

ADMINISTRATIVE INSTRUCTION NO. 18

To: Members of the Staff of United Nations.

Subject: ECONOMY IN COMMUNICATIONS

Information Circular No. 290 inaugurated a procedure for the use of the "Savingram". The purpose of this procedure is to reduce the volume of telegraph and cable messages which are a drain on the budget of the United Nations. The response of the Departments to the Savingram procedure in the five months of operation has been singularly disappointing. It is evident that additional safeguards are necessary if expenditures for communications are to be reduced.

Communications and Records Service is, therefore, authorized to review all cables and telegrams and if, from established time schedules and content, a Savingram would in the opinion of this Service be adequate, the message will be returned to the originator to be approved for transmittal as a Savingram.

Copies will be returned to the originating Department stamped to indicate dispatch of the Savingram.

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