



Secretary-General's bulletin

Organization of the Department for General Assembly and Conference Management

The Secretary-General, pursuant to Secretary-General's bulletin [ST/SGB/2015/3](#), entitled "Organization of the Secretariat of the United Nations", in accordance with Secretary-General's bulletin [ST/SGB/2009/4](#), entitled "Procedures for the promulgation of administrative issuances", and for the purpose of establishing the organizational structure of the Department for General Assembly and Conference Management, promulgates the following:

Section 1 General provision

The present bulletin shall apply in conjunction with [ST/SGB/2015/3](#), as well as in conjunction with the Secretary-General's bulletins establishing the organizational structure of the United Nations Office at Geneva, the United Nations Office at Vienna and the United Nations Office at Nairobi.

Section 2 Functions and organization

2.1 The Department for General Assembly and Conference Management plays a proactive and facilitating role in enhancing the effectiveness and efficiency of the total process of intergovernmental activities by:

- (a) Providing technical secretariat services and coordinating substantive support to the General Assembly, its General Committee, First Committee, Special Political and Decolonization Committee, Second Committee and Third Committee as well as various subsidiary and ad hoc bodies;
- (b) Providing technical secretariat services and coordinating substantive support to the Economic and Social Council and its subsidiary and ad hoc bodies;
- (c) Providing technical secretariat services and coordinating substantive support to the Trusteeship Council;
- (d) Providing technical secretariat services and coordinating substantive support to conferences and other ad hoc and extraordinary meetings held under the auspices of the United Nations;
- (e) Providing and coordinating meeting and documentation services for all intergovernmental organs and expert bodies meeting at Headquarters and for



conferences and other ad hoc and extraordinary meetings held under the auspices of the United Nations at other locations, under shared responsibility with the Directors-General of the United Nations Offices at Geneva, Vienna and Nairobi;

(f) Providing technical and substantive secretariat services to the Committee on Conferences;

(g) Providing advice to the Secretary-General and to the Departments and Offices of the Secretariat on matters relating to the work of the bodies that the Department for General Assembly and Conference Management services;

(h) Providing advice to the presiding officers of the United Nations bodies and organs;

(i) Providing protocol services to the Secretary-General, the Deputy Secretary-General and visiting high-level dignitaries, as well as host country liaison services for Member States and permanent observers, as well as providing, upon request, protocol services to the President of the General Assembly;

(j) Providing technical and substantive secretariat services to the International Annual Meeting on Language Arrangements, Documentation and Publications;

(k) Managing the conference servicing resources at Headquarters and providing policy guidance with regard to utilizing the apportioned parts of such resources that are under the authority of the Directors-General of the United Nations Offices at Geneva, Vienna and Nairobi, with a view to achieving the highest possible level of cohesion, synergy and efficiency;¹

(l) Formulating budget proposals through collaborative processes involving the conference management operations in the United Nations Offices at Geneva, Vienna and Nairobi, and presenting the proposed integrated conference management budget to the expert and intergovernmental bodies.

2.2 The Department consists of organizational units as described in the present bulletin.

2.3 The Department is headed by the Under-Secretary-General for General Assembly and Conference Management. The Under-Secretary-General, the Assistant Secretary-General and the officials in charge of each organizational unit perform the general functions applicable to their positions, as set out in [ST/SGB/2015/3](#), in addition to the specific functions set out in the present bulletin.

Section 3

Under-Secretary-General for General Assembly and Conference Management

3.1 The Under-Secretary-General for General Assembly and Conference Management is accountable to the Secretary-General.

3.2 The Under-Secretary-General is responsible for all the activities of the Department, as well as its administration, and represents the Secretary-General in meetings related to the functions of the Department and in intergovernmental organs and expert bodies as required.

¹ While the Department is responsible for the implementation of policy, the formulation of standards and guidelines, overseeing and coordinating United Nations conference services and the overall management of resources under the relevant budget section, the United Nations Offices at Geneva, Vienna and Nairobi remain responsible and accountable for day-to-day operational activities (see General Assembly resolution [57/283 B](#), para. 7).

3.3 The Under-Secretary-General is also responsible for guiding integrated global conference management involving Headquarters and the United Nations Offices at Geneva, Vienna and Nairobi, which includes the establishment of conference management policies and standards and the allocation of the resources and capacity of the conference servicing operations in order to ensure optimal delivery of the conference servicing workload at the four duty stations.

