

ORGANIZATION
OF THE
SECRETARIAT

A concise guide to the functions and organization of the
Secretariat

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Section S

UNITED NATIONS OFFICE AT GENEVA

Functions

Provides administrative support, accommodation, secretariat services and other facilities for the Economic Commission for Europe, the Commission on Narcotic Drugs, the International Narcotic Control Board, the Office of the High Commissioner for Refugees, the United Nations Conference on Trade and Development, the United Nations Fund for Drug Abuse Control, the United Nations Research Institute for Social Development, the Office of the United Nations Disaster Relief Co-ordinator, as well as other units of the Secretariat;

Serves as a conference centre for United Nations meetings in Geneva and provides secretariat and conference services for meetings held in Europe, the Middle East, Africa and other locations as authorized;

Provides conference facilities for specialized agencies under standing or special arrangements;

Manages the Palais des Nations and other United Nations properties in Geneva.

Organization

Under-Secretary-General - Director-General

Represents the Secretary-General in relations with permanent missions to the United Nations and the specialized agencies located in Geneva; receives letters of credentials of the heads of the permanent missions in Geneva; in consultation with Headquarters, serves as liaison with the specialized agencies, the International Atomic Energy Agency and other intergovernmental and non-governmental organizations that have their headquarters in Europe;

Represents the Secretary-General in relations with the Swiss federal, cantonal and municipal authorities; deals with the Swiss authorities in matters relating to the presence in Switzerland and the relevant privileges and immunities of all United Nations staff;

Exercises the responsibility devolving upon the Secretary-General under international narcotics treaties for operation of the international narcotics control system.

Assistant Director-General

Office of the Director-General

Assists the Director-General in carrying out the liaison functions described above;

Arranges, in consultation with Headquarters, for representation of the United Nations at meetings of the specialized agencies and intergovernmental and non-governmental organizations in Europe and undertakes activities relating to co-ordination and liaison on matters concerning the Department of Economic and Social Affairs;

Assists in providing secretariat services for meetings of the Administrative Committee on Co-ordination and its subsidiary bodies that are held in Europe;

Processes letters of credentials of the heads of the permanent missions in Geneva in accordance with established procedures; registers and maintains records of members of the permanent missions; issues a quarterly handbook of membership of permanent missions and delegations;

Provides legal services, in consultation with the Office of Legal Affairs, for the administration of the Geneva Office.

Administrative and Financial Service

Office of the Director

Provides budgetary, financial, personnel and management services to the United Nations Office at Geneva to all other organizational units located in the Palais des Nations and, on occasion, to units located outside Geneva;

Conducts consultations with Swiss authorities on local administrative arrangements and with the specialized agencies on matters relating to General Service wage scales and rates for conference service staff.

Administrative Systems Section

Assists all organizational units based in Geneva in designing systems and methods to improve planning, operational efficiency, management control and evaluation of operations;

Participates, when requested, in reviews and studies in Geneva planned by the Administrative Management Service;

Co-ordinates the development and publication of administrative issuances, including technical review and editing as appropriate for the United Nations Office at Geneva;

Provides for the design, monitoring and control of performance reports and other information material required for management purposes and assists operating units in implementing related directives;

Identifies possible EDP systems and related applications in the United Nations Office at Geneva by conducting feasibility studies, formulating systems objectives and developing cost and time estimates; provides electronic data preparation services and runs production work for EDP users.

Fellowships Section

Arranges placement in Europe of United Nations (including UNCTAD and UNIDO) fellows; makes administrative arrangements pertaining to the participation of experts from developing countries in ECE study tours; collects information on training facilities; and gives administrative assistance to experts and regional or interregional advisors en route to, or coming from, field assignments.

Budget Division

Prepares initial and revised budget estimates for the Office within policy guidelines set by Headquarters;

In consultation with the Office of Administration of UNCTAD, prepares estimates for conference servicing functions provided for UNCTAD;

Prepares long-term planning estimates of expenditures and income;

Exercises budgetary control over allotments issued to the Office by the Office of Financial Services at Headquarters, issues suballotments to the organizational units at Geneva and maintains a continuous review and assessment of expenditures;

Controls manning tables;

Assesses costs of conferences, meetings and other projects and prepares related statements of financial implications as required;

Keeps under review the budgetary provisions of agreements covering meetings held away from Geneva, reimbursement rates for services rendered by the United Nations and all income operations at Geneva;

Advises on financial aspects of medical, group life and other social security plans;

Participates with the specialized agencies in the work of committees on budgetary and administrative matters;

Undertakes cost analyses as required by Headquarters;

Reviews and co-ordinates workload statistics maintained throughout the Office;

Proposes administrative management studies with a view to achieving economies.

