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Guide to the archives
of
intergovernmental organizations

General Information Programme
United Nations Educational, Scientific and Cultural Organization

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PREFACE

The archives of international organizations are rich sources for contemporary history in general and for the history of international relations in particular. Hopefully, this Guide will be a useful working tool for researchers, students and anyone else wishing to know more about these archives and their holdings.

Facilitating access to archival collections has always been one of the ways by which UNESCO has sought to realize its mission, to promote “the unrestricted pursuit of objective truth and (...) the free exchange of ideas and knowledge”, as expressed in its Constitution.

As regards archives of international organizations, UNESCO published in 1984 Volume I of a “Guide to the archives of international organizations” as a monograph in English and French. This first volume covered the United Nations system. Two subsequent parts were issued as documents within the framework of UNESCO’s Programme of General Information (PGI) in 1985. In a very approximate form they dealt with the archives of important international organizations outside the UN system (Part II, PGI.85/WS/18) and with archives in other repositories relating to international organizations (Part III, PGI.85/WS/19).

In 1994, the 20th session of the International Council on Archives / Section of International Organizations (ICA/SIO), held in Florence, discussed ways of improving access to and preservation of the archives of international organizations. Archivists of international organizations and historians of international relations took part in this discussion, and one of the resulting recommendations was that an update of the UNESCO “Guide to the archives of international organizations” should be initiated. Subsequent discussions within the ICA/SIO opened the way for a contract to be signed in 1997 between UNESCO and the ICA, entrusting the latter with the responsibility of preparing an updated Guide. It was pointed out that this new version of the Guide should concentrate on the archives of major intergovernmental organizations. The Chief of the UNESCO Archives, Mr. Jens Boel, was designated as co-ordinator of the Guide.

The contributions to the Guide are the work and responsibility of the archivists and records managers of the participating organizations. Their commitment has made it possible to make this project come true. Mr. Philippe Charon from the ICA Secretariat followed the project throughout its various phases, and without his significant and generous contribution, the Guide would only have seen the light of day much later. The whole ICA Secretariat, notably the Executive Assistant, Ms. Annick Carteret, lent its support and competent assistance whenever needed.

On 19 May 1998 the “Guide to the archives of intergovernmental organizations” became accessible on-line through the Internet, in English and French versions. Thirty-nine organizations have contributed so far. Not all of them are intergovernmental, and not all keep archival holdings presently accessible for researchers. The Co-ordinator found that no dogmatic approach should be taken, in particular since the Guide ought to develop into a research tool providing information

about archival collections relating to all important international organizations notwithstanding their status or whereabouts, be they NGOs, national or private collections.

The present paper version of the Guide provides a provisional overview of the archival holdings and related information about a number of important intergovernmental organizations. Since practical information concerning addresses, e-mails web-sites, etc. in particular, and even access rules, may change quite often and being given the ambition of ICA/SIO is to gradually improve and enlarge the Guide, all readers are invited to consult the Web Guide for the latest updates. The address is: <http://www.unesco.org/archives/guide/>

Future contributions

At a later date, UNESCO and ICA/SIO hope to be able to extend the Guide to include information on archival holdings relating to the history and activities of international organizations in general. The long-term ambition is to include non-governmental organizations (NGOs) and keepers of archival collections relating to international organizations, such as national and other public archives, universities and private foundations.

Any intergovernmental organization that has not yet contributed is invited to do so in conformity with our guidelines for replies (see below). Thereby you will add value to the Guide. Please structure your presentation according to the Guidelines described below and send it as a document attached to an e-mail, or on a diskette, in Word or Word Perfect to the following address:

Mr. Jens Boel, Chief of the UNESCO Archives, UNESCO, 7, place de Fontenoy, 75352 Paris 07 SP, France.

E-mail: archives@unesco.org

Fax: + 33 1 45 68 56 17

Telephone: + 33 1 45 68 19 50.

If you can provide the text in both English and French it would be greatly appreciated; as a minimum, please include organizational names/titles in both English and French.

Guidelines for replies

1. Practical information
 - a. Address
 - b. Opening hours
 - c. Working languages
2. Presentation of the Organization

3. Brief administrative history
 - a. Origins
 - b. Member States
 - c. Structure
4. Description of the Archives Service
5. Description of the archival series
 - a. Archives holdings
 - b. Archive groups/series
 - c. General finding aids
 - d. Finding aids by archive groups/series
6. Research strategies
7. Access rules

Explanatory notes:

Part 1 gives the address, if possible including website and email address, the opening hours of the Archives and the working languages of the Organization

Part 2 should include facts relating to the establishment and purpose/objectives of your Organization

Part 3 should provide information on the origins, number of member states and the structure of your Organization

Part 4 is the part where you briefly describe when the Archives Unit was established, the main tasks and objectives of the Service and its organizational location

Part 5 should include finding aids, either on paper or in an electronic form. Information on external archival series deposited with your Organization must also be given here

Part 6 is a chapter where you may give examples of research and indications of the tools (archive groups, finding aids) you would recommend to carry them out

Part 7 is where the official access rules should appear (for example as an excerpt from the Organization's Manual). If you do not have established rules for access, please describe the procedure to be followed to request access to the records and archives of the Organization

Agence de la Francophonie (ACCT)
(Agency of the French-speaking Community)

1. Practical information

a) Address

Headquarters :
13, Quai André-Citroën,
F-75015 Paris
France
Telephone: (33) 01.44.37.33.00;
Fax: (33) 01.45.79.14.98;
Telex: 201 916F.

Central Archives Service of the Agency of the French-Speaking Community (SCAF)
Ecole Internationale de la Francophonie
15-16 Quai Louis XVIII
F-33 000 Bordeaux
France
Telephone: (33) 05.56.01.59.18/32.
Fax: (33) 05.56.51.78.49
E-mail: EIF.Archives@Francophonie.org

Web site of ACCT: <http://www.Francophonie.org>

b) Opening hours

The SCAF is at present in the setting up phase (arrangement, material installation, transfer and inventory of fonds, development of policies and procedures for the administration of and access to documents).

Except in exceptional cases, the archives are at this time currently closed to the public.

c) Working Language:

French

2. Presentation of the Organization

Created on 20 March 1970 by the Treaty of Niamey (Niger) under the impulse of three African heads of state (Léopold Sédar Senghor of Senegal, Habib Bourguiba of Tunisia, and Hamani Diori of Niger), the Agency for Cultural and Technical Cooperation (ACCT) assembled 21 states and governments, gathered together to share a common language: French. It became in 1996 the Agence de la Francophonie and includes today 47 states and governments.

The Agence de la Francophonie has as its aim to assist: the introduction and development of democracy, the prevention of conflicts and the support for the rule of law and human rights; the intensification of dialogue between cultures and civilizations; the bringing together of peoples by their mutual knowledge of each other; the reinforcing of their solidarity by actions of multilateral cooperation with a view to promoting the advancement of their economies.

Since its creation the Agence de la Francophonie has had its headquarters in Paris.

3. Brief administrative history

a) Chronology of the Agence de la Francophonie

- 1880: The French geographer Onésime Reclus invents the term 'francophonie'. It designates the persons or the countries using the French language in various ways*.
- 1950: Creation of the International Union of French Language Journalists and Press (UIJPLF).
- 1960s: Presidents Léopold Sédar Senghor (Senegal), Habib Bourguiba (Tunisia) and Hamani Diori (Niger) envisage the constitution of a French-speaking community.
- 1960: First session of the Conference of Ministers of Education of Countries Having the French Language in Common (CONFEMEN) in Paris.
- 1961: Creation in Montreal of the Association of Universities Entirely or Partially Using the French Language (AUPELF). Today it is called the French-Speaking Agency for Higher Education and Research.
- 1962: Article by President Senghor published in the journal 'Esprit'. Considered to be the founding text of the French-speaking community.
- 1967: Creation in Luxembourg of the International Association of French-Speaking Parliamentarians (AIPLF). It will become, in 1989, the International Assembly of French-Speaking Parliamentarians.

- 1968: Creation of the International Council of the French Language (CILF), a non-governmental international organization.
- 1969: Creation in Paris of the International Federation of French Teachers (FIPF).
- 1970: Creation in Niamey (Niger) of the Agency for Cultural and Technical Cooperation (ACCT).
- 1986: First Summit of Heads of State and Government having in common the usage of French held in Paris.
- 1987: Quebec Summit (Canada).
- 1987: Creation in Quebec of the French-Speaking Business Forum (FFA) and the Energy Institute of Countries having in common the usage of French (IEPF).
- 1989: Dakar Summit (Senegal)
- 1991: Chaillot Summit (Paris)
- 1993: Mauritius Summit (Change of name: Summit of the Heads of State and Government of Countries Having French in Common.)
- 1995: Cotonou Summit (Benin)
- 1996: The Agency for Cultural and Technical Cooperation becomes the Agence de la Francophonie.
- 1997: Hanoi Summit (Vietnam).

b) Member States

The Agence de la Francophonie (ACCT) today includes 47 countries. Membership of countries in the Agency has evolved in the following way:

1970...21	1985...41
1975...26	1990...43
1980...36	1996...47

c) Structure

The Summit of the Heads of State and of Government Having French in Common, the supreme authority of the French-Speaking Community, meets every two years. It defines the orientations of the French-Speaking Community in order to assure the language's diffusion in the world and to satisfy its objectives. It adopts all resolutions that it judges necessary for the smooth running and the development of the French-speaking community. It elects the Secretary General of Francophonie who must then present the

Summit with information not only in the political domain but also in that of multilateral French language cooperation.

The institutions of the French-Speaking Community are:

- The governing bodies of the French-Speaking Community:
- The Conference (Summit) of the Heads of State and Government of countries having French in common.
- The Ministerial Conference of the Francophonie (CMF) which meets like the Conference of the Summit, the General Conference and the Administration Council of the Agency.
- The Permanent Council of the French-Speaking Community (CPF), is the authority charged with the preparation of and the follow up to the Summit, under the authority of the Ministerial Conference.
- The office of the Secretary General of the Francophonie, which is under the authority of the Secretary General of the Francophonie, the highest official of the Agence de la Francophonie, who is elected for a four year term by the heads of state and government.
- The Agence de la Francophonie, the only intergovernmental organization of the French-Speaking Community and principal operator of programs decided by the Summit. It is directed by an Administrator General who is named for a a four year term by the Ministerial Conference on the recommendation of the Secretary General.
- The International Assembly of French Language Parliamentarians (AIPLF), the consultative assembly of the French-Speaking Community.
- Official and active operators [The French-Speaking Agency for Higher Education and Research; the University within French-speaking Networks (Aupelf-Uref); TV5, the international French-speaking television station; the International Association of Mayors and Other Authorities of Capitals and Metropolises Partially or Entirely French-Speaking (AIMF).

4. Description of the Archives Service

The Agence de la Francophonie created in 1976 the Archives and Documentation Service at its headquarters in Paris. Twenty years later, following the Ministerial Conference held for the 7th session in February 1996, the Agency adopted a new organization plan and 'took into account the adequacy of human resources for the optimal realization of the missions entrusted to it' and its 'adaptation to the new tasks that it had to assume'. In order to support this step, the decision was taken to reinforce the Agency's support structures, and the Central Service of Archives of the Agence de la Francophonie (SCAF) was created. The SCAF is charged with exclusively and permanently taking care of the administration and the modernization of the sector of administrative archives of the Institution. Attached to the Information Technologies Department, the SCAF must:

- Contribute to the definition of the organization's policy and the management of the Institution's archives.

- Contribute to the development of regulations (directives and procedures) for the collection, management and conservation of different archives fonds from the Institution (active, semi-active and inactive documents). These regulations should facilitate access to and the valorization of the archives within the limits of current international standards.
- Establish a central depot for archives at the Ecole Internationale de la Francophonie and develop the functional links necessary with all the administrative departments of the Institution (both at the headquarters and outside it) that produce archival documents, using new information and communication technologies.
- Develop a training policy for personnel responsible for the registration of records in their department.
- Propose a policy for the computerization of archives concurrent with the improvement of the global information system of the ACCT in order to develop a harmonious administration of and efficient protection for the information resources of the ACCT, in close contact with the CIFDI (International French-Speaking Centre for Documentation and Information).

Keeping in mind this mission, the SCAF has fixed the following objectives for itself:

- the establishment of an administrative policy for the archives of Agence de la Francophonie in order to standardize and consolidate the management of the totality of archives in all the Institution as well as to rationalize the use of available resources.
- the institution and the maintenance of the history of the Agency by the collection, management, conservation and communication of administrative records. To turn the service into a reference tool which will help the co-ordination and the harmonization of the actions of the Agency's different services and programs.
- the computerization of the Agency's archives in order to facilitate the identification of and access to information both on the spot and from afar.
- the protection of essential documents, personnel information and confidential documents.
- the definition of emergency measures in case of disaster in order to ensure as rapidly as possible the continuity and the restoration of the operations, duties and obligations of the Agency.

5. Description of the archival series

As indicated in point 1.b above, the SCAF is at this time in its setting up phase (arrangement, material installation, transfer and inventory of fonds, development of policies and procedures for the administration of and access to documents). It is therefore difficult at this point to give a faithful and detailed description of the fonds and the

collections and to announce the access regulations for documents that must still be examined by competent authorities of the Institution. The information given in this section must thus remain very general and will be added to soon. We therefore invite any interested person to stay in contact with our service in case of any eventual change.

General information

- Identified fonds: - Administrative archives of Agence de la Francophonie (ACCT) - Pedagogical archives of the Ecole Internationale de la Francophonie - Documents and publications of the Agence de la Francophonie

- Their current situation: - These fonds are estimated at 900 linear metres, and 85 per cent of them are in their original state and dispersed. The process of inventorying, reconstituting and classifying is currently taking place. A database has been set up and it is regularly increased in order to assist this work as well as to make it possible to look for files or identified documents.

Development of policies and procedures: Parallel to this and on the basis of preliminary treatment of the Institution's archives, SCAF is working on developing draft texts that will govern the administration and communication of the Institution's archives at the level of the three ages (active, semi-active and historical). After their approval we hope to be able to regularly welcome researchers from outside the Agence de la Francophonie.

6. Research strategies

While waiting for the possibility to open our fonds to the public, we advise any interested person that many of the documents of the Agence de la Francophonie are already available for consultation with an appointment at:

Bureau Documentation, Information et Archives au siège
13, Quai André-Citroën, 75015 Paris (France); Telephone: (33) 01.44.37.32.84
Fax: (33) 01.45.79.14.98; Telex: 201 916F

Centre international francophone de documentation et d'information (CIFDI)
Ecole Internationale de la Francophonie - 15-16, Quai Louis XVIII - 33 000 Bordeaux
(France); Telephone: (33) 05.56.01.59.30/33; Fax: (33) 05.56.51.78.51;
E-mail: CIFDI@Francophonie.org
Web site of the CIFDI: <http://cifdi.francophonie.org>

At these sites you will find essentially the documents of the authorities of the Agence de la Francophonie, the basic texts, documents from the conferences and the publications of the Agency. The CIFDI also possesses reports of the training sessions and seminars organized by the Ecole Internationale de la Francophonie, among other things. It must be noted that the CIFDI manages, generally speaking, the technical and professional information associated with the areas of intervention of the Agency and has a documentary collection on the economic, cultural and social realities of countries within the French-speaking area.

7. Access rules

See "Practical information", p. 4.

Asian Development Bank (ADB)

1. Practical information

a) Address:

The ADB headquarters are located at Mandaluyong City, Metro Manila, Philippines. The official address is:

Asian Development Bank
6 ADB Ave., Mandaluyong City, Metro Manila
P.O. Box 789, 0980, Manila, Philippines

Tel: (632) 632-4444
Fax: (632) 636-2444
Telex: 29066 ADB PH / 42205 ADB PM / 63587 ADB PN
E-mail: adbhq@mail.asiandevbank.org
Web site: <http://www.adb.org>

b) Regional/Resident Missions and Representative Offices:

Bangladesh Resident Mission
Dhaka-1000, Bangladesh

South Pacific Regional Mission
Port Vila, Vanuatu

Cambodia Resident Mission
Phnom Penh, Cambodia

Sri Lanka Resident Mission
Colombo, Sri Lanka

India Resident Mission
New Delhi, India

Uzbekistan Resident Mission
Tashkent, Uzbekistan

Indonesia Resident Mission
Jakarta Pusat, Indonesia

Vietnam Resident Mission
Hanoi, Vietnam

Kazakhstan Resident Mission
Almaty, Kazakhstan

European Representative Office
Frankfurt Main, Germany

Nepal Resident Mission
Katmandu, Nepal

Japanese Representative Office
Tokyo, Japan

Pakistan Resident Mission
Islamabad, Pakistan

North America Representative Office
Washington, D. C., USA

c) Working hours:

Monday to Friday 8:00 AM to 4:30 PM. Closed on nine (9) official bank holidays.

d) Working language:

English

2. Presentation of the Organization

The Asian Development Bank, a multilateral development finance institution whose capital stock is owned by 57 member countries, is engaged in promoting the economic and social progress of its developing member countries (DMCs) in the Asian and Pacific region.

The Bank began its operations in December 1966 with its headquarters in Manila, Philippines. It is owned by the governments of 41 countries from the region and 16 countries from outside the region.

During the past 31 years, the Bank has maintained its role as a catalyst in promoting the development of the most populous and fastest-growing region in the world today. The Bank's principal functions are (i) to make loans and equity investments for the economic and social advancement of DMCs; (ii) to provide technical assistance for the preparation and execution of development projects and programs and advisory services; (iii) to promote investment of public and private capital for development purposes; and, (iv) to respond to requests for assistance in coordinating development policies and plans of DMCs.

In its operations, the Bank gives special attention to the needs of the smaller or less-developed countries and priority to regional, subregional, and national projects and programs, which will contribute to the harmonious economic growth of the region as a whole and promote regional cooperation.

3. Brief administrative history

a) **Origins of ADB:**

The idea of a development bank for Asia and the Pacific was first aired by then Sri Lankan Premier Solomon Bandaranaike in 1959. The idea was formally broached during a meeting of the Economic Commission for Asia and the Far East (ECAFE) First Ministerial Conference for Asian Economic Cooperation held in Manila on December 1963. The Conference created an Ad-hoc Working Group of Experts to further study the idea of establishing a regional bank. A Consultative Committee met from mid-1965 and drafted the Charter of the Asian Development Bank.

The Second Ministerial Conference on Asian Economic Cooperation held in Manila in November 1965, adopted several resolutions all addressing the issue of establishing the ADB. A Conference of Plenipotentiaries on the ADB was held in Manila from 2 to 4 December 1965. A Committee on Preparatory Arrangements was created and an Agreement Establishing the ADB was adopted and opened for signature until 31 January 1966. On 22 August 1966, the Agreement came into force after 16 governments ratified its charter.

The inaugural meeting of the Board of Governors was held in Tokyo from 24 to 26 November 1966 while the opening ceremonies and official commencement of operations were held in Manila, the elected headquarters site, on 19 December 1966.

b) **Member States (April 1998):**

Regional (41)

Afghanistan	Australia	Bangladesh	Bhutan
Cambodia	China, PR	Cook Islands	Fiji
Hongkong, China	India	Indonesia	Japan
Kazakhstan	Kiribati	Korea, Rep.	Kyrgyz Rep.
Lao PDR	Malaysia	Maldives	Marshall Islands
Micronesia, Fed.	Mongolia	Myanmar	Nauru
Nepal	New Zealand	Pakistan	Papua New Guinea
Philippines	Samoa	Singapore	Solomon Islands
Sri Lanka	Taipei, China	Tajikistan	Thailand
Tonga	Tuvalu	Uzbekistan	Vanuatu
Vietnam			

Non-regional (16)

Austria	Belgium	Canada	Denmark
Finland	France	Germany	Italy

Netherlands	Norway	Spain	Sweden
Switzerland	Turkey	United Kingdom	United States

c) Structure:

The Bank's highest policy-making body is its Board of Governors, which meets annually. The direction of the Bank's general operations is the responsibility of the Board of Directors - composed of 12 Directors (each with an Alternate) - eight representing regional countries and four representing nonregional countries. The Board of Governors conducts an election for the Board of Directors every two years.

The President of the Bank is elected by the Board of Governors for a term of five years, and may be reelected. The President is Chairperson of the Board of Directors and, under the Board's guidance, conducts the business of the Bank. The President is responsible for the organization, appointment, and dismissal of officers and staff in accordance with regulations adopted by the Board of Directors. In this, the President is assisted by three Vice-Presidents who are appointed by the Board of Directors on the recommendation of the President.

The Bank has 23 departments and offices at its headquarters, including a Private Sector Group and an Office of Cofinancing Operations.

4. Description of the Archives Service

Archival Operations is part of the Records and Archives unit under the General Services Division in the Office of Administrative Services. The program is fairly recent, having started in late 1994. The mission of the archives is to preserve and make available records of continuing value on the history of the Bank. The archives maintain an archival repository, which conforms to international standards on archival storage. A microfilm program is incorporated within Records Center operations. Off-site storage for vital records is also undertaken.

5. Description of the archival series

a) Archive holdings:

The archival holdings occupy 420 linear meters of shelving composed of textual records and documents. The photo archives located at the Information Office are composed of 75,000 project slides, 15,000 black and white prints and 10,000 negative rolls.

b) Archives record groups/records series:

RG (1) Office of the President

- 01/01 Records on the organization of the ADB, 1965-1967
- 01/02 Records on the agreement, construction and safety survey of the ADB headquarters located at Roxas Blvd., Pasay City
- 01/03 Administrative issuances, 1967-1982
- 01/04 Minutes of the meetings of the Board of Governors, 1966-1982
- 01/05 Resolutions of the Board of Governors, 1966-1982
- 01/06 Annual reports of the ADB, 1967-1995
- 01/07 Papers prepared for the President relative to the annual meetings, 1981-84
- 01/08 Published speeches of President Masao Fujioka, 1982-89
- 01/09 Published speeches of President Kimimasa Tarumizu, 1989-1993
- 01/10 Administrative. Chrono files of the Office of the President, 1966-1993
- 01/11 Records on the reorganization of the Bank, 1966-1994
- 01/12 Revisions of administrative orders/circulars of the different divisions under the Administrative Department, 1966-1996
- 01/13 Handbook on administrative matters relating to the service of Directors and Alternate Directors of the Board, 1987-1993
- 01/14 Records on the celebration of the Bank's anniversaries, including commemorative items, 1967-1996
- 01/15 Administrative Chrono Files. Chrono files of the Board of Governors, 1986-1994
- 01/16 Administrative Chrono Files. Chrono files of the Board of Directors, 1986-1994
- 01/17 Amendments to the Charter and By-laws of the Bank, 1977
- 01/18 Administrative Chrono Files. Chrono files on the annual meetings of the Board of Governors, 1986-1996
- 01/19 Minutes of the meetings and summary of discussions of the Board of Directors and senior staff, 1993-95
- 01/20 Records on the Charter of the Bank, 1968-1977
- 01/21 Records on the agreement between ADB and the Swiss Government on the establishment and later on, the closure of the Office of Financial Advisor in Zurich, 1970-77
- 01/22 Records on the implementation of the ADB Headquarters Agreement, 1967-1995
- 01/23 Administrative Chrono Files. Chrono files on the organization of the Strategic Planning Unit, Office of the President, 1993-94
- 01/24 Records on Philippine laws affecting ADB operations, 1969-1991
- 01/25 Records on the construction of the headquarters building in Ortigas Center, 1990-94

RG (2) Office of the Vice-President

- 02/01 Papers of Vice-President C.S. Krishna Moorthi, 1970-78
- 02/02 Papers of Vice-President A.T. Bambawale, 1978-79
- 02/03 Papers of Vice-President S. Stanley Katz, 1978-1990
- 02/04 Published speeches of Vice-President S. Stanley Katz, 1985-1990
- 02/05 Published speeches of Vice-President M. Narasimham, 1987
- 02/06 Published speeches of Vice-President William R. Thomson, 1990-93
- 02/07 Published speeches of Vice-President In Yong Chung, 1991
- 02/08 Administrative Chrono files of the Office of the Vice-President, 1966-1993

RG (3) Office of the Secretary

- 03/01 Board of Directors circulars and briefing papers, 1989
- 03/02 Summary of discussions at Board meetings, 1989
- 03/03 Minutes of management review meetings, 1989
- 03/04 Minutes of staff review meetings, 1989
- 03/05 Minutes of loan and technical assistance coordination meetings, 1989

RG (4) Administration Office (later Department)

- 04/01 Case files of administrative cases, 1968-1988
- 04/02 Personnel files, 1971, 1978
- 04/03 Agreement concerning associate experts
- 04/04 Contract for telecommunications project, 1984
- 04/05 Administrative files, 1969-1990
- 04/06 Administrative Chrono Files. Chrono files on the organization of the different divisions under the Administrative Department, 1966-1994
- 04/07 Administrative Chrono Files. Chrono files on the reorganization of the Administrative Department, 1978-1994
- 04/08 Administrative Chrono Files. Chrono files on the weekly meetings of the senior staff of Administrative Department, 1993-96
- 04/09 Administrative Chrono Files. Chrono files on authorized signatures and delegation of powers of different departments, 1967-1993
- 04/10 Records on Bank's management programs and activities, 1987-1995
- 04/11 Records on audio-visual projects and equipment, 1990-96
- 04/12 Records on the operations, maintenance and other facilitative services provided by the Office of Administrative Services at the headquarters building in Roxas Blvd., 1967-1992
- 04/13 Records on the operations, maintenance and other facilitative services provided by the Office of Administrative Services at the headquarters building in Ortigas Center, 1982-1995
- 04/14 Records on the operations and maintenance provided by the Office of Administrative Services at the official residence of the Bank's president, 1966-1992

- 04/15 Records on administrative arrangements provided by the Office of Administrative Services on the President and Vice-Presidents' departure from the Bank, 1976-1993
- 04/16 Records on the procurement and disposal of office equipment, supplies, materials, furniture and vehicles provided by the Office of Administrative Services, 1968-1996
- 04/17 Records on the maintenance and repair of office equipment provided by the Office of Administrative Services, 1980-1995
- 04/18 Records on the security and safety program provided by the Office of Administrative Services, 1967-1995
- 04/19 Records on fire protection program provided by the Office of Administrative Services, 1985-1993

RG (5) Economic and Technical Assistance/Projects Department

- 05/01 Technical assistance reports, 1968-1991
- 05/02 Administrative Chrono Files. Chrono files on the organization of the Projects Department, 1966-1979
- 05/03 Photographs, b & w. Signing ceremonies of technical assistance projects, 1967-1989

RG (6) Operations Department

- 06/01 Loan case files, 1967-1992
- 06/02 Project completion reports, 1969-1992
- 06/03 Photographs, b & w. Signing ceremonies of loan projects, 1967-1989
- 06/04 Administrative Chrono Files. Chrono files on the organization of the Operations/Programs Department, 1969-1991

RG (7) Economics/Post-Evaluation Office

- 07/01 Economic reports, 1968-1988
- 07/02 Post-evaluation reports, 1973-1992
- 07/03 Post-evaluation special studies, 1983-1991

RG (8) Internal Audit Office

- 08/01 internal audit reports, 1980-86

RG (9) Regional/Resident Missions

- 09/01 Administrative Chrono Files. Chrono files on the organization of Bangladesh Resident Office, 1982-1995
- 09/02 Administrative Chrono Files. Chrono files on the organization of Resident Offices/Missions, 1992-94

- 09/04 Administrative Chrono Files. Chrono files on the organization of India Resident Office, 1992-93
- 09/05 Administrative Chrono Files. Chrono files on the organization of Indonesia Resident Office, 1990-93
- 09/06 Administrative Chrono Files. Chrono files on the organization of Nepal Resident Office/Mission, 1988-1995
- 09/07 Administrative Chrono Files. Chrono files on the organization of Pakistan Resident Office, 1988-1994
- 09/08 Administrative Chrono Files. Chrono files on the organization of South Pacific Regional Office, 1983-1993
- 09/09 Administrative Chrono Files. Chrono files on the organization of North American Representative Office, 1994-96

RG (10) Office of Computer Services

- 10/01 Administrative Chrono Files. Chrono files on the organization of the Office of Computer Services, 1980-89

RG (11) Budget, Personnel and Management Systems Department

- 11/01 Administrative Chrono Files. Chrono files on the organization of Budget, Personnel and Management Systems Department, 1968-1993

RG (12) Treasurer's Department

- 12/01 Administrative Chrono Files. Chrono files on the organization of the Treasurer's Department, 1967-1989

RG (13) Private Sector Group

- 13/01 Photographs, b & w. Signing ceremonies of private sector investment facilities, 1985-1989

c) **Finding Aids:**

Bank Archives Information System (BAIS) in Lotus Notes
80 record series; 3,860 document items; 8,725 subject thesaurus entries

6. **Research strategies**

No information provided on this item.

7. Access rules

The archive collection is open to Bank staff. All inquiries about the archives may be forwarded to the following address:

Administrative Officer
Records and Archives Unit
General Services Division, Office of Administrative Services
Asian Development Bank
6, ADB Ave., Mandaluyong City
0401 Metro Manila, Philippines

Access by the general public to Bank information is governed by the Bank's recently adopted (1995) policy on Confidentiality and Disclosure of Information. This policy emphasizes a presumption in favor of disclosure, subject to final review and approval by appropriate authorities.

General public users should send their request for access to the Archives to the Bank's Public Information Center:

Publications Unit
Asian Development Bank
P. O. Box 789
0980 Manila, Philippines

E-Mail: adbpub@mail.asiandevbank.org
Web address: <http://www.adb.org>

Economic and Social Committee of the European Communities (ESC)

1. Practical information:

a) Address:

Economic and Social Committee
Correspondence/Archives Service
2, rue Ravenstein or 27 rue des Sols
B-1000 Bruxelles

Telephone: 02/546 99 99 (switchboard)
02/546 94 56 (Archives Service)
02/546 92 29
Telex: CESEUR 259 83
Fax: 32 2 513 48 93
E-mail: Jean-Marc.Libert@CES.BE

b) Opening hours:

Monday to Thursday: 9.30 a.m. to 12.00 p.m.
2.30 p.m. to 5.00 p.m.
Friday: 9.30 a.m. to 12.00 p.m.

c) Working languages:

Documents are available in all the languages of the European Union.

2-3. Presentation and brief administrative history of the Organization

a) Legal basis of the Economic and Social Committee: EEC and Euratom Treaties

The constitutive texts which explicitly refer to the role, composition et functioning of the E.S.C. are notably articles 4 and 193 to 198 of the Treaty of the EEC and articles 3 and 165 to 170 of the Euratom Treaty.

b) Background of the Economic and Social Committee

The Economic and Social Committee is a consultative body of the Council and the Commission.

At the time of its creation in 1958 and before the fusion of the Executives of the three Communities in 1965, the action of the E.S.C. was completely dependent on the consultation demands made by these Institutions, notably the Commission and the Council of the EEC and the Euratom Communities.

Before the first admission of new nations in 1972, the E.S.C. was made up of 101 members who represented the different sectors of economic and social fields.

The Paris summit in 1972 acknowledged that the E.S.C. had the right to issue opinions on its own initiative. The Council recognized this right and further authorized the E.S.C. to publish all the advisory reports given by the latter, including those issued at its own initiative.

However, to mitigate this deficiency in the right of initiative, the first Internal Regulations of the E.S.C. had provided for the possibility of preparing information studies and reports which, nevertheless, could not lead to the formal adoption of an advisory report.

Since 1973, the acts of the E.S.C. have consisted of: advisory reports, information studies and reports, initiative advisory reports, supplemental advisory reports and more recently resolutions and memoranda.

Since 1980 the E.S.C. has also organized several colloquiums.

Under the Treaty of Maastricht, which entered into effect on 1 November 1993, the E.S.C. obtained a triple autonomy, that is:

- financial autonomy
- autonomy in the matter of the Internal Regulations.
- autonomy in the nomination of civil servants at levels A1-A3 and LA3

The E.S.C. also adopted a new set of Internal Regulations at its plenary session on 2 June 1994 (see OG L 257 for 5 October 1994)

Under the Treaty of Amsterdam and as soon as the signatures of Member States take place, the role of the E.S.C. will be reinforced. Indeed, the Treaty of Amsterdam provides that, beyond being consulted by the Council and the Commission, as was done previously, Parliament can now also consult the Economic and Social Committee.

Furthermore, this Treaty gives complementary consultative powers to the E.S.C. in the area of consumer protection and environmental policy.

The Treaty of Amsterdam also annulled Protocol 16 instituted by the Treaty of Maastricht which provided for administrative services grouped in a common structure and with the task of executing work for the E.S.C. and the COR.

c) **Composition**

As a result of the admission of new countries, the number of members of the E.S.C. has been modified in the following fashion:

Six-Nation Europe

1958-1972

The E.S.C. was composed of 101 members

Nine-Nation Europe

1973-1980

The E.S.C. was composed of 144 members

Ten-Nation Europe

1981-1985

The E.S.C. was composed of 156 members

Twelve-Nation Europe

1986-1994

The E.S.C. was composed of 189 members

Fifteen-Nation Europe

Since 1995

The E.S.C. is composed of 222 members

d) **Nomination and installation of organs of the E.S.C.**

On 22 April 1958 the Councils named the 101 members of the E.S.C.

The first constitutive session of the E.S.C. took place on 19 May 1958.

The draft for the Internal Regulations of the E.S.C. was submitted to the Councils who approved it during their meeting on 3 December 1958.

However, before the approval of the Internal Regulations in December 1958, the E.S.C., during its November session, created within itself seven specialized sections representing the principal areas mentioned in the treaties:

- a section specialized in agriculture
- a section specialized in transport
- a section specialized in atomic questions
- a section specialized in social affairs
- a section specialized in Overseas Territories
- a section specialized in unsalaried activities and services
- a section specialized in economic questions.

At present, the E.S.C. contains nine sections, which have the following appellations:

- agriculture and fisheries section
- transport and communications section
- energy, nuclear questions and research section

- economic, financial and monetary affairs section
- industry, commerce, handicrafts and services section
- social and family affairs, education and culture section
- foreign relations section, charged with commercial policy and development
- regional, national and urban development section
- environment, public health and consumer section

The titles of these specialized sections has obviously been modified several times since 1958, notably in order to take into account both new tasks which have fallen to the Community and other tasks which no longer exist: for example, the specialized section P.T.O.M. (Overseas Territories) no longer exists under that name, but has been replaced by the Foreign Relations section.

The nomination of Counsellors, the Internal Regulations, the composition of specialized sections and the Executive, as well as the replacement of Counsellors who resign during their term of office, are published in the Official Journal of the EC. Since the separation of the O.J. into series C and L, the advisory reports of the E.S.C. are published in series C and the Internal Regulations in series L.

e) The Groups

An important article in the Internal Regulations stipulates that the members of the E.S.C. can constitute groups which follow the different categories of social and economic life. Three groups have thus been created:

- GROUP I** - employers
- GROUP II** - workers
- GROUP III** - diverse activities

The role of these groups in the organization and the functioning of the E.S.C. has become very important and instrumental. As a result of this, the function of Group President within the E.S.C., its representativeness and its position in relation to outside organizations has been considerably reinforced in the last ten years.

4. Description of the Archives Service

The Archives Service depends directly on the Record Office Department of the E.S.C. and centralizes all the official acts of the Institution (personnel files being classified in the archives of the Personnel Department).

The service consists of six civil servants, who, other than their arrangement tasks, also have among their duties the registration of all incoming and outgoing mail of the E.S.C. and the entering of E.S.C. advisory reports to the Community data base CELEX (COMMUNITATIS EUROPEAE LEX).

5. Description of the archival series

A distinction is made between current records, intermediate or static archives, and historical archives.

Current records as well as intermediate archives are composed of documents prepared by the E.S.C. and documents from different Community institutions, as well as documents coming from the national and regional economic and social committees and socio-professional organizations.

These fonds represent at present approximately 1500 linear metres and are as accessible as possible to the public in conformity to a decision taken recently by the Executive of the E.S.C.

The historical archives, in application of Regulation (EEC, EURATOM) n° 354/83 of the Council of 1 February 1983, are stored at the European University Institute in Florence.

The fonds of the historical archives that are currently open to the public concern the documents for the years 1958 to 1964.

These three fonds are sorted according to the Universal Decimal Classification (UDC).

For current records the service keeps an updated 'subject' index and a UDC file.

Intermediate archives can be located through inventories.

An annual guide presenting series one after the other is available for the historical archives.

The Archives Service publishes an annual list of all the activities of the E.S.C. in conformity to the acts that the E.S.C. must establish on the basis of the EC Treaties (advisory reports, reports, lectures, colloquiums, resolutions, etc.).

To assist research, the Archives Service possesses its own references in the CELEX database which contains community legislation, preparatory acts, jurisprudence, national provisions for the execution of directives and parliamentary questions.

The historical archives can be consulted on INTERNET via the European University Institute of Florence.

6. Research strategies

No information provided on this item.

7. Access rules

In conformity with the decision relative to public access to the documents of the E.S.C.

1. The public will have the greatest possible access to documents adopted by the E.S.C. or by a section.*
2. The request for access should be addressed to the Secretary General's office of the E.S.C. and formulated in a sufficiently precise fashion, notably providing elements that allow the identification of the document or documents desired. If necessary, the E.S.C. will invite the applicant to be more specific about his or her request.
3. Access to the document will be either by consultation at the archives or by the delivery of a single photocopy of each document. If necessary, the E.S.C. will demand a contribution towards the cost of the photocopies according to their number.
4. The applicant cannot reproduce or distribute the document for commercial reasons without the prior authorization of the E.S.C.
5. In consideration of the sales agreement that exists between the E.S.C. and the Official Publications Office of the European Communities (OPOEC), the Committee will not deliver any full-length copy of any document covered by this agreement.

* However, with regard to the preparatory works concerning the advisory reports of the E.S.C., the access to and the diffusion of these documents will only be allowed after a written demand addressed to the Secretary General and approved by him or her.

European Commission (EC)

1. Practical information

a) **Address:**

European Commission
Historical Archives
Office: SDME 5/64
Rue de la Loi 200
B-1049 Brussels
Tel.: (32-2) 299 11 11 / (32-2) 295 20 53 (direct line)
Telex: 218 77 COMEU B
Fax: (32-2) 296 10 95
Telegram: COMEUR BRUSSELS
E-mail: archis@sg.cec.be

Reading room:
Room 0/4
Square de Meeûs 8
B-1050 Brussels

b) **Opening hours:**

Monday –Thursday 9.00 – 12.30 & 14.00 – 17.00
Friday 9.00 – 12.30 & 14.00 – 16.00
Closed on public holidays.

c) **Official languages:**

The European Union has 11 official languages: Danish, German, Greek, Spanish, French, Italian, Dutch, Portuguese, Finnish, Swedish and English. Correspondence may be addressed to the Historical Archives of the European Commission in any of these official languages.

2. Presentation of the Organization

The objective of the European Union is to promote economic and social progress which is balanced and sustainable, assert the European identity on the international scene and introduce a European citizenship for the nationals of the Member States. Its ultimate goal is ever closer

union among the peoples of Europe, in which decisions are taken as closely as possible to the citizen.

The European Union consists of five institutions, the European Parliament, the Council of the European Union (Council of Ministers), the European Commission, the European Court of Justice and the Court of Auditors. Other organs that play an important role in the Union are: the Economic and Social Committee, the Committee of the Regions, the Consultative Committee of the ECSC, the European Monetary Institute, the European Investment Bank and the European Ombudsman. In addition there are a number of European Union agencies, dealing with issues ranging from police cooperation to the environment and from working and living conditions to vocational training, located throughout Europe.

The European Commission is the executive body of the European Union. It is the largest of the five institutions that govern the European Union. It has three distinct functions: initiating proposals for legislation, guardian of the Treaties and manager and executor of Union policies and of international trade relationships.

3. Brief administrative history

a) Origins of the European Union

The birth of the European Communities goes back to the early 1950s. By that time economic recovery from the second World War was well underway but the physical and psychological traces of the war were still very visible throughout the continent. Europe was not only politically divided into east and west by an iron curtain but western Europe was economically divided into many separate economic entities. Despite the efforts to liberate trade and payments undertaken in the framework of the Organization for European Economic Cooperation (OEEC), created in April 1948, each country had to fend for itself in a system of largely bilateral relationships characterized by trade barriers and controls. The war and its aftermath had moreover led to a growing conviction that future conflict in Europe could only be avoided by new forms of far reaching cooperation between the former adversaries. Germany, it was felt, should not be left on its own but should be firmly imbedded in some form of Western European cooperation that would allow for joint recovery and create mutual interests rather than feed old antagonisms.

It was in this context that on 9 May 1950, in a speech inspired by Jean Monnet, the French foreign minister Robert Schuman proposed the creation of a European Coal and Steel Community. He suggested that France, Germany and any other European country wishing to join them, place their coal and steel sectors under a common authority. The coal and steel sectors were considered to be essential to the conduct of war and the pooling of these resources was seen as a guarantee against future conflict. Six European states, Belgium, the Federal Republic of Germany, France, Italy, Luxembourg and the Netherlands signed the Treaty of Paris of 18 April 1951 thereby creating the European Coal and Steel Community (ECSC). The High Authority, the executive of the ECSC and one of the predecessors of the present European Commission, took office on 10 August 1952 presided by Jean Monnet.

The process of European integration has alternated periods of success with periods of stagnation. After the initial enthusiasm over the creation of the European Coal and Steel Community had subsided, a setback followed when, on 30 August 1954, the French National Assembly decided not to ratify the Treaty establishing the European Defense Community. Less than a year later the process of integration was given a new impetus at the Messina conference of 1 and 2 June 1955. It was at this occasion that the six Member States of the ECSC decided to relaunch the construction of Europe in the economic sphere and notably to study the possibility of creating a common market.

A Committee of Government Delegates chaired by Paul-Henri Spaak, started work in July 1955 on two separate projects: one for the creation of a general common market and another for the establishment of a European Community for the peaceful use of atomic energy. The Spaak report was presented to the foreign ministers of the six Member States of the ECSC on 21 April 1956 and at the Venice conference one month later the six decided to open negotiations for the creation of the two new Communities. The treaties establishing a European Economic Community (EEC) and the European Atomic Energy Community (EURATOM) were signed in Rome on 25 March 1957. The Rome Treaties entered into force on 1 January of the following year and the EEC and EURATOM Commissions were set up in Brussels.

Between January 1958 and July 1967 three European Communities (ECSC, EEC, Euratom) operated side by side, each with its own executives (ECSC: High Authority and Special Council of Ministers; EEC: Commission and Council of Ministers; Euratom: Commission and Council of Ministers) but with a common European Parliamentary Assembly (from March 1962 onwards: European Parliament) and a common Court of Justice. In September 1963 the Council of Ministers accepted the principle of a merger between the executives of the three Communities. The merger treaty was signed in Brussels on 8 April 1965. Following the process of parliamentary ratification in the six Member States, its implementation was finally achieved in July 1967. Since then the three European Communities have been governed by a single European Commission and a single Council of Ministers.

The customs union between the six Member States of the European Communities, abolishing customs duties within the Community and establishing a common external tariff, was fully completed by 1 July 1968, well ahead of the end the transitional period allowed by the EEC Treaty. Since then the process of European integration has continued with ups and downs. It was only after Jacques Delors became President of the European Commission (January 1985 to January 1995) and following the adoption of the Single European Act (1986), that the European internal market was completed to include not only the free movement of goods but also of capital, services and people. Initiatives towards further economic, monetary and political integration were taken in the Treaty on European Union (Maastricht Treaty, 1992; entry into force 1 November 1993). Under this Treaty the European Communities have come to be called the European Union, the introduction of a single European currency was decided and a start was made with a common foreign and security policy and cooperation in the field of justice and home affairs. The objectives of the Maastricht Treaty were consolidated in the Treaty of Amsterdam which was signed on 2 October 1997. The Treaty of Amsterdam also aims to make the European Union's institutional structure more efficient with a view to future enlargement.

b) Member States of the European Union

In the 1950s the three European Communities started with 6 Member states: Belgium, the Federal Republic of Germany, France, Italy, Luxembourg and the Netherlands. After several enlargement procedures - Denmark, Ireland and the United Kingdom in 1973, Greece in 1981, Spain and Portugal in 1986 and Austria, Finland and Sweden in 1995 - the present European Union counts 15 Member states. The European Union is currently preparing for negotiations on a further enlargement.

c) Structure of the European Commission

The European Commission is the successor to the High Authority of the ECSC and the Euratom and EEC Commissions. At present the Commission has 20 Members (Commissioners), two from each of the five larger Member States (France, Germany, Italy, Spain and the United Kingdom) and one from each of the ten other Member States. The Commissioners, appointed for a five year term, are obliged to act only in the interest of the European Union and to be completely independent of their national governments.

The European Commission is divided into 26 directorates-general (DGs, also including the Secretariat General) and a number of other specialized services such as the Legal Service, the Spokesman's Service, the Translation Service and the Statistical Office. These directorates-general and services report to a European Commissioner who has the political and operational responsibility for the work of the DG or service concerned.

More information on the European Commission and the other institutions and bodies of the European Union and the can be found on the Union's website Europa: <http://europa.eu.int/>.

4. Description of the historical archives of the European Commission

The Historical Archives of the European Commission are involved in the entire administrative life-cycle of documents. On one hand the Historical Archives serve as an intermediate repository for all Commission departments, organising transfers of documents and files to the repositories and providing search and lending facilities internally at the Commission. On the other hand, the Historical Archives manage the historical records of the Commission and its predecessors and are responsible for opening the historical archives to the public in accordance with the 30-year rule. In order to effectively manage these records, the Historical Archives maintain a documentary database, ARCHIS.

In addition the Historical Archives organise internal training courses for archivists working in the current archives in the cabinets of European Commissioners and in the Commission departments. Furthermore the Historical Archives of the European Commission play an active role in an increasing number of activities concerning the co-ordination of archives policy and practice between the Member States and at the Community level. Such activities include the publication of the experts report *Archives in the European Union*, the exchange of information

between archives in Europe via the European Archives News, INSAR (Information Summary on Archives), and the active promotion of wider co-operation in the

European Union concerning issues related to the management, storage, conservation and retrieval of electronic records (better known as the DLM-Forum on electronic records).

In view of their central importance to the Commission's departments, the Historical Archives of the European Commission became part of the Secretariat General in 1989.

5. Description of the archival series

The documents and records (intermediate and historical) of the European Commission and its predecessors cover more than 54 000 linear metres.

The historical records of the European Commission and its predecessors are open to the public in accordance with the 30-year rule and existing regulations (see point 7).

The archival holdings include the files of:

- the High Authority of the European Coal and Steel Community (1952-1967);
- the Commission of the European Atomic Energy Community -EURATOM- (1958 - 1967);
- the Commission of the European Economic Community (1958 - 1967);
- the European Commission (1967 -);
- special collections of records and files from former Presidents, Members and senior officials.

Each of the above categories consists of numerous record groups. More details can be found on the database ARCHIS and in the other finding aids of the Historical Archives of the European Commission (see below).

There are a number of other collections, including:

- Official reports by the European Commission;
- speeches (1952–1997): collection of speeches by Members and officials of the European Commission, MEPs and other leading figures
- studies: collection of studies carried out by Commission departments and deposited with the Historical Archives.
- photos: collection of photographs depicting moments from the history of the Community since 1952.

- Official Journal of the European Communities: available from the first issue in 1952 in all the official languages of the European Union at the time of publication

There is also ample background information available in the reading room, including:

- General reports on the activities of the European Communities;
- organisational charts of the executive bodies of the European Communities;
- monthly and quarterly bulletins;
- Financial reports.
- Finding aids :

Finding aids containing references to the files open to the public are available in printed form for consultation by researchers in the reading of the Historical Archives in Brussels.

Researchers have direct access to the database of the Historical Archives of the European Commission, ARCHIS in the reading room (for address see point 1) and in the near future on the Internet. At present individual searches are carried out on behalf of researchers at their request. In order to gain time visitors coming to Brussels are advised to submit their requests in advance.

Published inventories by the Historical Archives of the European Commission include:

- Inventory of the Historical Archives, Volume 1, Records of the High Authority of the ECSC 1952. Speeches 1952–1967 (English and French); Volume 2, Dossiers de la Haute Autorité de la CECA 1953 (French), Luxembourg: Office for Official Publications of the European Communities, 1985 and 1987.

- Inventaire structuré des dossiers de la Haute Autorité de la CECA, 1952–1967, (French):

Volume 1 - Dossiers (Secrétariat général, Relations extérieures, Groupes de travail, Commission des quatre présidents, Comité consultatif de la CECA), Brussels-Luxembourg: Office des Publications Officielles des Communautés européennes, 1996.

Volume 1 - Index, Bruxelles-Luxembourg: Office des Publications Officielles des Communautés européennes, 1997.

Volume 2 - Dossiers (Service Juridique, Archives centrales), in print at the end of 1997

Volumes 3, 4 and 5 in preparation.

A selection of useful reading:

- Spierenburg, Dirk, and Poidevin, Raymond, *The History of the High Authority of the European Coal and Steel Community*, London: Weidenfeld and Nicolson, 1994, 686 pp., English version (Bruylant, Brussels, 1993, 919 pp., French version).

- Van der Meulen, J., *The Historical Archives of the European Communities* (International Conference of Professors of Contemporary History "Study of the beginnings of the European Integration. The value of source material and records 1946–1952" in Luxembourg, 28–29

January 1982), Brussels: Commission of the European Communities, University Information, 1982, pp. 69–80, in English and French.

- Eriksen, August "Åbningen af EF-arkiverne", *Nordisk Arkivnit*, No. 3, 1983.

- Opening of the Historical Archives of the European Communities to the public, Luxembourg: Office for Official Publications of the European Communities, 1983, 119 pp., in Danish, German, Greek French, Italian, Dutch and English.

- Hofmann, Hans, "Les archives courantes et les archives historiques de la Commission des Communautés européennes", *Archives et Bibliothèques de Belgique*, numéro spécial 23, vol. 1, Brussels, 1984, pp. 53–72.

- Collonval, Jocelyne, "Structures et archives de la CEEA", *Énergie nucléaire en Europe: des origines à l'Euratom - Actes des journées d'études de Louvain-la-Neuve des 18 et 19 novembre 1991*, Bern: Peter Lang, 1994, pp. 151–164.

- *Archives in the European Union: Report by the Group of Experts on the coordination of archives*, (Luxembourg: Office for Official Publications of the European Communities, 1994, XX and 104 pp., in Danish, German, Greek, Spanish, French, Italian, Dutch, Portuguese, Finnish, Swedish and English

- *Guide to the archives of the Member States Foreign Ministries and European Union Institutions*, Second edition, Luxembourg: Office for Official Publications of the European Communities, 1996, 101 pp., in Danish, German, Greek, Spanish, French, Italian, Dutch, Portuguese, Finnish, Swedish and English

6. Research strategies

The historical records of the European Commission are open to the public in accordance with the 30-year rule. They can be consulted, usually on microfiche, at the address mentioned above. Microfiche readers with copying facilities are available in the reading room.

The reading room of the Historical Archives provides background information such as the General Reports by the European Commission and its predecessors, financial reports, organizational charts as well as speeches, secondary sources, etc..

Printed finding aids are also available in the reading room.

Public access to the database of the Historical Archives, ARCHIS, on the Internet is foreseen for 1998. Until that time researchers are welcome to submit request to the Historical Archives which will interrogate ARCHIS on their behalf.

7. Access rules

In line with the spirit of the Community regulations on archives the European Commission favors the most liberal access possible to its historical archives. Anyone wishing to consult the historical archives released to the public has the right of access, provided he/she undertakes to respect the rules.

Records and files are accessible to the public under the 30-year rule laid down by Commission Decision 359/83/ECSC of 8 February 1983 and by Council Regulation (EEC, Euratom) No 354/83 of 1 February 1983 (Official Journal of the European Communities No L 43, 15 February 1983, pp. 1–3 and 14–15; reprinted in the guide *Opening of the Historical Archives of the European Communities to the public*, Luxembourg: Office for Official Publications of the European Communities, 1983, pp. 71–75).



European Organization for Nuclear Research

1. **Practical information**

a) **Address:**

Headquarters
CERN Archives
CERN
CH-1211 Geneva 23
SWITZERLAND

Alternative mailing address:
CERN Archives
CERN
F-01630 Saint Genis Pouilly
FRANCE

Group secretariat telephone: + 41 22 767 24 31
Archives telephone: + 41 22 767 20 11 / 39 42
Group secretariat fax: + 41 22 782 86 11
Archives fax: + 41 22 767 96 05
Archivists E-mail: historical.archive@cern.ch
Internet: <http://www.cern.ch>

b) **Opening hours:**

On appointment only, Monday to Friday from 9 a.m. to 5.30 p.m.. Closed on CERN official holidays and during the Christmas holidays.

c) **Working languages:**

English and French are the two official languages of the Organization.

2. Presentation of the Organization

The Convention establishing the European Organization for Nuclear Research (CERN) was approved by 12 Member States at the 6th session of the Provisional CERN Council in Paris, 29 June - 1 July 1953, and entered into force on 29 September 1954, when sufficient ratifications of the Convention were obtained from the Member States. Hence, 29 September 1954 is the date when CERN came officially into being. CERN's goals were clearly set out in Article II of this Convention: "The Organization shall provide for collaboration among European States in nuclear research of a pure scientific and fundamental character, and in research essentially related thereto. The Organization shall have no concern with work for military requirements and the results of its experimental and theoretical work shall be published or otherwise made generally available". The revised edition of the Convention and the Financial Protocol annexed thereto, dated 18 January 1971, embodies amendments which have subsequently been adopted by the Council of the Organization.

CERN, the world's leading particle physics research centre, was one of Europe's first joint ventures and has become a shining example of international collaboration. From the original 12 signatories of the CERN Convention, membership has grown to the present 19 Member States. The Laboratory sits astride the Franco-Swiss border west of Geneva at the foot of the Jura mountains. CERN's largest accelerator, the Large Electron-Positron collider (LEP), began operating in 1989 and has a circumference of almost 27 kilometres. CERN's future accelerator, the Large Hadron Collider (LHC) will bring protons into head-on collision at higher energies than ever achieved before (14 TeV) to allow scientists to penetrate still further into the structure of matter and recreate the conditions prevailing in the Universe just 10^{-12} seconds after the "Big Bang" when the temperature was 10^{16} degrees. Some 6,500 scientists, over half the world's active particle physicists, use CERN facilities. They represent 500 universities and over 80 nationalities.

3. Brief administrative history

a) Origins

The first ideas for international laboratories were put forward as early as 1946 inside the United Nations Organization. It was not until December 1949 that activity surged aimed at achieving European collaboration in nuclear physics: a commission of the European Cultural Conference held in Lausanne from the 8th to 12th of that month proposed the creation of a European Institute for nuclear science. The next major step in this direction was the voting of a resolution proposed at the fifth General Conference of UNESCO, in Florence on 7 June 1950. This was followed by a more explicit resolution made in a meeting in Geneva on the 12 December 1950 at the Centre Européen de la Culture. The resolution recommended that a laboratory be established based on the construction of a large machine for accelerating elementary particles. Signature, by eleven States, of the Agreement constituting a "Council of

Representatives of European States for Planning an International Laboratory and Organizing Other Forms of Co-operation in Nuclear Physics” was performed on 15 February 1952 at the second session of the intergovernmental conference, held in Geneva. The task of the Council and its executive was to draw up plans for the new laboratory and its equipment, and to draft an intergovernmental convention to place the organization on a permanent footing. By February 1952 two strong candidates had emerged for the location of the organisation: Geneva and Copenhagen. By the end of July the French and Dutch governments had also offered sites in Paris and Arnhem respectively. The Council met for the first time in May 1952 and the Geneva location was finally agreed upon at the third Council session. The British did not sign the 1952 Agreement establishing the provisional CERN but joined, on 1 July 1953, the eleven States who were party to the Agreement in Paris to approve the text of the Convention and the Financial Protocol annexed thereto. The Convention establishing the European Organization for Nuclear Research (CERN) and the protocol were open for signature until the 31 December 1953. The Convention came into force on 29 September 1954 when the instruments of ratification of seven of the Member States were deposited at UNESCO House in Paris.

b) Member States

The founding 12 Member States of CERN were Belgium, Denmark, Federal Republic of Germany, France, Greece, Italy, The Netherlands, Norway, Sweden, Switzerland, the United Kingdom and Yugoslavia.

Today CERN has 19 Member States: Austria, Belgium, the Czech Republic, Denmark, Finland, France, Germany, Greece, Hungary, Italy, The Netherlands, Norway, Poland, Portugal, the Slovak Republic, Spain, Sweden, Switzerland and the United Kingdom.

States with Observer status are Israel, Japan, the Russian Federation, Turkey, the United States of America, Yugoslavia (status suspended after UN embargo, June 1992), the European Commission and UNESCO.

c) Structure

The Organization consists of a Council and a Director-General, assisted by staff. The Council of the Organization is composed of not more than two delegates from each Member State who may be accompanied at meetings of the Council by advisers. The Council meets at least once a year; each Member State has one vote in Council. The Council determines the Organization’s policy in scientific, technical and administrative matters.

The Committee of Council, the Scientific Policy Committee and the Finance Committee are subordinate bodies of Council. The Committee of Council is responsible, as representing, and on behalf of the Council for the policy of the Organization in accordance with general or specific decisions of Council. The Scientific Policy Committee is charged with making recommendations to the Council on the priorities of research programmes and the allocation

of research effort. The Finance Committee is charged with the general responsibility of advising Council on all matters of financial administration.

The Director-General is appointed by the Council for a defined period. The Director-General is the chief executive officer of the Organization and its legal representative.

4. Description of the Archives Service

The archives at CERN were created in 1980 with the initial mandate to establish and maintain historical archives as CERN's commitment to the CERN History Study which was carried out by a European team of historians of science. In December 1988, this mandate was extended beyond the scope of the History Study to create the CERN Historical and Scientific Archives.

The CERN archiving policy is entrusted to the Director-General, who usually delegates the authority for decisions on archival matters to the Chairperson of the Archive Committee. The members of the Archive Committee are members of the personnel of CERN and are appointed by the Director-General, for an initial period of three years, normally renewable only once.

The CERN Archives are a repository of original and genuine information. As a place of research, the Organization endeavours to preserve the memory of its activities and of its important scientific and cultural role. They also serve as an information source for everyday operations and for scholarly research. The CERN Archives also aims to give advice to staff on records management and on the organization of current files with the view to future archiving.

CERN Archives have custody of the 'Pauli Archive', an archive of the scientific legacy of the late Professor Wolfgang Pauli, Nobel Laureate, 1945.

5. Description of the archival series

a) Archives holdings

CERN Archive

The CERN Archive possess the following collections:

Documents of the CERN Council and its subordinate Committees (Committee of Council, Scientific Policy Committee and Finance Committee)

Records of CERN Experiment Committees and of CERN Collaborations

Files of previous Directors-General

Inactive files of CERN Management and CERN Divisions
Material documenting selected Experiments at CERN
Inactive files of general technical facilities: transdivisional installations
Ad-hoc Committees
Files of senior physicists
Oral History collection: interviews with CERN Staff
Unpublished CERN Divisional reports, technical notes, specifications, notes and minutes of meetings
CERN Yellow reports, Press releases, CERN annual reports, CERN bulletin, Experiments at CERN and similar series
Information on the CERN History Study, resulting in the publication of 3 volumes of the 'History of CERN'

The Pauli Archive

By two deeds of gift from Mrs. Franca Pauli in 1960 and 1971, CERN is the owner of the scientific legacy of the late Professor Wolfgang Pauli and of all inherent author rights. The scientific legacy consists of Pauli's important scientific correspondence and manuscripts, books and a reprint collection, photographs and scientific awards. It is administered by the Pauli Committee, the Chairperson of which represents the Director-General of CERN in Pauli matters. Salle Pauli is a room within CERN which has been dedicated to the Pauli Collection.

Access to the Pauli Archive is the responsibility of the CERN Archivist in consultation with the Chairperson of the Pauli Committee. A "Declaration" on the intended use of the material consulted must be signed and proper reference to the sources must be given. Permission to publish, quote or translate Pauli's work must be obtained from the Pauli Committee.

c) General finding aids

CERN Archive

The database containing the catalogue of CERN Archive material is available for consultation via the WWW. The catalogued records describe the documents and files held in the CERN Archives, indicating their access status. However, not all the files kept in the Archives are yet catalogued.

The catalogue of CERN publications and CERN Divisional reports are available for consultation via the CERN Library catalogue, many documents of which are available on-line.

The CERN Archive homepage is available on the WWW via the Scientific Information Service (Library and Archives) homepage, which is clearly indicated from the CERN Welcome page (URL: <http://www.cern.ch>). The CERN Archive catalogue is accessible via a link of that name, from the CERN Archive homepage.

The CERN Library catalogue is accessible from the Scientific Information Service (Library and Archives) homepage, by selecting the link 'CERN Library catalogue'.

