple communications are typed individually or photo-offset, not mimeographed or hectographed.

11. It is the responsibility of the Correspondence Unit, with respect to all communications referred to it for processing, to ensure observance of the rules set down in this *Manual* concerning form, presentation, language and routing.

IV. List of Official Addresses

12. The List of Official Addresses (ST/CGS/SER.H/L.3) issued by the Correspondence Unit gives information and instructions with regard to the forms to be used in

addressing correspondence. It is put out in loose-leaf form and is kept up to date by amendment as necessary.

13. The List gives the names, titles and addresses of the following:

(a) Ministers for foreign affairs of Member States and non-member States;

(b) Permanent representatives to the United Nations of Governments of Member States, and permanent observers of Governments of non-member States;

(c) Heads of specialized agencies, the International Atomic Energy Agency and the General Agreement on Tariffs and Trade.

It also gives the addresses of:

(a) Secretariats of United Nations commissions, missions and other subsidiary bodies;

(b) United Nations information centres:

(c) United Nations Development Programme field offices.

14. The List of Official Addresses is issued to secretaries through the Documents Distribution substations at the request of the executive officers of departments. At least one up-to-date copy should be kept by the secretaries in each working area.

V. Official Correspondence Card Index

15. The Official Correspondence Card Index contains all the information found in the List of Official Addresses, as well as special instructions on forms of salutation, routing of correspondence, languages to be used and the number of copies to be made. One set is issued to each correspondence officer, but additional sets may be obtained from the Correspondence Unit as need arises.

VI. Clearance of outgoing correspondence

16. Departments are responsible for clearing with the Executive Office of the Secretary-General outgoing communications involving matters of policy that should be brought to the attention of the Secretary-General.

17. Certain other outgoing communications should be cleared before dispatch in accordance with instructions issued from time to time by the Secretary-General or other officials. For example, communications on administrative matters to United Nations information centres and United Nations missions away from Headquarters should be routed through the Field Operations Service; and those to regional commissions should be routed through the Regional Commissions Section of the Department of Economic and Social Affairs; communications on substantive matters to information centres, missions and regional commissions should be routed through the appropriate substantive department. The Office for Inter-Agency Affairs and

Co-ordination should be kept informed, and consulted when necessary, regarding all correspondence between the Secretariat and the specialized agencies, the International Atomic Energy Agency and other intergovernmental organizations that may affect relations, co-ordination or co-operation between them and the United Nations (for details, see annex II).

18. Correspondence directed to Governments may be addressed to any of the States shown on the List of Official Addresses (see chap. IV). When it is necessary to correspond with non-member States not listed there, clearance must be obtained from the Office of Legal Affairs.

19. Departments are responsible for making sure that any required clearances are obtained before outgoing correspondence is sent to the Registry Section for dispatch and filing.

VII. Signing of correspondence

20. Letters to heads of State, heads of Government and ministers for foreign affairs are normally signed by the Secretary-General. Letters to permanent representatives are normally signed by the Secretary-General, an under-secretary-general or an assistant secretary-general. When specifically authorized by an under-secretary-general or assistant secretary-general to do so, however, other officers may communicate directly with permanent representatives. Correspondence on technical or routine subjects or on matters on which the Secretary-General's policy has been clearly established may be signed by officials of lower rank on the general authorization of the head of the department.

21. In the absence of the head of an organizational unit, the officer in charge of the unit should normally sign correspondence in his own capacity; he should not give the name and title of his absent supervisor in the signature block. He may however, if appropriate, refer in the text to the absence of his supervisor.

VIII. Correspondence and records services

22. The Communications, Archives and Records Service, Office of General Services, regulates the classification and security of confidential papers and maintains liaison with departmental correspondence officers for the co-ordination of matters relating to correspondence.

23. The Registry Section processes and maintains current correspondence and files.¹ The Archives Section preserves and services non-current records and archival material. The Communications Section is responsible for editing, dispatching and distributing telegrams, including

¹ Requests for files or for file numbers should be addressed, as appropriate, to the offices indicated in the yellow pages of the United Nations Telephone Directory under the heading "Files".

telegrams to heads of State or heads of Government, ministers for foreign affairs and permanent representatives or heads of delegations, for receiving and dispatching mail, and for providing regular messenger service throughout the Headquarters buildings. It also administers the diplomatic pouch service and prepares the diplomatic pouch schedule for issue in periodic revisions of document ST/ADM/SER.A/1175.

24. The Correspondence Unit, Department of Conference Services, types, assembles and dispatches certain kinds of communications as described in chapter III. It also furnishes information and assistance to all departments with regard to the preparation of the correspondence for which it is responsible and keeps up to date the List of Official Addresses and the Official Correspondence Card Index described in chapters IV and V.

Part two

DRAFTING STYLE AND PRACTICE

IX. Style

25. A formal diplomatic style is used only for communications of a formal nature addressed to heads of State and heads of Government, ministers for foreign affairs and permanent representatives. Where formal style is required, the established phraseology of diplomatic correspondence should be used.

26. An informal style is more appropriate for non-formal communications to permanent representatives, for communications to the heads or officials of specialized agencies, and for letters on substantive and administrative matters to officials of permanent missions and Governments and letters to the public.

27. Directives with regard to margins, spacing, salutations, complimentary closings, signature blocks and other matters related to the typing and dispatch of correspondence are given in part four below.

28. Instructions with regard to certain points of editorial style are given in annex III.

X. Languages

29. Outgoing letters to permanent missions or Governments should be written in the working language indicated in the List of Official Addresses or on the Correspondence Unit worksheet (form CR.2 (1-76)) (see exhibit 22). Where two languages are indicated, the first should normally be used.

30. Similarly, communications from the Secretary-General to the presidents of the General Assembly, the Security Council, the Economic and Social Council and the Trusteeship Council and to the chairmen of other organs should be written in the working language of their countries as indicated in the List of Official Addresses or on the Correspondence Unit worksheet.

31. Communications from the presidents of the General Assembly, the Security Council, the Economic and Social

Council and the Trusteeship Council and from the chairmen of other organs should be written in the working language used by the country of the sender.

32. When the communications referred to in paragraph 31 are sent in a language other than English or French, they should be accompanied by a translation into one of these languages.

33. Within the Secretariat, memoranda should be written in English or French.

XI. Names of countries

34. The correct names of countries and adjectives of nationality are contained in the relevant Terminology Bulletin issued as a document in the series ST/CS/SER.F/—

XII. Official and personal titles

35. Great care should be taken in the use of official and personal titles in the address, salutation and text of communications. The Protocol and Liaison Section of the Executive Office of the Secretary-General should be consulted in cases of doubt.

36. In general, the use of personal titles should be avoided in the text of correspondence. Permanent representatives with ambassadorial rank may be referred to by the title "Ambassador" preceding their surname in the text and salutation of informal letters, but not in the address.

XIII. Reference to resolutions

37. Where reference is made to a resolution of a United Nations organ, the number and date of the resolution, the name of the organ concerned and the title or subject should be indicated. The following forms are appropriate:

"According to resolution 3249 (XXIX) on the United Nations Capital Development Fund, adopted by the General Assembly on 4 December 1974, . . ."

"By resolution 3138 (XXVIII) of 14 December 1973 on social security for the aged, the General Assembly . . ."

38. When reference to the number, title and date of a resolution does not seem to provide sufficient information, the relevant operative parts of the resolution may be quoted in the communication. In certain cases it may even

be desirable to attach a copy of the whole text of the resolution.

XIV. Reference to previous communications

39. Where there has been previous correspondence on a subject, the text of a communication should contain a precise reference to the last communication (including the date and reference number) with a brief indication of its subject if necessary, e.g., "With reference to your letter No. . . . of 5 April 1974 concerning . . ."

Part three

PROCESSING OF CORRESPONDENCE

XV. General procedure

40. Drafts of communications to be processed by the Correspondence Unit should be typed on plain bond paper with two carbon copies, approved by the correspondence officer for the submitting department and forwarded with a Correspondence Unit worksheet (form CR.2 (1-76); see exhibit 22) signed by the correspondence officer. The draft should bear the appropriate Registry file number.

41. The addressee and the name of the country or organization should be clearly indicated on the worksheet. Any communications to Governments not listed on the worksheet must be approved by the Office of Legal Affairs, and the worksheet must be countersigned by an official of that Office.

42. A letter processed by the Correspondence Unit will be sent for signature to the appropriate official and should then be returned to the Correspondence Unit for dispatch. A note verbale is normally initialled by the responsible officer of the Correspondence Unit before dispatch; it will be returned to the originating office for initialling only if a specific request has been made to that effect on the Correspondence Unit worksheet.

XVI. Translations

43. Where translation of a communication to be processed by the Correspondence Unit is required, the language should be checked under the heading "Translation required" on the worksheet, and relevant documents or files that may assist in the translation should be sent with the worksheet and the draft to the Correspondence Unit, which will arrange for the translation. Drafts of translations will

be returned to the correspondence officer or the drafter for approval before the communication is typed in final form.

44. The Correspondence Unit is responsible for obtaining translations only of those communications that are prepared and dispatched by it.

XVII. Enclosures

45. Enclosures or attachments to drafts submitted to the Correspondence Unit should be prepared in the correct final form. The Correspondence Unit is not responsible for typing them, but it will arrange for the photo-offsetting and dispatch of enclosures to be sent with multiple communications. The enclosures should be submitted in the same languages as those of the communications to which they are appended. If the attachments are United Nations documents or resolutions, care should be taken to see that the text is the latest edited version. The submitting office is responsible for providing the required number of copies to the Correspondence Unit.

XVIII. Standard or form letters

46. If a department wishes to maintain a stock of a standard or form letter or other communication, it may submit the item to the Correspondence Unit for photo-offsetting; copies will be returned to the department for dispatch. Drafts should be submitted in the appropriate language with a worksheet checked in the square marked "Photo-offset" and showing the number of copies and the type of paper required. The drafts should be typed in final form on heavy bond letterhead paper, with two carbon copies and with the signature in black ink. Air-mail or other light-weight paper and ink other than black are not adaptable to the photo-offset process.

Part four

TYPES OF COMMUNICATIONS

47. Official communications may take the form of formal or informal letters, notes verbales, memoranda or telegrams. Examples of the various forms appear in the exhibits. The following descriptions suggest the appropriate form to be used in different circumstances.

XIX. Letters

A. General instructions

Paper and envelopes

48. Letter-size (8 1/2" x 11") bond paper should be used. This is available in letterhead paper for first sheets and in paper headed "United Nations (emblem) Nations Unies" for continuation sheets. Legal-size (4 1/8" x 9 1/2") envelopes in bond paper are normally used both for outgoing letters sent by ordinary mail and for air mail sent by the diplomatic air pouch. Mail for non-United Nations addresses is dispatched by diplomatic air pouch to the country or area concerned. The recipient United Nations office then forwards the mail for non-United Nations addresses via the domestic postal system. Where forwarding of mail within a country will be expedited by use of air mail, the local United Nations office will mark and dispatch the mail accordingly. Air-mail paper and air-mail envelopes should be used, where required, for destinations not served by the diplomatic pouch.

Copies

49. For all correspondence except that relating to personnel matters, in addition to the original or "ribbon" copy for the addressee, three manifold copies should be prepared for the Registry Section (yellow, salmon and white, arranged in that order), and additional white copies as needed for the drafting official, for departmental files or for the information of other persons. For correspondence relating to personnel matters, which is handled by the Personnel Records Unit, only the yellow copy is required. If the correspondence refers to more than one staff member, additional yellow copies should be supplied. As the yellow copy is the permanent record for the official files of the Secretariat, typists should make sure that the type is clear, legible and durable.

