



ST/AI/189/Add.8/Rev.1
15 March 1977

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

Subject: REGULATIONS FOR THE CONTROL AND LIMITATION
OF DOCUMENTATION

Addendum

REQUESTS FOR DOCUMENT SERVICES

1. This instruction deals with the preparation of material to be submitted for translation, composition, reproduction and external printing and sets forth detailed directions for completing the necessary forms.
2. All requests for translation, composition, reproduction and external printing will be addressed to Documents Control, room 1552, accompanied by the appropriate forms (see paras. 16-20 below). Main documents of the General Assembly should be submitted through the Division of General Assembly Affairs, room 3170; documents emanating from the Department of Economic and Social Affairs should be submitted through the Economic and Social Council secretariat; all other documents should be submitted directly to Documents Control, though, as noted in paragraph 8 below, they may be submitted informally to Editorial Control, room 1102, for advance editing before being submitted formally to Documents Control.
3. The signature on the request form will be taken as a certification that the regulations for the control and limitation of documentation (ST/AI/189) and the present instruction have been complied with.

I. Preparation of manuscripts for submission

Drafting and editing

4. All material submitted for processing should have been drafted and edited in accordance with the instructions in force, contained in the series ST/CS/SER.A/... and in ST/Drafting Manual/5.

Copy for reproduction by external printing or internally by photo-offset

5. Manuscripts of publications or other material to be reproduced by external printing or photo-offset should conform to the instructions in ST/Drafting Manual/5, except that copy for photo-offset should normally be typed in single spacing.

Copy submitted for translation and/or reproduction by other means

6. The submitting office should carefully review manuscripts not only for substantive clearance but to see that they are clear and legible and have been prepared in accordance with the present instruction; otherwise they will be returned by Documents Control.

7. When a document is submitted for reproduction in the original language and for translation into one or more additional languages, care must be taken to see that there is complete conformity between the copies submitted. It is permissible to obtain this conformity by photo-copying, but only on condition that the copies are carefully examined for legibility and completeness. (Points to be checked in particular are: that all the writing on the page is clearly reproduced, especially round the edges; that the copies are completely legible; and that there are no patches lacking definition.)

8. Before photo-copies are made of a document, it is desirable that the original should be submitted to the appropriate editorial unit for review. (This can be done by arrangement between the submitting office and the editorial service, before the document is submitted formally to Documents Control accompanied by the necessary forms.) The edited manuscript will then be returned to the originating office, which should prepare the copies for translation. If there has been substantial reorganization or correction of the manuscript during review or editing, any retyping that is necessary for the preparation of a legible text should be done. If the manuscript has to be retyped in full by the submitting office after it has been edited and before it is submitted to Documents Control, the possibility of retyping it on stencil should be explored, in consultation with Documents Control. In that case, carbon copies should be made for translation.

9. The top copy of the draft should be submitted for reproduction in the original language. This is particularly important when the text is fair copy, as it may be preferable to reproduce fair copy by photographic means, without typing stencils. This rule applies not only to material originating in the Secretariat but to reports and answers to questionnaires by Governments.

10. All the pages of a manuscript should be of the same size, normally 8 1/2" by 11". Thus, if material is to be inserted, or if corrections are to be made that are longer than the material replaced, it is preferable to add a new page and to cut and paste, or staple, 1/ the text in the desired order on pages of the same size, rather than attempt to fit too much into one page or insert a longer one. Material to be inserted should NOT be attached by staples at the side or at the foot of the page.

1/ Stapling is not permitted on manuscripts submitted for printing (see ST/Drafting Manual/5).

11. Manuscript for translation should contain appropriate references to previously translated material. In addition to supplying a list of references on form LS.15 (see paras. 16 and 17 below), drafting officers should give in the left-hand margin, if they are not provided in explicit foot-notes or parenthetical references, the document and paragraph numbers of such material, whether directly or indirectly quoted (e.g., "A/8134, para. 41"), or whether substantially the same but with some modification (e.g., "cf. A/8134, para. 42"). A sample referenced manuscript is given in annex IV.

12. As a general rule, submitting offices should attach to the manuscript to be translated copies of documents containing previously translated material, both in the language of the draft and the language into which it is to be translated, marking them "For reference only". Such documentation MUST be attached when reference is made to restricted documents, documents in a conference room paper or working paper series or material not readily available.