Finance Division

Maintains the accounts of the United Nations Office at Geneva, its trust funds, technical assistance activities and other special accounts in accordance with guidelines prescribed by the Assistant Secretary-General (Controller), Office of Financial Services; prepares interim reports, reconciliations, statements of accounts and analyses of accounts and assembles such other information and explanations as required at the request of the Assistant Secretary-General (Controller);

Ensures the implementation of instructions issued by the Assistant Secretary-General (Controller) and reviews such accounting policies and procedures for advice to him as appropriate;

Proposes to the Assistant Secretary-General (Controller), for his approval, the establishment and revision of exchange rates for operational accounting purposes, after consultation with the specialized agencies on such matters;

Examines, computes and approves disbursements, including salaries, wages and other emoluments; recovers charges made against individuals, organizations and others;

Arranges for the remittance of funds from Headquarters as required and the establishment of cash imprests;

Assists in reviewing the validity of outstanding obligations and cancels, on behalf of the Assistant Secretary-General (Controller), those considered to be invalid or those which have remained outstanding for 12 months following the end of the financial period to which they relate;

Performs other functions which may be required to improve the reporting and control of the financial activities of the United Nations Office at Geneva.

Accounts Section

Develops and maintains the accounting and management information system and produces financial statements, schedules and reports on the financial position of the United Nations Office at Geneva, trust fund technical activities and other special accounts.

General Accounts Unit

Maintains the accounts of the Office, trust funds and all other accounts and controls input/output requirements of the accounting system;

Certifies, prior to the recording of obligations, that funds are available to meet them;

Prepares monthly trial balance, status of allotments and statements of accounts;

Prepares the year-end schedules and details of accounts for use by Headquarters and the External Auditors;

Programmes and operates desk-computer equipment.

Projects and Special Accounts Unit

Exercises the accounting management of the accounts maintained for these activities, including the preparation of vouchers as required and reconciliation of accounts and follow-up on the implementation of new UNDP and trust fund accounting requirements;

Receives, reconciles and consolidates monthly and year-end accounts submitted by UNFDAC, UNRISD, UNHCR branch offices and arranges for remittances of funds to those offices;

Prepares periodic financial statements in accordance with the requirements established for each activity.

Payments Section

Approves payments in accordance with the Financial Regulations and Rules of the United Nations and other financial instructions.

Invoices and Claims Unit

Examines and processes payment of claims for travel and other expenses and subsistence allowances submitted by members of committees or commissions, staff members, fellows and experts, as well as payment of invoices for supplies, equipment and special services, education grants and medical insurance claims, and maintains correspondence and control cards as required;

Prepares invoices for services rendered to other organizations and Governments and follows up on their collection;

Provides finance services to major conferences held outside Geneva, including the preparation of the required expenditure statements;

Prepares and analyses data as required by the External Auditors.

Payroll Unit

Calculates and arranges payment of salaries, wages and allowances for regular, UNDP experts and conference staff, including ITC and UNHCR branch office staff, and maintains pay records;

Prepares year-end statement of Pension Fund contributions and, when required, withdrawal certificates;

Reports to Headquarters on group life insurance participation and withdrawal;

Prepares vouchers for payroll charges to Geneva allotments and interoffice vouchers for charges to other offices;

Reconciles monthly salary advances and assignment accounts.

Fellowship Payment Unit

Arranges payments of stipends and all other entitlements to fellowship holders, including travel claims and medical expenses;

Prepares vouchers for the recording of obligation documents;

Prepares letters of credit with banks and replenishes imprest accounts;

Reconciles individual and general ledger accounts related to fellowship and seminar payments.

Treasury

Receives moneys due United Nations and issues receipts and deposits these moneys in bank accounts in accordance with the Financial Regulations and Rules of the United Nations;

Prepares cheques in the currency required against approved vouchers, maintains the bank account records and requests monthly replenishments in the amounts required;

Maintains the Cashier's Fund Imprest;

Maintains the investment ledger of funds invested and controlled by the Office and prepares monthly statement on the status of the investments;

Prepares cash-flow statements to establish monthly cash requirements.