Pauli Archive

There exists a card-index of the Pauli letter collection (also available on 16mm film) and a listing of unpublished Pauli scientific manuscripts.

6. Research strategies

CERN Archive

1. Consult the "History of CERN" books. The CERN History Project emerged from a proposal made in the CERN Committee of Council in 1979 to record the history of the laboratory as long as witnesses of its creation, in particular its founders, were alive. Following this proposal, a CERN History Advisory Committee was established with the mandate to set up a study team of European science historians, to be financed outside the CERN budget from voluntary contributions by several Member Countries, and to support and advise on this study. As a result of this project, three volumes of the History of CERN have been published [1].
2. Consult the CERN Library catalogue via the WWW for CERN publications and also unpublished CERN material.
3. Consult the CERN Archive catalogue via the WWW for information on files and documents held in the CERN Archives.

Pauli Archive

The publication of the scientific correspondence of Wolfgang Pauli (Wolfgang Pauli, Wissenschaftlicher Briefwechsel / Scientific Correspondence) began in 1979, under the auspices of the Pauli Committee. To date the first three volumes and the first part of volume IV have been published, covering scientific correspondence from 1919 to 1952. The remaining three parts of volume IV will hopefully be published by the end of 2002.

For the bibliographical references of these and other books published under the auspices of the Pauli Committee, please refer to the Pauli pages on the CERN Archive Web pages (link via the CERN homepage, <http://www.cern.ch>, and Scientific Information Service (Library and Archives)). A paper copy of this bibliographical information is available by written request to the CERN Archives.

Bibliography

"History of CERN Volumes I and II" by A. Hermann, J. Krige, U. Mersits and D. Pestre; Amsterdam, North Holland Publishers.

Vol. I: "Launching the European Organization for Nuclear Research" (1987, 622p.)

Vol. II: "Building and Running the Laboratory" (1990, 902p.)

"History of CERN Volume III" J. Krige, Editor; Amsterdam, North Holland Publishers.

Vol. III: (1996, 674p.)

Convention for the establishment of a European Organization for Nuclear Research, CERN.

"CERN, the world's leading particle physics research laboratory" issued by Communication and Public Education Group, CERN.

"LHC is presented to the CERN Council", Press Release, CERN, 93.12.17.

7. Access rules

(Excerpt from Operational Circular N° 3 "Rules applicable to archival material and archiving at CERN", issued by Personnel Division, CERN).

A **Introduction**

1. Rules for access to material kept in the CERN Archives follow general archival practices applied in other international organizations and in public archives in Europe.
2. The CERN Archives are not public archives; they primarily serve as an information source for the Organization. However, access is given to persons outside CERN upon request when there is justified interest.
3. There are two categories of users, internal and external, to whom different rules of access apply:

Internal users are members of the personnel of CERN. They have free access to documents and files of a purely scientific nature which have not been subject to restricted distribution and which do not contain any confidential information.

External users are persons who are not or are no longer members of the personnel of CERN. In principle, they have to send a written request to the Archivist. If access is requested to archival material which does not have free-access status, then the request is forwarded to the Director-General to obtain authorization for consultation.

4. There exist three levels of access according to the type of archived material. The level of access to a document or file is generally decided by the creator of the document or file and is indicated in the catalogue of the CERN Archives.

Free access applies to the majority of the scientific and technical material archived.

Restricted access applies to documents with restricted distribution, to files containing administrative documents, in particular correspondence, and to some declassified confidential material. Restricted access can be imposed by the originator or by CERN Management.

Protected access applies to confidential material for a period of thirty years, which may be extended in exceptional cases to fifty years.

5. For consultation and information retrieval, free access to the catalogues of the CERN Archives' holdings on databases is given to users inside and outside CERN via the WWW. The catalogued records describe the documents and files held in the CERN Archives, indicating their access status.

6. All users must contact the Archivist to gain access to the CERN Archives.

7. All users must comply with the present rules; in case of non-compliance, the Director-General may decide to prohibit future access.

B Levels of access

1) For internal users

8. Documents and files with free-access status

Internal users have free access to these documents and files.

9. Documents and files with restricted-access status

Requests for access to documents or files with restricted-access status must be of justified interest and the intended use of the information extracted must be disclosed.

CERN Management have access to all documents and files of the Organization. Division leaders and spokespersons of collaborations (or delegated persons) have unrestricted access to the documents and files of their own division or collaboration. For documents and files of another provenance, prior authorization from the originator or the Director-General is needed for consultation and/or copying.

All other users who are members of the personnel of CERN need prior authorization from the originator, via the CERN Archivist.

Non-staff members will be asked to fill in and sign a "Declaration" on the intended use of the information and, if applicable, concerning copies made or received from the CERN Archives.

10. **Protected access**

In cases where information is needed out of files whose content is partly confidential, the information may be extracted out of the file by the Archives' staff without giving access to the whole file. If the information itself is confidential or restricted, prior authorization is needed as outlined in paragraph 9.

2) For external users

11. **Documents and files with free-access status**

External users need to contact the CERN Archivist, preferably in writing, to consult documents and files with free-access status.

12. **Documents and files with restricted-access status**

Requests for access to documents or files with restricted access must be of justified interest and the intended use of the information extracted must be disclosed.

Authorized external users, having made a written request to the Director-General of CERN, may also need authorization from the originator, via the CERN Archivist, to have copies made from documents and files with restricted-access status. They must fill in and sign a "Declaration" on the intended use of the information and, if applicable, concerning copies made or received from the CERN Archives.

13. **Protected access**

In cases where information is needed out of files whose content is partly confidential, the information may be extracted out of the file by the Archives' staff without giving access to the whole file. If the information itself is confidential or restricted, prior authorization is needed as outlined in paragraph 12.

C Categories of archival material

1) Documents and files with free-access status

14. These comprise :

- All non-confidential documents of Council more than five years old.

- All non-confidential documents (unrestricted distribution) of CERN experiment committees and of technical and scientific committees and boards.
- All CERN divisional reports, technical notes, specifications, etc. with free distribution.
- CERN yellow reports.
- Press releases, CERN annual reports, CERN Bulletin, Experiments at CERN and similar series.
- In general, collections of a scientific nature from CERN staff (except documents or files marked confidential).

2) Documents and files with restricted-access status

15. In general, files with a closing date of less than 30 years containing correspondence have restricted access. This applies particularly to files with provenance from the Director-General, directors and division leaders and to documents from the subordinate bodies of Council (Committee of Council, Finance Committee, Scientific Policy Committee).

16. Parts of declassified confidential material may also have restricted-access status.

3) Confidential documents and files

17. As a rule, all confidential archival material is protected from access for a pre-determined time period. Sensitive information, in particular pertaining to individuals, is confidential and is protected for thirty years dating from the year of creation of the document or the closing date of the file, extended in exceptional cases to fifty years.

18. Files compiled by Personnel Division, Finance Division, the Medical Service and the Pension Fund, as long as they remain the responsibility of these divisions or services, are not accessible via the CERN Archives. Administrative Circular No. 10 describes the conditions for access of these special collections. Archiving of these collections is subject to agreements with the CERN Archivist and future transfer of part of the collections will be subject to discussions between the relevant parties.

19. Various types of interviews with members of the personnel of CERN constitute the oral history collection. Recorded interviews are treated as confidential material, except interviews with purely scientific and technical aspects which have restricted-access status.

D Regulations for access

1) General

20. Some of the archived documents and files have special restrictions concerning their availability for consultation, citation and/or publication imposed by their originators or by CERN Management.

21. Members of the personnel and authorized external users have access to the CERN Archives.

2) Obtaining authorization for access

22. Applications for access to the material kept in the CERN Archives should be made in writing to the CERN Archivist, indicating the reason for consultation. The form and the degree of authorization depends on the kind of collection to be consulted and on the status of the applicant.

E Use of archival material

23. No document may be removed from the Archives. Copies may only be made with the authorization of the Archivist and, when necessary, the originators of the document concerned.

24. The information extracted from all material belonging to the CERN Archives must be properly referenced by the user in order to identify the source.

25. Any authorization given by CERN is personal and not transferable. CERN's authorization for access to and use of its Archives in no way discharges the user from responsibilities and obligations concerning property and copyrights of CERN and of third parties.

European Parliament (EP)

1. Practical information

a) Address

Seat of the European Parliament since the Edinburgh Summit (11-12 December 1992):

European Parliament
Palais de l'Europe
Avenue Robert Schuman
BP 1024,
F-67070 Strasbourg Cedex
Tel. (33) 388 17 40 01
Fax. (+33) 388 17 51 84

For postal address, see under Secretariat

Secretariat address:

European Parliament,
Plateau du Kirchberg,
L-2929 Luxembourg
Tel.: (+352) 4300 1
Fax (+352) 43 70 09 or 43 40 72

Other place of work:

European Parliament,
Rue Wirtz,
B-1047 Brussels
Tel. (+32) 22 84 21 11
Fax (+32) 22 30 69 33

Political groups

See under Brussels above

The Archives Service:

European Parliament
Directorate-General for Research, Archives and Microforms
Centre Européen du Kirchberg
Bâtiment TOUR
L-2929 LUXEMBOURG

The parliamentary term is five years. The term of office of the Bureau (President, 14 Vice-Presidents and five Quaestors) is 30 months.

Plenary sittings are held 12 times a year in Strasbourg and, according to a special calendar, in Brussels (decision at the Edinburgh Summit of 11-12 December 1992, (OJ-C 341/23.12.1992) confirmed by Court of Justice judgement of 1 October 1997).

Political groups, standing committees (20), subcommittees (3), temporary committees, committees of inquiry, joint and interparliamentary delegations (35) (association agreements or relations with parliaments or international organizations) hold their meetings primarily in Brussels.

The political groups were created on 16 June 1953.

Their number, names, membership and relations with Parliament are governed by the Rules of Procedure.

The situation at the fourth parliamentary term, situation in December 1997 (denomination and members)

PSE	Group of the Party of European Socialists	215
PPE	Group of the European People's Party	180
UPE	Union for Europe Group	56
ELDR	Group of the European Liberal Democrat and Reform Party	41
GUE/NGL	Confederal Group of the European United Left - Nordic Green Left	33
Greens	Green Group in the European Parliament	27
ARE	Group of the European Radical Alliance	20
I-EDN	Group of Independents for a Europe of Nations	18
NI	Non-attached Members	36

The secretariat (seven directorates-general and the Legal Service) is in Luxembourg, with sections in Brussels and Strasbourg.

The Secretary-General's office is in Luxembourg.

Under the agreement signed by the Presidency of Parliament and the Luxembourg Government in July 1996, a balance has been established regarding the departments located in Brussels and Luxembourg.

Powers and responsibilities

(Before ratification of the Treaty of Amsterdam, signed by the Foreign Ministers of the 15 Member States on 2 October 1997, after the Amsterdam European Council's decision of 17 June 1997.)

Like all parliaments, the European Parliament exercises three fundamental powers: the power to legislate, the power of the purse and the power to supervise the executive.

(A) *Legislative power*

The legislative process set out in the Treaties of Rome states that the Commission proposes and the Council decides after consultation of Parliament. A Community law is null and void if Parliament is not consulted.

The procedures are:

- *consultation*: (one reading);
- *cooperation*: (two readings);
consultation between the Council and Parliament if Parliament's opinion is not incorporated in the common position of the Council;
- *codecision*: (three readings);
with the aid of a Conciliation Committee (Parliament + Council);

After ratification of the Treaty of Amsterdam the procedures will be simplified

- the *assent* procedure for treaties and agreements; structural and cohesion funds and the Central European Bank.

(B) *The power of the purse*

Every year, the European Parliament adopts the Union's budget. It comes into force when signed by the President. If he does not sign, the budget is frozen and the system of provisional twelfths comes into effect.

(C) *Powers of supervision*

The European Parliament exercises this power by appointment of the Members of the Commission and Court of Auditors and the Ombudsman; motions of censure against the Commission; written and oral questions to the Council and Commission; debates at Question Time; committees of inquiry; adoption of the budget and the budget discharge.

The voice of the citizen

The European Parliament is the only European institution that meets and debates in public. Its debates, opinions and resolutions are published in the Official Journal of the European Communities.

Any member of the public can individually or in a group exercise his right of petition and address requests or complaints to the President of Parliament on matters within the European Union's jurisdiction.

The European Parliament also elects the Ombudsman who is responsible for

investigating disputes that may arise between citizens and the administrative authorities of the European Union's institutions.

As Europe's citizens are also represented by national MPs, the European Parliament naturally maintains links with the parliaments of the Member States, through the Conference of organisations specialised in Community affairs (COSAC) which relayed the parliamentary assizes convened one in November 1990 in Rome).

3. Brief historical summary

More detailed chronologies appear in Parliament's brochures and publications.

- 9 May 1950: Robert Schuman launched the idea of the European Coal and Steel Community (ECSC) which was established by the Treaty of Paris of 18 April 1951 signed by Germany, Belgium, France, Italy, Luxembourg and the Netherlands.

- 10 September 1952: first meeting of the ECSC Common Assembly in Strasbourg, with Paul-Henri Spaak elected President (78 Members appointed by national parliaments).

- 19-21 March 1958: first session of the European Parliamentary Assembly (142 appointed Members) with Robert Schuman elected President.

- 30 March 1962: the Assembly decided to call itself the European Parliament in all official languages.

- 17 July 1979: first session of the first European Parliament elected by direct universal suffrage (410 Members), in Strasbourg with Simone Veil as President.

- 7 July 1981: the European Parliament decided to hold its plenary sittings in Strasbourg and its committee meetings in Brussels.

- 19 July 1982: Pieter Dankert elected President

- 14 February 1984: the European Parliament adopted the Spinelli report on the draft Treaty establishing the European Union.

- 24 July 1984: first session of the second parliamentary term with Pierre Pflimlin as President.

- 17 February 1986: Signing of the Single European Act by the Member State governments, followed by ratification by the national parliaments. This led to an improvement in procedures and extended the Treaty's areas of

responsibility, introducing real cooperation between Parliament and the Council. Under the Treaty the 12 Member States undertook to create a single market, with freedom of movement for people, capital, goods and services, by 31 December 1992 at the latest.

- 20 January 1987: Lord Plumb elected President
- 6 - 10 July 1987: first session after the Single European Act came into force on 1 July 1987.
- 25 July 1989: first session of the third parliamentary term with Enrique Barón Crespo as President.
- 9 and 10 November 1989: Fall of the Berlin Wall.
- 14 January 1992: Egon Klepsch elected President
- 7 February 1992: signing of the Treaty of European Union in Maastricht, which had been approved on 9 and 10 December 1991 at the Maastricht Summit.

By the Treaty on European Union, the Member States conferred further important powers on the European Parliament, especially with regard to legislative codecision (Parliament takes decisions in certain major areas on an equal footing with the Council), the appointment of a European Ombudsman and the investiture of the Commission.

The Treaty introduced the principle of subsidiarity, which means that decisions must be taken at the lowest administrative level possible. The Community intervenes only if the objectives can be better fulfilled at Community level, because of the scale or impact of the action.

- 11 and 12 December 1992: the Edinburgh European Council established the seat of the European Parliament in Strasbourg and authorises additional plenary sessions in Brussels.
- 1 November 1993: entry into force of the Treaty on European Union after ratification by the Member States.
- 15 - 19 November 1993: first session of the European Parliament of the European Union.
- 19 - 22 July 1994: first session of the fourth parliamentary term with

Klaus Hänsch as President; following German reunification, the number of German Members increased from 87 to 99, giving the European Parliament 567 Members.

- 16 - 20 January 1995: first session of the enlarged European Parliament,

with 626 Members after the accession of Austria, Finland and Sweden (the three new Member States provisionally sent delegates).

- 2 - 3 June 1995: Messina/Taormina Summit opening the IGC Intergovernmental Conference for revision of the Maastricht Treaty) (Parliament set up an IGC Task-Force on 23 January 1995).
- 15 - 16 December 1995: Madrid Summit, creation of the euro.
- 29 March 1996: Turin Summit, official statement by the President of the Parliament on the IGC.
- 9 - 13 December 1996: first session with 626 elected Members (following elections in Sweden in October and Austria and Finland in November).
- 14 July 1997: José María Gil Robles elected President
- 2 October 1997: signing of the Treaty of Amsterdam by the Foreign Ministers of the 15 Member States.

After ratification (by parliament between the end of 1997 and June 1998 in Spain. Greece, Italy, the United Kingdom, Austria, Belgium, France, the Netherlands, Sweden and Finland and referendum between March and December 1998 in Portugal, Ireland and Denmark), the European Parliament will have stronger powers, especially with regard to legislative codecision, enlargement and the establishment of economic and monetary union.

4. Description of the Archives Service

1. General background

The legal base for the service derives from the Rules of Procedure of the Common Assembly (1952), the Ad Hoc Assembly (1953), the European Parliamentary Assembly (March 1958), the European Parliament (March 1962) before and after the first direct elections in 1979 and the updated Rules of Procedure of February 1995 following implementation of the Treaty on European Union and the 1994 elections.

Until 1986, the archives service formed part of the Directorate-General of

Sessional and General Services and was mainly responsible for keeping the proceedings of part-sessions and all official correspondence.

From the outset, files on the work of committees were kept at the Directorate-General for Committees, with the Directorate-General for Sessional and General Services keeping only a copy of the minutes of committee meetings.

In 1974, on a decision by the Secretary-General, the archives service assumed responsibility for keeping the official documents of Parliament. It was released from the obligation of keeping the official documents of other institutions that are not part of the legislative procedure.

An internal instrument adopted in May 1974, by agreement between the Secretary-General and directors-general, defined and marked out the role of the official archives service as opposed to the archives services of the directorates-general and in particular the Directorate-General for Committees and Interparliamentary Delegations.

In 1983 the archives service assumed the role of keeper of the historical archives, following the publication in OJ L 43, 15.12.1983, of Decision 359/83/ECSC and Regulation (EEC/Euratom) No 354/83, which were adopted following European Parliament resolution 1-542/81 (OJ C 327, 14.12.1981).

In 1987 the archives service was attached to the Directorate-General for Research (DG IV), which deals with Parliamentary documentation and non-political relations with national parliaments, now also including parliaments in Central and Eastern Europe.

This decision strengthened its role in conserving official acts and making them available but gave the Directorate-General for Committees the task of keeping legislative texts (work on consultations) and own-initiative texts.

In 1989 the archives service became the depository for official acts (excluding working documents) under the cooperation and assent procedures introduced by the Single European Act (Article 189c).

In April 1994 it became the depository for all authentic acts under the conciliation and codecision procedures (Article 189b of the Treaty on European Union).

2. Current archives

In 1987 the archives service concluded an agreement with the official document distribution service whereby it is responsible for making available all official documents when stocks of the printed version have run out.

This decision has led to a considerable decentralization of microform archives and the gradual introduction since 1985 of an on-line distribution network.

3. Historical archives

There has been a considerable expansion in work on historical archives.

Handling of historical archives is based on European Parliament resolution 1-542/81, and two legislative texts on opening the European institutions' historical archives to the public (OJ L 43, 1983).

To fulfil its obligations the archives service has introduced a procedure for cooperating with the historical archives in Florence under a cooperation agreement approved by the budgetary authorities of the two institutions.

In 1995 Klaus Hänsch (President 1994-1997) proposed:

- (a) systematic handling of the archives of the Presidents of Parliament from the 1979 direct elections
- (b) study of a regulatory and budget framework for conserving and making available Members' archives from 1952.

4. Cooperation with the International Council on Archives (ICA)

This goes back to 1981. Parliament was initially a D category member; it is now in the C category.

Permanent cooperation:

- Archivists of international organizations (ICA/SIO)
- Archives and archivists of parliaments and political parties (ICA/SPP).

5. Description of the archival series

1. Luxembourg

By agreement with the European Union's historical archives service in Florence, a large part of the historical archives (1952-1962) have been transferred to Florence, which is responsible for their permanent conservation and public access.

The archives service keeps microfilms and microfiches in Luxembourg, which are also accessible to researchers.

The service also keeps monographs with chronological and subject inventories (annual handbooks 1953-1982).

Collections:

- Minutes of plenary sittings:
 - . authentic editions (signed by the President);
 - . edition published in the Official Journal.

Full collection, all languages, from 1952.

- Debates:
full collection, all languages, from 1952.

Partial collection with manuscript corrections by the author.

- Committee reports:
Incomplete collection from 1952, with some languages missing.
- Resolutions:
Full collection from 1952.
- Petitions:
Collection from 1953, on the basis of the register provided for in the Rules of Procedure.
- Minutes of committee meetings (very incomplete collection with language and chronological gaps), official papers of the Bureau and enlarged Bureau (minutes and documents: full collection from the 1960s); previous documents (collections with gaps).
- Incomplete collection (FR + EN) of joint meetings between the Parliamentary Assembly and the Assembly of the Council of Europe.
- Collection (incomplete in the official languages) of sessions of the ACP Assembly (Yaoundé; Lomé I; Lomé II; Lomé III).

Presidents' collection, listed in inventory but not yet open

- | | |
|---|------------------|
| - Simone Veil, President 1979-1982 | inventory |
| - Pieter Dankert, President 1982-1984 | inventory |
| - Pierre Pflimlin, President 1984-1987 | work in progress |
| - Lord Plumb, President 1987-1989 | work in progress |
| - Enrique Barón Crespo, President 1989-1992 | work in progress |

Correspondence

- Chronological collection from 1952, limited to outgoing mail from 1952 to 1972; incoming and outgoing mail after that
- Collection by subject: incoming and outgoing mail from 1952 to 1972
- Presidents' collection, by date from 1981: only official mail

2. Florence

- ECSC Common Assembly and Parliamentary Assembly (1952-1967).
- Ad Hoc Assembly (1952-1955).

- Press cuttings

Parliamentary activities of the institution and its Members from 1956 to 1990 as reported in the printed press of the Member States.

- Summary

An updated summary of the holdings is regularly published by the Florence Institute (see *Guide to the historical archives of the European Communities*, fifth edition, 1998). The Florence Institute also publishes detailed inventories of official and private records deposited.

Finding aids

Given that the service is mainly responsible for keeping documents connected with sittings, the inventory is made up of the tables of debates:

- tables of names;
- analytical tables;
- list of session documents;
- list of petitions;
- list of written questions;
- list of texts translated and printed from 1952.

For archived official correspondence:

- subject index from 1952 to 1973;
- chronological index from 1952 to 1988.

Yearbooks:

- 1953, *Yearbook of the Common Assembly*;
- 1956 to 1958, annually: *Handbook of the Common Assembly*;
- 1958-1959 to 1967, annually: *Handbook of the European Parliamentary Assembly*
- 1979 to 1982: loose-leaf edition: *Official handbook of the European Parliament*
- 1984: only edition of *Official handbook of the European Parliament*

Since 1978 the European Parliament has published different forms of a *vade mecum* without detailed biographies.

N.B.: The political groups publish their own lists and year books.

In 1983 the European Parliament published a full list of Members from 1952 to March 1982.

In 1994/95 Parliament published a vade mecum of Members elected for the fourth parliamentary term (1994-1999); this list is updated every part-session.

Document references are mainly obtained from the databases:

- CELEX (interinstitutional database that contains Parliament's resolutions);
- EPOQUE (Parliament database that contains session documents);
- EUROPARL: <http://www.europarl.eu.int>

6. Research strategies

General overviews

- *Forging ahead: European Parliament 1952-1982*, Directorate-General for Research, Office for Official Publications of the European Communities, second edition, 1983, 237 pp., seven languages, ISBN 92-823-0049 to 55.
- *Forging ahead: European Parliament 1952-1988: 36 years*, Directorate-General for Research, Office for Official Publications of the European Communities, third edition, 1989, 229 pp., nine languages, ISBN 92-823-0150 to 158.
- *From the ECSC to the European Union: 40 years of the European Parliament*, Directorate-General for Research, first edition, 1994, 80 pp., nine languages, ISBN 92-823-0543 to 551.
- ECPRD: 20 years of activity. The development and achievements of the EUROPEAN CENTRE FOR PARLIAMENTARY RESEARCH AND DOCUMENTATION. Cooperation in the field of documentation and research between the European Parliament and the national parliaments
DG IV: FR + EN + DE.
- DG III (public relations) produces a number of regularly updated brochures on Parliament's political bodies.
- EUROPARL is updated every day.

Session documents available to the public and general information

EP information offices: see national telephone directories: Athens; Berlin; Bonn; Brussels; The Hague; Dublin; Helsinki; Copenhagen; Lisbon; London; Luxembourg; Madrid; Paris; Rome; Stockholm; Strasbourg; Vienna.
Up-to-date list in EUROPARL.

The information offices will, if necessary, forward requests for documents to the distribution service in Luxembourg (see under Secretariat)
Fax (+352) 43 19 10

Division for Correspondence with Citizens and Relations with European Organizations
European Parliament - DG III
L - 2929 Luxembourg .
Fax (+352) 4300 - 23656

Ombudsman
1, avenue du Président Robert Schuman - BP 403
F - 67001 Strasbourg Cedex
Tel.: (+33) 388 17 23 13 23 83
Fax: (+33) 388 17 90 62

Office for Official Publications of the EC
L - 2985 Luxembourg
Tel.: (+352) 2929 1

7. Access rules

Authorization

Applications, explaining reasons for consultation, must be presented to the archives service two weeks in advance. The archives service will obtain authorization from the Secretary-General or the director-general responsible (DG IV).

The application should contain a list, however short, of the documents or periods being researched.

Access to and movement on the premises is subject to the general rules governing security (registration at reception).

Access may be limited to the archives service offices and the library and microform library reading room.

The right of access may also be extended to the canteens and cafeteria and

other areas.

Facilities

Access to documents that have not been published or released is subject to the rules of 10 July 1997, published in OJ L 263, 1997 (prior authorization/special permission).

Access to documents is primarily through *consultation on the spot* in the

archives service and central microform library.

Two of the three holding points on the Kirchberg have consultation facilities.

Facilities available for self-service: one microfiche reader; one photocopier with zoom/reduction facility.

Facilities available for use with staff assistance: one microfilm reader with automatic search; one PC.

Obtaining copies

Requests for documents less than five years old or from the current parliamentary term should first be addressed to the distribution service.

Direct fax line: (+352) 43 19 10

Copies of acts that have been debated in plenary will be provided only for documents that are no longer available from the distribution service.

Copies cannot be provided of documents where Parliament is not the author or in language versions not deposited.

Facilities on the spot: photocopies, reproductions of microforms and computer print-outs are free of charge provided an undertaking is given to provide Parliament with a copy of the work.

Facilities by mail: copies sent by mail are usually charged at the rates applied by the Office for Official Publications of the European Communities (available on request).

Photocopies are sent free of charge if an undertaking is given to provide Parliament with a copy of the work (article, paper, thesis, study) produced by the applicant.

European Space Agency (ESA)

1. Practical information

a) Address

Headquarters:
8-10, rue Mario Nikis,
F-75738 Paris Cedex 15,
France
Telex: ESA 202 746 F.
Fax: + 33 1 53 69 75 60.
Telephone: + 33 1 53 69 76 54

Archives/Legal Department,
fax: + 33 1 53 69 76 71.
Telephone: + 33 1 53 69 75 67
Web site: <http://www.esrin.esa.it/>

b) Working languages

The working languages of the Agency are English and French.

2. Presentation of the Organisation

The text of the ESA Convention (ref. CSE/CS(73)19, rev. 7) was approved by the Conference of plenipotentiaries held in Paris on 30 May 1975. The Convention was signed after this Conference by all Member States of the European Space Research Organisation (ESRO) and of the European Organisation for the Development and Construction of Space Vehicle Launchers (ELDO)—except Australia—and opened for signature by the Member States of the European Space Conference. It entered into force on 30 October 1980 though ESA functioned de facto from 31 May 1975, in accordance with Resolution no. 1 of the Conference of Plenipotentiaries (for more details, see the Proceedings of the ESA/European University Institute (IUE) International Colloquium held in Florence on 25-26 October 1993, entitled *The Implementation of the ESA Convention—Lessons from the Past*, published in 1994 by Martinus Nijhoff Publishers and available from ESA/European Centre for Space Law, ECSL)

As stated in the ESA Convention (Article II) *The purpose of the Agency shall be to provide for and to promote, for exclusively peaceful purposes, cooperation among European States in space research and technology and their space applications with a view to their being used for scientific purposes and for operational space applications systems: a) by elaborating and implementing a long-term European space policy, by recommending space objectives to the Member States, and by concerting the policies of the Member States with respect to other national and international organisations and institutions; b) by elaborating and implementing activities and programmes in the space field; c) by coordinating the European space programme and national programmes, and by integrating the latter progressively and as completely as possible into the European space programme, in particular as regards the development of applications satellites; d) by elaborating and implementing the industrial policy appropriate to its programme and by recommending a coherent industrial policy to the member States.*

The European Space Agency has its headquarters in Paris, where the Director General's office is situated and where the Agency's Council meets, together with the various committees. Headquarters also houses the various programme directorates and administrative services, with a staff of almost 350. Besides its headquarters, ESA has a number of establishments, as well as a launch base at Kourou in French Guiana, liaison offices in Washington in Moscow, and an office in Brussels for relations with the European Commission. The ESA establishments are:

ESTEC (European Space Research and Technology Centre) at Noordwijk, NL
ESOC (European Space Operations Centre) at Darmstadt, Germany
EAC (European Astronaut Centre) at Cologne, Germany
ESRIN (European Space Research Institute) at Frascati, Italy

(For more details, see *All About the European Space Agency - how it is organised, how it works, what it does, all its programmes*, issued by ESA Public Relations Division, fax: +33 1 53 69 76 90, telephone: + 33 1 53 69 71 55).

3. Brief administrative history of ESA

a) Origins

The origins of the European Space Agency can be traced back to the initiative taken by two scientific statesmen, Pierre Auger and Edoardo Amaldi. In 1959 they suggested that European governments should pool their resources and together establish a collaborative organisation for space modelled on CERN (European organisation for nuclear research), and dedicated to both the development of launchers and the use of satellites and sounding rockets for research. A preliminary organisation was established in December 1960, the COPERS, whose task it was to prepare the programme, budget and administrative structure of a future European space effort. The two functions, research and launcher development were soon split from one another, however. In April 1960 the British government decided to cancel its intermediate range ballistic missile called Blue Streak and to recycle it as a civilian satellite launcher in collaboration with partners on the continent. The costs of this programme, and the military implications of rocketry at the

height of the Cold War, limited the number of European governments interested in the scheme. Thus Europe entered space in 1964 with two organisations, one devoted to scientific research (ESRO—the European Space Research Organisation) and one devoted to launchers (ELDO—the European Launcher Development Organisation). The founding Member States of ESRO were Britain, France, Germany and Italy, Belgium and the Netherlands, Sweden and Denmark, Spain and Switzerland. ELDO's founder Members were the first six of these plus Australia, which made its rocket range at Woomera available to the organisation.

From 1967 onwards the European space effort passed through a number of fundamental policy crises which were only finally settled in 1973. ESRO's scientific programme functioned reasonably well, though governments felt increasingly that its mission should be reoriented towards the development of applications satellites, notably for telecommunications. ELDO's launcher was plagued with technical problems deriving from the difficulties of launcher technology, the inexperience of European industry in this domain, and fragmented project management. Indeed in the decade or so of the organisation's existence its launchers did not manage to put a single satellite successfully into orbit. A rift thus opened up between those governments, like France, which felt that European autonomy in space demanded that Europe have its own launcher, and Britain, which believed that the United States could be relied on to provide Europe with its launcher needs. The debate was complicated by an offer from the US for Europe to participate in NASA's post-Apollo programme. This included development of the Space Shuttle, a revolutionary technology which, it was said, would outprice conventional launchers and render them obsolescent.

The crises were resolved by a number of package deals agreed between European governments in the early 1970s. These made provision for a reduced science programme, and the development of a number of applications satellites (for telecommunications, aircraft navigation, meteorology, etc.) on an optional basis. At the same time the French government offered to take responsibility for a new European satellite launcher called Ariane, to be launched from the equatorial space centre at Kourou, in French Guiana. The German government took responsibility for Spacelab, a shirt-sleeve environment research facility to be flown in the Shuttle's cargo bay. It was also agreed to wind up ELDO and to group the entire European space effort in a single agency, ESA. ESA came into being *de facto* in May 1975.

These programmes came to maturity in the early 1980s. At a Ministerial meeting of the Council in The Hague in 1987 the broad outlines of the next phase of the European space programme were laid down. They included a commitment to an integrated science programme encompassing the many traditional space science disciplines ('Horizon 2000'), to a microgravity research programme with Spacelab, to a reinforced earth observation and telecommunications programme, to the development of a new heavy launcher (Ariane 5) and to the construction of components of an international space station to be built by the United States and other partners and to be accessed by a European space plane called Hermes. The changing political context since 1989 and tight budgetary restrictions have led to this programme subsequently being cut back, notably by the cancellation of Hermes.

b) Member States

Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Italy, the Netherlands, Norway, Spain, Sweden, Switzerland and the United Kingdom. A Cooperative Agreement between ESA and Canada was concluded in 1979, the last version of which entered into force on 1 January 1989 for 10 years.

c) Administrative structure

The main decision-making body of ESRO, ELDO and ESA is the Council, made up of representatives of each Member State. In the 1960s an additional body meeting at Ministerial level, the European Space Conference, was set up to define the broad lines of European space policy. That body was abolished when ESA came into being. Instead provision was made for the ESA Council to meet, when needed, at Ministerial level.

The ESRO and ELDO Councils were assisted by a Scientific and a Technical Committee, and by an Administrative and Finance Committee. ESRO's Scientific and Technical Committee was further supported by a Launching Programme Advisory Committee, which was advised in turn by committees of experts dealing with various domains of space science.

This basic structure continues to operate in ESA. Participants in optional programme are represented on specialised Programme Boards with management powers delegated by Council. An Industrial Policy Committee and Administrative and Finance Committee prepare Council's deliberations and can where appropriate be delegated decision-making powers. ESA's external policies are worked out by the International Relations Committee.

4. Description of the Archives Service

The setting-up of an ESA historical archive collection was dealt with in Administrative Instruction ESA/ADMIN(89)12, dated 18 August 1989. Classification of ESA documents is governed by the rules concerning information and data, Chapter V in particular, adopted by the ESA Council in December 1989 (ESA/C(89)95 rev 1). Rules of access were established in ESA/C(91)10. These rules entered into force on 1 January 1991 (see below, section 7).

ESA's historical archives are being stored at the Historical Archives of the European Communities (HAEC) in Florence, to which end a 'contrat de depot' was signed on 12 May 1989 with the European University Institute (IUE). ESA's official papers are transferred on a yearly basis, whenever possible, in both English and French. Shipments to HAEC are coordinated with ESA Legal Department. Some special archival collections are deposited—or will be deposited—with the Centre des Archives Contemporaines.

5. Description of the archival series

a) **ESA Historical Archives in Florence**

The core of the ESA Historical Archives in Florence is made up by the so-called 'Blue Papers', official documents emanating from the Councils of ESRO, ELDO and

ESA and their committees. These include the minutes of every meeting and the documents prepared for them. In addition there are some files grouping together correspondence and other miscellaneous material of historical, economic or scientific interest. The prehistory of ESRO is covered by a similar collection of COPERS papers. The crises of the mid-1960s are covered by a fine collection of papers on the ESC (European Space Conference), as well as a small collection of papers from the CETS, the European Conference established in the early 1960s to deal with telecommunications matters. There are also a few collections of personal papers relevant to the history of the European space effort available in the archives, as well as some subject files from specific ESA liaison offices (e.g. in Washington). The Historical Archives in Florence thus contain about 24 000 files of ESA and its predecessors divided as follows:

- Copers
European Preparatory Commission on Space Research
1245 files, 3 linear metres
- Cets
European Conference on Satellite Communications
122 files, 0.5 linear metres
- ELDO
European Launcher Development Organisation
4569 files, 26 linear metres
- ESC
European Space Conference
1490 files, 3 linear metres
- ESRO
European Space Research Organisation
9462 files, 35 linear metres
- ESA
European Space Agency (up to the year 1983)
6935 files, 30 linear metres

b) Special archival collections

- Tape of official ESA meetings

In addition to the ESA Historical Archives in Florence, the ESA Legal Department has concluded a 'contrat de depot' with the Centre des Archives contemporaines, Fontainebleau, France, for deposit of tapes containing the recording of major ESA meetings: Council, AFC, Programme Boards, Committees. These tapes are available for consultation 15 years after the date of the meeting and may not be copied.

- Video Films

The ESA Legal Department is presently in negotiation with the Centre des Archives Contemporaines for storing video films produced by and for the Agency.

6. Research strategies

The best way to gain an understanding of ESA activities is to begin with the Annual Reports. These can be supplemented by the ESA Bulletin, which gives additional information on major programmes. More detailed historical analyses can be found in the ESA HSR series, which are the result of an in depth study by professional historians. A special report entitled *Europe in Spare, 1960 1973* (esa SP- 1172, by John Krige & Arturo Russo, ESA Publications Division, ESTEC, Noordwijk, The Netherlands, 1994, VIII-142 p.) summarize the prehistory of ESA. The ESA Special Reports series (esa SP) also contain a large amount of technical and other information on particular programmes.

More detailed research can be done using the archives in Florence, where it is best to begin with the 'blue papers' (see above, point 5. a). Access to the ESA Archives which are available in the public domain can be obtained via the following Internet address: <http://wwwarc.iue.it> —each listed official document gives the title, date, record code and short description of contents.

7. Access rules

The ESA Historical Archives are open to the public for research after 15 years (official documents, i.e. Council, AFC, Programme Boards and Committees, Working group documents, or Directorate/Department'files and correspondence, etc.). Some documents may even be made available to the public earlier, i.e. in cases where a programme has been brought to an end (e.g. files concerning Giotto), under certain conditions. Exceptions are confidential documents (e.g. Restricted Council documents, open after 30 years) and contracts (deposited only up to the year 1975 and open after 40 years). Staff members' files and other documents containing information relating to the professional or personal lives of any individual may not leave ESA without an express indication of their nature. No access is allowed to documents thus designated for a period of 100 years from the date of birth or 30 years from the date of decease of the person concerned.

Access to ESA historical archives may be granted to anyone on request to the HAEC, subject to agreement to be bound by ESA's Rules and those of the HAEC.

Access to restricted-circulation documents shall be subject to express authorisation by ESA. The HAEC is required to copy all requests for access to confidential documents to the Agency and may act on them only when it has received the Agency's decision.

The public shall not have access to:

- documents and exhibits produced before the Agency Appeals Board;
- private personal papers, unless the persons concerned authorise public access
- documents marked confidential on the storage slip, unless declassified subsequently;
- documents from a Member State, institution or private individual, staff files, and documents to which the Agency obtained access for its own requirements on condition that it treated them as confidential. Access to such documents is subject to the express authorisation of the State, institution or individual concerned;
- documents containing commercial information covered by professional or trade secrecy or by copyright.

Historical Archives of the European Communities (HAEC)

1. Practical information

a) Address

Historical Archives of the European Communities
Villa 'Il Poggiolo'
Piazza Edison, 11
50133 Firenze
Italia
Tel. (+39 55) 46 85 620
Fax. (+39 55) 57 37 28

E-mail: archiv@datacomm.iue.it

Web site: <http://wwwarc.iue.it>

b) Opening hours

The Archive is open continuously from Monday to Friday from 8.30 a.m. to 5 p.m., except in the Christmas, Easter and Ferragosto (15 August) weeks.

2. Presentation of the Organization

In February 1983, the Community institutions decided to release their archives - Decision n. 359/83 CECA (5 February 1983) and the Regulation CEE-EURATOM n. 354/83, Article 1 - following the commonly accepted 30 years rule, thus making the documents accessible for research.

On 17 December 1984 an agreement was reached between the Commission acting in the name of all the other Community institutions and the European University Institute with the object of depositing their historical documents in Florence and making them available to the public.

The European University Institute was founded in 1972 by the European Community Member States to provide advanced academic and cultural training on a European basis, and begun functioning in 1976. It carries out research in a European perspective (fundamental research, comparative research and Community research) in the human and social sciences: history, law, economics, and political science. Its full-time teaching staff and 330 research students come from all countries of the European Union. It welcomes research students, for periods from one to three years, who wish either to: take the Institute's doctorate (normally three

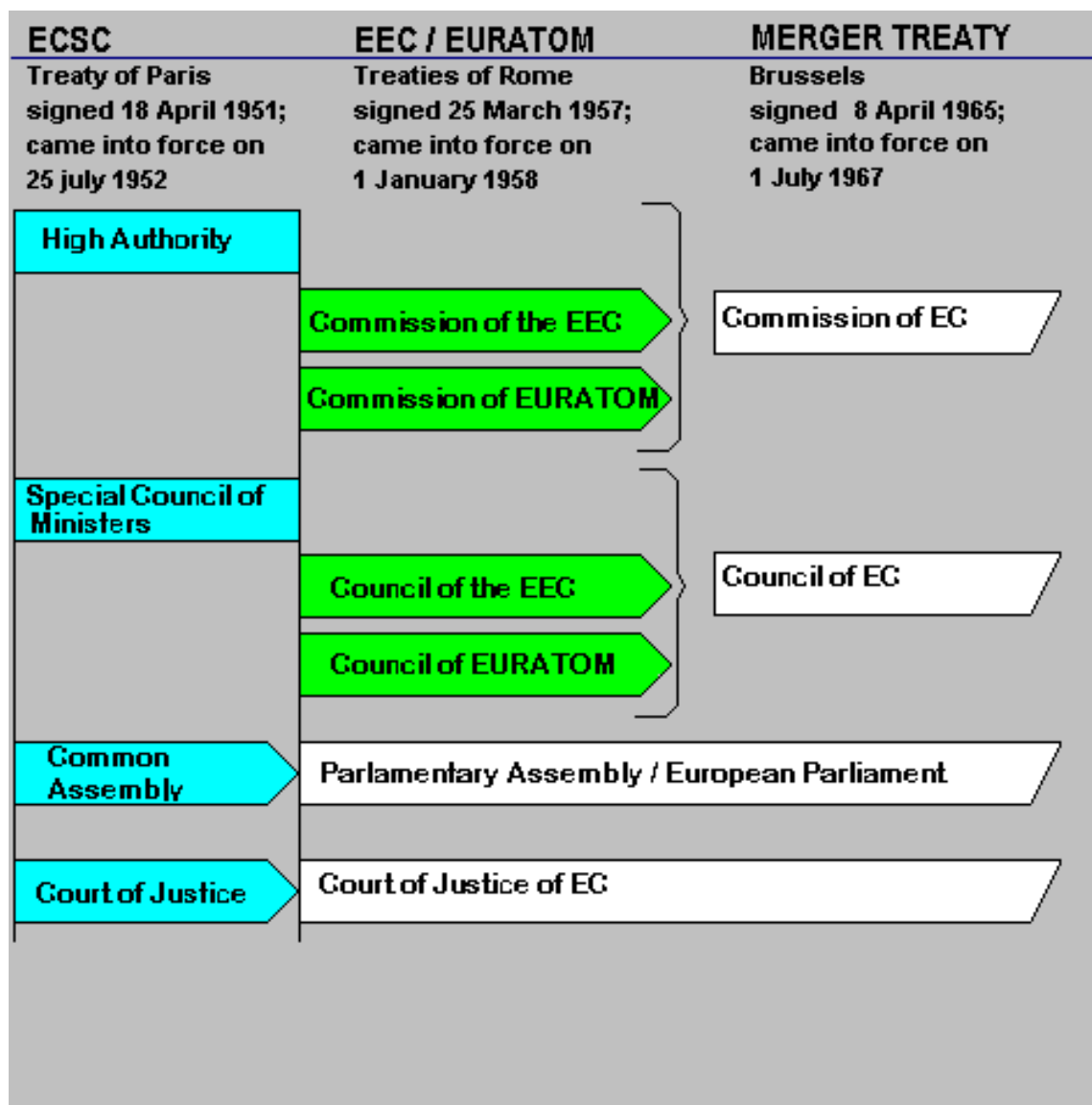
years); take the LL M (one year's study) in comparative, European and international law; or exceptionally, spend one or two years' doctoral training at the Institute before defending a thesis in their home university.

Particular emphasis is given, in the History Department, to the history of European integration, a permanent research project of the Institute. The focus of teaching and research tends to shift to make full use of the potential afforded by the 30-year rule governing release of official government archives in most Community countries and the European Community itself.

Within this framework, the Historical Archives of the European Communities (HAEC) was opened on 13 December 1985 as part of the European University Institute.

3. Brief administrative history

The term 'European Communities' is a collective term for the European Coal and Steel Community (ECSC), founded in 1951, the European Economic Community (EEC) and the European Atomic Energy Community (EURATOM), founded in 1957.



4. Description of the Archives Service

The Historical Archives of the European Communities (HAEC) was opened on 13 December 1985 as part of the European University Institute.

Since then, the European Community files, produced in Brussels and Luxembourg, have been deposited centrally in Florence and are kept here in their original form, while in the archives established in the various institutions the same documents are also available on microform.

In addition the Historical Archives also seeks to acquire papers of European politicians or officials, or archives of European associations, parties and organisations that have played a significant part in the process of European Integration, and also copies of documents held in other repositories, which complement the existing collections or which relate to European unification.

The basic structure of the archival Fonds of the European Communities is determined by the organisation, functions and activities of those Communities reflected by the originating institutions and their evolution.

A reference library, highly specialised, including published diplomatic documents and monographs of European integration and international relations since 1945 in five Community languages, is available to researchers in the Archive's reading room.

5. Description of the archival series

The holdings of the Historical Archives of the European Communities are assembled in three different groups of Fonds:

- Fonds from European Community Institutions (EC)

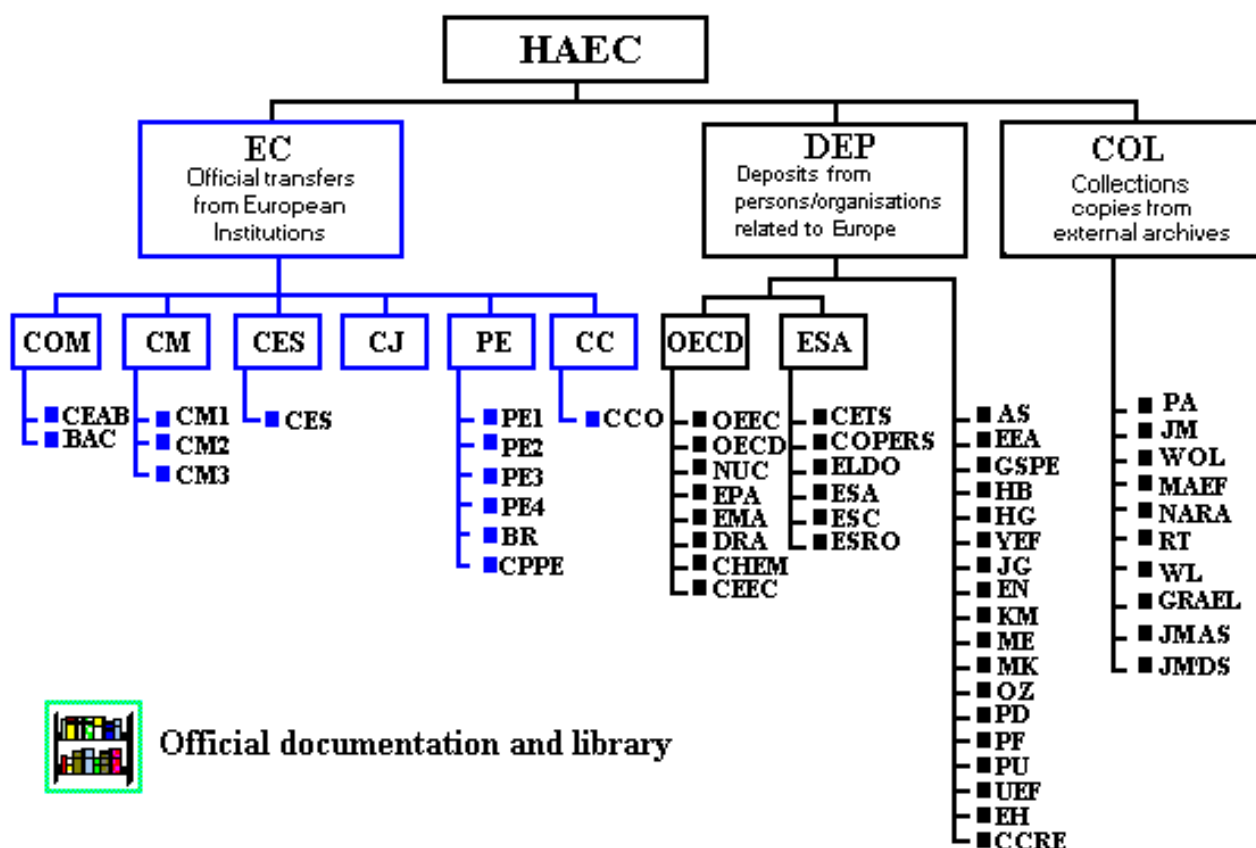
Forming the core of the HAEC these Fonds have been transferred to Florence in the terms settled in the contract signed between the Commission, acting on the behalf of the various EC institutions, and the European University Institute.

- Deposits (DEP)

Fonds that came to the archive by means of an agreement with their owners. Their treatment depends on this agreement but, as most of them had not previously been organised at all, the HAEC is responsible for its arrangement and description.

- Collections (COL)

Documents acquired from various sources, normally reproductions of documents in custody in other archival repositories.



A. Fonds from the European Communities institutions (EC)

a) Fonds transferred from the European Commission (COM)

- High Authority of the ECSC (CEAB)
- Commission of the EEC and Commission of the EURATOM (BAC)

b) Fonds transferred from the Council of the European Union (CM)

- Special Council of Ministers of the ECSC (CM1)
- Council of Ministers of the EEC and Council of Ministers of the EURATOM (CM3)
- Negotiations for the Treaties establishing the EEC and the EURATOM (CM4)

c) Fonds transferred from the European Parliament (PE)

- ECSC Common Assembly (PE1)
- Ad-hoc Assembly (PE2)
- European Parliamentary Assembly / European Parliament (nominated) (PE3)
- European Parliament (elected) (PE4)
- European Parliament press cuttings (CPPE)
- Bocklet Report (BR)

- European Parliament Presidential archives
- European Parliament Members archives
- Collections of European Parliament published documents

d) Fonds transferred from European Court of Auditors (CC)

- Audit Board (CCO)

e) Fonds transferred from the Economic and Social Committee (CES)

- Economic and Social Committee (CES)

B. Deposits (DEP)

- Fonds from international organisations

Fonds transferred from OECD

- Conference for European economic Co-operation (CEEC)
- Organisation for European Economic Co-operation (OEEC)
- Organisation for Economic Co-operation and Development (OECD)
- European Payments Union (EPU)
- European Productivity Agency (EPA)
- European Monetary Agreement (EMA)
- European Nuclear Energy Agency (NUC)

- Dragon Project (DRA)
- Eurochemic Society (CHEM)
- Microfilm collection (MIC)
- Published materials

Fonds transferred from the European Space Agency (ESA)

- European Preparatory Commission on Space Research (COPERS)
- European Launchers Development Organisation (ELDO)
- European Space Agency (ESA)
- European Space Conference (ESC)
- European Conference on Satellite Communications (CETS)
- European Space and Research Organisation (ESRO)

- Fonds from non-governmental movements and associations
- Union of European Federalists (UEF)
- European Movement (ME)
- Young European Federalists (JEF)
- Council of European Municipalities and Regions (CCRE)
- European Parliament Socialist Group (GSPE)

- Fonds from individuals
- Altiero Spinelli (AS)
- Enzo Enriques Agnoletti (EEA)
- Etienne Hirsch (EH)
- Emile Noël (EN)
- Hendrik De Bruijn (HB)
- Helmut Goetz (HG)
- Jules Guéron (JG)
- Klaus Meyer (KM)
- Orlof Zimmermann (OZ)
- Philippe Deshormes (PD)
- Paolo Maria Falcone (PF)
- Pierre Uri (PU)
- William O. Lock (WOL)

C. Collections

- Jean Monnet American Sources (JMAS)
- Jean Monnet Duchêne Sources (JMDS)
- Jean Monnet Perth Sources (JMPS)
- European Parliament Green Alternative European Link (GRAEL)
- Walter Lipgens Collection (WL)
- Pierre Auger (PA)
- Jean Mussard (JM)
- Robert Triffin (RT)

- Interviews (INT)

Collections from French Foreign Affairs Ministry (MAEF)

- "Division économique et financière: Service de Coopération économique" (DE-CE)
- "Division d'Europe: Questions internationales européennes" (DEU)
- "Papiers directeurs : Olivier Wormser" (OW)
- General Secretariat - Meetings/Interviews and Communications (SG)
- Robert Schuman Cabinet (RS)

Collections from National Archives and Records Administration (NARA) United States Department of State

- Confidential US State Department Central Files Declassified Documents

Collections from Public Records Office (PRO) - Great Britain Foreign Office

- Foreign Office Files for Post-War Europe Series One: The Schuman Plan and the European Coal and Steel Community, 1950-1955

- German Foreign Office Political Archives

- “Auswärtiges Amt” (AA)

John F. Kennedy Library

- The John F. Kennedy National Security Files Western Europe: National Security Files 1961-1963

Lyndon Beines Johnson Library

- The Lyndon B Johnson National Security Files Western Europe: National Security Files, 1963-1969

5. Description of the fonds

A . Fonds from the European Communities institutions (EC)

The three European Communities, while still in existence, formed the following working institutions and organs:

- European Parliament - the Council of Ministers
- Commission
- Court of Auditors
- Court of Justice¹
- Economic and Social Committee and
- Consultative Committee

The documents created by these institutions and its predecessors are transferred to Florence annually. The transfer of the material is, normally, carried out by the Commission or by the Parliament transport service.

By virtue of Article 4 of the Contract between the European University Institute (EUI) and the Institutions (17 December 1984), the arrangement of the files remains the exclusive responsibility of each of them. The EUI must respect the order established by the Institution, and no changes are allowed. The archival services in Brussels and Luxembourg are responsible for developing finding aids.

The Historical Archives of the European Communities has responsibility for preserving the original documents and making them available to researchers now and in the future.

a) Fonds transferred from the Commission (COM)

¹ In spite of the dispositions of the contract of December 1984 (art.2.par.3), which apply also to the archives of the Court of Justice, no documents have yet been transferred to Florence.

The material which makes up the COM subgroup is comprised of the Fonds transferred from the Commission of the European Communities General Archives in Brussels (Bâtiment Square de Meêus Rue de la Loi, 200 B-1049 Bruxelles).

The Fonds which have been transferred to Florence are:

- High Authority of the European Coal and Steel Community (CEAB)

The High Authority of the European Coal and Steel Community was the executive body of the first European Community. Established in Luxembourg on 10 August 1952, it had responsibility for setting up the Common Market in coal and steel and ensuring accomplishment of the objectives set by the Treaty on the terms it laid down. Since the merger of the Community bodies was decided by the Treaty of 8 April 1965, the powers of the High Authority have been exercised by the Single Commission of the European Communities.

490 linear metres - As of now the Archives in Florence holds 21493 files with the correspondent microfiches, covering the years 1952 to 1966. This Fonds is arranged according to the functions of the individual departments (Divisions) and working parties; particular importance is attached to documents of the General Secretariat, Legal and External Relations Services. Minutes of High Authority meetings, speeches, weekly reports, internal structure of the organisation (statutes); relationships with Assembly, Council, Court of Justice, ECSC Consultative Committee (minutes); relationships with third countries and international organisations; transport, coal and steel and labour issues. The Central Archives of the Commission have published an inventory for five of the Divisions². For the remaining ones exhaustive lists describing these files, elaborated by the Commission are available at the inventory room in Florence. Part of the descriptions for this Fonds are available also in EURHISTAR and can be retrieved on-line. The electronic transfer of further descriptions of these Fonds is expected within a short period.

- Commission of the European Economic Community and Commission of the European Community for Atomic Energy (BAC)

After the Merger Treaty came into force on 1 July 1967, the Commission became the common body for the three European Communities: the ECSC, the EEC and EURATOM. As the guardian of the treaties, it embodied the common interest and was not to follow instructions from any single Member State. Holding the monopoly of legislative initiative, it implemented Community laws (regulations or directives) and exercised decision-making power in cases specified by the Treaties. The President and the collective body of commissioners have an administration to assist them, with headquarters provisionally located chiefly in Brussels and Luxembourg. It is organised into Directorates-General each specialising in a sector of implementation of Community policy or administrative management.

² Commission Européenne, Secrétariat général: Haute Autorité CECA: Inventaire des Dossiers – 1952-1967. Vol 1. Luxembourg, 1996

195 linear metres - 5015 files with corresponding microfiches have been transferred to Florence covering the period 1958-1966. The only finding aids for this Fonds are the transfer lists prepared by the Commission Historical Archive in Brussels.

b) Fonds transferred from Council of the European Union Archives (CM)

The material which makes up the EC-CM subgroup is comprised of Fonds transferred from the Council of the European Union Archives Department in Brussels (Rue de la Loi, 170 B-1048 Bruxelles).

The Fonds which have been transferred to Florence are identified as:

- Special Council of Ministers of the ECSC (CM1)

The Special Council of Ministers, as it was called in the Treaty of Paris before being termed simply, Council of Ministers in the Rome Treaties, was initiated as a body with, among other objectives, the function of exercising control over the High Authority's activities by issuing opinions. The Council was assisted by a Co-ordinating Committee (COCOR), consisting of national representatives concerned with the task of preparing discussions, making enquiries and convoking technical committees where necessary. According to the rules of procedure, the President presented convocations to the Council at the request of a Member State or of the High Authority, and prepared session documents with the assistance of a Secretary.

54 linear metres - 2 484 files with corresponding microfiches covering the period 1952-1958 and respecting: minutes and preparatory documents of Council meetings, of the Co-ordinating Committee (COCOR) and of the Four Presidents' Committee; relations with the Assembly, Court of Justice, High Authority; structure and procedures of the Council's internal administration; settlement of individual industrial, economic and financial questions on the basis of the ECSC Treaty; relations with third countries and international organisations. The finding aids for this Fonds consist essentially of printed inventories prepared by the Archives of the Council and are organised according to year. This information has been transcribed to EURHISTAR. A classification which respects the original arrangement was added, as an additional facility for information retrieval. An output of the database is also available in printed form.

- Council of Ministers of the EEC and Council of Ministers of the EURATOM (CM2)

The Council of Ministers is the chief decision-making body of the European Communities. It brings together Member State ministers according to the subject matter on the agenda: Foreign Affairs, Agriculture, Industry, Transport, Environment etc. Each EEC country takes the Chair in turn, for six months. The Council ensures co-ordination of Member States' general economic policies. Its area of action has been extended as the Community has acquired more powers. The Council, chiefly representing Member States, adopts and amends

proposals by the EC Commission, to which it delegates the implementation of its decisions. It adopts legal acts: regulations, directives and decisions. It has specialised legal power which it invokes in particular areas along with the European Parliament. Again together

with the Parliament, it exercises budget power. The Council adopts international agreements previously negotiated by the Commission. The Council's work and decisions are prepared by the Committee of Permanent Representatives of Member States, better known as COREPER.

7,5 linear metres - 1088 Files with corresponding microfiches covering the period 1958-1959. The files are arranged by years and refer to Minutes of the EEC and EURATOM Councils and of representatives of the Member States (COREPER); relations with Community institutions and international organisations (OECD, GATT, etc.); administrative issues dealt with by the Secretariat: activities of the EEC (establishment of the Common Customs Tariff, common agricultural, energy and social policies) and of EURATOM (co-operation agreement with the United States, Joint Research Centres, etc.). As finding aids for this Fonds there exists a set of inventories compiled by the Archives of the Council, organised by year. This information was transcribed to EURHISTAR up to 1958.

- Negotiations for the Treaties establishing the EEC and the EURATOM (CM3)

This Fonds illustrates the negotiations for the Rome Treaties. It was collected and preserved by the Secretary-General of the Council of Ministers which was in charge of the Secretariat of the Intergovernmental Committee which prepared the Rome Treaties. After the Foreign Ministers met at Messina to relaunch the building of Europe and to create a common market the Six agreed to hold an intergovernmental committee, to be headed by Paul-Henri Spaak which would consider, flesh out and report back on the various proposals. The Spaak Committee met near Brussels between July 1955 and March 1956. The report it produced focused on the core issue project raised at Messina, the Netherlands proposal for a common market and Monnet's idea for a nuclear energy community. The Spaak report was approved by the Foreign Ministers of the Six in Venice on 29 May 1956. The Spaak Committee evolved into a Conference charged with drafting the appropriate treaties. The Conference worked in Brussels (Val-Duchesse) throughout the remainder of the year. Finally, in February 1957 a series of meetings of experts and foreign ministers was held in Paris, culminating with an agreement by the six premiers on the final points of contention. In March 1957, two treaties were duly signed by the Six in Rome, one establishing a European Economic Community (EEC) and the other establishing a European Community for Atomic Energy (EURATOM).

