

UNITED NATIONS

SECRETARIAT



ST/AI/118/Rev.1
15 January 1957

ADMINISTRATIVE INSTRUCTION

To: Members of the Staff of the United Nations

Subject: REGISTRATION OF REPRESENTATIVES, ESTABLISHMENT OF PASSES AND
PUBLICATION OF OFFICIAL DOCUMENTS CONTAINING LISTS OF DELEGATES
TO MEETINGS OF UNITED NATIONS ORGANS

1. This instruction applies to the registration of representatives to all meetings of United Nations organs at Headquarters, with the exception of members of permanent missions, who are registered and issued passes upon their arrival by the Protocol and Liaison Section.
2. Representatives to meetings of United Nations organs at Headquarters must be registered with the appropriate United States authorities through the Protocol and Liaison Section, Executive Office of the Secretary-General. It is the responsibility of substantive departments servicing such organs to distribute forms SG 6 (2-55) to representatives and forward them upon completion to the Protocol and Liaison Section Room 201.
3. Representatives to meetings of United Nations organs at Headquarters must possess United Nations passes. Requests for the issuance of passes must be made by the substantive departments to the Protocol and Liaison Section on form BMS (5-56), as soon as appointment letters arrive from the Governments represented. Completed passes will be held at the disposal of representatives in the Protocol and Liaison Section, Room 201, on the day of the opening meeting, unless other arrangements are agreed upon between the Protocol and Liaison Section and the Department concerned.
4. In order that the form and content of lists of members of delegations to meetings of United Nations organs may be standardized, the Protocol and Liaison Section is in charge of clearing such lists before they are issued either as documents or in booklet form as United Nations publications.

5. In the case of the General Assembly, the Protocol and Liaison Section is responsible for the actual preparation of the lists.
6. In the case of other organs for which it is necessary to issue lists of delegations, the substantive departments will prepare the lists and clear them with the Protocol and Liaison Section before they are processed. Documents Control will not accept such lists for reproduction unless the request for documents services (UN/D/2) indicates that this clearance has been obtained.
7. The final lists of delegations for publication in the Official Records of the United Nations will, as in the past, be prepared by the Official Records Editing Section, in co-operation with the Protocol and Liaison Section.
8. Document ST/AI/118 of 24 September 1956 is hereby cancelled and superseded.

(Signed)

B.R. TURNER
Controller