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Conference and General Services

21 Sept.

Memorandum from S. Lall, Assistant Sec. Gen.

- to All Division Directors, Section and Unit Chiefs, Dept.
of Conference Services.

MEMORANDUM

21 September 1954

TO: All Division Directors, Section and Unit Chiefs
Department of Conference Services

FROM: S. Lall, Assistant Secretary-General
Department of Conference Services

SUBJECT: Staff Assignments

1. With reference to my memorandum on the Organisation of the Department of Conference Services dated 21 September 1954, Mr. Georges Peissel will assume the duties of Director, Language and Meetings Service, and act as deputy to the Assistant Secretary-General for the co-ordination of all operational activities of the Department, exclusive of the Library.
2. The functions of Chief, Meeting Services and of Assistant to the Director, Language and Meetings Service will, for the time being, be fulfilled by Mr. Georges Mathieu and Mr. Patrick Leith respectively.
3. These assignments will be effective immediately.

c. c. to: ~~The~~ Secretary-General
Mr. Corcier
All Assistant Secretaries-General

Bureau of Personnel
Bureau of Finance
Inspection Service

All Principal Directors
All Executive Officers

Health Service

21 September 1954

TO: Mr. Peissel
All Division Directors, Section Chiefs, and Unit Supervisors
Mr. Mathieu
Mr. Kirkbride
Mr. Leith
Miss Chell

FROM: S. Lall, Assistant Secretary-General
Department of Conference Services

SUBJECT: Organisation of the Department of Conference Services

1. In view of the resignation of the Director of the Language Services Division, it becomes necessary to take further steps towards the implementation of the plan of organisation for the Department recommended by the Survey Group. As this plan is not due to come into full operation until January 1955, the action now being taken may be subject to further adjustments.

2. Effective today, 21 September 1954, the Department of Conference Services will be organised, on a provisional basis and until further notice, on the lines set out in the following paragraphs.

3. The alterations to the previous structure which have been made in my memorandum of June 1954 and which concern the Executive Office, Editorial Control, Conference Control, and the Library shall stand.

4. The Bureau of Documents is abolished and is replaced by the following three Services :

Language and Meetings Service
Publishing Service
Stenographic Service.

5. The Director of Language and Meetings Service will act provisionally as ~~Deputy~~ to the Assistant Secretary-General. In this capacity, he will supervise and co-ordinate all operational activities of the Department, with the exception of the Library.

c.c. to : The Secretary-General
Mr. Cordier
All Assistant Secretaries-General
Bureau of Personnel
Bureau of Finance
Inspection Service
All Executive Officers
All Principal Directors
Health Service

6. This co-ordination shall be exercised in relation to all problems concerning :

- a) the planning of workload both in regard to meeting services and the processing of documentation, as well as the execution of the publications programmes;
- b) the assignment of priorities;
- c) the flow of documents through the various processes;
- d) the utilisation of staff and facilities in order to perform the functions for which the Department is responsible efficiently and economically;
- e) the management of the various units, the integration of their procedures and all problems relating to organisation and methods.

On these matters, all units of the Department - with the exception of the Library - will report to the Deputy to the Assistant Secretary-General.

7. To discharge these responsibilities, the Director of Language and Meetings Service will have directly under his jurisdiction, as a staff unit, the Documents Control (at present the Production Control Unit).

8. In close liaison with Conference Control, Documents Control will co-ordinate and integrate the working relationship of the three main Services. One of its main functions will be to establish and maintain constant liaison with the other Departments and Offices as regards the planning of submission of work and adherence to the schedules of production agreed upon.

9. Documents Control will continue to be the central and only point at which all work to be processed by the Department will be received, examined, and screened, and from which it will flow to the various units responsible for its execution. It will follow up the work from its planning stage to its final implementation and statistical recording.

10. Documents Control will be at the entire disposal of all Services and Sections and will assist them in the evaluation of their respective workloads - on a long as well as on a short-term basis -, in the scheduling of their production and in the organisation of their work insofar as this depends on those schedules. It will keep all concerned regularly informed of the plans for submission of documentation and of the manner in which these plans are likely to be implemented. On the other hand, it will be kept informed by them of any circumstances which may have an influence on the elaboration and the implementation of these plans.

11. The Chief of Documents Control will continue as Secretary of the Publications Board as well as of the Working Group on Publications, which, under the Chairmanship of the Director of Language and Meetings Service, in his capacity of Deputy to the Assistant Secretary-General, supervises, from a technical point of view, the execution of the Publications Programme.

