



ST/AI/203  
22 July 1971

## ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Secretary-General

Subject: TRANSFER OF FUNCTIONS FROM ONE UNITED NATIONS  
OFFICE TO ANOTHER

1. From time to time it is recognized that specific functions of the regular Secretariat that are being carried out at one United Nations office might be more effectively executed at another. Such transfers of functions may encompass entire divisions or involve only small units or individuals. In any event, the substantive necessity for such transfers and the practical limitations on space and facilities that are now being encountered at all established United Nations offices require appropriate prior consultation among all units of the Secretariat concerned. The purpose of this administrative instruction is to set out the policy to be followed in the future in this matter, particularly for the transfer of functions between Headquarters and the United Nations Office at Geneva.

2. In any proposed transfer of functions between one United Nations office and another the following units are concerned:

- (a) The transferring office;
- (b) The Administrative Management Service;
- (c) The Office of the Controller;
- (d) The Office of Personnel;
- (e) The receiving office (for instance, the United Nations Office at Geneva or the headquarters of a regional economic commission);
- (f) The Office of General Services.

3. Accordingly, whenever the transfer of any Secretariat functions from one established United Nations office to another, including the temporary assignment of staff members with their functions for a period of six months or more, is proposed,

the head of the transferring office or department should forward complete details on such a proposal to the Under-Secretary-General for Administration and Management with information copies to the heads of the other offices mentioned in paragraph 2 above.

4. The Under-Secretary-General for Administration and Management will arrange for appropriate consultation between the departments and offices concerned and will decide whether the proposal is justified and feasible; if so, he will establish a date for the transfer to become effective.

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