3.4 The Under-Secretary-General chairs the International Annual Meeting on Language Arrangements, Documentation and Publications.

Section 4

Assistant Secretary-General, Deputy to the Under-Secretary-General for General Assembly and Conference Management

4.1 The Assistant Secretary-General is accountable to the Under-Secretary-General and has the following functions:

(a) Assisting the Under-Secretary-General as Deputy in the performance of the former's functions, including by assuming responsibility for all operational activities at Headquarters and policy-setting activities of the Department;

(b) Acting as the Officer-in-Charge of the Department in the absence of the Under-Secretary-General;

(c) Serving as focal point for integrated global conference management issues and, in this capacity, as additional reporting officer for the heads of the conference management operations at the United Nations Offices at Geneva, Vienna and Nairobi.

Section 5

Office of the Under-Secretary-General

5.1 The Office of the Under-Secretary-General is headed by a Chief who is accountable to the Under-Secretary-General.

5.2 The Office supports the Under-Secretary-General and the Assistant Secretary-General in the discharge of their responsibilities.

5.3 The Office also:

(a) Provides overall coordination in the preparation and revision of the departmental inputs to the programme budget;

(b) Provides support to the Under-Secretary-General in the latter's role as Secretariat-wide Coordinator for Multilingualism;

(c) Provides substantive and technical secretariat services to the International Annual Meeting on Language Arrangements, Documentation and Publications and the annual coordination meeting of the conference managers of the Secretariat;

(d) Coordinates internal and external communication of the Department.

5.4 The Business Analysis Section is part of the Office of the Under-Secretary-General. The Section supports business automation specific to the conference management and conference servicing operations of the Secretariat in coordination with the Office of Information and Communications Technology.

Section 6

General Assembly and Economic and Social Council Affairs Division

6.1 The General Assembly and Economic and Social Council Affairs Division is headed by a Director who is accountable to the Under-Secretary-General.

6.2 The core functions of the Division are as follows:

(a) Providing technical secretariat services and coordinating substantive support to meetings of the General Assembly, its General Committee, First Committee, Special Political and Decolonization Committee, Second Committee and Third Committee as well as of various subsidiary and ad hoc bodies;

(b) Providing technical secretariat services and coordinating substantive support to the Economic and Social Council and most of its subsidiary and ad hoc bodies;

(c) Providing technical secretariat services and coordinating substantive support to the Trusteeship Council;

(d) Providing technical secretariat services and coordinating substantive support to conferences and other ad hoc and extraordinary meetings held under the auspices of the United Nations;

(e) Planning and organizing activities and services related to sessions of the organs and bodies mentioned in subparagraphs (a) to (c) above;

(f) Providing assistance to the Office of the President of the General Assembly, the President of the Economic and Social Council, the President of the Trusteeship Council and the presiding officers of the other bodies mentioned in subparagraphs (a) to (c) above in all matters relating to the conduct of their work;

(g) Advising delegations and Secretariat entities and officials on the work of the organs and bodies mentioned in subparagraphs (a) to (c) above and regularly providing analytical briefs to the Secretary-General and the Presidents of the General Assembly and the Economic and Social Council on major developments in the deliberations of these bodies.

Section 7

Protocol and Liaison Service

7.1 The Protocol and Liaison Service is headed by a Chief who is accountable to the Under-Secretary-General.

7.2 The core functions of the Service are as follows:

(a) Providing the Secretary-General and Deputy Secretary-General with protocol services during various meetings and events and on the occasion of visits of high-level dignitaries;

(b) Providing protocol services to the President of the General Assembly;

(c) Providing host country liaison services for Member States and permanent observers, including registration of diplomatic and other personnel as well as the processing of requests for diplomatic privileges and immunities;

(d) Providing accreditation services for delegates and participants at United Nations meetings, both at Headquarters and at other locations that the Department is responsible for servicing, and issuing badges and special passes while ensuring full compliance with established protocol practice;

(e) Providing briefings to newly arrived permanent representatives and permanent observers and organizing the presentation of their credentials to the Secretary-General, as well as periodic briefings for Mission personnel relating to United Nations protocol practices and formalities dictating the organization of large events at headquarters;

(f) Maintaining up-to-date lists of Heads of State and Government and Ministers for Foreign Affairs, issuing and maintaining the database of diplomatic personnel at Headquarters (the Blue Book) and issuing the official lists of delegations to various conferences and events;

(g) Organizing, at Headquarters, official ceremonies, luncheons, dinners, social events and photo opportunities hosted by the Secretary-General and/or the Secretary-General's spouse, as well as other ceremonial events;

(h) Assisting, at Headquarters, permanent missions or permanent observer missions to the United Nations with preparations for official visits to United Nations Headquarters of Heads of State, Heads of Government and other very important persons and very very important persons.