50. Care should be taken to see that all corrections made on the original appear on each of the copies. Copies should be initialled by the signing official in the place where his signature is applied to the original.

51. If information copies are required within the Secretariat, the name and the room number or, if to an office away from Headquarters, the address of the person or persons concerned should be indicated on the copies of the

communication in the lower left-hand corner under the address and individually marked with a check mark, e.g.:

Copy to:
Mr. K. P. Thampi ✓
Mrs. M. Kothari

52. If there is not sufficient space in the lower left-hand corner, the entries may be made in two columns. Copies should be sent to the addressees direct and not through the Registry Section.

53. When copies are to be sent by pouch, the words "By pouch" should appear in the upper right-hand corner.

54. Copies that are to be sent out of the Secretariat should be prepared on letterhead copy paper (overprinted "Copy-Copie").

55. When letters are sent to specialized agencies or the International Atomic Energy Agency, copies should also be sent to their liaison office in New York and to the Office for Inter-Agency Affairs and Co-ordination. The copies should be prepared on letterhead copy paper.

File number

56. The Registry file number should be typed on the same horizontal line as the printed word "Reference", with the same margin as the text. A space should be left between the file symbol and the number. The file number should be obtained from the Registry if it is not already available from previous records.

Initials of drafting official

57. On all carbon copies the initials of the drafting official should be typed in the upper right-hand corner of the page. They should appear in capital letters, followed by an oblique line and the initials of the typist, also in capital letters, e.g., AB/CD. If the text is cleared by a person other than the drafter or signatory, the clearance should be indicated below the initials on a separate line, e.g., Cleared by: H. C. Kwong.

Date

58. The date should be in the form "2 January 1975". The names of the months should not be abbreviated, and cardinal numbers should be used.

Margins

59. The left-hand margin should be 20 spaces from the edge of the page and the right-hand margin about 15.

Spacing

60. With the exception noted in paragraph 85, single spacing is normally used, though short letters or notes

verbales (15 lines or less) may for aesthetic reasons be typed in one-and-one-half or double spacing.

61. When the text is single spaced, double spacing should be used between salutation and text, between paragraphs and between text and complimentary closing.

62. When the text is typed in one-and-one-half spacing, the same one-and-one-half spacing is used between salutation and text, between paragraphs, and before and after quotations. An extra space should be left between the text and the complimentary closing.

63. Quotations of more than three lines are single spaced, whatever spacing is used in the rest of the text.

Indentation

64. The first line of a paragraph should be indented five spaces from the left-hand margin. The first line of a quotation or subparagraph should be indented 10 spaces and the remaining lines 5 spaces. If further indentation is necessary for subordinate subparagraphs, the same pattern should be followed.

Numbering of pages

65. On communications of more than one page, each page except the first should bear a page number, centred two spaces below the letterhead and expressed in Arabic numerals between hyphens (e.g. -2-). Three spaces should be left between the page number and the continuation of the text.

Continuation of pages

66. Dots or slashes at the bottom of a page to indicate more to follow are not appropriate in letters and notes verbales. They may however be used in memoranda and cables. Each page after the first should have at least three lines of text in addition to the complimentary closing where this is used.

Enclosures

67. Enclosures to be sent with communications to heads of State or heads of Government, ministers for foreign affairs, permanent representatives or heads of delegations, may be typed, printed, mimeographed or photo-offset. Hectographed enclosures should never be dispatched with such communications.

68. Each enclosure should be indicated in the text of a letter by the insertion in the margin of five dots ending two spaces to the left of the line on which reference to the enclosure begins. If several enclosures are mentioned in the same sentence, the five dots should be typed only once but they should be repeated if the enclosures are mentioned in separate sentences.

69. When copies of letters originating in the United Nations are to be sent as enclosures to persons other than the addressee, the carbon copies should normally be prepared on special paper with the United Nations letter-

head overprinted "Copy-Copie". If the text of an enclosure does not originate within the Secretariat, it should normally be prepared on plain heavy white paper and marked "Copy" in the upper left-hand corner. In exceptional cases photo copies may be used for either type of enclosure.

70. When appropriate, enclosures should be made available in the relevant working languages. When an enclosure is a translation, the phrase "Translated from . . ." with the language of the original communication should be typed in the upper left-hand corner.

71. When an enclosure is a questionnaire, memorandum or report, other than a document, emanating from the United Nations, it should be prepared on second-page letterhead (marked "United Nations (emblem) Nations Unies").

72. Attention is drawn to special instructions concerning the mailing of official United Nations documentation (ST/AI/189/Add.10).

Signature block

73. The signature block should be typed four or six lines below the complimentary closing, depending on the length of the text.

74. The several lines of the signature block should be centred on a vertical line, with the longest line of the block ending at the right-hand margin, e.g.:

Kurt Waldheim
Secretary-General

75. The approved signature blocks for under-secretaries-general and assistant secretaries-general may be obtained from the Correspondence Unit.

76. The first line of the signature block of a letter signed by an official of lower rank should consist of his typed name; the second line should give his official title; and the third, the name of his department, office, bureau, division or section as appropriate. If the last element exceeds 40 spaces, an additional line should be used; but no more than four lines should be used in the signature block.

Address

77. Addresses should follow the forms given in the List of Official Addresses and the Official Correspondence Card Index.

78. The names of officials of permanent missions are listed in a handbook prepared by the Protocol and Liaison Section entitled *Permanent Missions to the United Nations*. For sessions of the General Assembly, a special handbook entitled *Delegations to the General Assembly* is used.

79. On a letter the address should be single spaced in line with the left-hand margin at the bottom of the first page, starting approximately three inches (7 centimetres) from the bottom of the page. Where there is not sufficient

room to complete the text and address within these limits on the first page, the address should be typed on the first page and the text continued on a second page.

80. Addresses on envelopes should be blocked and single spaced. The name and room number of the signatory should be typed on the envelope above the heading "United Nations (emblem) Nations Unies".

Assembling and dispatch

81. When typing, proof-reading and correcting have been completed, the communication should be assembled for dispatch. The original, with its enclosures, should be placed under the flap of the envelope and the whole should be clipped on top of the three Registry copies. If the appropriate Registry file is being transmitted at the same time, the entire assemblage should be clipped to the outside of the file. Originals or copies should never be placed inside the file folder.

82. The assembled communication, together with the file, should then be placed in a messenger envelope addressed to the appropriate unit of the Registry Section: Personnel Records or Records Control. The envelope should be marked "Outgoing mail".

83. When information copies have been prepared, those intended for the addressee should be attached to the original, those directed to staff at Headquarters should be dispatched by the drafting office, and those to be sent to other addressees should be placed (with covering slips where appropriate) in unsealed, addressed envelopes and sent to Registry for dispatch simultaneously with the original.

B. Specific instructions

1. Formal letters

Use

84. Formal letters are used for communications to heads of State or heads of Government, ministers for foreign affairs and permanent representatives, on such subjects as official statements of policy by the Secretary-General, actions taken or contemplated by the Secretary-General in connexion with decisions or recommendations of organs of the United Nations, acknowledgements of the credentials or appointment of permanent representatives, and similar information to Governments and permanent missions on matters involving the duties and responsibilities of the Secretary-General under the Charter of the United Nations.

Spacing

85. Formal letters are normally typed in one-and-one-half spacing. Enclosures available in suitable form but in other spacing may however be sent as they are; they need not be retyped.

86. For examples of formal letters, see exhibits 1 and 2.

Date

87. The date should appear in the upper right-hand part of the page on the same horizontal line as the file number, ending at least 15 spaces from the right-hand edge.

Salutation, text and complimentary closing

88. The proper salutation for a formal letter is "Sir" or "Madam" followed by a comma. The salutation "Excellency" is not normally used by the Secretariat. The salutation should begin with the same margin as the text and should be typed six or more lines below the file number, depending on the length of the letter.

89. The text should begin with the expression "I have the honour to . . ." except in the case of formal letters from under-secretaries-general or assistant secretaries-general to permanent representatives. These begin with "I am directed by the Secretary-General to . . ." or "On behalf of the Secretary-General, I have the honour to . . .". The expression "I have the honour" is usually required only in the opening sentence. Succeeding paragraphs normally begin without this introductory phrase.

90. Where it is necessary to refer to a resolution or act of one of the organs of the United Nations or to a previous communication from the Secretary-General, the appropriate form is "I have the honour to refer to . . ." or "I invite your attention to . . .". If a request is made of the addressee, the expression "I should be grateful" is appropriate.

91. The complimentary close for formal letters is "Accept, Sir, the assurances of my highest consideration." It should be indented as a separate paragraph.

Address

92. Formal letters to ministers for foreign affairs or permanent representatives should, as a rule, include the name of the addressee in the address. The address should also contain full personal titles such as "His Excellency" and "Ambassador". The full address should be given on the envelope, but details such as street address and room number may be omitted on the letter itself.

2. Informal letters

Use

93. Informal letters are used for the day-to-day correspondence of the Secretariat with persons outside the Secretariat and, at the discretion of the sender, for correspondence with members of the Secretariat in offices located outside the city of the sender, and for communications with the specialized agencies. They are used also for letters from the Secretary-General or from under-secretaries-general or assistant secretaries-general to permanent representatives or senior members of missions or delegations, except when the subject makes a formal letter more suitable.

94. For examples of informal letters, see exhibits 3 to 6.

Date

95. The date should appear in the upper right-hand part of the page on the same horizontal line as the file number, ending at least 15 spaces from the right-hand edge.

Salutation and complimentary closing

96. The salutation of an informal letter should begin with the same margin as the text and be followed by a comma. It should be typed six or more lines below the file number, depending on the length of the letter.

97. The complimentary closing should be centred above the signature block.

98. The salutation and corresponding closing may take any of the following forms, as appropriate:

Salutation	Corresponding closing
Dear Sir, (or Dear Madam, Dear Sirs, Dear Mesdames,)	Yours truly,
Dear Mr. . . ., (or Dear Mrs. . . ., Dear Miss . . .,)	Yours sincerely, (or Sincerely yours,)
Dear Mr. Ambassador,	I remain, dear Mr. Ambassador, Yours sincerely,
Dear Ambassador Brown,	I remain, dear Mr. Ambassador, Yours sincerely,

99. When the name of the addressee is known, it should be used. The forms "Dear Sir" and "Dear Madam" are appropriate only in impersonal letters.

100. Familiar forms such as "Dear Anna May" should not be used in official letters, even when the writer and the addressee are personally acquainted.

Address

101. On an informal letter to a government official, the name and title should appear in the address.

XX. Notes verbales

Use

102. A note verbale (referred to in the text of a communication simply as a "note") is a formal note written in the third person. This form is always used in replying to an incoming note verbale; an incoming letter is answered by a letter.

103. Notes verbales may be addressed to a permanent representative or a permanent mission, a minister for foreign affairs or a ministry of foreign affairs. Where direct correspondence with any other government officer or office has been authorized, it must be in letter form. The note verbale is not used for communications with the specialized agencies, non-governmental organizations or the public.

104. Typical uses of notes verbales include the exchange of information between the United Nations and Govern-

ments or permanent missions, the transmission of decisions or recommendations of United Nations organs, requests for and acknowledgements of information and documents, the transmission of information regarding the times and places of meetings, acknowledgements of changes in the membership of permanent missions or delegations, and other requests or acknowledgements to Governments relating to the substantive work of the United Nations.

105. For examples, see exhibits 7 and 8.

Presentation

106. The instructions given in paragraphs 48 to 72 above concerning paper and envelopes, copies, file number, initials of drafting official, margins, spacing, indention, numbering of pages, continuation of pages, and enclosures apply also to notes verbales.