815 microfiches covering the period 1955-1957. The collection includes the minutes of the Messina Conference, and of the subsequent meetings of the Foreign Ministers in Brussels, Paris and Venice; the minutes or working documents produced by the Intergovernmental Committee or its Subcommittees, during the preparation of the Spaak Report and an historical account of the EEC and EURATOM Treaties, article by article. The decision to disclose the records relating to the negotiation of the Rome Treaties was taken by the COREPER in 1994.

c) Fonds transferred from the European Parliament (PE)

The material which makes up the EC-PE subgroup is comprised of Fonds and collections transferred from the European Parliament Official Archives (Bâtiment Tour - Plateau du Kirchberg, Boîte Postale 1601, Luxembourg.)

The Fonds which have been transferred to Florence are:

- Common Assembly of the ECSC (PE1)

The Common Assembly of the European Coal and Steel Community represented the formative period of the European Parliament, from 1952 to 1958. The Assembly flanked the High Authority and was responsible for controlling its activities. It consisted of delegates nominated annually by the Parliaments from among their members. Its members, as spokesmen for the Parliaments that had chosen them (on a one-year mandate) to represent them at European level, were grouped together into national delegations. The Common Assembly held its first meeting in Strasbourg on 10 September 1952. Since it had only one political power, i.e. to censure the High Authority by 2/3 majority when it presented its annual report, the Assembly sought to influence the High Authority's policy approach, and the latter took support from the parliamentarians vis-à-vis the Council of Ministers. The Common Assembly exercised considerable influence in terms of anti-trust and merger policies, social affairs and the formulation of general objectives.

7 linear metres covering the period of 1952-1958. Includes minutes of meetings of the Presidential Bureau, reports by Secretary-General, relations with the Council of Europe, minutes and records of Parliamentary Committee meetings. This Fonds is currently being re-processed and will be accessible to researchers in the near future.

- Ad-hoc Assembly (PE2)

The Common Assembly was entrusted the task of drafting a federal or confederate structure for political integration, by article 38 of the European Defence Community Treaty. For this purpose it was designated the title of Ad-hoc Assembly. The Assembly work, initiated under Paul Henri Spaak's Presidency, lasted six months, from the 15th. September 1952 up to the 10th March 1953.

1 linear metre - 37 files covering the period 1952 to 1955 including minutes and information documents of the Constitutional Committee and its subcommittees (political institutions, legal institutions, liaison with the Council of Europe and functions and powers of the EPC). These should shortly be supplemented by texts from the Secretariat of the Council, which was responsible for finalising a draft treaty. Description of these files can be found in EURHISTAR. A printed inventory is also available in the finding aids room.

- European Parliamentary Assembly / European Parliament (nominated) (PE3)

In 1958, with the entry into force of the Rome Treaties and the merger of the Executives, the Parliamentary Assembly of the three Communities became collectively known as the European Parliamentary Assembly, and later European Parliament (after 1962). The method of recruitment was similar to that of the Common Assembly: representatives were still appointed by national parliaments. However, the Rome Treaties provided the possibility of direct elections in the future. The European Parliamentary Assembly had 142 members. They were grouped into transnational political groups. The European Parliamentary Assembly, like the Common Assembly, had neither budget powers nor legislative powers. It was a consultative assembly, and could express opinions. The Parliament's powers in budget terms were, however, extended in 1975. From 1958 to 1979 the European Parliament experienced no further major transformations apart from those associated with the progressive enlargement of the Communities.

60 linear metres covering the period 1958-1978 including minutes of meetings of the Presidential Bureau, reports by Secretary-General, relations with the Council of Europe, minutes and records of Parliamentary Committee meetings. This Fonds is currently being processed and will be accessible to researchers in the near future.

- European Parliament (elected) (PE4)

In 1979 the Parliament was elected by universal suffrage for the first time. It had 410 members at the beginning, then 518 following the accessions of Greece in 1981, Spain and Portugal in 1986. After reunification, Germany was given a supplementary number of 18 MEPs. Presently, with the inclusion of Sweden, Finland and Austria, the total number of EP Members is 626. There were significant extensions to the Parliament's powers in the 1980s and 1990s. In 1987, the single European Act came into force introducing two new procedures for the adoption of Community acts. One is the co-operation procedure (which applied only 10 treaty articles covering most legislation for the completion of the internal market): Council decision is referred back to the Parliament which has three months to approve it, reject it or press for amendments (which, if supported by the Commission, can only be rejected unanimously in Council). The Single Act gave Parliament equal rights with Council in also requiring Parliament's assent for the ratification of accession treaties and association agreements. In 1993, the Treaty of Maastricht increased considerably the powers of the European Parliament: it introduced the co-decision procedure, based on the co-operative procedure (extended to new areas) but providing that if, in its second reading, no compromise is reached, Council may act unilaterally, but Parliament is given a six-week period in which to reject that outcome, which would cause the legislation to fall. Parliament will also be formally involved in the appointment of the Commission and its President.

40 linear metres covering the period 1979-1992, including minutes of meetings and working papers of Parliamentary Committee meetings. This Fonds is currently being processed and will be accessible to researchers in the near future.

- European Parliament Press Cuttings (CPPE)

91 linear metres - 1905 files covering the period 1956-1992.

The press cuttings collection comes from the European Parliament's Press Assessment Service, which initially deposited them in the EP archives service (DG IV). They were passed on to the Historical Archives of the EC between 1989 and 1995. The archive material consists of newspaper and magazine articles from the Community countries, covering subjects discussed during Parliament plenary-sessions, the activities of parliamentary committees and groups, European Council summits and information on the activities of Members and prominent Europeans. The printed index gives a list of the journals and magazines from which the cuttings have been taken. They do not represent a complete collection - there is still a gap for the 1960s in particular. This should be filled when the next set of cuttings is passed on. The collection is indexed on EURHISTAR on the basis of the thesaurus EUROVOC.

- Bocklet Report (BR)

1,5 linear metres - 215 files covering the period 1970 to 1993, including reference material on European electoral systems used by Reinhold Bocklet for the preparation of his report, presented to the Parliament in 1986, for advocating an uniform electoral procedure for the election of Members of the European Parliament by universal suffrage.

- European Parliament Presidential Archives

The Parliament Archives is preparing the opening of a special group of Fonds which illustrates the role and activities of the Presidents of the elected European Parliament. Those Fonds which refer to the presidencies of Simone Veil, Pieter Dankert and Pierre Pflimlin have been already arranged and described. These Fonds will be released and will be available in Florence subject to previous authorisation of the President from whom the collection is originating.

European Parliament Members Archives³

- Gordon Adam (GA)

2 linear metres - Papers concerning the work carried out by Gordon Adam, British MEP in his position as Vice-Chairman of the European Parliament Energy and Technology Committee. This collection is currently being processed and will be available to researchers in mid 1998.

³ NB: European Parliament Political Groups, whatever their political views and under whatever name, have never officially deposited their documents in the Parliament Archives or in the HAEC. The exception is a deposit from a Socialist Group, covering a short period, by Mr. Falcone, Secretary-General in 1981-89, who deposited some group and personal papers. Another collection concerns the origins of the Green Alternative European Link (GRAEL). Some group members have given their papers to national repositories in accordance with their political affiliations.

Collections of European Parliament published documents

- **Debates** - proceedings of the parliamentary sittings with verbatim reports of Members speeches; a full collection in four of the official languages, on paper and microfiches since 1952.

- **Committee reports** - which developed into session documents after 1962; these include written and oral questions, committee reports and motions for the Council and Commission.

d) Fonds transferred from Court of Auditors Archives (CC)

This material makes up the EC-CC subgroup. It is comprised of Fonds transferred from the Court of Auditors Archives (12, rue Alcide de Gasperi, Luxembourg).

The Court of Auditors of the European Communities, established with the Brussels Treaty of 22 July 1975, has met since 1 July 1977, in Luxembourg. It took over the powers of the two previously existing financial control bodies, the ECSC Commissioner for Accounts, and the Audit Board.

The only Fonds yet transferred to Florence is that from the Audit Board. The transfer of the Court of Auditors Fonds is expected in the Archives in the near future.

- Audit Board (CCO)

The Audit Board, set up by EEC Treaty Article 206 and EURATOM Treaty Article 180, had financial control powers. Its powers were expanded to the management of ECSC administrative expenditures as from 1 July 1967. Set up in Brussels, it had six members from 1957 to 1972, then nine as from 1 January 1973. Its activities ended on 24 October 1977, the date when the EC Court of Auditors took over all its functions.

3 linear metres - 62 files covering the period 1958 to 1977, including minutes of meetings, annual reports, notes. Descriptions can be found in EURHISTAR. A printed inventory is also available in the finding aids room.

e) Fonds transferred from the Economic and Social Committee Archives (CES)

The material which makes up the EC-CES subgroup is comprised of Fonds transferred from the Economic and Social Committee Archives (2, rue de Ravenstein B-1000 Bruxelles)

- Economic and Social Committee (CES)

A consultative body set up by the Rome Treaty, the Economic and Social Committee takes part in the decision-making process through opinions, with no legal bearing on the final decision. The Economic and Social Committee must be consulted in certain areas: agricultural policy, right of establishment and free movement of workers, transport, internal

market, social policy and European Social Fund, professional training, research and technological development, environment.

44 linear metres - 1304 files with the correspondent microfiches covering the period from 1958 to 1964. Including minutes of plenary sessions, of Presidential Bureau, of expert groups and sub-committees; appointment of members; administrative documents; relations with Commission and Council and ESC opinions. The consultation of the Fonds is possible by means of the printed inventories organised by year, compiled by the Economic and Social Committee Archives in Brussels, or in EURHISTAR where the series integrity over the years can easily be reconstructed.

B. Deposits (DEP)

The material which makes up the DEP group is comprised of Fonds acquired as a result of the Historical Archive's active acquisition policy, which aims to complement and enhance the official holdings of the Archive. These Fonds are deposited in Florence by conditions laid down in contract form, between the depositor and the Historical Archive. The contracts cover the arrangement, description, conservation, access and reproduction of the documents and the Archive respects the wishes of the depositor regarding the above.

The DEP Fonds can originate from:

- International organisations such as The European Space Agency (ESA) or The Organisation for Economic Co-operation and Development (OECD),
- Non-Governmental movements and associations with the aim of furthering European integration, such as the Union of European Federalists (UEF) and the European Movement (ME),
- Individuals involved in European development such as Altiero Spinelli, Pierre Uri, or Emile Noël.

For these documents which do not emanate from the European Communities, particular rules apply for their perusal, according to their contracts of deposit.

a) - Fonds from international organisations

Fonds from Organisation for Economic Co-operation and Development (OECD)

By the terms of the agreement between the Organisation for Economic Co-operation and Development (OECD) and the European University Institute (EUI), signed on 4 Mars 1992, the declassified archives 30 years old and older from the OECD, its predecessor, the Organisation for European Economic Co-operation (OEEC), and associated bodies (as identified bellow) have been accessible to the public at the Historical Archives of the European Communities (HAEC) since the 1 December 1992.

- Committee for European Economic Co-operation (CEEC)

The Committee for European Economic Co-operation was created by a resolution of the Conference for European Economic Co-operation, which was jointly convened by Britain and France in response to Secretary of State George Marshall's speech at Harvard on 5 June 1947. The Committee was charged with creating an account of the resources and needs of the 16 participating countries and of Western Germany for the period 1948-51. It represents the embryo of the Organisation for European Economic Co-operation, OEEC.

18 microfilmed files covering the years 1947 and 1948 including the minutes of meetings of the Committee and the Conference, drafts of the convention and organisational charts for OEEC. Accruals are expected in the next transfer from the OECD archives.

- Organisation for European Economic Co-operation (OEEC)

Created in 1948 to allocate and distribute Marshall Plan aid and to plan for and effect a European Recovery Program (ERP) for the countries of Western Europe, the OEEC encouraged Member States' growth in the areas of industry, agriculture, energy and technology and contributed to the freeing of trade and to the convertibility of European currencies.

10 linear metres - 568 files, covering the years 1948 to 1961 documenting the work of the various OEEC bodies and committees, including complete series of Minutes and Working Papers of the Council and Executive Committee; a relevant part of the Fonds, arranged in Subject Files concerns the creation of a Free Trade Area.

- Organisation for Economic Co-operation and Development (OECD)

The Convention establishing the "Organisation for Economic Co-operation and Development" (OECD) was signed on 14 December 1960 by 18 European countries and the United States and Canada and went into effect on 30 September 1961. The new organisation represented a transformation and an extension of the Organisation for European Economic Co-operation (OEEC) by achieving two of its main functions, the management of the European payments system and the establishment of a liberalisation code in December 1985.

4 linear metres - 48 files covering the years 1961 to 1967 including chronological series of Minutes and Working Papers from Council and Executive Committee, Subject Files from Trade Committee and Economic Committee, Press Releases and Technical Information. As with the OEEC Fonds these documents are arranged chronologically by the originating body following the original filing system or in the case of subject files in a thematic classification.

- European Payments Union (EPU)

The EPU was set up to provide an automatic mechanism for the settlement of net surpluses and deficits of OEEC Member countries by gold payments and credit, granted through a central agency. As a key component of the programme of the Organisation for European

Economic Co-operation, the EPU was both an instrument of Europe's economic recovery and integration, and an important factor in its transition from bilateralism to currency convertibility.

EPU documents are divided in different collections that to date have been identified as follows: 1) - Travers' Archives - A long time employee of the OEEC and OECD Mr. Travers was appointed to write a history of EPU on his retirement from the OECD. He collected the documents that he judged to be the most significant and arranged them for this purpose; 2) - Minutes and Working Papers of the Managing Board of EPU that are available in microfilm and cover the period 1950-1959.

- European Productivity Agency (EPA)

The European Productivity Agency (EPA) was established with the mandate to deal with productivity in its broadest sense. After the second World War the increase of productivity was a key concern of all European countries.

0,5 linear metres - 47 files covering the years 1952 to 1961. The EPA Fonds is rather incomplete. Accruals are expected in subsequent transfers.

- European Monetary Agreement (EMA)

The European Monetary Agreement (EMA) was established by the Council of the OEEC on 29th July 1955 and was the successor of the European Payments Union (EPU), which by majority decision of its member countries was terminated at the end of 1958, and the EMA came into force. The EMA was designed to foster two of the basic aims of the OEEC: the achievement and maintenance of fully multilateral trade and the general convertibility of currencies. It provided an institutional framework for continuing monetary co-operation and mutual consultation, which had been established under the European Payments Union.

0,5 linear metres - 12 files covering the years 1955 to 1977. The Fonds is incomplete, but a significant number of documents from EMA Fonds can also be found in the collection "Travers' Archives" described above.

- European Nuclear Energy Agency (NEA)

The European Nuclear Energy Agency (ENEA) was established on 1st February 1958 to carry out activities in the field of nuclear energy with the overall objective to encourage the orderly development of the use of nuclear energy for peaceful purposes. It received its present designation, the OECD Nuclear Energy Agency (NEA) on 20th April 1972, when Japan became its first full non-European Member.

5 linear metres - 124 files covering the years 1955 to 1962. The Fonds is arranged with a thematic structure in subject files, covering the creation and activities of the agency, such as security control, protection against radiations, nuclear law and scientific co-operation.

Dragon Project (DRA)

Commonly christened by ENEA the "Dragon Project" it was launched in 1959 at the Winfrith Heath nuclear research establishment of the United Kingdom, after the Steering Committee of Agency invited top level specialists in nuclear science and engineering from its Members and Associate countries and from EURATOM Commission to examine the most practical and fruitful methods of collaboration in the field of an experimental and prototype reactor. The main goal of the Dragon Project was the construction and the exploitation of an advanced type of high-temperature gas cooled reactor.

13 linear metres - 308 files covering the years 1959 to 1976. The archives of the Dragon Project constitute a separate Fonds for the period after the Project achieved autonomy from ENEA, in the development of its technical activities. The series of this Fonds are virtually complete, they document administrative activities and also include technical reports of the research work.

- Eurochemic Society (CHEM)

The European Company for the Chemical Processing of Irradiated Fuels (usually known as Eurochemic Society) is the result of an international initiative developed through the European Nuclear Energy Agency. The Company has as its object to carry out research on industrial activity connected with the processing of irradiated fuels and the use of products arising from this processing, to contribute to the training of specialists in this field and thus to promote the production for peaceful uses of nuclear energy by Western European countries. Eurochemic was created by an international convention signed in December 1957 by thirteen Member countries of ENEA and came into existence officially at the end of July 1959.

12 linear metres - 234 files covering the period 1956 to 1990 and including minutes of meetings of Administrative Council and General Assembly, subject files on the work and activities of the Society and technical reports.

- Microfilm collection (MIC)

In 1972 the OECD, began the systematic microfilming of the series of documents (minutes and working papers) from the various bodies, committees and working groups of the organisation. This collection includes documents from all the above mentioned Fonds. Other types of documents, namely subject files were also included for the first years of the organisation. In some cases the originals were lost, which makes this collection significant.

OECD Published materials

Attached to the archival OECD Fonds a collection of published materials is also available in the Archives. Among this bibliographic material there exists the important work, "Acts of Organisation": a compilation of Decisions and Recommendations of the Council , Declarations by Governments of member countries noted by the Council, Agreements signed by the Organisation or adopted there in, Acts of the Council and the Executive Committee relating to the activities of the OECD.

Fonds from the European Space Agency (ESA)

This archive group brings together documents from the agencies or institutions related to the origins and expansion of ESA. On December 1989, transfers from ESA headquarters (rue Mario Nikis, 8-10 Paris) to Florence initiated, in accordance with a "contrat de dépôt" signed by the European Space Agency and the European University Institute on 12 May 1989. Since 1992 ESA official documents of the so called Blue Paper Series are transferred on an yearly basis from the European Space Research and Technology Centre (ESTEC), situated at Noordwijk in the Netherlands. Further shipments are expected from ESA headquarters. According to the provenance of these materials, six Fonds form this archival group:

European Preparatory Commission on Space Research (COPERS)

Following in the footsteps of Edoardo Amaldi and Pierre Auger, European scientists interested in space research had come to believe in the late 1950s that a single civil organisation dedicated to the development of both launchers and satellites was needed. A study group bringing together senior scientists led to the convening of a meeting of government representatives with powers to set up a Preparatory Commission for European Collaboration in the Field of Space Research. Held at CERN in Meyrin (Switzerland) from 28 November to 1 December 1960, the conference formalised the so-called 'Meyrin Agreement' (which entered into force on 27 February 1961 and was subsequently extended four times) setting up the envisaged Preparatory Commission, which was entrusted with preparing the ground for the establishment of a fully-fledged international organisation capable of planning and implementing scientific programmes of common interest with a view to Europe's entry into space. It drew up a draft of a Convention establishing the European Space Research Organisation (ESRO). The final text was signed by most COPERS members (Belgium, Denmark, the Federal Republic of Germany, France, Italy, the Netherlands, Spain, Sweden, Switzerland and the United Kingdom - Austria and Norway did not sign), during the Plenipotentiaries Conference held in Paris on 14 June 1962 and entered into force on 20 March 1964. In addition, COPERS was responsible for carrying out various studies assigned to it by the governments to facilitate the initial activities of the Organisation. It produced the so-called Blue Book.

3 linear metres - 1245 files covering the years 1959 to 1964. Almost 85% of the collection consists of the official Blue Paper series emanating from the decision-making and operative groups (minutes, working papers of standing and temporary bodies). Apart from these official directives, a short series known as GEERS (*Groupe d'Etudes Européen pour la collaboration dans le domaine des Recherches Spatiales* - European space research study group), covers the lead-up to the Meyrin Agreement. Relevant papers on the ESRO Convention are also included in this collection, the most important being the minutes of the 1962 ESRO Conference.

- European Space Research Organisation (ESRO)

The Convention for the Establishment of a European Space Research Organisation stated that the purpose of the Organisation was to provide for, and to promote, collaboration among European States in space research and technology, exclusively for peaceful purposes. The Member States were Belgium, Denmark, France, the Federal Republic of Germany, Italy, the Netherlands, Spain, Sweden, Switzerland and the United Kingdom. Austria, Norway and later Ireland were granted observer status. Various technical centres were established under the ESRO umbrella: the European Space and Technology Centre (ESTEC) responsible for engineering and testing satellites and their payloads, for integrating scientific instruments and for making arrangements for launching; the European Space Data Acquisition Centre (ESDAC) at Darmstadt, FRG; a space physics research laboratory (the European Space Research Institute, ESRIN) at Frascati near Rome; and a European Space Tracking and Telemetry Network (ESTRACK) comprising stations in Fairbanks (Alaska), Port Stanley (the Falkland Islands), Ny Alesund (Spitzbergen Islands) and Redu (Belgium). ESRO's first four years were devoted to work on the extensive sounding rocket programme, and three satellites. But ESRO, unable to reach unanimous agreement on the level of resources for the ensuing three-year period, was facing a crisis. A group of experts chaired by Mr J.H. Bannier (Netherlands) drew up a proposal for revising the Organisation's structure, procedures and working methods and various reforms were gradually introduced. The revised ESRO Convention - Article VIII - enabled optional programmes to be undertaken (like Ariane, Spacelab and Marots) and a mandatory science programme which continued on a scaled-down basis, the ESRIN space laboratory being transformed into a documentation centre. The Organisation was committed to developing three applications satellites (Aerosat for aeronautical navigation, Meteosat for meteorology, OTS for telecommunications). Arrangements for consultation among the Member States on all space programmes were also agreed. The revised Convention served in the drafting of the ESA Convention.

35 linear metres - 9462 files covering the period 1964-1975. These documents are essentially minutes and correspondence files emanating from the various ESRO bodies and departments. The comprehensive legal documentation gives a vivid impression of discussions on the various contracts and agreements. In the minutes of Council and the Scientific and Technical Committee can be found the core issues in the decision-making processes and of the main political steps taken by the Organisation.

European Launcher Development Organisation (ELDO)

While the initial idea was that Europe should have just one organisation dedicated to the development of both launchers and satellites, by the end of 1960 it was generally accepted by scientists and politicians alike that these activities should be split. ESRO and ELDO not only differed in mission and membership but also had very different structures. Established on 29 March 1962, the ELDO Convention was opened for signature up to 30 April 1962 and was ratified by six European countries (Belgium, France, the Federal Republic of Germany, Italy, the Netherlands and the United Kingdom) together with Australia (offering the launch site at Woomera). It came into force in February 1964 (Italy ratifying it one year later). ELDO's remit was to design, develop and operate a three-stage launcher, initially called ELDO A and

later Europa 1, and ancillary equipment. The European Space Agency, as the successor to ESRO and ELDO, continued their programmes and made use of their assets, within the expanded framework defined at the ESC. The Agency took over and developed the existing European facilities at the Guiana Space Centre (CSG) in Kourou to form ELA-1 (the 'Ensemble de Lancement Ariane-1', or Ariane launch complex-1) for its Ariane-1, 2 and 3 launchers.

26 linear metres - 4569 files covering the years 1962 to 1975

Detailed descriptions are provided for in the minutes, main papers and correspondence files. The existence of microfilm support allows users to reconstruct the history of ELDO, especially with regard to the projects in the Europa series and the tortuous financial history of the organisation. In fact, much of the documentation relates to the final winding-up period. This Fonds has an interesting appendix of documentation concerning in particular ELDO activities.

- European Conference on Satellite Communications (CETS)

After the United States' proposal for the creation of a world telecommunications system, the International Telecommunications Satellite Organisation (Intelsat), the European countries also established a framework to deal specifically with satellite communications, namely the European Conference on Satellite Communications. Its purpose was to draw up a common European policy for the impending negotiations with the United States and all other member countries of the European Conference of Postal and Telecommunications Administrations (CEPT). Although CETS was not institutionalised by any legal act, it was at first very active. August 1964 saw the signing of the Washington agreement establishing Interim Intelsat and the period 1964-1971 was devoted to negotiation of agreements on the final form of Intelsat, which came into being on 12 February 1973. However, analysis of the institutional, technical and economic implications of the project led the European Space Conference at its ministerial meeting in October 1968 in Bad-Godesberg, to take the matter of a European communications satellite programme out of the hands of CETS, referring it instead to ESRO and ELDO. As it no longer served any fit purpose, CETS ceased all activity in 1970.

0.5 linear metres - 122 files covering the period 1963-1970. Only a few official CETS publications, particularly from technical planning staff, are stored in the files making up this fond, the smallest of the ESA sub-divisions, but the quantity of material is sufficient to reconstruct the history of the agreement between ESRO and European governments on space telecommunications. The files concern the various steps leading up to the agreement on telecommunications, with unofficial minutes, reports, notes and relevant correspondence, plus comments on the final text.

- European Space Conference (ESC)

At the first conference of ELDO ministers in July 1966, the need for close and effective coordination of the activities of the three space bodies (ESRO, ELDO and CETS) was voiced and this prompted the creation of a European Space Conference (ESC). The first such conference was held in Paris on 13 December 1966 and was attended by 14 countries. The

ESC became permanent in July 1967 with a growing membership and a permanent structure: Committee of Alternates, Programme Committee etc., the Secretariat being provided by the Legal Services of ESRO and ELDO. ESC met at least once a year at ministerial level to elaborate and arrange for implementation of a coordinated European space policy. At the ministerial meeting in Brussels on 20 December 1972, unanimous agreement was finally reached on all outstanding issues (launches with Ariane following termination of the ELDO programme, cooperation with NASA, with SPACELAB as the European contribution to the US post-Apollo Programme and applications - communications, meteorology, aeronautical satellites, maritime satellites) and the go-ahead was given for a single European Space Agency with the task of integrating national and European space programmes. The final draft of the ESA Convention was submitted on 15 April 1975 to a final ministerial meeting of the European Space Conference and was approved, having previously been finalised by the Agency Working Group and the Committee of Alternates in February 1975.

3 linear metres - 1490 files covering the period 1963-1970. This collection centres on a master copy of official publications, starting from documents relating to the Ministerial Conference drawn up by the various ad hoc groups. The classification scheme reflects this informal structure built around two ministerial bodies, which emanated from the ad hoc groups. Particular care was devoted to the minutes and the reports. The master set of official publications is almost complete, covering all the ministerial steps leading to creation of the European Space Agency and the work of many ad hoc working groups. The collection of the Legal Affairs Department documents sheds light on the meticulous definition of the articles making up the Convention.

- European Space Agency (ESA)

The Conference of Plenipotentiaries that met in Paris in May 1975 to sign the Convention for the establishment of a European Space Agency was the culmination of 10 years' work within the framework of the European Space Conference. ECS decided on 20 December 1972 that the new organisation would be formed 'out of' ESRO and ELDO. Cooperation with the United States on the one hand (the first Spacelab, a cylindrical laboratory that can be fitted inside the cargo bay of the Space Shuttle was taken into orbit in November 1983, full shuttle development having been delayed), and increased European autonomy in space on the other, with Meteosat (the first European geostationary weather satellite in the series was launched in 1977), OTS (Orbital Test Satellite, launched on 12 March 1978) and Ariane (the first flight of the three-stage launcher took place on 24 December 1979), which proved technically successful in a relatively short space of time. AEROSAT, a joint European/US project, never materialised. Funding problems were a major brake on activity and it was not until 1987 that ministers approved a number of concrete proposals, including Ariane-5, the Hermes Preparatory Programme and participation in the International Space Station. ESA's involvement now spans the fields of space science, Earth observation, telecommunications, space segment technologies including orbital stations and platforms, ground infrastructures and space transportation systems, as well as basic research in microgravity.

30 linear metres - 6935 files covering the years from 1975. The structure of the ESA files reflects the annual reports through to the present day, allowing documentation relating to short-lived bodies to be absorbed. There was a plethora of such transient bodies with the continuous expansion of the organisation. With the aid of microfiches, there is an almost

complete collection of official publications covering the period 1975-87. There are also the files of various project managers, a substantial volume of papers being concerned in particular with collaboration with NASA.

b) - Fonds from non-governmental movements and associations

- Union of European Federalists (UEF)

Organisation bringing together groups supporting federalism (possibilist or maximalist) and the creation of a European Federation by democratic means, irrespective of political, philosophical or religious affiliations. It launched many popular initiatives in favour of the convocation of a 'European Constituent Assembly' or election of the 'European Parliament'.

23 linear metres - 746 files with the correspondent microfiches covering the years 1946 to 1991 and including official documents of the 'European Union of Federalists' (1946-1959) and the organisations that succeeded it: 'Supranational Movement of European Federalists' (1959-1971), then 'Union of European Federalists' (1972-1991). Minutes of meetings of the Executive Bureau and Central Board, correspondence and reports of the international Secretariat and regional Secretariats or Committees of the movement; reports and political correspondence, preparatory documents, minutes and resolutions of the Congresses; accounting documents; miscellaneous documentation; manifestos, federalist press and information bulletins, accounts of colloquia, etc.

- European Movement (ME)

Set up in 1948 following the 'Congress of Europe' in The Hague, the European Movement brings together the international movements for European unity and national councils aiming at creating the 'United States of Europe' with a government, a bicameral parliament including an assembly elected by general vote, a court of justice and an economic and social council.

48 linear meters - 2484 files, most of them microfilmed, covering the years 1949 to 1980, including minutes of the international executive committee and bureau; correspondence between the International Secretariat and the National Councils, the member or associated organisations and the study sections; correspondence, minutes and resolutions of congresses (The Hague, Brussels, Lausanne, Rome etc.); reports on programmes of activity and events organised by the movement; miscellaneous federalist documentation. An important series covers the activities of the European Youth Campaign.

- Young European Federalists (JEF)

Organisation affiliated to the Union of European Federalists as its youth section, and to the European Movement.

4 linear metres - 200 files covering the years 1970 to 1990 and including notes and memoranda on the action programmes, campaigns and demonstrations organised by the JEF (European Youth Parliament, International Youth Year), reports and resolutions of congresses, forums and seminars, correspondence with UEF and national sections.

- Council of European Municipalities and Regions (CCRE)

The Council of European Municipalities was born as a joint initiative by local administrators, European federalists and committed intellectuals anxious to promote the European idea by appealing to local authorities and intermediate tiers of government (municipalities, provinces, then regions when these were set up), thus bringing together federalist inspiration and autonomous aspirations at European level, and excluding interference from national governments. One of its aims is to defend and develop local autonomy by representing it.

20 linear metres – 270 files from 1951 to 1990. Includes material on the administration and activities of the Council of European Municipalities from its birth in 1951 through 1990. The typology of the documents is as follows: minutes, correspondence from the organisation's governing bodies (Assembly of Delegates, Presidency Council, European Bureau, Presidency and General Secretariat), documents on the work of the Standing Committees, correspondence with national sections of the movement, minutes of congresses, seminars and study meetings, official contacts with the European institutions and with other non-governmental pro-European organisations (e.g. European Movement, La Fédération), minutes of general assemblies. The archival material proper is supplemented by considerable documentation embracing newspapers and magazines published by the Council of European Municipalities and Regions' various national sections.

- European Parliament Socialist Group (GSPE)

The Socialist Group is one of the biggest political groups in the European Parliament. It consisted of representatives of the socialist and social democratic parties of the six ECSC countries, then of the nine, later twelve, EC Member States. Despite the heterogeneity resulting from its makeup (French and Italian socialists, German and Dutch social democrats, British Labourites etc.), its role in relation to the High Authority was important: it frequently criticised decisions, especially on social policy. During the EEC period, the group's activity centred more specifically round matters of employment and the Common Agricultural Policy.

6,5 linear metres - 164 files covering the years 1955 to 1984, including: European Socialist Courier, years 1959-72, in four languages (Dutch, French, German, Italian), records of speeches given by Socialist deputies at assembly sessions and group stances on various Community policy topics; letters, declarations, press releases, resolutions, minutes of Socialist Group meetings and working documents in general, all relating to the Consultative Assembly of the Council of Europe from 1956 to 1963 in French and English; official documents of the Socialist Group in the Common Assembly from 1955 to 1980 and correspondence.

c) - Fonds from individuals

- Altiero Spinelli (AS)

Anti-fascist militant, during his exile co-author of the 'Manifesto di Ventotene' (together with E. Rossi and E. Colorni); founder of the 'Partito d'azione' (1943) and its Political Secretary 1945-1946; Founder (in 1943) then General Secretary of the 'European Federalist Movement' from 1948 to 1962; member of the Executive Bureau of the 'European Union of Federalists'; founder and director of the 'Institute of International Affairs' until 1970, adviser on European Affairs to Italian Minister of Foreign Affairs P. Nenni 1968-1969; from 1970 to 1976 EC Commissioner in charge of Industrial Politics and Research; Deputy of the Italian Parliament (Independent Left) from 1979 to 1986, deputy of European Parliament from 1976 to 1986, founder of the 'Crocodile Club' a transnational association of european parliamentary federalists.

17,5 linear metres - 313 files covering the years 1926-1986 including correspondence with, among others, W. Eichler, L. Einaudi, R. Morandi, P. Nenni, M. Rollier, E. Rossi, I. Silone, G. Usellini, L. Valiani; Ventotene Manifesto (European federation); political and philosophical essays; newspaper and magazine articles; speeches; memoranda; interviews; files on creation of the 'Institute of International Affairs'; work in European Parliament, political correspondence and files on his Commissionership.

- Enzo Enriques Agnoletti (EEA)

Anti-fascist militant (vice-chairman of Tuscan National Liberation Committee), later federalist (member of executive bureau of Socialist Movement for the United States of Europe); director of review 'Il Ponte' and deputy to the Florentine mayor Giorgio La Pira in his second administration, member of Russell Tribunal on American war crimes in Vietnam and actively concerned for the third-world, vice-chairman and member of Italian Senate Foreign Affairs Committee.

8 linear metres - 334 files covering the years 1909 to 1986 including important correspondence with, among others, P. Calamandrei, S. Pertini, E. Berlinguer, I. Silone, R. Lombardi, E. Rossi, A. Spinelli, G. Salvemini; party material (PSI and PCI), documents from the Russell Tribunal (1st and 2nd), documents from meetings, working papers, resolutions. The Fonds includes also the historical archives of the review 'Il Ponte' with correspondence, administrative and accounting documents, contracts with editors, plates of the issues.

- Etienne Hirsch (EH)

A mining engineer, he joined the Free French Forces (FFF) in 1940 and became Deputy Director for Armaments. Called by the French National Liberation Committee (CFLN) to Algiers in July 1943, he worked until 1944 with Jean Monnet, then Commissioner for Armaments, to prepare for and then ensure supplies to liberated France. Appointed Head on this basis to the French Supply Mission with Allied Headquarters, he became Chair of the

French Supply Council in London in 1945. After May 1950, he took part alongside Jean Monnet in the negotiations to set up a European Coal and Steel Community (ECSC), and subsequently in 1952 in the talks to create a European Defence Community (EDC), at which he chaired the Armaments Committee. In September 1952, Etienne Hirsch in turn became General Commissioner for the Plan in France, a post he left to become President of the EURATOM Commission from 1959 to 1962. An opponent of the Gaullist regime, he was among the leaders of the Club Jean Moulin and entered the Contra-government set up by François Mitterrand in 1966, with responsibility for planning. His European convictions led him to chair the European Federalist Movement (EFM) in 1964, and then to the honorary chairmanship of the Union of European Federalists (UEF).

4 linear metres - 79 files covering the years 1934-93, illustrate Etienne Hirsch's activities at French and European level.

- Emile Noël (EN)

An alumnus of the "Ecole normale supérieure", resistance member and holder of a degree in physics and mathematics, Emile Noël began his European career in 1949, first as attaché to the International Secretariat of the European Movement, then as Secretary to the Committee for General Affairs (political committee) of the Consultative Assembly of the Council of Europe. He remained at this post until 1952, when he moved to directing the Secretariat of the Constitutional Committee of the Ad Hoc Assembly. From 1954 to 1956 he was "Chef de cabinet" to Guy Mollet, then president of the Council of Europe's Assembly. When Mollet became president of the French Council of Ministers on 31 January 1956, Emile Noël followed him to Matignon as "Chef de cabinet", then Deputy Director of the cabinet office. In this role he took part in negotiating the Rome Treaties. In 1958, he resumed his European career as Executive Secretary of the Commission of the European Economic Community in Brussels, and in 1967, on the merger of the ECSC, EEC and EURATOM executives, he became Secretary General of the Commission of the European Communities, a post he held until 1987. From 1987 to 1993, he was Principal of the European University Institute in Florence. Emile Noël also took part in the activities of many French and international organisations of a public or private nature: he chaired the European Council for the Jean Monnet campaign (to create European chairs in universities) and the International Centre for European Education (CIFE), and was vice-president of the Jean Monnet Foundation for Europe.

30 linear metres - over 3000 files, in course of archival treatment, covering the period from 1940 to 1996. They illustrate Emile Noël's activities in the French resistance (with gaps), in the Secretariat of the Consultative Assembly and the Constitutional Committee of the Ad Hoc Assembly. There are no files on Emile Noël's activities in Guy Mollet's cabinet in the holdings bequeathed to Florence. The bulk consists of series on Emile Noël's activities as Commission Secretary-General: notes taken at Commission meetings, exchanges of notes with presidents' and commissioners' offices and Commission departments (General Secretariat, Directorates-General etc.); correspondence with major figures, foundations and European movements. Some series are in thematic form: summits and European councils, enlargement of the Communities, budgetary questions, Single Act. A major collection of courses, lectures and articles supplements the archival material proper. A final group of files covers Emile Noël's principalship of the European University Institute in Florence.

- Hendrik De Bruijn (HB)

Director of Chemistry Division of Dutch reactor centre and Secretary of the 'Dutch National Commission for EURATOM'

2,5 linear metres - 437 files covering the period 1940-68 including lectures, notes (atomic physics); OECD high temperature reactor 'Dragon project'; preparatory studies, memoranda, scientific seminars, studies on energy questions, correspondence.

- Helmut Goetz (HG)

German federalist activist.

0,5 linear metres - 12 files covering the years 1956 to 1988 including correspondence, press-cuttings, studies on European questions; documents on the Italian and Roman activities of the European federalist movement.

- Jules Guéron (JG)

Teacher of the cathedra of Physical Sciences, during the Second World War and with the mandate of the French Resistance he worked in Montreal in the so called "Canadian Group", collaborating in atomic bomb research. Acting as Head of various departments at the French Atomic Energy Commissariat (CEA) from 1945 to 1957, he was appointed Director of the Research and Education Centre of ISPRA inside EURATOM up 1968, when he resigned, remaining however Honorary Chef. Returned to the Academic life, after 1978 he remained till the death, with a lucid publicistic production, engaged in the struggles of the Framatome Society for a rationale and severely controlled nuclear energy.

7,5 linear metres - 240 files covering the years 1939 to 1993, including notes, memoranda, correspondence, academic and scientific work. Press cuttings, personal and administrative papers are mainly connected to his activity as publicist and to his services as CEA leader and EURATOM Officer.

- Klaus Meyer (KM)

Deputy 'Chef de cabinet' to Commission President Walter Hallstein in 1959-67, Director in FRG Bundeskanzleramt, 1967-69, Deputy Secretary General in EC Commission 1969-77, EC Director-General for Development (DG VIII) 1977-82, FRG Ambassador to Prague 1982-85, then Germany's permanent representative to OECD 1985-92.

2 linear metres - 168 files covering the years 1963 - 1981 and including correspondence, notes and reports dealing with institutional questions, regional policy and co-operation policy in the EC, monetary union and the 'Ostpolitik'.

- Orlof Zimmermann (OZ)

German federalist activist.

0,5 linear metres - 13 files covering the period 1978 - 1990 including documents on Zimmermann's activities, particularly in the German federalist movement 'Europa-Union': press-cuttings, programmes, correspondence, lecture texts and articles on energy, nuclear and finance policy, the Middle East conflict and the German question in Europe.

- Philippe Deshormes (PD)

A founding member of the Belgian National Council and of the World Assembly of Youth (WAY), he was Deputy Secretary General (1951-3) then Secretary-General (1954-8) of the European Youth Campaign (CEJ), an independent organisation under the auspices of the European Movement seeking to mobilise youth movements in favour of the European ideal. From 1960 to 1961 he was simultaneously involved with the campaign secretariat and was head of external relations for the Union of Belgian Power Utilities. As member of the Belgian Delegation, he took part in the negotiations for British accession to the European Economic Community, and then in the negotiations for the Political Community, the "Fouchet Plan". In 1966 and 1967 he was Director of the Paris Atlantic Institute, before being elected Secretary-General of the NATO Parliamentary Assembly in November 1967.

0.5 linear metres – 12 files covering the years 1951 to 1967 illustrating the creation, growth, crisis and end of the European Youth Campaign. The typology is as follows: minutes of meetings of governing bodies, activity reports of the General Secretariat, correspondence with politicians and European Youth Campaign representatives and the European Movement, correspondence, mainly financial, with representatives of the American Committee on United Europe. There are also personal documents (hand-written biographical notes, testimonials on the occasion of his death, literary writings and a few pages of his diary concerning the end of the campaign). The holding is supplemented by a few issues of the campaign's magazines, "Jeune Europe", and "Giovane Europa", directed by Fausta Deshormes, and a considerable collection of photographs documenting the congresses and seminars of the national secretariats.

- Paolo Maria Falcone (PF)

Deputy Secretary of the Socialist Group of the European Parliament, then General Secretary from 1981, a post he held until this appointment expired in 1989, Paolo Maria Falcone additionally held, from January 1990, the post of Director of the EP Human Rights Unit, which he did not leave until retirement on 1 November 1994. Falcone continued to be involved with the European Federalist Movement's Youth Organisation, of which he was one of the founding members, 1949. He was also, for five years, Chairman of the trade-union federation which brought together delegates of the various trade unions of Community officials and intergovernmental organisations.

1,5 linear metres - 23 files covering the years 1957 to 1989. The Paolo Maria Falcone holdings consist of two parts: the larger first part has material on his trade-union activity

(minutes of trade union meetings, internal circulars, propaganda material, electoral programmes, minutes of talks with employer organisations, correspondence with politicians and European trade unionists). The second, smaller, part consists of material collected by Paolo Maria Falcone when Vice-Secretary, then General Secretary, of the EP Socialist Group (minutes of congresses, reports of group activities, information bulletins).

- Pierre Uri (PU)

French economist, member of Monnet team, Director of the High Authority of ECSC for Economics, co-author of Spaak Report. Member of the Action Committee for the United States of Europe.

19 linear metres - 291 files covering the years 1932 to 1992 including memoranda, notes and reports, correspondence, articles referring to the various stages of Uri's European career: negotiation of Schuman Plan, economics directorate at ECSC High Authority and his role as international expert and adviser to pro-European organisations (European Movement, Action Committee for the United States of Europe etc.). Many files also refer to Pierre Uri's involvement in French political life (projected programme for a Left union, for tax reform etc.).

- William O. Lock (WOL)

Group leader in nuclear division and holder of various posts in the personnel division at the European Nuclear Research Centre (CERN).

0,5 linear metres - 15 files covering the years 1966-67, deposited at the Historical Archives of the European Communities in 1990 by William Owen Lock. The documents give testimony to the work of the Bannier-Group from the moment of its constitution to the submission of the report by minutes of their meetings and meetings with ESRO staff-members, notes and draft versions of the report, collections of ESRO documents and exchange of letters between the group's members and ESRO staff-members.

C. Collections (COL)

These collections are mostly reproductions of documents in the custody of other Archival Institutions such as the Declassified documents of the National Archives and Records Administration of the US (NARA), miscellaneous photocopies of documents collected during research on topics concerning European Integration such as Walter Lipgens or Jean Monnet Sources.

- Jean Monnet American Sources (JMAS)

2,5 linear metres - 190 files covering the years 1919 to 1988. This collection of material consists of photocopied excerpts of collections taken from various Presidential and University libraries and archives, and also from the Department of State (NARA), which refer to Jean Monnet and his relationship with American officials and the US Administration's policies in connection with the "Victory Programme" and European integration. The decision to gather this material on Jean Monnet in the United States was formalised in an agreement between

the Jean Monnet Council and the George Washington University, the European University Institute on behalf of HAEC, and the Jean Monnet Foundation for Europe.

- Jean Monnet Duchêne Sources (JMDS)

6 linear metres - 556 files covering the years 1911 to 1990. The material comprising this collection was collated by the historian François Duchêne whilst researching his biography of Jean Monnet. Again this collection consists of photocopied excerpts of collections taken from various archives and libraries which hold material on Monnet and the "Making of Europe". This set of documents covers the period from the inter-War years to the Rome Treaties and the US-EURATOM Agreement, when Jean Monnet exerted his greatest influence. Also contained in this Fonds are Duchêne's documents concerning his research for the book, book extracts and interviews with individuals relevant to Jean Monnet and Europe.

- Jean Monnet Perth Sources (JMPS)

David Strathallan, Earl of Perth, son of Eric Drummond, was the associate of Jean Monnet in the Monnet, Murname and Co. Shanghai, a commercial and finance company, as its London representative.

0,5 linear metres, 15 files and 26 microfiches covering the years 1935 to 1939. The documents relate to the foundation, organisation and activities of this company. They were deposited by David Strathallan at the 'Fondation Jean Monnet pour l'Europe' with the obligation to deliver microfiches to the HAEC.

- European Parliament Green Alternative European Link (GRAEL)

Founding group of representatives of the ecologist tendency at the European Parliament.

0,5 linear metres - 7 files covering the years 1979-1984 including minutes of group meetings, motions for resolutions presented by GRAEL deputies, minutes of Human Rights working group; political documentation: press releases, speeches, programmes.

- Walter Lipgens Collection (WL)

Walter Lipgens, historian, Professor at the 'Universität des Saarlandes' and at the EUI.

12 linear metres - 250 files covering the years 1920 - 1981. This collection was deposited by Prof. Wilfried Loth in the Historical Archives. It is composed of the material that he collected in various public and private archives during his studies on European integration and federalism.

- Pierre Auger (PA)

Professor of nuclear physics, founder of CERN and promoter of a joint European space effort in 1959 - 1960.

0,5 linear metres - 10 files covering the years 1958 - 1984 of photocopied documents from the original Fonds Pierre Auger located in Paris, including memoranda, correspondence and minutes of meetings relating to the work of the European Preparatory Committee on Space Research (COPERS) and the relations with the French authorities; Pierre Auger's activities as member of the Committee of advisers to the Space Science Department (SSD) of ESRO.

- Jean Mussard Papers (JM)

French physicist, close collaborator of Pierre Auger in the initial years of CERN and ESRO.

0,5 linear metres - 27 files covering the years 1959 to 1964 and including notes, memoranda and minutes of meetings gathered by Jean Mussard acting as Executive Secretary of European Preparatory Committee on Space Research (COPERS). The collection was deposited by John Krige, while project director of the "ESA's history team".

- Robert Triffin (RT)

Economist, Director for exchange rate control at the International Monetary Fund, and adviser on monetary questions to many international organisations.

The 34 microfiches making up this collection were graciously transferred to the EC Historical Archives by the Study Group for the History of Contemporary Europe (GEHEC) of the Catholic University of Louvain-La-Neuve in 1989. The reports, notes and correspondence which document Robert Triffin's collaboration on the Action Committee for the United States of Europe in 1969-74, refer particularly to the concept of creating a European Monetary Fund which he developed jointly with Pierre Uri, Jean Monnet and Jacques van Helmont.

- Interviews (INT)

The material contained under the general heading "Interviews" includes testimony from prominent people who actively contributed to the process of European Integration which was collected in oral form and later transcribed in written format and deposited in the Archives. The acquisition of these testimonies was the result of initiatives taken directly by the HAEC or the EUI such as the interviews collected by Archives director J.-M. Palayret, or the seminars led by Professor R. Griffiths. Others are the outcome of endeavours by historians and academics as part of their research, either privately or under the auspices of various universities and academic institutions. Amongst the most important of the series, in the sense of their historical relevance, are the 48 interviews collected by François Duchêne between 1986 and 1990 in connection with his biography on Jean Monnet, the 300 synopses of interviews carried out by Prof. Keith Middelmas between 1992-1993 relating to the research project, "The Informal Politics of the European Community, 1973-1993" (University of

Sussex), where socio-professional leaders, comprising National and European political figures, managers of multinational companies, trade unionists etc., were interviewed. Also the 18 interviews collated in 1984 by Maria Grazia Melchionni and Roberto Ducci on the occasion of the thirtieth anniversary of the Rome Treaties, are of great interest to the researcher.

Most of the interviews are accessible for academic use in written form, according to the conditions laid down by the interviewee in the contract of deposit. Audio material, where they exist, can only be accessed with the special permission of the Director of the Archive, respecting the wishes of the interviewee. It is strictly forbidden to reproduce the interviews.

- French Foreign Ministry Collections (MAEF)

The MAEF, French Ministry of Foreign Affairs, collection reproduces archive documents acquired under a minute of agreement between the HAEC and the Directorate for Diplomatic Archives of the Quai d'Orsay (Paris), renewed several times between 1990 and 1997. It is likely to receive further enlargements. The description of the collection used at the Florence Historical Archives is an adaptation of the inventory prepared at the Quai d'Orsay.

- “Division économique et financière: Service de Coopération économique” (DE-CE)

76 reels of microfilm, covering years 1945 to 1962. Archives from the 'Economic Co-operation Service', part of the 'Economic and Financial Directorate' of the French Ministry of Foreign Affairs (Quai d'Orsay), dealing specifically with questions of European integration, such as correspondence from French posts abroad, minutes of conferences or diplomatic talks regarding French positions on the Schuman Plan, the ECSC, the European Political Community and the EFTA negotiations.

- “Division d'Europe: Questions internationales européennes” (DEU)

16 reels of microfilm covering the years 1956 - 1960.

Sub-series drawn from the archives of the French Foreign Ministry (series 'Europe 1956-60 Généralités') on the powers and activities of the sub-directorate for European organisations, dealing particularly with the Europe of the Six (political union, Common Market, European University, institutional questions), as the 'political' appendage to the holdings of the Economic Co-operation Service (DE-CE).

- Papiers directeurs : Olivier Wormser (OW)

93 reels of microfilms covering the years 1951 to 1966.

Sub-series drawn from the archives of the French Foreign Ministry illustrating the activities of Olivier Wormser, head of the Department for Financial and Economic Affairs. Includes notes and memoranda from officials, personal correspondence, minutes of meetings of the French Foreign Ministers etc.

- General Secretariat. Meetings/Interviews and Communications (SG)

10 reels of microfilms covering the years 1956 to 1966.

Includes formal interviews which took place during official visits of the President of the French Republic, Prime Ministers and Foreign Affairs Ministers, conferences of the Foreign Ministers of the Six and NATO State members; analytical minutes, reports communicated to the diplomatic posts, official calls, press releases, preparatory memos, communications and exchanges of letters between the President of France or the Prime Minister and their foreign counter parts.

- Robert Schuman Cabinet (RS)

6 reels of microfilms covering the years 1948 to 1953.

Consists of files recently declassified by the French Minister of Foreign Affairs coming from the Robert Schuman Cabinet, including personal files (arranged chronologically), material on European integration and the Atlantic Alliance.

- German Foreign Office Political Archives

- “Auswärtiges Amt” (AA)

121 files reproduced on microfiches covering the years 1950 to 1952. Following an agreement with the “Politisches Archiv” this collection reproduces part of the archives of the “Secretariat für Fragen des Schuman-Plans”. The finding aids are those prepared by the “Auswärtiges Amt”.

NARA - United States Department of State

- Confidential US State Department Central Files

Great Britain Foreign Affairs, 1945-1949.

Guide compiled by Blair Hydrick.

Frederick: University Publications of America 1985.

10 microfilm reels and printed guide

Federal Republic of Germany Foreign Affairs, 1950-1954.

Edited by Paul Kesaris; guide compiled by Blair Hydrick.

Bethesda (MD) University Publications of America, 1986.

9 microfilm reels and printed guide.

Federal Republic of Germany Foreign Affairs, 1955-1959.

Project Co-ordinator Dale Reynolds; guide compiled by Blair D. Hydrick.

Bethesda (MD) University Publications of America 1992.

5 microfilm reels and printed guide.

Federal Republic of Germany Internal Affairs, 1950-1954.

Part I Political Governmental and National Defence Affairs,
Edited by Paul Kesaris; guide compiled by Blair Hydrick. Bethesda (MD) University
Publications of America 1986.
56 microfilm reels and printed guide.

Federal Republic of Germany Internal Affairs, 1955-1959.

Part I Political Governmental and National Defence Affairs
Project Co-ordinator Dale Reynolds; Guide Compiled by Blais D.Hydrick
Bethesda (MD) University Publications of America 1992.
29 microfilm reels and printed guide.

Italy Foreign Affairs 1945-1949

Project Co-ordinator Gregory Murphy Guide compiled by Blair D. Hydrick.
Bethesda (MD) University Publications of America 199?
9 microfilm reels and printed guide.

Italy Foreign Affairs 1950-1954.

Project Co-ordinator Gregory Murphy Guide Compiled by Blair D. Hydrick.
Frederick University Publications of America 199?
5 microfilm reels and printed guide.

- Declassified Documents

1984 microfiches of documents declassified during the period 1990-1997 (annual accrual):
documents declassified annually by the United States National Archives and Records
Administration concerning primarily European Affairs.

The declassified documents catalogue

Woodbridge : Research Publications, 1975-
Abstracts and Index.
Bimonthly.

Microfiches 1990 - and Cumulative Index & Abstracts 1976-96 on CD-ROM.

PRO - Great Britain Foreign Office

- Foreign Office Files for Post-War Europe Series One: The Schuman Plan and the European Coal and Steel Community, 1950-1955

Part I FO 371 Files FOR 1950-1953,
Marlborough Adam Matthew 1997-
20 microfilm reels. 3 printed guides will be published in September 1998.

John F. Kennedy Library

- The John F. Kennedy National Security Files Western Europe: National Security Files 1961-1963

Microfilmed from the Holdings of the John F. Kennedy Library, Boston, Massachusetts, edited by George C Herring and Robert E. Lester

Bethesda (MD) University Publications of America - 1993.

10 microfilm reels and printed guide.

Lyndon Beines Johnson Library

- The Lyndon B Johnson National Security Files Western Europe: National Security Files, 1963-1969

Microfilmed from the holdings of the Lyndon Beines Johnson Library, Austin, Texas, edited by George C. Herring and Robert E. Lester.

Bethesda (MD) University Publications of America, 1993.

10 microfilm reels and printed guide.

Dwight Eisenhower Library

- President Dwight D. Eisenhower's office files, 1953-1961 Part 2: International series.

Bethesda CIS UPA International 1990.

Research collections in American politics: microforms from major archival and manuscript collections. Accompanied by a guide, compiled by David W. Loving.

6. Research strategies

General finding aids

- Printed inventories - available in the archives reading-room in English or French
- EURHISTAR European Historical Archives database (online)

Shortly after the creation of the Historical Archives of the European Communities, an automated system was introduced with the dual purpose of producing printed finding aids and allowing on-line research.

In the first phase of the automation project the hardware used was a PRIME computer, proprietary operating system, and Basis software from Information Dimensions, classified as an "information retrieval" system. Two years later, and following the technological evolution, the European University Institute took the decision to follow the OSI Open Systems Model, and replaced the old PRIME with an Unix system. Also the application software was updated, and the system evolved from a relatively limited tool for data manipulation to a powerful instrument of storage and retrieval, BASIS Plus, based on the relational technology for database management systems which allowed the handling of free text fields with no limited size.

In the second phase of the project, the database was used mainly to produce printed outputs and online searches were allowed only locally at the site of the Archives in Florence. The online external consultation was provided by a host distributor, ECHO in Luxembourg. Regularly the Historical Archives supplied a copy of the data to ECHO, who made available the information to its subscribers. Nevertheless the system, although a great improvement at the time, had some flaws such as: the use of a specific search language, it proved difficult for users, but chiefly there was difficulty in reflecting the multilevel description.

The third phase of the evolution of the Historical Archives database was the introduction of on-line access through INTERNET. The possibilities opened by the new technologies and interface programming languages, developed in recent years, allowed the Archives to open the database on Internet on an on-line real-time query, combining hypertext information written in HTML with search formulations to the database.

Taking into consideration the general terms of the contracts established for each Fonds, the HAEC had to make compatible all the descriptions for the various Fonds. This involved formulating a standard system for description and arrangement. EURHISTAR data structures were therefore designed based on International Standards for Archival Description ISAD (G), adopted by the International Council of Archives.

The database management system is BASISplus, running on Digital DECsystem 5000/240, under Ultrix operating system. The WWW server is CERN's httpd 3.0. The gateway from BASISplus to WWW is Sibylla by Ariadne Engineering.

An upgrade of the whole system is currently being carried out with the acquisition of a second computer for the Archives (SUN Solaris 5.2.1) and the adoption of the latest version of BASISplus, which will allow superior performances and the system will contain new features and developments in future years.

7. Access rules

Admission

Under the European Communities rules the Historical Archives may in principle be used by anyone who claims an interest and agrees to comply with the rules pertaining to usage of the archives as defined by the various institutions. Applications for permission to use the Archives should be made in writing to the Historical Archives.

Consultation of originals

The European Communities' regulations provide no entitlement to consultation of its original archive documents. As a rule archive material is presented in microform (microfiches and microfilms). In individual cases, exception to this rule may be allowed. Other archival materials not coming from the European Communities, can be used in accordance with special provisions laid down by agreement with depositors.

Conditions of reproduction or publication

As a general rule users of the deposits and private collections are allowed to photocopy up to 300 pages per Fonds and/or research project within the context of their personal research and must respect copyright legislation. However in all Fonds restrictions governing reproduction should be observed.

International Atomic Energy Agency (IAEA)

1. Practical information

a) Address

Wagramer Strasse 5,
A-1220 Vienna,
Austria
Postal address:
P.O. Box 100,
A-1400 Vienna
Austria
Telegram: INATOM Vienna
Telex: 1-12645
Fax: (0043-1) 20607
Telephone: (0043-1) 2060-0
E-mail: Official.Mail@iaea.org
Internet: <http://www.iaea.or.at>

b) Opening hours

September to May: Monday to Friday, 8:30 a.m. to 5:30 p.m.
June to August: Monday to Friday, 8:00 a.m. to 4:30 p.m.

2. Presentation of the Organization

The International Atomic Energy Agency (IAEA) came into being in Vienna, Austria, on 29 July 1957. Its main objectives are to 'seek to accelerate and enlarge the contribution of atomic energy to peace, health and prosperity throughout the world' and to 'ensure so far as it is able, that assistance provided by it or at its request or under its supervision or control is not used in such a way as to further any military purpose'.

3. Brief administrative history

Before the creation of the IAEA many attempts were made to establish an international authority to control and develop the use of atomic energy.

In November 1945, the heads of government of Canada, the United Kingdom and the United States met in Washington, D.C. and issued an 'Agreed Declaration on Atomic Energy', which proposed the setting up of a commission under the United

Nations that would prepare recommendations for ‘entirely eliminating the use of atomic energy for destructive purposes and promoting its widest use for industrial and humanitarian purposes’.

In December 1945, the Foreign Ministers of the United Kingdom, the United States and the USSR agreed on a resolution to be introduced at the United Nations General Assembly. The resolution was passed in January 1946, thus creating the United Nations Atomic Energy Commission (UNAEC). Although reports by the UNAEC ‘Baruch Plan’ were passed by the Security Council and the General Assembly, the commission reached an impasse and was dissolved by the General Assembly in 1952.

On 8 December 1953, President Eisenhower addressed the United Nations General Assembly and proposed the establishment, under the aegis of the United Nations, of an international agency that would devote its activities exclusively to the peaceful uses of atomic energy.

On 4 December 1954, the General Assembly unanimously passed an ‘Atoms for Peace’ resolution expressing the hope that such an agency would be established without delay.

Work on the drafting of a statute for the agency began in April 1955. On 23 September 1956 the draft was submitted to the Conference on the Statute of the International Atomic Energy Agency, which was convened at the United Nations Headquarters in New York. After a final revision, the statute was unanimously approved on 23 October 1956 and signed on 26 October 1956.

The Statute Conference appointed a Preparatory Commission of eighteen states to make arrangements for the first session of the agency’s General Conference and for the first meeting of the Board of Governors of the agency and to carry out other preparatory work needed to bring the agency into operation.

The Preparatory Commission elected Carlos Bernardes (Brazil) as its President, and Pavel Winkler (Czechoslovakia) as Vice-President, and appointed Dr. Paul R. Jolles (Switzerland) as Executive Secretary. It met in New York until 20 August 1957, when it transferred its seat to Vienna to supervise preparations for the first session of the General Conference and the first meeting of the Board of Governors.

IAEA came into being when, on 29 July 1957, the requirements of Article XXI.E of the IAEA Statute were met. The IAEA’s first General Conference elected the members of the Board of Governors (the executive organ of the agency).

With the establishment of the Board of Governors, the mandate of the Preparatory Commission was discharged and it ceased to exist.