13. When a document that has already been translated or a document of which the component parts have already been translated is submitted for final reproduction, either without change or in a slightly amended or edited form, the submitting office should, as far as possible, make up the document not only in the original language but in the other working languages. Minor changes (for example, the insertion of the date on which a report was adopted) should be entered in all the language copies, as should all amendments for which an official translation exists. If there are substantial changes for which no official translation exists, the text should be inserted in the original language in the appropriate place in the other language texts and the passage should be flagged for attention by the translator. Alternatively, if time permits, the amendments should be submitted beforehand for translation into the other languages of issue and inserted in the final text before submission. When pages of mimeographed documents are used in making up a text for submission to Documents Control, the symbols, page numbers and paragraph numbers should NOT be blotted out but merely crossed through with a single line; this facilitates the work of the translators.

14. If a submitting office is unable to make a compilation in any one of the languages required, it must submit a full version in the original language, prepared and referenced in such a way as to make clear which passages have been retained unchanged and which require amendment or editorial modification.

15. It is desirable to submit for advance translation as soon as possible material that is being held for inclusion in a document that has not been finalized (for example, replies of Governments to a questionnaire, when other replies are awaited). The material should be submitted for translation in batches of reasonable size, to avoid the proliferation of individual jobs to be registered and handled, and should be accompanied by the original, which will be returned to the submitting office after editing for eventual inclusion in the complete document when submitted for reproduction.

/...

II. Forms to be used

16. All requests, except those for "one process" miscellaneous jobs - dealt with in paragraph 18 - should be submitted under cover of form D.2 ("Request to Department of Conference Services"), according to the following procedure:

(a) For composition and/or reproduction requiring no translation, one copy of form D.2 should be attached to the material submitted;

(b) A D.2 form, an LS.15 form (if the text contains previously translated material or quotations or references to other documents) and a copy of the text to be translated should be submitted for each language into which translation is requested, with or without reproduction;

(c) For external printing, a D.2 form should be submitted for each language required. If both translation and printing are required, a separate D.2 for each operation should be submitted for each language required.

17. Instructions for completing form D.2 are given in annex I. A sample of form LS.15 is given in annex III.

18. Form D.6 ("Request for 'one process' miscellaneous jobs") should accompany requests for miscellaneous jobs, such as:

(a) Addressograph work;

(b) Reproduction by mimeograph of non-symbol documents, when stencils are supplied;

(c) Reproduction by offset of non-symbol fair-copy text;

(d) Reproduction of forms (except those requiring external printing).

19. A sample of form D.6 is given in annex II.

20. Copies of the forms mentioned may be obtained from Documents Control, room 1552.

Annex I

METHOD OF COMPLETING FORM D.2 a/

1			2							
SYMBOL			SHORT TITLE				FORM NO.			
3			4	5		6		REQ. DATE		
SESSION NO.			AGENDA ITEM NO.	PAGE SUBMITTED		MORE TO FOLLOW				
7		8	9	10			11	12		
PROGRAMME		DEPT.	DIV.	CONSULTING OFFICIAL			EXT.	ROOM NO.		
13			14	15	16	17		18		
LANGUAGE OF DRAFT			E.S.P. TRANS.	REF. DUE	REF. OUT	CHARGEABLE ACCOUNT CODE		WORK COMPLETED		
TRANSLATE INTO			E.S.P. REV.	TRANS. OUT	TRANS. OUT	PUB. BD. PAPER	MEETING NO.	TRANSLATION AND REVISION (F.S.P.)	PAGES	CODE
COMPOSITION			P.P. TYPING	COMP. DUE	COMP. OUT	FORMAT		REV. ONLY (F.S.P.)		
<input type="checkbox"/> STENCIL <input type="checkbox"/> FAIR COPY			<input type="checkbox"/> OTHER COMPOSITION (SPECIFY)	COMP. DUE	COMP. OUT	1.		PP. TYPED (F.S.P. UNLESS OTHERWISE IND.)		
REPRODUCTION			REPR. DUE	20		2.		DRAFT PP. TYPE		
NO. COPIES			DATE AND PLACE OF MEETING	3.		4.		PRECIS-WRITING OR VERBATIM REPORTING		
SPECIAL INSTRUCTIONS:			5.	6.		7.		PP. REPRO.		
22			8.	9.		10.		NO. OF COPIES		
								23		
								IF DRAFT INCLUDES PREVIOUSLY TRANSLATED TEXT INDICATE HERE [] AND ATTACH ONE COPY OF CITATION LIST (L.S.). IF NOT, INDICATE HERE []		
								24		

24
AUTHORIZED SIGNATURE

- Item
1. Symbol. Give the symbol if known, or indicate the symbol series. Consult Documents Control, extension 6576, for assistance if needed.
 2. Short title. Indicate the title or subject of the material submitted. If the text is to become part of a document or publication, this fact must be plainly indicated on the draft as well as in box 2.

a/ Beginning with the issue D.2 (3-74), shown here, the request form has been slightly modified. Earlier issues should no longer be used.