Salutation

107. In a note verbale, the salutation forms part of the opening sentence of the text and begins with the regular paragraphing. In selecting the form of the salutation, it is important to note the following instructions carefully.

108. A note verbale may be written in the name of the Secretary-General or of the Secretariat, but not in the name of a department or of an official of the Secretariat. When a note verbale is sent in the name of the Secretary-General, it is addressed to a person, e.g.:

"The Secretary-General of the United Nations presents his compliments to the Permanent Representative of . . . to the United Nations and has the honour to . . ." (see exhibit 7).

109. When a note verbale is sent in the name of the Secretariat, it is addressed to an office, not a person, e.g.:

"The Secretariat of the United Nations presents its compliments to the Permanent Mission of . . . to the United Nations and has the honour to . . ." (see exhibit 8).

110. A note verbale in reply to one addressed to the Secretary-General should always be sent in the name of the Secretary-General. Thus, if a note verbale from a Permanent Mission is addressed to the Secretary-General, the reply will be sent in the name of the Secretary-General to the Permanent Representative, e.g.:

"The Secretary-General of the United Nations presents his compliments to the Permanent Representative of . . . to the United Nations and has the honour to acknowledge the receipt of the Permanent Mission's note . . .".

111. A note verbale in reply to a note verbale from a head of State, head of Government, minister for foreign affairs or permanent representative should be sent in the name of the Secretary-General whether the incoming note is addressed to the Secretary-General, to a subordinate official, to the Secretariat or to a department. A note verbale forwarding a communication at the request of a

Member of the United Nations or its permanent mission should be in the following form only:

"The enclosed communication dated . . . is transmitted to the permanent missions of the States Members of the United Nations at the request of . . ."

Closing

112. A note verbale contains no complimentary closing.

Signature block

113. A note verbale contains no signature; instead it should be initialled under the date by the officer responsible for its dispatch. A note verbale prepared by the Correspondence Unit will normally be initialled by the responsible officer of that Unit; it is returned to the drafting office for initialling only on specific request (see para. 42).

Date

114. The date should appear on the right-hand side of the last page, 2 to 6 lines below the last line of the text, depending on the length of the note.

Address

115. The address does not appear on a note verbale; it is typed only on the accompanying envelope.

XXI. Interoffice memoranda

Use

116. Interoffice memoranda are used for correspondence within the Secretariat. They are appropriate for correspondence both within a given office and with field offices. They may, at the discretion of the sender, be sent to staff members in Secretariat offices at other locations. They are used to record facts, decisions or opinions to which reference may be necessary later. They are incorporated in the official files. They are the accepted way of making written reports for internal use.

117. Each memorandum should normally deal with one subject only. Where a memorandum requires supporting analyses or detailed statistical information, these should be set out in an annex.

118. For examples of interoffice memoranda, see exhibits 9, 10 and 11.

Paper and envelopes

119. Interoffice memoranda should be prepared on letter-size paper headed "INTEROFFICE MEMORANDUM (emblem) MEMORANDUM|INTERIEUR". Blank paper of similar quality should be used for continuation sheets. No envelopes are required for interoffice memoranda distributed at Headquarters; such memoranda are sent in interoffice mail envelopes. For interoffice memoranda addressed to field or other United Nations offices serviced

by the diplomatic pouch, legal-size (4 1/8" x 9 1/2") envelopes in bond paper should be used. Air-mail paper and envelopes should be used for air mail where required for destinations not serviced by the diplomatic pouch.

Copies

120. In addition to the original or "ribbon" copy for the addressee, there should be prepared three manifold copies for the Registry (yellow, salmon and white, arranged in that order), together with further white copies as needed for the drafting official, for departmental files or for the information of other persons. As the yellow copy is the permanent record for the official files of the Secretariat, secretaries should make sure that the type is clear, legible and durable. All corrections made on the original should appear on each of the copies. Copies should be initialled by the signing official in the place where his signature is applied to the original.

121. If information copies are required within the Secretariat, the addressees should be indicated on the original and all copies of the memorandum three or four lines below the last line of the text on the last page and individually marked with a check mark, e.g.:

Copy to:
K. P. Thampi ✓
M. Kothari

Copies should be sent direct to the addressee and not through the Registry Section.

122. Copies to be sent by pouch should be so identified in the upper right-hand corner.

123. When a memorandum is sent through an intermediate officer, an extra copy should be provided for the intermediate officer, who should initial the original and forward it with any observations he may wish to make.

Heading

124. Opposite the printed word "To" should be typed the name of the addressee, normally preceded by "Mr.", "Mrs." or "Miss". If there is any doubt as to the prefix to be used, the prefix may be omitted. The name should be followed, on the same line, by the addressee's official title. The section, division and department should be typed below the name.

125. Memoranda addressed to more than one person may be prepared in any of the following forms, as appropriate.

(a) The names and titles may be typed, one under the other, in the space opposite the word "To". If the word "Through" is not applicable, it may be deleted to provide extra space. The original should be sent to the senior addressee and copies to the other addressees;

(b) The names and titles may be given on a separate page, in which case the words "See attached list" should be typed opposite the word "To";

(c) The memorandum may be addressed to groups of addressees, such as "All directors and chiefs of section";

(d) The memorandum may, if there are many addressees, be typed on ditto, with the name of the addressees given in a separate list, as in (b) above;

(e) The memorandum may be typed once, with the name omitted after "To". It may then be photocopied and the names may be inserted on each of the copies.

126. When a memorandum is sent through an intermediary, the name of the intermediary, followed by the official title, should be typed after the word "Through". The section, division and department should appear on the next line, with the department in abbreviated form if space is not sufficient. If the sender and addressee are in the same department, the department may be omitted.

127. After the printed word "From" should be typed the name of the sender (without "Mr.", "Mrs." or "Miss"), followed by the sender's official title. The section or division and the department should appear on the next line.

128. A concise statement of the subject-matter should appear opposite the printed word "Subject". The subject should be typed in lower-case letters with initial capitals and in single spacing. It should be underlined completely, whether on one line or more.

129. If any of the elements mentioned above are too long to fit on one line, the text may be continued, indented two spaces, on a second line.

130. The date—given in the form "2 November 1975"—and the Registry file number should be entered in the appropriate spaces provided on the right-hand side of the page.

Initials of drafting official

131. On all carbon copies the initials of the drafting official, in upper-case letters followed by an oblique line and the initials of the typist, also in upper-case letters, e.g., AB/CD, should be typed, ending two spaces from the upper right-hand corner of the page.

132. When two or more persons collaborate in the drafting of a memorandum, the initials of all of the persons concerned should be given, those of the person having primary responsibility being given first, e.g. AB/CD/EF. If a person merely makes minor changes on a draft prepared by someone else, his initials should not appear.

Margins

133. The left-hand margin should normally be aligned with the first letter of the printed word "Subject" (see exhibit 9). If the memorandum is short, the margin may, for aesthetic reasons, be aligned with the first letter of the typewritten indication of the subject (see exhibit 11).

Spacing

134. Single spacing is normally used, though short memoranda (15 lines or less) may be typed in one-and-one-

half spacing. When the text is single spaced, double spacing should be used between paragraphs and before and after indented quotations.

135. When the text is typed in one-and-one-half spacing, the same one-and-one-half spacing is used between paragraphs, and before and after indented quotations.

136. Quotations of more than three lines are single spaced, whatever spacing is used in the rest of the text.

Numbering of pages

137. Each page except the first should be numbered in Arabic numerals between hyphens (e.g. -2-) centred one inch (2.5 centimetres) below the top of the page. Three spaces should be left between the page number and the continuation of the text.

Numbering and indention of paragraphs

138. All paragraphs of interoffice memoranda, except those consisting of only one paragraph, should be numbered consecutively to facilitate later reference. The Arabic number at the beginning of each paragraph should appear at the margin, followed by a period and three spaces, after which the text should begin. Subparagraphs may be numbered according to the system shown below. The second and succeeding lines of text of the first degree of subparagraphs (that is, (a), (b) etc.) should return to the margin; the second and succeeding lines of text of any further subparagraphs should have the same indention as the beginning of the text of the subparagraph.

1. _____

(a) _____

(b) _____

(i) _____

(ii) _____

a. _____

b. _____

i. _____

ii. _____

Signature

139. Interoffice memoranda should be signed or initialled either beside the name of the sender at the top of the page or at the end of the text.

Assembly and dispatch

140. When typing, proof-reading and correcting have been completed, the memorandum should be assembled for dispatch. The original, together with any enclosures, should be clipped on top of the three Registry copies. If the appropriate Registry file is being transmitted at the same time, the whole should be clipped to the outside of the file. Originals or copies should never be placed inside the file folder.

141. The assembled memorandum, together with the file, should then be placed in an interoffice mail envelope addressed to the appropriate unit of the Registry Section: Personnel Records or Records Control. If, in the interests of speed, the original is sent direct to the addressee, the drafting office should make sure that the Registry Section receives its copies promptly, with a notation "Original direct".

142. When information copies have been prepared, those intended for staff at Headquarters should be dispatched direct by the drafting office, and those to be sent to other addressees should be placed (with covering or routing slips where appropriate) in unsealed, addressed envelopes and sent to the Registry Section for dispatch simultaneously with the original.

XXII. Telegrams

Use

143. Telegrams are messages that are transmitted over teletype circuits and connecting communications channels. Telegrams are used for urgent communications when their use is warranted by the importance of the communication in relation to transmission costs, the location of the addressee, and the time by which the communication must be received. In weighing these factors it should be remembered that it is more economical to communicate by correspondence or Unogramme dispatched via air mail or the diplomatic pouch service (see ST/ADM/SER.A/1636).

Procedure

144. Authorization to send telegrams is restricted to a small number of officials in each department. Such authorization is granted by the executive officer of the department concerned (on form P.86 (10-60)) (see exhibit 24). A list of persons to whom such authority has been delegated is kept by the Communications Section.

145. Telegrams may be edited by the Communications Section to ensure economy and conformity with approved practice.

Drafting

146. Telegrams should be drafted concisely; adjectives, adverbs and repetition should be avoided. Titles such as "Mr.", "Miss" and "Mrs.", the articles "the", "a" and "an", and some forms of auxiliary verbs can usually be omitted. Clarity should not, however, be sacrificed to brevity. The combination or alteration of words in any way that is contrary to generally accepted spelling or usage is not

acceptable. Abbreviations and initials do not result in economies in the transmission of texts. To avoid mistakes and misunderstandings, all words should be spelt out except those that would be abbreviated in normal correspondence. Figures may be used for numbers in weights, measures, addresses etc. or wherever figures would normally be used in accordance with existing rules (see ST/CS/SER.A/3).

147. When the content of a telegram is confidential, the word "CONFIDENTIAL" should precede the text. When an urgent answer is desired, the word "URGENT" should precede the text. In exceptional cases where, in the opinion of the drafter, a telegram requires immediate dispatch, the indication "ETATPRIORITE" (in one word) may be inserted on the form preceding the address. A "RUSH" label should also be attached to the form.

148. In telegrams on personnel matters, drafters should include the given name of staff members, experts, fellows or candidates as well as the surname.

149. The language of diplomatic correspondence may be used as a matter of courtesy in formal telegrams to Governments.

150. For examples of telegrams, see exhibits 12, 13, and 14.

Presentation

151. Telegrams should be prepared on form CR.3 (5.69); where continuation sheets are required, the same form should be used. The text of telegrams should be typed in upper-case letters throughout. The address and text should be typed with double spacing between the lines. The margin of the text should be 10 spaces on the left and at least 10 spaces on the right.

