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CF/NYH/IRM/RAM/1996-0256

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ExRef: Document Series/Year/Number **CF/AI/1985-020 draft**

Record Item Title TEST4

**Administrative Instrution CF/AI/1985-020 re: Guidelines on Issuance of
Administrative Instructions and Information Circulars; Draft [see also
background CF/NYH/IRM/RAM/1986-087]**

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Primary Contact
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Home Location **Adhiratha Keefe (Records Management Officer)**
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Field 3

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WU_Staff: AnthonyBloomberg

Correspondent: Divisional/ Regional Directors

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Print Name of Person Submit Images

Signature of Person Submit

Number of images
without cover

A. K. KEEFE

Adhiratha Keefe

9

UNICEF

DB Name cframp01



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CABLE ADDRESS: UNICEF - TELEPHONE: (212) 754-1234

AI

CF/AI/1985-020

6 September 1985

ADMINISTRATIVE INSTRUCTION

To: Divisional/Regional Directors and Chiefs of Section at NYHQ
Heads of Offices: Copenhagen, Geneva, Sydney, Tokyo
UNICEF Representatives

From: David Halliday, Director
Division of Management and Budget

Subject: Guidelines on Issuance of Administrative Instructions and
Information Circulars

1. Purpose

This administrative instruction provides guidelines on the the issuance of Instructions (Personnel and Administrative) and Information Circulars by NYHQ. The main subjects are:

- (1) Purpose - page 1
- (2) Responsibility - page 1
- (3) Definitions - page 2
- (4) Numbering - pages 2, 3 + 4
- (5) Authority - page 5
- (6) Layout - pages 5, 6 + 7
- (7) Indexes - page 7
- (8) Style - page 7

2. Responsibility

It is the responsibility of directors:

(a) to establish document series for materials originating from their divisions; and

(b) to inform the Documents and Reproduction Unit (DRU) of the series they approve. Only documents bearing the correct code from these established series will be reproduced and distributed by DRU.

Note: The procedures and guidelines for the distribution of documents at headquarters were outlined in CF/AI 1984-371 of 31 August 1984 which had limited distribution at NYHQ .

ADMINISTRATIVE INSTRUCTION

3. Definitions

(a) Administrative Instruction - Issuance providing guidance to staff in regard to administrative and personnel policy and/or procedure. The instruction remains in effect until amended, revised or superseded.

(b) Information Circular - Issuance that provides information necessary on matters relating to staff changes, temporary arrangements, visiting staff, film showing, etc. It does not establish or revise official policy or procedure.

(c) Instructions which provide guidance on policy or procedure for other than administration and personnel matters are issued under the authority of the division having functional responsibility, for example: Supply Division - SUPDIRS and Supply Instructions, Comptroller's Division - Financial Circulars, Executive Director's Office - EXD. (See also IB 83/69 "Essential Information for Field Offices" which sets out other document series and divisions having functional responsibility)

4. Numbering

(a) Issuances in each series must be numbered consecutively beginning with 001 each year and preceded by the year. e.g. 1985-001

(b) Information Circulars - As of January 1985, each division at Headquarters may issue (under the Director's authority) their own Information Circulars (IC). The division's alpha code must be placed after "CF" and before "IC". See example #3 below:

Example #1: Administrative Instruction series: CF/AI/

<u>(UNICEF)</u>	<u>(Administrative Instruction Series)</u>	<u>(Year)</u>	<u>(Number used if more than one issue in a year)</u>
CF	/ AI /	1985	- 001

Example #2: Information Circular series: CF/IC/

<u>(UNICEF)</u>	<u>(Information Circular Series)</u>	<u>(Year)</u>	<u>(Number used if more than one issue in a year)</u>
CF	/ IC /	1985	- 001

ADMINISTRATIVE INSTRUCTION

4. (Cont.)

Example #3: Information Circular from the Executive Director's Office,
series: CF/EXD/IC/

(UNICEF)	Division or Office (Executive Director's Office)	(Information Circular Series)	(Year)	(Number used if more than one issue in a year)
CF /	EXD /	IC /	1985 -	001

(c) Divisions which produce few information circulars for general distribution may choose to have their circulars issued by the Administrative Services Section under the symbol "CF/IC/Year-Number".

