

CENTRAL REGISTRY (204-6-30) OSG, Administrative & Financial Personnel - Policy - Consultation of persons outside
of Secretariat Regarding members of Secretariat

26 Nov, 1947

2 DEC, 1947

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Box-47
File-18

(BAG-1)

204-6-30

NAME	IND.	<i>(Signature)</i>
SUBJ	IND.	<i>(Signature)</i>

Mr Sanasen
Office of Special
Advisers
Office of S.S.

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INTEROFFICE MEMORANDUM

TO: Mr. W. F. Barrett, Chief, Appointments and Staff Relations Division,
 Bureau of Personnel.

FROM: *M.* Sanasen, Office of Special Advisers, Executive Office of the Secretary-General. *M.S.*

SUBJECT: Consultation of Persons outside the Secretariat regarding the Prolongation of Appointments of Officials

Date 2 December 1947

(1) I attach a slightly amended text which I have discussed with Mr. Hill and which you may wish to consider. The word "competence" in the last paragraph seems to be inadvisable as (a) the Administration would presumably not wish to prolong ^{an} official's contract unless he had proved himself competent here; and (b) it is presumably capable of forming its own judgment of an official who has already been working for some time in the Secretariat.

(2) As regards the suggestion to mark the letter "confidential", my view was that the communication may not in itself be confidential but the entire enquiry is confidential and the letter, when addressed to an outside official, should therefore be labelled as such to ensure its inclusion in the proper office file.

(3) The general question of consulting officials of national governments regarding the suitability of international officials who have already worked in the Secretariat for some time and who are "responsible only to the Organization", has no doubt been carefully weighed by the Bureau of Personnel, particularly in connection with Article 100 of the Charter. That Article was specifically designed to protect Secretariat officials from pressure from Governments (particularly their own) and thus to safeguard their independence and impartiality in the discharge of their duties.

If and when such consultation really proves necessary, you will probably agree that it should be effected diplomatically and in such a way as (a) not to embarrass the government by requiring a definite reply; and (b) not to oblige the Secretary-General to act upon an unfavourable report if he himself is satisfied as to the suitability of the staff member concerned.

Seen & agreed
M.H.
2/11/47
 Shown to Mr. Cordier.
 Copies handed to Chief of Correspondence Unit. *M.S.*
 2.xii.47

I agree. Pl do your best to see that the enquiries go out with all speed.
WMB 2/11/47

Confidential

Sir,

I have the honour to inform you that M _____, a member of the Secretariat, is being considered for further service.

In this connection, the Bureau of Personnel desires to supplement the information already in its possession, regarding the ability of M _____, by the opinion of those with whom he/she may have been associated in the past.

I accordingly have the honour to enquire whether you would be so good as to give me the benefit of your opinion as to his/her personal ~~competence~~ integrity and general reputation. Any information that you may be kind enough to furnish will be treated in strict confidence and will be used only to assist the Administration in assessing M _____'s suitability for further appointment.

2654 / Miss Harris

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INTEROFFICE MEMORANDUM

204-6-30.

NAME IND.	69
SUBJ. IND.	9

TO: Mr. M. Sanasen, Office of Special Advisors , A2-112

FROM: W.P. Barrett, Chief, Appointments and Staff Relations Division

SUBJECT: Pattern Letter of Reference Inquiry. Date 26 November 1947

Mr. Bolton has handed me the latest version of our proposed official letter of reference. On the whole, I should prefer the last previous draft.

I do not think it is necessary to label the letter strictly confidential since it is not the letter but the reply which is confidential.

I object to the first sentence because often the person to whom we are writing has not been given as a reference. We write to the staff member's last three employers regardless of whether he has specifically referred us to them.

I am attaching on top of the file a retyped copy of the draft which we prefer. If this is approved, we shall substitute it for all letters now in use.

I shall be most grateful if you will let me know as soon as possible your views of our suggested draft. The matter has become one of considerable urgency as we are holding ^a hundred or more cases which require an inquiry of this type, and we are trying to complete our review of the staff



Attachment

D R A F T

Sir,

I have the honour to inform you that M ,
a member of the Secretariat, is being considered for further service.

In this connection it would be of considerable value to the Bureau of Personnel, in order to supplement information already in its possession, to obtain the opinions of those with whom M may have worked closely in the past.

I accordingly have the honour to enquire whether you would be so good as to send me, in strict confidence, your opinion as to his/her personal competence, integrity and general reputation

I have the honour to be,

Sir,

Your obedient Servant,

Byron Price
Assistant Secretary-General
in charge of Administrative & Financial Services

E/ACT/