The General Conference also approved the appointment of W. Sterling Cole (USA) as Director General of IAEA for a term of four years. On 1 December 1961 Dr. Sigvard Eklund (Sweden) became Director General of the Agency. He was succeeded by Dr. Hans Blix (Sweden) on 1 December 1981. The present Director

General is Dr. Mohamed ElBaradei (Egypt) who became Director General on 1 December 1997.

The International Atomic Energy Agency is an intergovernmental organization. Although autonomous, IAEA is a member of the United Nations system. IAEA fosters and encourages, guides and advises upon the peaceful uses of atomic energy throughout the world. It organizes meetings, publishes books, establishes safety standards for all sorts of nuclear activity, prepares feasibility and market studies, operates laboratories and applies safeguards to nuclear materials in more than sixty countries to ensure that they are used only for their intended peaceful purposes.

IAEA advises governments on atomic energy programmes, awards fellowships for advanced study, arranges the loan of equipment, finances research and acts as an intermediary in arranging the supply of nuclear materials. It also advises member states on the physical protection of nuclear material. The work of the IAEA is carried out in close cooperation with many other organizations, both national and international.

The three main organs of the agency are the General Conference, the Board of Governors and the Secretariat.

General Conference: The member states of IAEA (in 1997 there were 127) meet once a year. The General Conference reviews the work of the agency, gives guidance on future programmes, approves applications for membership, approves reports to United Nations organs and elects members to the Board of Governors. The agency's budget is submitted to the conference for approval.

The *Board of Governors* is the executive organ of the agency. It considers all major questions, including applications for membership and the agency's programme of work. The annual budget and report require its approval as well as that of the General Conference. Under its own authority, the board approves all safeguards agreements, important projects and safety standards. It is composed of government representatives of thirty-five Member States..

The *Secretariat* is headed by the Director General, who is responsible for the administration and implementation of the agency's programme. The Director General is assisted by 6 Deputy Directors General, each head of a department (Administration, Research & Isotopes, Technical Cooperation, Safeguards, Nuclear Energy, Nuclear Safety). Various scientific advisory committees give advice on scientific and technical matters to the Director General. The Secretariat also makes great use of the advice of experts in the various fields of nuclear technology. About 15 conferences, symposia and seminars, about 170 advisory groups, technical committees and specialists' meetings and about 100 research coordination meetings on specific problems meet each year.

4. Description of the Archives Service

In the IAEA, the Records and Communications Section (RCS) is responsible for records, archives and communications management and comprises the following units: Archives Unit, Records Unit, Mail Processing Unit and Telecommunications Unit. The grouping of these services in one organizational unit has proven to be very effective and efficient, as all aspects of information management can be addressed regardless of transmission medium. In 1979, the Coordinated Records Management System (CRMS) was introduced after having had a traditional central registry concept since the Agency's foundation in 1957. However, with the increase in activities and staff and the introduction of a staff rotation policy (i.e. professional staff serve normally only a maximum of 7 years on board), this central registry concept more and more failed to satisfy the information needs of offices. As a result, offices established their own, individual filing systems, mostly without a systematic approach, but user-oriented. Because of this duplication, the completeness of the central records holdings could not be maintained nor were they used by the offices. So the central records were abandoned step-by-step and the office holdings established, after an inventory in which existing duplicate files were identified and merged, as official records, i.e. master files, of the Agency.

These master records are grouped in File Stations at the lowest organizational unit level (= working level). After training of the office staff by RCS, these records are maintained by them under the authority, procedures and standards of RCS. A File Station Review Program aims to control adherence to standards and to initiate corrective action in case of problems detected. In addition, RCS conducts regularly training programs for new secretarial/clerical staff, attendance at such courses are mandatory for newcomers.

In order to achieve an Agency-wide standardization and coherence, a subject-oriented classification/codification was developed by RCS which comprises all activities, projects and programs of the Agency. At the same time, the File Stations were assigned numbers which precede the subject code. Thus our codification system is in fact a subject cum organizational system and identifies not only the subject or project but also the originator, recipient and physical location of the information. This codification system is a database which contains presently some 30.000 (active and historical) subject codes, their titles, responsible officers and retention periods and serves as the Master File List. From this database, lists of the active records held at each File Station can be produced by selecting them according to the File Station numbers. The database can be accessed by on-line querying according to certain parameters, e.g. office, responsible officer, key-words, meeting types and major program and sub-program areas.

In order to provide a back-up for the decentralized master files but also to operate a Retrieval and Reference Service and to provide other services such as a Follow-Up/Reminder System, Current-Awareness, etc. a CAR (Computer-Assisted Retrieval) system has been implemented from the very beginning in 1979. Each substantive communication (incl. correspondence, telexes, faxes, notes, internal memoranda, e-mail etc.) but also documents and reports are indexed and microfilmed. A computer record is created containing 14 data fields, i.e. meta data

of the document. Computer programs check the validity of certain input data and print out errors which are subsequently corrected. Error-free input is added to the CRMS database ready for on-line searches. Read access of this database is public, i.e. all staff members using web/intranet browser will soon be able to query the CRMS index database. Because of the large number of recorded data search possibilities are almost unlimited. The CRMS database contains presently the bibliographic description of ca. 1.000.000 documents on-line (1986-todate). 1979-1985 data are kept off-line on tapes and can be loaded quickly if need be.

In addition to the computer index a microfilm copy of substantive communications and documents is made and their exact location on the microfilm stored as part of the index information.

Already in 1986/1987 the Agency's management recognized the need to coordinate and integrate paper-based and electronic information. As a result, RCS was entrusted the task to develop and implement procedures for electronic records and information resource management. With the advent of new technologies like imaging, electronic mail services, etc. and the rapid growth of personal computers and the installation of Local Area Networks (LANs) this function will become more and more important for the provision, maintenance and preservation of information resources. In the development of 'global' or 'shared' information systems, RCS works closely with Computer Services and End-Users and an Agency-wide on-line retrieval system for meetings and a Reports Locator Service was implemented. This system provides abstract information on reports of missions, travel, etc. and is designed so that searches can be made by subject or by type of mission or by country visited, i.e. a matrix approach. At a later stage and if usage so suggests it is planned to provide access to the reports themselves electronically with a central search facility. It is also planned and has high priority to test electronic records management software which should enable RCS to manage information created in-house in its original electronic version which at present is a major issue of concern. This would mean that an electronic mirror of the paper-based filing system could be established, with electronic folders, access protection, etc. in order to effectively manage such electronically created information.

With the prevailing trend away from mainframes to PC-LANs. RCS has rightsized the CRMS to a client-server application, adding enhanced comfort and facilities like on-line validation of input data, authority files for Non-Staff names and Organizations (linked also to a country table), etc. which were not available in the old 1979 mainframe system. This client-server application is designed so that at a later stage new technology, i.e. image-enabling and optical disks can be integrated. While optical disk technology is not foreseen, except for very specific applications, for long term storage of information because of various reasons such as rapid technology changes and resulting quick obsolescence of hard- and software, RCS will adopt a hybrid approach for correspondence processing, i.e. using optical or magnetic disk during the active and action-requiring period only and keep a microfilm copy for long term storage and archival purposes. After all, microfilm technology is proven and stable and is still the cheapest storage medium. Apart from that, equipment is now available which allows parallel scanning and microfilming and also digital workstations exist where microfilm

images can be digitized for subsequent transmission and distribution in electronic (image) form via the LAN.

In 1962 a study on records management was initiated. In 1965 a records retention, disposal and archiving programme, the “Pilot Project” was started. The responsibilities for the implementation of this project were transferred to the then Central Registry within which an Archives Unit was established. In connection with the implementation of the CRMS (1979 through 1983), the responsibilities and functions of this Unit were redescribed and terms of reference together with an outline of a comprehensive records retention, retirement and disposal programme were authorized by the Director General and included into the Administrative Manual as summarized as follows:

The Archives Unit as part of RCS is responsible for the preservation and maintenance of the Archives (A) and records held in the Intermediate Records Storage (IRS) (B). Other responsibilities of the Unit are: The implementation of the records retention, retirement and disposal programme (C) and the retrieval of information from Archives and records held in IRS. Only the Archives Unit is authorized to destroy official records.

A) The Archives are the collections of official records of long-term value which have lost their administrative value for current work but document the history, the programme activities, the policies and the achievements of the Agency. The Archives Collection comprises all official records of the Agency regardless of their physical form including the ‘printed’ Archives i.e. the documents of the General Conference and the Board of Governors as well as the publications of the Agency. The terms of references of the Archives Unit extent its responsibility also to Archive groups which are not physically located within its repositories (Library, Documents Distribution). Records are selected for inclusion into Archives Collections according to their evidential informational, historical, legal, scientific or administrative value. Extensive appraisal and screening tasks are carried out in order to avoid that transitory documentation or duplications are inserted into Archives Collections.

B) The Intermediate Records Storage (B) provides low-cost storage for official records which have ceased to be used frequently in the course of current activities. The records are held in IRS as received from the transferring offices and are at their disposal for occasional access in the course of current activities. At the end of the retention period in IRS, the records are either destroyed or included into the Archives Collection for indefinite retention. Before records are added to the Archives Collection, they are reviewed and weeded out of transitory information, at the same time, archival information which was collected from relating support and working files prior to their destruction is inserted.

C) All official records are subject to the Records Retirement, Retention and Disposal Programme. The retention periods and the final dispositions are determined jointly by the Division Directors and the Head, Records and Communications Section. The agreed retention periods are included into the master file list and indicate for each subject in three columns the (proposed) retention period in the office, in the IRS and the final disposition: A = Archives; D

= Destruction. The retention period in the offices may vary according to needs, however the total of the period in the offices plus the period in IRS has to be constant. Generally, the final disposition D = destruction applies only to administrative records for example certain groups of records on accounting, procurement, building maintenance and personnel administration. For working files and supporting documentation, individual retention and disposal procedures are worked out between the transferring office and the Supervisor Archives Unit.

5. Description of the archival series

At present, the volume of holdings in the repositories of the Archives Unit are about 3500 linear meters in IRS and about 1500 linear meters Archives Collection. The Archival series (Archives Collections) consist of record groups under the Central Registry system covering the time period 1956 through 1979(1984) and the groups under CRMS (up to 1995). From the time prior the introduction of the CRMS, for reasons explained before, two Archive groups exist: the subject oriented Central Registry files and the Departmental Archives organized by office of origin. Comprehensive reviews were made in order to eliminate duplications and the compile Archives Collection which are complete with regard to the assigned subject and accessible by the CRMS based Archives EDP system.

The Archival Series comprises the following categories, types and form of records

The traditional '*written*' Archives of correspondence on internal administration and programme planning, external relations and programme implementation. Complete series of case and project files including progress and final reports on the implementation of all programmes; internal report series; executive meetings and circulars and the originals of legal instruments.

The *printed* Archives of documents of the General Conference, the Board of Governors, advisory bodies and working groups; policy making and administrative circulars. Published proceedings, technical guides, manuals and reports. The latter group consists of sales publications and non-conventional literature.

Microfiches on IAEA technical non-conventional literature, final reports of research contracts and certain document series of International Working Groups can be obtained from the International Nuclear Information System (INIS) (Internet: <http://www.iaea.or.at/programmes/inis/inis.htm>).

Sales Publications can be ordered from the Agency's Division of Publications' Sales and Promotion Unit (E-mail: Sales.Publications@IAEA.ORG Internet: <http://www.iaea.or.at/worldatom/publications>).

Copies of or from IAEA publications and films can be obtained from the Library. (E-mail: vicl@IAEA.ORG)

Archives Unit carries out subject oriented search through documents and all categories of publications and renders also information service on items which are out of print and non-conventional literature which is not available elsewhere.

Other collections are:

a) The *sound* archives covering meetings of the Conference on the Statute and the meetings of the General Conference and the Board of Governors and its committees. Archives Unit provides storage, information service is rendered by the Division of General Services' Engineering Section.

b) A security backup of tapes and cartridges from the computer center which is partly maintained electronically via a robot facility.

c) Microfilms (rollfilms) of all correspondence under CRMS (security backup) 1979 to the present, the General Conference documents, scientific manuscript series and case files of the technical cooperation fellowships programme.

d) Originals of 16 mm films produced by the Public Information Division.

e) Security set of video tapes of Agency-produced films from the Library.

f) Archives Collection series under CRMS (from 1979/1984 onwards) and those groups of the 'old' Central Registry and the former departmental Archives (1956-1979/1984) which are adopted to the CRMS are indexed in an Archives EDP system which, at the beginning, was maintained on the mainframe and which has recently been rightsized to a client server application. The system is now at its initial stage. It is linked to the CRMS and combines an index based on the classification code and a storage and location management system. The file plan of the Central Registry groups (1956-1979/1984) is based on a classification manual with alphabetical programme - and numerical sub-programme codes. The pre-CRMS departmental archive groups are organized on the system of provenance. These groups are filed in numerical order according to their date of inclusion into Archives Collection. This system had the effect that coherent groups of the departmental archives were divided in numerous units. At the time of the introduction of the CRMS, the departmental Archives consisted of about 200 groups. In the course of the aforementioned review programme and the adoption of old Archive holdings to the CRMS, the Archives Collections are going to be reorganized. In order to avoid confusion between 'old' and 'new' systems during the time of reorganization and to facilitate the transfer of data during the rightsizing of the Archives EDP system, the 'old' serial numbers remain in use and serve as identification factor for the computerized location and storage management. After completion of the reorganization of the Archives Collection the holdings will be maintained in accordance with the CRMS master file list on the basis of programme and, if applicable, sub-programme components. The Archives Collection serial numbers will then be revised and used only for coherent main groups.

The CRMS programme components are:

IAEA CO-ORDINATED RECORDS MANAGEMENT SYSTEM (CRMS)

PROGRAMME CODES

Policy-Making Organs	A
Executive Management & Technical Programme Planning	B
Technical Co-operation & Training	C
Food and Agriculture	D
Human Health	E
Physical & Chemical Sciences	F
The Laboratory	G
Int. Center for Theoretical Physics	H
Nuclear Power	I
Nuclear Safety	J
IAEA Marine Environment Laboratory	K
Scientific & Technical Information	L
Safeguards	M
Administration	N
General Services	O
Services Activities	P
Nuclear Fuel Cycle and Waste Management	T

In following some substantial Archives Collections already reorganized:

A		
A1.44	General Conference Documents	A.C. 209
A2.44	Board of Governors Documents	A.C. 209
B		
B1.20	Files from the Offices of the 2nd Director General 1961-1981	A.C. 122

B5.20	Research Contracts including final reports 1959-	A.C. 200
C		
C2-CTR	Technical Cooperation Projects 1959-	A.C.210
H		
H4.51	ICTP - reprints of scientific manuscripts	A.C.209
J		
J3.41	Dosimeter results (Radiation Workers)	A.C.194
K		
K1.11	MEL - Monaco Laboratory - reprints of scientific manuscripts	A.C.209
M		
M1.0	Safeguards Archives	A.C.221
N		
N6	Personnel Administration - general	A.C.150
N3.02.2	Reports on duty travel 1958-	A.C.211
N4.13.0	Circular Letters and Notes Verbal 1957-	A.C.151
O		
O2.21	Sound Archives 1957-	A.C.199
O6.10	Central Registry Files 1957-1984	A.C.197
P		
P4.0	Publications 1958-	A.C.209

Finding Aids

Non-electronic:

File inventories (Non-current records roster) for departmental Archives 1956-1986 by office of origin and sequence of transfer (Roster books A-F), of which one copy is filed by Archives Collection serial numbers.

File plans and Card indices based on subjects, names of individuals, organizations and countries (government or institutes) for Central Registry files 1957-1979/1984.

Key-word card index for departmental Archives 1956-1979.

Descriptive lists (short lists, status reports) on all technical cooperation and research programmes from 1959 on.

Legal Series No.3 - Agreements registered with the IAEA (to be used with inventory list)

Publication catalogues and technical report lists.

For restricted use: card indices for files on separated personnel and for documentation of safeguards activities. Electronic:

Archives data base for Archive groups under CRMS, 1979/1984 onwards, and those pre-CRMS holdings, 1956-1979/1984, which have already been adopted to CRMS. These are at present Central Registry Series L = Legal Matters (Ratification of the Statute, correspondence on agreements with host government and other member states, correspondence on international conventions and other legal matters) and O = Organization (Liaison with UN and other international organizations, representation of Member States to the Board of Governors and the General Conference, protocol matters and the organization and structure of the secretariat).

CRMS data base for correspondence on micro-film and report locator.

Reports on staff travel (mainly on missions) can be located in Archives via OASIS - on-line administrative staff information system.

Various spread-sheets which will now be included into the Archives EDP system are maintained for personnel and expert files, medical records, publications and technical cooperation projects.

6. Research strategies

Generally, access rules restrict the use of files to those, if no other access limitations apply, which are more than 40 years old. However, upon request, endorsed by the permanent missions or the competent national authorities of the requester access can be granted subject to the written consent by the originating office.

Research can be carried out at the following levels:

The subject level i.e. by title of programmes, keywords; the unit level i.e. by organizational units in different areas of work or at different levels in the hierarchy of the secretariat; the name level i.e. by persons - staff, experts or any person having contacted the IAEA in the course of official tasks at any time; the country level and any combination of search criteria. Search should start by selecting subjects from the CRMS master file list and should then be expanded by identifying relating publications of the sales publication and the non-conventional literature category and by using the documents of the General Conference and the Board of Governors. The IAEA INFCIRC series provides information on the contents and the status of all agreements, treaties and conventions of which the IAEA is either party or has executing or depository functions, on accessions of Member States and other protocol and policy matters. Concerning the General Conference a complete set in all languages from GC.I to GC XXXI (1957-1987)

on roll-film is available from Archives Unit upon request through missions. For in-house search a computerized subject index can be used.

The Archives EDP system covers, at present, the complete Intermediate Records Storage and part of substantial Archive Collections. The query result shows the classification code, the title, the transferring office, the dates, the archival status (IRS, Archives) and the location of the file or group of files. Information (cross references) on relating publications and other record groups including pre-CRMS Central Registry and departmental Archive groups is also provided in special comments-and keyword fields. A special option provides a direct connection between the master file list and the Archives system and gives immediate information whether files on the specific subject exist in Archives or IRS.

For search through time periods and/or record groups which have not been covered yet by the CRMS and the Archive EDP system conventional finding aids for all levels of research are available i.e. file plans, departmental inventories, card indices based on names, countries, institutes, organizations and keywords are available. Certain extensive series of records which are organized in an alphabetical or numerical order are indexed in simple spread-sheets. This applies to technical cooperation projects, research contracts and publications for which catalogues and status reports provide the necessary detailed information.

Generally, detailed information on the expected results of a search has to be submitted by the requester. Archives Unit provides then the necessary sources for further search by the requester or the detailed information. Free search is, at present, neither possible nor planned. On one hand, there is a lack of necessary facilities i.e. reading rooms, on the other hand, access limitations apply, at present, to the vast majority of Archival Series.

7. Access rules

(extract from the IAEA Administrative Manual)

I. Definitions

1. For the purpose of these rules:

a) **Records** means all recorded information in connection with the activities of the International Atomic Energy Agency, regardless of form or medium, received or originated by members of its staff .

b) **Non-current records** means all records which are no longer needed for daily use in the transaction of official business. These records are to be kept for specified time periods in the Intermediate Records Storage area of the Records and Communications Section, Division of General Services

c) **Archives** means all records which are indefinitely preserved for their administrative, legal, historical or informative value.

d) **Classified Records** means any record to which access is restricted. The authority to apply access restrictions shall be limited to the Director General and such officials as the Director General so authorizes.

II. Conditions of access

2. Records are accessible as follows:

a) Access to records, non-current records and archives shall be granted in accordance with the conditions specified below:

i. Staff members of the Agency may have access on a need-to-know basis for records, non-current records and archives necessary for the conduct of their official duties.

ii. Members of the public may have access if no restrictive access limitations apply under classified handling procedures to: records, non-current records and archives that are more than forty years old; and- records, non-current records and archives that are less than forty years old, on condition that the Permanent Mission or the competent national authority of the requester has endorsed the request and subject to the written consent of the head of the originating office.

b) If access is not already regulated by pertinent rules and regulations, access to classified records shall be granted only on specific authorization by the Director General or his authorized representative.

III. Loan of records

3. Records may be consulted by members of the public only in the reading room of the Archives Unit or in any other room made available for that purpose. Records will not be given on loan, except to Agency staff.

IV. Copying of information

4. Requests for copying information from records made available to members of the public under these rules should be addressed to the Head of the Archives Unit.

V. Clearance for intended publication

5. A copy of any text that, in whole or in part, is based on or relates to information made available from the Agency's records shall be sent to the Agency for clearance before publication.

VI. Cost-free copies for the agency

6. Two copies of any publication that, in whole or in part, is based on or relates to information made available from the Agency's records shall be donated to the Records and Communications Section, Division of General Services and to the Agency's Library.

International Bureau of Education (IBE)

1. Practical information

a) Address

Street address: 15, route des Morillons
CH-1218 Le Grand-Saconnex
Switzerland

Postal address: P.O. Box 199
CH-1211 Geneva 20
Switzerland

Tel.: +41.22.917.78.00

Fax: +41.22.917.78.01

Telex: 415 771 BIE

IBE web site: <http://www.ibe.unesco.org>

b) Opening hours

By appointment only

c) Working languages

English and French

2. Presentation of the Bureau

Founded in Geneva in 1925, the IBE became in 1929 the first intergovernmental organization in the field of education. Though reformulated, its original aims have been maintained. Thus the IBE's mission is to strengthen the capacity of the Member States of UNESCO in the fields of curricular reform, teaching methods and teacher training. It fulfils this function through three main lines of activity: 1) Educational information and documentation: making available information on developments in education structures and policies, as well as on educational change processes; 2) Comparative research on education: promoting the advancement of knowledge about educational processes and the evolution of teaching; and 3) Political dialogue: providing a discussion forum among decision-makers, researchers, educational practitioners and other partners in the educational process.

3. Brief administrative history

a) Origins of the IBE

The IBE was founded by Ecuador, Poland and the Canton and Republic of Geneva in 1925 in Geneva. Originally a private, non-governmental organization, the IBE, under new statutes, extended membership to governments, while it remained open to public institutions and international organizations. It therefore became the first intergovernmental organization in the field of education.

Since 1934, the IBE has organized the International Conference on Public Education (now known as the International Conference on Education) which, from 1946 onwards, was convened together with the United Nations Educational, Scientific and Cultural Organization (UNESCO), founded in 1945. In 1969, the IBE became, under new statutes, an integral part of UNESCO while retaining wide intellectual and functional autonomy.

b) Member States

Since its integration, the IBE has the same Member States as UNESCO.

c) Structure

The execution of the IBE's programme is supervised by a Council of twenty-eight Member States elected by the General Conference of UNESCO. According to the IBE statutes, the Council must meet in ordinary session at least once every year. Its role is to draw up the Bureau's draft general programme and budget, which is part of UNESCO's programme and budget, for submission to the General Conference and to take steps to ensure the consistency and complementarity of the activities foreseen with the other activities of UNESCO.

Being part of UNESCO, the IBE maintains contacts with its Member States through the National Commissions for UNESCO. It carries out its programme in close co-operation with Headquarters and field offices and units established in different parts of the world.

4. Description of the Archives Service

The Bureau does not maintain a service related to its archives as these are not open to the public. Requests for consultation of the Archives (see Access rules) are handled by the staff of the Documentation Centre.

5. Description of the archival series

a) Archives holdings

About forty-two linear metres of boxes containing the records (correspondence, agreements, etc.) of the IBE from 1925 – 1969.

About thirteen metres of IBE publications, shelved by date of publication.

b) Finding aids:

The IBE records are inventoried cursorily. They are therefore only accessible with the assistance of IBE documentation centre staff.

IBE publications issued until 1979 are accessible through the IBE library catalogue located on the IBE premises; since 1980, through the Bureau's database IBEDOCS (also available on the CD-ROM *UNESCO databases*). Furthermore, they are included since 1972 in the TECHLIB database (formerly UNESBIB).

Recent IBE publications are announced on the Bureau's Web site, <http://www.ibe.unesco.org>. As UNESCO publications, IBE publications are accessible for consultation in UNESCO depository libraries, National Commissions for UNESCO and are sold through national distributors of UNESCO publications.

6. Research strategies

No information provided on this item.

7. Access rules

In view of the lack of a systematic classification of the IBE records, and their fragility, these archives are not open to the public. However, researchers specialized in history of education or interested in the history of the Bureau may consult the records under the guidance of the IBE documentation centre staff.

The archives of IBE publications fall under the rules of the IBE Documentation Centre, which receives its clientele (education decision-makers, researchers, public officials, information specialists) by appointment only.

International Civil Aviation Organization (ICAO)

1. Practical information

a) Address

999 University Street,
Montreal,
Quebec, H3C 5H7,
Canada
Telephone: (514)954-6230;
Fax: (514) 954-6077
Internet: <http://www.icao.int>
E-mail: dsavic@icao.org

b) Opening hours

Monday to Friday, 10 a.m. to 1 p.m. (by appointment only)
Closed on official Canadian and Quebec holidays.

2. Presentation of the Organization

The Convention on International Civil Aviation was signed at Chicago, Illinois, United States, on 7 December 1944. The Provisional International Civil Aviation Organization (PICAO) functioned from 6 June 1945 to 4 April 1947, on which date ICAO came into being. According to the terms of the convention, the organization is made up of an Assembly, a Council of limited membership with various subordinate bodies and a Secretariat. The chief officers are the President of the Council and the Secretary General.

The Assembly, composed of representatives from all Member States, is the sovereign body of ICAO. It meets every three years, reviewing in detail the work of the organization and setting policy for three years. It also establishes a triennial operating budget.

The Council, the governing body which is selected by the Assembly for a three-year term, is composed of thirty-three states. The Assembly chooses the Council Member States under three headings: states of chief importance in air transport, states that make the largest contribution to the provision of facilities for air navigation, and states whose designation will ensure that all major areas of the world are represented. As the governing body, the Council gives continuing direction to the work of ICAO. It is in the Council that standards and recommended practices are adopted and incorporated as annexes to the Convention on International Civil Aviation. The Council is assisted by the Air Navigation Commission (technical matters), the Air Transport Committee (statistical and economic matters), the Committee on Joint Support of Air Navigation Services and the Finance Committee.

The Secretariat, headed by a Secretary General, is divided into five main divisions: the Air Navigation Bureau, the Air Transport Bureau, the Technical Co-operation Bureau, the Legal Bureau and the Bureau of Administration and Services. In order that the work of the Secretariat shall reflect a truly international approach, professional personnel are recruited on a broad geographical basis.

Executive Heads:

Presidents of ICAO Council (Listed in chronological order): Dr. E. Warner, United States (1944-56); Mr. W. Binaghi, Argentina (1956-76); and Dr. A. Kotaite, Lebanon (since 1976).

Secretaries General of ICAO: Dr. Albert Roper, France (August 1945 - December 1951); Mr. E. C. R. Ljungberg, Sweden (January 1952 - 31 July 1959); Mr. R. M. MacDonnell, Canada (1 August 1959 - 31 July 1964); Mr. B. T. Twigt, Netherlands (1 August 1964 - 31 July 1970); Dr. A. Kotaite, Lebanon (1 August 1970 - 31 July 1976); Mr. Y. Lambert, France (1 August 1976 - 31 July 1988); Dr. S. S. Sidhu, India (1 August 1988 - 31 July 1991); Dr. P. Rochat, Switzerland (1 August 1991 - 31 July 1997); and Mr. R. C. Costa Pereira, Brazil (since 1 August 1997).

3. Brief administrative history

The International Commission for Air Navigation (ICAN)

One of the most salient features of the Convention of 1919 was the creation of the Commission Internationale de Navigation Aérienne (International Commission for Air Navigation), frequently referred to as CINA or ICAN. In practice, it was the principal organ of an international arrangement requiring administrative, legislative and judicial agents. The judicial work of the air regime was assigned by the Convention of 1919 to the Permanent Court of International Justice. The administrative and legislative functions were entrusted to CINA.

The organization and functions of the commission. A glance at the Convention of 1919 indicates that its operation requires a permanent organization for the following purposes: (a) to receive reports of the contracting states; (b) to transmit this information to the other states; (c) to revise the numerous and detailed rules in the annexes to the convention so that they will meet the rapidly changing conditions of aviation; and, finally and most important of all; (d) to provide a means for the progressive revision of the text of the Convention. These duties were placed upon the International Commission.

The first session of the Commission in July 1922 appointed as Secretary-General Albert Roper of France who had rendered able service in the drafting of the convention at the peace conference.

Provisional International Civil Aviation Organization (PICAO)

The need for an international aviation organization was pressing, and the Chicago Convention was not to become effective until ratified by twenty-six states. Realizing that to set up a permanent organization as a going concern takes time, the authors of the Final Act of the Chicago Conference included the Interim Agreement on International Civil Aviation, referred to above, which provided for an interim organization to function pending the coming into effect of the Convention, for the purpose of filling the gap between the signing of the Convention and the establishment of the permanent International Civil Aviation Organization.

This interim body, known as the Provisional International Civil Aviation Organization (PICAO), was established with remarkable rapidity. At the end of the Chicago conference on 7 December 1944, measures were taken to bring PICAO into being.

PICAO was established in accordance with the provisions of the Interim Agreement, referred to above, as 'a provisional international organization of a technical and advisory nature', with 'the purpose of collaboration in the field of international civil aviation'. It was in operation from August 1945 to 4 April 1947, when the permanent organization was formed. Its seat was in Montreal, Canada.

PICAO's constitutional structure and functions were modelled generally on those provided by the Chicago Convention for the permanent organization in order to assure working continuity with the permanent organization, which eventually was able to take over with little more than formal changes.

In keeping with the directive that all possible assistance from other international organizations was to be sought, the committee invited Dr. Albert Roper (France), Secretary-General of ICAN, to Montreal, for consultation and advice. Accepting the invitation, Dr. Roper arrived early in July 1945 to sit with the committee and assist the secretariat. Some continuity with the work and traditions of ICAN, later superseded by the Chicago Convention, was assured by Dr. Roper's well-timed invitation. It was further assured by appointing him to the post of Secretary General of PICAO. (ICAN was still formally in existence; it was among the other international bodies invited to attend the first Interim Assembly of PICAO.)

4. Description of the Archives Service

The ICAO Library and Archives is part of the Bureau of Administration and Services. It is responsible for the administration of the archives and for the repository of all inactive official records produced by the organization. It has appropriate methods and forms for retirement, retention and preservation of official records.

5. Description of the archival series

The volume is 740 linear metres. Approximately 122 linear metres have been placed on 3093 rolls of 16 mm microfilm. The Archives also keep printed archives and photographs. Approximately 12,500 maps and charts have been put in micro-jackets.

a) External Archive Groups

The Archives of the International Commission on Air Navigation and the Provisional International Civil Aviation Organization are identified but not yet completely described.

b) Finding aids

Origin index cards; file content cards; descriptive lists and inventories.

c) Facilities for consultation and reproduction

The Archives has a reference room with two reader-printers, one for roll film and one for microfiche, available to bona fide researchers. It should be noted that all microfilming and processing is done in-house on overhead planetary cameras. A photocopying machine is also available.

6. Research strategies

No information provided on this item.

7. Access rules

Access to the Archives is mainly limited to the staff of the ICAO Secretariat and members of national delegations. The rules of access are the same for predecessor bodies such as ICAN and PICA. Special restrictions apply to records of a confidential nature. Chief, Library and Archives, determines upon request and on an ad hoc basis whether access to the Archives should be granted to persons outside the organization. The ICAO Library and Archives exercises no archival control over regional offices (in Paris, Mexico, Bangkok, Cairo, Dakar and Lima).

ICAO copyright rules:

Permission is granted for the reproduction of the material requested provided the relevant provisions are not quoted out of context and subject to the following conditions:

- Suitable acknowledgement to ICAO must be indicated in the publication wherein they are

to be used.

- Two copies of the publication must be forwarded to ICAO for its archives.
- ICAO may revoke this permission at any time.

International Committee of the Red Cross (ICRC)

1. Practical information

a) Address

The headquarters of the International Committee of the Red Cross (ICRC) is located in Geneva in Switzerland. The official postal address is:

International Committee of the Red Cross
19, avenue de la Paix
CH-1202 Geneva
Tel. (+41 22) 734 60 01
Fax (+41 22) 733 20 57
Telex 23 867

The ICRC Archives Division can also be contacted directly by e-mail at the following address: archives.gva@icrc.org

Further information on the ICRC can be found on the ICRC Web Site, at the following addresses:

in English: <http://www.icrc.org>
in French: <http://www.cicr.org>

b) Opening hours

The public reading room of the ICRC archives is open from 9 a.m. to 5 p.m., Monday to Friday. Readers/researchers are asked to notify the Archives Division in advance (by e-mail, fax or letter) that they intend to visit.

c) Working languages

The two official working languages of the ICRC are English and French.

2. Presentation of the Organisation

The ICRC acts to help all victims of war and internal violence, attempting to ensure implementation of humanitarian rules restricting armed violence.

The ICRC's mission arises from the basic human desire, common to all civilizations, to

lay down rules governing the use of force in war and to safeguard the dignity of the weak.

The ICRC has received a mandate from the international community to help victims of war and internal violence and to promote compliance with international humanitarian law.

The ICRC's activities are aimed at protecting and assisting the victims of armed conflict and internal violence so as to preserve their physical integrity and their dignity and to enable them to regain their autonomy as quickly as possible.

The ICRC is independent of all governments and international organizations. Its work is prompted by the desire to promote humane conduct and is guided by empathy for the victims. The ICRC is impartial: its only criterion for action is the victims' needs. The ICRC is neutral and remains detached from all political issues related to conflict.

By applying these principles strictly, the ICRC is able to act as an intermediary between the parties to armed conflict and to promote dialogue in situations of internal violence, with a view to finding solutions for matters of humanitarian concern.

Through its work, the ICRC helps to prevent the worsening of crises and even at times to resolve them.

The ICRC systematically reminds all military and civilian authorities directly involved in armed conflict or internal violence of their obligations under international humanitarian law and the other humanitarian rules by which they are bound.

The ICRC has the duty to remind all States of their collective obligation to ensure respect for international humanitarian law.

In all societies and cultures, the ICRC endeavours to promote international humanitarian law and the fundamental human values underlying that law.

As the founding member of the International Red Cross and Red Crescent Movement, the ICRC directs and coordinates the international work of the Movement's components – The International Committee of the Red Cross, National Red Cross and Red Crescent Societies, The International Federation of Red Cross and Red Crescent Societies – in connection with armed conflict and internal violence.

The ICRC gives priority to cooperation with the National Red Cross and Red Crescent Societies and their Federation. It acts in consultation with all other organizations involved in humanitarian work.

3. Brief administrative history

a) Origins

On 24 June 1859 the Austrian and French armies clashed at Solferino, a town in northern Italy. After 16 hours of fighting, the battlefield was strewn with 40,000 dead and wounded men.

That same evening Henry Dunant, a Swiss citizen, arrived in the area on business. He was horrified by what he saw: for want of adequate medical services in both armies, thousands of wounded soldiers were left to suffer untended, abandoned to their fate. Dunant immediately set about organizing care for them, without discrimination, helped by civilians from neighbouring villages.

On returning to Switzerland, Dunant was unable to forget the terrible scenes he had witnessed. He decided to write *A Memory of Solferino* which he published at his own expense in November 1862 and circulated to friends, philanthropists, military officers, politicians and certain reigning families. The book was an immediate success.

To prevent any recurrence of the situation he had observed at Solferino, Dunant proposed the establishment of societies for relief to the wounded and the adoption of a Convention to protect wounded soldiers and medical personnel on the battlefield.

On 9 February 1863 the Geneva Society for Public Welfare, a charitable association based in the Swiss city of the same name, decided to set up a five-member commission to consider how Dunant's ideas might be implemented. This commission - made up of Gustave Moynier, Guillaume-Henri Dufour, Louis Appia, Thodore Maunoir and Dunant himself - met on 17 February and founded the International Committee for Relief to the Wounded in time of war, which later became the International Committee of the Red Cross.

Dunant has two key ideas : “Would it not be possible, in time of peace and quiet, to form relief societies for the purpose of having care given to the wounded in wartime by zealous, devoted and thoroughly qualified volunteers?”

“On certain special occasions, as, for example, when princes of the military art belonging to different nationalities meet (...), would it not be desirable that they should take advantage of this sort of congress to formulate some international principle, sanctioned by a Convention inviolate in character, which, once agreed upon and ratified, might constitute the basis for societies for the relief of the wounded?”

The first of these ideas led to the creation of the National Red Cross (and, later, Red Crescent) Societies, and the second to the development of modern international humanitarian law, which first found written expression in the Geneva Convention of 1864.

Having established their Committee, the five founders (G.Moynier, G.-H.Dufour, H.Dunant, L.Appia, T.Maunoir) set about ensuring that the ideas put forward in Dunant's

book would become a reality. In response to their invitation, 16 States and four philanthropic institutions sent representatives to the International Conference which opened in Geneva on 26 October 1863. It was at that Conference that the emblem - a red cross on a white ground - was adopted and the Red Cross as an institution came into being.

b) States party to the Geneva Conventions

188 States party to the Geneva Conventions

c) Structure

The ICRC is a Swiss-run independent humanitarian institution, with its headquarters in Geneva, Switzerland. Its supreme body is a Committee of a maximum of 25 members which sets general policy and guidelines on its activities. The President is elected from among these members. The current President is Mr Cornelio Sommaruga.

The Executive Board is composed of the President, the permanent Vice-President and two non-permanent members of the Committee, together with the Director for General Affairs, the Director of Operations and the Director of International Law and Policy. The Board is in charge of ICRC activities.

The Directorate of Operations manages ICRC field operations and its specific areas (visits to prisoners/detainees, medical and relief work, the Central Tracing Agency), together with relations with international and non-governmental organisations; the Directorate of International Law and Policy covers all legal and doctrinal know-how, promotion and development, the promotion of humanitarian principles and relations with the other components of the Movement; the Director for General Affairs covers communications, external resources, finance, administration, information systems, and personnel.

Field representatives, known as delegates (of the Committee), are based in delegations and regional delegations worldwide, running field operations.

4. Description of the Archives service

The ICRC Archives Division, a unit of the General Directorate, has a dual function, namely to manage both current records and historical archives.

At headquarters, centralized records management involves filing and archiving current records of institutional value. Other records, in particular those pertaining to financial and administrative matters, are defined as “non-institutional” and are managed by decentralized registries.

In the field, the delegations are responsible for organizing their own files and forwarding them at regular intervals to the general archives

This mixed system is a legacy of the file management system set up in 1950. Working methods were drastically changed, however, by the introduction in early 1997 of a computer system with worldwide links, combining electronic mail functions, document classification and management of current records

The second responsibility of the ICRC Archives Division is to maintain and make available the ICRC's public archives, which consist of general files and personal information dating back more than 50 years.

5. Description of the archival series

a) Archives holdings

The ICRC archives which are open to the public consist of just over 2,000 linear metres of documents, plus a collection of photographs and other audiovisual items managed by a special service. The archives largely originate from the ICRC itself, which has conserved them since its foundation in 1863. The external records deposited in the ICRC archives come mainly from organizations with which the ICRC has undertaken joint activities, from former members of the Committee or from delegates.

The general archives of the ICRC, of the Committee Secretariat and of its commissions were of a modest size until 1918, with the ICRC mainly active in the fields of law and the unity of the Red Cross and Red Crescent Movement. Between the two World Wars, the ICRC broadened its activities to include new operational and legal tasks. It increased the number of its operations, established permanent delegations and expanded its administrative and operational staff. In the 1920s, after a brief period in which many different methods of records management were used, the Secretariat arranged its archives in two main groups, one for legal, diplomatic and administrative matters, the other for operations, under the auspices of the Committee's Delegation Commission (Commission des Missions).

After another quiet period, the war in Abyssinia, the Spanish Civil War and the outbreak of World War II led the ICRC to alter organizational structures several times, and this affected the way the archives were accumulated. The new administrative services became responsible for their archives, which, for the most important services (the various relief services and the Camps unit), were constituted alongside the records of the Secretariat. The same applies to delegations whose archives form an independent series for World War II.

In addition to the ICRC general archives, major sets of records have originated from the Central Tracing Agency (CTA) and its precursors in the First and Second World Wars, namely the International Prisoners-of-War Agency and the Central Agency for Prisoners

of War, respectively. These records contain individual information on war victims which it was the agencies' task to gather from various government and Red Cross sources throughout the world, with a view to fulfilling their humanitarian mandate to forward correspondence and information from families and to draw up certificates. These archives consist mainly of personal cardfiles, lists and other similar items.

b) Archive groups/series

Period	Classification: archives group	Linear metres
1863-1945 (-1995)	Procès-verbaux Minutes of meetings of the Committee, executive committees and special commissions (certain series still running)	4
1863-1914	AF: Ancien Fonds All archives originating from those bodies other than the minutes.	8
1870-1871	Agence de Bâle Archives constituted by the Basel Agency and forwarded to the ICRC when it closed.	12
1877-1878	Agence de Trieste Archives constituted by the Trieste Agency and forwarded to the ICRC when it closed.	1
1914-1918	C-S: Comité-Secrétariat Committee business other than that concerning the International Prisoners-of-War Agency.	1
1914-1918	400: Agence internationale des prisonniers de guerre General files (no personal files)	11
1916-1922	[Versements tardifs] Various files without a structured filing plan (source and date of arrival unknown).	5
1919-1921	FAW: Fonds d'archives de Watteville Protection of prisoners following the Armistice.	4

1919-1950	CR: Croix-Rouge Archives from the ICRC General Secretariat, including files on legal and administrative matters and operations between 1932 and 1939.	60
1919-1932 (1948)	Mis. : Missions Most before 1925, matters concerning Russia up to 1948	22
1919-1950	Classement décimal Relations with international institutions, in particular those concerned with social welfare.	2
1919-1950	CL : Files classified as confidential before the entry into force of the <i>Rules governing access to the archives of the ICRC</i> .	3
1919-1922	MSB: Mission en Sibérie (Mission to Siberia)	2
1919-1922	S.V.: Secours Vivres (Food aid)	2
1920-1927	U.I.S.E.: Union internationale de secours aux enfants Missions carried by ICRC delegates for the Save the Children Fund International Union.	2
1921-1931	CR 87: Secours aux réfugiés russes (Relief for Russian refugees).	4
1921-1926	Commixt : Commission mixte de secours Operations to combat famine, mostly in Russia.	3

1939-1950	G: Archives générales du Comité Files on operational matters produced by the Central Secretariat.	164
1939-1950	<p>[Archives from the various ICRC units]</p> <ul style="list-style-type: none"> - Service des camps (Camps unit): Collection of reports on visits by delegates in two series, original reports (RO) and revised reports (RT), with a number of cardfiles; - Division des secours (Relief Division); - Secours en Grèce (Relief action in Greece) :ICRC archives relating to the work of the Management Commission; - Division Assistance spéciale (Special Assistance Division); - Division Transport (Transport Division); - Chronologies : Chronological files, various units. 	<p>[159]</p> <p>48</p> <p>75</p> <p>4</p> <p>11</p> <p>4</p> <p>7</p>

1941-1947	CMS: Commission mixte de secours Archives of the joint ICRC/League Relief Commission kept in the ICRC archives.	26
1939-1950	Archives des Délégations Files originating from the delegations, for the most part after 1944.	32

6. Research strategies

The archives of the Secretariat and the general records of the International Prisoners-of-War Agency (serial number 400) contain brief inventories which were mostly drawn up around 1950. A number of them are being revised. Others were composed more recently and are available for certain files in the G and CR series.

Except in the case of the archives of the Central Tracing Agency and its precursors, and of the Camps unit, there are no inventories for the archives of the ICRC's divisions and services, the Joint Relief Commission and the delegations.

Those wishing to undertake research in the ICRC archives are not required to complete any preliminary formalities. They will simply be asked on arrival to show proof of their identity and to state the subject of their research

A reading room is at the users' disposal at the times stated above (point 1). Users are strongly advised to notify the Archives Division by e-mail (archives.gva@icrc.org), fax (022/733 20 57) or letter of the date when they intend to visit. On arrival, they should go to the reception at the main ICRC building for further instructions

In addition, the ICRC archivists can on request carry out short searches of up to half a working day. Searches are subject to an hourly charge of 80 Swiss francs. Photocopies cost 0.50 Swiss francs per page.

7. Access rules

In January 1996, the ICRC Assembly adopted new "Rules governing access to the archives of the ICRC", which gave the public unrestricted access to archives dating from before 1950.

This historic decision was taken to respond to the desire of historians and many other people in search of accounts regarding individual victims of conflict and the conflicts themselves to extend the historical research undertaken since the late 1970s, at the initiative of the ICRC itself. A noteworthy example of this is a book entitled *Une mission impossible? Le CICR, les déportations et les camps de concentration nazis*, written by Professor Jean-Claude Favez of the University of Geneva, with initial publication in 1988 and a new edition appearing in 1996.

Extract from the “Rules governing access to the archives of the ICRC” of 17 January 1996:

“SECTION III: PUBLIC

Public archives Art. 6 :

The general public has access to archives classified as public. The ICRC archivists select and make an inventory of archives to be classified as “public”. After a set period of time, to ensure that such access will in no way be detrimental to the ICRC, to the victims that it is its duty to protect, or to any other private or public interests requiring protection.

Public archives Art. 7 :

1) Three types of document are to be found in the “public” archives :

General ICRC files dating back more than 50 years, including minutes of the decision-making bodies;

The minutes of the Recruitment Commission, the personal files of staff members and the record series containing personal or medical information dating back more than 100 years :

Access to biographical or autobiographical information on a specific individual is allowed after 50 years; such research, however, must be carried out by an ICRC archivist (see Article 10);

If permission is obtained from the individual concerned, the 50-year period may be shortened;

Access to archival material from other sources which has been stored in the ICRC archives is authorized from the date set by the individuals or institutions that deposited the material at the ICRC.

2) The period during which the public is barred from consulting a file runs from the date on which the file is closed.

3) Documents that were open to consultation by the general public before being deposited in the ICRC archives remain so thereafter.

Special access Art 8 :

- 1) The Executive Board may, before expiry of the time limits set in Article 7, grant special access to facilitate academic work which the ICRC itself wishes to see successfully completed or which it finds of interest.
- 2) The Executive Board adopts the Rules governing special access to the ICRC's classified archives.

Restrictions Art. 9:

Public access to ICRC archives may be temporarily delayed in order to permit necessary conservation work to be carried out on the documents requested, or if no space is available in the reading room.

Fees Art.10 :

A charge is made for research carried out by ICRC staff at the request of persons outside the organization (see Article 7).

Use Art. 11 :

No use may be made of the archives for commercial purposes unless a specific contract to that effect has been concluded with the ICRC.”

With regard to access to the ICRC archives, see also Jean-François PITTELOU, “New access rules open the archives of the International Committee of the Red Cross to historical research and to the general public”, in *International Review of the Red Cross*, September-October 1996, No. 314, p. 551-561.

International Court of Justice (ICJ)

1. Practical information

a) Address

Peace Palace,
2517 KJ The Hague,
Netherlands.
Telex : 32323
Telephone : (070) 302-2323
Fax : (070) 364-9928
Internet : <http://www.icj-cij.org>
E-mail : icj@pi.net

b) Opening hours:

Monday - Friday, 9 a.m. to 1 p.m. and 2.30 p.m. to 6 p.m.

c) Official languages:

English and French.

2. Presentation of the Organization

The International Court of Justice is the world's highest international court and the principal judicial organ of the United Nations. It was set up in 1945 and succeeded the Permanent Court of International Justice (PCIJ) in 1946.

Like its predecessor, the ICJ has its seat in the Peace Palace in The Hague. Its Statute, which is based on the Statute of the PCIJ, forms an integral part of the United Nations Charter.

ICJ's primary purpose is based on Article 2 of the UN Charter which states that "all members shall settle their international disputes by peaceful means in such a manner that international peace and security, and justice, are not endangered." As such, the ICJ has a dual role: (a) to give judgements on contentious cases submitted to it by States, in accordance with international law and (b) to hand down advisory opinions on legal questions at the request of the United Nations organs and specialized agencies.

Only States may apply to and appear before Court. The Court decides in accordance with international treaties and conventions in force, international custom, the general principles of law and, as subsidiary means, judicial decisions and the teachings of the most highly-qualified publicists.

The Court is competent to entertain a dispute only if the States concerned have accepted its jurisdiction in one or more of the following ways:

- (a) by the conclusion between them of a special agreement to submit the dispute to the Court;
- (b) by virtue of a jurisdictional clause, i.e., typically, when they are parties to a treaty containing a provision whereby, in the event of a disagreement over its interpretation or application, one of them may refer the dispute to the Court. Several hundred treaties or conventions contain a clause to such effect;
- (c) through the reciprocal effect of declarations made by them under the Statute whereby each has accepted the jurisdiction of the Court as compulsory in the event of a dispute with another State having made a similar declaration. The declarations of sixty States are at present in force, a number of them having been made subject to the exclusion of certain categories of dispute.

In cases of doubt as to whether the Court has jurisdiction, it is the Court itself which decides.

The procedure followed by the Court in contentious cases is defined in its Statute and in Rules of Court adopted by it under the Statute. The Rules now in force were adopted on 14 April 1978. The proceedings include a written phase, in which parties file and exchange pleadings, and an oral phase consisting of public hearings at which agents and counsel address the Court. As the Court has two official languages (English and French) everything written or said in one is translated into the other.

After the oral proceedings the Court deliberates in camera and then delivers its judgement at a public sitting. The judgement is final and without appeal. Should one of the States involved fail to comply with it, the other party may have recourse to the Security Council of the United Nations.

Since 1946 the Court has delivered 63 judgements on disputes concerning *inter alia* land frontiers and maritime boundaries, territorial sovereignty, the non-use of force, non-interference in the internal affairs of the States, diplomatic relations, hostage-taking, the right of asylum, nationality, guardianship, rights of passage and economic rights.

The advisory procedure of the Court is open solely to international organizations. The only bodies at present authorized to request advisory opinions of the Court are six organs of the United Nations and 16 specialized agencies of the United Nations family.

Since 1946 the Court has given 23 Advisory Opinions, concerning *inter alia* admission to

United Nations membership, reparation for injuries suffered in the service of the United Nations, territorial status of South-West Africa (Namibia) and Western Sahara, judgements rendered by international administrative tribunals, expenses of certain United Nations operations, and applicability of the United Nations Headquarters Agreement.

3. Brief administrative history

a) Origins

The modern history of international arbitration started with the so-called Jay Treaty of 1794 which settled hostilities between the United States and Great Britain through arbitration. The conclusion of this Treaty which emphasized the concept of arbitration was recognized as an important means for the pacific settlement of international disputes. It served as a model for the later Alabama Treaty which was negotiated between the United Kingdom and the United States, in 1872. The Alabama Treaty, which was negotiated in Geneva, marked the beginning of a second, and more decisive phase in the history of international arbitrations. It provided the basis for the adoption of arbitration clauses in treaties. Along with the notion of a permanent court of arbitration, it was launched at the Hague Peace Conference of 1899 which became the forerunner of the Permanent Court of Arbitration (PCA). The PCA was established in 1900 and began operating in 1902. The Second Hague Peace Conference which was held in 1907 revised the Convention and improved the rules governing arbitral proceedings.

The work of the two Hague Peace Conferences and the ideas they inspired had an influence on the creation of the Central American Court of Justice which operated from 1908-1918. It also had a bearing on the various plans and proposals submitted between 1911 and 1919, both by national and international bodies and by governments, for the establishment of an international judicial tribunal which culminated in the creation of the PCIJ after the end of the First World War.

The Statute of the PCIJ which was submitted to the Council of the League of Nations, by an Advisory Committee of Jurists, entered into force in 1921. The new Statute determined that the judges were to be elected concurrently but independently by the Council and the Assembly of the League, and that it should be borne in mind that those elected "should represent the main forms of civilization and the principal legal systems of the world".

In 1922, the PCIJ, which was created to serve as the judicial arm of the League of Nations, became a working reality and accessory in the history of international justice. It had its permanent seat in the Peace Palace in the Hague, and it was there that its first sitting was held on 15 February 1922.

On 30 October 1943, following a conference between China, the USSR, the United Kingdom and the United States, a joint statement was issued "recognizing the necessity of establishing a general international organization, based on the principle of the sovereign

equality of all peace-loving States and open to membership by all such States, for the maintenance of international peace and security." This declaration resulted in the publication, on 9 October 1944, of proposals for the establishment of a general international organization to include an international court of justice.

In April 1945, a committee of jurists representing 44 States met in Washington, under the chairmanship of G.H. Hackworth (USA). They were entrusted with the preparation of a draft Statute for the future international court of justice. It was to be presented to the San Francisco Conference which, during the months of April to June 1945, laid the groundwork for the United Nations Charter.

At the San Francisco Conference, in which 50 States participated, it was decided that an entirely new court be created on the basis of PCIJ's past experience. The decision to create a new court, which was to be the principal judicial organ of the United Nations, necessitated the dissolution of its predecessor, but it was agreed that the Statute of the PCIJ was a very valuable tool for any future Court, and that it should be maintained. This agreement is reflected in the Charter, which stated that the Statute of the ICJ was based upon that of the PCIJ.

The Statute of the ICJ was adopted on 16 June 1945, together with the Charter. Both came into force on 24 October of the same year.

The PCIJ met for the last time in October 1945 when it was decided to take all appropriate measures to ensure the transfer of its archives and effects to the new ICJ which, like its predecessor, was to have its seat in the Peace Palace in The Hague. The judges of the PCIJ all resigned on 31 January 1946, and the election of the first Members of the ICJ took place on 5 February 1946, at the First Session of the United Nations General Assembly.

The ICJ held its inaugural public sitting at the Peace Palace in The Hague on 18 April 1946, on the same day the League of Nations and the PCIJ ceased to exist.

b) Member States

On 31 July 1997, the 185 States Members of the United Nations, together with Nauru and Switzerland, were parties to the Statute of the Court.

c) Structure

The organization of the International Court of Justice is governed by Articles 2-33 of the Statute of the Court and by Articles 1-18 and 32-37 of the Rules of the Court.

The Court comprises the President, Vice-President, the full Court, Chambers, Registrar and Registry. The Court elects its own President and Vice-President for three years. It remains permanently in session, except during judicial vacations.

The full Court is composed of 15 judges who are elected to nine-year terms of office by the United Nations General Assembly and Security Council sitting independently of each other. Judges may be re-elected but the Court may not include more than one national of any State.

Members of the Court do not represent their governments but are independent magistrates. They must possess the qualifications required in their respective countries for appointment to the highest judicial offices, be of high moral character and be highly-respected and well-recognized jurists in international law.

The Court discharges its duties as a full Court but, at the request of the parties, it may also establish a special Chamber. A Chamber is composed of a minimum of three judges who are elected by the Court by secret ballot. The Court constituted such a Chamber in 1982 for the first time, formed a second one in 1985 and constituted two more in 1987.

A Chamber of Summary Procedure is elected every year by the Court in accordance with its Statute. In July 1993, the Court also established a seven-member Chamber to deal with any environmental cases falling within its jurisdiction.

When the Court or Chamber does not include a judge possessing the nationality of a same State party to a case, that State may appoint a person to sit as a judge *ad hoc* for the purpose of the case.

The Registry is the permanent administrative organ of the ICJ. Generally speaking, the work of the Registry of the Court covers four different areas: a) judicial; b) diplomatic, c) administrative and d) linguistic.

The Registry comprises a Registrar, a Deputy-Registrar and other officials. The Registrar and Deputy-Registrar are appointed by the Court for a period of seven years. They are eligible for re-election at the end of their terms. The other officials of the Registry are appointed by the Court on proposals submitted by the Registrar, or by the Registrar himself with the President's approval.

The Registrar is the Chief Administrative Officer of the Court. Apart from his judicial, diplomatic, administrative and linguistic duties, the Registrar is also responsible for the annual publication of the ICJ's Yearbook and Bibliography of the International Court of Justice, as well as other official publications of the Court.

The Registrar is assisted by the Deputy Registrar who acts as the Registrar in his absence.

4. Description of the Archives Service

The Archives of the Court are the official repository of all pleadings, documentation and correspondence, as well as the General List of cases.

The Department of Archives serves the in-house research needs of Members of the Court

and their legal staff who must be able to rely on accurate, efficient and timely retrieval of the information they require. The Department of Archives comprises three units: a) Registration Service, 2) Indexing Service, and 3) Distribution Service. All these units discharge their respective duties under the direction and supervision of the Archivist.

The Archivist who is the Head of Archives is accountable to the Registrar for the custody, management, maintenance, safe-keeping and storage of the archives of the ICJ and its predecessor, the PCIJ. These archives are confidential in nature and not open to the public.

5. Description of the archival series

The Archives of the Court total approximately 1,300 linear meters.

The ICJ Archives store the two following archives groups: (a) Archives of the Permanent Court of International Justice (1920-46) and b) Archives of the International Court of Justice (1946 -).

The archives of the Nuremberg International Military Tribunal are kept in the Court's in-house Library which is not open to the public.

6. Research strategies

Outsiders are not authorized to consult any of the ICJ or PCIJ files. The archives of the Nuremberg International Military Tribunal, however, may be consulted on written application to the Registrar. Internal requests for research and occasional enquiries from outsiders are handled by the Registrar of the Court.

Written requests should be addressed to:

The Registrar
International Court of Justice
Peace Palace
2517 KJ The Hague
Netherlands
Tel.: (070) 302-2323;
Fax: (070) 364-9928
E-mail: icj@pi.net

7. Access rules

The Archives of the ICJ and PCIJ are not open to the public.

International Federation of Red Cross and Red Crescent Societies

1. Practical information

a) Address

P.O. Box 372, 1211 Geneva 9, Switzerland

Tel. (41 22) 7304239

Fax (41 22) 7330395

The Archives and Records Management Service can also be contacted by e-mail at the following address: secretariat@ifrc.org (please type Archives and Records Management Service in the Subject line).

Further information on the Federation can be found on the Federation web site, at the following address: <http://www.ifrc.org>

b) Opening hours

By appointment with the archivist.

c) Working languages

English and French

2. Presentation of the Organization

The International Federation of Red Cross and Red Crescent Societies (The Federation) works on the basis of the Principles of the Red Cross and Red Crescent Movement to inspire, facilitate and promote all humanitarian activities carried out by its member National Societies to improve the situation of the most vulnerable people. Founded in 1919, the Federation directs and coordinates international assistance of the Movement to victims of natural and technological disasters, to refugees and in health emergencies. It acts as the official representative of its member Societies in the international field. It promotes cooperation between National Societies, and works to strengthen their capacity to carry out effective disaster preparedness, health and social programmes.

3. Administrative history

In May 1919, five national Red Cross societies formed the League of Red Cross Societies, with a Secretariat located in Geneva, Switzerland. By the time of the first League meeting in 1920, membership in the League had increased to 31 National Societies. The Articles of Association adopted in 1919 gave the League the following mandate:

"To encourage and promote in every country in the world the establishment and development of a duly authorised voluntary national Red Cross organisation, having as purposes the improvement of health, the prevention of disease, and the mitigation of suffering throughout the world, and to secure the co-operation of such organisations for these purposes;

To promote the welfare of mankind by furnishing a medium for bringing within the reach of all the peoples the benefits to be derived from present known facts and new contributions to science and medical knowledge and their application;

To furnish a medium for co-ordinating relief work in case of great national or international calamities."

The Secretariat of the League moved to Paris, France, in 1922, but in 1939 the Secretariat returned to Geneva, where it has remained to this day.

In 1983 the League changed its name to the League of Red Cross and Red Crescent Societies, and in 1991 changed its name again, to the International Federation of Red Cross and Red Crescent Societies. The Federation now consists of member National Societies from more than 175 countries.

A history of the Federation was published in 1997, and can be ordered from the Federation web site, <http://www.ifrc.org>

REID, Daphne A. and GILBO, Patrick F.: Beyond Conflict. The International Federation of Red Cross and Red Crescent Societies, 1919-1994, International Federation of Red Cross and Red Crescent Societies, Geneva, 1997

4. Description of the Archives Service

The Archives and Records Management Service has both archival and records management functions, and is responsible for: developing and maintaining a common records classification system for all Federation records; developing and maintaining records retention and disposal schedules for all Federation records; developing and maintaining the Federation's Archives as a research facility.

5. Description of the archival series

a) Archives holdings

The Archives and Records Management Service holds records documenting the activities of the International Federation of Red Cross and Red Crescent Societies that date from the foundation of the League of Red Cross Societies in 1919.

b) Archive groups/series

The archival records of the Federation have not yet been arranged and described.

c) General finding aids

At present the only finding aid to the Archives of the Federation is a computer database of file titles.

6. Research strategies

Those wishing to conduct research in the Federation's Archives should contact the archivist directly by telephone, fax, mail, or e-mail.

