

ADMINISTRATIVE INSTRUCTION NO. 42

To: Members of the Staff of United Nations

Subject: ESTABLISHMENT OF CO-ORDINATING OFFICE,
PALAIS DE CHAILLOT

Effective 19 May 1948, the co-ordinating office to facilitate arrangements for the Third Session of the General Assembly in Paris will be established at the Palais de Chaillot under the temporary direction of Mr. Charles Fonck.

In order to insure a proper exchange of information and co-ordination of activities and problems which may arise, all officers wishing to communicate with the advance working party assigned to the Palais de Chaillot should route their communications through the Office of the Assistant Secretary-General for Conference and General Services. In turn, information received from Paris will be channelled through the Office of the Assistant Secretary-General for Conference and General Services. Arrangements have been made in that office for the expeditious handling of all matters relating to the General Assembly.

Any special arrangements which may be desired, whereby direct communication would be made with the advance working party or with the representatives of the French Government, should be presented to the Assistant Secretary-General for Conference and General Services for his review and approval.

(signed) Byron Price

BYRON PRICE
Assistant Secretary-General
for Administrative and Financial
Services