



GENERAL
ST/AFS/AI/76
14 February 1950

ADMINISTRATIVE INSTRUCTION

To: Members of the Staff of the United Nations

Subject: ADMINISTRATIVE PROCEDURE FOR THE SCHEDULING OF
UNITED NATIONS CONFERENCES

1. Definition: A conference means a consecutive series of meetings.
2. Application of the Rules of Procedure of United Nations Organs.

Reference to the Secretary-General in the Rules of Procedure of United Nations organs shall be interpreted to mean the Conference Division, Conference and General Services, in all matters pertaining to the determination of the date and place of United Nations conferences.

3. Procedure Governing Conference Estimates and Planning.

(a) Consultation on Date and Place

The Conference Division will be consulted on the most suitable date and place for holding a conference:

- (1) whenever the Rules of Procedure specify that such decision shall be taken "in or after consultation with the Secretary-General";
- (2) whenever the Secretary-General, in the person of the representative of a substantive department, is requested to advise the organ empowered to decide on this matter.

The substantive department will, in all cases, be responsible for requesting in advance such advice from the Conference Division. Failure to follow this procedure will mean that the substantive department will be responsible for any technical or financial difficulties which may occur in the servicing of the conference.

(b) Submission of Estimates of Requirements

Form CD/5, Rev. 2, will be completed by the Executive Officer of the substantive department or the Secretary of the organ concerned, with the assistance of the Conference Division, for all conferences authorized under Rules of Procedure or by special resolution, whether or not there are financial implications:

/(1) prior to the
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- (1) prior to the submission of departmental budget estimates and at such time as will be determined by instructions on the preparation of budget estimates; and,
- (2) for all conferences authorized to meet, at least 6 weeks before the opening date if the conference is held at Headquarters, and 3 months before if it is to be held elsewhere.

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for Administrative and Financial Services