Outgoing code telegrams

152. Highly confidential telegrams are sent as "code telegrams". Outgoing code telegrams should be prepared on white bond paper with two copies in the form shown in exhibit 15. The bond original and both copies should be sent to the Executive Office of the Secretary-General for approval, which is indicated by the signature of a designated releasing official. After approval, the original is forwarded to the Cable Operations Unit for encoding and transmission.

Copies

153. Copies of draft telegrams should be made only if required by the drafting office or for information purposes, since the Registry receives its file copy from the Cable Operations Unit. A confirmation copy is also sent to the drafting official, showing the time of dispatch and the exact text of the telegram as sent. The names of persons who are to receive copies for information and their room numbers may be typed on form CR.3 (5-69), in the lower left-hand corner at the end of the text. It should be noted however that the Cable Operations Unit sends copies only to the drafting official and the executive officer concerned; the

drafter is responsible for sending any information copies to the addressees.

Heading

154. The block marked "For use of drafter" should be completed in all details, including the name, room number, telephone extension and department or office of the drafter. The date, allotment account code number and Registry file number should also be entered.

Address

155. The address should follow the word "To" in the top left-hand corner of cable form CR.3 (5-69). The List of Official Addresses and the Official Correspondence Card Index contain authorized telegraphic addresses of Governments of Member States and of those non-member States with which communication is authorized, as well as of specialized agencies and United Nations field offices. In case of doubt as to the proper address for a telegram, the Cable Operations Unit should be consulted.

156. When a telegram is intended for more than one addressee other than Governments, the form should be marked, "See attached list", and the list of addresses should be typed on a separate sheet of bond paper and stapled to the cable form. One centred column only should be used, and the addresses should be in capital letters, single spaced, with three spaces between addresses.

157. In telegrams to staff members at United Nations offices, the name of the addressee is the first word of the text, not a part of the telegraphic address. In the case of telegrams to addressees outside the United Nations, however, the name of the addressee forms a part of the address.

Punctuation

158. Punctuation in telegrams should be kept to a minimum and omitted wherever possible.

159. The following punctuation marks are admissible and should be used where appropriate in all telegrams; they should not be indicated in words:

- . (full stop or period)
- ,
- :
- ' (apostrophe)
- (hyphen or dash)
- / (fraction bar, slant or oblique)
- () (parentheses)

160. The following punctuation marks and other signs should always be indicated in words, as follows:

- ;
 - " "
 - #
 - &
 - %
 - \$
 - £
- (semicolon)
(quote and unquote)
(number)
(and)
(per cent)
(dollars)
(pounds)

Paragraphing

161. When more than one subject is dealt with in a telegram, each subject should be indicated by a triple-letter alphabetical system, e.g., AAA, BBB (see exhibit 14). When separate paragraphs occur within a single subject, the word "PARA" should be used.

Authorization, clearance and signature

162. The roles of the various officials concerned in the preparation of telegrams should be clearly understood.

163. The name of the *drafting official* should appear in the space indicated at the top of the telegram form (CR.3 (5-69)); the name of the organizational unit is not sufficient.

164. Where necessary, one or more *clearing officials* may approve the substance of the telegram by initialling the form in the lower left-hand corner.

165. The *authorizing official* assumes responsibility for the content of a telegram as well as for its cost implications. The official's signature must appear in the lower right-hand corner of the form.

166. The *signing official* is the sender whose name is to be transmitted at the end of the text of the telegram; the formula "KELEN FROM NIELSEN" at the beginning of the text is not to be used. The signing official's name should be typed at the end of the draft message as in a letter, two lines below the end of the text.

167. The signature should be as follows:

(a) For telegrams to Governments: the name and official title of the person taking responsibility for the text;

(b) For telegrams to persons outside the United Nations or to organizations: "UNATIONS" (the telegraphic address of the United Nations). For purposes of identification, the name of the sending official should precede "UNATIONS", for example, "KOTHARI UNATIONS".

(c) For telegrams to United Nations field offices: the person or administrative unit taking responsibility for the text of the message. If necessary for purposes of identification, both the name of an individual and the organizational unit may be used.

Dispatch

168. Draft telegrams ready for dispatch should be placed in interoffice mail envelopes addressed to Cable Operations, room 2050. Urgent telegrams may be delivered by hand to that office at any time of the day or night. Telegrams classified "Most Immediate", "Immediate" or "ETAT-PRIORITE" are assigned an "S" priority and will be transmitted urgently. The priority classification should be typed in the upper right-hand corner of the telegram form (CR.3 (5-69)) opposite the address. Telegrams that do not fall within the three high-priority categories mentioned above are normally assigned the routine transmission indicators "F" or "LTF", as appropriate.

XXIII. Unogrammes

169. The Unogramme (form CR.6 (7-75)) (see exhibit 16) is a specially designed telegram-type letter that may be dispatched via pouch or air mail. It is provided at Headquarters specifically for the transmission of short administrative messages that do not warrant the urgency of a telegram but should receive the immediate attention of the addressee. Staff members responsible for processing incoming mail have been instructed to give priority treatment to Unogramme messages, which will be delivered directly to the addressee.

170. Unogrammes provide a simple means of requesting:

- (a) Interview and evaluation reports;
- (b) Personnel information on staff members and candidates;
- (c) Action or information tickets, travel authorizations, travel advances, hotel reservations, itineraries, visas, family certificates, per diem payments and the like;
- (d) Copies of documents, publications, reports, speeches and the like;
- (e) Follow-up on actions previously requested.

171. Unogrammes may also be used for the quick transmission of brief instructions or information. Such messages may or may not require a reply.

172. Certain Friday telegram traffic can also be sent by Unogramme. Since only the most urgent telegrams are brought to the attention of the addressee before Monday morning, many messages that are now dispatched on a Friday can be sent by pouch and reach the desk of the addressees as quickly as a telegram. Headquarters currently dispatches Friday pouches, under a 48-hour delivery schedule, to 12 destinations, including Geneva, Beirut and Mexico City.

173. Unogrammes should not be used when:

- (a) The message calls for maximum speed in transmission;
- (b) The subject-matter or sensitivity of a message calls for a formal communication;
- (c) The addressee is not an official of the United Nations;
- (d) Multiple copies of the message are required for distribution;
- (e) The message does not have a sufficient degree of urgency to warrant the special handling involved.

174. Brief, informal telegraphic language may be used. Space has been provided for a reply at the foot of the original message, so that the sender and the recipient will have both question and answer on one sheet of paper for ready reference. A distinctive red border has been placed on the Unogramme form to bring the message to the immediate attention of the recipient.

175. The Unogramme is printed in three copies on NCR (no carbon required) paper. It should be prepared and dispatched as follows:

(a) The sender types the message on the original, sends the original and the yellow copy to the addressee via pouch or air mail and keeps the green copy in a pending or tickler file. The Unogramme must be so folded that the address will appear clearly in the window of the envelope;

(b) The recipient types the reply on the original, keeps the yellow copy and returns the original to the sender in an envelope clearly marked "Unogramme";

(c) On return of the original, the sender should destroy the green copy and forward the original to Registry upon completion of the action.

176. Unogramme forms and window envelopes are stocked in the departmental supply cabinets.

XXIV. Covering slips

177. A covering slip (forms CR.23 (8-63)-E.) and CR.30 (8-63)-E.) 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 addressed (see exhibits 17 and 18). No file number, date or authorizing official's initials are required on the covering slip. Covering slips are available in English, French and Spanish.

XXV. Forwarding slips

178. A forwarding slip (forms CR.24 (8-63)-E.) and CR.33 (8-63)-E.) is a printed form requesting transmission of a communication. It is to be used when a letter or note verbale is forwarded through an intermediary (see exhibits 19 and 20). No file number, date or authorizing official's initials are required on forwarding slips. Forwarding slips are available in English, French and Spanish.

XXVI. Routing slips

179. A routing slip (form CR.13 (8-75)) is designed for use within the Secretariat only, to transmit a file or communication to another person or office (see exhibit 21). It has space for brief remarks but should not be used to record information or comments intended for the file or for permanent record.

XXVII. Complimentary slips

180. A complimentary slip is a printed form used to forward material to an addressee outside the United Nations Secretariat in the same way as a routing slip is used within the Secretariat. It may not be used to forward material to an addressee within the Secretariat.

HANDLING OF CORRESPONDENCE AND FILES

XXVIII. Distribution of incoming mail

181. Incoming communications received by mail, by hand from delegations, or through the diplomatic pouch service are initially sorted and distributed by the Mail Operations Unit of the Communications Section.

182. Most official mail is routed to the Registry, where it is opened and processed before being sent to the appropriate department for action. A few categories of official mail are sent unopened to the addressee in accordance with special arrangements approved by the Chief of the Registry Section.

183. Personal mail, when identifiable as such, and communications marked "Confidential" are sent unopened to the addressee.

XXIX. Communications received direct

184. When a department receives an official communication direct through channels other than the Registry, or when an official receives a personal or confidential communication that pertains to official business, the communication should be sent without delay to the appropriate unit of the Registry Section—Personnel Records or Records Control—for processing in accordance with established procedures.

185. If the addressee wishes, he may send only extracts of those parts of a personal communication that pertain to official business. Where an incoming communication is of a confidential nature, arrangements may be made with the Chief of the Registry Section for classified treatment.

XXX. Routing of official communications

186. Incoming communications and interoffice memoranda are received and processed by the Registry and routed for action to the appropriate department or official, in accordance with detailed instructions that have been worked out with the departments and that are modified as need arises.

XXXI. Special handling of communications

187. Certain types of communications are subject to special handling. Instructions with regard to the principal types are given below.

A. *Communications relating to representation on United Nations organs*

188. Communications relating to the appointment, credentials, titles or addresses of representatives to United

Nations organs or to their meetings or to the appointment, credentials, titles or addresses of members of permanent missions are initially processed by the Registry Section, which is responsible for distributing copies to the appropriate departments. Special care should be taken to see that the Records Control Unit of the Registry Section receives such communications promptly in cases where they are delivered personally to Secretariat officials.

B. *Telegrams*

189. During normal duty hours, "most immediate" and "immediate" telegrams are telephoned to the addressee. During non-duty hours, all "most immediate" telegrams are telephoned, at any hour, immediately upon receipt, and "immediate" telegrams are telephoned up to 2200 hours. In both cases the operator keeps a copy of the telegram available for messenger delivery on the following duty day.

190. Action copies of incoming telegrams are routed by the Cable Operations Unit immediately to the persons responsible for action. When the action is completed, the telegrams should be forwarded to the appropriate unit of the Registry Section, Personnel Records or Records Control—for processing and filing.

191. Information copies are routed direct to other officials noted in the telegram. Officials receiving information copies should not take action without the knowledge of the person to whom the action copy has been sent.

C. *Communications from the public and from non-governmental organizations*

192. Communications from the public and from non-governmental organizations (public-interest correspondence) are routed by the Registry according to subject-matter, and the departments receiving them are responsible for replying on behalf of the United Nations. Letters dealing with subjects not specifically within the competence of any other department are routed to the Office of Public Information.

D. *Communications to the General Assembly*

193. All communications addressed to the President of the General Assembly or to the General Assembly are sent by Registry unopened through the Division of General Assembly Affairs.

E. *Contracts and leases*

194. Contracts entered into by the United Nations and leases and other documents pertaining to real property owned or used by the United Nations are registered and maintained by the Registry. Copies of signed contracts and amendments received for registration are distributed to the appropriate departments.

