

## ADMINISTRATIVE INSTRUCTION NO. 73

To: Members of the Staff of the United Nations

Subject: Initiation and Approval of the  
Publications Programme

I. Scope and purpose

1. This instruction concerns the initiation and approval of the annual publications programme of all Organs and Departments. The term "publications programme" is understood to include all documents and other works of which the publication is anticipated and which are to be printed externally on contract or internally. Although in principle it is assumed that each such programme can be drawn up specifically in the year preceding publication, the terms of this instruction cover also unforeseen publications requiring contractual printing (see para. 13 below) and, at the discretion of the Director of the Bureau of Documents, unforeseen material requiring special internal treatment.

2. The purpose of this instruction is to enable each annual programme to be construed in terms of a time-table and in terms of a cost-and-revenue budget. Presentation of the programme in this manner will make it possible

- (i) to make realistic budget estimates;
- (ii) to make the best use of low-bid contracts;
- (iii) to ensure publication at the chosen moment;
- (iv) to make the best allocation of funds among publications;
- (v) to facilitate general knowledge of United Nations publications and to increase their sales;
- (vi) to make due allowance for the earning-power of each publication;
- (vii) to supervise and ensure the execution of publications programmes.

II. Authority

3. The Publications Board exercises general jurisdiction over the establishment and execution of the publications programme (SGB/60/Rev.1) and is responsible directly to the Secretary-General.

/4. The execution

4. The execution of the publications programme rests with the various Departments concerned in accordance with the duties attributed to them by the Secretary-General.

### III. Working Committee of the Publications Board

5. (a) The Publications Board has designated a Working Committee composed of:

Director, Publications Division CGS,  
Chief, Documents Control Staff CGS,  
Chief, Sales & Circulation Section DPI,  
or their representatives,  
A representative of the Press & Publications  
Bureau, DPI,  
A representative of the Bureau of Finance, AFS.

The Secretary of the Publications Board will be ex officio Secretary of the Working Committee.

(b) The Working Committee examines the technical aspects of the publications programme as indicated in this Instruction, and reports its findings to the Publications Board. It has no competence to comment upon the substance of a publication. A representative of any Department shall be invited to attend in an advisory capacity when the publications of that Department are under examination.

(c) The procedures outlined in paragraphs 6 through 19 below do not limit the control at present exercised by the Department of Public Information in respect of the translation, reproduction and distribution of its publications.

### IV. Procedure for initiation and approval of programme

6. By 31 March of each year, each Department will submit to the Secretary of the Publications Board, on Form UN/D/93, completed in Sections A and B only, details of each publication for which provision is sought in the budget estimates for the following financial year, other than Official Records (for which see para. 8). Each publication will be shown in its connexion with a specific object and the request will be supported by the resolution calling for the publication, or, in the absence of a resolution, by an indication of the origin of the request. This procedure will apply not only to those publications for which funds under the heading "Contractual Printing" are required, but to all publications foreseen in the programme as defined in para. 1 above.

The Secretary of the Publications Board will circulate copies of the forms UN/D/93 as submitted by the Departments to the members of the Working Committee (see 5 above) which, in consultation with a representative of each initiating Department, will examine the feasibility of the work in relation to the general planning of the technical services and will inscribe the recommended time-table, distribution pattern and estimates of cost and revenue in Section C of the form.

8. The Bureau of Documents, in consultation with the Conference Division and the Departments responsible for the preparation of the manuscripts, will complete Section A of form UN/D/94 by 15 March in respect of the Official Records of each Organ of the United Nations (items included in Sections 1 - 6 of the Budget) and will forward it to the Secretary of the Publications Board. The Working Committee will record in Sections B and C of the form its findings with respect to the distribution, cost and revenue estimates.
  9. The Working Committee will present the recommended time-table for the whole programme to the Publications Board, together with consolidated cost-and-revenue budget estimates. These estimates will show by title or series the anticipated dates of submission of manuscripts, length, size, cost, languages, free distribution and sales revenue. It will be accompanied by a comparative statement, prepared by the Secretary, of expenditures and revenues incurred in the previous year.
  10. The consolidated budget estimates and schedule will be scrutinized by the Publications Board. The budget estimates as amended and approved by the Board will be transmitted by the Secretary to the Bureau of Finance, not later than 1 May, for incorporation in the general estimates.
  11. Beginning in 1949 for the programme of 1950, as soon as the budget estimates have been approved by the General Assembly, the procedure described in paragraphs 6 - 9 above will be repeated in such a way as to establish the programme and detailed allocations within the approved budget.
  12. The Publications Board will review this revised programme and budget. The Secretary will record any changes made as amendments to the relevant forms UN/D/93 or 94, which he will then stamp, sign and distribute as necessary.
  13. Departments wishing to add unforeseen publications during the course of the year will submit details on form UN/D/93, which will then be given separate examination by the Working Committee and the Publications Board, according to the urgency of the request for publication.
- V. Procedure for control of programme
14. Each Department will be responsible for submitting the manuscript of approved items in accordance with the approved time-table and specificatio Manuscripts will be submitted through the normal channels in one copy for each language-edition required, according to the relevant procedures laid down in SGB/33 Revised and AI/28 Revised.
  15. Each Department other than the Department of Public Information will notify Documents Control periodically on form UN/D/89 of precisions of or amendments to the approved time-table.

16. Before submitting a manuscript for reproduction, the certifying officer concerned will re-examine with the Director of the Publications Division the distribution and cost figures, and make such adjustments as may be necessary. Any appreciable upward revision of costs that may be necessary will be notified to the Publications Board and will be accompanied when necessary by suggestions for a compensatory revision of the approved Departmental programme.

17. The Working Committee will submit to the Publications Board a quarterly cumulative statement as of 31 March, 30 June, 30 September, and 31 December, of the progress made in each part of the programme and of the amount obligated or disbursed. In addition, the following half-yearly statements (30 June, 31 December) will be provided:

- (i) by the Director of the Publications Division, the pattern of free distribution, stock and inventory by category of publication;
- (ii) by the Chief, Sales and Circulation Section, the sales effected, revenue received and copies dispatched of
  - (a) documents issued during the year, and
  - (b) documents issued in the two previous years.

18. The Publications Board will review the progress made at the end of each quarter and may order adjustments where these appear desirable.

19. The issue of allotments and the control of expenditure remain under the authority of the Bureau of Finance.

(Signed) Byron Frice

Assistant Secretary-General  
for Administrative and  
Financial Services

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