



Secretariat

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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Conference Services
and Special Assignments

Subject: REGULATIONS FOR THE CONTROL AND LIMITATION OF
DOCUMENTATION

Addendum

GUIDELINES FOR THE PUBLICATION OF MAPS

1. This instruction establishes the policy guidelines for the use of maps in documents, publications and other papers considered to be official issuances of the United Nations Secretariat. It does not apply to maps annexed to communications prepared by Member States and circulated at their request.
2. Maps may form the principal part of a United Nations publication or may be ancillary to the text of a United Nations document. Many maps published in United Nations issuances are prepared by the Cartographic Unit of the Department of Conference Services; some are done by outside firms, prepared in the field, or taken from non-United Nations sources.
3. In view of the sensitive nature of cartographic documents, it has been decided that henceforth, prior to the publication of any map at any duty station under the imprint of the United Nations, clearance must be obtained from the Cartographic Unit of the Department of Conference Services, which will ascertain that maps meet publication standards and appropriately reflect United Nations policies. Maps that have been cleared previously by the Cartographic Unit and are to be reproduced in unaltered form need not be resubmitted to that Unit prior to publication.
4. As necessary, the Cartographic Unit will review such decisions with the Offices of the Secretary-General and the Office of the Legal Counsel.

5. Whenever possible, the Cartographic Unit should be consulted well in advance of map preparation. Ample time must be allotted for planning and review procedures and for the possible execution of revisions.
6. Maps should be printed in black and white, wherever possible; the use of colour can give rise to technical difficulties and result in additional expenditure.
7. One of the disclaimer forms set forth in the annex to the present instruction should be used in connection with every map issued under the responsibility of the United Nations.

Annex

DISCLAIMERS USED ON MAPS

Short forms

The boundaries and names shown on this map do not imply official endorsement or acceptance by the United Nations.

Les frontières et les noms indiqués sur cette carte n'impliquent pas reconnaissance ou acceptation officielle par l'Organisation des Nations Unies.

Los límites y los nombres que figuran en este mapa no implican su apoyo o aceptación oficial por las Naciones Unidas.

Long forms

The designations employed and the presentation of material on this map do not imply the expression of any opinion whatsoever on the part of the Secretariat of the United Nations concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.

Les appellations employées dans cette carte et la présentation des données qui y figurent n'impliquent de la part du Secrétariat de l'Organisation des Nations Unies aucune prise de position quant au statut juridique des pays, territoires, villes ou zones, ou de leurs autorités, ni quant au tracé de leurs frontières ou limites.

Las denominaciones empleadas en este mapa y la forma en que aparecen presentados los datos que contiene no implican, de parte de la Secretaría, de las Naciones Unidas, juicio alguno sobre la condición jurídica de países, territorios, ciudades o zonas, o de sus autoridades, ni respecto de la delimitación de sus fronteras o límites.