XXXII. Personal mail

195. As far as possible, staff members should avoid receiving their private mail at the United Nations. If necessary, they may arrange for it to be addressed to them at Box 20, Grand Central Post Office, New York, N.Y. 10017. Mail addressed in this way is delivered promptly to the Mail Operations Unit and distributed unopened to the addressees. This address should not be used for official mail.

196. Unless it is clearly marked "Personal" or "Confidential", mail addressed to staff members at the United Nations is considered to be official and is opened and processed by the Registry. If a letter opened by the Registry is found to be personal, it is resealed and forwarded to the addressee. -

XXXIII. Control of Registry files

197. The officials to whom Registry files are charged are responsible for their safekeeping, for making them available to other officials when necessary, and for returning them expeditiously to the Registry. Papers must not be added to or taken from Registry files without prior clearance from the Chief of the Registry Section. The regulations described below should be carefully observed.

A. Subject records

198. Current subject records are maintained by the Records Control Unit of the Registry Section.

Action correspondence

199. File numbers noted or recorded on action correspondence must not be altered or changed without prior clearance from the Chief of the Records Control Unit.

Transmittal and transfer of records

200. Subject files may be handled by the messengers without routing envelopes unless they are confidential or accompanied by an outgoing communication or other attachment.

201. If a file or recorded action communication is transferred from one official or unit to another, a Records Transfer Slip (form CR.108 (8-59)) (see exhibit 23) should be used to inform the Records Control Unit of the Registry Section of the transfer. A separate Records Transfer Slip should be used for each file or communication. In respect of files that pass frequently between several units in the same department, however, special arrangements may be made between the correspondence officer and the Chief of the Registry Section to dispense with the submission of transfer slips.

202. Files and correspondence should normally be returned to the Registry within two weeks. The Registry is required to request the return of files that are overdue and, in cases where the number of overdue files charged to any

official or department appears to be excessive, to report to the appropriate correspondence officer, who will take action to ensure their return.

Departmental correspondence logs

203. To make sure that incoming communications are dealt with promptly and to assist in controlling the movement of files within departments, it is recommended that departmental logs be maintained at any point where a substantial number of files or communications are received for action. Such logs may show the Registry file number, date of receipt, subsequent routing within the department and action taken. They may also indicate interim acknowledgements where such are made.

Requests to put away (PA) and bring forward (BF) records

204. When action had been completed, the communication should be returned to the Records Control Unit of the Registry Section, with the appropriate spaces on the action stamp marked "PA" (Put away) and the date and initials of the person making the request inserted. When files are no longer required, the front cover of the file should be marked with the notation "PA", the date and initials.

205. If action cannot be taken on a communication within two weeks, it should be returned to the Registry, with the appropriate spaces on the action stamp marked "BF" (Bring forward) and the desired date inserted and initialled by the person making the request. When files are required, the appropriate spaces on the front file cover should be marked "BF" and the desired date inserted together with the initials of the person making the request. On the "BF" date, the Registry will return the record to the official concerned or, if the file is not in the Registry, inform him of its whereabouts.

Security classification of subject records

206. Staff members authorized to use or handle confidential records must ensure that proper care shall be taken of them while they are in use and that they shall be kept under lock and key while not in use. They should always be transmitted from office to office by hand or in sealed envelopes by messenger.

Access to classified records

207. Records dealing with subjects the nature of which requires that access to them be limited are classified "Confidential". Every confidential file is clearly marked and bears a list of the persons authorized to see it.

Requests for the classification of records

208. Authority to classify files or correspondence as confidential rests with the Chief of the Registry Section, on the written request of the correspondence officer for the department concerned. Each request should be accompanied by a list of persons who are authorized to use the files or papers or to approve their issuance to other persons. Requests for any subsequent additions to the list of names

of authorized users should also be submitted in writing to the Chief of the Registry Section by the correspondence officer.

209. Once a file or group of files on a subject has been classified as confidential, any papers marked for inclusion in the file are automatically classified as confidential. Where some material on the subject is of a type appropriate for confidential classification and other material on the same subject is not, two separate files may be maintained.

Declassification of confidential records

210. It is important to administrative efficiency and convenience that confidential files be kept to a minimum. Confidential files should be declassified as soon as their subject-matter has ceased to require confidential treatment. Requests for declassification should be submitted to the Chief of the Registry Section by the correspondence officer of the department concerned.

B. Personnel records

211. Personnel records are held under security arrangements by the Personnel Records Unit of the Registry Section.

212. Staff members handling personnel files are responsible for ensuring the security of the files while they are in use and for keeping them under lock and key when they are

not in use. Files should be returned promptly by hand or in sealed envelopes by messenger.

Access to personnel records

213. Access to personnel records is limited to officials authorized in writing by the Director, Division of Personnel Administration. A form memorandum of authorization (copies of which may be obtained from the Chief of the Personnel Records Unit) should be initialed by the executive officer or the head of the department and routed through the Office of Personnel Services to the Chief of the Registry Section.

Requests for personnel records

214. An authorized official may request files by submitting to the Personnel Records Unit a signed copy of a Request for Personnel Files (form CR.5 (2-72)). The files will either be given to the authorized official in person or sent to him in sealed envelopes by messenger.

Transfer and bringing forward (BF) of records

215. If it is necessary to transfer a file to another official or to request the Personnel Records Unit to bring forward (BF) a file at a later date, a Personnel File Control Form (form CR.99 (2-72)) should be used. A separate form is necessary for each file.

EXHIBITS

Exhibit 1

LETTER

Secretary-General to
minister for foreign affairs
(formal)

UNITED NATIONS  NATIO

POSTAL ADDRESS—ADRESSE POSTALE UNITED NATIONS, N. Y. 10017
CABLE ADDRESS—ADRESSE TELEGRAPHIQUE UNATIONS NEWYORK

REFERENCE. OR 521(1) SG

14 January 1975

Sir,

I have the honour to acknowledge receipt of your letter dated 9 December 1974. I thank you for informing me of the appointment of His Excellency Dr. Mohamed El-Amin Abu-Sineina as Permanent Representative of the Democratic Republic of the Sudan to the United Nations Office at Geneva.

You can be assured that every assistance will be afforded to Dr. El-Amin Abu-Sineina in the fulfilment of his mission.

Accept, Sir, the assurances of my highest consideration.

Kurt Waldheim
Secretary-General

His Excellency
Dr. Mansour Khalid
Minister for Foreign Affairs
Khartoum
Sudan

Exhibit 2

LETTER

Secretariat official to
permanent representative
(formal)

UNITED NATIONS  NATIO

POSTAL ADDRESS—ADRESSE POSTALE UNITED NATIONS, N.Y. 10017
CABLE ADDRESS—ADRESSE TELEGRAPHIQUE UNATIONS NEWYORK

REFERENCE: PO 321(1)

3 October 1975

Sir,

On behalf of the Secretary-General, I have the honour to acknowledge receipt of your letter dated 23 September 1975 concerning the registration of objects launched into orbit around the earth or beyond by the United States of America and to inform you that your letter will be circulated as a United Nations document under the symbol A/AC.105/INF.324.

Accept, Sir, the assurances of my highest consideration.

A.N. Shevchenko
Under-Secretary-General for
Political and Security Council Affairs

His Excellency
Mr. Daniel P. Moynihan
Ambassador Extraordinary and Plenipotentiary
Permanent Representative of the United States
of America to the United Nations
New York, N.Y.

LETTER

Secretary-General to
non-governmental organization
(informal impersonal)

UNITED NATIONS



NATIONS UNIES

POSTAL ADDRESS—ADRESSE POSTALE UNITED NATIONS, N.Y. 10017
CABLE ADDRESS—ADRESSE TELEGRAPHIQUE UNATIONS NEWYORK

REFERENCE. PE 311/6(1)

30 May 1974

Dear Madam,

I am writing to enlist the help of your Organization in overcoming one of our most difficult recruitment problems: the shortage of qualified women candidates.

As you know, the participation of women in the work of the Secretariat has been discussed in various United Nations bodies, including the Economic and Social Council and the Third and Fifth Committees of the General Assembly. I have consistently stated my position that I should welcome an increase in the number of women staff members, and the Office of Personnel Services has been instructed to pay particular attention to this objective in its recruitment efforts. The Secretariat has not been able, however, to make as much progress in this matter as I would have liked.

If you know of any qualified women who would be interested in joining the Secretariat, please ask them to contact the Office of Personnel Services.

A system of circulating individual announcements of vacancies in the Secretariat has recently been instituted and a copy of each announcement is available in the NGO Lounge. In addition, announcements relating to vacancies in the fields with which you are concerned will be sent to you from time to time. I would urge you to make every effort to find qualified candidates in general and for those posts in particular. Although I am making a special appeal for women candidates, I should like to assure you that, obviously, any name you may suggest will be given the most serious consideration.

Yours truly,

/Address here/Kurt Waldheim
Secretary-General

LETTER

Secretariat official to
permanent representative
(informal)UNITED NATIONS  NATIOPOSTAL ADDRESS—ADRESSE POSTALE UNITED NATIONS, N.Y. 10017
CABLE ADDRESS—ADRESSE TELEGRAPHIQUE UNATIONS NEWYORK

REFERENCE: EC 333/13(3)

4 March 1975

Dear Mr. Ambassador,

Further to Mr. de Seynes' letter to you of 13 December 1973, I have the honour to propose herewith for your consideration the attached text of an Agreement between the United Nations and the Government of the United States regarding the arrangements for the Second United Nations Symposium on the Development and Use of Geothermal Resources, to be held at San Francisco, California, from 20 to 29 May 1975.

I wish to take this opportunity to thank your Government for providing so generously the facilities for this meeting.

I remain, dear Mr. Ambassador,
Yours sincerely,

Gabriel van Laethem
Under-Secretary-General for
Economic and Social Affairs

His Excellency
Mr. John Scali
Ambassador Extraordinary and Plenipotentiary
Permanent Representative of the United States
of America to the United Nations
New York, N.Y.

LETTER

Secretariat official to
head of specialized agency
(informal)UNITED NATIONS  NATIOPOSTAL ADDRESS—ADRESSE POSTALE UNITED NATIONS, N.Y. 10017
CABLE ADDRESS—ADRESSE TELEGRAPHIQUE UNATIONS NEWYORK

REFERENCE. LE 221/1(9-6)

19 June 1974

Dear Sir,

Further to my cables of 12 and 17 June 1974, I wish to confirm that the instruments of acceptance by the Governments of Canada and Finland of the amendments to articles 34 and 55 of the Constitution of the World Health Organization, adopted by the Twenty-sixth World Health Assembly on 22 May 1973, were deposited with the Secretary-General on 12 and 17 June 1974, respectively.

..... I enclose herewith for the records of your Organization copies of the said instruments.

Yours truly,

Erik Suy
The Legal CounselThe Director-General
World Health Organization
Geneva
Switzerland

LETTER

Secretariat official
to business firm
(informal)UNITED NATIONS  NATIONPOSTAL ADDRESS—ADRESSE POSTALE UNITED NATIONS, N. Y. 10017
CABLE ADDRESS—ADRESSE TELEGRAPHIQUE UNATIONS NEWYORK

REFERENCE. 75 - 173

19 June 1975

Dear Mr. Caxton,

Thank you for your letters of 22 April and 27 May 1975.

We found your estimates somewhat confusing. We are used to being quoted an average price per page since we do not have the resources necessary for analysing composition in a detailed way as your estimator has done. I note, however, that your Photon price averages a little over \$15 per page for the sample we sent you; this is within the range we normally pay for such work.

May I request you to let me have firm prices for Photon setting based on the following:

Work of 6" x 9" format

Text: 8 or 9 pt, price per page
10 or 11 pt, price per pageTabular matter: 8 pt, price per page
10 pt, price per page

Authors' alterations: price per hour

With this information we could consider your estimate. You will appreciate the fact that we cannot send manuscripts abroad without first having an agreement on price.