(i) When an issuance (CF/AI or CF/IC series) is ready for printing, the next available number must be obtained from the Office of the Chief, Administrative Services;

(ii) after reproduction, the original signed document must be sent to the Chief, Administrative Services Section for filing by his staff.

(d) Administrative Instructions and Information Circulars - will be further identified for the intended recipient.

(i) issuances intended for NYHQ headquarters only - CF/AI/NYHQ/1985-001
or
CF/IC/NYHQ/1985-001

(ii) issuances intended for worldwide distribution - CF/AI/1985-001
or
CF/IC/1985-001

Note: Field offices which issue documents under the AI or IC symbol for local use should include a location code to distinguish them from issuances from New York headquarters.

for example:

Jakarta Administrative Instruction - CF/JKT/AI/1985-001

ADMINISTRATIVE INSTRUCTION

4. (Cont.)

(e) Revisions, additions, corrections and amendments will be identified by the following symbols after the original document number.

"REV" - Revisions - texts revised by the author. Include all addenda, and corrigenda since the document was issued or last revised.

"ADD." - Addendum - material added to a document, e.g., a supplement.

"CORR" - Corrigenda- designates a document issued to correct error(s) (substantive or technical) in the text of an existing document or publication already distributed. A single corrigendum may comprise one or more corrections to an existing document.

"AMD." Amendment- indicates a change in a part of a previously issued document. Only the changed section or page is reproduced. "Rev" is used when complete document is printed including amendment.

(f) For all the above-mentioned modifications of the original document, the first paragraph should always include an explanation of why the issuance or modification (Rev., Add., Amd. or Corr.) is required.

(g) If a new number seems advisable for a new issuance on a subject previously covered, an asterisk will be placed after the new number and at the bottom of the first page will appear:

*This document is a revision of (or addendum to) document CF/AI
1985-_____.

(h) Any reference to a document in an older series should include the original series code although the present coding may have changed.

example: original series code CF/DMOA/IB 1984-001

present series code CF/IC 1985-001

5. Authority

Authority to issue instructions rests with the division director who has functional responsibility for the subject matter. The division director may delegate this authority when applicable.

(a) Questions on revisions and interpretation of AIs and ICs should be addressed to the individual signing the instruction.

(b) In all cases, it is assumed that the responsible division director or designate has cleared the document before a series document number is requested from Administrative Services.

6. Layout

As of 1 August 1985, the layout in this AI will be standard for all Administrative Instructions issued at NYHQ. It is recommended that this layout be adopted for other series with appropriate graphic changes to identify various document series. Target: 1 January 1986.

Special attention is directed to the following:

(a) First page

(i) symbol and number - upper right corner, at least 1/2 inch from border;

(ii) date of issuance - below document symbol;

(iii) line across top of page on left under issuance series name e.g. "Administrative Instruction".

(iv) Wang document number and disk number on bottom left corner.

(b) Second and continuing pages (where helpful)

(i) - (iv) as on first page

(v) page numbering - top of page, right corner, beneath date

(c) Standard letterhead using graphic to identify series on first page. Letterhead not used on following pages.

ADMINISTRATIVE INSTRUCTION

6. (Cont.)

(d) Standard forms of addresses listed below should be used on all issuances for distribution within UNICEF

- (i) All staff members (or)
All staff members at location (or)
All internationally recruited staff members
- (ii) Regional Directors
- (iii) Division Directors and Chiefs of Sections at NYHQ
- (iv) UNICEF Representatives (includes area office, sub-office, liaison office and outposted project personnel)
- (v) Divisional/Regional Directors
Heads of Offices: Copenhagen, Geneva, Sydney, Tokyo
UNICEF Representatives and Chiefs of Sections at NYHQ
- (vi) All Field Offices (includes area office, sub-office, liaison office and outposted project personnel)
(also implies distribution to all of (v) above)
- (vii) Other combinations of above

(e) Translations - whenever an issuance is to be submitted for translation, the word "original" should appear under the date followed by the language.

e.g. Original: English
or
Original: French

- (i) When the translated document is issued, the language should appear beneath the date. The following line should indicate "Original: language".

e.g. French
Original: Anglais
or
English
Original: Spanish

- (ii) The actual date of issuance for the translation should appear on the document and not the date of original unless issued simultaneously. Translations may include any modifications distributed since the original document was issued. In this case, the use of an asterisk after the document number and explanatory note is recommended.

