

UNITED NATIONS

SECRETARIAT

ST/SGB/126
1 August 1963

SECRETARY-GENERAL'S BULLETIN

TO: Members of the Staff

Subject: THE UNITED NATIONS RESEARCH INSTITUTE FOR SOCIAL DEVELOPMENT

This Bulletin establishes the arrangements for provision of financial, personnel and other administrative services to the newly created United Nations Research Institute for Social Development.^{1/}

Purposes and general organization of the Institute

1. The purposes of the Institute are as follows: to conduct research into problems and policies of social development and relationships between various types of social development and economic development during different phases of economic growth. It will carry out research and studies which are urgent and important to (a) the work of the United Nations Secretariat in the field of social policy, social development planning and balanced economic and social development; (b) regional planning institutes already existing or in the process of being set up under the auspices of the United Nations; (c) national institutes in the field of economic and/or social development and planning. The work of the Institute would be co-ordinated with that of the specialized agencies concerned and the results of the research made available to international and national bodies as appropriate.
2. The Institute is an autonomous United Nations activity, under the supervision of a Board composed as follows: a Chairman, appointed by the Secretary-General; five members nominated by the Social Commission, and confirmed by the Economic

^{1/} For background see report of the Secretary-General to the General Assembly at its eighteenth session (A/C.5/936) and report of the Fifth Committee (A/5391, paras. 42 to 45).

and Social Council; a representative of the Secretary-General (the Director of the Bureau of Social Affairs); the Director of the Institute for Economic and Social Development Planning of the Economic Commission for Latin America and the Directors of the development planning institutes for Asia and for Africa when these institutes come into operation; the representatives of two of the specialized agencies particularly concerned, the ILO, UNESCO, FAO and WHO, occupying these seats according to a scheme of rotation; the Director of the Institute, ex officio.

3. The Board has the following functions: (a) to lay down general rules governing the action of the Institute in matters entrusted to it; (b) to review and approve work programmes and the relevant budgets; (c) to submit to the Social Commission, regularly, a progress report on the work of the Institute.

Administrative and financial arrangements

4. The Institute has been established through a gift of 3.6 million guilders (equivalent to \$1,000,000 at the present rate of exchange) from the Netherlands Government, accepted by the Secretary-General under Financial Regulation 7.2 and to be administered as a Trust Fund under Financial Regulations 7.3, 6.6 and 6.7. It is expected that this Fund will be utilized over a period of three to five years. The Institute is authorized to receive voluntary contributions from other sources. Financial regulations and appropriate financial rules of the United Nations shall apply to the Institute.

5. Annual budget estimates shall be prepared by the Director and submitted to the Board for approval before obligations are incurred. Supplementary estimates may be submitted to the Board in cases where approval is required as a matter of urgency.

6. The Institute will be located in Geneva. If special premises have to be obtained for the Institute, it will pay the rent from its budget.

7. Office supplies, normal office equipment, library services and housekeeping services will be provided by the General Office under the United Nations budget. Internal documents reproduction will be furnished to the extent to which the Geneva Office can provide within its normal resources.

8. Printing and translation will be based on programmes to be determined by the Board and the cost borne by the voluntary contribution. In cases where these services relate to work required by the United Nations Secretariat for its work programme, however, they will be provided in kind through the United Nations Office at Geneva. Special arrangements for printing and translation could be made with other bodies, as required.

9. Financial and personnel services will be provided by the Geneva Office without charge. It is expected, however, that the Institute will designate one of its officers to act as a liaison with the financial, personnel and conference services of the United Nations.

Personnel arrangements

10. The staff of the Institute will be headed by a Director appointed by the Secretary-General after consultation with the Board or its Chairman.

11. Requests for recruitment shall be initiated by the Director of the Institute against the establishment authorized by the Board, and presented to the Director of the European Office. United Nations Headquarters will give to the European Office such assistance as may be necessary in the selection of candidates.

12. Appointments shall be limited to service with the Institute and shall be authorized and approved by the Director.

13. Except for such consultants as may be engaged under the terms of a Special Service Agreement, all appointments shall be governed by the appropriate provisions of the Staff Rules of the United Nations, provided that the procedures set out in Rule 104.14 regarding the Appointment and Promotion Board shall not apply to persons specifically recruited for service with the Institute.

14. Amendments to the Staff Rules necessary to give effect to the foregoing arrangements will be issued in due course.

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Secretary-General