7. Access rules

The archival records are open to the public by appointment with the archivist, and in accordance with the following access conditions:

i. The Secretariat classifies as public the following records:

- a. Federation publications that the Secretariat makes available for sale to the public or distributes to the public for free;
- b. minutes and reports of statutory bodies more than 20 years old;
- c. non-confidential files of the Secretariat that are more than 30 years old.

ii. The period after which a record becomes public is calculated from the date on which the record is closed.

iii. Records classified confidential, which are generally records containing personal data, are closed to the public.

International Fund for Agricultural Development (IFAD)

1. Practical information

a) Address

107, Via del Serafico,
Rome, 00142
Italy
Telephone : (39-6) 54592307
Fax : (39-6) 5043463
E-mail : c.secchi@ifad.org

b) Opening hours:

8:30 a.m. to 5:00 p.m.

c) Working languages:

English, French, Spanish and Arabic

2. Presentation of the Organization

IFAD was established as an international financial institution as one of the major outcomes of the 1974 World Food Conference. The conference resolved that “an International Fund for Agricultural Development should be established immediately to finance agricultural development projects primarily for food production in the developing countries”. In this context, IFAD was created to mobilize concessional resources for programmes that alleviate rural poverty and improve nutrition. Thus the Fund has a very specific mandate: to combat rural hunger and poverty in developing countries. IFAD’s main objective is to provide direct funding and mobilize additional resources for programmes specifically designed to promote the economic advancement of the rural poor, mainly by improving the productivity of on and off-farm activities.

3. Brief administrative history

Since its establishment, IFAD has financed 454 projects in 108 countries, to which it has committed USD 4.66 billion in grants and loans, recipient governments have contributed USD 5.8 billion and multilateral and bilateral donors have provided USD 4.7 billion in

cofinancing. These projects have aimed at assisting 30 million poor rural households equivalent to approximately 180 million people.

Membership is open to any state that is a member of the United Nations or any of its specialized agencies, or of the International Atomic Energy Agency. The Fund's highest authority is its Governing Council, on which all 160 Member States are represented by a Governor and an Alternate Governor. Sessions of the Governing Council are held annually and special sessions may be called when necessary. The Executive Board, consisting of 18 members and 17 alternate members, oversees the Fund's current operations, particularly the approval of loans and grants. A President, elected by the Governing Council for a four-year term that is renewable for a further term, serves as the Fund's chief executive officer and chairperson of the Executive Board.

4. Description of the Archives Service

IFAD's archive holdings cover the institution's activities from the very beginning. They contain historical documents on the Fund's life policies and operations as well as inactive files related to operational activities. The archives are open only to internal staff and the staff of other international organizations.

A major archive renovation and upgrading project was launched in early 1996 to increase awareness of the archive's importance as the depository of the Fund's institutional memory. The mission statement of the archives reads as follows:

"The primary function of the IFAD archives is to collect, preserve, organize, describe and make available for purposes of reference and research all those administrative, fiscal and legal records of the organization that have permanent or continuing historical value".

IFAD's senior management is aware of the importance of preserving the Fund's institutional memory and has approved and supported the restructuring of the archives. This restructuring includes not only a reorganization of archival files but also the improvement of storage conditions. Restoration work will commence in early 1998.

Once the restructuring has been completed, the archives will be opened to the public - in full or in part - pursuant to the terms of the disclosure policy approved by the Fund's governing bodies.

5., 6. and 7. : Description of the archival series; Research strategies; Access rules

No information provided. See "Description of the Archives Service" above.

International Institute for the Unification of Private Law (UNIDROIT)

1. Practical information

a) Address

Via Panisperna 28
00184 Rome
Italy
Tel.: + 39/6/699 41 372
Fax: + 39/6/699 41 394
E-mail: unidroit.rome@unidroit.org
Unidroit web site: <http://www.unidroit.org>

b) Opening hours

The library of the Institute, which holds the documentation of the Institute, is open in the mornings, from 8.30 a.m. to 1.30 p.m. Meetings with members of staff of the Institute itself is by appointment.

c) Working languages

The working languages of the Institute are English and French. The official languages are English, French, German, Italian and Spanish.

2. Presentation of the Organization

The International Institute for the Unification of Private Law, more commonly known as Unidroit, is an independent intergovernmental organisation, not part of the United Nations system. It was founded in 1926 as an auxiliary organ of the League of Nations and after the demise of the League of Nations was re-established in 1940 on the basis of a multilateral agreement.

The purpose of the organisation, as specified in Article 1 of its Statute, is:

"to examine ways of harmonising and coordinating the private law of States and of groups of States, and to prepare gradually for the adoption by the various States of uniform rules of private law".

To achieve its purposes, the Institute shall

- "a) prepare drafts of laws and conventions with the object of establishing uniform internal law;
- b) prepare drafts of agreements with a view to facilitating international relations in the field of private law;
- c) undertake studies in comparative private law;
- d) take an interest in projects already undertaken in any of these fields by other institutions with which it may maintain relations as necessary;
- e) organise conferences and publish works which the Institute considers worthy of wide circulation".

3. Brief administrative history

a) Origins

Unidroit was founded by virtue of a decision taken by the Council of the League of Nations on 3 October 1924, following a proposal by the Italian Government. This proposal had been occasioned by an initiative on the part of Senator Vittorio Scialoja, Professor of Roman Law at the University of Rome. Created in 1926, the Institute was officially inaugurated in Rome on 30 May, 1928.

Re-established in 1940 on the basis of an autonomous Statute to which 57 States have since adhered, the Institute is active in two main fields of activity: firstly, legislative unification as such, consisting in the drafting of texts of international conventions or uniform laws and, secondly, complementary activities aimed at the promotion of uniform law. The latter include the publication of the Uniform Law Review, the publication of the Digest of Legal Activities of International Organizations and Other Institutions and the creation of a data base on uniform law, a project that is currently in its preparatory stages.

b) Member States

Unidroit presently has fifty-seven member States:

Argentina, Australia, Austria, Belgium, Bolivia, Brazil, Bulgaria, Canada, Chile, China, Colombia, Croatia, Cuba, Czech Republic, Denmark, Egypt, Finland, France, Germany, Greece, Holy See, Hungary, India, Iran, Iraq, Ireland, Israel, Italy, Japan, Luxembourg, Malta, Mexico, Netherlands, Nicaragua, Nigeria, Norway, Pakistan, Paraguay, Poland, Portugal,

Republic of Korea, Romania, Russian Federation, San Marino, Slovakia, Slovenia, South Africa, Spain, Sweden, Switzerland, Tunisia, Turkey, United Kingdom, United States of America, Uruguay, Venezuela, Yugoslavia (Federal Socialist Republic of).

c) Structure

A General Assembly constituted by one representative from the Government of each member State, with the tasks of voting the Institute's budget, of approving the Work Programme of the Institute and of electing the Governing Council; a Governing Council composed of the President of the Institute and twenty-five members, the latter being appointed by the General Assembly for a term of five years, responsible for drawing up the Institute's Work Programme and for determining the methods of carrying out the Institute's aims; and a Secretariat, headed by a Secretary-General and staffed by lawyers from different legal systems aided by ancillary staff, responsible for the carrying out of the Work Programme.

4. Description of the Archives Service

Unidroit is a small organisation and as such is not structured into departments or divisions. There is therefore no Archives Service as such. The documents produced by the Institute are available for consultation in the form of bound volumes. Two series are prepared, one (the "Red" Series) containing all the documents produced in chronological order, the other (the "Green" Series) containing the documents of each subject-matter dealt with organised by Study. The Secretariat is currently examining the possibility of making this material available electronically.

The Red and Green Series are available for consultation in the Unidroit Library. The Red Series is furthermore available in about thirty University libraries around the world.

5. Description of the archival series

As regards the material produced by Unidroit itself, see point 4, above. The Unidroit library also holds extensive documentation of other organisations, including the different commissions and specialised agencies belonging to the United Nations system, and other international organisations, such as the Hague Conference, the Council of Europe and the European Union.

Information on Unidroit and its activities may also be found on the Unidroit Internet Web Site at the address <http://www.unidroit.org>

6. Research strategies

The simplest research strategy is that of requesting the background documents of a specific instrument adopted by, or as a result of work by, the Institute. For example the background documents of the *1988 Unidroit Convention on International Financial Leasing* or of the *1995 Unidroit Convention on Stolen or Illegally Exported Cultural Objects*. Documents of studies in progress are also available, and these may be requested by referring to the subject-matter dealt with or the specific instrument under preparation. A certain amount of material is available on the Internet site. This includes the *Unidroit Principles of International Commercial Contracts* and the texts of the Conventions adopted by Unidroit. The site is bilingual English/French.

7. Access rules

Access to the library, which currently hold copies of the two series of Unidroit documents, is open to researchers, students, lawyers and in general anyone who has a specific interest in private law. Students require a letter of presentation from their professors.

The library also accepts researchers for longer periods of time. Such visitors will be admitted on conditions to be agreed with the Administration of the library.

International Labour Organization (ILO)

1. Practical information

a) Address

International Labour Office (ILO),
Historical Archives
4, route des Morillons
CH-1211 Geneva 22,
Switzerland

Telephone: +41.22.799.61.11 or direct +41.22.799.78.57

Fax: +41.22.798.86.85

E-mail: archives@ilo.org

Internet: <http://www.ilo.org>

The International Labour Organization is a tripartite international organization associated with the United Nations. *The International Labour Office* in Geneva, Switzerland, is the Organization's permanent secretariat.

b) Official languages

English and French.

Working languages: English, French and Spanish; other languages in which conference and meeting documents may be issued: German, Russian, Arabic and Chinese.

c) Opening hours

Monday to Friday, 9 a.m. to 12 noon; 2 to 5 p.m.

By appointment only.

Closed on official holidays (please enquire in advance).

The ILO Headquarters building is situated between the route des Morillons and the avenue Appia.

Historical Archives of the ILO: Research privileges are granted to the public subject to specific rules that are intended to protect the records in the ILO archival collections and to ensure their preservation. The Historical Archives are open for consultation *in situ* by any person on application in writing and subject to compliance and acceptance of the prevailing conditions. The Reading Room and offices of the Historical Archives are located on the R-2 level (north) of the ILO

Headquarters Building. The Reading Room, with 6-9 seats, is equipped with microfiche/film reader, photocopying machine and a computer for interrogation of relevant databases.

2. Presentation of the Organization

The International Labour Organization is a UN specialized agency which seeks the promotion of social justice and internationally recognized human and labour rights. It was founded in 1919 and is the only surviving major creation of the Treaty of Versailles, which brought the *League of Nations* into being. In 1946 it became the first specialized agency associated with the *United Nations*.

a) Origins

The ILO formulates international labour standards in the form of Conventions and Recommendations setting minimum standards of basic labour rights: freedom of association, the right to organize, collective bargaining, abolition of forced labour, equality of opportunity and treatment, and other standards regulating conditions across the entire spectrum of workrelated issues. It provides technical assistance primarily in the fields of vocational training and vocational rehabilitation; employment policy; labour administration; labour law and industrial relations; working conditions; management development; cooperatives; social security; labour statistics; and occupational safety and health. It promotes the development of independent employers' and workers' organizations and provides training and advisory services to those organizations. Within the UN system, the ILO has a unique tripartite structure, with workers and employers participating as equal partners with governments in the work of its governing organs.

b) Structure

The ILO accomplishes its work through three main bodies, all of which encompass the unique feature of the Organization: its tripartite structure (government, employers, workers).

1. International Labour Conference: The member States of the ILO meet at the International Labour Conference in June of each year, in Geneva. Each member State is represented by two government delegates, an employer delegate and a worker delegate. They are accompanied by technical advisors. It is generally the Cabinet Ministers responsible for labour affairs in their own countries who head the delegations, take the floor and present their governments' points of view.

Employer and worker delegates can express themselves and vote according to instructions received from their organizations. They sometimes vote against each other or even against their government representatives.

The Conference plays a very important role. It establishes and adopts international labour standards. It acts as a forum where social and labour questions of importance to the entire world are discussed. The Conference also adopts the budget of the Organization and elects the Governing Body.

2. The Governing Body is the executive council of the ILO and meets three times a year in Geneva. It takes decisions on the ILO policies. It establishes the programme and the budget which it then submits to the Conference for adoption. It also elects the Director-General.

It is composed of 28 government members, 14 employer members and 14 worker members. Ten of the government seats are permanently held by States of chief industrial importance. Representatives of other member countries are elected at the Conference every three years, taking into account geographical distribution. The employers and workers each elect their own representatives.

3. The International Labour Office is the permanent secretariat of the International Labour Organization and focal point for the overall activities that it prepares under the scrutiny of the Governing Body and under the leadership of a Director-General, who is elected for a five-year renewable term. The Office serves as an action centre and research, documentation and administrative body; it employs some 1,700 officials of over 110 nationalities at the Geneva Headquarters and offices in some 50 countries. In addition, about 600 experts undertake missions in all regions of the world under the programme of technical cooperation.

3. Brief history of the ILO

The *International Labour Organization* was created in 1919, at the end of the First World War, at the time of the *Peace Conference* which convened first in Paris, then at Versailles. The need for such an organization had been advocated in the nineteenth century by two industrialists, Robert Owen (1771-1853) of the United Kingdom and Daniel Le Grand (1783-1859) of France.

Their ideas were put to the test within the *International Association for Labour Legislation*, founded in Basle in 1901, their ideas were incorporated into the Constitution of the International Labour Organization, adopted by the Peace Conference in April 1919.

The initial motivation was humanitarian. The condition of workers, more and more numerous and exploited without consideration for their health, their family lives and their advancement, was less and less acceptable. This preoccupation appears clearly in the Preamble of the Constitution of the ILO, where it is stated, "conditions of labour exist involving ... injustice, hardship and privation to large numbers of people. "

The second motivation was political. Without an improvement in their condition, the workers, whose numbers were ever increasing as a result of industrialization, would create social unrest, even revolution. The Preamble notes that injustice produces "unrest

so great that the peace and harmony of the world are imperilled."

The third motivation was economic. Because of its inevitable effect on the cost of production, any industry or country adopting social reform would find itself at a disadvantage vis-à-vis its competitors. The Preamble states that "the failure of any nation to adopt humane conditions of labour is an obstacle in the way of other nations which desire to improve the conditions in their own countries."

Another reason for the creation of the International Labour Organization was added by the participants of the Peace Conference, linked to the end of the war to which workers had contributed significantly both on the battlefield and in industry. This idea appears at the very beginning of the Constitution: "universal and lasting peace can be established only if it is based upon social justice."

The ILO Constitution was written between January and April 1919, by the *Commission on International Labour Legislation* set up by the Peace Conference. The Commission was composed of representatives from nine countries, Belgium, Cuba, Czechoslovakia, France, Italy, Japan, Poland, the United Kingdom and the United States, under the chairmanship of Samuel Gompers, head of the American Federation of Labor (AFL). It resulted in a tripartite organization, the only one of its kind bringing together representatives of governments, employers and workers in its executive bodies. Part XIII of the *Treaty of Versailles* was embodied in the ILO Constitution.

The first annual International Labour Conference, composed of two representatives from the government, and one each from employers' and workers' organizations from each member State, met in Washington DC beginning on 29 October 1919. It adopted the first six international labour Conventions, which dealt with hours of work in industry, unemployment, maternity protection, night work for women, minimum age and night work for young persons in industry.

The Governing Body chose Albert Thomas (a former member of the French wartime government) as the first Director of the International Labour Office. He gave the Organization a strong impetus from the very beginning. In less than two years, 16 International Labour Conventions and 18 Recommendations had been adopted. In 1920 the first Maritime Session of Conference took place and in the same year the ILO Headquarters was set up in Geneva. The zeal which drove the Organization was very quickly toned down. Certain governments felt that there were too many Conventions, the publications were too critical and the budget too high. Thus everything had to be reduced. Nevertheless, the International Court of Justice, under pressure from the Government of France, declared that the ILO's domain extended also to international regulation of conditions of work in the agricultural sector.

In 1926, an important innovation was introduced when the International Labour Conference set up a supervisory system on the application of its standards, which still exists today. It created the Committee of Experts composed of independent jurists responsible for examining government reports and presenting its own report each year to the Conference.

In 1932, after having assured the ILO's strong presence in the world for thirteen years, Albert Thomas died suddenly. His successor, Harold Butler (United Kingdom), his deputy since the birth of the Organization, was soon confronted by the Great Depression with its resulting massive unemployment. During this period, workers' and employers' representatives confronted each other on the subject of the reduction of working hours, without any appreciable results. In 1934 both the United States and USSR became Members of the ILO.

In 1939, John Winant (United States) succeeded Harold Butler. His main task was to prepare the Organization for the imminent war. In May 1940 the situation in Switzerland, isolated and threatened in the heart of a Europe at war, led the Office to set up its temporary *working centre* in Montreal, Canada. In 1941 Edward Phelan (Ireland) was named Acting Director and in 1946 became Director-General after Winant's resignation. In October/November 1941, a special Conference was convened in New York and Washington DC to consider the ILO's role in the planning and application of measures of post-war reconstruction. In 1944, the International Labour Conference met at Philadelphia, attended by representatives of governments, employers and workers from 41 countries. That Session adopted the *Declaration of Philadelphia* which, annexed to the Constitution, still constitutes the Charter of the aims and objectives of the ILO. In 1946 the ILO became the first specialized agency associated with the United Nations, and in 1948 the International Labour Conference adopted Convention No. 87 on freedom of association and the protection of the right to organize.

In 1948 David Morse (United States) was appointed Director-General. During his 22 year period, the Organization took on its universal character as newly independent countries joined the ILO and a large-scale development programme of international technical cooperation was established .

A far-reaching project, the *Andean Indian Programme* was mounted with the participation of other UN organizations. While the ILO remained a standard-setting body, during this period there was also a marked emphasis on operational programmes and educational work, in the broadest sense. This led to the creation in 1960 of the *International Institute for Labour Studies* in Geneva and in 1965 the ILO's *International Centre for Advanced Technical and Vocational Training* in Turin (as from 1991 the *International Training Centre of the ILO*). Faced with the unemployment crisis, the ILO launched the *World Employment Programme* in 1969 to combat unemployment and underemployment. Also in 1969 the Organization celebrated its 50th anniversary and was awarded the *Nobel Peace Prize* for its work for peace through social justice.

Wilfred Jenks (United Kingdom), Director-General from 1970 until his death in 1973, was faced with a politicization of labour problems resulting from the East-West conflict. While expanding its technical cooperation programme, the ILO continued to develop new labour standards and the mechanisms for supervising their application, and particularly to promote freedom of association and the right to organize.

In 1976 the ILO organized the *Tripartite Conference on Employment, Income Distribution and Social Progress, and the International Division of Labour* in Geneva. Francis Blanchard (France) Director-General from 1974-1989, succeeded in averting

major damage to the ILO when a crisis triggered by the withdrawal of the United States from the Organization (1977 to 1980) resulted in the loss of one-fourth of its budget. The United States returned to the Organization at the beginning of the Reagan Administration. During this period, the ILO resolutely continued its work in defence of human rights. Thus, the Organization played a major role in the emancipation of Poland from dictatorship, by giving its full support to the legitimacy of the Solidarnosc Union based on respect for Convention No. 87 on freedom of association which Poland had ratified in 1957.

In 1989, Michel Hansenne, former Belgian Minister of Employment and Labour and of the Civil Service, became the first Director-General of the post-Cold War period. In the face of new challenges, the ILO is taking an active part in major international councils on economic and social development, in order to place social justice at the heart of the debate. In 1992 the ILO launched an *International Programme for the Elimination of Child Labour* (IPEC). Recent developments also include a policy of greater decentralization of activities and resources away from Geneva under the ILO's *Active Partnership Policy* and an *International Programme on More and Better Jobs for Women*. In 1994 the ILO celebrated its 75th anniversary and the 50th anniversary of the *Declaration of Philadelphia*. In the face of new challenges, the primary objectives set by the organization are: promoting and advancing democracy; and the fight against poverty; and the protection of working people. The standard-setting function is the strength of the Organization, and the total number of ratifications today exceed 6,400. The ILO has now 52 offices and national correspondents and 13 multidisciplinary teams throughout the world. The membership has grown from 42 in 1919, 55 in 1948, 121 in 1969 to 174 in 1997.

4. Description of the Archives Service

The International Labour Office began to function in January 1920 in London, and was transferred in July to Geneva, where it has continued to operate, except for the wartime period, when its Working Centre was transferred to Montreal (1940-47). As the Organization's permanent secretariat, its main duties may be briefly summarized: to organize, compile, report and provide secretarial services for the International Conference, the Governing Body and other conferences, meetings and committees; to prepare the drafts of international labour standards and promote their effective application; to serve as an action centre and implement operational programmes and execute technical cooperation projects; to undertake research and inquiries and to serve as a documentation centre and publishing house.

The Communications and Files Section (formerly known as the *Registry*) of the *Bureau of Internal Administration* is among other things responsible for registering, indexing and routing incoming communications and the central filing system, comprising some 260,000 active and inactive files; in addition the *Historical Archives* in the *Archives Unit* consists of about 70,000 files together with a number of special deposits, including the philatelic, photographic and microfilm/fiche collections (a total of more than 2,000 linear/m). Decentralized filing stations are under the responsibility of individual units, which also have their own archival collections (e.g. the Director-General's Office, the

Personnel Department, the Administrative Tribunal and offices in the field). Printed, roneoed and otherwise processed ILO publications and documents are located in the Central Library and Documentation Bureau, which is also responsible for bibliographical databases (e.g. LABORDOC).

The central policy and supervisory body is the *ILO Archives Committee* which is responsible for making recommendations to the Director-General concerning the organization of the ILO archives, and advises the Communications and Files Section, the Central Library and/or Documentation Bureau and other units with related responsibilities within their authority in regard to the preservation and destruction of files and other records of every kind, at Headquarters and elsewhere.

Filing system

The ILO central registry filing system, was set up in 1920 and appears to have been modelled on the arrangement then in force in the Ministry of Labour in London. It is what is known as an hierarchial system, based on alphanumerical reference codes. Each principal activity forms a subject of a file series, identified mnemonically by one, two or more letters (e.g. F=financial questions, RL=relations; TUR=trade union rights, PROG=programme planning). Each main subject is then divided by subsidiary subjects and in turn by other subdivisions, e.g. the country concerned, or the still further subsidiary aspects involved. There are also separate series for the ILO policy bodies (GB=Governing Body; ILC=International Labour Conference).

In parallel with this, it has been deemed necessary to have file series for, amongst others relations with national, international and other organizations, (for instance L=League of Nations; NGO=non-governmental organizations). The file reference consists of the series identification letters (or a combination of these, e.g. PROG/PB=programme planning - programme and budget), followed by the number of the division and subdivision using the decimal classification system. There are some 200 file series, not counting those in decentralized filing stations.

The following is an example of a filing system for a subject series.

SI = social security. For instance:

SI 0=request for information
SI 1=programme of work
SI 2=general correspondence
SI 4=sickness insurance
SI 7=legislation

SI 2-1-22 = correspondence (2) - Government (1) - France (22)
SI 2-0-49-3 = correspondence (2) - information (0) - Peru (49) - Employees' insurance bill (3)
SI 7-4-156-1-18 = legislation (7) - sickness insurance (4) - European code of social security (156)- Government (1) - Denmark (18)

Some examples of records groups included in the archives are:

1. Papers of the Organizing Committee set up immediately after the adoption of the Constitution to prepare the first session of the Conference (Washington, DC, October-November 1919).
2. Files as from 1919 relating to sessions of the Conference and the Governing Body that contain correspondence with governments and employers' and workers' delegates or representatives, credentials of delegates, reports, minutes of committees and other records.
3. Some 10,000 periodical reports of ILO Branch Offices and National Correspondents relating to over fifty countries from 1920 to 1965, including a wealth of unpublished matter of an economic and social nature.
4. Series of files on technical cooperation in developing countries, concerning hundreds of projects and programmes, classified by country and functionally arranged in relation to the main activities of ILO.
5. More than 200 files on problems arising during and as a result of the Second World War and the study of post-war reconstruction projects, at the national (made by certain countries) as well as international (made, for instance, by interrelated organs with a view to future international organization, both technical and political) levels, including the role of ILO activities.
6. Collection of the special Swiss postage stamps for the outgoing mail of the ILO and stamps issued by member countries in honour of the Organization and its activities.

Among the special collections should be mentioned:

1. Albert Thomas' papers, almost all relating to the work of ILO, 1919-1932.
2. Files and other papers transferred from the Director-General's Office relating to Harold Butler, John Winant, Edward Phelan, David A. Morse and Wilfred Jenks.
3. *The International Labour Office*, Basle, for the period 1890-1919, the *International Association for Labour Legislation* and the *International Association for Social Progress*.

6. Research strategies

There are currently two main sources. For historical research the manually produced registry-type indexes consisting of *dockets* placed in binders is the most important working tool. There are about 2000 volumes, covering the period from 1919 up to 1985 (and sometimes beyond), most of which are directly accessible for researchers. As the docketts were produced as an administrative tool at the same time as the files were opened, and thus reflect varying practices in the Registry, they must be used with caution. The docketts are grouped as follows: 1919; 1920-1937; 1938-1940; 1940-1947 (the war-time

or so-called *Montreal* docket, subsequently incorporated into the post-war series); and 1946-1985. They are again sub-divided by series, subjects, names and geographical locations. The second tool is the *File Database (SPHINX)* which contains some 70,000 references, mainly new files opened since the creation of the system in 1986, and is available on-line in the Reading Room.

At the moment a *Guide and general inventory to the Historical Archives* is being prepared, the first part of which covers all file series (closed and continuing) up to 1947 together with a general introduction. A second part will comprise series from 1947 to 1965.

7. Access rules

1. *Definition.* All records and other archival materials, regardless of physical form, created by the ILO or an official, expert or external collaborator, in connection with, or as a result of his/her official work, or received by the ILO, are the property of the International Labour Organization. The ILO Historical Archives make available records, correspondence, administrative files and other records 30 years after their creation, selected on the basis of their contents, which are either the property of or in permanent deposit with the Organization.

Admission by outside researchers:

2. *Normal access:* The Historical Archives are open for consultation in situ by any person on application in writing and subject to the compliance and acceptance of the conditions stipulated in the Application form (ILO 520, or any revision thereof). If the application is not accepted, the applicant agrees that no reason beyond this fact needs to be given by the ILO. The granting of access is strictly personal, and may be revoked without notice by the Director-General or an authorized representative, if the researcher fails to observe the conditions and standard of conduct required for access to ILO Archives

3. *Access to personal files:* Files of individual officials, experts and others employed by the ILO ("P"-files) may be consulted 50 years after the closure of the file. For biographical or autobiographical research, this time limit may be reduced in special circumstances, subject to the approval of the Director-General or an authorized representative on the recommendation of the Director of the Personnel Department, in accordance with the rules for *Special access* (see below). All other requests for information on serving or former officials, experts or others employed by the ILO should be addressed directly to the Personnel Department (Personnel Information Management Unit).

4. *Special access:* For archival material of a more recent date, confidential or otherwise, not included in the open Historical Archives, the Director-General, or an authorised representative, if satisfied that the circumstances so warrant, may grant "special access" to certain records; such exceptions may be subject to certain conditions beyond those indicated under "normal access".

Consultation of records

5. *Requests for access:* Applicants should submit their requests to the Historical Archives, giving as much background information as possible to enable staff to give the best possible advice about how to conduct the research. Once permission has been granted, researchers should arrange a date either by telephone or in writing for the first visit to the Reading Room.

6. *Reading Room:* Records may be consulted only in the Reading Room of the Historical Archives or in another location made available to the researcher. Once permission has been granted, researchers should contact the staff in the Historical Archives to be informed when records can be made available, dates for consultation, opening hours and facilities at the ILO (see also para. 14 below).

7. *Restrictions:* No object which the staff considers may damage records shall be allowed in the Reading Room. Subject to prior permission, researchers may bring with them portable typewriters, computers, tape recorders, cameras, and other special equipment. Smoking and the consumption of food or drink are prohibited (refreshments and meals can be obtained at various locations in the ILO building). For security reasons, personal belongings, including coats, umbrellas, bags, closed folders are not permitted in the Reading Room; they should be left in the lockers assigned by the staff, but cupboards with locks are available on request.

8. *Issue of records:* The staff will direct researchers to the search tools and indicate the procedure for ordering files and other records. To order records, the researcher completes a request for file form. The staff of the Archives will determine the number of records allowed at a time and the number of days they can be kept. Requests made before 10 a.m. will be made available the same day if possible; files may also be ordered in advance. There shall be no charge for consulting documents.

9. *Temporary withdrawal of records:* The ILO shall have access at all times to any records needing repair or otherwise required for its own activities.

10. *Printed records:* Unless the researcher is already familiar with the Archives, he/she is advised to consult first the ILO Library, which contains a complete collection of ILO printed documents and publications and a comprehensive collection of materials dealing with all subjects within the fields of ILO activities. The Library is open to the public and the staff is available to answer reference questions. Likewise, it offers a wide range of on-line information services, in particular its own bibliographical databases LABORDOC and SERIALS.

11. *Photocopies, photographic facilities, copying of sound and visual recordings and the duplication of electronically stored material:* Photocopying, photographic and other services may be arranged by the staff on request and may be subject to payment.

12. *Copyright:* The ILO is the owner of copyright in any material created by the ILO or by an official, expert or external collaborator, in connection with his/her official duties. As for non ILO material, the researcher has the obligation to obtain the necessary

permission to reproduce it from the copyright holders, unless such material is in the public domain.

13. *Published research:* Researchers having made use of ILO archival material to be included in a work to be published are required to deposit a copy thereof (whether in print, mechanical or electronic form) with the Archives.

14. *General rules:* Records must be treated with care, and documents may not be extracted from files. Records, indexes, books and any other material must not be removed from the Reading Room. Researchers must observe silence and conduct themselves in an orderly manner. Notebooks and personal articles may be inspected by the staff as researchers leave the Reading Room. The officials in charge of the Reading Room may exclude any person in breach of these and other rules in force.

15. *Enquiries:* Any person planning to consult the ILO Historical Archives should first enquire if the records are available at the ILO or whether they are kept by other bodies, such as the League of Nations Archives and the United Nations, or if the material also exists in the Library's collections, in printed or microfilm/fiche form.

International Monetary Fund (IMF)

1 Practical information

a) Address

700 19th Street,
N.W., Washington, D.C. 20431,
U.S.A.
Telephone: 202-623-7000
Fax: 202-623-4661
Telex: 64111 IMF UW, 248331 IMF UR, 197677 FUND UT

Web site: <http://www.imf.org>

Records Division
Telephone: 202-623-8625
Fax: 202-623-7175
E-mail: records-division@imf.org

b) Opening hours

Research Room: By appointment, Monday to Friday 9:30 am - 5:30 pm.
Closed on U.S. official holidays.

c) Working language

English

2. Presentation of the Organization

The International Monetary Fund was established on December 27, 1945, when the Articles of Agreement signed at Bretton Woods, New Hampshire, United States, in July 1944, came into effect. The Inaugural Meeting of the Board of Governors was held in Savannah, Georgia, United States, in March 1946, and the first meeting of the Executive Directors was held in May 1946.

The purposes of the International Monetary Fund are: (i) to promote international monetary cooperation through a permanent institution which provides the machinery for consultation and collaboration on international monetary problems; (ii) to facilitate the expansion and balanced growth of international trade, and to contribute thereby to the promotion and maintenance of high levels of employment and real income and to the development of the productive resources of all members as primary objectives of economic policy; (iii) to promote exchange stability, to maintain orderly exchange arrangements among members, and to avoid competitive exchange depreciation; (iv) to assist in the establishment of a multilateral system of payments in respect of current transactions between members and in the elimination of foreign exchange restrictions which hamper the growth of world trade; (v) to give confidence to members by making the general resources of the Fund temporarily available to them under adequate safeguards, thus providing them with opportunity to correct maladjustments in their balance of payments without resorting to measures destructive of national or international prosperity; and (vi), in accordance with the above, to shorten the duration and lessen the degree of disequilibrium in the international balances of payments of members.

Since the establishment of the Fund, the Board of Governors approved three amendments to its Articles of Agreement. The First Amendment, which was approved on May 31, 1968 and became effective on July 27, 1969, was for the establishment of a facility based on Special Drawing Rights (SDRs) in the Fund and for modification of certain rules and practices. On April 30, 1976, the Board approved a Second Amendment for reform of the international monetary system. This amendment entered in force on April 1, 1978 formulating the right of members to adopt exchange rate arrangements of their choice. The Third Amendment, which entered in force on November 11, 1992, added provisions for suspension of voting and certain related rights by the Executive Board if a member persists in its failure to fulfill any of its obligations under the Articles.

The Fund's title, abbreviation, flag and emblem are protected by the Convention of Paris for the Protection of Industrial Property, as revised in Lisbon (1958).

3. Brief administrative history

a) Origins

Several international conferences convened during the 1930s to address world monetary problems ended in failure. Partial and tentative solutions were clearly inadequate. What was required was cooperation on a previously untried scale by all nations in establishing an innovative monetary system and an international institution to monitor it. Fortunately, two bold and original thinkers, Harry Dexter White in the United States and John Maynard Keynes in the United Kingdom, put forward almost simultaneously in the early 1940s proposals for just such a system, to be supervised not by occasional international meetings

but by a permanent cooperative organization.

The system, reacting to the needs of the times, would encourage the unrestricted conversion of one currency into another, establish a clear and unequivocal value for each currency, and eliminate restrictions and practices, such as competitive devaluations, that had brought investment and trade to a virtual standstill during the 1930s. After much negotiation under difficult wartime conditions, the international community accepted the system and an organization to supervise it. Final negotiations for establishing the International Monetary Fund took place among delegates of 44 nations gathered in Bretton Woods, New Hampshire, United States, in July 1944. The IMF began operations in Washington, District of Columbia, in May 1946. It then had 39 members.

b) Member States

The IMF's membership numbers 182 countries in 1998. Membership is open to every country that conducts its own foreign policy and is willing to adhere to the IMF charter of rights and obligations. All major countries are now members of the IMF.

c) Structure

The Board of Governors, the highest decision-making organ in the Fund, consists of one Governor and one Alternate Governor appointed by each member country, and meets regularly once a year. The Interim Committee advises and reports to the Board of Governors on the management and functioning of the international monetary system. The Development Committee, with a similar composition, maintains an overview of the development process and reports to the Board of Governors of the International Bank for Reconstruction and Development, and the Fund.

The Executive Board is composed of 24 Executive Directors representing member countries, and is responsible for conducting the day-to-day business of the Fund. It functions in continuous session at IMF headquarters chaired by the Managing Director. The Executive Board voting power is based on quotas, but the Board rarely makes decisions on the basis of formal voting. It relies instead on the formation of consensus among its members.

The Managing Director is selected by the Executive Board. He serves as Chairman of the Executive Board and is also chief of the operating staff and conducts, under the direction of the Executive Board, the ordinary business of the Fund.

The international staff comes from member countries. Unlike Executive Directors who represent countries, staff members are international civil servants, responsible to the membership as a whole in carrying out Fund policies and do not represent national interests. Most of them work at headquarters in Washington; a few of them are assigned to small

offices in Paris, Geneva, New-York and Tokyo, or represent the Fund on temporary assignment in members countries.

Managing Directors: Camille Gutt (1946-1951); Ivar Rooth (1951-1956); Per Jacobsson (1956-1963); Pierre-Paul Schweitzer (1963-1973); H. Johannes Witteveen (1973-1978); Jacques de Larosiere (1978-1987); and Michel Camdessus (1987-).

4. Description of the Records Division

The Records Division is part of the Secretary's Department and its responsibilities fall into two functional categories: (i) the ongoing management of the Fund's information resources in support of the mission of the institution; and (ii) the preservation of the institutional memory as a basis for management and staff accountability and a source of guidance for future action.

In the area of archives and records management, the Division exercises intellectual and physical control over the Fund's archival holdings which consist of textual, electronic, and audio-visual records, identifying those records held in the files of Fund departments, bureaux, and offices, including records in electronic form, deemed to be of enduring administrative, evidential and/or historical value, ensuring their preservation.

The Division develops guidelines for the management and preservation of certain records and for the disposal or retirement of others, and provides ongoing assistance to departments in applying the guidelines. The Division provides for the orderly transfer of noncurrent files to the Fund's records depositories, maintains accession reports to facilitate management of the records, and services requests for files from retired records. According to the Medium-Term Plan, efforts will be focused on developing mechanisms to permit the Division to optimize the services that can be provided to Fund offices. The program will allow to better focus on the needs of the staff, and more effectively disseminate information and guidance in records-related areas.

The Division manages the Fund's vital records, ensuring that, as part of the emergency preparedness program, all records deemed vital for the continued operation of the institution in an emergency are identified, registered, and transferred off-site on a regular basis for storage. It is also responsible for ensuring the security and facilitating the timely retrieval of the records. In addition, the Division works with other departments to coordinate and support the Fund Emergency Operations Program.

The Division is responsible for meeting the research needs of the Fund and handling requests relating to historical records and other information resources, including requests for access by outside researchers. In addition, the Division provides centralized reference services to Executive Directors, management, and staff with regards to records, documentation, and

certain published materials. It manages and operates an electronic storage and retrieval system for Fund official documents (Gray literature).

The Division supports the work of the Secretary related to voting without meeting by the Board of Governors, overseeing the validation and tallying of votes, and preparing reports on the results for approval by the Executive Board.

The Division prepares publications and directories, including the *Directory of Members and Quotas*. It updates the *By-Laws/Rules and Regulations* and the *Articles of Agreement*, and prepare the chapters on Fund standard terminology for country names and currencies for the *Guide to Preparation of Correspondence and Documents*. The Division supports the preparation of the *Annual Report*, including compiling appendices: (i) Principal Policy Decisions of the Executive Board, and (ii) Relations with Other International Organizations.

The Division coordinates the updating of the Fund's list of delegations of authority. It has been designated to hold the delegations of signatory authority by the Managing Director. In support of the Annual Meetings, the Division provides documentation and records services to the Board of Governors.

5. Description of the archival series

The archives of the Fund are maintained by the Records Division within three categories: the Central Files, the Executive Board and its committees' series of documents, and the records depository.

The Central Files consisted of a wide range of Fund records: selected official incoming and outgoing correspondence received from the Communications Division, and internal memoranda from originating offices; formal correspondence concerning membership and quotas, votes of Board of Governors, and appointments of Governors; Executive Board and Board of Governors documents; internal issuances; and other material considered of "permanent value". The records have been integrated into various subject files arranged in accordance with a special classification scheme; this system is supplemented by a card index to collateral subject-matter in correspondence and memoranda. The Central Files never functioned as a *central registry* and no effort was made to retain the provenance of the interfiled items. Therefore, it can be said that the Central Files is more an artificial collection rather than having been an active instrument integrated into the daily routines of the Fund. Nevertheless, the Central Files may be considered the richest source of information for the first 25 years of the Fund.

The Executive Board and its committees' documents are maintained by series and document number, and are fully indexed by subject. For the period 1946-1958, the index covering all series is on cards. Separate indexes to the Executive Board minutes have been printed for 1946-1952 and 1953-1958. From 1959-1982, a cumulative index covering all Executive

Board series was printed periodically and cumulated in three-year periods, except for the first period which covers six years from 1959-1964. Since 1983, all Executive Board documents have been indexed electronically in the Records Division's document storage and retrieval system, which enables users to search for documents by a number of elements including titles, subjects, dates, authors, etc. Currently the full text of certain selected documents is included in the system, and plans call for including full text of all documents in the future.

In the records depository, designated series of retired, decentralized files deemed to have archival or long-term value are maintained in their original arrangement; through established retention procedures, the records containing archival value are identified to preserve institutional memory, as well as provide historical evidence to researchers. One method of access to the archival series retained in the records depository is through transfer lists, which are arranged according to the originating departments and thereunder by administrative unit. There is also a database which allows searches by file title, date and office of origin. Two series, the "Managing Directors' Files, 1946-1966" and the "Country Files of the Area Departments, 1946-1966" have already been processed. Formal description guidelines are currently under development, which will allow creation of finding aids using internationally recognized standards.

The total volume of archives is estimated to be 5710 linear feet. Audio-visual material, e.g., tapes of proceedings of annual meetings of the Board of Governors and its committees and various other meetings, and the photographic archives amount to approximately 36,000 items. Certain archival materials, e.g., Executive Board documents, also exist on microfiche.

Archives kept elsewhere

Records of the negotiations leading to the establishment of the International Monetary Fund and the International Bank for Reconstruction and Development at the United Nations Monetary and Financial Conference held at Bretton Woods (New Hampshire), United States, from July 1-22, 1944, may be found in the archives of the United States Government (National Archives and Records Administration, State and Treasury Departments) and the United Kingdom Public Record Office, as well as in the national archives of other participating countries. Copies of some of the documents of the United States Government are held in the archives of the International Monetary Fund.

Other reference sources available at IMF: Joint Bank/Fund Library (<http://jolis.worldbankimflib.org>).

6. Research strategies

For external researchers, research in the Fund Archives should start with a request for access made in writing, at least ten working days in advance of the anticipated visit, and including

address and phone number. A description of the intended project should be provided. This will permit the archivist to properly assess the volume of potentially useful material, and also ensure that archives staff are adequately prepared for the researcher's visit.

When first arriving at the Fund Archives, researchers may expect to have a facilitative meeting with staff assigned to assist them. This will provide an opportunity to clarify any questions, and also permit the archivist to brief the researcher concerning relevant holdings. Research room rules will be explained, and the records subsequently made available.

Questions regarding the above may be directed to the Fund's Archivist by telephone (202-623-8625), or via Internet (records-division@imf.org).

7. Access rules

In 1996, the Executive Board decided that outside persons, on request, be given access to documentary materials maintained in the Fund Archives that are over 30 years old, provided however, that access to Fund documents originally classified as "Secret" or "Strictly Confidential" will be granted upon the Managing Director's consent to their declassification. Access to the following is not granted: (i) legal documents and records maintained by the Legal Department that are protected by the attorney-client privilege; (ii) documentary material furnished to the Fund by external parties, including member countries, their instrumentalities and agencies and central banks, that bear confidentiality markings, unless such external parties consent to their declassification; (iii) personnel files and medical or other records pertaining to individuals; and (iv) documents and proceedings of the Grievance Committee.

Publications, press releases and other material prepared for public use are available. In addition to printed basic documents, such as the *Articles of Agreement* and the *By-Laws/Rules and Regulations*, and ad hoc published reports, the Principal Policy Decisions of the Executive Board, and press communiques of the Interim Committee and the Development Committee are published in the Fund's *Annual Reports of the Executive Board* and *Summary Proceedings of the Annual Meetings of the Board of Governors*. Landmark Board of Governors' resolutions and Executive Board policy decisions are periodically cumulated in the compilation *Selected Decisions and Selected Documents of the International Monetary Fund*.

Most of Fund's publications are available and/or can be ordered through its Web Site: <http://www.imf.org>

Expanded access to archived material is set to take effect on September 8, 1999, according to a decision by the Executive Board. Researchers interested in using the archives after the September 8 opening date are requested to contact the IMF's Records Division well in advance.

International Telecommunications Union (ITU)

1. Practical information

a) Address

Place des Nations,
CH-1211 Genève 20
Switzerland

Telephone: +4122/730 51 11

Fax: +4122/730 53 26

Archives service: +4122/730 52 52

b) Opening hours

Monday to Friday, 9 a.m. to noon and 2 p.m. to 5 p.m.

c) Working languages

Arabic, Chinese, English, French, Russian, Spanish

2. Presentation of the Organization

The role of the Union is:

1. To maintain and increase international cooperation in order to improve and to rationally employ all kinds of telecommunications.
2. To encourage the development and the most efficient exploitation of technical means in order to increase the output of telecommunications services, enlarge their use and generalize, as much as possible, their utilization by the public.
3. To harmonize the efforts of nations to these ends.

For this reason in particular the Union:

1. Attributes frequencies on the radioelectric spectrum and registers these frequency assignments in order to avoid annoying interference between the radiocommunication stations of different countries.

2. Co-ordinates efforts with the aim of eliminating annoying interference between radiocommunication stations of different countries and improving the use of the frequency spectrum.
3. Co-ordinates efforts in order to allow the harmonious development of telecommunication means, notably those using space techniques, so as to best use the possibilities that they offer.
4. Favourizes collaboration between its members in the hope of establishing the lowest charges possible, that would be compatible with good quality service and an independent and healthy financial administration of telecommunications.
5. Encourages the creation, development and perfection of telecommunications installations and networks in developing countries by using all means at its disposal, in particular through participation in appropriate United Nations' programs.
6. Adopts measures that would ensure the safety of human life by the cooperation of telecommunications services.
7. Undertakes studies, sets regulations, adopts resolutions, formulates recommendations and resolutions, gathers and publishes information concerning telecommunications.

3. Brief administrative history

a) Origins

The development of the telegraph in the first half of the 19th century made it vitally necessary to regulate and co-ordinate the use of this new means of communication between different countries. Several regional agreements were signed before the birth of the Austro-German Telegraph Union in 1850 and the Western European Telegraph Union in 1855. The concordant arrangements of these two Unions were included in 1865 in the foundation of the International Telegraph Union, the first name for what would later become the International Telecommunications Union.

It is important to remember that the ITU, a technical organization, has undergone an evolution in its functions and structure essentially as a result of technical evolution, without these obvious changes ever affecting its profound continuity.

Indeed, at the start, and until 1947, it was an organization placed under the control of the Swiss Confederation, which named its principal officials, notably the director (who came from the Swiss Telegraph Administration), and which advanced the credits needed to make the organization function. The development of radio at the end of the 19th century led to the creation of the International Radiotelegraphic Union, whose secretariat was entrusted to the International Telegraphic Office of Berne (Berlin Conference, 1906). Two organisms therefore came into being, functioning with separate budgets, but using the same secretariat and producing different archives, although often overlapping.

This situation lasted until 1932 when the two conferences, meeting simultaneously in Madrid, decided to merge the two Unions into the International Telecommunications Union, regulated by three different sets of regulations, the first telegraphic, the second telephonic, and the third for radiocommunications.

The great turning point in the administrative history of the ITU took place in 1947 when the organization, as a result of decisions taken at the Atlantic City Conference, left Berne for Geneva, on the one hand, and on the other, became a specialized institution associated with the United Nations.

b) Structure

The Union is made up of the following bodies:

1. The plenipotentiaries conference, supreme body of the Union.
2. World-wide and regional conferences.
3. The Council
4. The permanent bodies that are designated as follows:
 - a) The Secretariat General (SG)
 - b) The Radiocommunications Office (RO)
 - c) The Office for the Standardization of Telecommunications (OST)
 - d) The Office for the Development of Telecommunications (ODT)

Three specialized technical secretariats, working together and in close liaison with the office and the ITU, have been created: in 1925 the ITCC or the International Telegraphic Consultative Committee; in 1923 the IFCC or International Telephonic Consultative Committee; and in 1927, at the Washington Conference, the IRCC (International Radiocommunications Consultative Committee).

In 1947, the Atlantic City Conference established the International Committee for Frequency Registration (ICFR), which was later united with the International Radiocommunications Consultative Committee (IRCC), and which saw the creation, as of 1 April 1993, of the new Radiocommunications Office (RO). This was a decision taken by the Supplementary Plenipotentiary Conference at Geneva in December 1992.

The ITCC and the IFCC moved to Geneva after the second world war and merged into one secretariat, the International Telegraphic and Telephonic Consultative Committee (1 January 1957); and then later became the Office for the Standardization of Telecommunications OST (a decision taken at the World Conference on the Normalization of Telecommunications, Helsinki, March 1993).

The ITU exerts functions that are legislative (conferences, assemblies and Council); administrative and executive (which are exercised by the Secretariat General of the three

Sectors: radiocommunications, normalization of telecommunications and development of telecommunications.

List of Secretaries-General of the ITU

Louis Curchod, 1869-1872; Charles Lendi, May 1872-January 1873; Louis Curchod, February 1873-October 1889; Auguste Frey, February 1890-June 1890; Dr. Timothée Rothen, November 1890-February 1897; Emile Frey, March 1897-August 1921; Henri Etienne, May 1921-December 1927; Dr. Joseph Raber, February 1928-October 1934; Dr. Franz von Ernst, January 1935-December 1949; Léon Mulatier, January 1950-December 1953; Dr. Marco Aurelio Andrada, January 1954-June 1958; Gerald C. Gross, January 1960-October 1965; Manohar Balaji Sarwate, October 1965-February 1967; Mohammed Ezzedine Mili, February 1967-December 1982; Richard Edmund Butler, January 1983-October 1989; Pekka Tarjanne, November 1989.

The list of ITU conferences is available at the Archives Service as well as the plenary assemblies of the ex-ICC (IRCC and ITTCC) and of the present RO, ONT, ODT.

4. Description of the Archives Service

The archives of the Union are attached to the Department of Common Services under the name of the Archives Service.

This service is responsible for:

- a) archives, which includes diplomatic instruments, as well as photographic and sound archives, and personnel dossiers for retired or deceased civil servants.
- b) the establishment of a classification scheme for current records, although, due to a lack of staff, it has not yet been possible to put in place a section capable of real records management.
- c) printed archives, documents and publications printed and published by the Union and sold as photocopies of documents and publications no longer in print.

At the ITU, there is no registry in the classic meaning of the term, for two reasons:

- a) a 'historical' reason which means, in other words, that since 1950, the different departments have developed the habit of keeping their own files;
- b) a reason of circumstances for from 1968 to 1972 a reform in the procedure of registering daily correspondence came about with the aim of rationalization (see 'Administrative history')

It therefore follows that there is a certain complexity in the management of documents. At present, the three technical secretariats only transfer to the archives their printed documents and publications; they do not transfer their files, at least not in a systematic

way, since each of them has a unit that takes care of mail registration and each engineer keeps his own files.

The Archives Service thus operates only partially as the collecting body for the entire organization and remains, above all, a service of the Secretariat General whose files it deals with and gathers.

As a result, the diverse avatars that the archives have undergone (listed hereafter) concern only the Secretariat General which is, at present, the only heir of the archival core born at Berne over one hundred years ago.

From its origin until 1949 (date when the decisions taken at Atlantic City were implemented) the organization, growing from 4 to around 50 civil servants in 80 years, could be satisfied with a system of mail registration and classification of yearly files. The system was rigid and bound to fall into incoherence: around the 1920s, this overburdened classification plan caused the anarchic and apparently unconcerted creation of supplemental files opened as needed. From 1950 an effort was made to establish a registry modelled on that of the defunct League of Nations, but the only result of this initiative was the central registration, for about 20 years, of files under a number given chronologically - all subjects and services mixed in together.

Since 1968, the organization having increased its staff (at present there are more than 800 civil servants at the headquarters) and seen a proportional growth in the volume of affairs dealt with, the departments and principle administrative units have each organized a central location for files. The basic idea is to use an alphanumeric system, the acronyms and letters respectively corresponding to the administrative units and principal subjects dealt with before the files are decimalized. The Archives Service ensures, in principle, the homogeneity of this procedure but only to the extent that the services agree to consult it and follow its advice. On the other hand, the transfer procedures are in general followed exactly.

5. Description of the archival series

The archives of the ITU occupy at present nearly 3000 linear metres.

It should be underlined that the only exhaustive collection of publications and documents produced by the organization during its existence is found in the archives. The 'old' archives, those of Berne (1869-1950) represent only 75 linear metres, having been the victim of multiple removals as well as excessive eliminations based on criteria that cannot be determined at present. They are frequently written in German with Gothic lettering, at least until the first world war.

The archives of the Technical Cooperation, born during this period, probably contain the most interesting files for future historians (expertises, plans and reports). They consist of original documents in French, English or Spanish.

The instruments of adherence to or ratification of conventions are also kept by the Archives Service, but they only go back to 1947, before this date (which corresponds to the attachment of the ITU to the United Nations) preparatory documents for conferences, the originals of conventions and regulations as well as all diplomatic instruments have been conserved by the country that welcomed the conference.

The archives keeps a copy of all special telecommunications accords signed by different governments among themselves: these accords are submitted to certain restrictions with regard to access. Also conserved are magnetic tapes, the recordings of several conferences held by the Union, notably the annual sessions of the Council, which comes to about 1000 tapes and 753 phonographic records (from 1947 to the present).

A relatively rich photographic fonds, including negatives, has enjoyed a continuous and rapid growth. Some of its items go back to the Paris Conference (1865).

Finally, there is a very complete collection of all the regional and world maps of underwater cable networks published by the Union (from 1874 to the present, the latest items dating from 1975).

Thanks to the microfilm workshop, a certain number of microfiches have been made, either for the convenience of certain services or in response to external orders, but this service closed down at the end of 1995.

Please note that all information that follows only concerns semi-active and inactive files, current records being kept by their administrative units for a period from three to five years and not being, of course, open to consultation.

6. Research strategies

For printed archives (series Z) the user has access to two indexes:

- the first (Kardex system) where all the Union's publications and documents are indexed and analyzed as well as the periodicals in the libraries.

-the second, a traditional kind (card-index in the international format 75 x 125) thanks to which there is a subject index of all the conferences held by the Union since 1865.

The Telegraphic Journal, first version of the organization's periodical, has been the object of an analytic summary and indexing (1869-1880).

The documents of the Board of Governors have been catalogued and analytic tables have been prepared, established in a cumulative way (1967-1983).

The 'Berne archives' can be located through the annual registers of records. For the files, you must use the transfer list.

External fonds

The ITU acquired complementary fonds in the form of microfilms in rolls (35mm), which include, on the one hand, the correspondence exchanged between the principal European powers which led to the creation of the Telegraphic Union in 1865 (3 rolls, 1862-1865. The originals are at the Federal Archives in Berne); and on the other hand, the series of 17 telegraphic agreements reached between various European states before the birth of the Union (3 rolls, 1850-1865. The originals are kept at the State Archives in Vienna).

The languages are French and German.

Other reference sources

The Telegraphic Journal, which started publication in 1869, includes a mine of information as well as iconographic sources, for everything that relates to bygone telegraphic techniques and bodies.

Select bibliography

CARMIER, Jacques. *L'UIT et les télécommunications par satellite*. Brussels, 1975. 341 p.

CODDING, George Arthur, Jr. *The International Telecommunications Union*. London, 1952.

DURAND BARTHEZ, Pascal. *L'Union internationale des télécommunications*. Université de Paris I, 1979. 445p. (Doctoral thesis in law).

MEYER, Victor. *L'Union internationale des télécommunications et son bureau*. Berne, 1946. 38 p.

PEROTIN, Gilberte. *Cent années au service des télécommunications*. *Journal des télécommunications*, Vol. 36, N°XI, Nov. 1969.

L'Union télégraphique internationale, 1865-1915. Berne, 1915.

ZARB, Antoine. *Les institutions spécialisées du système des Nations Unies et leurs membres*. Paris, A. Pedone, 1980, XVI, 598 p.

L'Union internationale des télécommunications, vue d'ensemble, 1994-. Geneva: ITU, 1994. 31 p.

7. Access rules

The policy that governs access to the archives is the following: with the exception of certain categories of documents, all archives of the ITU are open to public consultation 30 years after the date of the most recent document contained in the file; for the files of the

Secretary-General's office, the minutes of meetings of the Co-ordination Committee and the files of the organization's civil servants, the time lag is 60 years after the date of the most recent item in the file. Exceptions to this rule can be obtained after a written request to the Secretary General of the ITU.

The means available to researchers include a microform reader/printer and a photocopier.

International Whaling Commission (IWC)

1. Practical information

a) Address:

The Red House
135 Station Road,
Histon
CAMBRIDGE
ENGLAND
CB4 4NP
Tel. + 44 1223 233971
Fax. + 44 1223 232876
E-mail : iwcoffice@compuserve.com
Web site : <http://ourworld.compuserve.com/homepages/iwcoffice/>

b) Opening hours :

8:30 a.m. - 5:00 p.m., Monday to Friday

c) Working Language :

English

2. Presentation of the Organisation

History and Purpose

The International Whaling Commission (IWC) was set up under the International Convention for the Regulation of Whaling which was signed in Washington D.C. on 2 December 1946. The purpose of the Convention is to provide for the proper conservation of whale stocks and thus make possible the orderly development of the whaling industry.

The main duty of the IWC is to keep under review and revise as necessary the measures laid down in the Schedule to the Convention which govern the conduct of whaling throughout the world. These measures, among other things, provide for the complete protection of certain species; designate specified areas as whale sanctuaries; set limits on the numbers and size of whales which may be taken; prescribe open and closed seasons and areas for whaling; and prohibit the capture of suckling calves and female whales accompanied by calves. The compilation of catch reports and other statistical and biological records is also required.

In addition, the Commission encourages, co-ordinates and funds whale research, publishes the results of these and other scientific research and promotes studies into related matters such as the humaneness of the killing operations.

Conservation and Management

There are many stocks or populations of the twelve species of 'great whales'. Many of these have been depleted by over-exploitation, some seriously, both in recent times and in earlier centuries.

Whales, like any other animal population, have a natural capacity for increase and a natural rate of mortality. A stock remains more or less in equilibrium at its initial level because these two factors balance one another. If the number of whales in a stock is reduced then recruitment increases, possibly as a result of greater food availability, by higher pregnancy rates, earlier maturation, increased survival rates or a combination of these factors.

In 1975, a new management policy for whales was adopted by the IWC based on these characteristics. This was designed to bring all stocks to the levels providing the greatest long-term harvests, by setting catch limits for individual stocks below their sustainable yields.

However, because of uncertainties in the scientific analyses and therefore the precise status of the various whale stocks, the IWC decided at its meeting in 1982 that there should be a pause in commercial whaling on all whale stocks from 1985/86.

A revised management procedure has been developed subsequently, which the Commission accepted and endorsed in 1994 but has yet to implement. This balances the somewhat conflicting requirements to ensure that the risk to individual stocks is not seriously increased, while allowing the highest continuing yield.

The pause in commercial whaling does not affect aboriginal subsistence whaling which is permitted from Denmark (Greenland, fin and minke whales), the Russian Federation (Siberia, gray whales), St Vincent and The Grenadines (humpback whales), and the USA (Alaska, bowhead and occasionally gray whales).

Scientific Research

As part of their response to the decision for a pause in commercial whaling, some member governments have implemented major research programmes which may include the sampling of whales caught under special permits which the Convention allows them to grant.

The Commission also sponsors and promotes international research. A major undertaking has been a series of ship surveys of the Antarctic minke whale stocks. Other funded research includes work on new techniques such as acoustic and satellite/radio tracking of whales and genetic analysis of populations.

The Scientific Committee is concentrating on a 'Comprehensive Assessment' of whale stocks, defined as an in-depth evaluation of the status of the stocks in the light of management objectives. It is also beginning work to assess the effects on cetaceans of environmental change such as global warming and pollution, and whalewatching activities.

Dolphins and Porpoises

The Commission has since its beginnings regulated the catches of the large whale species, but the smaller species of whales, dolphins and porpoises are also members of the same zoological order of Cetacea. Member governments hold different views over the legal competence of the IWC to regulate direct and incidental catches of small cetaceans. However, they are working to promote cooperation between the coastal and range states in the issues concerned to conserve and manage these species also.

3. Brief administrative history

a) Membership

Membership of the IWC is open to any country in the world that formally adheres to the 1946 Convention. The present membership is shown below. Each member country is represented by a Commissioner, who is assisted by experts and advisers. The Chairman and Vice-Chairman are elected from among the Commissioners and usually serve for three years.

Antigua and Barbuda
Argentina
Australia
Austria
Brazil
Chile
People's Republic of China
Costa Rica
Denmark
Dominica
Finland
France
Germany
Grenada
India
Ireland
Japan
Kenya
Republic of Korea
Mexico
Monaco
Netherlands
New Zealand
Norway
Oman
Peru
Russian Federation
Saint Kitts and Nevis
Saint Lucia

Saint Vincent & The Grenadines
Senegal
Solomon Islands
South Africa
Spain
Sweden
Switzerland
UK
USA
Venezuela

b) Structure

Secretariat

The IWC has a full-time Secretariat with headquarters in Cambridge, England. The personnel include the Secretary, Executive Officer, Scientific Editor, Computing Manager and supporting staff.

Meetings and Procedures

Each year, usually in May or June, the Annual Meeting of the Commission is held, either by invitation in any member country, or in the UK - the Secretariat's base.

The Commission has three main committees - Scientific, Technical, and Finance and Administration. There are also sub-committees which deal with Aboriginal Subsistence Whaling, Infractions (breaking of regulations) and other *ad hoc* Working Groups to deal with a wide range of issues. Commissioners may opt for their countries to be represented in any or all of these activities and most choose to do so.

The Scientific Committee meets in the two weeks immediately before the main Commission meeting and it may also hold special meetings during the year to consider particular subjects. The information and advice it provides on the status of the whale stocks form the basis on which the Commission develops the regulations for the control of whaling. These are contained in the Schedule and require a three-quarters majority of the Commissioners voting. Any changes become effective 90 days later unless a member state has lodged an objection, in which case the new regulation is not binding on that country. This procedure may be used when a government considers its national interests or sovereignty are unduly affected.

