

## ADMINISTRATIVE INSTRUCTION NO. 30

To: Members of the Staff of United Nations

Subject: DISCONTINUANCE OF WEEKEND SERVICE IN  
DOCUMENTS AND LANGUAGES DIVISIONS

The weekend skeleton service hitherto maintained by the Documents and Languages Divisions is discontinued as experience has shown that very few emergency documents are presented on Saturdays or Sundays that could not be reproduced on the following Monday. An officer of the Documents Control Unit will be assigned to remain on call, each Saturday and Sunday, unless meetings necessitating the production of documents are held, when the necessary staff will be on duty. The address and telephone number of such an officer will be notified each week to the Assistant Secretary-General or Top-Ranking Director on duty for the weekend and to the Executive Office of the Secretary-General.

## PROCEDURE REQUIRED TO PROVIDE DOCUMENTARY SERVICES ON WEEKENDS

- a. Should an occasion arise during the weekend whereby it is essential that a document be produced and distributed before Monday morning, the submitting authority should communicate with the Assistant Secretary-General or Top-Ranking Director on duty for the weekend who will telephone to the Documents Control officer on call, instructing him to assemble the necessary translating and reproduction staff.
- b. Should it be known prior to the weekend that a document is needed urgently before Monday morning, adequate staff will be on duty on Saturdays and Sundays, only if notification is given to the Director of the Bureau of Technical Services, (Mr. F.A. Stefanini, Ext. 2884) not later than noon on Friday.

(Signed) Byron Price

BYRON PRICE

Assistant Secretary-General for  
Administrative and Financial Services