

ORGANIZATION
OF THE
SECRETARIAT

A concise guide to the functions and organization of the
Secretariat

Revised JANUARY 1974



UNITED NATIONS
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Division of Human Rights^{1/}

Provides secretariat services to United Nations organs concerned with human rights, 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;

Collects and disseminates information and prepares publications on human rights;

Administers the programme of advisory services on human rights.

Office of the Director

Co-ordinates the human rights programme with related activities within the Secretariat and the United Nations system;

Maintains liaison, as appropriate, with Governments and inter-governmental and non-governmental organizations;

Ensures the Division's representation at meetings of United Nations organs concerned with human rights;

Maintains liaison with the services concerned for administrative support for the Division.

^{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.

New York Liaison Office

Informs the Division of substantive developments at Headquarters related to human rights and provides information on the activities of the United Nations concerning human rights;

Assists in co-ordinating the activities of the Division with those of other Secretariat units at Headquarters and international organizations and institutions in North America;

Exercises appropriate liaison functions with permanent missions of Member States, observer missions and non-governmental organizations at Headquarters;

Follows meetings of concern to the human rights programme;

Assists in servicing sessions of human rights organs at Headquarters, particularly the Third Committee of the General Assembly;

Provides such information and assistance to the Under-Secretary-General for Political and General Assembly Affairs as may be required in carrying out his human rights responsibilities.

Task Force on Decade to Combat Racism and Racial Discrimination

Implements the programme for a Decade of Action to Combat Racism and Racial Discrimination, including the preparation for, and the servicing of, the 1978 World Conference to Combat Racism and Racial Discrimination;

Carries out research, analyses reports from Governments and prepares studies relevant to the Decade and maintains co-ordination with Governments, intergovernmental organizations, the specialized agencies, non-governmental organizations and others concerned.

International Instruments and Procedures Section

Provides secretariat services for the Commission on Human Rights, the Human Rights Committee, the Committee on the Elimination of Racial Discrimination and other human rights organs, including field missions of special investigatory bodies;

Deals with periodic reports on human rights submitted by Governments and the specialized agencies and related information supplied by non-governmental organizations.

International Instruments Unit

Carries out responsibilities related to the implementation of the Covenant on Civil and Political Rights, the Covenant on Economic, Social

and Cultural Rights, the Convention on the Elimination of All Forms of Racial Discrimination and the Convention on the Suppression and Punishment of the Crime of Apartheid.

Communications Unit

Processes communications concerning allegations of violations of human rights and provides secretariat services for the bodies responsible for implementing existing procedures.

Special Procedures Unit

Provides secretariat services for the existing investigation groups and for any additional investigation or study groups that may be set up in accordance with Economic and Social Council resolutions 1235 (XLII) and 1503 (XLVIII).

Research, Studies and Prevention of Discrimination Section

Prepares studies and documents on the prevention of discrimination and the protection of minorities;

Carries out research and prepares studies on human rights;

Provides secretariat services for the Sub-Commission on Prevention of Discrimination and Protection of Minorities and its subsidiary bodies.

Research and Studies Unit

Undertakes basic research and studies;

Assists in the drafting of international instruments in the field of human rights.

Prevention of Discrimination Unit

Provides secretariat services for the Sub-Commission on Prevention of Discrimination and Protection of Minorities;

Carries out work on slavery and studies on discrimination, minorities and indigenous populations.

Advisory Services and Publications Section

Administers the programme of advisory services;

Prepares the publications of the Division;

Deals with public inquiries and the informational activities of the Division of Human Rights concerning the United Nations human rights programme.

Advisory Services Unit

Prepares seminar and training courses and supervises fellowships in the field of human rights.

Documentation and Publications Unit

Deals with the publication of the Yearbook on Human Rights, the Human Rights Bulletin and other publications in the field of human rights;

Supervises, follows up and co-ordinates handling of documentation for the Division and responds to general inquiries concerning the activity of the United Nations in the field of human rights.