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#### ADMINISTRATIVE INSTRUCTION

To: Members of the Staff

Subject: NIGHT AND WEEKEND DOCUMENTS SERVICE IN THE DEPARTMENT  
OF CONFERENCE SERVICES DURING THE GENERAL ASSEMBLY

During the period of the tenth session of the General Assembly, the following arrangements will be in force.

I. For documentary services after 6 p.m.

(a) Conditions of acceptance

Lengthy documents will not normally be accepted for translation and reproduction overnight. Secretaries of Councils, Commissions and Committees are urged to bear this in mind in drawing up agenda for the following day.

(b) Notification

Notification or urgent work to be submitted after 6 p.m. for preparation and issue by the Language and Meetings Service and the Publishing Service for the following day must be given by 4 p.m. with an indication of the time at which Documents Control will receive the work.

Since the reproduction and translation capacity will normally have been allotted by 4 p.m., any documentary work submitted late will be dealt with under the general powers of Documents Control concerning priorities.

(c) Arrangements for the Language and Meetings Service

A night shift will be organized in the Language and Meetings Service to deal with urgent work necessary for the next day's meetings. No work, however, for which priority is requested in such circumstances,

i.e., work to be translated and reproduced for the following morning, can be accepted by Documents Control for the Language and Meetings Service after 7.30 p.m. Committee Secretaries should keep a strict control on work sent for night translation to ensure that only documents which are really necessary for the following day's meetings are sent.

Should the amount of work sent to Documents Control for night shifts exceed the capacity of such shifts, Documents Control will decide, in consultation with the Committee Secretaries and/or the Executive Office of the Secretary-General, which are to be forwarded for translation the same night and which are to be held until the next day.

Non-priority work already in hand for which priority is suddenly requested will, for the purpose of arranging for night work, be treated as having been received at the time at which request is made for priority treatment.

(d) Arrangements for the reproduction and distribution of documents

Urgent work which involves typing and reproduction only may be submitted until 9 p.m.

II. Documentary services for weekends

(a) Notification

Notification of urgent work to be translated and/or reproduced after Saturday morning meetings for the following Monday morning must be given to Documents Control by 12 noon on Saturday.

(b) Arrangements for the Language and Meetings Service

Reduced shifts will be provided on Sundays. No night shifts will operate on either Saturday or Sunday.

(c) Arrangements for the Publishing Service

A weekend staff will be on duty to deal with reproduction of the work resulting from requests for translation and/or straight reproduction work which has been duly notified to Documents Control.

### III. General comments

Submitting officers should ensure that all staff engaged on the drafting of documents for their departments do not abuse the arrangements made for emergency services. Overtime work at night and at the weekend must be limited to the minimum.

Since the Secretariat has an equal responsibility to ensure that all the working versions of Assembly or Committee documents reach delegates early enough for them to prepare themselves for debate, all language versions will be distributed simultaneously whenever possible.

The submission of drafts to Documents Control in sufficient time for the original, but not the translations, to be thus delivered beforehand to delegations does not meet this responsibility.

It is therefore imperative that requests for the reproduction of the original drafts should be accompanied by requests for all the necessary translations into the working languages, and that a separate copy of the draft should be supplied with each request.

The whole of this combined submission should, moreover, be so timed in relation to the debate concerned as to allow for the work of translation, reproduction and distribution as well as for the margin of time required by delegations for the study of the document.

Registration officers have been instructed to reject work which is not so presented.

Allowance should always be made for reasonable time to be spent by the Editorial Control to scrutinize new documents in accordance with the terms of reference laid down for them in Chapter 12-3-1 of the Administrative Manual, Volume 1, Organization, and the Secretary-General's Instructions in ST/AFS/AI99 and Add.1, "Regulations for the Control of Documentation". Submitting officers are advised to make advance contact with the Editorial Control in respect of all lengthy documents and particularly in respect of those which may affect night or weekend arrangements. Questions of an editorial nature should be referred in the first instance to the Chief of the Editorial Control, telephone extension 121.

Request forms accompanying late night or weekend work should indicate the name and both office and home telephone number of the person who should be consulted by the translator or reviser in case of difficulty.

The day telephone extension on which to notify all night and weekend work is 422

After 6 p.m. all calls to Documents Control should be made on extension 434.

B. R. Turner  
Controller

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