Personnel Division

Office of the Chief

Within the policy and procedures of the Office of Personnel Services at Headquarters, and in accordance with the Staff Regulations and Rules, conducts recruitment as requested by Headquarters and administers the staff for which the United Nations Office at Geneva is responsible; handles staff relations and liaison with other international organizations on personnel matters of common interest in Geneva;

Develops and maintains the personnel information system in co-operation with the Control Section and controls input/output requirements of the system.

Secretariat Recruitment Section

Recruits Professional and General Service personnel for the Office, ECE, UNHCR and its branch offices, UNRISD, UNSDRI (Rome) and other organizational units located in Geneva, and recruits General Service personnel for UNCTAD, UNITAR (Geneva) and UNDP (Geneva), as well as for the United Nations field service;

Recruits, appoints and assigns staff for conference and other short-term service in Geneva and elsewhere as required; maintains rosters of candidates for employment and deals with inquiries from and about candidates for employment; presents appointment proposals to the Office of Personnel Services at Headquarters.

Training and Examinations Section

Provides orientation and career development training courses for staff members assigned to Geneva in accordance with the directives of the Secretary-General and recommendations given by the Geneva Training Committee; provides instruction in the official languages of the General Assembly and organizes the proficiency examinations for the Office itself and all Geneva-based agencies; administers the interagency interpreter training programme in Geneva, including the interagency associate interpreter pool, and the training of junior translators; organizes and conducts examinations for the recruitment of translators, interpreters, editors, typists, shorthand-typists and bilingual secretaries on behalf of Headquarters and for the United Nations Office at Geneva, as well as in-service qualifying examinations.

Expert Servicing Unit

Provides administrative support for UNCTAD and ITC field project personnel assigned to projects financed from UNDP funds.

Personnel Administration Section

Deals with placement, promotion, transfer and general administration of all staff, other than technical co-operation personnel, administered in Geneva, and assists in these operations for the staff in Geneva of such bodies as UNDP, UNRISD, UNITAR, IMF, CCAQ staff office, and for UNSDRI (Rome);

In respect of UNCTAD determines the allowances and other entitlements of Professional staff and administers short-term and General Service staff;

On behalf of UNHCR, administers the staff of that office and its branch offices;

Participates, as required, in consultations with local authorities and international organizations; represents the Director-General on the Geneva Appointment and Promotion Panel and Joint Advisory Committee; administers matters relating to pensions, insurance and welfare relating to all Geneva-based staff members.

Technical Assistance Recruitment Section

Under the technical direction of the Office of Personnel Services at Headquarters, develops recruitment sources and interviews candidates for technical co-operation assignments, interviews candidates for Professional posts in the Secretariat and subsidiary organs of the United Nations.

Conference and General Services

Office of the Director

Directs and co-ordinates the work of the Conference Division, the Interpretation Division, the Languages Division, the Documents Division and the Division of General Services;

Maintains central control over the planning and provision of conference, interpretation, translation and general services, as well as of the physical facilities for meetings to be held at Geneva or other locations under the responsibility of the United Nations Office at Geneva.

Conference Division

Office of the Chief

Ensures planning, co-ordination, definition and analysis of statistical data, and supervises the Division's activities, including the issuance of the Daily Bulletin, programme and quarterly programmes of meetings.

Editorial and Documents Control Section

Ensures the correct and timely processing of documentation through translation, typing, reproduction and distribution under the relevant rules and procedures governing United Nations documentation and administers the quota system of control of documentation established by the General Assembly;

Establishes workload forecasts and statistics of documentation in the various languages.

Meetings Co-ordination and Servicing Section

Carries out the planning for and servicing of all meetings in the Palais des Nations and elsewhere for which the United Nations Office at Geneva is responsible;

Formulates, in consultation with the divisions concerned, estimates for personnel and other service requirements for the meetings programme and transmits these for budgetary review;

Assists conference secretariats and serves as liaison between them and the various services in the United Nations and host countries as required.

Languages Division

Office of the Chief

Receives, through the Editorial and Documents Control Section all texts to be translated, edited, reproduced and distributed by the Office or on behalf of Headquarters bodies or ad hoc conferences meeting at Geneva; provides a reference service for translators and editors; keeps statistics of the various categories of work processed by the Division, both internally and externally; and, in co-operation with Administrative and Financial Services, administers all staff employed in the Division; provides language services for meetings held outside Geneva under the responsibility of the Office; arranges contractual translation and typing on behalf of Headquarters or other United Nations offices.

