



Secretariat

ST/AI/319
12 September 1984

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: CONTROL OF TRAVEL ON OFFICIAL BUSINESS

1. The purpose of this instruction is to announce the decision of the Secretary-General to institute new procedures for limiting and controlling the travel of Secretariat staff on official business. This action is an integral part of the management improvement and cost reduction programme announced by the Secretary-General in his letter of 6 September 1984 to all members of the staff.
2. Although travel is necessary in an organization as geographically dispersed as the United Nations, the Secretary-General firmly believes that it has reached a point of diminishing returns and, therefore, must be reduced and more effectively controlled. Without adversely affecting the Organization's programme, it should be possible to introduce new measures to co-ordinate representation at meetings and conferences, to exercise stricter control at the departmental and office level and to pool resources available to Secretariat units for travel for multiple purposes.
3. As a first step, regular budget resources available for official travel of staff will be reduced by 10 per cent by the Office of Financial Services when making future allotments of funds for the 1984-1985 biennium. This action will apply to regular budget-funded travel.
4. Concurrently, new procedures will be introduced requiring prior approval of the Office of the Secretary-General for all travel of staff to meetings and conferences, whether financed from regular budget or extrabudgetary funds. Official travel for purposes not related to attendance at meetings or conferences will continue to be approved by the heads of departments or offices.
5. Travel under the Staff Rules (appointment, transfer or separation, home leave, etc.) will not be affected.
6. Secretary-General's bulletin ST/SGB/181 of 31 December 1980 will be revised to incorporate these new procedures.