/...

PLEASE NOTE - TYPE all information. Do NOT use shaded area.

Item

3. Session number. If the document pertains to a particular session of a United Nations organ, indicate the number of the session.
4. Agenda item number. Indicate the item number. If it is an item of a provisional agenda, it should be shown as follows: "Item 13 (b) Prov."
- 5 and 6. Pages submitted. Indicate the actual number of pages submitted. (The number of pages requiring action, if they form only a part of the material submitted, should be indicated under "Special instructions", item 20 below.) If the entire manuscript is not submitted at once, indicate this with an asterisk in box 6 and show the number of pages that are to follow and the expected date of their submission.
- 7-12. Indicate the programme; department or office; division; and name, telephone extension and room number of the official to be consulted should additional information be required by the Department of Conference Services. The consulting official named should be one able to answer substantive questions concerning the manuscript rather than, for instance, automatically the secretary of the body concerned.
13. Language of draft. Indicate the original language or languages of the text submitted.
14. Translate into. Indicate the language required. If the text is later to be included in a printed document or publication, also record the number of the relevant Publications Board paper in the appropriate box under item 15.
15. Chargeable account code. Enter here if applicable.
16. These boxes are for information concerning requests for printing. For all publications, or portions thereof, the relevant Publications Board authority must be cited. The format (measure) of the proposed publication must also be indicated, together with information regarding the kind and colour of the cover.
17. Composition. Indicate whether fair-copy typing or stencil-cutting is required. (Translations of correspondence and material for type-setting and external printing require typing of fair copy, while translations for documents with symbols usually require stencil-cutting.) Also indicate if other than single-space typing is required; Documents Control should be consulted in case of doubt.
18. Other composition. Indicate here if art-work, type-setting or map work (cartography) is required.

Item

19. Reproduction. Indicate the reproduction process requested - for example, external printing, mimeograph, offset - as well as the type of paper required if other than the standard white offset stock.
20. Distribution due. Indicate the date and hour the completed job is required.
21. Number of copies. Indicate here only the number of copies needed for documents in the RESTRICTED distribution category or for non-symbol jobs.
22. Special instructions. Use this space when amplification of information given in previous boxes is necessary. Include here any special requirements of the originating department or office for additional copies other than the normal distribution pattern, stating clearly names of recipients, room numbers etc.
23. Indicate, by checking one of the boxes, whether any part of the material submitted has been previously translated. If so, attach form LS.15 (Citation list) giving all details of references and sources, and indicate on the text submitted which parts are quoted or adapted from material already translated. (See also paras. 15-18 above.)
24. Authorized signature. Documents Control maintains a file of signatures of persons authorized by executive officers to request the services of the Department of Conference Services. The form must bear an authorized signature.

Annex II
 SAMPLE D.6 FORM

D.6 (3-74) **REQUEST FOR "ONE PROCESS" MISCELLANEOUS JOBS**

TO BE COMPLETED BY REQUESTOR				TO BE COMPLETED BY CONFERENCE SERVICES		JOB NO.		PRIORITY																
SHORT TITLE																								
DEPT.	DIVISION	PROGRAMME		CHARGEABLE ACCOUNT CODE		REG. OFF.		REG. DATE																
CONSULTING OFFICER			ROOM NO.	EXT.	DUE	OUT	<table border="1"> <tr> <td colspan="3" style="text-align: center;">STATISTICS OF WORK COMPLETED</td> </tr> <tr> <td colspan="3">TRANSLATION AND REVISION (F.S.P.)</td> </tr> <tr> <td colspan="3">PAGES TYPED (F.S.P. UNLESS OTHERWISE IND.)</td> </tr> <tr> <td colspan="3">PAGES REPRODUCED</td> </tr> <tr> <td colspan="3">NO. OF COPIES</td> </tr> </table>			STATISTICS OF WORK COMPLETED			TRANSLATION AND REVISION (F.S.P.)			PAGES TYPED (F.S.P. UNLESS OTHERWISE IND.)			PAGES REPRODUCED			NO. OF COPIES		
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LANGUAGE OF DRAFT				SPECIAL INSTRUCTIONS:																				
SUMMARY TRANSLATION INTO																								
_____ OR _____																								
COMPOSITION																								
_____ OR _____																								
REPRODUCTION																								
NO. COPIES REQUESTED																								

