



TO: All Heads of Departments and Offices

DATE: 16 February 2016

AS:

REFERENCE:

THROUGH:

FROM: The Secretary-General

DE:

SUBJECT: **Annual Report on Documents Management for 2015**

OBJET:

1. Please find attached the "*Annual report on documents management for 2015*", which covers major aspects of documentation management at the four major duty stations – United Nations Headquarters, the United Nations Office at Geneva, the United Nations Office at Nairobi, and the United Nations Office at Vienna – in the context of integrated global management.
2. I would like to emphasize that the General Assembly, in its resolution A/RES/70/9 on "Pattern of Conferences", urged "*author departments to fully adhere to deadlines in meeting the goal of 90 per cent submission compliance*", and requested "*the Secretary-General to ensure that documents submitted late do not adversely affect the issuance of documents submitted on time and in compliance with set guidelines*". (Section IV, paragraph 78)
3. I take this opportunity to commend all departments/offices that have met the 90 per cent benchmark, and urge them to maintain this performance in 2016 and beyond.
4. I note with concern, however, that a total of 17 author departments/offices have yet to reach the target of 90 per cent compliance with slot dates. I would like to draw your attention to the Annex of the attached report, which provides an overview of consolidated submission compliance by individual departments/offices, and request that you undertake the following:
 - a. Reviewing your late submissions in 2015 and providing specific explanations as to why deadlines were not met, bearing in mind that "*force majeure*" factors were already taken into account through late slotting. It would be appreciated if your written responses could be submitted to Ms. Catherine Pollard, Under-Secretary-General for General Assembly and Conference Management, by **Thursday, 31 March 2016**; and
 - b. After receiving the above requested input, I expect DGACM to conduct bilateral meetings with the author departments, during which actions to ensure that the 90 per cent benchmark is met in 2016 and beyond should be discussed and specified.

cc: Deputy Secretary-General
Chef de Cabinet

SG to All Heads of Depts
Re Docs Mgmt Report
Drafted by: DGACM
Reviewed by: PC/NB-T/AS
Proofread by: JW

Authorized:
Date: 16 Feb 2016