UNITED NATIONS **ST**

Secretariat

ST/AI/397
7 September 1994

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: REPORTING OF INAPPROPRIATE USE OF UNITED NATIONS RESOURCES AND PROPOSALS FOR IMPROVEMENT OF PROGRAMME DELIVERY

1. In compliance with General Assembly resolution 48/218 B of 29 July 1994, the Secretary-General announced, in bulletin ST/SGB/273 of 7 September 1994, the establishment of a reporting facility within the Office of Internal Oversight Services to provide for direct confidential access by staff members and other persons engaged in activities under the authority of the Organization who wish to report possible misuse of funds, waste or abuse of United Nations facilities or privileges, or who wish to make proposals for improvement of programme delivery.

2. The purpose of the present instruction is to inform staff and others of the procedures for such reporting and the measures for ensuring confidentiality and fairness. It is the intention that procedures in this area protect individual rights and the anonymity of staff members and others as well as provide due process for all concerned and fairness during any investigation, as well as protection against reprisals. It is also intended that where warranted disciplinary and jurisdictional proceedings shall be initiated without delay in cases where the Secretary-General considers it justified. Those falsely accused will be fully cleared.

3. Staff and others who wish to report matters referred to in paragraph 1 of which they have knowledge, or to make a proposal for the improvement of a United Nations operation, may do so on the form provided in the annex to the present instruction and send it to the Reporting Facility, Dag Hammarskjöld Convenience Center (DHCC), P.O. Box 20034, New York, N.Y. 10017, USA. Reports may also be made in person at Headquarters to the Investigations Unit, Office of Internal Oversight Services, Room A-6032, 866 United Nations Plaza, by writing to the same office, by fax (No. 212-963-7774), or by telephone ((212) 963-1111). Long distance calls may be made collect. The identity or anonymity of the reporting source will be fully protected.

4. Information received through the Reporting Facility that proves, upon investigation, to be accurate will be used in such a way that the source is not disclosed except with permission. No action will be taken against a staff member or others who have, in good faith, reported perceived wrongdoing. The transmittal of false or malicious allegations, with knowledge of their falsity or with wilful disregard of their truth or falsity, will be considered misconduct and dealt with under the Staff Regulations and Rules of the United Nations.

5. Proposals for improved economy and efficiency in the use of the Organization's resources will be independently reviewed in the context of the mandate of the Office of Internal Oversight Services to evaluate the efficiency and effectiveness of the Organization's programmes and legislative mandates. Contributions from staff that result in cost savings will be appreciated and appropriately acknowledged.

6. All staff and others are urged to join in the common effort to conserve the resources of the Organization both by identifying negligence or violation of the rules which impede the ability to fulfil mandates and by proposing ways to safeguard these resources and to improve the efficiency and economy of their utilization.

Annex

PART A

REPORT OF INAPPROPRIATE USE OF UNITED NATIONS RESOURCES

1. What are the particulars of the allegation? (Please describe exactly what took place. Use additional pages, if necessary.)

2. Who is involved in the alleged wrongdoing or mismanagement? (Please provide their names, functional titles, organizational units, addresses and telephone numbers.)

3. Where did the reported incident or activity take place? (Please be specific about the time(s) and place(s) where the incident(s) occurred.)

4. Can you provide documentary evidence to support the allegation?

Yes _____ No _____

Please complete the following:

Name: _____

Telephone No.: _____ (Home) _____ (Office)

Address: _____
_____

Your identity and this information will not be disclosed unless expressly authorized by you.

PART B

PROPOSAL FOR IMPROVEMENT OF PROGRAMME DELIVERY

1. Describe the present method of operation.

2. Indicate the problems with the present method.

3. Describe a better method of operation.

4. State expected benefits and/or savings, where possible, resulting from implementation of the proposal.
