MEMORANDUM

TO: Secretarial Assistance Unit

FROM: N.S. Haefeli, Supervisor

SUBJECT: Notes concerning work during the Eleventh Session

I. 1. All secretaries should be careful to fill in the Attendance Sheet on arrival and before leaving at the end of a shift.

2. Any incomplete typing work must be handed to the Head of shift at the end of the shift.

3. The use of the telephones for private calls will be limited to the minimum.

4. An unofficial evening break (about 15 minutes) will be permitted to the night shift. However, the timing of this break will be subject to exigencies of work. Ten minutes only will be allowed for the coffee and tea breaks in the morning and afternoon.

5. Requests for office stationery should be made in writing to Mrs. Giszewski, Administrative Unit, every Monday. No office headed stationery must be used for private correspondence.

6. Meals: a) Luncheons: at the cafeteria or staff restaurant of the Palais des Nations; at the Red Cross restaurant.

b) Snacks: in the evening for the night shift, sandwiches and soup will be obtainable on the premises, but they should be ordered to Mrs. Bachmann, the latest at tea-time. These snacks must be paid for immediately.

7. Only where the necessity is extremely urgent may shifts be changed, in which case the Supervisor must be consulted.

8. Taxis:

a) From 9 to 10 o'clock at night the ICITO official car will carry those people with no car as far as the bus stop, Place des Nations.

b) Between 10 and 11 o'clock taxis may be taken as far as the station only, or similar distance. (Taxi telephone No. 35.50.00 RECORD or No. 32.55.20 EXPRESS.) For reimbursement of taxi fares, a written request should be addressed to the Administrative Officer, through the Supervisor.

c) After 11 o'clock taxis may be taken all the way home.
9. **Pay-Day, temporary stuff:** on 15 and 31 October, 15 November and on the last day of service.

II. 10. For information on general instructions for correspondence see ICITO Office Circular No.12/Rev.2, and general information, see ICITO Administrative Memoranda Nos.15 and 27.

11. All documents or papers which are retyped from drafts must be very carefully checked before being handed to the Supervisor.

12. a) When typing stencils the document symbol and page number should be typed on lines 3 and 4. (Even pages on the left and uneven on the right.) The text or heading should start on line 7 or 8. Left-hand margin should be at 5. Indent paragraphs 5 spaces. Try not to type below line 58. Make two flimsies of all stencils. (For further instructions see ICITO Office Circular No.12/Rev.2.)

b) For the setting up of all documents see ICITO Office Circular No. 26.

c) Organization names should be spelled out in full the first time they occur in the text. Never abbreviate USA for the United States of America or UK for the United Kingdom, etc., except in the case of the USSR. The word "organization" must always be spelt with a "z".

13. Both shorthand typists and typists alike may be required to help with the roneo machine, and may be called upon to take dictation on the typewriter.