Yours sincerely,

B.W. Thompson
Chief, Costing and Planning Unit
Printing SectionMr. William Caxton
Universal Press, Ltd.
Caslon Square
London W1M 0HT
England

NOTE VERBALE

Secretary-General to
permanent representativeUNITED NATIONS  NATIOPOSTAL ADDRESS—ADRESSE POSTALE UNITED NATIONS, N.Y. 10017
CABLE ADDRESS—ADRESSE TELEGRAPHIQUE UNATIONS NEWYORK

REFERENCE: OR 422/2

The Secretary-General of the United Nations presents his compliments to the Permanent Representative of Pakistan to the United Nations and has the honour to acknowledge receipt of his note No. P-04-11/75 of 29 April 1975 concerning the candidature of Pakistan for election to the Security Council at the thirtieth session of the General Assembly.

1 May 1975



NOTE VERBALE

Secretariat to
permanent mission

UNITED NATIONS  NATIO

POSTAL ADDRESS—ADRESSE POSTALE UNITED NATIONS, N.Y. 10017
CABLE ADDRESS—ADRESSE TELEGRAPHIQUE UNATIONS NEWYORK

REFERENCE: AD 315(1) HQ(3) SYARE

The Secretariat of the United Nations presents its compliments to the Permanent Mission of the Syrian Arab Republic to the United Nations and has the honour to acknowledge the receipt of its note No. SEC-060 of 23 June 1975.

In accordance with the Permanent Mission's request, the Secretariat has arranged to place the Central Bank of Syria on the official mailing list for copies of the economic series of publications.

18 July 1975

UNITED NATIONS



NATIO

MEMORANDUM

Interoffice memorandum

INTEROFFICE MEMORANDUM

MEMORANDUM INTERIEUR

TO: Mr. Anthony Mango, Executive Secretary
A: Advisory Committee on Administrative and
Budgetary Questions

DATE: 22 September 1975REFERENCE: AD 315(1)HQ(1)

THROUGH:
S/C DE:

FROM: Daniel C. Rutledge, Chief Editor
DE: Editorial and Official Records Division

SUBJECT: Information on documentation requested
OBJET: by the Advisory Committee

1. In the course of my recent appearance before the Advisory Committee to introduce the report of the Secretary-General on the provision of meeting records, I was asked to supply additional information. I am transmitting herewith the following notes:

- (a) Quantification of the savings that might be achieved under the criteria put forward by the Secretary-General (A/C.5/1670, para. 14);
- (b) Note on use of computerized methods in producing meeting records;
- (c) Note on the cost of documentation;
- (d) Statistics showing quota submissions;
- (e) Statistics and figure showing production statistics for translation and meeting records.

2. I wish to call your attention to the fact that the savings noted under (a) above are based on the application of unit costs to the projected number of meetings and do not necessarily represent a reduction that could be made in the relevant appropriations for the next biennium.

Copy to:
M. A. Schlaff

UNITED NATIONS
INTEROFFICE MEMORANDUM



NATION
MEMORANDUM

MEMORANDUM

Interoffice memorandum
(multiple addresses, names
typed individually)

TO: /Name to be typed/
A:

DATE: 4 June 1975

THROUGH:
S/C DE:

REFERENCE: AD 311/1 P&P

FROM: Bohdan Lewandowski
DE: Under-Secretary-General for Conference
Services and Special Assignments

SUBJECT: Documents services
OBJET:

1. I wish to call the attention of all heads of departments and offices to the fact that, for the remainder of this year at least, the capacity of the Department of Conference Services to produce the volume of documentation that is likely to be submitted will be severely taxed. The Translation Division and the Stenographic Service will be especially affected, and to a lesser degree the Reproduction Section.
2. It is essential, if we are all to pass through this period with a minimum of difficulty, that the Department of Conference Services should receive the maximum co-operation of all offices submitting documentation. I had already in a circular memorandum of 6 February 1975 sought your co-operation on such points as observance of the quota system, compliance with the policy directives established by the General Assembly (see A/INF/136/Rev.1), avoidance of duplication in submissions, and accurate planning and timely submission of future documentation.
3. I must in the present circumstances renew my appeal, and with greater urgency. There are two points I wish to emphasize: first, the need for advance warning not only for pre-session documents, but also on a day-to-day basis for documentation arising during sessions, particularly documents for which overnight translation and reproduction are required; and secondly, the need for strict compliance with the provisions of administrative instruction ST/AI/189/Add.8 regarding the preparation of manuscripts, particularly copies for translation.
4. I must also remind you of the instruction contained in paragraph 13 of ST/AI/189/Add.8 that when a document which has already been translated or of which the component parts have already been translated is submitted for final reproduction, the submitting office should as far as possible make up the document not only in the original language, but also in the other working languages.

MEMORANDUM

UNITED NATIONS
INTEROFFICE MEMORANDUMNATIO
MEMORANDInteroffice memorandum
(multiple addresses, addressed
as groups)

TO: All Under-Secretaries-General,
A: Assistant Secretaries-General
and Heads of Offices

DATE: 20 June 1975THROUGH:
S/C DE:REFERENCE: PU 112/2(1-3)

FROM: Bradford Morse, Under-Secretary-General
DE: for Political and General Assembly Affairs

SUBJECT: Thirtieth anniversary of the United Nations
OBJET:

1. In my capacity as Chairman of the Ad Hoc Committee on the Thirtieth Anniversary of the United Nations, established by the Secretary-General, I wish to advise you that on 26 June 1975 a special ceremony will be held in the General Assembly hall to commemorate the thirtieth anniversary of the signing of the Charter of the United Nations. The meeting will begin at 3 p.m. and will include brief statements by the Secretary-General, the chairmen of the regional groups, a representative of the host country and the chairman of the Staff Committee. The programme will be opened and concluded by the United Nations singers.

2. In view of the historical significance of this ceremony and the importance which the Secretary-General attaches to it, I should be grateful if you would encourage all members of your office to attend.

UNITED NATIONS  NATIONS UNIES
CABLE

TELEGRAM
 Secretary-General to
 permanent representative

For use of drafter -- A remplir par le rédacteur :

Date :	Drafter - Rédacteur :	Room - Bureau :	Ext. - Poste :
18 November 1975	Sinan A. Korle	201	765
Dapt.:	Allotment - Compte :	File - Dossier :	
EOSG/Protocol	009	OR 533(3)	

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TO: HIS EXCELLENCY
 A: DR. KAMAL M. HAGRAS
 PERMANENT REPRESENTATIVE OF OMAN
 TO THE UNITED NATIONS
 605 THIRD AVENUE, ROOM 3304
 NEW YORK, N.Y. 10016

ON THE OCCASION OF YOUR NATIONAL HOLIDAY, I WISH TO OFFER TO YOU AND THROUGH
 YOU TO THE GOVERNMENT AND PEOPLE OF OMAN MY WARM GREETINGS AND SINCERE
 GOOD WISHES. HIGHEST CONSIDERATION.

KURT WALDHEIM
 SECRETARY-GENERAL
 UNATIONS

Cleared by: _____
 Visé par : _____

Authorized by: _____
 Autorisé par : _____ Signature
 Sinan A. Korle, Chief of Protocol
 Name and title (please type) - Nom et qualité (à dactylographier)

UNITED NATIONS  NATIONS UNIES
CABLE

TELEGRAM

(multiple addresses)

For use of drafter - A remplir par le rédacteur :

Date :	Drafter - Rédacteur :	Room - Bureau :	Ext. - Poste :
11 November 1975	B. de Looz	1061	4850
Dept.:	Allotment - Compte :	File - Dossier :	
OPI/CESI	UN.1-27711-441-0-870	PU 151/13	

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TO: SEE LIST ATTACHED
A :

YOU WILL RECALL THAT DURING LAST MEETING DEVELOPMENT INFORMATION ORGANIZED BY CESI PARIS 16-18 APRIL 1975 IT WAS AGREED CONTINUE THIS SERIES. CESI THEREFORE NOW PROPOSES TO ORGANIZE NEXT MEETING AT GENEVA 10, 11, 12 DECEMBER 1975. I WISH TO STRESS THAT THIS SHOULD BE AN INFORMAL AND WORKING MEETING TO DISCUSS SPECIFIC ISSUES AND TO PLAN COMMON UNDERTAKING IN LIGHT CESI WORK PROGRAMME 1976. OFFICIAL LETTER OF INVITATION AND PROVISIONAL AGENDA BEING MAILED TO YOU. WOULD APPRECIATE YOUR REPLY BY CABLE URGENTLY.

MAZAIRAC

Cleared by: _____
Visé par : _____

Authorized by: _____
Autorisé par : _____
Léon Mazairac, Director, Centre for Economic
and Social Information
Name and title (please type) - Nom et qualité (à dactylographier)

UNITED NATIONS  NATIONS UNIES
CABLE

TELEGRAM

(multiple subject)

For use of drafter - A remplir par le rédacteur :

Date :	Drafter - Rédacteur :	Room - Bureau :	Ext. - Poste :
11 November 1975	Enrique González	2557	2544
Dept.:	Allotment - Compte :	File - Dossier :	
ESA/AS/OTC	XC 000 960 0000	PRU/75	

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TO: UNDEVPRO
 A: TEHERAN (IRAN)

BOOTH YOUR 818 DUPONT DUTY STATION PAYMENT AAA TO DATE NO SALARY PAYMENT FORMS
 RECEIVED ADVISE EXPERT SUBMIT BANKING INSTRUCTIONS SOONEST BBB REQUESTING
 FINSERV AUTHORIZE SALARY ADVANCE THROUGH YOUR OFFICE RECOVERABLE FROM
 FINAL SETTLEMENT.

DOERNER

Cleared by: _____
 Visé par : _____

Authorized by: _____
 Autorisé par : _____ Signature
M.E. Doerner Chief, AS/OTC
Name and title (please type) - Nom et qualité (à dactylographier)

TELEGRAM

Outgoing code telegram
(form)

OUTGOING CODE TELEGRAM

TO:

FROM:

DATE:

NUMBER: To be supplied by the Cable Operations Unit

TEXT

UNOGRAMME  ONOGRAMME

CR.6 (7-75)

Exhibit 16
UNOGRAMME (CR.6 (7-75))

I
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N
S

USE BRIEF INFORMAL LANGUAGE FOR MESSAGE AND REPLY

SENDER: 1. Sends original and yellow copy to addressee via POUCH or AIRMAIL; 2. Keeps green copy; 3. On return of original, destroys green copy and forwards original to REGISTRY upon completion of action.

RECIPIENT: 1. Writes reply on original and yellow copy; 2. Keeps yellow copy and returns original to sender PROMPTLY via POUCH or AIRMAIL.

LE MESSAGE ET LA REPOSE DOIVENT ETRE REDIGES EN TERMES SIMPLES ET CONCIS

L'EXPEDITEUR: 1. Envoie l'original et la copie jaune au destinataire par la VALISE ou par AVION; 2. Conserve la copie verte; 3. Au retour de l'original, détruit la copie verte et envoie l'original à l'ENREGISTREMENT lorsque la question est réglée.

LE DESTINATAIRE: 1. Ecrit sa réponse sur l'original et la copie jaune; 2. Conserve la copie jaune et renvoie l'original PROMPTEMENT à l'expéditeur par la VALISE ou par AVION.