Translation Sections (Chinese, English, French, Russian, Spanish)

Translate documents and official correspondence for the Office (and, with appropriate reinforcement, for Headquarters bodies and ad hoc conferences meeting at Geneva); translate work assigned from Headquarters and, where necessary, revise work done externally under contract; in addition, the English and French Sections draft summary records of the proceedings of all meetings held at Geneva entitled to this service.

Official Records Editing Section

Prepares and concords the final text of official records (summary records, preparatory matter, reports, annexes) of United Nations bodies meeting at Geneva and all UNCTAD bodies, whether they meet at Geneva or elsewhere; translates and inserts all corrections to provisional summary records of meetings prior to their issuance in final form.

Stenographic and Typing Section

Provides stenographic and typing services for the Translation Sections, the Official Records Editing Section, the substantive and administrative units of the Office and, with appropriate reinforcement, all meetings of Headquarters bodies and ad hoc conferences held at Geneva.

Terminology and Technical Documentation Section

Conducts research and answers inquiries on terminology and, in consultation with the Terminology Service at Headquarters, issues glossaries and bulletins as required.

Reference Section

Provides reference material and relevant information to the Translation Sections and other services of the Office.

Interpretation Division

Provides interpretation into English, French, Russian, Spanish and, when required, Chinese for meetings of Geneva-based bodies and meetings of Headquarters bodies and special conferences; assists in providing interpretation services for other organizational units;

Operates an interpreters' training programme on behalf of the United Nations and the specialized agencies at Geneva.

Documents Division

Office of the Chief

Printing Section

Arranges for external printing of United Nations publications;

Prepares cost estimates and contracts for external printing, binding and related work for the Office or on behalf of Headquarters; verifies and approves invoices for payment;

Plans the layout and undertakes the typographical editing and copy preparation of manuscripts submitted for printing, reads the proofs and schedules all work.

Reproduction Section

Operates and maintains machinery and equipment for the internal reproduction of official records, documents, publications, maps, charts, forms and stationery;

Operates cold-type composition equipment.

Distribution and Sales Section

Distributes documents and publications in accordance with policies established by the Publications Board;

Establishes press runs of documents;

Maintains stock of documents and publications and master files of all documents distributed by the Office or sent by Headquarters;

Maintains distribution substations and conference room document services;

Promotes sale of United Nations publications in Europe, Africa and the Middle East and processes sales orders received;

Operates the diplomatic pouch service at Geneva.

Registry, Records and Mailing Section

Receives, classifies, codifies and files the official correspondence of the Office;

Maintains and controls files and records; recommends the disposal or transfer to archives of inactive records;

Sorts and delivers all incoming mail to the appropriate officials for action or information and dispatches official mail; prepares monthly statements of postal expenditure incurred by authorized personnel and approves monthly postal bills for payment.

General Services Division

Office of the Chief

Purchase, Transportation and General Operations Branch

Plans and supervises the utilization and allocation of office space in the Palais des Nations and other United Nations facilities at Geneva;

Maintains a register of land properties in Geneva belonging to the United Nations and, with the Legal Services, prepares related deeds and contracts;

Administers the sale of postcards and souvenirs;

Administers the Telecommunications Unit and Relay Centre at Geneva.

Security Section

Provides security, fire prevention and control services for the protection of persons and property;

Investigates cases of loss, damage, theft and accident insurance claims and settlements;

Arranges for the issuance of passes and identification cards;

Controls traffic and parking in the grounds and garage.

Purchase and Stores Section

Establishes specifications and standards for purchases and, subject to procedures set forth by the Committee on Contracts, obtains bids and arranges the purchase and distribution of fixtures, furniture, equipment and supplies;

Manages a Joint Purchase Service with other international organizations in Geneva for bulk purchases;

Negotiates maintenance contracts.

Transport, Travel and Joint Housing Section

Arranges for the transport, insurance and customs clearance of office equipment, machines and documents and of personal effects of staff members;

Reviews travel authorizations and claims;

Issues United Nations laissez-passer and certificates on behalf of the United Nations, the specialized agencies and United Nations field missions; obtains transit and entry visas for staff members and delegations;

Assists staff members of the United Nations, the specialized agencies and the permanent missions with housing matters.

General Operations Section

Provides messengers and ushers, prepares conference and meeting rooms and provides cleaning and linen services.

Accounts and Inventories Section

Prepares budgetary proposals for the Division; maintains an inventory of all United Nations properties in Geneva; arranges for the disposal of surplus property.