The regulations adopted by the Commission are implemented through the national legislation of the member states, who appoint inspectors to oversee their whaling operations and may also receive international observers appointed by the IWC.

4. **Description of the Archives Service**

The classes of archives materials listed under Description of the archival series are available for consultation at the Commission's offices in Histon but because of limited space and staff resources visitors should make appointments in advance. Researchers may find it more convenient to consult the duplicate set of these records which is held at the UK Public Record Office (see Access rules)

5. **Description of the archival series**

International Whaling Commission: Reports 1949 to present (PRO reference DG2)

Annual reports and Special Reports relating to whale biology, population dynamics, age determination, historical whaling records, aboriginal subsistence whaling etc.

International Whaling Commission Annual & Special meetings: Minutes & papers (PRO DG3)
Records of annual and other meetings comprising agendas, presented papers, Chairman's report (the definitive record of each meeting), and Verbatim Records of Plenary sessions. The proceedings include reports of the Technical, Scientific and Finance & Administration Committees, the Infractions Sub-committee and other subsidiary organs of the Commission.

Also papers of the 1945 International Whaling Conference

International Whaling Commission International Observer Scheme (PRO DG4)

(This series all held at the PRO only)

Files documenting the development, between 1955 and 1972, of the scheme to place observers on board whaling vessels and at shore station and, subsequently, the reports of the observers.

International Whaling Commission: International Whaling Statistics (PRO DG5)

Records of numbers, sizes and biological data relating to whales caught, by species, geographical area and season, yields of oil and other products, numbers of whaling vessels, land stations and factory ships. Almost complete records for large whales caught by commercial operations from 1868 plus more recent records for aboriginal subsistence whaling and catches of small cetaceans, both directed and incidental.

International Whaling Commission: Whale Assessment Surveys (PRO DG7)

Since 1975 the IWC has co-ordinated annual research cruises in the Southern Hemisphere. These records comprise the raw data collected on the cruises including sightings, research effort, weather, ice-edge conditions, identification of whales, genetic sampling etc.

Other records *(Held only at Histon)*

Library relating to whales and whaling matters as well as wider environmental matters

Files of correspondence and other administrative papers from 1946.

Finding aids :

Comprehensive publications database

Rudimentary files database

6. Research strategies

No information provided on this item.

7. Access rules

Visitors are welcome to the Commission's offices but constraints of space and increasing demands on already stretched staff resources make it essential that arrangements are made in advance. There are no dedicated search facilities at the Commission's offices and access is partly dependent upon making available desk space and equipment not required by staff at the time. Clearly, this is not an ideal arrangement and a better alternative for some researchers may be to consult the records that are held or duplicated at the UK Public Record Office (PRO). The address and contact numbers are:

Public Record Office
Kew
Richmond
Surrey,
ENGLAND
TW9 4DU
Tel : + 44 181 876 3444;
Fax : + 44 181 878 8905;
E-mail : GSD.PRO.KEW@GTNET.GOV.UK

IWC staff are pleased to provide readily available information in response to postal, telephone, fax or Email enquiries but are not able to undertake extensive research. A small charge may be made when appropriate to cover e.g. the cost of photocopying or supplying information on disk or CD.

North Atlantic Treaty Organization (NATO)

1. Practical information

a) Address

NATO Headquarters are located along Boulevard Leopold III in Brussels. The official postal address is:

NATO Headquarters,
B-1110 Brussels
Belgium
Tel: (32.2) 707.41.11
Fax: (32.2) 707.41.17
Telex: 23.867
E-mail: natodoc@hq.nato.int

b) Working languages

English and French are the two official languages of the Organization.

2. Presentation of the Organization

The North Atlantic Treaty, signed in Washington on 4 April 1949, created an Alliance for collective defence as defined in Article 51 of the United Nations Charter. The Alliance links fourteen European countries with the United States and Canada.

NATO is the Organization which serves the Alliance. It is an inter-governmental organization in which member countries retain their full sovereignty and independence. The Organization provides the forum in which they consult together on any issues they may choose to raise and take decisions on political and military matters affecting their security.

NATO's essential purpose is to safeguard the freedom and security of all its members by political and military means in accordance with the principles of the United Nations Charter. Based on common values of democracy, human rights and the rule of law, the Alliance has worked since its inception for the establishment of a just and lasting peaceful order in Europe. This Alliance objective remains unchanged. NATO also embodies the transatlantic link by which the security of North America is permanently tied to the security of Europe. It is the practical expression of effective collective efforts among its members in support of their common interests.

NATO's Headquarters were, first, located in London (up to April 1952), then transferred to Paris at Palais de Chaillot (1952-1959) and Porte Dauphine (1960-1967). Since 1967 they are installed in Brussels.

3. Brief administrative history

a) Origin of the Alliance and Member States

Between 1945 and 1949, faced with the pressing need for economic reconstruction, Western European countries and their North American allies viewed with concern the expansionist policies and methods of the USSR. A series of dramatic political events brought matters to a head. These included direct threats to the Sovereignty of Norway, Greece, Turkey and other Western European countries, the June 1948 coup in Czechoslovakia and the illegal blockade of Berlin which began in April of the same year.

The signature of the Brussels Treaty in March 1948 marked the determination of five Western European countries - Belgium, France, Luxembourg, The Netherlands and the United Kingdom - to develop a common defence system and to strengthen the ties between them in a manner which would enable them to resist to further use of such pressures. The supreme body of the Brussels Treaty Organization was to be a Consultative Council, consisting of the five Foreign Ministers. Under it was to be a Western Defence Committee consisting of Defence Ministers. In September 1948, it was decided to create a military agency under the name of Western Union Defence Organization.

In April 1948, the idea of a single mutual defence system, including and superseding the Brussels Treaty System, was publicly put forward in the Canadian House of Commons. On the 11th June, 1948, Resolution 239 - better known as the Vandenberg Resolution - was passed by the United States Senate. It made it possible for the United States to enter an Atlantic Alliance.

On the 6th July, 1948, the preliminary talks which led to the North Atlantic Treaty began in Washington between the State Department and the Ambassadors of Canada and of the Brussels Treaty Powers. It was agreed from the start that any treaty for common defence, linking countries from both sides of the Atlantic, should be within the framework of the United Nations' Charter.

On the 4th April, 1949, the North Atlantic Treaty was signed in Washington by the Foreign Ministers of Belgium, Canada, Denmark, France, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, the United Kingdom and the United States. It was ratified by the parliaments of the member countries five months later.

Subsequently, four other countries were invited to join NATO. Greece and Turkey acceded to the Treaty in February 1952. The Federal Republic of Germany became member in May 1955. Spain became the sixteenth member in May 1982.

Since the dissolution of the Warsaw Pact new cooperative structures of security are being developed between members of the Alliance and other countries contributing to overall stability in Europe. The North Atlantic Cooperation Council (NACC), consisting of Foreign Ministers or Representatives of the 16 NATO countries as well as the Central and Eastern European and Baltic States was established at the end of 1991. In January 1994 member States participating in the NACC and other CSCE States were invited to join NATO Countries in Partnership for Peace. In May 1997 the Euro-Atlantic Partnership Council (EAPC) replaced the NACC and a NATO-Russia Joint Council was established.

On the 8th July 1997 Heads of States and Governments participating in the North Atlantic Council in Madrid invited the Czech Republic, Hungary and Poland to begin accession talks with NATO and reaffirmed that the Alliance remains open to new members, expecting to extend further invitations in coming years to nations willing and able to assume the responsibilities and obligations of membership.

b) Structure

NATO is composed of civilian and military bodies located on the territories of its member countries.

NATO's civilian structure:

The North Atlantic Council - The NATO Headquarters in Brussels is the political headquarters of the Alliance and the permanent home of the North Atlantic Council. The North Atlantic Council provides a unique forum for confidential and constant intergovernmental consultation. It represents the highest level of decision-making machinery within NATO. There is no supra-national element in the Organization. All 16 sovereign member countries have an equal right to express their views around the Council table and decisions are reached on the basis of consensus and mutual consent. Each national delegation is headed by a Permanent Representative with the rank of ambassador.

The Secretary General - He is responsible for promoting and directing the process of consultation and decision-making through the Alliance. He is the Chairman of the North Atlantic Council, the Defence Planning Committee and the Nuclear Planning Group as well as titular Chairman of other senior committees. He has the authority to use his good offices in case of dispute between member countries. He is responsible for directing the International Staff and is the principal spokesman for the Alliance.

The International Staff - The work of the North Atlantic Council and its committees is supported by an International Staff consisting of personnel from member countries. The members of the International Staff are responsible to the Secretary General. The International Staff comprises the Office of the Secretary General, five operational

Divisions, the Office of Management and the Office of the Financial Controller. Each Division is headed by an Assistant Secretary General, who is normally the chairman of the main committee dealing with subjects in his field of responsibility.

A number of Production and Logistics Organizations established by NATO are responsible to the North Atlantic Council for carrying out specific tasks.

NATO's Military structure:

The NATO Military Committee is the highest military authority in the North Atlantic Treaty Organization. It is placed under the political authority of the North Atlantic Council and the Defence Planning Committee. It is composed of Chiefs-of-Staff of each member nation. Iceland having no military forces may be represented by a civilian.

The Military Committee is supported by an integrated International Military Staff made up of military personnel seconded from national military establishment and of supporting civilian personnel.

The Major NATO Commands - The strategic area covered by the North Atlantic Treaty is currently divided among two Major NATO Commands (European and Atlantic) and a Regional Planning Group for Canada and the United States. The Major NATO Commanders are responsible for the development of defence plans for their respective areas, for the determination of force requirements and for the deployment and exercise of the forces under their command. Their reports and recommendations regarding the forces assigned to them and their logistic support are referred to the NATO Military Committee. Several subordinate commands are directly responsible to the Supreme Allied Commander, Europe (SACEUR) and to the Supreme Allied Commander, Atlantic (SACLANT).

The Military Agencies - In addition to the command structures described above, there are a number of military agencies and research or training establishments responsible to the Military Committee and/or the Major NATO Commanders.

4. Description of the Archives Service

Each NATO Organization is responsible for the preservation of its own records. The description thereafter relates only to the archives of the North Atlantic Council, its Committees and the International Staff.

A Registry Section, headed by the Chief Registrar, became operational in 1952. The Registry is responsible for the receipt, distribution and despatch of communications entering and leaving the International Staff. The Registry maintains suitable records of such communications, with particular emphasis on the application of Security Regulations and controls. The Registry also establishes and maintains the archives of the International Staff and is the custodian of all official papers received and issued by the International

Staff. These functions are carried out by the Central Section of the Registry and several Sub-registries.

The Sub-registries, placed in the vicinity of the of Divisions or Independent offices they are serving, in addition to the routine control and distribution of incoming and outgoing mail, are responsible for the maintenance of current subject files and document series falling within their fields of competence. Subject files no longer current are transferred to the Archives Section for intermediate storage and appraisal.

The Registry Service is a component part of the Conference and Registry Services which are in turn directly responsible to the Deputy Director of Management.

5. Description of the archival series

From 1949 to 1997 the Registry accumulated 4.500 linear meters of subject files recording the activities of the Organization and some 3.700 microfilms containing all printed NATO documents generated by the North Atlantic Council and its subsidiary bodies.

For the time being, NATO is not yet in a position to provide a public archival service. A programme of public disclosure of NATO documents of 30 years old or older is in a preparatory phase. A first slice of documents generated between 1949-1958 has been reviewed for declassification and public disclosure. A second slice, 1959-1965 is being developed. However this programme cannot yet be effectively implemented without the installation of a reading room outside the protected security area.

However, researchers may consult the "NATO Integrated Data Service" (NIDS). In January 1993 NATO began to make available information on security-related matters through INTERNET and created the NIDS for this purpose. The NIDS gives access to NATO documentation and publications on political, military, economic and scientific matters, including communiques and official statements, press releases, speeches, newsletters and reference material. The NATO review, a periodical magazine published by the NATO Office of Information and Press, is also available through NIDS. The service includes documentation from SHAPE and other NATO agencies. In addition it gives access to public information issued by the North Atlantic Assembly (NAA), the Western Union (WEU), the Assembly of the Western Union, and the Organization for Security and Cooperation in Europe (OSCE) (formerly CSCE).

Further information on these services can be obtained from:

THE NATO INTEGRATED DATA SERVICE (NIDS)
NATO Headquarters

B-1110 Brussels
Belgium

Tel: 32-2 707 4599

Fax: 32-2 707 4579

E-mail : natodoc@hq.nato.int

6. Research strategies

The consultation of NATO files by outside researchers is not authorised. No public archives service having yet been established requests for researches are usually placed by the officials of the Organization. They are handled on a case-by-case basis by the archivist.

The Registry filing plans and the index of all official documents issued by the North Atlantic Council and its subordinate committees and working groups are the main research tools available. A computerized description of the archives based on ISAD(G) is envisaged.

7. Access rules

Access rules will be issued after the opening of a NATO archives service to the public.

Northwest Atlantic Fisheries Organization (NAFO)

1. **Practical information**

a) **Address**

Mailing address :

P.O. Box 638
Dartmouth, N. S.
CANADA B2Y 3Y9

Physical address :

2 Morris Drive
Suite 100
Dartmouth, N. S.

Telephone : + 902 468-5590
Fax : + 902 468-5538
E-mail : nafo@fox.nstn.ca
Web site : www.nafo.ca

b) **Opening hours**

Hours of operation : 9:00 a.m. - 4:00 p.m.

c) **Working languages**

English.

2. **Presentation of the Organization**

The prime objective of NAFO is to contribute through consultation and cooperation to the optimum utilization, rational management and conservation of the fishery resources of the Convention Area. NAFO promotes contemporary ideas for international collaboration in the high seas based on the scientific research of fisheries and environment.

3. Brief administrative history

a) Origins

The Convention on Future Multilateral Cooperation in the Northwest Atlantic Fisheries, signed on 24 October 1978 in Ottawa, came into force on 1 January 1979 following the deposit with the Government of Canada the instruments of ratification, acceptance and approval by seven signatories. This Convention, establishing the Northwest Atlantic Fisheries Organization (NAFO), replaced the 1949 International Convention for the Northwest Atlantic Fisheries and the International Commission for the Northwest Atlantic Fisheries (ICNAF).

b) Member States

The Contracting Parties of NAFO and Dates of Accession are:

Bulgaria - Instrument of Ratification deposited on 6 June 1979
Canada - Instrument of Ratification deposited on 30 November 1978
Cuba - Instrument of Ratification deposited on 22 December 1978
Denmark (in respect of the Faroe Islands and Greenland) - Instrument of Acceptance deposited on 30 May 1979
Estonia - Instrument of Accession deposited on 30 August 1992
European Union - Instrument of Approval deposited on 28 December 1978
France (in respect of St. Pierre et Miquelon) - Instrument of Accession deposited on 14 August 1996
Iceland - Instrument of Ratification deposited on 29 December 1978
Japan - Instrument of Ratification deposited on 4 January 1980
Republic of Korea - Instrument of Accession deposited on 21 December 1993
Latvia - Instrument of Accession deposited on 28 August 1992
Lithuania - Instrument of Accession deposited on 18 August 1992
Norway - Instrument of Ratification deposited on 28 December 1978
Poland - Instrument of Ratification deposited on 6 November 1979
Romania - Instrument of Ratification deposited on 5 March 1979
Russian Federation - from 1 January 1992 (successor of the USSR; Instrument of Acceptance deposited on 27 December 1978)
United States of America - Instrument of Accession deposited on 29 November 1995.

c) Structure

The constituent bodies of NAFO are: The General Council, Scientific Council, Fisheries Commission and the Secretariat, which specific functions are set out in the Convention and the Rules of Procedure.

4. Description of the Archives Service

No information provided on this item.

5. Description of the archival series

Files and printed material from ICNAF, 1951 - 1979 and NAFO, 1979 - present.

6. Research strategies

Consultation and advice by the NAFO Secretariat

7. Access rules

Access is given, with the consent of the Executive Secretary, to citizens of member countries and to international fisheries institutions. In other cases permission must be sought from the General Council.

Organisation for Economic Co-operation and Development (OECD)

1. Practical information

a) Address

2, rue André Pascal
F-75775 Paris Cedex 16
France.
Telephone: 33 1 45 24 82 00
Fax: 33 1 45 24 85 00
Telegrammes: DEVELOPECONOMIE
Telex: 640048
Internet : <http://www.oecd.org>

Archives and Records Management Service:

Telephone: 33 1 45 24 75 86
Fax: 33 1 45 24 16 03
E-mail: Patrice.Taupin@OECD.org or Mary-Ann.Grosset@OECD.org
Internet : <http://www.oecd.org/about/origins/archives.htm>

b) Working languages

English and French are the two official languages of the Organisation.

2. Presentation of the Organisation

a) What is the OECD

The Organisation for Economic Co-operation and Development, based in Paris, France, is a unique forum permitting governments of the industrialised democracies to study and formulate the best policies possible in all economic and social spheres.

The OECD differs from other intergovernmental organisations in three respects:

As it has neither supranational legal powers, nor financial resources for loans or subsidies, its sole function is direct co-operation among the governments of its Member countries.

At the OECD, international co-operation means co-operation among nations essentially on domestic policies where these interact with those of other countries, in particular through trade and investment. Co-operation usually means that Member countries seek to adapt their domestic policies to minimise conflict with other countries. Governments frequently seek to learn from each others' experience with specific domestic policies before they adopt their own courses of action, whether legislative or administrative.

By focusing the expertise of various OECD Directorates and of various Member government departments on specific issues, the OECD approach benefits in particular from a multidisciplinary dimension. The Organisation deals both with general macro economic and with more specific or sectorial issues.

Experience shows that the fields in which the OECD serves as a vehicle for international discussion and co-operation are becoming increasingly numerous because of the rapid growth of international interdependence. Through globalisation of the world economy, national borders are, in part, losing their economic meaning. The policies of individual countries are more and more affected and constrained by the interaction of domestic policies of one nation on those of another. Many policies that previously had little international impact now have consequences for trade and investment and may generate friction with other countries. The OECD offers a forum for its Members to discuss and study such developments and to develop collaborative and co-operative approaches to the management of their economies.

b) How the OECD works

The purpose of the OECD is to boost prosperity by helping to knit a web of compatible policies and practices across countries that are part of an ever more globalised world.

It accomplishes this purpose through a systematic review and analysis of nearly every element that can affect economic and social policy -- from agriculture to environment, education to trade and foreign investment.

The OECD collects and analyses a unique body of data that allows comparisons of statistics across countries and provides macro-economic and micro-economic research and policy advice in fields that mirror policy-making ministries in governments.

This work, which is often made public in publications, underpins discussions by Member countries, who send experts and policy makers to meet in specialised committees and groups for each of about 200 subject areas.

Committee discussions can lead to formal agreements or rules to foster international fairness in particular parts of the economy, such as international investment, capital movements or export credits, environmental protection and combating bribery.

More often, however, discussion at the OECD is designed to contribute to better domestic policy making and more co-ordinated international practice -- both of which build healthier

economies, create more employment, and foster trade for the benefit of OECD and non-OECD countries alike. This role is at least as important today as it was when the OECD was formed more than three decades ago.

3. Brief administrative history

a) Origins

The origins of the OECD can be found in the Organisation for European Economic Co-operation (OEEC), which grouped European countries around the purpose of rebuilding war-ravaged economies after World War II. Specifically, the OEEC was charged with administering United States aid, under the Marshall Plan, to reconstruct Europe.

When that reconstruction was largely complete, the governments involved recognised a new challenge: to make their newly rebuilt economies thrive in an environment where countries were already becoming more interdependent through rapidly growing international trade and nascent globalisation. So Canada and the United States joined with the European countries in 1961 to transform the OEEC into the OECD, the Organisation for Economic Co-operation and Development. In its convention, the new organisation was charged with promoting policies designed to:

- achieve the highest sustainable economic growth and employment and a rising standard of living in Member countries,
- while maintaining financial stability, and thus contribute to the development of the world economy;
- contribute to sound economic expansion in Member as well as non-Member countries in the process of economic development; and contribute to the expansion of world trade on a multilateral, non-discriminatory basis in accordance with international obligations.

b) Member States

In 1997, the OECD was comprised of 29 Member countries. At its creation in 1961, the following 20 countries became Members: Austria, Belgium, Canada, Denmark, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, Turkey, United Kingdom, United States.

Membership has increased over the years with the following countries adhering: Japan in 1964, Finland in 1969; Australia in 1971; New Zealand in 1973, Mexico in 1994, the Czech Republic in 1995 and Hungary, Korea and Poland in 1996.

c) **Structure**

The OECD comprises two main structures: 1) the Council and the Committees; and 2) the Secretariat linked by the Secretary-General, who is chairman of the Council.

- **The Council**

The OECD Council is comprised of ambassadors from all Member states who guide and approve the work of the Organisation. The Council stimulates thinking on the overall goals of the Organisation and on its future course. On a continuing basis, it is responsible for collective foreign policy issues, including the crucial area of relations with non-Member countries.

Once a year, the Council meets at ministerial level. Finance, trade, foreign and other ministers from Member countries set priorities for the work that would best support their common policy-making needs, and they raise and give public prominence to important economic issues.

- **The Committees**

Committees for particular subject areas, such as education, environment, trade, and investment, are comprised of specialist representatives from Member countries. Committee meetings as well as meetings of sub-groups are held regularly, and provide a forum where experts and senior policy advisors from government administrations request, review and contribute to work that will improve policy making. Meetings at ministerial level of these specialised committees are also held occasionally.

Committee discussions which use the research and guidance of the Secretariat are generally confidential so that frank discussion can take place. They regularly seek outside contributions from business (through the Business and Industry Advisory Committee) and labour (through the Trade Union Advisory Committee), as well as through other specialised non-governmental organisations.

Committees usually reach decisions by consensus, and each country's position is given equal weight.

- **The Secretariat**

The secretariat is made up of economists, statisticians, scientists, lawyers and other professional and administrative staff who support the work of the committees with research, analysis, data collection and policy recommendations.

The secretariat, which works in English and French, includes citizens of OECD Member countries who serve as international civil servants with no national affiliation during their OECD posting. Men and women with a cross-section of experience and nationalities are recruited for jobs at OECD, with no formal quota system.

- The Secretary-General

The Secretary-General provides the key link between the Member countries and the analytical support, both by chairing the Council and managing the work of the secretariat.

The OECD is funded by OECD Member countries. The Council decides on the size of the annual budget as well as the programme of work to be undertaken. National contributions to the annual budget are based on a formula related to the size of each country and its economy. Countries may also make separate voluntary contributions for particular programmes or projects. All countries have an equal voice in the OECD, irrespective of the size of their budget contribution.

4. Description of the Archives and Records Management Service

The Archives and Records Management service was established in 1991. The official coded documents of: a) the OEEC and its associated bodies; and b) the OECD official coded documents and publications are available on microfilm or microfiche. Since 1972, these documents have all been systematically placed on microfilm or microfiche by the OECD.

The initial objectives of the Service were to identify, collect and arrange the historical records of the OECD and the OEEC and its associated bodies and make them accessible to the public. Since 1 December 1992, the historical archives (records 30 years or older) can be consulted by the public at the Historical Archives of the European Communities (HAEC) in Florence. Public access to the records is not provided at the OECD.

The objectives of the Archives and Records Management service have moved from the processing of historical records to the arrangement and management of intermediate and current records, including electronic records. Records schedules and filing plans are being implemented.

Since 1 September 1997, modified classification and declassification rules for OECD official documents and records are in effect. OECD records are declassified after 10 years (instead of 30 years).

The Archives and Records Management service also publishes publications under the OECD's historical series collection.

5. Description of the archival series

Archives holdings

On the OECD premises there are 1000 linear meters of paper records and photos and 1 500 microfilm and 200 000 microfiches.

In accordance with the declassification rule in effect prior to 1 September 1997, all records, 30 years or older, can be consulted at the HAEC in Florence. A microfilm copy of these records is kept at the OECD.

A detailed description of the holdings available for consultation can be found on the internet at: <http://www.oecd.org/about/archives.htm> or <http://wwwarc.iue.it>

6. Research strategies

Public access is not provided at the OECD. All research requests for records 30 years or older should be addressed to the HAEC in Florence.

An inventory of OECD records at the HAEC can be consulted on the Internet at the following addresses: <http://www.oecd.org/about/origins/archives.htm> or <http://wwwarc.iue.it>

Requests for copies of declassified official documents, not currently at the HAEC or publication reprints can be made to the OECD Archives and Records Management service directly.

7. Access rules

Public access is provided at the European University Institute (EUI), by the Historical Archives of the European Communities (HAEC), in Florence, Italy.

Address:

Villa Il Poggiolo
Piazza T.A. Edison 11,
I-50133 Firenze
Italy.

Telephone: 39 55 46 65 620

Fax: 39 55 57 37 28

E-mail: archiv@datacomm.iue.it

Internet : <http://www.oecd.org/about/origins/archives.htm> or <http://wwwarc.iue.it>

Pan American Health Organization (PAHO)

1. Practical information

a) Address

Secretariat

Pan American Sanitary Bureau, Regional Office of the World Health Organization

525 Twenty-third Street, N. W.
Washington, D. C. 20037,
U.S.A.

Telephone: (202) 974-3000

Facsimile: (202) 974-3663

Internet: <http://www.paho.org>

b) Opening hours :

Monday to Friday, 8:30 a.m. to 5:30 p.m.

c) Working languages:

English and Spanish.

1. Presentation of the Organization

The Pan American Health Organization is an international organization of the countries of the Western Hemisphere that serves as Regional Office of the World Health Organization and as a specialized agency of the Organization of American States.

The fundamental purposes of the Pan American Health Organization (PAHO) are to promote and coordinate efforts of the member states to combat disease, lengthen life, and promote the physical and mental health of their people. These purposes appear under Article 1 of the Constitution which was approved by the first Meeting of the Directing Council on 2 October 1947.

Current policies further widen this scope to express that PAHO's mission is to cooperate technically with Members Countries and to stimulate cooperation among them so that the people of the Americas achieve a healthy environment and chart a course to sustainable human development.

3. Brief administrative history

a) Origins

The International Sanitary Bureau precursor of the Pan American Sanitary Bureau, was established by the First General International Sanitary Convention of the American Republics held in Washington, DC., in 1902. The Bureau, "according to the resolutions adopted", consisted of a board of seven health officials, residing in five countries, who were assigned the responsibility for the receipt and distribution of information on health conditions in the American Republics and to formulate sanitary agreements and regulations so that quarantine requirements would be reduced to a minimum in respect of cholera, yellow fever, bubonic plague, smallpox and "any other serious pestilential outbreak". These functions and responsibilities were adopted both by the Second Conference of American States (1901) and by the First General International Sanitary Convention.

Five other international sanitary conferences held in the Americas between 1902 and 1920 approved resolutions to the effect that the Bureau would undertake the investigation of outbreaks of communicable diseases, the facilitation of commerce through the improvement of sanitary conditions in the sea-ports of the American Republics, through sewage disposal, drainage of the soil, and the destruction of mosquitoes and other vermin. However, resources available at the time in terms of staff, office space, travel and other expenses were not appropriate to allow compliance with these Conference resolutions.

In 1923 the International Sanitary Bureau became the Pan American Sanitary Bureau and in November 1924 the Pan American Sanitary Code was approved and signed in Havana, Cuba. This instrument, which was ratified as an international convention by all 21 participating Members States in succeeding years, became the basis for the development of the Pan American Sanitary Bureau as an international institution, with resources made available through the apportionment of its budget among these States according to the scale of assessments established within the Pan American system.

The XII Pan American Sanitary Conference, held in Caracas in 1947, created the Pan American Sanitary Organization and designated the Pan American Sanitary Bureau as its operating agency or Secretariat. The Constitution of the Pan American Sanitary Organization, adopted at the first meeting of the Directing Council, Buenos Aires,

1947 makes provision for four constituent parts of the Organization, namely, the Pan American Sanitary Conference, the Directing Council of PAHO, the Executive Committee of the Directing Council, and the Pan American Sanitary Bureau.

The XII Pan American Sanitary Conference also approved the general terms of an agreement with the World Health Organization and, on 24 May 1949, the agreement was signed by the Director General of the World Health Organization and the Director of the Pan American Sanitary Bureau on behalf of their respective organizations. This agreement became operative on 1 July 1949. Under its terms, the Pan American Sanitary Conference and/or the Directing Council serve as the Regional Committee of the World Health Organization, and the Pan American Sanitary Bureau serves as the Regional Office for the Americas of the World Health Organization.

In May 1950 the Secretary General of the Organization of American States, on behalf of the Council of the Organization, and the Director of Pan American Sanitary Bureau, on behalf of the Directing Council of PAHO, signed an agreement through which the Pan American Sanitary Organization was recognized as an Inter-American Specialized Organization and as such was called to provide “technical advice on matters of public health and medical care”, to the OAS and its organs.

The XV Pan American Sanitary Conference, San Juan, Puerto Rico, 1958, modified the name of the Pan American Sanitary Organization to the Pan American Health Organization (in French: Organisation Panaméricaine de la Santé; in Portuguese: Organização Pan Americana da Saúde; In Spanish; Organización Panamericana de la Salud). The names of the Pan American Sanitary Conference and the Pan American Sanitary Bureau were left unchanged

b) Structure

PAHO’s structure highlights the complementary roles and responsibilities of its Governing Bodies, the Membership, and the Secretariat. This structure reflects on the manner in which policy, directives and/or guidelines are converted to operational programs.

The Organization is comprised of four major elements. The first three are known collectively as the Governing Bodies, with the fourth designated as the Secretariat, in accordance with the following major distribution of functions:

The Pan American Sanitary Conference, the supreme governing authority of the Organization, in which all the Member States are represented, meets every four years, determines general PAHO policies, serves as a forum on public health matters, and elects the Director of the Pan American Sanitary Bureau.

The Directing Council, in which all the Members States are also represented, meets once a year and acts on behalf of the Conference in years when that body does not meet. It carries out the decisions and policies of the Conference and reviews and approves the Organization's biennial program and budget.

The Executive Committee, composed of representatives of nine Member Governments elected by the Conference or the Council for overlapping periods of three-years, meets twice yearly to consider technical and administrative matters, including the program budget, and submits its recommendations to the Conference and Directing Council. **The Subcommittee on Planning and Programming of the Executive Committee**, established in 1979, to enhance the participation of the Governing Bodies in the review of program activities and resource allocation within the Organization, meets twice yearly and currently includes four members from the Executive Committee and three from other Member Governments (the latter named by the Director in consultation with the Chairman of the Executive Committee). **The Special Subcommittee on Women in Health and Development of the Executive Committee** was created in 1980 and meets yearly to guarantee the follow up and evaluation of the progress achieved in the framework of the World Plan of Action on Women and in particular of the Regional Plan of Action on Women in Health and Development.

The Pan American Sanitary Bureau was assigned functions and duties by the Pan American Sanitary Code, and thereafter has been entrusted with additional responsibilities by of the Pan American Sanitary Conference or by the Council in fulfillment of the Organization's general mission as established in Article 1 of PAHO's Constitution. The Bureau has a Director, elected at the Sanitary Conference by the vote of the majority of the Governments of the Organization. The Director, with the approval of the Executive Committee, selects and appoints a Deputy Director and an Assistant Director, and also appoints all other personnel of the Bureau. The Director is responsible for the creation of "such sections as are deemed necessary in order to carry out the program of health activities authorized by the Organization." (Art. 21 C of the Constitution).

c) **Membership in the Organization**

The Constitution of the Pan American Health Organization provides that membership is open to all American States. The Organization has thirty-five Member Governments, three Participating Governments and one Associate Member. Furthermore, two Member States of WHO's Region for Europe have been granted observer status. PAHO's Member Governments and Participating Governments, Associate Members and Observers are the following :

Member Governments	Date of Admission
Antigua and Barbuda	20 September 1982
Argentina*	14 November 1924
Bahamas	8 October 1974
Barbados	2 October 1967
Belize	20 September 1982
Bolivia*	14 November 1924
Brazil*	14 November 1924
Canada	27 September 1971
Chile *	14 November 1924
Colombia *	14 November 1924
Costa Rica *	14 November 1924
Cuba *	14 November 1924
Dominica	21 September 1981
Dominican Republic *	14 November 1924
Ecuador *	14 November 1924
El Salvador *	14 November 1924
Grenada	29 September 1977
Guatemala *	14 November 1924
Guyana	2 October 1947
Haiti *	14 November 1924
Honduras *	14 November 1924
Jamaica	23 August 1962
Mexico *	14 November 1924
Nicaragua *	14 November 1924
Panama	14 November 1924
Paraguay *	14 November 1924
Peru *	14 November 1924
Saint Lucia	22 September 1980
St. Vincent and the Grenadines	21 September 1981
St. Kitts and Nevis	24 September 1984
Suriname	29 September 1976
Trinidad and Tobago	20 September 1963
United States of America *	14 November 1924
Uruguay *	14 November 1924
Venezuela *	14 November 1924

(*) Indicates the 21 countries that originally signed the Pan American Sanitary Code on 14 November 1924.

Participating Governments

France	October 1949
Kingdom of the Netherlands	October 1949
United Kingdom of Great Britain and Northern Ireland	October 1949

Associate Member

Puerto Rico

September 1992

Observers

Spain

September 1981

Portugal

September 1986

Participating Governments: The PAHO Constitution provides that territories or groups of territories within the Western Hemisphere which are not responsible for the conduct of their international relations, and whose seats of government are outside the Region, shall have the right to be represented and to participate in the Organization, as Participating Governments, in accordance with Resolutions XV and XL of the V Meeting's Directing Council, 1951. The nature and extent of the rights and obligations of these territories or groups of territories in the Organization shall be determined in each case by the Directing Council after consultation with the government having responsibility for their international relations. The Governments of **France**, the **Kingdom of the Netherlands**, and the **United Kingdom of Great Britain and Northern Ireland** have been admitted as Participating Governments and represent those territories under their jurisdiction in the Region.

Associate Members: The XLVI Meeting of the Directing Council (1992) established, by means of Resolution II, a procedure for admission as Associate Members of territories, or groups of territories in the Region, whose international relations are the responsibility of States with seats of governments in or outside the Region. The nature and extent of the rights and obligations of these territories or groups of territories in the Organization is determined in each case by the Directing Council or the Pan American Sanitary Conference, after consultation with the government responsible for their international relations. **The Commonwealth of Puerto Rico** was admitted as an Associate Member of PAHO on 22 September, 1992, by means of Resolution III of the XLVI Meeting of the Directing Council held that year.

Observers: The Sanitary Conference or Directing Council, as appropriate, decides whether a requesting State is to be granted observer status. Countries granted observer status in PAHO enjoy certain privileges as determined by the Sanitary Conference or Directing Council. Portugal and Spain have been granted observer status in PAHO.

The Secretariat

The functions of the Pan American Sanitary Bureau are defined by the Pan American Sanitary Code and the Constitution of the Pan American Health Organization. The Pan American Sanitary Bureau acts as the Secretariat of the Organization and is

responsible for carrying out the programs and other directives approved by the Governing Bodies. PAHO's Secretariat is headed by the Director who appoints staff to carry out the programs and directives of the Governing Bodies. The majority of the staff serves in Country Offices, Centers and other field programs, while a core of technical and administrative staff provide support from PAHO's Headquarters in Washington, D. C. The following is a list of field offices of PAHO:

a) PAHO / WHO Country Offices and other Field Programs

Argentina

Bahamas (Also directly served by this office: Turks and Caicos Islands)

Barbados (CPC) (Also directly served by this office: Antigua and Barbuda, Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines. Eastern Caribbean: Anguilla, British Virgin Islands, Montserrat. French Antilles: French Guiana, Guadeloupe, Martinique, St. Martin and St. Bartholomew)

Belize

Bolivia

Brazil

Chile

Colombia

Costa Rica

Cuba

Dominican Republic

Ecuador

El Salvador

Guatemala

Guyana

Haiti

Honduras

Jamaica (Also directly served by this office: Bermuda and the Cayman Islands)

Mexico

Nicaragua

Panama

Paraguay

Peru

Suriname

Trinidad y Tobago

Uruguay

Venezuela (Also directly served by this office: Netherlands Antilles)

USMB PAHO/WHO Field Office, El Paso, Texas

b) PAHO/WHO Regional and Subregional Centers

The following regional and subregional centers are under the technical and administrative responsibility of PAHO:

Latin American and Caribbean Center on Health Sciences Information (BIREME)
Brazil

Caribbean Epidemiology Center (CAREC), Trinidad and Tobago

Pan American Center for Sanitary Engineering and Environmental Services (CEPIS)
Peru.

Caribbean Food and Nutrition Institute (CFNI) Jamaica

Latin American Center for Perinatology and Human Development (CLAP), Uruguay

Institute of Nutrition of Central America and Panama (INCAP), Guatemala

Pan American Institute for Food Protection and Zoonoses (INPPAZ), Argentina

Pan American Food and Mouth Disease Center (PANAFTOSA), Brazil

c) The Director of the Pan American Sanitary Bureau.

The Director of the Pan American Sanitary Bureau is elected at the Conference every four years “by the vote of a majority of the Governments of the Organization”

(Art, 21 A, of the Constitution). Directors of the Pan American Sanitary Bureau: Dr. Hugh S. Cumming (1920-1947), Dr. Fred L. Soper (1947-1958), Dr. Abrham Horwitz (1959-1974), Dr. Héctor R. Acuña (1975-1982), Dr. Carlyle Guerra de Macedo (1983-1994), and Dr. George O. Alleyne (1995-).

Prior to 1920 the heads of the International Sanitary Bureau had been designated as Chairmen by the International Sanitary Conferences.

4. Description of the Archives Service

PAHO, early in the 1950's established an official records management program, in keeping with the expressed wishes of its governing bodies to safeguard documents and others materials of enduring value as part of an institutional memory of the Organization. Present policies and procedural arrangements with respect to these

archival materials, including major fields of activity to which they relate, are as follows:

a) Official Documents

These are documents formally submitted by the Secretariat for consideration at meetings of the Governing Bodies of the Organization, and include among others the Program and Budget for the succeeding biennium, Annual Reports of the Director (or Four-year report at Conferences), PAHO Financial Reports, including External Audit Reports, as well as Final Reports of these meetings that include resolutions and other important decisions adopted on issues dealt with by the participants. The Chairmen of these meetings of the Governing Bodies and the Director of the Bureau, as Secretary ex-officio, according to the rules of procedure, sign the original copies of the Final Reports which are then deposited in the archives of the Bureau (in this case kept at PAHO Headquarters Library. DBI/DBL) to be available for inspection upon request.

Working documents prepared and submitted by the Secretariat and other documents made available during these meetings are distributed to Governments, international organizations and other participants. Complete sets of these documents are available for consultation at PAHO's Conference Services (AGS/C) and Library (DBI/DBL).

A CD-ROM containing all resolutions of the Governing Bodies of the Organization has been issued by the Publications and Editorial Services (DBI) and is now available at all PAHO offices.

Sound recordings of all sessions of the Governing Bodies are kept by Conference Services (AGS/C) under the Department of General Services (AGS).

b) PAHO Publications

The Publications and Editorial Services of the Organization (DBI) is responsible for periodical publications, such as *The Pan American Journal of Public Health*, that in 1997 replaced the *Boletín de la Oficina Sanitaria Panamericana*, originally initiated in 1922. The *Journal* covers a variety of public health topics, and reports on research activities and health service experiences. In mid 1996 PAHO initiated the production of a new periodical series under the name of *Perspectives in Health* appearing biannually to inform on institutional activities to international health workers.

The coordination of the production, including the contract of external services, as well as distribution and marketing of above materials falls under the direct responsibility of the Publications and Editorial Service (DBI) of the Organization with PAHO Publications Centers in 17 countries and with policy guidelines developed by a General Committee on PAHO Publications and support provided by Editorial Boards,

in respect of the quality of the presentation and contents and actively involved in the acquisition and selection of materials, and the provision of advisory services. PAHO's Library (DBI/DBL) is responsible for the collection, indexing and permanent upkeep of all publications originated at PAHO.

c) Legal Archives

All documents representing formalized commitments of the Organization with governments, international organizations, national institutions, or individuals other than staff members fall under the responsibility of the Office of Legal Affairs (DLA) of the Organization. This generally involves formalizing documents after participating in the consultation, development of terms of reference and drafting and/or reviewing treaties, agreements, regulations memoranda of understanding, contracts and subsidiary materials related to these instruments as well as to legal problems raised during their execution.

The Office of Legal Affairs (DCA) is also responsible for the custody of all legal documents once executed, along with other historically formalized instruments, and documentary evidence required by PAHO in activities involving national and international jurisprudence.

d) Administrative Documentation

All financial transactions of the Organization, executed through computerized applications, are hard-copy validated and kept within the system for the entire current financial biennium as well as for the one immediately proceeding it. Files kept, including supporting documentation, are considered valid and active for periods of up to ten years. Transactions related to staff payments are considered permanent. Responsibility for safe-keeping and disposal of archives in warehouse is jointly discharged by the Department of Budget and Finance (ABF) and General Services (AGS).

Files of PAHO active staff are kept by the Department of Personnel and documented to formalize any change in status. Files for inactive or retired staff members are safekept in the warehouse under the responsibility of the Department of Personnel (APL) and the Department of General Services (AGS).

Documentation gathered while developing contracts, particularly of recurring nature with regard to buildings, plant maintenance and various conference and office services, and for rental of additional space for PAHO offices or space leasing by PAHO, as well as for travel and transportation services and on custodial and security services is filed and maintained by the Department of General Services, (AGS) while considered active, and afterwards safekept at warehouse also under AGS management.

Procurement contracts and supporting documentation, including bidding processes and purchase orders and other transaction documentation related to supplies and equipment for PAHO Supported Programs, as well as purchases on behalf of Member Governments are retained by Procurement Services, (AGS/P) under the Department of General Services (AGS).

Documentation related to contractual arrangements in respect of hardware and software required for systems operation and development at HQ and field offices, as well as for management of Internet and Intranet communications is maintained by management and information Support (ACS) and retired files safekept in warehouse according to retention schedule arranged with the Department of General Services (AGS). ACS is also responsible for safekeeping of system backups in disk, magnetic tapes and cassettes that cover all areas of key computer applications such as financial transactions, personnel records and communications.

Other administrative documentation consists of administrative manuals, directives, bulletins, specific orders and instructions, as well as regulations, rules and procedures pertinent to each field of administrative activity in support of PAHO's program. The responsibility for the archival upkeep of these materials rests with the respective administrative units, while scheduling for warehousing retention and disposal is arranged between each of them and the General Services Department (AGS) .

e) Public Information Records

Public Information (DPI) develops and issues printed material, including a periodical publication *PAHO Today* and utilizes sound equipment and video as well as color and black and white photography to record PAHO program activities. It also manages a wide variety of videos and public service announcements on health activities largely utilized in health programs campaigns and in training, and its photo and other media archives provide documentary evidence of PAHO programs and of key officials involved in these activities from 1947 to date.

Above materials are indexed, including same in digital imaging and maintained by PAHO's Public Information Office (DPI).

f) Program / Project Archives

Documentation, including letters, memoranda, printed electronic mail messages and other materials including consultants' reports which relate to program/project activities of the Organization, is normally subject to handling and recording by executive offices (Director, Deputy Director and Assistant Director) and by technical divisions at Headquarters, as well as by field offices with respect to program execution at their level. The management of projects which represents detailed

communication with participating agencies and governments is based on appropriate recording and archival processes. Although records management procedures were developed several decades ago the main objectives and key features are still applicable today. The retention schedules and disposal processes maintain a clear view over projects and their relationship with major programs. At present, each of the Divisions at Headquarters in coordination with the General Services Department (AGS), is responsible for retention schedules.

5. Description of the archival series

Active files are normally decentralized to the organizational units directly responsible for the subject matter. Inactive records are centralized under the responsibility of the Department of General Services for safe storage maintenance and disposal processes established with each of the above-described major archival fields within the system. In order to standardize management of the overall process. PAHO has established the following criteria for archival purposes:

a) Subject Files

This group consists of correspondence that has a definite and specific policy, procedural or technical character by which it can be classified by subject both for immediate action and for future reference. This material will always be ultimately stored in archives for varying periods.

b) Non-Subjects Files

This group is comprised of long-term-value correspondence, which cannot be identified as subject material and cannot be filed by subject.

c) Non-Records Files

This group is composed of materials which have no future reference, or historic or other values to PAHO once the initial action has been completed.

d) Filing systems

The project arrangement is the prescribed filing system for numbered projects. A three-phase, alphanumeric system is prescribed for classification and filing of technical subject (non-project) correspondence.

e) Project files arrangement

The file reference for project correspondence is the country or regional designation combined with an assigned project number.

f) Correspondence references

The file reference, combined with the organizational unit code, are used as the correspondence reference in letters and memoranda, including fax and electronic mail transmittals.

g) Use of organizational unit codes

For administrative files, the organizational unit or office reference code is used as the primary or “main” heading combined with an appropriate secondary group and a tertiary number.

h) File classification system

The classification system has been designed as an operational or a main functional plan. It consists of a three-phase file classification number representing primary function/secondary subject/tertiary file title. In theory, the three-phase file numbers operate as follows:

First phase (Main heading-primary codes). The main heading or primary codes bear no relation to each other and cannot be combined for the purpose of building up file reference numbers. All primary numbers require to be combined with the appropriate secondary, according to the actual file subject. For ease of manipulation, minimum amount of records and unlimited expansion, the primary functions have been arranged in alphabetical order regardless of their technical or administrative quality. Each alphabetical activity is followed by a numeral, always starting at number 2 as follows: A2: Addiction-producing drugs, A3: Administration, A4: Ades aegypti, A5: Aftosa, B2: Bacterial disease, B3: Biological production and control, B4: Brucellosis, C2: Cancer, C3: Cardiovascular diseases, C4: Cholera, and C5; Chronic degenerative diseases.

The other alphabetic groups follow the same pattern. In this way, correspondence can be pin-pointed by its main function.

Second phase (secondary groups). Since it is extremely difficult to classify by the exact scientific medical subject (nor is there an absolute need for it), certain, well-recognized administrative aspect groups have been devised. Each secondary number and its description denote a subject that relates to one or more primary functions. The secondary descriptions are also arranged alphabetically but in order to disassociate them from primary numbers, secondary numbers are in straight numerical sequence beginning at number “one” . To allow for expansion, a block of numbers has been left blank between each alphabetical group.

In the course of building up the file classification number, a combination of a primary and a secondary number form the first two phases of the file reference number. An example of a partial number and title would be: S2: Schistosomiasis and S9: Grants.

The secondary group number, like main heading codes, always mean the same thing.

Third phase (tertiary number). Unlike the primary and secondary numbers, which are constant and always mean the same thing, tertiary numbers have no standard meaning. Their use is specifically that of giving a final number to the reference and

to denote the exact facet of primary and secondary combinations. S2/2g/2 is a fully complete reference number, means only one thing and is not duplicated anywhere else in the system.

Reserved tertiary numbers denote general aspects of primary and secondary combinations; the Tertiary No. 2 is reserved for Expert Panels and Committees when it follows the secondary --/50/-- (Meetings, WHO). Following the secondary ---/49/-- - (Meetings, PAHO) the following reserved tertiaries are used --/49/2—Meetings of the PAHO Executive Committee; ---/49/3--- Meetings of the PAHO Directing Council; --/49/4— Meetings of the Pan American Sanitary Conference.

Geographical breakdown. It is sometimes necessary, either because of volume or for working reasons, that separate files on the same subject be set up by country, region or other subdivision. In each case, the main file number will be preserved throughout and the country or other subdivision denoted by the addition of a more or less self-explanatory standard abbreviation (i.e., D9/G3/2/BRA---Disease control, technical relations with the Government of Brazil).

6. Research strategies

PAHO's Headquarters World Wide Web (www.paho.org) has been in existence since September of 1995 and offers Internet users information on PAHO activities, products and services. PAHO Web Site, under the responsibility of Publications and Editorial Services (DBI), provides information resources such as full-text documents, newsletters, statistical data, images, catalogs and press releases.

Users may obtain PAHO information on national or inter-country programs, natural disasters and emergencies, order publications and access other Internet addresses of the Organization. Also available is an Internet Gopher (gopher:gopherpaho.org) for users with somewhat limited computer hardware and connecting capabilities providing as much information as that available on the Web. The scope of PAHO's Web and Gopher services is permanently being expanded and now provide a significant amount of the information required by Members Countries and by all those who access its Web site.

PAHO's Library (DBI/DBL) provides facilities for on site research and consultation of documents and for Internet consultation. Photocopying services and Internet transmittal of extended texts are also provided as part of inter-office, inter-organizational loan policies and procedures.

7. Access rules

The records management program fulfills an important responsibilities of the Secretariat in that it supports program/project activity and it is intended as a legal protection to PAHO, providing at the same time documentary evidence to the

Organization's history. The records management procedures have been established to provide an Organization wide basic standard for the maintenance of these records.

Access to official records is limited to authorized members of the staff. Any query from external sources will be channeled to appropriate officials who will undertake the necessary steps for a reply. Above information will facilitate directing external inquiries to appropriate sources of the information. The public has unlimited access to other holdings retained by organizational units except as indicated above.

PAHO's policy on the protection of intellectual property is similar to that adopted by the United Nations. As it relates to original works produced by staff members, Staff Rules provide that "all rights, including title, copyright and patent rights, in any work or invention produced or developed by a staff member as part of his official duties shall be vested in the Bureau. The Director shall decide on the use to be made of these rights".

Permanent Court of Arbitration (PCA)

1. Practical information

a) Address

Peace Palace
Carnegieplein 2,
2517 KJ The Hague
The Netherlands.
Telephone: 31.70.30.24.242
facsimile: 31.70.30.24.167
E-mail: pca@euronet.nl

b) Opening hours

Monday to Friday from 9 a.m. to 5 p.m.
Closed on official Dutch holidays.

c) Working languages

English and French are the two official languages of the Court.

2. Presentation of the Organization

Established by intergovernmental agreement in 1899 (revised 1907) at The Hague in The Netherlands, the Permanent Court of Arbitration (PCA) is the oldest institution dedicated to resolving international disputes, having served the community for nearly 100 years. The International Bureau (or secretariat) of the Permanent Court of Arbitration has its offices in the Peace Palace, which is also the seat of the International Court of Justice.

The object of the Permanent Court of Arbitration is to facilitate recourse to various means of dispute settlement for international differences which the parties have agreed to refer to it. The Permanent Court of Arbitration is an international organization offering a broad range of services for resolving disputes between States, between States and private parties, between States and international institutions and between international institutions and private parties. These services include arbitration, good offices and mediation, commissions of inquiry (fact-finding) and conciliation.

The International Bureau of the Court is available at all times to provide information and advice helpful to parties in resolving their disputes, even if the government of one or both

of the parties is not a party to either the 1899 Convention nor the 1907 Convention.

The administrative affairs of the Court are supervised by the Administrative Council composed of the diplomatic representatives of States Parties to the 1899 and 1907 Conventions accredited to the Netherlands.

3. Brief administrative history

a) Origins

The Permanent Court of Arbitration (PCA) was established by the Convention for the Pacific Settlement of International Disputes, concluded at The Hague in 1899 during the first Hague Peace Conference.

The first Peace Conference was convened at the initiative of Tsar Nicholas II of Russia 'with the object of seeking the most effective means of ensuring to all peoples the benefits of a real and lasting peace, and above all, of limiting the progressive development of existing armaments.' The most important achievement of this Conference was the establishment of the Permanent Court of Arbitration: the first global mechanism for the settlement of inter-State disputes. The 1899 Convention was revised at the second Hague Peace Conference in 1907.

b) Member States

The Member States comprise the States Parties to the 1899 and 1907 Hague Conventions. The States Parties to these Conventions appoint the 'Members of the Court'. The approximately 260 Members of the Court, all distinguished lawyers, are available as arbitrators in arbitrations conducted under the auspices of the PCA. The List of States Parties to the Convention (presently 85) and the List of Members of the Court are published in the Annual Report of the Administrative Council.

c) Structure

The Staff of the International Bureau includes the Secretary-General, the First Secretary and the Second Secretary. The International Bureau acts as the Court's registry and secretariat, serving as its channel of communication (including communication between parties to proceedings administered by the Bureau) and maintaining custody of its archives. Matters of policy are decided by the Administrative Council, which meets bi-annually.

4. Description of the Archives Service

As stated in Article 22 of the 1899 Hague Convention and Article 43 of the 1907 Hague Convention, the PCA has custody of the archives of its cases and is responsible for the preservation of its own records.

5. Description of the archival series

Archives, dating from 1900 comprise files of correspondence etc.; records of arbitral cases, commissions of inquiry and conciliation commissions; annual reports of the Administrative Council; arbitral awards and other decisions.

6. Research strategies

Apart from the filing system, no other research system is in operation.

7. Access rules

Research facilities are by appointment only. Permission to consult archives must be sought in writing from the Secretary-General of the Permanent Court of Arbitration, stating the reason for wishing to have access. Researchers will be assisted by staff of the International Bureau. Photocopy facilities are available.

United Nations (UN)

1. **Practical information**

a) **Address**

Archives and Records Centre

Mailing address:

United Nations Secretariat, Room PK-1200,
New York,
New York 10017

Location:

345 Park Avenue South,
New York,
NY 10010
Fax: 212 963 8686
Telephone: 212 963-8685; 212 963- 0961

E-mail: guptil@un.org

Web site: <http://www.un.org>

b) **Opening hours**

Monday to Friday, 9:00 a.m. to 4:45 p.m.

c) **Working languages**

Although the six official languages of the United Nations are as follows: English and French since 1945, Spanish 1948, Russian 1958, Arabic and Chinese 1973, records in the ARC are primarily in English and to a lesser degree, in French.

2. **Presentation of the Organization**

The Charter of the United Nations was signed on 26 June 1945, in San Francisco, at the conclusion of the United Nations Conference on International Organization, and came into

force on 24 October 1945. The Statute of the International Court of Justice is an integral part of the Charter.

The Purposes of the United Nations are:

- a) To maintain international peace and security, and to that end: to take effective collective measures for the prevention and removal of threats to the peace, and for the suppression of acts of aggression or other breaches of the peace, and to bring about by peaceful means, and in conformity with the principles of justice and international law, adjustment or settlement of international disputes or situations which might lead to a breach of the peace;
- b) To develop friendly relations among nations based on respect for the principle of equal rights and self-determination of peoples, and to take other appropriate measures to strengthen universal peace;
- c) To achieve international co-operation in solving international problems of an economic, social, cultural, or humanitarian character, and in promoting and encouraging respect for human rights and for fundamental freedoms for all without distinction as to race, sex, language, or religion; and
- d) To be a centre for harmonizing the actions of nations in the attainment of these common ends.

3) **Brief administrative history**

a) **Origins**

The United Nations was a name devised by the late President Franklin D. Roosevelt. It was first used in the Declaration by United Nations of 1 January 1942 when 26 nations pledged to continue fighting together against the Axis Powers. The United Nations Charter was drawn up by the representatives of countries at the United Nations Conference on International Organization, San Francisco, 25 April-26 June 1945, and was based on proposals worked out earlier at Dumbarton Oaks in Washington D.C. by representatives of China, the USSR, the United Kingdom and the United States in August-October 1944. The Charter was signed on 26 June 1945. The United Nations officially came into existence on 24 October 1945 when the Charter was ratified by China, France, the USSR, the United Kingdom and the United States, and by a majority of other signatories. United Nations Day is celebrated on 24 October each year.

b) Member States

In 1999 United Nations has 185 Member States.

c) Structure

The principal United Nations organs are: a) the General Assembly; b) the Security Council; c) the Economic and Social Council (ECOSOC); d) the Trusteeship Council; e) the International Court of Justice; and f) the Secretariat.

The Secretary-General is described by the Charter as the “chief administrative officer” of the Organization. Secretaries-General: Trygve Li (1946-1953), Dag Hammarskjold (1953-1961), U Thant (1961-1971), Kurt Waldheim (1972-1981), Javier Perez de Cuellar (1982-1991), Boutros Boutros Ghali (1992-1996), Kofi Annan (1997-)

4. Description of the Archives Service

Established in 1946, the United Nations Archives initially functioned as a “registry office” or “documents library” until March 1947, when the Organization provided a definition of “records” and forbade their destruction without the Archives’ approval. Four years later, after the Archives had received a substantial volume of archival records from defunct agencies such as the United Nations Relief and Rehabilitation Administration (1943-1949) and the United Nations War Crimes Commission (1943-1949), the United Nations Library assumed responsibility for the Organization’s official publications, or “documents.”

Today, the United Nations Archives and Records Centre and its counterpart, the Records Information Systems Unit, operate within the Archives and Records Management Section. As the meaning of “records” has become more comprehensive, recordkeeping responsibilities have expanded proportionally. The current Archives and Records Management Section is charged with developing policy and guidelines for the maintenance and retention of Secretariat records, including electronic media; improving recordkeeping in the United Nations, including the effective utilization of information technology; promoting and supporting research use of the archives consistent with security and authorized access; and participating in Organization-wide strategic information planning.

Functions of the Archives and Records Centre, likewise, have changed to reflect its current role as a dynamic storage and retrieval service for the United Nations Secretariat and external researchers. The Centre is responsible for retention scheduling and transferring records from Secretariat offices; maintaining and arranging for the disposition of records in its custody and in commercial storage; processing archival records for efficient retrieval; promoting internal and external research; and administering access and declassification reviews of security-classified records.

Access to the Centre is by appointment from Monday through Friday, 9:00 a.m. to 4:45 p.m. Its research facility is equipped with a microfilm reader-printer and outlets for laptop computers. The following reproduction services are available: photocopies ordered on-site at US \$.25 per page, or by mail at US \$.30; microfilm ordered on-site at US \$.20 per frame, or by mail at US \$.25 by mail; and photographic copy negatives at US \$5.00 and 8-inch by 10-inch glossy prints at US \$7.00. Orders mailed to destinations outside North America incur a 10 percent airmail surcharge.

5. Description of the archival series

The Centre holds approximately 35,000 linear feet of non-current and archival records, including sound recordings of official meetings, microfilm and a small number of maps and photographs. Archival records fall into three major groupings:

“Predecessor” Archives

International Penal and Penitentiary Commission, 1893-1951
United Nations Information Organization, 1941-1946
United Nations War Crimes Commission, 1943-1949
United Nations Relief and Rehabilitation Administration, 1943-1949
United Nations Conference on International Organization, 1945
United Nations Preparatory Commission and Temporary London Office, 1945-46

Registry Archives

Central Registry, 1946-47
Branch Registries, 1948-54
Central Registry, 1954-1983 (date of closure)

Departmental Archives

Papers of the Secretaries-General
U Thant (1961-71)
Kurt Waldheim (1972-81)
Javier Perez de Cuellar (1982-90)
Boutros Boutros-Ghali (1991-96)
Executive Office of the Secretary-General
Special Political Affairs and successors, the Departments of Peace-keeping Operations and Political Affairs
Political and Security Council Affairs
Trusteeship and Information from Non-Self Governing Territories

Legal Affairs
Administration and Management
General Services
Public Information
Economic and Social departments, including technical assistance
Mission and Commissions relating to:
Greek Frontier (1946-47 and 1952-54)
Indonesia (1947-51)
Korea (1947-74)
Palestine (1947-49)
Jammu and Kashmir (1948-50)
Balkans (1948-52)
United Nations Truce Supervision Organization (1948-68)
India and Pakistan (1948-50 and 1965-66)
Eritrea (1949-52)
Libya (1949-51)
Somaliland (1950-60)
South Africa (1953-55)
East Africa (1954)
Togoland (1955-56)
Suez Canal Clearance Operations (1956-57)
Lebanon (1958-59)
Jordan (1958-67)
Congo (1960-64)
Investigation into the Death of Dag Hammarskjold and Members of his Party (1961-62)
West Irian (1962-63 and 1968-69)
Malaysia (1963)
 South Vietnam (1963)
Cambodia/Vietnam (1963-64)
Yemen (1963-64)
Dominican Republic (1965-66)
Cambodia/Thailand (1966-68)
Middle East (1956-80)
Pakistan/Bangladesh (1971-74)
Namibia (1989-90)
Central America (1989-92)
El Salvador (1991-94)
Cambodia (1991-94)
Iraq-Kuwait (1991-96)
Mozambique (1992-94)
Somalia (1992-94)
Rwanda (1994-96)

Manual finding aids, supplemented by the Section's accession database, serve as a

comprehensive inventory of the Centre's archives. Creation of an archival description database at the series level is underway and will allow identification of by office of origin, series title, key names and words.

For a general description of Centre holdings and services, individuals can access the Archives and Records Management Section's homepage at the United Nations website: <http://www.un.org> .

6. Research strategies

In addition to secondary and periodical literature, those wishing to conduct research at the Archives and Research Centre should first review relevant printed United Nations official documents available at United Nations Information Centres and Depository Libraries throughout the world. This will provide context for the Centre's archival records and possibly reduce the time necessary for research in New York. Thereafter, enquiries should be presented to Centre staff with optimal specificity to assure the proper setting of research parameters and the initiation of access or declassification reviews, where necessary.