UNOGRAMME FOR IMMEDIATE DELIVERY ONOGRAMME
A REMETTRE IMMEDIATEMENT

TO: Mr. G. Mouchabek, Deputy Chief
A Division of Administration, ECLA
Santiago

DATE: 18 July 1975

REFERENCE:
Requisition No.
ESA.ECLA/SAN/75-110
SUBJECT: Case File No. 5-20-3876
OBJET

FROM: S. Tanner, Administrative Officer, ESA
DE

MESSAGE

Please find enclosed copy of a memorandum from Mr. John Connolly dated 17 July 1975, which is self-explanatory, together with attachments received from the supplier regarding the graph sheets. Kindly advise.

TO: Mrs. S. Tanner, Admin. Officer/ESA REPLY - REPOSE
A

DATE: 24 July 1975

FROM: Sim Groenteman, Chief, Buildings Management and General Services Section
DE ECLA/Santiago

1. Graph/Sheet Catalog No. 460210 acceptable as substitute for item three of above requisition.
2. Please cancel item 4.
3. Above Catalog No. as indicated in Catalog section 4.

SLIP

Covering slip
(form CR.23 (8-63) - E.)

COVERING SLIP
CR.23 (8-63) - E.

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.

SLIP

Special covering slip
(form CR.30 (8-63) - E.)

SPECIAL COVERING SLIP
CR.30 (8-63) - E.

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.

SLIP

Forwarding slip
(form CR.24 (8-63) - E.)

FORWARDING SLIP
CR.24 (8-63) - E.

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.

SLIP

Special forwarding slip
(form CR.33 (8-63) - E.)

SPECIAL FORWARDING SLIP
CR. 33 (8-63) - E.

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.

SLIP

Routing slip
(form CR.13(8-75))

ROUTING SLIP		FICHE DE TRANSMISSION	
TO: A:			
FROM: DE:			
Room No. - No de bureau	Extension - Poste	Date	
FOR ACTION		POUR SUITE A DONNER	
FOR APPROVAL		POUR APPROBATION	
FOR SIGNATURE		POUR SIGNATURE	
FOR COMMENTS		POUR OBSERVATIONS	
MAY WE DISCUSS?		POURRIONS-NOUS EN PARLER.?	
YOUR ATTENTION		VOTRE ATTENTION	
AS DISCUSSED		COMME CONVENU	
AS REQUESTED		SUITE A VOTRE DEMANDE	
NOTE AND RETURN		NOTER ET RETOURNER	
FOR INFORMATION		POUR INFORMATION	

CR. 13 (8-75)

CORRESPONDENCE UNIT WORKSHEET

FORM

Exhibit 22

Correspondence Unit
worksheet
(Form CR.2(1-76) - E)

To: Correspondence Unit, Room 1050, Ext. 2747

Serial No. 76

Drafter: _____ Dept. _____ Room _____ Ext. _____

The attached communication should be addressed to:

- Ministers for Foreign Affairs of Member States
 Permanent Representatives of Non-Member States
 Organizations indicated below

MEMBER STATES			NON-MEMBER STATES
E AFGHANISTAN	SE DOMINICAN REPUBLIC	E KUWAIT	F ROMANIA
F ALBANIA	SE ECUADOR	F LAO PEOPLE'S DEM. REP.	F RWANDA
F ALGERIA	* F EGYPT	F LEBANON	F SAO TOME and PRINCIPE
SF ARGENTINA	SE EL SALVADOR	E LESOTHO	E SAUDI ARABIA
E AUSTRALIA	SF EQUATORIAL GUINEA	E LIBERIA	F SENEGAL
E AUSTRIA	E ETHIOPIA	E LIBYAN ARAB REP.	E SIERRA LEONE
E BAHAMAS	E FIJI	F LUXEMBOURG	E SINGAPORE
E BAHRAIN	E FINLAND	F MADAGASCAR	E SOMALIA
E BANGLADESH	F FRANCE	E MALAWI	E SOUTH AFRICA
E BARBADOS	F GABON	E MALAYSIA	SE SPAIN
F BELGIUM	E GAMBIA	E MALDIVES	E SRI LANKA
F BENIN	E GERMAN DEM. REP.	F MALI	E SUDAN
E BHUTAN	E GERMANY, FED. REP. of	E MALTA	E SURINAM
SE BOLIVIA	E GHANA	F MAURITANIA	E SWAZILAND
E BOTSWANA	E GREECE	F MAURITIUS	E SWEDEN
E BRAZIL	E GRENADA	SE MEXICO	E SYRIAN ARAB REP.
* F BULGARIA	SE GUATEMALA	E MONGOLIA	E THAILAND
E BURMA	F GUINEA	F MOROCCO	F TOGO
F BURUNDI	F GUINEA-BISSAU	E MOZAMBIQUE	E TRINIDAD and TOBAGO
E BYELORUSSIAN SSR	F GUYANA	E NEPAL	F TUNISIA*
F CAMBODIA	F HAITI	E NETHERLANDS	E TURKEY
EF CANADA	SE HONDURAS	E UGANDA	E UKRAINIAN SSR
F CAPE VERDE	E HUNGARY	E NEW ZEALAND	E U S S R
F CENTRAL AFRICAN REP.	E ICELAND	SE NICARAGUA	E UNITED ARAB EMIRATES
F CHAD	E INDIA	F NIGER	E UNITED KINGDOM
SE CHILE	E INDONESIA	E NIGERIA	F UNITED REP. of CAMEROON
E CHINA	* F IRAN	E NORWAY	E UNITED REP. of TANZANIA
SE COLOMBIA	E IRAQ	E OMAN	E UNITED STATES
F COMOROS	E IRELAND	E PAKISTAN	F UPPER VOLTA
F CONGO	E ISRAEL	SE PANAMA	F URUGUAY
SE COSTA RICA	F ITALY	E PAPUA NEW GUINEA	SE VENEZUELA
SE CUBA	F IVORY COAST	*F PARAGUAY	E YEMEN
E CYPRUS	E JAMAICA	SE PERU	E YUGOSLAVIA
E CZECHOSLOVAKIA	E JAPAN	E PHILIPPINES	F ZAIRE
E DEMOCRATIC YEMEN	E JORDAN	E POLAND	E ZAMBIA
E DENMARK	E KENYA	E PORTUGAL	
		E QATAR	

ORGANIZATIONS	
EF FAO	E IMF
EF GATT	EF ITU
E IAEA	EF UNESCO
EF ICAO	FE UPU
EF ILO	E WB
EF IMCO	EF WHO
	EF WIPO
	EF WMO

* ENGLISH to MISSIONS. SE: SPANISH normally, ENGLISH as alternate language. SF: SPANISH normally, FRENCH as alternate language.

TRANSLATION required: ENGLISH FRENCH SPANISH

PHOTO-OFFSET: ORIGINALS

COPIES

TO BE RETURNED TO _____ Room _____

HEAVY PAPER AIRMAIL PAPER

Special Instructions:

FORM

Records transfer slip
(form CR.108(8-59))

RECORDS CONTROL

RECORDS TRANSFER SLIP

TO: RECORDS CONTROL, THE REGISTRY, ROOM 2074.

* FILE No. _____

PART _____

FD No. _____

CCF No. _____

TRANSFERRED TO: _____
(Name of Official)

ROOM No. _____

DATE OF TRANSFER: _____ 19____

SIGNATURE: _____

* A separate Records Transfer Slip MUST be used to record the transfer of each file, false docket or item under cover of a Correspondence Control Form.

FORM

Delegation of authority
(form P.86(10-60))

P. 86 (10-60)

UNITED NATIONS  NATIONS UNIES
DELEGATION OF AUTHORITY -- DELEGATION DE POUVOIRS

Date: _____

TO

A : Chief of Department or Service concerned - Chef du Département ou du Service intéressé

M _____ is hereby authorized
est autorisé par les présentes

to request / to act as _____
à requérir (services ou fournitures) / à agir en qualité de

for the _____
pour le compte de ORGANIZATIONAL UNIT - UNITE ou GROUPE

Signature of Authorizing Officer - Signature du délégateur

Signature of official authorized - Signature du délégataire

Department - Département

COPY - For Originating Office

COPIE - Pour le Bureau d'origine.

Annexes

Annex I

DUTIES AND RESPONSIBILITIES OF CORRESPONDENCE OFFICERS

Each correspondence officer is designated by the head of his department, to whom he is directly responsible on all correspondence matters.

The principal responsibilities of the correspondence officer are:

1. To review, in draft form, all notes verbales, letters and cables addressed to:

- (a) Heads of State or heads of Government;
- (b) Ministers for foreign affairs;
- (c) Permanent representatives and heads of delegations;

in order to ensure that they shall conform to the provisions of the *Correspondence Manual* (see in particular part four);

2. To authorize requests (form D.2) for the translation of draft communications other than those processed by the Correspondence Unit;

3. To obtain the authorization of the Office of Legal Affairs to address non-member States not listed in the List of Official Addresses or on the Correspondence Unit worksheet;

4. To maintain liaison with the Correspondence Unit in connexion with communications processed by that Unit for the department concerned, and to sign Correspondence Unit worksheets requesting those services;

5. To ensure that copies of the following guides and reference materials shall be made available to staff members of the department concerned and kept up to date:

- (a) *Correspondence Manual*;
- (b) Terminology bulletins (ST/CS/SER.F/—) relevant to drafting of official correspondence;
- (c) Correspondence memoranda;
- (d) List of Official Addresses;
- (e) Official Correspondence Card Index;

6. To take appropriate action, in collaboration with the Registry Section and the Executive Officer of the department concerned, to ensure the proper control of official files and the tracing and return of overdue or missing files;

7. To request the opening of confidential files as necessary, and to approve the list of officials authorized to use them;

8. To request the declassification of confidential files when their subject-matter has ceased to require confidential treatment;

9. To assist, in collaboration with the Archives and Records Retirement Unit of the Archives Section, in the proper disposition of the records and files held by staff members who are separated from service.

Annex II

CORRESPONDENCE WITH THE SPECIALIZED AGENCIES, THE INTERNATIONAL ATOMIC ENERGY AGENCY AND OTHER INTERGOVERNMENTAL ORGANIZATIONS^a

1. The Office for Inter-Agency Affairs and Co-ordination should be kept informed, and consulted where necessary, regarding all correspondence (letters, memoranda or telegrams) between the Secretariat and the specialized agencies, the International Atomic Energy Agency and other intergovernmental organizations that affects relations, co-ordination or co-operation between them and the United Nations.

2. In particular:

(a) Such correspondence requiring the signature of the Secretary-General or sent in his name should be cleared with the Under-Secretary-General for Inter-Agency Affairs and Co-ordination before submission to the Executive Office of the Secretary-General for approval;

(b) With respect to other such correspondence, the Office for Inter-Agency Affairs and Co-ordination should

^a Excerpt from document ST/AI/199, amended.

be consulted if new developments or new factors are involved;

(c) Copies of all outgoing correspondence referred to above should be sent to the Office for Inter-Agency Affairs and Co-ordination.

3. The Office for Inter-Agency Affairs and Co-ordination should consult with interested departments and offices and keep them fully informed, by copies, regarding its own correspondence with specialized agencies, IAEA and other intergovernmental organizations on matters of interagency relations, co-ordination and co-operation.

Annex III

SOME POINTS OF STYLE

A. Spelling

With certain exceptions, United Nations correspondence follows the spelling given in *The Concise Oxford Dictionary*, fifth edition (1964). Where the *Concise Oxford* gives alternative spellings, the preferred spelling should be used. The preferred spelling is the one which is printed first. Where the *Concise Oxford* gives part of a word within parentheses (e.g., "co(-)operate"), the longer form should be used. (See also ST/CS/SER.A/11.)

The spelling of the names of institutions and organizations follows their own usage, e.g., American Federation of Labor.

