

MASTER FILE

ADMINISTRATIVE INSTRUCTION NO. 19

To: Members of the Staff of United Nations

Subject: THE ADDRESSING OF COMMUNICATIONS TO AGENCIES
OF THE NORWEGIAN GOVERNMENT

1. The Permanent Norwegian Delegation to the United Nations has requested the Secretariat to ensure that the name or title of any individual is never written on any envelope addressed to a Norwegian governmental authority either in the United States or elsewhere, unless the communication which it contains is of an entirely personal nature.
2. This request will be adhered to by all members of the staff who have occasion to address such envelopes.

(signed) Byron Price
Assistant Secretary-General for
Administrative and Financial Services