7. Access rules

United Nations administrative instruction ST/AI/326, 28 December 1984, governs access to and the declassification of Secretariat records. This instruction authorizes the classification of records as "confidential" or "strictly confidential" based on potential damage to the Secretary -General's Office(s) or to the Secretariat. Its declassification timetable allows automatic release of "confidential" materials at the end of twenty years. "Strictly confidential" records over twenty years old may be released only upon explicit item-by-item approval by the Secretary-General or his authorized representatives. Unclassified records less than twenty years old (except those open at the time of creation) may be released upon written permission of their originating offices, and classified record less than twenty years old may be declassified at anytime by authorized officials. The Archives and Records Centre will coordinate access and declassification reviews upon request.

United Nations Children's Fund (UNICEF)

1. Practical information

a) Address

UNICEF General Information,
UNICEF 3 UN Plaza, New York,
N.Y. 10017 USA

General info telephone: 1-212-326-7000,
General information fax-1-212-888-7465;

Web site : <http://www.unicef.org>
gopher : [///gopher.unicef.org](http://gopher.unicef.org) for previous documents

Records and Archive Management:

Mail code H-3F,
Phone: 212-326-7662 or 7660;
Fax: 212-326-7740,
E-mail: akeefe@unicef.org
 pbushek@unicef.org

b) Opening hours

By appointment : 9 a.m. to 5 p.m.

Request UNICEF Document: CF/NYH/IRM RAM/1997-071/R01
"Researcher Guide to UNICEF Records and Archives" Information can be
sent via mail, Fax or E-mail. The information packet contains forms and
information to assist response or arrange visit.

c) Working languages

All formal meetings of the UNICEF Executive Board are interpreted in the
six official languages of the United Nations (Arabic, Chinese, English,
French, Spanish and Russian).

The working language of the UNICEF Secretariat in NY is English.

2. Presentation of the Organization

Founded in 1946, UNICEF advocates and works for the protection of children's rights, to help the young meet their basic needs and to expand their opportunities to reach their full potential. The UNICEF Executive Board reaffirmed this mandate in January 1996, when it adopted a statement on the mission of UNICEF saying that UNICEF "is guided by the Convention on the Rights of the Child and strives to establish children's rights as enduring ethical principles and international standards of behaviour towards children." More detail at <http://www.unicef.org/about>

3. Brief administrative history

a) Origins

Resolutions establishing and continuing UNICEF:

By resolution UN/GA/57 (I) of 11 December 1946, the United Nations General Assembly established the United Nations International Children's Fund Emergency Fund (UNICEF), following the decision of the United Nations Relief and Rehabilitation Administration (UNRRA) on termination of its activities in August 1946 to apply its residual assets to a fund to provide relief for the suffering children in war-devastated Europe. By resolution 417 (V) of 1 December 1950, the General Assembly decided to shift the main emphasis of the Fund toward programmes of long-range benefit to children of the developing countries. By resolution 802 (VIII) of 6 October 1953, it unanimously voted to continue the Fund for an indefinite period. The official name was shortened to United Nations Children's Fund but the well-known acronym UNICEF was retained.

UNICEF relation to UNGA & ECOSOC

UNICEF is a subsidiary body of the General Assembly, to which it reports through the Economic and Social Council of the United Nations. As an integral part of the United Nations, its work is reviewed annually by the Economic and Social Council (in accordance with General Assembly resolution 802 (VIII), section 5 (b)) and by the General Assembly. The UNICEF financial report and accounts and the report of the Board of Auditors are submitted to the General Assembly and are reviewed by the Advisory Committee on Administrative and Budgetary Questions and by the Fifth Committee.

UNICEF funding:

However, the organisation raises the funds it needs for its own operations and maintains its own facilities and staff. It also has its own governing body, the Executive Board. Established by the General Assembly when UNICEF itself was

created, the Executive Board provides the overall policy guidance and budgetary approval through which the organisation's work is carried out and its successes achieved. Like the organisation, which it guides, the Board has also evolved over the years.

b) Membership

The Board has 36 members, elected for a three-year term with the following regional allocation of seats: 8 African States, 7 Asian States, 4 Eastern European States, 5 Latin American and Caribbean States and 12 Western European and Other States (including Japan). The officers of the Board, constituting the Bureau, are elected by the Board at its first regular session of each calendar year from among Board members. There are five officers—the President and four Vice-Presidents—representing the five regional groups at the United Nations. Officers of the Board are elected for a one-year term. The Board year runs from 1 January to 31 December.

The Economic and Social Council elects States to sit on the UNICEF Executive Board from States Members of the United Nations or of the specialised agencies or of the International Atomic Energy Agency.

c) Structure

UNICEF Executive Board

Duties: The Executive Board is the governing body of UNICEF. It is responsible for providing inter-governmental support to and supervision of the activities of UNICEF, in accordance with the overall policy guidance of the General Assembly and the Economic and Social Council of the United Nations.

The Board, like the governing bodies of other United Nations funds and programmes, is subject to the authority of the Council. Its role is to:

- Implement the policies formulated by the Assembly and the coordination and guidance received from the Council;
- receive information from and give guidance to the Executive Director on the work of UNICEF;
- Ensure that the activities and operational strategies of UNICEF are consistent with the overall policy guidance set forth by the Assembly and the Council;
- Monitor the performance of UNICEF;
- Approve programmes, including country programmes;
- Decide on administrative and financial plans and budgets;
- Recommend new initiatives to the Council and, through the Council, to the Assembly as necessary;
- Encourage and examine new programme initiatives; and

- Submit annual reports to the Council in its substantive session, which could include recommendations, where appropriate, for improvement of field-level coordination.

Meetings: The Board holds an annual session, as well as regular sessions between the annual sessions, as required. During 1994, 1995, 1996 and 1997, in addition to the annual sessions, three regular sessions were held. In 1998, there will be an annual session and two regular sessions. The sessions are held at United Nations Headquarters in New York. All formal meetings of the Board are interpreted in the six official languages of the United Nations (Arabic, Chinese, English, French, Spanish and Russian). A set of established Rules of Procedure facilitates the conduct of meetings.

4. Description of the Archives Service

Based on recommendations and comments by the external and internal auditors, an alternative media of preservation and storage for official UNICEF documents was established in the 1970's using microfiche. As a further response to auditors comments the Records and Archive Management [RAM] Unit was established in 1982 with responsibility for overseeing the management of UNICEF records and archives. Previous to the establishment of the RAM unit monitoring of records and archive management tasks was sporadic. For specific requests for older records staff in various offices responded depending on the nature of the request. The Executive Office and the Office of the Secretary of the Executive Board were consulted for policy or historical record issues. In addition to being contact for administration and personnel subjects the, staff in the Division of Personnel and Administration co-ordinated transfers and retrievals from storage areas. Requests for older records and transfers greatly increased in the 1970's.

Main Tasks: The Main tasks of the Records and Archive Management Unit are:

Advise Hqs and Field Locations on Archives and Record Management Practices,

Advise researchers on procedures for reviewing records, types of records available, and access conditions.

Formulate, monitor conformance and advise on implementation of organisational standards for custody, preservation and /or disposal of working and archival records of UNICEF.

Establish, approve access and co-ordinate updates for database that forms basis for indexes to organisational manuals, UNICEF official documents, policy and procedures and important archival records

Solicit and evaluate proposals for alternate preservation media including all processes related to production/migration, certification, storage and retrieval

Advise on related and emerging processes or technologies. For example: decision assistance software for appraisal of records, digital archive media and certification processes etc.

Contact and co-operation with UN and other agencies on all matters related to improving identification, storage, access, and protection and retrieval of records.

Organisational location:

The Records and Archives Management [RAM] function is a part of the Information Resource Management Division. RAM unit also works closely with a number of other organisational Units, such as Evaluation, Policy and Planning for obtaining better historical records of UNICEF lessons learned and other divisions on issues relate to historical records concerning their functional areas. Record transfers at Headquarters are physically processed via the Headquarters Services Section of the Division of Finance Administration and Management.

5. Description of the archival series

There are about 8,500 boxes* of records in storage in N.Y. [*1 box = approximately 1.5 linear feet]:

1,900 boxes at UN Archives at Park Ave South (records on retention/destruction schedule of more than 10 years);

6,500 boxes at UNICEF Records Centre at LIC (records on a destruction schedule of less than fifteen years);

300 boxes at UNICEF House in basement storage area.

All the boxes are listed in UNICEF RAMP (Records and Archives Management Programme) DataBase accessible from any VS workstation in UNICEF. 80% of the boxes also have the folder titles listed in RAMP.

Archive groups/series

There are approximately 170,000 folders listed in RAMP from Storage and in Office Areas. Searches in RAMP can be by Work Unit or by words used in the title/description or subject field of the file folders. Pratap Bushek ext. 7662 or John Manfredi ext. 7660 can provide more details and instruction on special retrievals.

Records are first described at the Series Level. About 60% of UNICEF Work Units at Headquarters have at least listed their main series (groups or clusters of related records). For those with access rights, record descriptions can be viewed on line. About 40% of Series listed also have the actual file folders in each Series.

General finding aids

For any research project concerning UNICEF, there are a number of possible sources of relevant information. Three are described below and how a researcher may gain access.

1. Official Documents, Instructions, Manuals, Publications and Forms (DMPF) Series;
2. Records Series [Files] of UNICEF Offices;
3. Books, Magazines, Journals and Documents produced by other sources outside the UN Community but usually related to UN subjects.
4. History Project files.

1. Official Documents and Instructions, Manuals, Publications and Forms (DMPF) Series.

- 1.a The DMPF Series list includes:

- 1.a.i) Parliamentary documents or official records of governing bodies,
- 1.a.ii) Policy and procedural instructions of the Secretariat as well as manuals and forms; and
- 1.a.iii) Internally produced publications usually for external consumption [e.g. First Call for Children, press releases, newsletters and various status reports such as State of the World's Children, Progress of Nations etc.]

- 1.b RAM Unit maintains a register of the DMPF main series and the work unit responsible. Researchers can be provided a list of the DMPF series.

- 1.c RAM Unit also prepares for microfiche some of the Official documents and policy instructions from DMPF series and distributes the microfiche to UNICEF field offices as well as the UN and UNICEF Library. For those interested in any of the documents on microfiche, there are reader-printers in UN and UNICEF Libraries as well as the UNICEF Documents and Reproduction Unit at Headquarters.

- 1.d CF/HST/MON Series may be of special interest to researchers since the issuances in this series contain "historical monographs" and studies, which consolidate information on UNICEF historical figures and specific subjects. Paper copies may be requested from DRU. A complete set is also available for review in the UNICEF Library.

- 1.e E/ICEF/P/L Series contain information on programmes of specific countries submitted for approval to the UNICEF Executive Board. Paper copies available from DRU and all older issuances in the series are available on Microfiche.

1.f The lists and copies of current programme publications may be obtained from the Programme Information Management Unit [PIMU] or the Evaluation, Policy and Planning Office [EPP].

1.g Current "CF/DOC/" Series of publications, photos and other media [Audiovisual, Film, Radio and TV] may be obtained from UNICEF Division of Communication [DOC].

1.h.i Researchers of UNICEF's recent efforts may wish to review the publications such as "First Call for Children", status reports such as "State of the World's Children" or "Progress of Nations" and special issues on specific subjects from previous years.

1.h.ii DOC has a large amount of advocacy documents produced by field offices and National Committees. Researchers can also contact individual UNICEF field offices or the UNICEF Resource Centres in Geneva or Florence.

2. Records [file folder] Series of UNICEF Offices: [facilitative or substantive records]. Annex E describes the volume and type of records at our NY Headquarters or in storage areas; Annex D describes where records can be reviewed.

3. For information on Books, Magazines, Journals and Documents produced by other sources outside the UN Community but usually related to UN subjects, contact:

3.a UNICEF Library, Office of Evaluation Policy and Planning [EPP]:

3.a.i) When the Researcher indicates the subject of inquiry, often the library staff is able to send a bibliographical listing of what is available in the Library in New York.

3.a.ii) The listing may also include the results of a broader search beyond the initial inquiry to indicate materials available and catalogued by related terms pertaining to the subject.

3.b UN Library. The United Nations Dag Hammarskjold Library contains information related to some Item's in para. 1 [e.g. E/ICEF Series] and items in 3. However, access to Library is restricted to those with UN passes. Researchers should contact the Library in advance to obtain further information on access, hours and location of UN depository libraries around the world. [Home page: www.un.org.] If a need is shown beyond what is available in UN depository libraries special passes may be issued. Note Annex G "UN Depository Libraries"

3.c A UNICEF work unit that is concerned with topics related to subject of research may maintain a small-specialised library or group of working records of interest.

3.c.ii) The researcher can be provided a copy of the UNICEF Organisation Chart [E/ICEF/Organization/Rev.2] and current phone directory. The researcher then decides if follow up calls to some specialized work units may be useful and requests permission to review material in their library or office records area.

3.c.ii) For example, some of the UNICEF Greeting Card Organization [GCO] work units have their archives stored with their other internal current records. When individuals want information about artists, they contact GCO directly [suggest written requests] who - as a courtesy - onforward to the artist/art source for direct response. These types of requests are not too common as most artists published are already documented in art history literature.

4. History Project Files Listed in RAMP: About 90% of all the file folders "discovered" during the 1985-87 History Project were eventually listed in RAMP and 3/4 were transferred to storage areas.

4.a The remaining quarter, are kept in an Office Area accessible to RAM unit Staff. The Series and Folder lists are in the process of being updated before deciding which should be transferred.

4.b Copies of the contents of often requested files are being made so the originals are protected and the information more readily available to researchers.

6. Research strategies

Requests and Response

Researchers who wish to have access to UNICEF records are requested to send a short note to UNICEF Records and Archive Management [RAM] Unit, preferably by E-mail to akeefe@unicef.org

The request should include [if applicable]: Nature of research; researcher institution affiliation; degree sought; previous records reviewed, publications by researcher; topics to be searched for in the UNICEF RAMP database; dates of material sought; dates when researcher would be interested in coming to UNICEF in NY; address, phone number and E-mail address.

Copies of researcher request for access to records and RAM Unit responses will be forwarded to other work units as appropriate [such as Evaluation, Policy and Planning Office (EPP); Library Unit; Programme Information Management Unit [PIMU], Document and Reproduction Unit (DRU); Editorial, Publication and Photograph Section [EPPS]] for their comment or action as required.

The RAM Unit will suggest how to proceed for follow-up communication. For example: arrangements will need to be made to review the RAMP database with or for the researcher to locate files of interest.

For proposed visits to UNICEF, RAM unit will confirm which dates are best. This will depend on the number of other requests received and other work activities in UN and UNICEF. Depending on the nature and extent of research, it would usually be possible to receive one or two external researchers per month.

RAM Database Search:

RAM unit staff will perform searches of the RAMP database, based on the initial Researcher request. RAM officer or Senior RAM Assistant will supervise the project. A print out of the initial search can be to the requester.

In order to maximize both researcher and RAM unit time, before deciding to request access to UNICEF records via the RAMP database, It is suggested that researchers review the:

- CF/HST/MON List of History Monographs
- List of Documents, Manuals and Publications issued by UNICEF
- List of Books on UNICEF History
- Access conditions for UNICEF records are in Annex L.

Requesting the identified files

If files identified in the RAMP database are of potential interest to a researcher RAM unit will assist in requesting DRU to retrieve records from the records storage area or making arrangements to see records at the UN Archives.

If files are part of current records in office areas, the researcher can proceed to contact the work units responsible for those files. A copy of the UNICEF organization chart E/ICEF/Organization/Rev.2] and recent phone directory can be obtained. The researcher decides if follow up contact requesting access to current records of specific work units may be useful.

Limited Research Support Available:

UNICEF Records and Archive Management [RAM] Unit is a part of the Information Resource Management [IRM] Division. RAM approves retrievals of records but has only limited staff available to assist researchers with extensive RAMP searches. Few records are described to the individual document item level. In most cases a box or folder would need to be requested and reviewed by the researcher to decide if the information was of potential interest.

During the fortieth Anniversary of UNICEF a History project was established. However at present the History Project is only operating with skeletal support N.1. A set of the following 14 Historical Monographs from the "CF/HST/MON" Series can be reviewed or photocopied in the Library, on the 12th floor of UNICEF House.

Copies of individual monographs can be ordered from the Documents and Reproduction unit at UNICEF House H-B2F.

Document Reference

Series Symbol/Year-Number		Short Title
CF/HST/MON	UNICEF History Monographs, many include	"a Historical Perspective" in Title
CF/HST/MON/86-001	Mono I	Development Education in UNICEF
CF/HST/MON/86-002	Mono II	National Committees in Europe
CF/HST/MON/86-003	Mono III	Programme Assistance to European Countries
CF/HST/MON/86-004	Mono IV	UNICEF in Americas, For the Children of three Decades
CF/HST/MON/86-005	Mono V	NGO and UNICEF Co-operation
CF/HST/MON/86-006	Mono VI	UNICEF in Africa, South of the Sahara
CF/HST/MON/86-007	Mono VII	Women, The Long Voyage
CF/HST/MON/87-008	Mono VIII	Water & Sanitation in UNICEF, 1946-1986
CF/HST/MON/87-009	Mono IX	UNICEF in Education
CF/HST/MON/88-010	Mono X	UNICEF in Asia
CF/HST/MON/88-011	Mono XI	Henry R. Labouisse, Executive Director, 1965-1979
CF/HST/MON/89-001	Mono XII	Middle East and North Africa:
CF/HST/MON/89-002	Mono XIII	Maurice Pate, Executive Director 1947-65
CF/HST/MON/93-001	Mono XIV	Urban Basic Services overview

For more detail on description of individual items listed above, request 3 page document which is in a WordPerfect table format.RAM95216.wpd. If you cannot read or print WordPerfect, please send an E-mail message [jmanfredi@unicef.org] or call RAM unit (212-326-7317 or 212-326-7660). We will fax or mail a paper copy.

Draft list of books on UNICEF history

Introduction:

In order to maximise both researcher and RAM unit time, before deciding to request access to UNICEF records via the RAMP database, It is suggested that researchers in addition to reviewing the partial list of books and references below, also review the:

- CF/HST/MON List of History Monographs
- List of Documents, Manuals and Publications issued by UNICEF

Best general source

CHILDREN & NATIONS: BOOK by Maggie Black; Subtitle: Growing up together in the post-war world, intro by Peter Ustinov & Sir Robert Jackson, [ISBN 92-1-100302-4].

Children First - The Story of UNICEF, Past and Present [Oxford Press] by Maggie Black; Foreword by Liv Ullmann "A Personal Tribute to James P. Grant" (ISBN 0-19-828094-7 & 0-19-828088-2)

Pictorial general

We Are the Children: A Celebration of UNICEF's First 40 Years by Judith M. Spiegelman and UNICEF; [ISBN 0-87-113--105-6], [USA Lib of Congress 03.U4766S67 1986 341.7'6, 86-25922,] Copy available in UNICEF library and in UNICEF HQ Gift Shop]

UNICEF decision makers & people who influenced UNICEF Policy.

"Une vie pour l'humanitaire: Ludwik Rajchman (1881-1965)." [Paris, La Decouverte,1995]. Book by Marta Alexandra Balinska, Great Grand Daughter of Ludwik Rajchman, the first Chairman of the Unicef Executive Board. He was a national of Poland. Now available in English. Details to be confirmed.

"In her own Words" Helenka Adamowska Pantaleoni 1900-1987, Published by U.S. Committee for UNICEF 1994; Forward by James P.Grant, Introduction, interviews and transcript Margret S.Eberle, Edited by D.Coppola, Afterward by Hugh Downs From her early life up to work with US committee for UNICEF. Available from UNICEF HQS Gift Ship and US committee for UNICEF. Book can be obtained from the UNICEF Library.

Beginning overview for children & others

UNICEF for Beginners: Book written and illustrated by Christian Clark. [ISBN 0-86316-197-9]

Country Office Perspective & Specific Topics

Protecting Children, protecting the Future: The Story of UNICEF in Bangladesh by Wah Wong.

"Between the Guns: Children as a Zone of Peace" by Varindra Tazie Vattachi, Pub: Hodder and Stoughton, London 136 pp 1993.

Recent Research papers using UNICEF Records

Research paper: "UNICEF and the Implementation of the Convention on the Rights of the Child" by Joel Oestreich of the Department of Political Science at Brown University.

Dissertation: "Hunger, Science and Policies: FAO, WHO, and UNICEF Nutrition Policies, 1945-1978" by Joshua N. Ruxin.

Examples/Status of Recent Research by Graduate Students

Note: Researcher may indicate if they do not wish to be included on future lists of those completing research using UNICEF records, or if they do not wish contact information to be provided.

Joel Oestreich, Brown Univ. Providence RI, USA. [UNICEF & Child Rights Convention] - Report provided

Josh Ruxin, Wellcome Inst/History of Medicine; London, UK [Pre-1980 Nutrition Policy] – Report Provided

Martha Balinska Wellcome Inst/History of Medicine; [L.Rajchman, 1st Chair Ex Board] - Book Published in France

Joel Oestreich, "UNICEF and the Convention on the Rights of the Child" Report provided [listed as RAM/1996-005 & Hist/1996-001] includes historical perspective of CRC, implementation, roles, definition, programme planning, committee CRC, & conclusions. J.O.

Contact address: Dept. of Political Science, Box 1844, Brown Univ. Providence, RI 02912, USA. E-mail: Joel-Oestreich@Brown.edu. Joel was a former consultant for UNICEF in Bangladesh and also consulted for the Lagos, Nigeria office. His report, provided as a courtesy, was developed after reviewing UNICEF records and interviewing some UNICEF staff. However, the paper was written for his academic purposes, expressing his own opinions, and not as an official UNICEF history. Location Ref: CF/ NYH/OSEB/HST-96-253

Josh Ruxin, [Pre-1980 Nutrition Policy]. Over a few visits Josh met with E.J.R.Heyward former Deputy Executive Director; reviewed Pate, Labouisse [former Executive Directors] and Tetley/Nutrition/Food conservation files and scanned the staff interviews conducted during 1980's for references to Nutrition, FAO and WHO. He has provided copy of his report to UNICEF. Location Reference: CF/NYH/OSEB/HST-96-265. His undergraduate degree was from Yale where he was also active with "Hunger" issues and feeding programs in the Tri State Area communities. His dissertation "Hunger, Science, Politics: FAO, WHO, and UNICEF Nutrition Policies, 1945-1978" for the Wellcome Institute for the History of Medicine was completed with support of a British Marshal Scholarship. E-mail: joshua_ruxin@monitor.com.

Marta Alexandra Balinska is the Great Grand Daughter of Ludwik Rajchman, the first Chairman of the Unicef Executive Board. He was a national of Poland. Martha was visiting research fellow, Wellcome Unit for History of Medicine, University of Oxford when she came to NY to review the UNICEF and other early

UN records. Her book, now published is "Une vie pour l'humanitaire: Ludwik Rajchman (1881-1965)." [Paris, La Découverte, 1995]. Address for Marta is: c/o UNICEF Paris FAX (33-1) 44-39-77-87 phone (33-1) 44-39-77-41.

7. Access rules

The Records (and Archive) Management [RAM] Unit shall make arrangements for access to archives and non-current records under the following conditions:

(a) Staff members of UNICEF may have access to archives and records necessary to the conduct of their official business except to those subject to restrictions imposed by the Secretary General or Executive Director.

(b) Members of the public may have access to - (i) archives and records that were accessible at the time of their creation; (ii) those which are more than 20 years old and which are not subject to restrictions imposed by the Secretary-General or Executive Director; (iii) those which are less than 20 years old and not subject to restrictions imposed by Secretary-General or Executive Director on condition that the originating office has given written consent for access.

(c) Records as to which the Secretary-General, the Executive Director or their authorized representatives have imposed restrictions may be declassified at any time by the same authority. Records that remain restricted when transferred to the Archives will be declassified automatically or be subject to a declassification review when 20 years old. Those remaining restricted after 20 years undergo further declassification and review at 5-year intervals."

Notes:

As of December 1995, there are no known UNICEF records more than 20 years old which have been identified as restricted by either the Secretary General or UNICEF Executive Director.

All reasonable requests to review UNICEF records less than 20 years old are usually agreed by the originating office, subject to resource availability.

Similar conditions of access exist for other UN records that may be of interest to researchers reviewing UNICEF early records, e.g. records of UNRRA. For UN Conditions of Access, contact UN Archives for most recent information.

United Nations Economic and Social Commission for Asia and the Pacific (ESCAP)

1. Practical information

a) Address

ESCAP,
Rajdamnern Nok Avenue,
Bangkok 10200,
Thailand.
Fax: (66 2) 288 1000,
Telephone: (66 2) 288 1234;

United Nation Library-Bangkok, Service Building, ESCAP,
Rajdamnern Nok Avenue,
Bangkok 10200,
Thailand.
Fax : (66 2) 288 1052,
Telephone : (66 2) 288 1332,

E-mail: library-escap@un.org

Web site: <http://www.unescap.org>

b) Opening hours

7:00 a.m. - 3:45 p.m., Monday - Friday, November - June
7:00 a.m. - 2:45 p.m., Monday - Friday, July - October (rainy-season)

c) Working languages

General Conference: English, French, Chinese and Russian;
Secretariat: English

2. Presentation of the Organization

The predecessor of ESCAP, the Economic Commission for Asia and the Far East (ECAFE) was established by the Economic and Social Council (ECOSOC) resolution 37(IV) of 28 March 1947. By resolution 1895(LVII) of 1 August 1974, ECOSOC approved the change of name to the Economic and Social Commission for Asia and the Pacific (ESCAP).

The major functions of ESCAP are: (a) to promote economic and social development through regional and subregional cooperation and integration; (b) to serve as the main general economic and social development forum within the United Nations system for the ESCAP region; and (c) to formulate and promote development assistance activities and projects commensurate with the needs and priorities of the region and to act as an executing agency for relevant operational projects.

3. Brief administrative history:

a) Origins

Established in 1947 in Shanghai, China, as the Economic Commission for Asia and the Far East (ECAFE) to assist in post-war economic reconstruction, the Commission moved its headquarters to Bangkok in January 1949. The name was changed in 1974 to reflect both the economic and social aspects of development and the geographic location of its member countries. ESCAP's mandate was broadened in 1977 by the General Assembly. The regional commissions have since then been the main UN economic and social development centres within the five different regions.

b) Member States

As of 1997, ESCAP has 51 members and 9 associate members representing some 60 per cent of the world's population, or 3.5 billion people. ESCAP members include Japan and Australia; the dynamic "tiger" economies, such as the Republic of Korea, Singapore, Thailand, Indonesia, Malaysia and Hong Kong, China; and new Commonwealth of Independent States (CIS), which are undergoing rapid economic transition. Thirteen of the world's least developed countries make up one quarter of ESCAP's full members. And 19 small Pacific island developing countries account for over one third of ESCAP's total membership. The smallest country is Niue with a population of 2,000 while the largest is China with a population of 1.2 billion people.

c) Structure

The main legislative organ of ESCAP is the Commission, which meets annually at the ministerial level and reports to ECOSOC. It provides a forum for all Governments of the region to review and discuss economic and social issues and to strengthen regional cooperation. The Advisory Committee of Permanent Representatives and other representatives designated by members of the Commission (ACPR), composed of ESCAP members and associate members, meets every month to advise and exchange views with the Executive Secretary on the Commission's work.

The Commission maintains close cooperation and consultation between the members and the secretariat of the Commission. ESCAP's intergovernmental bodies comprise five Committees

(i.e. Committee for Regional Economic Cooperation; Committee for Environment and Sustainable Development; Committee for Poverty Alleviation through Economic Growth and Social Development; Committee for Transport and Communications; and Committee for Statistics) and two Special Bodies (i.e. Least developed and landlocked developing countries; and Island Developing Countries). These intergovernmental bodies guide the Commission's work and make recommendations in accordance with six subprogrammes.

The ESCAP Pacific Operations Centre (EPOC), based in Port Vila, Vanuatu, gives technical assistance to the Pacific Island countries. This group of ESCAP members are generally resource rich but often lack trained human resources, finance and technology. They are isolated and experience frequent natural disasters. Their main concerns are social development, statistics, physical planning, port and harbor development and policy management.

The Commission is also responsible for the following regional institutions: Statistical Institute for Asia and the Pacific (SIAP); Regional Co-ordination Centre for Research and Development of Coarse Grains, Pulses, Roots and Tuber Crops in the Humid Tropics of Asia and the Pacific (CGPRT); and Asian and Pacific Centre for Transfer of Technology (APCTT). In addition, the following intergovernmental bodies submit reports to the Commission: Asian and Pacific Development Centre (APDC); the Coordinating Committee for Coastal and Offshore Geoscience Programmes in East and Southeast Asia (CCOP); the Typhoon Committee; and the Mekong River Commission.

4. Description of the Archives Service

In addition to maintaining a collection of documents of two principal organs of the United Nations, namely, the General Assembly and the Economic and Social Council, the United Nations Library serves as an archive for all ESCAP publications and documents. This non-circulating document collection comprises papers and reports prepared for the annual sessions of the Commission and its committees since 1950. The meeting document collection includes background papers, country papers and reports of seminars, symposia, expert meetings and workshops or training sessions conducted under the sponsorship of ESCAP or in joint sponsorship with other organizations since 1980. These documents are available from the United Nations document collection section of the Library. The Library also maintains a complete collection of Treaty series since League of Nations in 1950.

While ESCAP document collection is kept in the Library, the archive collection of ESCAP publications are kept at off-site storage owing to space problem. Extra copies of current ESCAP publications are available in the main collection section of the Library for circulation.

5. Description of the archival series

The documents in archive collection are shelved by document symbols. Printed publications are classified according to the Universal Decimal Classification (UDC).

6. Research strategies

Information on ESCAP publications and documents produced since 1980 is available through EBIS (ESCAP Bibliographic Information System) which is accessible through ESCAP LAN. The database is searchable by title or subject keywords.

7. Access rules

ESCAP documents and publications are available to both internal and external users to browse. Extra copies of ESCAP publications shelved in the main collection can be checked-out by internal users.

United Nations Economic and Social Commission for Western Asia (ESCWA)

1. Practical information

a) Address

UN-ESCWA,
P.O. Box 11-8575,
Riad El-Solh Square,
Beirut,
Lebanon.
Fax: 961-1-981-510, 1, 2
Telephone: 961-1-981301, 311, 401
cc: Mail: 961-1-891-526, 527

b) Opening hours

Monday to Friday, 7:30 a.m. to 3:00 p.m.
Closed week-ends and UN official holidays.

c) Working languages

General Conference: English and Arabic. French as the need arises

2. Presentation of the Organization

The Commission forms the regional link between its members and the ECOSOC. It is entrusted with the responsibility of proposing policies and actions to support development and further economic cooperation and integration in Western Asia in collaboration and coordination with relevant national, regional and international bodies. UN-ESCWA addresses development issues, undertakes or sponsors the collection, analysis, evaluation and publication of statistical and technical information. It also conducts economic, social and development studies at the regional or subregional level. The Commission provides consultancy services and expertise to member States in various fields of economic and social development. It also organizes conferences and intergovernmental and expert group meetings and sponsors training workshops, symposia and seminars.

3) Brief administrative history

a) Origins

The Economic Commission for Western Asia (ECWA) was established on 9 August 1973 by ECOSOC resolution 1818 (LV). It began operations on 1 January 1974, succeeding the United Nations Economic and Social Office in Beirut (UNESOB). In 1985, the name was changed to the Economic and Social Commission for Western Asia (UN-ESCWA) in order to give prominence to the social aspect of its activities.

b) Member States

UN-ESCWA is one of five regional commissions established by ECOSOC. It consists of 13 member states: Bahrain, Egypt, Iraq, Jordan, Kuwait, Lebanon, Oman, Palestine, Qatar, Saudi Arabia, The Syrian Arab Republic, the United Arab Republic and Yemen

c) Structure

UN-ESCWA is headed by an Executive Secretary (at the level of Under-Secretary-General) assisted by a Deputy Executive Secretary, a Senior Adviser, an Information Services Unit and a Programme Planning and Coordination Unit.

UN-ESCWA undertakes its technical and substantive activities in the economic and social fields through a number of substantive divisions as well as through regional advisers. The Administrative Services Division provides administrative and financial support services.

Over the past 23 years, the secretariat of UN-ESCWA has been housed in three capitals: Beirut, Baghdad, and Amman.

4. Description of the Archives Service

i) The Communications and Records Management Unit has always maintained files consisting mainly of incoming and outgoing correspondence. This record maintenance system serves as a back up to support the Divisions as reference to past correspondence. Most of the information is of operational nature that is subject to periodic review by all concerned in order to determine what is to be kept and for how long, what can be discarded and what is of

archival quality.

ii) Partly due to the uncertain circumstances the Commission functioned during the last fifteen years, no formal archives was established. All documents of archival nature remain in the custody of each division or section. Some archives material, mainly organizational, financial and personnel related documents exist in stores under the custody of General Services Section.

iii) Most of the information that is of archival nature is from the Executive Secretary's Office and his management team, administration, personnel and finance.

iv) The substantive divisions may also have documents for archives. A concerted study needs to be conducted to determine documents of archives quality.

5.-7. Description of the archival series; research strategies; access rules

These issues can be addressed only when there exists an established archives system.

Once the Commission settles down in its new permanent headquarters in Beirut, the idea of establishing an archives system needs to be addressed. Human resources with the necessary technical knowledge in archives will be required to set-up the system and train the in-house staff in both the technical and administrative aspects of the field. We may also need the cooperation of United Nations Headquarters in terms of consultancy services with experience in the UN System. There is, of course, financial implications which will be addressed once the decision to undertake the project is made.

United Nations Educational, Scientific and Cultural Organization (UNESCO)

1. Practical information

a) Address

7, place de Fontenoy,
F-75352 Paris 07 SP,
France.
Telex: 270602 Paris or 204461 Paris.
Fax: 33.1.45.67.16.90.
Telephone: 33.1.45.68.10.00;

Archives, Records Management and Microform Division,
Fax: 33.1.45.68.56.17,
Telephone: 33.1.45.68.19.50/55/46,
E-mail: j.boel@unesco.org
Web site: <http://www.unesco.org>

b) Opening hours

Thursday and Friday 2 to 6 p.m.; on appointment Monday to Friday 9 a.m. to 12.30 p.m. and 2 to 6 p.m. Closed on French official holidays.

c) Working languages

General Conference: English and French since 1946, Spanish 1950, Russian 1954, Arabic 1974, Chinese 1980; Executive Board: English and French since 1946, Russian and Spanish 1954, Arabic 1974, Chinese 1977; Secretariat: English and French since 1946

2. Presentation of the Organization

The Constitution of UNESCO, was signed in London on 16 November 1945 by 37 countries and came into force with the 20th ratification on 4 November 1946, which is therefore the date where legally UNESCO came into being.

The purpose of the Organization was defined as: "to contribute to peace and security by promoting collaboration among nations through education, science and culture in order to further universal respect for justice, for the rule of law and for

the human rights and fundamental freedoms which are affirmed for the peoples of the world, without distinction of race, sex, language or religion, by the Charter of the United Nations".

Since 1946 UNESCO's headquarters are located in Paris, France

3. **Brief administrative history**

a) **Origins of UNESCO**

The main predecessors of UNESCO were the International Committee of Intellectual Co-operation (CICI), Geneva 1922-1946, its executing agency: the International Institute of Intellectual Co-operation (IICI), Paris 1925-1946 and the International Bureau of Education (IBE), Geneva 1925-1968; the latter has since 1969 been part of the UNESCO Secretariat under its own statutes.

A Conference of Allied Ministers of Education (CAME) started its meetings in London on 16 November 1942 and continued until 5 December 1945. 18 governments were represented. Upon the proposal of CAME and in accordance with the recommendations of the United Nations Conference on International Organization (UNCIO), held in San Francisco in April-June 1945, a United Nations Conference for the establishment of an educational and cultural organization (ECO/CONF) was convened in London 1-16 November 1945. 44 governments were represented. On 16 November 1945 the Constitution of UNESCO was signed and a Preparatory Commission established. The first session of the General Conference of UNESCO took place in Paris from 19 November to 10 December 1946 with the participation of representatives from thirty governments entitled to vote.

b) **Member States**

In 1999 UNESCO has 186 Member States. Over the years the development in the number of Member States has been as follows:

1950	59	1975	136
1955	74	1980	153
1960	99	1985	160
1965	120	1990	159
1970	125	1995	184

In 1999 UNESCO has 4 Associate Members, countries not conducting their own foreign policy.

c) **Structure**

The General Conference is the main decision-making body of UNESCO. It meets every two years and determines the policies of the Organization and approves the programme and budget. Every six years it appoints the Director-General upon the recommendation of the Executive Board. The Executive Board is composed of 58 Members and meets twice a year. It is responsible for the execution of the programme adopted by the General Conference.

The Secretariat consists of the Director-General and the staff appointed by him. The Director-General prepares the draft programme and budget and formulates proposals for appropriate action. Five programme sectors and a number of transverse units work in collaboration with the administrative services to carry out the programme. In 1999, 72 UNESCO field offices and units exist in different parts of the world.

180 States have established a National Commission for UNESCO as a governmental advisory body. By virtue of Article VII of its constitution UNESCO is the only Specialized Agency of the United Nations to provide for the establishment of a National Commission by each of its Member States. In addition Governments maintain Permanent Delegates in Paris to keep close contacts with the Organization.

4. Description of the Archives Service

The Archives Service was established in 1947. It operates as the archives repository of the Organization, the archives and records management unit of the Secretariat and as an information and reference service.

The mission of the Archives is twofold: to document the history and activities of the Organization since 1945 to the present day and to help the Secretariat to manage its records today in order to ensure their preservation and accessibility.

The Archives Service is in 1997 a part of the Archives, Records Management and Microform Division (BSS/AM) of UNESCO's Bureau for Support and Services (BSS).

The reading room, with 12 seats, is located in the Fontenoy building with access from office C.021. It is open to outside readers on Thursdays and Fridays from 2 - 6 p. m. or by appointment. For members of the Secretariat and Delegations the reading room is open from 9 a.m. to 12.30 p.m. and from 2 - 6 p.m. Monday to Friday. The room is equipped with a microfiche reader-printer, a photocopy machine (self-service - 1 FF per page) and a computer for interrogation of the Internet and relevant data bases.

All printed UNESCO texts are available for outside readers on microfiche (20 FF per fiche; each fiche may contain up to 96 pages). Microfiches of correspondence

files may be ordered (if a file is not already on microfiche the price is 250 FF a fiche).

5. Description of the archival series

a) Archives holdings

8.000 linear metres of occupied shelving of textual records and documents, photographs, sound recordings and 120.000 microfiches

The filing plan used for all programme files (“official dossiers”, see below on finding aids to Archive Group 8) of the Secretariat is based on the Universal Decimal Classification (UDC) manual, which means that it is based on subject words in a codification system developed as a cataloguing tool for libraries rather than as a records management tool.

By contrast, the inventories of archives originating in the administrative departments respect the provenance principle. The records management of these departments has been the responsibility of the Archives since 1947. The management of programme files came only recently (1996) under the control of the Archives.

The Audiovisual Division, Office of Public Information, keeps the chief part of the audiovisual collections, namely:

A film collection of about 12.500 cans, containing a little over 1.000 titles, 1951-
About 5.000 video tapes, corresponding to approximately 2.500 titles, 1983-

The photograph collection contains about 29.000 35mm colour slides; 140.000 black and white 35mm negatives; 1.000 colour 35mm negatives. In addition there are 15.000 duplicate colour slides. The collection covers the period 1950-
Over 30.000 radio tapes

b) Archive groups (AG)

- AG 1. International Institute of Intellectual Co-operation (IICI) 1925-1946, Paris
- AG 2. Conference of Allied Ministers of Education (CAME) 1942-1945, London
- AG 3. UNESCO Preparatory Commission (Prep. Com.) 1945-1946, London, Paris
- AG 4. General Conference Documents (C) 1945-
- AG 5. Executive Board Documents (EX) 1946-
- AG 6. Secretariat Documents (S) 1946-
- AG 7. UNESCO Publications 1946-
- AG 8. Secretariat Records 1946-
- AG 9. Archives of Field Units
- AG 10. Archives of the Staff Associations

- AG 11. Microcopies
- AG 12. Audiovisual Archives
- AG 13. Archives of Colour Reproductions of Paintings
- AG 14. Publications, documents and records on UNESCO
- AG 15. Archives and Documentation of International Organizations
- AG 16. Electronic and Machine-readable Records

c) General finding aids

UNESCO Archives finding aids: list by archive group with index (1922-1992)
(ARC./91/WS/2)

UNESCO Archives: list of finding aids on microfiche (ARC.91/WS/1)

TECHLIB database, computerized list of documents and publications, indexed by the UNESCO Library since 1972

ICONFEX database: computerized index to resolutions and related documents of the General Conference and decisions of the Executive Board, 1946-

UNESDOC database: UNESCO documents and publications accessible on line, 1996-, for some series of documents 1983-

List of Documents issued by the Archives Service (ARC) 1947-1994
(ARC.94/WS/3)

A Chronology of UNESCO 1945-1987. Facts and events in Unesco's history with references to documentary sources in the Unesco Archives and supplementary information in the annexes 1-21, Paris 1987 (LAD.85/WS/4 Rev)

UNESCO 1945-1995: A Fact Sheet (ARC.95/WS/1)

Information sources and basic data on the Organization (ARC.92/WS/2)
UNESCO Member States and Associate Members. Chronological list 1946-1993
(ARC.93/WS/2)

Agreements, Conventions, Recommendations, Resolutions, Decisions and Declarations of UNESCO: List with index, 1993 (ARC.93/WS/3)
Visites des chefs d'Etats, chefs de gouvernements et d'autres dignitaires. Liste 1945-1993 (ARC.93/WS/4)

Organizational charts, 1947- ; collection in Archives reading room, see also the document C/5 of the relevant session(s) of the General Conference

Internet: <http://www.unesco.org/>

UNESCO publications are accessible for consultation in UNESCO depository libraries, National Commissions for UNESCO and are sold through national distributors of UNESCO publications and at the UNESCO Bookshop in Paris. See

the UNESCO web site: <http://www.unesco.org> for more information on access to UNESCO documents and publications.

d) Finding aids by Archive Groups

Please note that in addition to the finding aids listed below, a number of specific inventories, lists and catalogues provide information on records, documents, publications etc. relating to specific units and programmes of the Secretariat. Most of these are listed in the general finding aid mentioned above: UNESCO Archives finding aids: list by archive group with index (1922-1992) (ARC./91/WS/2)

AG 1. International Institute of Intellectual Co-operation (IICI), 1925-1946:

IICI. Inventory of archives 1925-1946 (UIS.90/WS/1), AG 1/1

IICI. Index of correspondence (names, subjects), AG 1/2

IICI. Index of documents by code, AG 1/3

IICI. Index of publications, AG 1/4

IICI. List of publications (UIS.89/WS/5), AG 1/5

AG 2. Conference of Allied Ministers of Education (CAME), 1942-1945

CAME. List of documents and correspondence files (PRS.80/WS/2), AG 2/1

CAME. List of documents, AG 2/2

CAME. Index of documents, AG 2/3

CAME. Card-index of documents (ARC.90/WS/1), AG 2/4

AG 3. Preparatory Commission of UNESCO (PREP. COM.) 1945-1946

Prep.Com. Inventory of archives, AG 3/1

Prep.Com. Name and subject index to correspondence files, AG 3/2

Prep. Com. Mail register 21 March - 17 December 1946, AG 3/3

Prep.Com. Card-index of documents, AG 3/4

AG 4. General Conference Documents (C) 1945-

Check-list of documents of the Conference for the Establishment of UNESCO (ECO/CONF), London 1945, AG 4/1

Inventory of General Conference documents, 1946-1989 (SID.78/WS/2 Rev)
AG 4/2

ICONFEX database: subject index to resolutions and related documents of the General Conference, 1946-

AG 5. Executive Board Documents (EX) 1946-

List of Executive Board documents, 1946-, AG 5/2

ICONFEX database: subject index to decisions and related documents of the Executive Board, 1980-

List of in-depth studies carried out by the Executive Board, 1990, AG 6/7

CEU

List of Special Committees and studies undertaken by them since 1957, AG 6/7 EX/SP

AG 6. Secretariat Documents (S) 1946-

Card-index of documents, 1946-72, AG 6/3
 UNESCO Bibliographic Database (UNESBIB), 1972-
 Registers of documents by code, 1946-, AG 6/4
 List of UNESCO document codes (symbols), 1946-1981, AG 6/5
 List of Administrative Circulars, 1960-1990, AG 6/7 Adm.Circ.
 List of Circular Letters, 1947-1990, AG 6/7 CL
 Inventory of Speeches by the Director-General of UNESCO, 1946-, AG 6/7
 DG
 List of Decisions and Instructions of the Director-General, 1946-1990, AG
 6/7 DG 3
 Index of field mission reports, 1947-, AG 6/7 FMR
 Lists of Members of the Secretariat 1945-

AG 7. UNESCO Publications 1946-

Bibliography of publications issued by UNESCO or under its auspices the
 first twenty-five years: 1946-1971, UNESCO, Paris, 1973, AG 7/1
 Registers of UNESCO publications by ARC-code, 1946-
 Card-index of publications 1946-1971
 UNESCO Bibliographic Database (UNESBIB), 1972-
 The UNESCO Courier: index 1948- (UNESBIB database)
 List of UNESCO periodicals, AG 7/3
 Register of maps kept by the Archives
 Registers of publications of National Commissions for UNESCO (partly
 computerized as of 1990)
 Registers of publications of Non-governmental Organizations (NGOs)
 working in close collaboration with UNESCO, 1945-

AG 8 Secretariat Records, 1946-

Abridged filing plan for the official dossiers in use by the Secretariat of
 UNESCO (GES/WS/2), AG 8/2.1 (NB: The official dossiers are also
 called “registry files”, “official correspondence files” or “programme
 files”)
 Index of inactive correspondence files, 1st series, 1946-1956, AG 8/2.2 REG
 Index of inactive correspondence files, 2nd series, 1957-1966, AG 8/2.3 REG
 Registry files: card index, 1946-
 Inventories of records transferred to the Archives by series (constituted by
 administrative units)
 Legal instruments (agreements, conventions, solemn documents and other
 instruments: list, registers, card-index; partly computerized as of 1990),
 AG 8/3 LA 3
 Conventions and recommendations adopted under the auspices of Unesco:
 list in document CL/3419 (1996).
 List of Technical Assistance projects, 1950-1972, AG 8/3 TA
 List of Special Fund projects, 1959-1972, AG 8/3 SF
 Participation Programme (PP): list of documents and records, 1955-, AG 8/3
 PP
 International Commission for a History of the Scientific and Cultural
 Development of Mankind (SCHM): inventory of archives 1944-1969
 (PRS.79/WS/6), AG 8/4 SCHM

Biographical files (name files) established by the Archives on selected persons related to UNESCO and its activities

AG 9 Archives of Field Units

NB: The bulk of the archival holdings of the UNESCO Field Offices are for the time being kept by these offices themselves. Only archives from the Field Offices mentioned below (with the exception of the IBE) have so far been transferred to the UNESCO Archives at Headquarters

List of UNESCO Field Units, 1947-, AG 9/1

International Bureau of Education (IBE), Geneva: inventory of archives, 1925-1969, AG/9 IBE (NB: These archives are kept by the IBE in Geneva)
UNESCO Research Centre on Social and Economic Development in Southern

Asia (URCSA), New Delhi, India: inventory of archives 1956-1966, AG 9 URCSA

UNESCO Regional Office for Latin America and the Caribbean (HAVCO), 1954-1964

Middle East Science Co-operation Office, Social Science Section (MESCO), 1949-1960

UNESCO School Building Institutes (ARISBR), 1961-1973

International Institute of Educational Planning (IIEP): chronological files, 1972-1988

Records from the UNESCO Liaison Office with the UN Economic Commission in Africa (UN/ECA), Washington Liaison Office (WLO), Venice Office, International Institute of Educational Planning (IIEP)

Records of field projects: Jakarta Office, Chief of UNESCO Mission, Mexico City, Afghanistan project files, Maldives project files, Rwanda project files

AG 10 Archives of Staff Associations

Inventory of archives of the Staff Association (STA), 1946-

AG 11 Microcopies

List of microcopies, AG 11/1

Check-list of General Conference documents on microfiches, 1946-1970,

AG

11/2

Check-list of Executive Board documents on microfiches, 1946-1982, AG 11/3 EX

Lists of field mission reports on microfiches, 1947-1969; periodical reports, 1951-1970, AG 11/4 FMR

UNESCO Bibliographic Database (UNESBIB), 1972-

International Bureau of Education (IBE): Series of International Reports on Education, 1972-1990, documents of the International Conferences on Education, 1973-1990, and documents from the Experimental World Literacy Programme, 1966-1975, AG 11/6 SIRE

International Institute of Educational Planning (IIEP): Publications and

documents: microfiche catalogue, 1989, AG 11/6 IIEP
UNESCO/ICSU: Study on the Feasibility of a World Science Information System, UNISIST. Proceedings 1966-1970: list of documents on microfiches, AG 11/6 UNISIST

AG 12 Audiovisual Archives

Audiovisual archives: references, AG 12/1
Sound archives: catalogues, 1946- , AG 12/2
Office of Public Information (OPI): register and indexes on cards to radio programmes, 1949-
UNESCO: film reference library catalogues, 1972 and 1973-1980, AG 12/3
OPI: indexes on cards to films
UNESCO: video catalogue, 1992, AG 12/2 Video
OPI: Register of photographs, 1945-
Diapositives/Slides UNESCO, AG 12/5 Diapo
UNESCO Collection of Traditional Music, AG 12/6 IMC
General Conference: list of speakers on tape recordings, 1968- , 12/4 C
Executive Board: list of speakers on tape recordings, 1968- , 12/4 EX

AG 13 Archives of Colour Reproductions of Paintings

Catalogue of reproductions of paintings prior to 1860, 1978 (CUA/18/21)
Catalogue of reproductions of paintings 1860- , 1981 (CUA/18/22)

AG 14 Publications, documents and records on UNESCO

List of references to documents and records concerning UNESCO and its activities preserved in other repositories (and to copies of such documents and records acquired by UNESCO), AG 14; see also UNESCO Archives Finding Aids (ARC.91/WS/2), 1991, pp 18-19
Bibliography of Publications on UNESCO (LAD-84/WS/3), 1984 (covers the period 1944-1983)
Articles on UNESCO in the reading room (filed alphabetically by name of the author)
UNESCO Bibliographic Database (UNESBIB), 1972-

AG 15 Archives and Documentation of International Organizations

Intergovernmental Bureau for Informatics (IBI), Rome: inventory of archives, 1961-1988 (draft), AG 15
International Social Science Council (ISSC): inventory of archives, 1952- , AG 15 (NB: these archives are at present kept by the ISSC)

AG 16 Electronic and Machine-readable Records

Directory of UNESCO databases (DIT-96/WS/2), 1996

6. Research strategies

In general a research in the UNESCO Archives could start with identifying printed documents and possibly publications relating to the subject. For instance the study

of a specific matter like the United Kingdom's withdrawal (1985) and later resuming (1997) of UNESCO membership should start with the relevant General Conference and Executive Board documents (AG 4 and 5). In this case a specific finding aid, namely the list of theses and other research works deposited in the Archives, will also prove useful. Furthermore, monographs and articles on the issue should be checked (AG 7 and 14). Since the selected research subject is so recent, the access rules restrict the possibility to consult the files, but for the background it might be useful to consult files relating to the relations between UNESCO and the United Kingdom in the early years of UNESCO (official dossiers, AG 8).

A study of a specific UNESCO activity or programme could start with the most relevant documents of the General Conference (AG 4): resolutions, the approved programme and budget (document C/5) and the reports of the Director-General (document C/3) should be consulted. A search in the UNESCO Bibliographic Database (UNESBIB), is necessary to identify documents and publications after 1972. Before 1972 the card indexes must be used (AG 6 and 7). For the open period (see annexed access rules) programme files should then be examined (AG 8). In some cases the archives of field units (AG 9) or audiovisual archives (AG 12) could bring additional valuable information or approaches.

If the research is focused on an important person in the life of UNESCO, for example a Director-General, the correspondence files and possibly some administrative files (AG 8) will normally be the most important sources. But they should be combined with Secretariat documents (AG 6) like mission reports, lists of members of the Secretariat and so forth.

As a general rule for researches in the UNESCO Archives it is recommended to combine the sources and to check all Archive Groups that could reasonably be expected to include relevant information. Normally UNESCO activities will be reflected in a number of ways, which can be identified in the different series of the archives.

7. Access rules

Rules governing access by outside persons to Unesco Archives
(*Unesco Manual*, Appendix 9 G, 4 August 1977)

The rules set out below govern the access by persons other than members of the Secretariat to the Unesco Archives, including access to the archives that other bodies have deposited with the Organisation. The rules are drawn to the attention of such persons by the Chief Archivist of the Unesco Secretariat.

Unesco documents and field mission reports, Unesco publications and Unesco-licensed publications are freely accessible in the reading-room of the Archives Section. However, documents marked restricted or confidential may be consulted only if the prior agreement of the relevant unit of the Secretariat has been obtained

Secretariat records, correspondence and administrative files are open for consultation after *thirty years*. counted from the most recent item in the file, with the exception of certain types of materials where Unesco may decide on a shorter period, and of the following materials which are open for consultation, unless Unesco decides otherwise, only after *fifty years*:

- files containing exceptionally sensitive information on relations between Unesco and its Member States, between Unesco and the United Nations, intergovernmental organizations and nongovernmental organizations;
- files containing papers, which, if divulged, might injure the reputation, affect the privacy or endanger the safety of individuals;
- personnel files of officials or agents of Unesco;
- confidential files of the offices of the Unesco Director-General, Deputy Director-General and Assistant Directors-General.

Access to a paper or file that is within the open period may, however, be refused if the Chief Archivist of the Unesco Secretariat considers that it is unmistakably of a confidential nature still.

An exception regarding access to a paper or file that is not yet in open period may be made by the Chief Archivist, with the agreement of the appropriate official(s) or unit(s) of the Secretariat, subject to the terms of paragraphs 5, 6, and 7 below and provided that :

- a) he is satisfied that the applicant, who may be required to provide documentary evidence, has a legitimate interest in material of more recent data; and
- b) the granting of access to such material would in no way be detrimental to the interests of the Organization.

According to the type of material consulted, a beneficiary proposing to make use thereof in a text to be published may be required to submit the manuscript to Unesco for its agreement on the parts of concern to the Organization.

For the copying, reproduction and/or publication of material in the Unesco Archives to which access is granted, the Organization is unable to release beneficiaries from any obligations that may exist in respect of the copyright ownership of such material.

A beneficiary is required to deposit with the Unesco Archives one copy, one issue, of any text that, in whole or in part, is based on or relates to material made available from the archives of the Organization.

United Nations High Commissioner for Refugees (UNHCR)

1. Practical information

a) Address

UNHCR Headquarters is located at 96, rue de Montbrillant in Geneva, Switzerland.

Postal Address : Case Postale 2500
CH-1211 Geneva 2 Depot
Web site : <http://www.unhcr.ch>

b) Working languages :

English and French

2. Presentation of the Organization

The United Nations High Commissioner for Refugees (UNHCR) provides protection and assistance to the world's refugees. UNHCR was established by the United Nations General Assembly on 1 January 1951. The Statue of UNHCR, adopted by a General Assembly Resolution in December 1950, outlines its responsibilities, the most important of which are “providing international protection...and... seeking permanent solutions for the problems of refugees.”

According to the 1951 Convention Relating to the Status of Refugees, a refugee is a person who "owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership in a particular social group, or political opinion, is outside the country of his nationality, and is unable to or, owing to such fear, is unwilling to avail himself of the protection of that country."

Pursuant to relevant resolutions of the United Nations General Assembly, the High Commissioner also undertakes special humanitarian tasks for which the Office has special expertise. Many of those assisted by these “Special Programmes” are uprooted persons who have been displaced within their own countries.

UNHCR has twice been awarded the Nobel Peace Prize for its work.

3. Brief administrative history

When first created by the United Nations General Assembly in 1951, UNHCR was charged primarily with resettling 1.2 million European refugees left homeless in the aftermath of World War II. Today, more than 27 million people in over 140 countries fall under UNHCR's concern. At the outset, UNHCR was envisioned as a temporary office, with a projected lifespan of three years. Today, it has become one of the world's principal humanitarian agencies, with headquarters in Geneva, Switzerland, and offices in some 115 countries. More than 80 percent of UNHCR's 5,000-member staff work in the field, often in isolated, dangerous and difficult conditions.

The High Commissioner for Refugees is elected by the United Nations General Assembly on the nomination of the Secretary-General. There have been eight High Commissioners since UNHCR was established in 1951.

The current High Commissioner for Refugees is Sadako Ogata, a former Japanese diplomat and academic who assumed her post in 1991. She reports annually to the U.N. General Assembly through the Economic and Social Council. The High Commissioner's programs are approved and supervised by the UNHCR Executive Committee, currently composed of 50 member countries.

Previous High Commissioners:

Mr. G.J. van Heuven Goedhart (Netherlands), December 1950 - July 1956

Mr. August R. Lindt (Switzerland), December 1956 - December 1960

Mr. Felix Snyder (Switzerland), December 1960 - December 1965

Prince Sadruddin Aga Khan (Iran), December 1965 - December 1977

Mr. Poul Hartling (Denmark), January 1978 - December 1985

Mr. Jean-Pierre Hocke (Switzerland), January 1986 - December 1989

Mr. Thorvald Stoltenberg (Norway), January 1990 - November 1990

4. Description of the Archives Service

The Archives, Records and Communications Unit of the Division of Financial and Information Services is responsible for the administration of active, inactive and archival records.

At Headquarters, files were managed by a Registry Unit until 1995, when it was abolished. In 1996, a decentralized records centre system was established to manage active paper files and official email.

The Archives was not consolidated in one location or managed professionally until UNHCR moved into its Headquarters building in 1995. The inventory of holdings is still underway. Two projects, the arrangement and description of the early records and an oral history program, have been made possible by a grant from the

Ford Foundation. At this time, the Archives is able to serve as a resource only for UNHCR staff.

5. Description of the archival series

The Archives' extensive holdings include the old Registry files, subject files, project files, individual case files, agreements, speeches, etc. from Headquarters offices and from several field offices, as well as certain records (mostly of an administrative nature) from UNHCR's predecessor organizations: the International Refugee Organization, UNRRA and the Nansen Office. The current Documents and Files databases, the UNHCR File Classification System and the old Registry filing plans are the main research tools available at this time.

6. Research strategies

The UNHCR Archives are not yet available to external researchers. Work is underway to make this possible.

In the meantime, researchers interested in the problems of refugees and the efforts to assist them may wish to contact two other UNHCR offices:

UNHCR's Centre for Documentation and Research (CDR) is an information, research and training center for UNHCR. It is dedicated to providing reliable current information and analysis on all aspects relating to refugees and displaced persons, including their countries of origin, legal instruments, human rights, minorities, situations of conflict and conflict resolution. CDR maintains UNHCR's website (<http://www.unhcr.ch>) and makes the full set of REFWORLD databases, consisting of over 300 MB of images and fully searchable text, available as a CD-ROM. REFWORLD contains authoritative information on refugees, including current country reports, legal and policy-related documents and literature references.

UNHCR's Public Information Section produces and/or distributes a wide array of general and specialized information on refugee issues. These materials include the Convention and Protocol relating to the status of refugees, UNHCR Statute, pamphlets and brochures, special reports, *Refugees* magazine, UNHCR's biennial report *The State of the World's Refugees*, information bulletins, press releases, posters, films and photographs. Many are available in several languages and émost are free-of-charge to the media and individuals and organizations working for the cause of refugees.

The Public Information Section also maintains a Photo Archives which dates back to the founding of the organization in 1951 and include some historical documents on refugees in earlier decades. A wide selection of black and white prints and color slides are available for use by the media, non-governmental organizations,

U.N. agencies and schools. The photographs are distributed either individually, or in the form of print or slide series illustrating major refugee situations of current interest. Requests should be accompanied by a statement indicating the intended use of the material.

Prints and slides are distributed free of charge provided proper credit is given to UNHCR and the photographer. Photographs appearing in UNHCR publications with copyright marks cannot be provided.

7. Access rules

The holdings of the UNHCR Archives are not yet available to outside researchers. As soon as the necessary preliminary work has been completed, certain portions of the Archives will be opened for external research; at that time access rules will be published widely, including in an Internet update of this Guide.