The following list shows the accepted form in the United Nations for a number of words in which differences of spelling commonly occur:

above-mentioned	cannot
abridgement	capital (city)
acknowledgement	capitol (building)
advertise	centre, centred
adviser	centring
aerial	cheque (bank payment)
aeroplane	coefficient
aging	coexistence
aircraft	colour
airline	combated
air space	combating
aluminium	cømpel
analyse	connexion
armour	co-operate, co-operation
balance-of-payments (adj.)	co-ordinate, co-ordination
balance of payments (noun)	countermeasure
balance-sheet	deadline
beforehand	decision-making (adj.)
behaviour	defence'
belligerent	demarcation
benefited	dependant (noun)
benefiting	dependent (adj.)
biannual (twice a year)	derestricted
biennial (every second year)	dispatch
bilateral	draft (text)
bilingual	draught (air current)
bi-monthly	enclose
breakdown	endeavour
break-through	enrol, enrolment
bureaux (pl.)	ensure (to make certain)
by-product	

equilibrium
everyday (adj.)
expel, expelling
fact-finding
fall-out
far-reaching
favour
flavour
focused, focusing
follow-up
foot-note
forcible
for ever
forego (precede)
foreword
forgo (go without)
freedom fighter
fulfil, fulfilment, fulfilled, fulfilling

goodwill
groundwork
guerrilla
guideline(s)
harbour
heretofore
hierarchy
hierarchical
highlight
honorary
honour
honourable

improvise
in so far as
inasmuch as
indispensable
infrastructure
initialling
inquire
inquiry (except in certain titles, e.g., Commission of Enquiry)

install
installation
instalment
instil
insure (to take out insurance)

interagency (except Office for Inter-Agency Affairs and Co-ordination)
inter-American
interdependence
interdisciplinary
intergovernmental
interregional
interrelate
interrelation
intersessional
interspace
inter-State
intraregional
judgement (except Judgment of International Court of Justice)

kilogram (kg)
kilometre (km)

labour
laborious
last-mentioned
layout
learnt
licence (noun)
license (verb)
long-term (adj.)

mainland
man-hour
manoeuvre
many-sided
marshal(led) (verb)
meagre
meeting-place
metre (unit of length)
meter (instrument)
misspelt
modelled
moneys
mould
multilateral
multilingual
multinational
multipurpose

neighbour
nevertheless
non-administrative

non-committal
non-co-operation
non-existent
non-governmental
none the less
no one
north-east(em)
north-west(em)

offence
offered
off-shore (adj.)
offhand(ed)
ongoing
organization
organize
over-all
over-emphasize
over-estimate
overpopulation
over-production
overrate
overriding
overrun
overspending
overstatement
overthrow

paralyse
peace-keeping (adj.)
piecemeal
plebiscite
policy-making (adj.)
practice (noun)
practise (verb)
pre-condition
pre-investment
principal (head person)
principal (adj.)
principle (fundamental truth)
programme

reaffirmation
realize
reflection
reinforce
reorganize
rigour
rigorous
roll-call (adj.)
rumour
run-down

savour
sceptic(al)
scepticism
sea-bed
sea level
sea water (noun)
sea-water (adj.)
short-coming
sizable
skilful
slow-down

some time
sometimes
south-east(em)
south-west(em)
space craft
space ship
specialize
spelt
stockpile
storey (in building)
straightforward
stumbling-block
subamendment
sub-commission,
sub-committee
subdivision
subitem
subject-matter
subparagraph
subregion
subregional
subsection
substructure
subtitle
superstructure
supervise

telegram
test-ban (adj.)
thermonuclear
third world
time-consuming
time-limit
time-table
title-page
totalling
trade mark
trafficking
tranquillity
transatlantic
transferable
travelling
twofold

under-develop
underemployment
underestimate
underlie
underprivileged
Under-Secretary-General
under-utilize
under water
under way
updated
up to date (noun)
up-to-date (adj.)
uproot
usable

valour
viewpoint
vigour
vigorous

warlike
week-day
week-end
well-being
well known
whole-hearted(ly)
widespread

wilful
withhold
workload
world-wide (adj.)
[it is] worth while
a worth-while project (adj.)

B. Capitalization

Standard United Nations practice with regard to frequently used words is described in documents ST/CS/SER.A/5 and Add.1. The following are some examples of prescribed usage:

agenda, agenda item, agenda item 24

annex, an annex, annex III, the annexes to the report, an annex fascicle

BUT Annex when referring to the Annex to the Covenant of the League of Nations or the Annex to the Rules of Court of the Permanent Court of International Justice

Annexes

when referring to a series of the *Official Records* of organs of the United Nations where the word *Annexes* forms part of the title

appendix, an appendix, appendix IV, the appendices

article, an article, article 3

BUT Article when making a general or a specific reference to an Article of the Charter of the United Nations, the Statute and Rules of Court of the International Court of Justice, the Covenant of the League of Nations, or the Statute and Rules of Court of the Permanent Court of International Justice

Chairman

in specific references, otherwise lower case, e.g., the Chairman of the Second Committee, . . . to establish a drafting committee whose chairman would report . . . , the chairmen of the Main Committees of the General Assembly

chapter, chapter II

BUT Chapter when making a general or a specific reference to a Chapter of the Charter of the United Nations, the Statute of the International Court of Justice or the Statute of the Permanent Court of International Justice

commission(s), e.g., regional economic commission

BUT Commission when using it as a short title

<p>committee(s)</p> <p>BUT Committee when using it as a short title</p> <p>Note exception, the Main Committees of the General Assembly, BUT the committees of the General Assembly when making a general reference to all the committees of the General Assembly, including both Main Committees and others</p> <p>Conference</p> <p>when using it as a short title</p> <p>conference room</p> <p>in general references, e.g., conference room paper</p> <p>BUT Conference Room in specific references, e.g., Conference Room 4</p> <p>Council</p> <p>when using it as a short title, as noun or adjective, e.g., Council resolution 1457 (XLVII)</p> <p>delegation, a delegation, the delegation</p> <p>department</p> <p>in general references, e.g., one of the three departments of the Secretariat dealing with the question; the government department concerned</p> <p>BUT Department in specific references, e.g., the Department of Economic and Social Affairs, the Department of Defense of the United States Government</p> <p>document</p> <p>in general or specific references</p> <p>executive secretaries of the regional economic commissions</p> <p>BUT Executive Secretary of ECA</p> <p>Government</p> <p>whether making a general or a specific reference to a Government representing a State (noun only), e.g., the Government of Indonesia, that Government, the Government concerned, the metropolitan Government, any Governments wishing to participate</p> <p>BUT local government, a government department, post, school etc., a system of government, a change of government</p> <p>item, as in agenda item</p> <p>Main Committees, of the General Assembly</p> <p>BUT a committee of the General Assembly, when not a Main Committee</p>	<p>Member</p> <p>in general or specific references to a State Member of the United Nations, a Member of the International Court of Justice, a Member of the League of Nations; note, also, a State not a Member of the United Nations</p> <p>BUT member when referring to an individual, member of a committee; when referring to a State member of a United Nations organ or to a member of a specialized agency or any other organization; note, also, a non-member State</p> <p><i>Note.</i> "... States Members of the United Nations or members of specialized agencies"</p> <p>Mission</p> <p>in a specific reference to a permanent mission to the United Nations or to a visiting mission (see below)</p> <p>Non-Self-Governing Territories</p> <p>in general or specific references</p> <p>No.</p> <p>when followed by a number and used as an abbreviation for number, as in Supplement No.2</p> <p>Note the plural form, Nos. (numbers)</p> <p>part</p> <p>in all cases, e.g., in part one of the report</p> <p>Permanent Mission</p> <p>in a specific reference to a permanent mission to the United Nations</p> <p>Permanent Representative</p> <p>in a specific reference to a permanent representative to the United Nations, in headings, formal texts, signatures and lists of delegations</p> <p>Power</p> <p>in a general or specific reference to a State, e.g., a great Power; also, when using it adjectivally in that sense, e.g., a three-Power agreement</p> <p>press</p> <p>in all cases</p> <p>report (first, second, annual, interim etc.)</p> <p>in general or specific references, e.g., the annual report of the Secretary-General on the work of the Organization</p> <p>representative, a representative, the representative of France,</p> <p>the representative of the Secretary-General, the senior . . . representative; <i>see also</i> Permanent Representative</p>
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rules of procedure

in general or specific references

Secretariat

in general or specific references to the Secretariat of the United Nations or the Secretariat of the League of Nations

BUT secretariat in all other cases, e.g., secretariat of the Military Staff Committee, secretariat of a specialized agency or other organization

secretary

in general references

BUT Secretary in a specific reference, e.g., the Secretary of the Second Committee

specialized agency

in general or specific references

summary record

verbatim record(s)

C. Underlining

1. Underlining should be used for the titles of books and periodicals, for the subject of interoffice memoranda and for short passages where italics would be used in printing.

2. Underlining should be used also for non-English words and phrases, except for the names of persons, organizations, institutions, firms, ministries and the like, and for certain words that have become common usage in English, as indicated in the list given below.

3. Special rules governing the use of italics in resolutions are given in document ST/CS/SER.A/8.

4. Underlining should not be used for emphasis.

Non-English words

(Underlined where indicated)

ad hoc
ad infinitum
aide-mémoire
apartheid
a priori
avant-garde
bis
bona fide
bourgeois
bourgeoisie
carte blanche
chargé d'affaires
chef de cabinet

communiqué
coup d'état
curriculum vitae
de facto
de jure
détente
e.g. (for example)
élite
émigré
en route
esprit de corps
et al.
etc.

et seq.

exposé

fait accompli

i.e. (that is)

ibid.

idem

incommunicado

inter alia

interim

laissez-passer

matériel

mutatis mutandis

note verbale

op. cit.

per capita (not per caput)

per diem

per se

pourparlers

procès-verbal

raison d'être

rapprochement

régime

résumé

supra

ter

via

vice versa

vis-à-vis

D. Numbers

1. Standard United Nations practice with regard to the use and presentation of numbers is set forth in document ST/CS/SER.A/3.

2. Some of the principal rules are given below.

3. In general, numbers under 10 are spelt out; numbers from 10 upward are given in Arabic numerals except when they begin a sentence. In statistical texts, however, numerals should be used exclusively.

4. Numerals rather than words should be used in referring to a chapter or section of a document, e.g., chapter V, paragraph 4. Care should be taken to distinguish between the Roman and Arabic numerals appropriate in such cases.

5. Sums of money and decimals are normally given in Arabic numerals, as in \$6.50. The appropriate currency sign is generally preferable to the name of the currency unit except when both are required for clarity.

6. Main Committees of the General Assembly are numbered by ordinals, e.g., First Committee. Arabic numerals are used in the recording of votes, except for zero, e.g., The draft resolution was adopted by 12 votes to none, with 1 abstention.

7. The numbers of sessions of the General Assembly or of the Councils are usually spelt out (e.g., the twenty-second session), but in citing resolutions Roman numerals are used to indicate the sessions (resolution 2133 (XXI)). In the case of a resolution of the Security Council, the number of the resolution is followed by an indication in parentheses of the year in which it was adopted (resolution 193 (1964)). Roman numerals are used for the Chapters of the Charter of the United Nations and the Statute of the International Court of Justice.

8. Dates are given in the form: 2 January 1967; not January 2, 1967. Forms such as 2/1/67 are not used in official correspondence because of differences in usage regarding the positions of the numerals indicating the day and the month. Time is indicated as follows: 10.25 a.m.; not 10:25 a.m. (For further details see ST/CS/SER.A/1.)