ORGANIZATION
OF THE
SECRETARIAT

UNITED NATIONS
ORGANIZATION

OF THE

SECRETARIAT

A concise guide to the functions and organization of the Secretariat, designed primarily to facilitate consideration of the annual budget estimates

Revised September 1966

UNITED NATIONS
New York, 1966
SECRETARY-GENERAL'S BULLETIN

To: Members of the Staff

Subject: ORGANIZATION OF THE SECRETARIAT

1. This announces the issue of a revision to ST/SGB/128, Organization of the Secretariat.

2. The revised version incorporates changes in the organization of the Secretariat announced in the following documents, and others made up to 30 September 1966:

   (a) SGB/128/Amend.1 of 23 December 1964;
   (b) SGB/128/Amend.2 of 1 May 1965;
   (c) SGB/128/Amend.3 of 23 June 1965;
   (d) SGB/128/Amend.4 of 14 October 1965;
   (e) SGB/128/Amend.5 of 27 October 1965;
   (f) SGB/128/Amend.6 of 15 November 1965;
   (g) SGB/128/Amend.7 of 30 December 1965;
   (h) SGB/128/Amend.8 of 1 February 1966;
   (i) SGB/128/Amend.9 of 8 February 1966;
   (j) SGB/128/Amend.10 of 16 June 1966;
   (k) SGB/128/Amend.11 of 11 August 1966;

3. ST/SGB/128 and the Bulletins referred to above are hereby superseded and cancelled.

U THANT
Secretary-General
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Section 1 (a)
Division of Human Rights

Provides substantive services, secretariats for, and documentation on items relating to international protection of human rights for the Third Committee of the General Assembly, the Economic and Social Council, the Commission on Human Rights, the Commission on the Status of Women and the Sub-Commission on Prevention of Discrimination and Protection of Minorities, and subsidiary bodies;

Prepares publications on human rights;

Administers the programme of advisory services in the field of human rights.

(a) Office of the Director

(b) Section I. — Studies and Conventions

Prepares studies and other documentation for the Commission on Human Rights and assists the Commission in studies of specific rights or groups of rights;

Prepares documentation and assists in the drafting of international instruments relating to human rights;

Studies and prepares reports on the application of conventions and recommendations relating to human rights;

Deals with communications concerning human rights, including those concerning trade union rights and forced labour.

(c) Section II. Reports and Publications

Handles periodic reports on human rights submitted by Governments and specialized agencies, and related information supplied by non-governmental organizations;

Prepares for publication the Yearbook on Human Rights and a Guide to National Legal Institutions and Procedures for the Protection or Promotion of Human Rights;

Provides substantive services and prepares documentation in connexion with matters relating to freedom of information;


(d) Section III. Advisory Services

Administers and reports on the programme of advisory services; organizes seminars on human rights; awards and supervises human rights fellowships.

(e) Section IV. Prevention of Discrimination and Protection of Minorities

Prepares studies and other documentation for the Sub-Commission on Prevention of Discrimination and Protection of Minorities;

Assists in the preparation of studies and drafting of instruments relating to elimination of discrimination and intolerance;

Assists United Nations organs in the consideration of matters relating to slavery and servitude.

(f) Section V. Status of Women

Prepares studies and other documentation for the Commission on the Status of Women;
Prepares documentation and assists in the drafting of international instruments relating to the status of women;

Studies and prepares reports on the application of conventions and recommendations relating to the status of women;

Provides substantive services for seminars on the status of women;

Studies and prepares reports relating to a unified long-term programme for the advancement of women;

Prepares publications on the status of women.