12. No changes are contemplated in the basic organisational structure of the Publishing Division, which becomes Publishing Service. Its relationship with the various other units of the Department will be conducted in accordance with the principles set forth in the preceding paragraphs relating to co-ordination.

13. The Stenographic Service will be under the administrative supervision of the Director, Language and Meetings Service.

14. Language and Meetings Service will consist of the present following units :

The Reference Unit, the Terminology Unit, the Journal (previously in Editorial Control);

The Editing of Official Records Group of the Editorial Control Section;

The Interpretation Section;

The Verbatim Reporters' Section;

The five language Sections: English - French - Spanish -
Russian - Chinese.

15. The first three Units (Reference - Terminology - Journal) will be part of the Office of the Director, Language and Meetings Service.

For operational purposes, the Reference Unit will be under the jurisdiction of the Chief of Documents Control.

The activities of the Terminology Unit will be organised and directed by the Chief of the Interpretation Section who shall be responsible for the centralisation and co-ordination of all work on terminology performed in the Language and Meetings Service. He shall utilise, in their spare time, those interpreters who are qualified for linguistic research in order to supplement and assist the staff of the Unit.

The Journal shall be directly under the supervision of the Chief, Meeting Services (see below).

16. All Sections shall be under the direct supervision of the Director, Language and Meetings Service.

17. For operational purposes, the Director will be assisted by two officers whose duties and responsibilities are set forth below :

A Principal Officer - Chief, Meeting Services;

A Senior Officer - Administrative Assistant to the
Director

18. The Chief, Meeting Services will be responsible for the supervision and co-ordination of all activities connected with the service of meetings, that is, interpretation, verbatim reporting, précis-writing and editing of official records (including reception and insertion of corrections).

19. This co-ordination shall be effected in close liaison with the Chiefs of the various Sections concerned who will remain responsible for the utilisation and administration of the personnel under them. The Chief, Meeting Services, shall organise with them the deployment of staff necessary for meeting service according to the requirements of the various organs. He shall centralise all questions relating to staffing meetings with Headquarters personnel, both in and outside Headquarters. He shall study and report on all questions of methods pertaining to the production of official records, bearing in mind the other responsibilities of the translation sections in the field of documentation. He shall control the regular flow of records between the translation sections involved, and shall establish schedules of production.

20. He shall, further, receive all corrections to official records submitted by delegations and other participants to meetings, accept or reject them according to the existing rules and procedures. He shall keep close contact with the delegations and with the Secretaries of the various organs as regards questions raised by these corrections. He shall report through the Director, Language and Meetings Service, to the Assistant Secretary-General all important problems which would justify negotiations at a higher level.

21. The clerical staff of the present so-called "Post Office" in the Language Services Division will come directly under the Chief, Meeting Services. As stated above (para. 15), the Journal Unit will be under his direct supervision.

22. During the absence of the Chief, Meeting Services, the Chief of the Interpretation Section shall act as his deputy.

23. The Administrative Assistant to the Director of Language and Meetings Service will have, as a primary responsibility, the task of centralising the administrative work of the Sections. He shall deal with all questions relating to personnel actions, material arrangements, staff records, leave, assignments, production, etc., and shall be the liaison between the Sections and the Executive Office of the Department and the Bureau of Personnel (or its representative in the Department). He shall also co-ordinate the work of the Stenographic Service with that of the translation sections.

24. Such an arrangement will contribute to lighten the burden of the Language Sections' Chiefs. These officers will therefore be free to concentrate on their primary duty : the direction of their respective sections. This includes organisation of the work in order to ensure the best possible utilisation of the personnel, control of the quality, as well as of the quantity, of the production, and guidance, improvement, and appraisal of their respective staffs.

25. The Editing of Official Records Section shall be responsible, as in the past, for the editing of all official records (including supplements and annexes) which are issued subsequently in printed form.

They will also be responsible for the final texts of all other records and for the insertion of corrections in all provisional texts.

The basic staff of the group shall be reinforced, as needed, by loan of personnel from the other sections of the Language and Meetings Service.

The language Sections will normally be required to assist them in the translation of corrections.

26. No changes are contemplated in the organisation and internal administration of the Interpretation Section and of the Verbatim Reporters' Section. It is expected that the new administrative structure will facilitate the utilisation of the staff of these two sections in other units when the pressure of work in their specialties diminishes. The interpreters will intensify their training in other languages and will also be given the opportunity of working on précis-writing and translation. Similarly, the editor/verbatim reporters also will be called upon to reinforce other units, especially the Editing of Official Records Section, the functions of which have been enlarged.