MEMORANDUM

TO: Secretarial Assistance Unit
FROM: N.S. Haefeli, Head of Unit
SUBJECT: Notes concerning work during the Twelfth 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 a shift.

3. The use of the telephone 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 to the Head of Shift 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 from Mrs. Maehmann, 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 Heads of Shifts 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 N° 35.30.00 RECORD or 32.12.00 EXPRESS.) For reimbursement of taxi fares, a written request should be addressed to the Administrative Officer, through the Head of Unit.

Spec/134/57
c) After 11 o'clock taxis may be taken all the way home.

9. **Pay-Day, temporary staff:** 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 N° 36 and general information, see ICITO Administrative Memoranda N° 15 and 47.

11. All documents or papers which are retyped from drafts must be very carefully checked by the Head of Shift before being handed to the Head of Unit.

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 unless otherwise instructed. (For further instructions see ICITO Office Circular N° 36).

b) For the setting up of all documents see ICITO Office Circular N° 35.

c) Organization names should be spelled out in full the first time they appear 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 called upon to take dictation on the typewriter and to transcribe from a recording machine.

**N.B. FOR THE ENGLISH POOL**

Please do not pin anything on the walls of the room where this Pool will be situated during the Conference.