Buildings and Engineering Branch

Buildings, Parks and Gardens Section

Maintains the Palais des Nations and other United Nations real estate in Geneva; prepares plans for alterations or extension of the buildings and parks and supervises the work; prepares related specifications for tenders and contracts and approves invoices.

Engineering Section

Arranges for and supervises the installation, alteration, operation and maintenance of heating, air-conditioning and sanitary plans, elevators, electrical equipment, telephones, simultaneous interpretation, sound recording, motion picture and television equipment; keeps records of this equipment; prepares related designs and plans and specifications for tenders and contracts, checks contractors' estimates and approves invoices;

Operates the telephone exchange.

United Nations Postal Administration

Develops promotional programmes for the sale of United Nations postal stamps and postal stationery in Europe;

Maintains contact with philatelic publications and organizations, collectors and dealers with a view to stimulating interest in the United Nations programme;

Represents UNPA at philatelic exhibitions and conventions;

Conducts the day-to-day sales operations;

Provides the administrative and financial services required by its operations.

Library

Office of the Chief Librarian

Maintains liaison with the Headquarters Library, the libraries of the specialized agencies, governmental departments and scientific and professional bodies.

Preparations and Catalogue Section

Selects and acquires books, periodicals and other publications through purchase, exchange and gift programmes; catalogues and classifies all library materials; maintains the main catalogue and shelf-list and compiles the Monthly List of Books Catalogued.

Readers Services and Documentation Section

Maintains the map collection and book stacks and the loan and circulation service;

Provides specialized reference services, prepares bibliographies and reading lists, compiles the Monthly List of Selected Articles and reference lists and maintains the catalogues of articles and documents and microfiche collections.

Historical Collections Section and League of Nations Archives

Maintains the League of Nations archives and museum; undertakes research in and provides reference service for unpublished records.

Information Service

Serves as regional information centre for Bulgaria, the Democratic Republic of Germany, the Federal Republic of Germany, the Holy See, Hungary, Poland, Portugal, Spain and Switzerland;

Provides press coverage for United Nations conferences held in the Palais des Nations and, upon request, elsewhere in Europe; publishes and distributes press releases in French and English for local, regional and Headquarters' use and on behalf of ECE, UNHCR and UNCTAD;

Organizes press conferences and weekly press briefings and provides accreditation for correspondents;

Maintains a press reference centre and a centralized press documents distribution system;

Maintains liaison with broadcasting organizations in the countries listed above; provides studio services and facilities to accredited radio correspondents;

Produces and supplies radio programmes, interviews and recordings for broadcasting in Europe, Africa and the Middle East; provides Headquarters with appropriate radio material and dispatches for other areas;

Arranges television, film and photo coverage of United Nations activities, placement of United Nations television programmes and other visual materials, promotion of language versions and national productions, distribution of United Nations documentary films and photographs, printing and world-wide distribution of United Nations photographic displays;

Maintains liaison with the information services of the specialized agencies in Geneva;

Organizes training programmes, seminars, conferences and lectures;

Administers the Visitors Service, which conducts guided tours for the public.

Division of Narcotic Drugs

Under the guidance of the Director-General, serves as the central repository in the United Nations of professional and technical expertise in narcotics and drug abuse control;

Advises and assists Governments on the implementation of international narcotic treaties;

Provides the secretariat for the Commission on Narcotic Drugs; assists the Economic and Social Council and the General Assembly, as appropriate, in their consideration of narcotic matters; represents the Secretary-General at international meetings as directed;

Consults and collaborates with the secretariat of the International Narcotic Control Board and the specialized agencies in matters of mutual concern;

Serves as the main source, in collaboration with the specialized agencies concerned, of professional and technical advice on narcotic matters to the Executive Director of UNFDAC and co-operates closely with the UNFDAC secretariat;

Acts as the office responsible for UNFDAC projects assigned to the United Nations for execution;

Reviews technically, in collaboration with the specialized agencies concerned, projects aimed at controlling supply, demand and illicit traffic in narcotic drugs and psychotropic substances;

Co-ordinates, under the auspices of UNFDAC, the implementation of projects that are not executed by the Division;

Conducts and co-ordinates such research on narcotic and psychotropic substances as falls under the mandate of the Division;

Prepares and co-ordinates information and educational material relevant to the mandate of the Division.

