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ADMINISTRATIVE INSTRUCTION

To: Members of the Staff of United Nations

Subject: SOLICITATION OF VOLUNTARY CONTRIBUTIONS
WITHIN THE SECRETARIAT

1. Purpose

This instruction prescribes the conditions under which voluntary contributions, other than those authorized by the Statute of the Staff Association or for social functions or intra-office gifts, may be solicited within the Secretariat. ST/AFS/AI/77 is hereby cancelled and superseded.

2. Conditions

No solicitation shall be made without the prior joint approval of the Secretary-General and the Staff Council. Solicitations shall be carried out in accordance with a procedure for financial control and audit prescribed by the Bureau of Finance, which shall also approve the way in which the contributions collected will be disposed of. At Headquarters, solicitations shall be carried out by means of collection boxes.

3. Procedure

Authorizations to solicit contributions shall be requested in writing from the Secretary-General through the Director of Finance.

If the Secretary-General and the Staff Council approve the solicitation, the Director of Finance will designate an officer who will be responsible for notifying the sponsors of the procedure to be followed in making the collection and also for arranging for the Inspection Service to audit the financial records of the solicitation. The audited accounts shall be published to the staff.

The Chairman or Treasurer of the sponsoring committee and the Director of Finance or his designee will jointly open a bank account in the name of the solicitation in which shall be deposited all contributions received, and will jointly sign all cheques for withdrawal of funds.

4. Notification to Staff

The Secretariat will be notified by Information Circular of any approved solicitation and the conditions under which the solicitation is to be made.

5. Offices Away From Headquarters

Directors of established offices away from Headquarters should determine, in agreement with the staff, the preferred method of collection, such as by pre-numbered lists, collection boxes, etc. The Bureau of Finance, in consultation with the Office concerned, will, however, prescribe approved procedures.

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Director
Bureau of Finance
