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3 May

Annual Report of the Sec. Gen. on the Work of the
Organization

3 May 1954

TO: All Assistant Secretaries-General and
Principal Directors

FROM: *A. V. ...*, Executive Assistant to
the Secretary-General

SUBJECT: Annual Report of the Secretary-General
on the Work of the Organization

SG 59/2/03

1. With the opening of the ninth session of the General Assembly on 21 September, the Secretary-General's annual report on the work of the Organization for the period 1 July 1953 to 30 June 1954 will require to be edited and printed by 5 August.

2. The fact that some meetings of other organs are being held away from Headquarters and the requirements of the staff for annual leave will inevitably make heavy demands upon the Secretariat during the summer. In drawing up their programmes for the coming months, Departments are therefore requested to give careful attention to organizational matters connected with the preparations for the ninth session of the General Assembly and, in particular, to bear in mind that the preparation of their material for the Secretary-General's report is one of the most important and urgent matters requiring special attention.

3. A detailed schedule of dates for the presentation by Departments of the manuscript for the report will be issued later, but it can be assumed that the schedule for previous years will, in general, be maintained.

4. Since the reports to the Assembly of the Councils and other bodies furnish the details of their activities throughout the year and are largely chronological and factual in character, the Secretary-General's report should concentrate on the implementation of the decisions of the various organs and should review the Secretary-General's responsibilities under those decisions. While this review will summarize in narrative form, and subject by subject, the United Nations activities as a whole it should highlight the outstanding developments during the year, avoid technical details that will be available from other sources and, where possible, introduce an analytical approach in the presentation of the material. In addition, it is important that this part of the report should be presented

as a balanced whole, both as regards substance and length.

5. The factual section of the report will be preceded by an Introduction. The principal aims of the Introduction will be: to review world problems, political, economic and social, with which the Organization has been called upon to deal; to outline the basic philosophy of the United Nations and the role of the Organization in seconding the efforts of Members to progress towards the consolidation of peace and the solution of problems of common concern to them all; and to indicate the position of the Secretariat in carrying out its responsibilities in relation to those of the United Nations as a whole and each of its organs.

6. Specific reference in the report to Departments of the Secretariat should be avoided whenever possible, the various branches being parts of one co-operative whole; every effort should, however, be made to correlate the work of the Secretariat, as one of the United Nations organs, to the total demands made upon it by the others. In this connexion, a clear and convincing picture of the total workload of the Organization, together with a balanced statement of how the Organization is carrying the load, has helped in previous years to justify the Secretary-General's defence of budget requirements before the Fifth Committee, and will constitute initial support of the budget estimates for 1955.

7. The general division of the report into chapters, sections and sub-sections will be maintained, as also the policy previously adopted of grouping around each specific subject all the action taken with regard to it by the component parts of the Organization.

8. The outline for the report will be the same as last year, so that the general scheme will be as follows:

Introduction

- I. Political and Security Questions
- II. Economic and Social Developments
- III. Questions concerning Trusteeship and Non-Self-Governing Territories
- IV. Legal Questions
- V. Development of Public Understanding
- VI. Administrative and Budgetary Questions

9. It is the Secretary-General's desire that, taking into account the indications given above, the total length of the report should be less than that of last year's report and should, if possible, not exceed 100 pages of factual material. Departments are therefore requested to supply the Executive Office of the Secretary-General, by 14 May, with an estimate of the number of manuscript pages which they expect to submit. The Executive Office will then be in a position to ensure, in co-operation with the Departments, that a reasonable balance is maintained, as far as possible, between the various chapters.

10. Lastly, each Department is requested to send in to the Executive Office of the Secretary-General, also by 14 May, the name and telephone number of the representative who will act as Liaison Officer with the Executive Office, through whom all manuscripts will be transmitted and to whom all enquiries concerning the relevant chapter of the report can be addressed.