AUTHORIZED BY:

Annex III

SAMPLE LS.15 FORM

L.S.15 (6-70) - E.		CITATION LIST		Job No.
This form must be completed in <i>a single copy</i> to accompany each request for translation whenever there are quotations or references to other documents.				Symbol:
<i>Documents to be consulted</i> Title or Symbol		Language	Remarks	
Name of person to consult: _____				Extension: _____

Annex IV

SAMPLE PAGES SHOWING METHOD OF REFERENCING FOR
TRANSLATION a/

Res. 2145 (XXI),
paras. 3 and 4

On 27 October 1966, the General Assembly declared that South Africa had failed to fulfil its obligations under the Mandate for South West Africa; that the Mandate was terminated; and that henceforth the Territory would come under the direct responsibility of the United Nations.

Res. 2248 (S-V),
part II,
para. 1
Ibid., part IV,
paras. 1 and 2

At a special session in 1967, the Assembly established a United Nations Council for South West Africa to administer the Territory until it achieved independence. The Assembly decided that the Council should be based in South West Africa and requested it to contact the South African authorities to lay down procedures for the transfer of the administration of the Territory.

The Council is now called the United Nations Council for Namibia.

The Assembly has repeatedly called on South Africa to withdraw from the Territory and requested the Security Council to take effective measures to allow the Council for Namibia to discharge its functions.

Res. 264 (1969),
para. 7

The call for immediate withdrawal of the South African administration from Namibia was joined by the Security Council on 20 March 1969, when it invited all States to exert influence to obtain South Africa's compliance.

Paras. 2 and 5

Furthermore, the Security Council, in January 1970, adopted resolution 276 (1970) declaring that the continued presence of the South African authorities in Namibia was illegal. It called on all States to refrain from any dealings with South Africa inconsistent with that declaration.

Res. 283 (1970),
para. 1
Res. 284 (1970),
para. 1

On 29 July 1970, the Council adopted two more resolutions on the question. In the first one, it requested all States to refrain from any relations with South Africa implying recognition of its authority over Namibia. In the second one, it requested the International Court of Justice to give an

a/ The references may be inserted in the left-hand margin at the time of preparation of the draft and they will then automatically appear on the copies; they can be crossed out by hand on the original when the document is submitted to Documents Control. It is also perfectly acceptable to write them by hand in the margin of the copies to be sent for translation.

advisory opinion on the question: "What are the legal consequences for States of the continued presence of South Africa in Namibia, notwithstanding Security Council resolution 276 (1970)?"

Res. 2678 (XXV),
para. 4

In December 1970, the Assembly condemned South Africa for extending "the internationally condemned policies of apartheid" to Namibia.

ICJ Advisory
Opinion, p. 8,
para. 16

On 27 January 1971, South Africa sent a letter to the International Court stating that it would propose a plebiscite in Namibia to determine whether the people wished that the Territory should continue to be administered by the South African Government or should henceforth be administered by the United Nations.

A/AC.131/22,
para. 2

Reacting to this proposal, the Council for Namibia stated on 29 January 1971 that South Africa had no legal right to make its plebiscite proposal, which was "obviously intended to introduce elements of confusion and to cast doubts on the legality of United Nations actions relating to Namibia".

ICJ Advisory
Opinion, p. 58,
para. 133

On 21 June 1971, the International Court handed down its advisory opinion. It declared that South Africa was under obligation to withdraw its administration from Namibia immediately and thus put an end to its occupation of the Territory.

Ibid., p. 53,
para. 115
Ibid., p. 58,
para. 133

Having reached the conclusion that the decisions made by the Security Council are binding on all States Members of the United Nations, which are thus under obligation to accept them and carry them out, the Court held that Member States were under obligation to recognize "the illegality of South Africa's presence in Namibia".

A/8423/Add.3
(part I),
para. 19 (6)

The Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples, in a consensus adopted on 2 September 1971, expressed the hope that the Security Council, in the light of the advisory opinion, would consider without further delay measures envisaged under the Charter of the United Nations so as to achieve for Namibia the goals set out in the Declaration.
