

Travel/DTC

Note to Heads of Department

Travel of Senior Officials

1. This notes refers to previous communication on this matter—latest of 19 April 2006. Information Circular SG/IC/2001/43/Amend.1 established a simplified procedure concerning travel of senior officials, by which Under Secretaries-General and Heads of Missions no longer require authorization for each individual trip and should only inform the Executive Office of the Secretary-General on a quarterly basis of anticipated official travel. It is of course understood that in planning their travel Senior Managers will keep first and foremost the exigencies of service of their respective positions in mind.

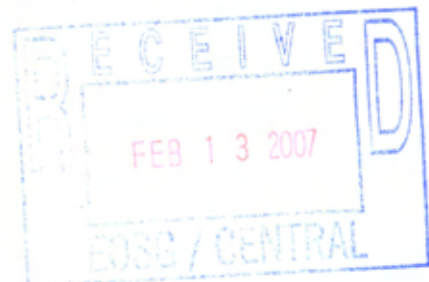
2. While the said instruction remains in effect, the Secretary-General has requested that the Under Secretaries-General notify the Office of the Chef de Cabinet when they undertake official travel or are away on annual leave, including by indicating the designated Officer-in-Charge in each instance. It would be further appreciated if you could submit, as soon as possible, but no later than Monday, 19 February, your projected absences for the next four months.

Thank you.

Vijay Nambiar
Vijay Nambiar
12 February 2007

cc: The Deputy Secretary-General
Mr. Kim Won-soo

CdC		SG	
For SG's approval	<input type="checkbox"/>	Approved	<input type="checkbox"/>
For SG's attention	<input type="checkbox"/>	Noted	<input type="checkbox"/>
For SG's information	<input checked="" type="checkbox"/> <i>by</i>	Seen	<input checked="" type="checkbox"/> <i>76</i>
For SG's signature	<input type="checkbox"/>	Signed	<input type="checkbox"/>
Date	<i>12-02-2007</i>	Date	<i>12-02-07</i>
Comment (if applicable):			

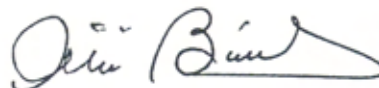


Note to Heads of Departments

Travel of Senior Officials

1. As you are aware, effective 1 July 2005, the administrative instructions on "official travel" were amended to establish a simplified procedure concerning the travel of senior officials. In accordance with ST/AI/2005/7 and related information circular /IC/2001/43/Amend.1, hereby attached for ease of reference, Under Secretaries-General are required to inform the Executive Office of the Secretary-General on a quarterly basis of anticipated official travel, rather than seek authorization for each individual trip.
2. However, the Secretary-General has been concerned by recent simultaneous absences of Senior Managers and a seeming lack of coordinated planning within their respective Departments. In light of major policy decisions to be taken from now until the end of the year, which would require the presence of Senior Managers at Headquarters, you are requested to give strong consideration to limiting your travel only to those assignments of institutional priority. It is understood that in planning their travel Senior Managers will keep in mind that official travel plans can be subject to adjustments, as the need arises.
3. It would therefore be greatly appreciated if you could submit, as soon as possible, but no later than 25 April, your anticipated absences for the months of April, May, June and July, which should be updated monthly. Kindly indicate the Officer-in-Charge in each instance bearing in mind the need to ensure appropriate coverage.

Thank you.



Alicia Bárcena
19 April 2006



27 June 2005

Administrative instruction amending administrative instruction ST/AI/2000/20

Official travel

1. Pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, the Under-Secretary-General for Management amends administrative instruction ST/AI/2000/20, entitled "Official travel", by replacing section 3.2 with the following:

3.2 Official travel is further regulated as follows:

(a) Official travel by senior officials at the Under-Secretary-General level and by heads of mission in the field shall be reported to the Executive Office of the Secretary-General on a quarterly basis, using form SG.33. The report shall include the following:

(i) The anticipated dates to be spent away from the duty station for the next three months, including dates of travel;

(ii) The actual dates spent away from the duty station during the previous three months, including dates of travel;

(b) Twice a year, in January and July, the amount of United Nations funds spent on official travel during the preceding six-month period shall be reported to the Executive Office of the Secretary-General. Wherever feasible, Under-Secretaries-General and heads of mission shall inform the local United Nations office or mission of their presence;

(c) To the extent possible, senior officials should avoid attending the same event;

(d) Travel undertaken by senior officials at the Assistant Secretary-General level shall be authorized by their respective heads of department.

2. The present instruction shall enter into force on 1 July 2005.

(Signed) Christopher B. Burnham
Under-Secretary-General for Management



Secretariat

27 June 2005

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Official travel**

Amendment

In order to implement section 3.2 of administrative instruction ST/AI/2000/20, as amended by instruction ST/AI/2005/7, paragraph 3 of information circular ST/IC/2001/43 is replaced by the following:

“3. Prior authorization for official travel continues to be required as explained in section 3.1 of the instruction. As explained in section 3.2, reports on official travel by senior officials at the level of Under-Secretary-General and by heads of mission in the field, must be submitted to the Executive Office of the Secretary-General on a quarterly basis, using form SG.33, providing the anticipated dates to be spent away from the duty station for the next three months, including dates of travel, and the actual dates spent away from the duty station during the previous three months, including dates of travel. A sample of form SG.33 is reproduced in the annex to the present circular and is available on the Intranet forms website. Travel undertaken by senior officials at the Assistant Secretary-General level must be authorized by their respective heads of department.”

* The present circular will be in effect until further notice.

Annex

UNITED NATIONS



NATIONS UNIES

POSTAL ADDRESS-ADRESSE POSTALE UNITED NATIONS, N.Y. 10017

CABLE ADDRESS-ADRESSE TELEGRAPHIQUE UNATIONS NEW YORK

To : Executive Office of the Secretary-General

From :

Subject : Quarterly report on travel and leave plans of officials at the Under-Secretary-General level and heads of mission in the field

For the quarter starting _____, the following travel and leave plan is proposed:*

Travel begin and end dates	Number of working days	Place of travel	Purpose of travel

During the quarter ending _____, the following travel and leave was undertaken:*

Travel begin and end dates	Number of working days	Place of travel	Purpose of travel

Total number of days spent away from the duty station: _____

*Rows may be added, as necessary, by using the tab key after the last column.

SG.33 (4-05) - E