Section 8

Central Planning and Coordination Division

8.1 The Central Planning and Coordination Division is headed by a Director who is accountable to the Under-Secretary-General.

8.2 The core functions of the Division are as follows:

(a) Developing and coordinating the biennial calendar of conferences and meetings of the United Nations worldwide and scheduling all meetings at Headquarters;

(b) Coordinating the daily programme of meetings at Headquarters, as well as those held at other locations by intergovernmental organs and expert bodies whose established headquarters are in New York;

(c) Planning and monitoring the processing schedule for documentation at Headquarters in close consultation and collaboration with the conference management operations at the United Nations Offices at Geneva, Vienna and Nairobi to ensure appropriate workload sharing, in accordance with the requirements of meetings and ensuring compliance with the mandates on the timeliness and on the control and limitation of documentation;

(d) Coordinating the servicing of meetings at locations away from established headquarters, as appropriate, based on its role as set out in subparagraph (a) above;

(e) Preparing statistical and analytical reports on conference management activities at Headquarters, as well as collaborating with the United Nations Offices at Geneva, Vienna and Nairobi in order to ensure the compatibility of the statistical reports generated by the conference servicing operations of the Secretariat;

(f) Providing technical and substantive secretariat services to the Committee on Conferences;

(g) Preparing and processing the *Journal of the United Nations*.

Section 9

Documentation Division

9.1 The Documentation Division is headed by a Director who is accountable to the Under-Secretary-General.

9.2 The core functions of the Division are as follows:

(a) Translating all official United Nations documents, meeting records, publications and correspondence submitted at Headquarters and/or other duty stations from and into Arabic, Chinese, English, French, Russian and Spanish;

- (b) Translating selected materials into German;
- (c) Issuing summary records of the meetings of bodies entitled to them in the working languages of the bodies concerned;
- (d) Editing drafts of parliamentary documents and editing and preparing for reproduction the official records of meetings and sessions;
- (e) Issuing drafting and editorial guidelines for the Secretariat;
- (f) Maintaining the United Nations Terminology Database and providing on-demand reference and terminology services to authors, drafters, editors, interpreters, translators and verbatim reporters;
- (g) Preparing and proofreading parliamentary documents and other materials for printing and electronic dissemination using text-processing and desktop publishing methods;
- (h) Processing and dispatching correspondence from the Secretary-General, the Presidents of the General Assembly, the Security Council and the Economic and Social Council, and Secretariat departments, as well as other official correspondence.

Section 10

Meetings and Publishing Division

10.1 The Meetings and Publishing Division is headed by a Director who is accountable to the Under-Secretary-General.

10.2 The core functions of the Division are as follows:

- (a) Providing interpretation services from and into Arabic, Chinese, English, French, Russian and Spanish for meetings held at Headquarters and, in accordance with established policies and practices, those held at other locations which the Department is responsible for servicing;
- (b) Providing meeting room services at all meetings held at Headquarters, as well as those held at other locations by intergovernmental organs and expert bodies whose established headquarters are in New York;
- (c) Preparing and processing the verbatim records of meetings of the General Assembly, the Security Council and other bodies entitled to them;
- (d) Developing and applying standards for the typographic formatting of United Nations documents, publications and other written material and providing guidance to other Departments and Offices of the Secretariat on best practices in electronic publishing;
- (e) Preparing and proofreading publications and other materials for printing and electronic dissemination using text-processing and desktop publishing methods;
- (f) Printing and distributing parliamentary documents, mandated publications and other materials in hard copy and/or electronic form through the Official Document System and other tools, including dissemination of electronic files to subscribers of the official documents.

Section 11

Executive Office

11.1 The Executive Office is headed by an Executive Officer who is accountable to the Under-Secretary-General.

11.2 The core functions of the Executive Office are set out in section 7 of [ST/SGB/2015/3](#).

Section 12
Final provisions

12.1 The present bulletin shall enter into force on the date of its issuance.

12.2 Secretary-General's bulletin [ST/SGB/2005/9](#) of 2 May 2005, entitled "Organization of the Department for General Assembly and Conference Management", is hereby abolished.

(Signed) António **Guterres**
Secretary-General