Office of the Director

Serves as the principal adviser in narcotics matters to the Executive Director of UNFDAC and supervises other advisory personnel.

General Programmes Section

Provides secretariat services to the Commission on Narcotic Drugs;

Processes notifications on drugs under control or to be controlled by treaty and assists Governments as required in matters of treaty implementation, drug laws and regulations; analyses national laws and regulations and annual reports from Governments;

Processes reports and information on illicit traffic; deals with matters concerning illicit traffic and law enforcement projects, including co-ordination of training programmes;

Processes data and information on drug abuse; screens and analyses literature on drug demand and deals with questions in this general area; assists in co-ordinating projects concerning prevention, treatment and rehabilitation under the auspices of UNFDAC; manages the Division's reference library, the Bulletin on Narcotics, the Information Letter and similar materials;

Maintains liaison with the specialized agencies, the INCB, ICPO/INTERPOL, the United Nations Social Defence Institute and other bodies.

Laboratory Section

Co-ordinates research by national collaborating scientists; conducts research on cannabis, heroin, opium and other drugs; provides training in methods for the identification and analysis of drug abuse; maintains a scientific literature collection and index system for data on narcotic and psychotropic substances; prepares lists of drugs under international control (including a multilingual list) and other scientific documentation; carries out scientific and technical projects (or parts of projects) under the auspices of UNFDAC; and provides advisory services of a scientific and technical nature.

Operations Section

In co-operation with UNFDAC, assists in formulating drug abuse projects and programmes; implements projects assigned to the Division; co-ordinates technical co-operation activities and the execution of certain UNFDAC projects; and maintains liaison with UNDP, the specialized agencies and other bodies.

Secretariat of the International Narcotics Control Board

Provides secretariat services required by the Board in the performance of its functions;

Advises Governments on technical questions of treaty implementation of concern to the Board;

Represents the Board, as required, at meetings of the Economic and Social Council, the Commission on Narcotic Drugs and those committees of WHO concerned with narcotic drugs;

Collaborates in the preparation of studies requested by United Nations organs;

Participates in international or interagency regional conferences and in meetings of expert groups; advises Governments on request on drug control matters of concern to the Board;

Requests Governments to furnish information required by treaties; collects and analyses such information; reviews the national and international movement of drugs; determines the maximum quantities of narcotic drugs which each country or territory may manufacture and/or import; determines the maximum quantities of opium which countries or territories may hold in stock at the end of each year; studies the progress made in the abolition of non-medical use of opium, cannabis and coca leaves; calls attention to breaches of treaties and seeks explanations; prepares studies and documentation for the Board; prepares and publishes periodical statistics on production, manufacture and trade of drugs;

Collects and analyses estimates of opium harvests and narcotic drug requirements; compiles background information necessary for the Board's review of estimates and supplementary estimates furnished by Governments; determines the factors used by the Board in establishing of estimates when Governments fail to supply them; prepares correspondence with Governments relating to implementation of the estimates system; prepares and publishes periodical statistics on estimates furnished by Governments.

Division of Social Affairs

Under the general programme direction of the Centre for Social Development and Humanitarian Affairs at Headquarters and in collaboration with the Economic Commission for Europe secretariat, works with the specialized agencies on studies and programmes of concerted action, the preparation of world social reports and similar projects; prepares studies, including those on social aspects of economic development; attends meetings in Europe in connexion with projects for the Social Development and Population Commissions and the Economic and Social Council;

Operates the European Social Development Programme, consisting of the organization of regional seminars, study groups and expert groups on social problems of current importance; the exchange of social welfare personnel for purposes of professional study and observation; the arrangement of short assignments of experts at the request of Governments; and the implementation of a programme on exchange of information on social welfare research in European countries.

Division of Human Rights 1/

Provides secretariat services to United Nations organs concerned with human rights matters, including the Third Committee of the General Assembly, the Economic and Social Council and its Social Committee, the Commission on Human Rights, the Sub-Commission on Prevention of Discrimination and Protection of Minorities and their subsidiary bodies, the Committee on the Elimination of Racial Discrimination and the Human Rights Committee established under the International Covenant on Civil and Political Rights;

Carries out research on human rights at the request of the organs concerned;

Handles material and prepares reports under procedures for monitoring the implementation of human rights established by various United Nations organs or included in various international instruments;

1/ For all administrative purposes the Division forms part of the United Nations Office at Geneva; on substantive matters the Division reports to the Under-Secretary-General for Political and General Assembly Affairs.