CFW 8277K

Disk 0352K

6. (Cont.)

(f) Colour Graphics are permissible in the header and text of a document. Bear in mind, however, that some photocopiers (especially less modern ones used in some offices) reproduce colour poorly. Critical information such as series identification symbols should therefore, always be outlined in black in order for it to be legibly reproduced.

7. Index (CF/INDEX/ 1986-001)

(a) In January of each year, the Documents and Reproduction Unit (DRU) at headquarters will issue an index to all approved series distributed by HQ during the previous year giving the document number, title/subject, date issued, language and intended recipients.

(b) It is the responsibility of the division issuing documents to:

- (i) maintain a log for each series and control the issuance of consecutive numbers in the series;
- (ii) maintain the set of signed master copies for each series; and
- (iii) provide to DRU the information required for the production of indexes.

(c) The format used to list materials for distribution (see CF/AI/1984-371, Annex A) will also be used by DRU to produce the index. All divisions are urged to adopt this format for their log so that information can be easily shared and updated. (Alternately, UNICEF Form 351 may also be used. Contact the Records Management Unit A-3A, Ext. 8034 for instructions.)

(d) After consultation with the Records Management Unit and the Division which issued documents, DRU will produce a consolidated index every three years showing status (valid, superseded, revised) of all past issuances for series beginning with "CF/". For those divisions frequently issuing changes in policy or procedure, it is recommended that one of the first issuances for the year should be an index of the valid documents in the series as of 1 January.

8. Style

For general guidance on other questions of writing style, such as paragraph numbering, underlining of headings, or use of sub-headings, please refer to the "E/ICEF/Style" document series produced by the office of the Secretary, Executive Board.

To: Mr. Timothy Boakes
Deputy Director
Division of Management & Budget

Date: 22 Aug. 1985

From: Samir S. Beida, Chief
Administrative Services

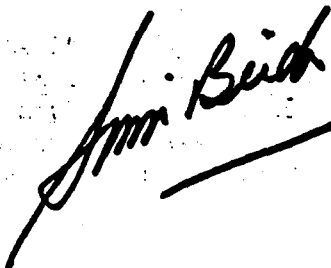
CF/NYHQ/DMB/RMU-1985-106
SUBJ: AD-520

Subject: Issuances: "Circulars" and "Instructions"

The attached draft Administrative Instruction has been discussed with Joseph Acar and Phillip Hirschi of Personnel, and Michael Shower of the Executive Office.

As you can see, the attached memorandum from Mr. Blanco of Internal Audit shows that office has also approved the draft.

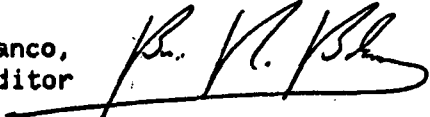
I would appreciate your reviewing the Administrative Instruction for Mr. Halliday's signature.

A handwritten signature in black ink, appearing to read "Samir Beida", with a horizontal line underneath it.



UNITED NATIONS, NEW YORK, N.Y. 10017
CABLE ADDRESS: UNICEF - TELEPHONE: (212) 754-1234

To: Mr. Adhiratha Keefe
Records Management Unit Date: 24 June 1985

From: Boris R. Blanco,  Ref:

Internal Auditor

Subject: Issuances: "Circulars" and "Instructions"

Jointly with Mr. Buenger, I have read with much interest your CF/NYHQ/DMB/RMU 1985-087 of 11 June 1985, as well as CF/NYHQ/RMU/1985-073 which attached an earlier draft previous to the 6 June 1985 model.

After careful review of its contents, I feel that no further changes are necessary.

We will appreciate if this group continues to inform our Office about new developments in this context. Similarly, our Office will like to be included in any future list to receive the yearly Index to be issued in January by the Documents and Reproduction Unit (DRU) with all approved series distributed by HQ during the previous year.

→ DRAFT AI ON ISSUANCES AND CIRCULARS
+ MEETING NOTES