United Nations Office at Geneva (UNOG)

1. Practical information

a) Address

Palais des Nations, 8-14 avenue de la Paix,
CH-1211, Geneva,
Switzerland
Telegraphic address: UNATIONS GENEVE;
Telex : 412962
Telephone: +41 22 907 12 34
Fax: +41 22 917 01 23
Web site: <http://www.unog.ch/>

b) Opening hours

Monday to Friday, 8.30 a.m. to 12.30 p.m. and 1.30 p.m. to 5.30 p.m.

c) Working languages

English and French

2. Presentation of the Organization

The United Nations Office at Geneva is part of the Secretariat of the United Nations Organization and is located at the Palais des Nations which was originally built for the League of Nations in the early 1930s. The Palais shelters numerous offices and bodies of the United Nations, founded or provisionally located in Geneva. For instance, the Narcotics Division, which had moved to Geneva in 1956, and the United Nations Fund for the Fight against Drug Abuse, established in this city in 1971, were transferred to Vienna in 1979; the United Nations Disaster Relief Office (UNDRO), rebaptized in 1992 the Department of Human Affairs (DHA) was founded in Geneva in 1972, the United Nations High Commissioner for Refugees in 1951, the United Nations Conference on Commerce and Development (UNCCD) in 1964 and Economic Commission for Europe (ECE) in 1946.

3. Brief administrative history

Directors and Directors-General of UNOG:

Włodzimierz Moderow, Director (1946-1952), Adrien Pelt, Director (1952-1957), Pier Pasquale Spinelli, General Director (1957-1968), Vittorio Winspeare Guicciardi, General Director (1968-1978), Luigi Cottafavi, General Director (1978-1982), Erik Suy, General Director (1983-1987), Jan Martenson, General Director (1987-1992), Antoine Blanca (1992-1993), Vladimir Petrovsky (1993-).

See also Presentation of the Organization above, p. 258.

4. Description of the Archives Service

Part of the documents of the United Nations Office in Geneva (UNOG) is administered by the registry, files and mail section. Most United Nations bodies keep their own dossiers. Some have their own registry unit or archives service; this is notably the case of the DAH/UNDRO, the CNUCED, the HCR and the Indemnisation Commission of the United Nations. The documents of the League of Nations are kept by the Archives Group of the League and the historical collections of the Library of the UNOG.

The registry, files and mail section is made up of four independent units (registry, files, diplomatic pouch, and correspondence and its carriers) co-ordinated and administered by the head of each section. It plays a central role in all questions relating to the management of records at the UNOG.

The registry group of the UNOG ensures the processing, conservation and maintenance of files currently in use, those occasionally used and those that are dormant.

The files group conserves dormant and occasionally used files that have been given to it by the UNOG and other subsidiary organizations of the United Nations. According to their nature and the decision taken by their unit of origin - with the accord of the files group - these files are then destroyed.

5. Description of the archival series

Files Group

1. The Files Group conserves in all 2 926 linear metres of files and 333 rolls of microfilms (16 mm x 30.5 cm) arranged in the series listed below according to the old classification system: G.III Finances, G.IV Legal Affairs, G.V. Documents, G.VII Library, G.X Economic Affairs (ECE) and G.XIV Nongovernmental Organizations. Added to this there are microfilms on the Human Rights Division in New York (1956-1969) and documents from Secretary General U Thant (1961-1971), from Ralph J. Bunche of the Special Political Affairs Office and from the Executive Assistant to the Secretary General, Andrew Cordier (1954-1961). The Files Group also takes care of sound recordings from

various sessions of the Human Rights Committee (1982-1983) as well as meetings of the Special Groups of Experts on Southern Africa (1974-1979) and of the Special Committee Charged to Investigate Israeli Practices (1982).

2. International Office of Death Certificates (IODC)

Legal petitions and decisions (1952-1973) as well as the IODC index are stored in 56 boxes (9.5 linear metres).

This documentation was handed into the keeping of the UNOG archives by Mr. Schnitzer, who was in charge of the IODC. Given the fact that, during its existence, the IODC was mainly concerned with receiving petitions regarding people who had disappeared during the second world war, with transmitting them to law courts for decisions and with delivering death certificates, all the documents are classified in two categories: 'petitions' and 'decisions'.

a) petitions - organized first according to a geographic criteria and then according to their number.

b) decisions - organized first according to a geographic criteria and then according to their number (from 1 to 5 999).

These petitions and decisions have been organized according to country (Germany, Belgium, Israel and Italy).

3. Office of the Secretary General's Special Representative for World Refugee Year (1955-1960): 12 linear metres.

4. Personnel files of former civil servants, established by the Personnel Department of the UNOG and personnel files of translators appointed to the second International United Nations Conference on the Peaceful Use of Atomic Energy (1961).

5. Manuscripts of all documents produced at the UNOG.

6. Files of other sections and divisions of the UNOG.

Research instruments: All registered documents are classified according to group: for example, group 7 corresponds to the Personnel Department and group 9 to the Financial Service. Personnel files are organized in alphabetical order.

The Files Group does not have the necessary facilities to allow consultation of sound recordings and microfilms, but it is possible, thanks to special arrangements, to use equipment from other UN services.

Registry Group

1. Old classification system

Since the creation of the UNOG in 1946 and until the application of a new system in 1973, the Registry Group had established the following series: G.I. General (1946-74); G.IIA

General administration (1946-74); G.IIB Administration, goods and equipment (1946-74); G.II Finances (1946-73); G.IV Legal affairs (1946-73); G.V. Documents (1946-73); G.VI Information (1946-72); G.VII Library (1946-73); G.VIII Health (1946-73); G.IX Transport ECE (1946-83), G.X Economic Affairs ECE (1946-81).

The Narcotics Division and the Human Rights Division were first located in New York and then moved to Geneva, the first in the middle of the 1950s and the second in 1974. The Narcotics Division left Geneva for Vienna in 1979, the files concerning it were either sent to Vienna or destroyed. The Human Rights Division and its files are still in Geneva.

2. New classification system

As indicated above, this classification system was adopted in 1973. In this new system, files and correspondence are organized according to subject:

<u>Series</u>	<u>Subject</u>	<u>Date of creation</u>
G/OR	Organization + Protocol	1973
DIR G/SO 100*	Social Questions	1973
DIR G/SO 200*	Human Rights	1973
DIR G/SO 300*	Population	1973
DIR G/SO 400*	Narcotics	1973
G/LE	Legal Affairs	1973
G/AD	Administrative Services	1973
G/FI	Finances + Budget	1973
G/PE	Personnel Administration	1973
G/PU	Information	1972
G/TE	Technical Assistance (Grants section)	1975
G/SO	Human Rights	1974
GB/AD	CCQA	1974
GB/PO	Disarmament	1978
	Apartheid	1979
GB/OR	BIO	1977
	ACCIS	1983

ECE	Economic Commission for Europe	1981
G/CON	Markets	1976

*Series reserved to the Director General's Office.

These files contain the official correspondence relating to the activities of the UNOG's secretariat as well as that of those bodies that handed over the processing of their correspondence to the Registry Group.

In all, the files organized according to the old or new classification system covers 1 261 linear metres.

Research instruments: for the old files we have kept the old classification system of the Registry Group which was in force before as well as the subject and name index, before the files registered under the new system, we have resorted to the subject codification manual.

EXTERNAL ARCHIVAL COLLECTIONS

United Nations High Commissioner for Refugees (HCR)
(this includes the archives of the International Organization for Refugees (IOR))

The Registry and File Groups have kept over 400 linear metres of the HCR's archives as well as the organization that it succeeded, the International Organization for Refugee (IOR). Following the completion of the HCR's new headquarters and the latter's creation of its own archives service in 1995, the High Commissionerhip recuperated all its archives. For more details about the HCR's archives, please refer to the part devoted to this body.

OTHER AVAILABLE REFERENCE SOURCES

The United Nations Library in Geneva was founded in 1919 by the League of Nations and taken over by the United Nations in 1946. With more than one million volumes and 4 million documents of the United Nations, the Library possesses complete collections of monographs and serial publications in the area of international law, constitutional law and administrative law as well as the law codes in force in numerous countries, official gazettes, and records of parliamentary debates. Special collections of works on political science, economics and social affairs are also to be found there. The Library also receives official publications from Member States.

In July 1997, the Library inaugurated its first cyberspace which aims to offer an electronic forum to representatives of permanent missions to the United Nations Organization, to members of delegations participating at conferences and to researchers. The cyberspace includes 24 computerized work stations which give access to a large range of electronic resources: Internet, the optical records system of the United Nations Organization, the bibliographical information system of the United Nations Organization (BISUNO), the public catalogue of the Library of the UNOG, a selection of multimedia CD roms, videos, WordPerfect documents and E-mail.

The Library shelters the archives, documents and publications of the League of Nations as well as its museum.

6. Research strategies

No information provided on this item

7. Access rules

At present all the materials processed and conserved by this section are strictly limited to internal use and the administration has not developed a well-defined policy to extend access to the general public. The Director General of the UNOG can, however, in certain cases, authorize a person from outside the Office to consult specific documents. The authorized person can consult these documents on the spot, the Section placing at their disposal a reading room and photocopying means.

**United Nations Office at Geneva -
The League of Nations Archives and Historical Collection Unit
The League of Nations Museum**

1. Practical information

a) Address

Palais des Nations, B.328,
CH-1211 Geneva 10,
Switzerland
Telephone : +41.22.917 41 81 or 917 36 13
Readers' Room +41.22.917 41 93 or 917 41 89
Fax: 41.22.917 00 28
Web site: <http://www.UNOG.CH>

b) Opening hours

- i. The League of Nations Archives:
Monday to Friday, 9 a.m. to 12:30 p.m. and 1:30 p.m. to 5:30 p.m.
- ii. The Museum:
10 a.m. to 5 p.m.

Both are closed on UNOG official holidays and 25 December to second week in January.

Entrance : rue de Pregny Location: Palais des Nations, Door 20, B. 328-332

c) Working languages

English and French

2. Presentation of the Organization

The League of Nations Archives consists of the historical archives of the League of Nations and other Peace Movement related institutions, and personalities, mainly during the period 1919 to 1946.

The Archives was opened to the public in 1969. For easier access it became part of the United Nations Library at Geneva in the 70s.

As the LON Archives functions as a repository for archives of different origin, information on the various institutions and their archives can be found in the respective finding aids and/or indexes as well as bibliographies which are accessible to the researcher in the Readers' room of the Archives.

The United Nations makes no claim to copyright for records in its keeping. It cannot, however, guarantee that such copyrights are not held by third parties.

The Museum of the League has in its possession a rich treasury of memorabilia and gifts from Member States, in addition to a large number of valuable works of art. However, while the significance of the Museum Collections cannot be underestimated, it is within the Archives of the League of Nations that the true value of the League's endowment to the United Nations is realized.

3. Brief administrative history

a) Origin of the League of Nations

Founded in the wake of the First World War, the League of Nations (LON) was established in order to provide the world with relief from armed conflict.

The Covenant of the League of Nations forms the first part of the Versailles peace treaties of 1919 and 1920. The formal life of the League of Nations began on 10 January 1920 and its inauguration occurred on 16 January with the first session of its Council in Paris. The Covenant outlined the goals, organs, procedures and commitments of the League which was centered in Geneva, Switzerland. As an essentially political organization, the League was entrusted with keeping peace through international law, arms control, conference diplomacy, and the idea of collective security.

b) Original Members of the League of Nations, Signatories of the Treaty of Peace

United States of America, Belgium, Bolivia, Brazil, British Empire: Canada, Australia, South Africa, New Zealand, India; China, Cuba, Ecuador, France, Greece, Guatemala, Haiti, Hejaz, Honduras, Italy, Japan, Liberia, Nicaragua, Panama, Peru, Poland, Portugal, Romania, Serb-Croat-Sloven State, Siam, Czechoslovakia, Uruguay.

c) Structure

The main organs of the organization were the Assembly which would bring all member states together in periodic meetings; a Council composed of four permanent members, the principal Allied and Associated Powers, joined by four members of lesser Powers (whose numbers would later be increased); and an International Court, which in 1921 began its life as the Permanent Court of International Justice at The Hague. A permanent

Secretariat under a Secretary-General was charged with servicing meetings of the Assembly and Council. Other auxiliary organs (such as the international Labour Organization and the Mandates Commission) were established as part of the League, while an array of technical, educational, and humanitarian bodies, some pre-existing the war (as the International Red Cross) had their offices located under League auspices.

The Covenant assigned specific responsibilities to the League such as regarding the protection of labour conditions for men, women, and children; securing just treatment of colonized peoples and minorities; prohibiting the international traffic in women, children and illegal drugs; maintaining freedom of communications, transit, and equitable commercial conditions, and controlling disease.

The technical duties of the League of Nations were to assume an unexpected importance such as the help for refugees and famine stricken countries, international loans for several states (amongst others, Austria and Hungary), and technical assistance to China, a development programme of the 1930s.

While the political activities of the Organization ceased in the beginning of the Second World War, its technical duties continued. The League of Nations was dissolved on 18 April 1946 and its assets were transferred to the newly established United Nations.

Secretaries-General :

Sir Eric Drummond (later Lord Perth), 1919-1933

Joseph Avenol, 1933-1940

Sean Lester, 1940-1946

4. Description of the Archives Service

Before and after the establishment of the United Nations certain parts of the archival material were moved from Geneva to New York for reference purposes and eventually returned to Geneva. Conscious about the important historical research value of the material, cautious authorizations were given for occasional consultation of non-confidential material in the 1950s.

Later in 1956, the archives became subject of a more careful study and were reassembled in the Library of the United Nations at Geneva, which constituted formal recognition, as it were, of their detachment from the administration.

From 1965 until 1968, the Carnegie Endowment for International Peace financed a 'project' which would make the archives genuinely available for research and Rules governing access to the Archives of the League of Nations, as approved by the Secretary-General of the United Nations on December 1969, became and are still valid.

The purpose of the Archives is to provide international delegations and missions with documents and archival material as requested and to serve outside researchers such as

academics, journalists, lawyers, students and others with requested historical material.

The reading room, with 10 seats, is located on the third floor of the Library tract in the Palais des Nations. The reading room is open from Monday to Friday from 9 a.m. to 12:30 p.m. and from 1:30 pm. to 5:30 p.m.

The Chief of the Archives is available for consultation and the supervisor of the reading room for information and services. The researchers are requested to use the Répertoire Général and the League of Nations Registry index cards as main source of information on the holdings. Furthermore, finding-aids to special smaller archives are available. Bound material such as printed documents can be copied by the researchers themselves while the archival material will be copied by Archives personnel upon request (prices: SFcentimes 10 per copy).

5. Description of the archival series

a) Archives holdings

4000 linear meters of occupied shelving of textual records and documents, brochures and pamphlets, photographs, posters, interior designs, caricatures, sound recordings, videos and books.

Registry files:

The files of the League of Nations were kept in the newly set up 'registry' in the Secretariat, following the system based on the 'document' concept as practiced by the British Foreign Office of the period. The registry started classification sections (not always identical with the Secretariat sections) as the need was felt. The sections were divided into *dossiers* (or series) and the latter into *documents* (or *subfiles*), which were very thin during the early years. The system, and especially the terminology, were in fact more complicated and were later changed to a certain extent. After new numbering systems were indicated twice, three major periods can be observed: 1st period, 1919-1927; second period 1928-1932 and third period, 1933-1946.

Section files:

In spite of an official policy of making practically all documents pass through registry, some of the correspondence, etc. remained in officials' offices. They were collected by the registry, mostly in the later 1930s, but were kept separately from the original registry files.

Formation of other archive groups

The main archive groups of an individual character are the:

i. *Nansen Mixed Group* reflecting the work of Fridtjof Nansen, League High Commissioner for Prisoners of War and Refugees during the period 1920-1931 and the Nansen International Refugee Office which was created after Nansen's death in 1931.

ii. *Commission Files* (or archive groups of external origin). This title covers records created by League organs such as the SAA Basin governing Commission, the Mixed Greco-Bulgarian Emigration Commission, and the Economic and Financial Section in Princeton (1940-1946). Other individual archive groups however form a part of either Registry or Section files. The records of the Mosul Enquiry Commission and those of the Lytton Commission became part of the Political Section files, and the Archives of the Commission for the Administration of the Letitia Territory form a 'Bulky Enclosure' for example.

iii. '*Private Papers*' this archive group assembles records which were in private possession of either League officials or consultants to the League and were incorporated in the Archives of the League after its liquidation.

iv. *Collections*. There are basically three different collections:

1. The Collection of conventions, ratifications and other diplomatic instruments deposited with the League Secretariat;

2. The daily synopsis (abstracts of registered correspondence)

3. Bulky enclosures to the registry files:

a) *The League of Nations Museum* includes documents illustrating the history of ideas of international organizations, the international peace movement and the history of the League of Nations. The permanent exhibition consists of archival documents (letters, memoranda, diplomatic instruments, minutes, etc.), photographs, paintings, posters, plaques, medals, books etc.;

b) the audio-visual collections consist of photographs of pacifists and postcards from the peace movement related Archives; photographs of League of Nations personalities and conference participants and the building of the Palais des Nations; caricatures and other visual material such as pre and post war political posters and original interior designs of the Palais des Nations; a collection of tapes and video cassettes (contemporary films and sound recordings to the League are kept at the United Nations Headquarters in New York, the films with the Information Service and the recordings with the Telecommunications Section (cf. *Descriptive catalogue of League of Nations sound recordings*. 29 November 1971; United Nations document, ST/OGS/SER.F/3)

c) the Silbernagel Collection consists of propaganda material on the entry of Switzerland in the League (see *Private Papers*);

d) the printed archives, called *Document Collections* form a separate group within the archive holdings.

b) Archive groups

- I. The Secretariat
- II. Section Files
- III. Commissions
- IV. Collections
- V. Private Papers
- VI. Museum Collections
- VII. Brochure and Pamphlet Collection
- VIII. International Peace Movements (IPM):
 1. International Peace Bureau (IPB)
 2. Fried/Suttner Papers
 3. Deutsches Friedenskartell/Quidde Collection
- IX. Quaker Collection
- X. Collection of Visual Material

c) General finding aids

- *The Guide to the Archives of the League of Nations*
- Répertoire général, 1919-46, I-V, 3 Volumes (available for consultation in Geneva only), which describes the archives down to the series but not to the subfile level
- Classification registers, 1933-46, 21 volumes
- Alphabetical Inventory of the League of Nations Personnel Files
- World Health Organization. Catalogue of Archives of the Health Section of the League of Nations, 1933-46
- WHO Archives catalogue No. I (WHO document) MH.195.51
- Registry cards index (name and subject index) in accordance with the three registry periods
- Documents Index, created by the League Registry, refers the reader to registry files containing League printed material
- Woodrow Wilson Library, Pamphlet Collection - Inventory
- Gheballi, V-Y. & C., *A repertoire of League of Nations serial documents, 1919-1947*. Carnegie endowment for Internat. Peace. Vols. I-III. Dobbs Ferry, Oceana Public., Inc., 1973
- Bibliographical Handbook on the LON, United Nations Library, Geneva 1980, 3 volumes

d) Finding aids by Archive Groups:

- I. The Secretariat - REGISTRY FILES (1,500 linear meters)

Registry files 1919-1927 (297 linear meters) in accordance with the three periods are divided into the following sections in the Répertoire général (unless the years are indicated, the files of the appropriate section cover the whole period):

1. Mandates
2. Administrative Commissions and Minority questions. General
3. Administrative Commissions. SAA Basin
- 3A. Administrative Commissions. SAA Plebiscite, 1922-26
4. Administrative Commissions. Danzig
8. Disarmament
9. Military questions, 1919-20
10. Economic and financial
- 10A. Financial Conference in Brussels, 1920
- 10B. Austria, 1922-27
11. Political
12. Social (general and protection of women and children)
- 12A. Opium traffic
- 12B. Health (Security microfilm at the WHO-Archives)
13. International Bureaux and Intellectual Co-operation
- 13A. International Bureaux. Economic, 1919-24
- 13B. International Bureaux. Social, 1919-24
- 13C. Intellectual Co-operation, 1921-27
14. Communications and Transit
- A. International Transit conference in Barcelona, 1921
15. Labour
16. ILO Conference (Washington, D.C., 1919), 1919-20
17. Treaties
18. Library
19. Legal
21. Permanent Court of International Justice, The Hague
22. Public information
23. Social. Women's questions, 1919-20
25. Organization. General. 1919-20
26. Assembly
27. Council
28. Admissions to the League
29. International Secretariat
30. Establishment. General
31. Financial administration
32. Buildings and furniture
37. Printing and stationary, 1919-1920
39. Miscellaneous
40. General
- 40A. Geneva (economic questions) and The Hague (USSR) Conferences, 1922
- 40B. The Lausanne Peace Conference, 1922
41. Minority questions
42. Prisoners of War, 1920-24
43. Printing and publishing, 1921-27
44. International Bureaux. Education, 1921-22
45. Russian Refugees, 1921-24
46. Administrative Commission, Upper Celesta, 1921-23
47. Famine in Russia, 1921-23

- 48. Refugees from Asia Minor, 1922-27
- 49. Requests for Secretariat publications, 1923-27
- 50. Customs, 1923-27

Finding aids: name index (card-index of correspondents) 1919-1927; *subject index*, 1919-1927

Registry Files 1928-1932 (290 linear meters)

- A. Political. General, 1927-33
 - 1B. Political. Admissions to the League, 1929-32
 - 2A. Administrative Commissions. General, 1927-39
 - 2B. Administrative Commission. Danzig, 1928-42
 - 2C. Administrative Commissions. Saar Basin, 1926-33
 - 3A. Legal. General, 1927-40
 - 3B. Labour, 1927-33
 - 3C. Permanent Court of International Justice, 1927-47
 - 3D. Treaties, 1927-33
 - 3E. Codification of international law, 1927-36
- 4. Minorities, 1926-35
 - 5A. International Bureaux. General, 1927-33
 - 5B. International Bureaux. Intellectual co-operation, 1927-36
 - 5C. International Bureaux. Youth questions, 1927-33
- 6A. Mandates, 1927-37
- 6B. Slavery, 1927-35
- 7A. Disarmament. General, 1927-38
- 7B. Disarmament. Conference, 1927-36
- 8A. Health. General, 1927-38 (Security microfilm in the WHO Archives)
- 8B. Health. International liaison, 1927-38 (-ditto-)
- 8C. Health. Malaria, 1927-33 (-ditto-)
- 8D. Health. Epidemiological Intelligence Service, 1927-36 (-ditto-)
- 8E. Health. Sera and biological products, 1928-35 (-ditto-)
- 8F. Health. Infant Welfare, 1927-33 (-ditto-)
- 8G. Health. Insurance, 1927-43 (-ditto-)
- 9A. Transit. General, 1927-33
- 9B. Transit. Inland navigation, 1928-33
- 9C. Transit. Ports and Maritime navigation, 1927-39
- 9D. Railways, 1928-33
- 9E. Transit. Electric questions, 1928-39
- 9F. Transit. Road traffic, 1927-39
- 9G. Transit. Posts, telegraphs, telephone, 1928-37
- 9H. Transit. Aerial navigation, 1928-37
- 10A. Economic and financial. General, 1927-39
- 10B. Economic and financial. Statistics, 1927-33
- 10C. Economic and financial. Customs, 1928-33
- 10D. Economic and financial. Economy, 1927-37
- 10E. Economic and financial. Finance, 1927-37
- 11A. Social. General, 1927-35

- 11B. Social. Traffic in women and children, 1927-34
- 11C. Social. Child welfare, 1927-34
- 12. Opium, 1927-41
- 12A. Opium. Permanent Central Opium Board, 1927-36
- 13. Information, 1927-38
- 14. Council, 1928-33
- 15. Assembly, 1927-36
- 16. Library, 1928-36
- 17. Financial administration, 1927-38
- 18A. Internal administration. General, 1921-33
- 18B. Internal administration. Buildings and furniture, 1927-46
- 19. League documents, 1927-42
- 50. General and miscellaneous, 1927-35

Finding aids: Classification registers (lists of subfiles) 1928-1932, 17 volumes;
Name index 1928-1932; *Subject index* 1928-1932

Registry Files 1933-1946 (360 linear meters)

- 1. Political, 1932-47
- 2A. Greco-Turkish and Greco-Bulgarian population exchanges, 1933-41
- 2B. Administrative commissions. Danzig, 1932-40
- 2C. Administrative commissions. Saar Basin, 1933-46
- 3A. Legal. General, 1932-48
- 3B. Labour, 1933-46
- 3C. Permanent Court of International Justice, 1933-47
- 3D. Treaties, 1933-47
- 3E. Codification of international law, 1933-45
- 4. Minorities, 1927-45
- 5A. International Bureaux. General, 1933-47
- 5B. International Bureaux. Intellectual co-operation, 1932-47
- 5C. International Bureaux. Youth questions, 1932-46
- 6A. Mandates, 1933-46
- 6B. Slavery, 1933-46
- 7A. Disarmament. General, 1933-42
- 7B. Disarmament. Conference, 1933-47
- 8A. Health. General, 1932-47 (Security microfilm in the WHO Archives)
- 8B. Health. International liaison, 1932-39 (-ditto-)
- 8C. Health. Malaria, 1932-46 (-ditto-)
- 8D. Health. Epidemiological Intelligence Service, 1933-47 (-ditto-)
- 8E. Health. Sera and biological products, 1933-46 (-ditto-)
- 8F. Health. Infant welfare, 1933-45
- 9A. Transit. General, 1932-51
- 9B. Transit. Inland navigation, 1933-41
- 9C. Transit. Ports and maritime navigation, 1933-41
- 9D. Transit. Railways, 1932-47
- 9E. Transit. Electric questions, 1933-46
- 9F. Transit. Road traffic, 1933-46

- 9G. Transit. Posts, telegraphs, telephones, 1932-41
- 9H. Transit. Aerial navigation, 1933-46
- 10A. Economic relations, 1932-47
- 10B. Economic intelligence, 1932-47
- 10F. Finance, 1929-46
- 10D. Economic and Monetary Conference (London, 1935), 1932-37
- 11A. Social. General, 1932-47
- 11B. Social. Traffic in women and children, 1929-46
- 11C. Social. Child welfare, 1932-46
- 11D. Social. Information Centre for Documentation on Child Welfare, 1934-44
- 12. Opium. General, 1932-47
- 12A. Opium. Permanent Central Opium Board, 1933-61
- 13. Public information, 1933-48
- 14. Council, 1933-46
- 15. Assembly, 1933-46
- 16. Library, 1933-46
- 17. Financial administration, 1933-48
- 18A. Internal administration, 1933-48
- 18B. Internal administration. General, 1933-47
- 19. League documents, 1932-47
- 20A. Refugees. General, 1932-47
- 20B. Russian refugees, 1933-47
- 20C. Armenian refugees, 1933-38
- 50. General, 1932-49

Finding aids: Classification registers, 1933-1946, 21 volumes; Name index, 1933-1946; Subject index, 1933-1946; World Health Organization. Catalogue of Archives of the Health

Section of the League of Nations, 1933-1946. WHO Archives catalogue N/1 (WHO document) MH.195.51

II. SECTION FILES (72 linear meters)

Political Section, 1919-1932 (7.5 linear meters). The section files created from 1933 to 1940 were destroyed in 1940. Among the existing files are the records of the Mosul Enquiry Commission (including the diary of Colonel Paulis), 1919-1925 and those of the Lytton Commission, 1930-1932 (partly in Chinese).

Economic and Financial Section, 1919-1938 (14 linear meters). This group is divided into several series according to provenance:

1. De Bordes' files: Mission to Austria, 1931-1938 (inventory 1936 in S.53:28); various questions, 1920-1931 (some of the files concern the Mixed Commission for Greco-Bulgarian and Greco-Turkish Emigration as well as the Commission for the Establishment of Greek Refugees); Miscellaneous, 1920-1937.
2. Loveday's files, 1920-1931.
3. Expert mission to Romania, 1929-1933.

4. Nixon's files on Austria, 1920-1923.
5. Salter's files: Bulgaria, 1922-1931; Austria, 1921-1929; Various, 1923-1935.
6. Files of various origin, 1919-1934 (contains also material on transit, e.g. a card index on ports). (*Finding aid*: Inventory, from 1938-1946: 18A/20789/20755). Certain economic section files were taken away by section in 1940: cf. Commission Files: Princeton Mission.

Social Section, 1919-1936 (7.4 linear meters). These records concern in particular the traffic in women and children.

Opium, 1921-1946 (7 linear meters): (a) records of the Commission of Enquiry into the Control of Opium Smoking in the Far East, 1923-1932; (b) files and card-indexes on traffickers in dangerous drugs, 1921-1940; (c) Renborg's and Steinig's files, 1929-1946 (cf. Commission files: Washington, D.C. Office); (d) "Documents" OCS/Conf. Series 977A-1800, 1933-1946.

Mandate Section: (a) files that have remained in Geneva, 1919-1938 (14.3 linear metres). *Finding aids*: card-index to a part of the press clippings, 1920-1929; (b) files returned from New York in 1968, 1917-1944 (10 linear metres). *Finding aids*: card-index 1917-1940 in S.1680 and register of petitions in S.1681, Index of file titles.

Administrative Commission Section (Saar Basin and Danzig), 1919-1945 (3.3 linear metres).

Minorities, 1919-1939 (9.5 linear metres). Several *finding aids* covering parts of the material. Index of file titles.

Intellectual co-operation, 1920-1933 (1.5 linear metres).

Disarmament Section, 1919-1937 (10.5 linear metres). Some of the files originated with the Conference of the Regime of the Straits (Montreux) 1936-1937, on the Mediterranean (Nyons), 1937, and on the Abolition of the Capitulations in Egypt (Montreux), 1937- , the Section having supplied the secretariat for the conferences, organized outside the League framework.

Transit Section, 1909-1932 (2 linear metres). Cf. Economic and Financial Section.

Latin American Bureau, 1921-1939 (6 linear metres).

Information Section, 1924-1939 (1 box). The Section files have disappeared. Cf. *Private Papers*, Pelt and Garcia-Palacios.

Refugees, 1934-1940 (81.3 linear metres): contains a box concerning the Intergovernmental Conference on Refugees at Evian, 1938-1939.

Secretary-General's Office (Lester), 1931-1947 (3.4 linear metres). The Drummond papers were destroyed in 1940, and the Avenol papers are at the Quai d'Orsay. Some fragments are to be found, however, in the League Archives, cf. *Private papers*: Drummond and Avenol.

Legal Section, 1919-1946 (21.2 linear metres). *Finding aids*: Register and several card-indexes on registered treaties.

Personnel Office, 1919-(?) (42.5 linear metres): (a) list of Secretariat personnel, 1919-1947; (b) personnel files , 1919-(?); some of these files have been added to by the Personnel Division of the United Nations Office; (c) "Administrative Policy", 1919-1948; (d) Administrative Tribunal, 1922-1952; (e) minutes of various committees on personnel questions, 1919-1946; (f) files concerning the "Entreprise du Palais des Nations" and the arbitration between that firm and the League, 1929-1945.

Treasury, 1919-1949 (29 linear metres). Mostly account books.

Library (about 5 linear metres). The Section files of the library have only recently been

transferred, and have not yet been classified or listed.

III. COMMISSION FILES (500 linear meters)

Financial reconstruction of Austria (mostly records of the Commissioner General's office), 1922-1936 (17.5 linear meters).

Financial reconstruction of Hungary. Records of the Commissioner General's Office, 1924-1929 (2.4 linear meters). *Finding aid*: Card-index by name and by subject.

The (Greek) Refugee Settlement Commission, 1923-1930 (2.4 linear meters): (a) Hope Simpson's files, 1923-1930; (b) Eddy's files, 1924-1930; © Records of the Commission, 1923-1930.

Mixed Greco-Bulgarian Emigration Commission (Athens), 1920-1931. (7 linear meters). Contains, for example, *tapous* (extracts from the Ottoman cadastral register) in particular for the villages of Toumba and Lescovo.

Mixed Greco-Turkish Emigration Commission (Istanbul), 1923-1934. (14.3 linear meters): a) Turkish demands for authorization of seizures, 1930-1934; b) beneficiaries of the provisions of Articles 5, 7 and 9 of the Ankara Convention of 10 June 1930, 1930-1934; c) records of the Trustees for the protection of the Albanian Moslem minority in Greece, 1925-1927; d) binding decisions and arbitral sentences by the neutral members, 1924-1934; e) minutes, 1923-1934; f) Accounts 1927-1934. *Finding aid*: inventory in 1933-1946: 2A/10882/1836 and correspondence on arbitral sentences in 1933-1946: 2A/5866/5866.

Saar Plebiscite Commission, 1934-1935 (3.5 linear meters). *Finding aid*: file index.

Saar Basin Governing Commission, 1919-1935 (72.5 linear metres). Records of the central administration; those of specialized or local offices have remained in the Saar. Herein three boxes containing Kossmann's papers (Saarland member of the Commission).

Supreme Court of the Plebiscite (of the Saar Basin), 1934-1936 (17 linear meters). *Finding aids*: inventory index of appeals.

Mixed Commission (of Upper Silesia), 1922-1937 (29.7 linear meters). Main languages: German and Polish.

Arbitral Tribunal (of Upper Silesia), 1923-1938 (22.7 linear meters). Main languages: German and Polish. *Finding aids*: inventory, list of files by Polish and German citizens.

Commission on the elections in the Sancak of Alexandretta, 1937-1938 (4 linear meters).

Information Office in Berlin, 1927-1934 (1.3 linear meters).

Nansen International Refugee Office, 1920-1947 (67.7 linear meters): a) mission in the USSR for the repatriation of Russian refugees, 1921-1923; b) Zwerner files, Belgrade, 1922-1923; c) repatriation of prisoners of war (and Russian refugees), London and Geneva files, 1920-1923; d) records of the delegation in Greece (Zwerner, Treloar and Kaufmann files), 1922-1927; e) Berlin Agency, 1922-1938; f) Vienna Office, 1921-1931; g) Warsaw Office, 1926-1933; h) Arnould files, 1924-1926; I) Charpentier files, 1911-1936; j) copies of letters (of the Geneva Headquarters), 1922-1938; k) ILO files, 1921-1930; l) collection of roneod documents, 1922-1938; m) records of the Office (including ex-League Secretariat files), 1930-1939 (the liquidator's correspondence continues until 1947); n) High Commissioner Emerson's papers as member of the Central Committee for Refugees, 1940-1943; o) registers of inmates of the Armenian Orphanage in Aleppo, 1922-1930; p) London files, 1920-1922. *Finding aids*: ILO files in C.1378-League files,

1930-1932, classification register 96-League files 1930 to Office files 1938, C.1484; Vienna Office files in C.1300-06 and documents collection in C.1468, etc.

High Commissioner for Refugees coming from Germany, 1933-1936 (1.3 linear meters).

Princeton Office, 1919-1947 (22.5 linear meters). Most of Department II of the Secretariat (Economic, Financial and Transit questions) moved to Princeton in 1940, taking with them some of the Economic and Financial Section files. Those who stayed in Geneva (and continued to add to the registry files) mostly treated transit questions and occupied Europe. Among the different parts of the Archive group are the Director's files (Loveday, Rosenborg); the Deperon files (Secretary to the Fiscal Committee and also specialist on relations with Latin America); and a series of registered files. *Finding aids* for the registered files: card-indexes of correspondents, 1940-1946.

London Office, 1920-1939 (2.6 linear meters). When the Secretariat moved to Geneva in 1920, a part of the Economic and Financial Section continued to work out of London; the Office was also an information centre and took on other activities, for example, recruiting for the Technical Assistance to China (The Treasurer (Under Secretary-General) worked out of London during the war).

Washington Office (Supervisory Body), 1931-1948 (1 linear meter). The Secretariats of the Central Opium Board and of the Supervisory Body moved to Washington, D.C. in 1941, while the Opium Traffic Section stayed in Geneva. This group, called "Washington Office", consists of Steinig's working papers, partly taken over from Renborg.

Many archive groups of like nature are kept by other organizations, have disappeared or have been destroyed. Among those preserved outside the Palais des Nations are certain ILO archives (still kept by that institution in Geneva), the Archives of the International Institute of Intellectual Co-operation (with Unesco in Paris) and those of the Permanent Court of International Justice in the Hague, which are still in the Peace Palace, kept by the International Court of Justice (Cf. Notices on ILO, ICJ and Unesco. Some of the records of the League's High Commissioner for Refugees (1939-1946) are kept at the *Archives nationales* in Paris (series AJ43). See Marie-Thérèse Chabard, "Les archives de l'Organisation internationale des réfugiés (OIR)" in the *Gazette des archives*, 1967). We lack exact knowledge of the fate of the records of the High Commissioner in Danzig; of the Institute for Codification of Private Law, of the International Educational Cinematographic Institute, and the Information Office in Bombay-New Delhi or of the Co-ordinating Office for the Technical Assistance to China in Hong Kong-Hanoi. The archives of the Information Office in Tokyo and of the Eastern Bureau (epidemiological intelligence) in Singapore have been destroyed.

IV. COLLECTIONS

Conventions, ratifications and other diplomatic instruments, 1920-49 (27 linear meters). This collection consists mainly of instruments deposited with the Secretariat, but also of attendance sheets, etc., from the Assembly meetings and one file of correspondence between the Secretary-General and President Wilson (1923-1924). *Finding aids*: detailed inventory.

Daily Synopsis, 1919-1946 (*Weekly Synopsos* at first) (3.2 linear meters). Cf. General description.

Bulky Enclosures, 1920-1945 (19.5 linear meters). Cf. General description.

For the other collections, cf. General description.

Bureau de Construction du Bâtiment, 1930-1945 (23 boxes). This material consists of correspondence, reports, observations, requests and notes of architects; correspondence of the C.d.B. (Comité du Bâtiment); memoranda and proces-verbaux of the C.d.B. meetings; plans and programs of the subcommission of the construction; files of arbitration between the League and EPN (l'Entreprise du Palais des Nations). *Finding aids*: detailed inventory.

V. Private Papers - * detailed inventories available (46 linear metres, 274 boxes)

Aghnides, Thanassis*
Arnhold, Georg*
Association International des Journalistes
Association Genevoise pour la SDN
Avenol, Joseph Louis*
Beyerly
Boisseau, G.*
Chavichvili,
Claparède, René*
De Vissher, Charles*
Drexel, Constance*
Drummond, James Eric*
Estonia/Selter*
Garcia-Palacios, Carlos*
Hill, Martin*
Hostie, Jan*
International Federation of LON Societies
Interviews with E. De Haller, P. De Azcarate and W. Van Asch van Wijk: B. Lluhac; P. Fe Azcaarate; Th. Agnides (2 vol.)
Joyce, James Avery*
Lecomte
Lester, Sean + diaries (2 vol.)
Loveday, Alexandre
Lyautey, Louis Hubert Gonzalve
Mantoux, Paul Joseph*
Martin, William
Mayer, René
Moderow, Wlodzimierz*
Morgan, Laura Puffer*
Pelt, Adrianus*
Politis, Nicolas Socrate
Reymond, Henri E., *The Internat. Service. Experiences and Recollections*, Dec. 1994
Sevensma, Tietse Pieter*
Silbernagel, Alfred*
Shepardson, Withney Hart*
Smelter (Trail Tribunal)*
Tyler, Royall*
Van Asbeck, F.M.*
Wurm*

Avenol papers, 1921-56 (one box). As has already been mentioned, the greater part of Joseph Avenol's papers (Deputy Secretary-General 1923-1933, Secretary-General, 1933-40) are kept by the Archives of the French Ministry of Foreign Affairs. The seventeen files kept here (two of which consist of photostats) are of varied provenance and content. Among the papers are, for example, an interview with Avenol conducted by Stephen Schwebel (author of "The Secretary-General of the United Nations", 1952) and letters written about Avenol after his death.

Claparède papers, 1909-1926 (one box). René Claparède (born in Geneva in 1862) was founder or co-founder of several local or international organizations for the protection of human rights (especially the protection of aborigines). Among the subjects treated are the protection of Africans, the sovereignty of Monte Negro and the complaint against Canada to the League Council by Iroquois Indians.

Drummond papers, 1919-1929 (one box). Sir Eric Drummond (later Lord Perth) was Secretary-General from 1919 to 1933. Those of his papers that remained in Geneva were destroyed in 1940, and we have here only a few files that he took with him, later returned.

Garcia-Palacios papers, 1940 (one box). This little group consists of copies of letters and memoranda written in 1940 by Carlos Garcia-Palacios, member of the Information Section 1927-1940, and in charge of information activities after the Director left in May 1940.

Hill papers, 1939 (one box). Martin Hill, member of the Economic and Financial Section 1927-34 and 1939-45, personal assistant to Under Secretary-General Walters 1934-39, was secretary to the Bruce Committee in 1939. The file concerns that Committee.

Records of the *International Association of Journalists Accredited to the League of Nations*, 1921-1939 (twelve boxes). The association, founded in 1921, was still active in January 1940. Only journalists working for daily newspapers or agencies and broadcasters were admitted.

Records of the *International Federation of League of Nations Societies*, 1921-1940 (forty-four boxes). The Federation was founded in 1919, and its activity seems to have ceased in 1940. Bearing in mind that the secretariat was situated first in Bordeaux, then in Brussels, the in Brussels and Geneva, and finally in Geneva alone, it is not surprising that the group has many gaps. There are, for example, files on only seven of the at least twenty-two Assemblies held by the Federation and parts of the general correspondence have been preserved only for some of the 1930s. Two of the boxes constitute in reality a separate archive group, the records of "Föörenigen Nordisk Folkhögskola i Genève" (the Association or the Scandinavian Adult Continuation School in Geneva), 1930-32. The languages of those records are Danish, Norwegian and Swedish.

Loveday papers, 1920-1954 (thirty boxes). Alexander Loveday began his Secretariat career in 1920 as member of the Economic and Financial Section, becoming its Director in 1931. From 1940 to 1946 he was also chief of the Princeton Mission (with some authority over the Washington Mission). The records consist of a collection by year of his correspondence (in the main official letters) 1920-1939 (twenty boxes), and of subject files.

Lyautey papers, 1891-1924 (two boxes). Louis Hubert Gonzalve Lyautey (1854-1935), Marshal of France, from 1912 to 1925 Resident Commissioner-General of the French Republic in Morocco. These papers, which have been provisionally classified,

contain printed material and copies of official reports, but also original items.

Mantoux papers, 1919-1926 (two boxes). Paul Mantoux was Director of the Political Section from 1919 to 1927.

Martin papers (about 8 linear metres). William Martin (1888-1934), born in Geneva, was correspondent of the *Journal des débats* in Berlin and later of the *Journal de Genève* in Paris. During the period 1920-1924 he was in charge of general studies at ILO; he worked with the *Journal de Genève* again from 1924-1933, until he was appointed Professor of History at the Ecole polytechnique fédérale in Zurich. *Bibliography: William Martin. Un grand journaliste à Genève*, published under the direction of Pablo de Azcarate, Centre Européen de la Dotation Carnegie pour la Paix Internationale, Geneva, 1970. Besides press cuttings and literary manuscripts, the papers contain, for example 'conversations' (notes dictated or written by Martin after meetings), 1915-1933, and copies of his reports to the Director of the international Labour Office.

Mayer papers, 1926-1938 (three boxes). René Mayer (President of the French Council of ministers in 1953) was a member of several committees of the Advisory and Technical Committee for Communications and Transit, and was nominated by the League Council as member of various courts of arbitration on railway questions.

Moderow papers, 1945-1952 (two boxes). Włodzimierz Moderow was the first Director of the European Office of the United Nations at Geneva. Among the papers are documents concerning the United Nations Negotiating Committee on League of Nations Assets, of which Moderow was chairman, and the typescript of an unpublished book *Die Freie Stadt Danzig. Ein völkerrechtliches Experiment*.

Puffer Morgan papers (two boxes). Laura Puffer Morgan was an unofficial observer to the League for some American associations.

Pelt papers, 1928-1946 (two boxes of classified material). Adrien Pelt started his international career as a member of the Information Section from 1 January 1934 to 6 June 1940. Since the papers were classified, other transfers have taken place, two of which contain typescripts and documentation for his book, *Libyan independence and the United Nations. A case of planned decolonization* (published for the Carnegie Endowment for International Peace, New Haven and London, Yale University Press; 1970) and other items concerning his activity as Commissioner of the United Nations in Libya, 1952-57. One of the classified and listed boxes concerns Mr. Pelt's League career (1928-38), and the other his activities with the United Nations (1945-1946).

Shepardson's papers, 1919-1922 (two boxes). W.H. Shepardson was one of the secretaries to the Commission on the League of Nations of the Paris Peace Conference. The papers consist mostly of minutes and reports and of correspondence concerning printing of the Covenant.

Records of the *trail Smelter Tribunal* (one box), 1938-1941. American citizens had complained against a Canadian firm and an international arbitral tribunal was constituted, which met from 1937 to 1941.

Tyler papers, 1920-1945 (one box). Royal C. Tyler was Deputy Commissioner General of the League in Budapest 1920-24, and Representative in Hungary of the Trustees for the Hungarian Loan and Delegate of the Financial Committee in Budapest 1924-1938.

Van Asbeck papers, 1926-38 (one box). Baron Fredrik Mari van Asbeck was a member of the Permanent Mandates Commission. Parts of the file consists of manuscript notes on mandates question.

VI. Museum Collection

The Museum Collection consists of two parts: One part contains materials, mostly oversize photos - emanated from peace movement related personalities or institutions such as the International Peace Bureau. There are also reproductions of paintings which depict the cruelties of the First World War.

The second part of the Collection contains photos, caricatures, immorabilia, gifts etc. collected during the time of the League of Nations and miscellaneous items concerning the United Nations.

Among others, there are the original drawings (portraits of LON personalities) by Erna Plachte, Violet Oakley, Christos Simatos and Marie Scheikevitch; photos by Fayer, Boesch and Boillonas; caricatures by Derso and Kelen, Petrovic and Roth; printed material, stamps, musical compositions, medals, plates and flags; busts and portrait paintings of LON personalities and politicians; LON dishes. *Finding aids*: detailed inventory

VII. Brochure and Pamphlet Collection (17 linear metres, 100 boxes)

This material was assembled by the League of Nations. It consists of unique printed material and documents. For each of the 32 topics (see list below) separate inventories are arranged. *Finding aids*: detailed index; detailed inventories for individual topics *, others in preparation):

- Volume 1: Droit International (4 boxes)*
- Volume 2: Arbitration Tribunaux International (LE), (2 boxes)*
- Volume 3: Minorities (4 boxes)*
- Volume 4: Mandates (MN), (2 boxes)*
- Volume 5: Droit Public (LA, LB), (15 boxes)
- Volume 6: Droit privé (LC), (5 boxes)
- Volume 7: Désarmement, Armes, Energie Atomique (6 boxes)
- Volume 8: Sécurité (DA, Military Science) (2 boxes)*
- Volume 9: Mouvement Pacifiste (DB), (3 boxes)*
- Volume 10: Associations pacifistes (DB) Fédéralisme (4 boxes)*
- Volume 11: Alcoholism - Children (2 boxes)*
- Volume 12: Protection de l'enfance (3 boxes)
- Volume 13: Prostitution (2 boxes)
- Volume 14: Children (10 boxes)
- Volume 15: Youth (2 boxes)
- Volume 16: Education (2 boxes)
- Volume 17: Cinéma (RD), (1 box)
- Volume 18: Drugs (2 boxes)
- Volume 19: Sociology and welfare (1 box)
- Volume 20: Problèmes de la femme (5 boxes)
- Volume 21: Coopération intellectuelle / Paix et languages (6 boxes)
- Volume 22: Missions / Problèmes religieux, églises et missions (1 box)
- Volume 23: Musées (1 box)
- Volume 24: Prevention of Crime (3 boxes)

- Volume 25:Radio (1 box)
- Volume 26:Protection de la famille (2 boxes)
- Volume 27:Esclavage (1 box)
- Volume 28:Prévoyance et assistance sociales (4 boxes)
- Volume 29:Réfugiés (3 boxes)
- Volume 30:Association pour la SDN (6 boxes)
- Volume 31:Société des Nations (4 boxes)
- Volume 32:Associations pour les Nations Unies (4 boxes)

VIII. International Peace Movements (IPM)

1. (PERMANENT) INTERNATIONAL PEACE BUREAU (IPB)

The IPB was founded in 1892 to serve as permanent secretariat to the Universal Peace Congresses. Its headquarters was situated at first in Berne and in Geneva from 1924 on. Besides acting as liaison between various peace organizations, the Bureau assembled a valuable specialized library and published a considerable number of pamphlets, periodicals and books.

The International Union of Peace Societies, of which IPB was the secretariat, was dissolved by decision of the (Swiss) Federal Tribunal on 18 June 1959. In 1961 the Swiss Government permanently deposited the library and the archives with the United Nations Library at Geneva.

The International Liaison Committee of Organization for Peace (ILCOP) inherited other property, and its permanent secretariat took the name of *International Peace Bureau*.

Secretaries-General: Elie Ducommun (1892-1906); Albert Gobat (1906-1912); Henri Golay (1912-1950); and G. Popovic (1952-1959).

Bibliography

The International Peace Bureau. Geneva, the International Peace Bureau, 1977.

The Archives of the Bureau of the IPB, which covers the period 1889-1951 and amounts to 35 linear metres (480 boxes), is open to research. *Finding aids*: detailed Inventories of the archival material: First period 1891-1914, Second Period 1914-1951. Inventories (2 Vols) *Correspondents* in alphabetical order by names. There is a card index for the IPB Library (approximately 2000 volumes, 71 linear metres) available, but it needs to be updated. There is no inventory available for the collection of IPB brochures, pamphlets and other publications (144 linear metres), thus the material cannot be consulted.

The private papers of Henri Golay, 1915-42 (half a linear metre) consist mainly of Golay's correspondence as member of the Société Suisse de la Paix and of l'Association Nationale Suisse pour la Société des Nations. *Finding aid*: inventory.

Nippold Collection (25 boxes), 1908-1931. Otfried Nippold was a lawyer and teacher whose capacity was international law. He was appointed Professor of Law at the

University Berne and later became president of the Supreme Court of the Saar region. The material collected contains newspaper clippings, magazines, pamphlets, correspondence and handwritten notes. The collection provides a good overview of the pacifist movement and the different opinions and ideas of peace at the outbreak and during the First World War. Finding aids: *detailed inventory*.

2. FRIED-SUTTNER PAPERS

This group, measuring about 16 linear metres, consists of correspondence, literary manuscripts, diaries, newspaper cuttings, photographs and other materials of the two Austrian pacifists, Alfred Hermann Fried (1864-1921) and Bertha von Suttner (1843-1914). The main language is German. The papers are open to research, with the exception of seventy-two Fried letters which will not be accessible before the year 2000. According to an agreement between the League of Nations Library and the Austrian Archivamt, the Fried-Suttner papers can also in parts be consulted by Austrian citizens, at the Haus-, Hof- und Staatsarchiv in Vienna, on the condition that the charges of packing, transport, and insurance be borne by the person requesting the material. The Fried-Suttner papers were purchased in 1931 by the League of Nations Library from the widow of A. H. Fried.

Bearing in mind that Bertha von Suttner had chosen A. H. Fried as the trustee of her literary bequest and that, upon her death, he came into possession of the private papers, it has been decided to constitute the papers of both personalities as one *fonds* subdivided into two parts: (a) materials originating from A. H. Fried's activities (*Fried papers*); (b) materials originating from B. Von Suttner's activities (*Suttner papers*).

The private papers of both A. H. Fried and Bertha von Suttner consist of materials that pertain to their whole professional career. It should, however, be noted that some periods are less densely represented than others. Fried's private and professional correspondence has, with the exception of those letters received during the First World War, been almost completely preserved. It starts in 1880 with letters that Fried, while residing in Hamburg, received from his family and from friends, and it ends in 1921. The best documented periods are those from 1892 to 1914, and those from 1919 to 1921. Special mention must be made of the numerous letters, postcards, and *billets* addressed over twenty-three years by B. von Suttner to A. H. Fried. A like completeness cannot be stated as regards Fried's manuscripts of books, brochures, articles and speeches. The years 1892 to 1903 in particular are rather sparsely covered. As far as the war years are concerned, the materials that originated during this period are today to be found in the Hoover Institution on War, Revolution and Peace at Stanford, California.

The Suttner papers, like those of A.H. Fried, comprise in the first place a voluminous series of correspondence covering B. von Suttner's life between 1870 to 1914. They do not, however, contain the "equivalent" of her letters addressed to Fried. Of exceptional importance are undoubtedly her diaries that cover the years 1897 to 1914. On the whole, it is impossible to ascertain to what extent the Suttner papers have been preserved. Taking into account B. von Suttner's testified productiveness as novelist, playwright, political journalist and pacifist organizer, it appears that the papers are far from complete.

Fried Papers (92 boxes). *Finding aids*: Card index.

1. Biographical and personal material
2. Notebooks and diaries, 1878-1919
3. Family correspondence (Fried family, Gnadenfeld family, Hollaender family), 1893-1914
4. AHF's activities (mainly correspondence), 1880-1887
5. AHF's business activities (correspondence and other material re *AHF-Verlag*, 1887-1892)
6. General Correspondence (A-Z), 1892-1903
7. General correspondence (A-Z), 1903-1914
8. Correspondence with Bertha von Suttner, 1891-1914
9. Material relating to AHF's peace activities (journalistic, literary, publishing), 1892-1914
10. General correspondence (A-Z), 1915, 1919-1921
11. Material relating to AHF's peace activities (journalistic, literary, publishing), 1915-1921
12. Correspondence of Therese Fried, 1903-1926.

Suttner papers (33 boxes). *Finding aids*: detailed Inventory.

1. Biographical and personal material
2. Family correspondence (consisting mainly of occasional letters by members of the Kinsky-Körner family and of the Suttner family), 1850-1909
3. Diaries, 1897-1914
4. Press cuttings concerning BvS articles, reviews of her writings, articles on her activities, BvS biography, etc.), 1886-1914
5. Manuscripts of novels, plays, articles, lectures, notes, etc., 1876-1914
6. General correspondence (A-Z), including correspondence with Bartholomäus von Carneri (bilateral), 1870-1914
7. Correspondence and other material relating to special subject-matters, 1890-1914
8. Miscellaneous material (esp. correspondence of Arthur Gundaccar von Suttner, unidentified letters, xerox copies of BvS letters to Leo Tolstoy (originals in private possession in Leningrad)
9. Material from BvS LON Archives exhibition
10. Photographic material is assembled in the LON Photo collection.

3. DEUTSCHES FRIEDENSKARTELL (Quidde Collection), 1919-1928 (12 boxes).

While the private papers of Ludwig Quidde are kept with the Bundesarchives, Colblenz, Germany, and part of his library by the United Nations Library in Geneva, the Records of the *Deutsches Friedenskartell* are kept under the title *Quidde Collection*. The language of most of the material is German exceptions are individual items, especially printed material, in other languages.

The *Deutsches Friedenskartell* was founded in 1922 and served as liaison between several German pacifist organizations until 1929 when its activities seem to have ceased. One of its most important activities which is well documented in the collection is the travelling

Exhibition *Friedensbewegung und Friedensarbeit in allen Ländern* (1927-1929). Items, such as documents, posters, correspondence, printed material and photos which were shown in the exhibition, date back until 1905. *Finding aids*: detailed inventory. *Bibliography*: Burgelin, Henri. *Le mouvement pacifiste dans l'Allemagne de Weimar*. Strasbourg, 1961, pp. 57-88. Cahiers de l'Association.

IX. Quaker Collection

This material comprises 15 boxes of the *Monthly Meetings* and 9 boxes of *Swiss Yearly meetings* of the Organization.

X. COLLECTION OF VISUAL MATERIAL

1. Caricatures. International Peace Bureau

League of Nations, 1928-1939. Most of the 546 caricatures originate from the English speaking press, closely followed by French and Italian ones. They picture themes in relation to the League of Nations, its activities and its functioning as well as recurrent reform initiatives. Other political questions of the time such as the invasion of the Rhineland by Germany for example and the changing European alliances are also depicted. *Finding aids*: detailed inventory.

Caricatures de Rolf Roth, Album, Nov. 1920 (copy with index).

Caricatures de Oscar Lazar, Album (copy with index)

Collection Derso, 1931-1951

2. Photo Collection

International Peace Movement - International Peace Bureau, Fried/Suttner and Quidde Collection: Under the title *International Peace Movement*, photos, separated from the Archival material of the IPB, the Fried/Suttner Collection and the Quidde Collection are assembled as a special collection with the following grouping: a) Bertha von Suttner, b) individual women, c) individual men, d) groups. *Finding aids*: detailed inventory soon available; separate detailed inventory (with reproduction of photos) of Bertha von Suttner photos (107 photos) is available.

Photos from Chavichvili Private papers: 94 photos (1917-1969) concerning his involvement with the League, Mission to Tiflis and participation at Peace Congresses in the 1930s.

Finding aids: detailed inventory with reproduction of photos.

League of Nations: Photos of: the Palais des Nations (the Building, Assembly Hall, Council, Conference and other rooms; Personalities (portraits, individual and groups); Assembly and Council meetings; Conferences, Committees and Missions. This collection represents the main part of the LON photo collection. The material is classified by specific groups (see above). *Finding aids*: card index by name and subjects (does not cover the entire material), detailed inventory in preparation.

3. Pin Collection

40 pins, mostly from Peace Conferences, were separated from the Fried/Suttner papers and assembled as a separate collection. *Finding aids*: detailed inventory with reproduction of pins.

4. Poster Collection *detailed inventory available

International Peace Bureau*

Fried/Suttner

Quidde Collection*

League of Nations*

United Nations

League of Nations Archives (Exhibitions)

The first part of this collection consists of posters (55) which were taken out of the files of the International Peace Bureau where they had been folded down to A4 size. The posters were then repaired, registered and professionally stored. They consist mainly of political posters, 1891 - 1932, many are undated.

The next portion (158 posters) was taken from the Deutsches Friedenskartell, Quidde collection, - mainly political and peace posters of the 1920s.

The second part consists of posters originated at the League of Nations concerning: Red Cross (77 posters, no dates); Madras Health Council (11 posters, no dates), Plebiscite (5 posters, no dates), Statistics (71 posters), 1928-1930, League of Nations Bulky Enclosures, Political Posters (216), 1916-1940. *Finding aids*: detailed inventory, Volume I.

In the inventory, Volume II, Blue Prints of the Palais des Nations are listed and described: Proposals (3, 1927), Library (89, 1927-1938); Conseil, Secretariat, Assembly (78, 1967-1980).

5. Postcard Collection: Postcards (432) from the Archives of the International Peace Bureau, 1892-1951.

The items of this collection are divided in accordance with three main subjects: postcards of *Cities*, in alphabetical order by city, *Peace Postcards* in order by originating country, and *Miscellaneous*, postcards concerning subjects different from the previous ones.

Finding aids: detailed inventory with reproduction of the postcards.

6. Interior Designs, Palais Des Nations, 117 original designs by different architectural bureaux.

This collection of the 1930s, consists of designs of the Palais itself and interior designs of the General Assembly Hall, conference rooms (Salle 1, 2 and 5), the Presidential Office, various recreation areas (salons for the delegates, restaurants/bar), and drawings of the lights for the Library. There are also the interior designs and designs with details of the furniture for delegates' lounges of the Council Chamber by the French decorator, Leleu, and the lounge, donated to the League by Czechoslovakia. *Finding aids*: detailed inventory.

7. Access rules

Rules governing access to the League of Nations Archives

1. The Archives of the League of Nations, with the exception of the categories of material defined in paragraph 3 below, shall be open for consultation in situ from the beginning of the calendar year following the date on which the most recent item in the file concerned has attained forty years.
2. The Director-General of the United Nations Office at Geneva may grant exemptions from the rule stated in paragraph 1 in favor of researchers proving a legitimate interest in material of more recent date. The Director-General may, however, refuse applicants access to documents that are unmistakably still of a confidential or secret nature. The beneficiary may be required to undertake to submit the manuscript of his work to the Director-General before publication.
3. The following items shall remain closed for a period of sixty years:
 - a) Files containing internal documents of national administrations unofficially communicated at the time to League of Nations officials or commissioners by governments whose archives are not open to researchers for the dates in question;
 - b) files containing documents which, if divulged might injure the repute, affect the privacy or endanger the safety of individuals;
 - c) Personal files or agents of the League of Nations;
4. The copying, reproduction and publication of documents to which access is given shall be subject to the following principles:
 - a) Researchers shall be warned that the United Nations is not in a position to release them from any obligations in respect of copyright held by persons whose works may be found in the archives;
 - b) The reproduction or publication of large bodies of files (whole archive groups or large series therein) shall not be permitted;
 - c) The United Nations services shall not be obliged to carry out the actual work of reproduction, even against payment.
5. The Director-General of the United Nations Office at Geneva shall be responsible for the implementation of this decision, particularly with regard to the determination of reserved files, the practical methods of providing access and the granting of the exemption for which provision is made in paragraph 2. He shall report on each occasion when important exemptions are granted pursuant to paragraph 2.

Western European Union (WEU)

1. Practical information

a) Address

Rue de la Régence, 4
B-1000 Brussels
Belgium
Tel. (32 2) 500 44 11
Fax. (32 2) 511 35 19
E-mail: ueo.presse@skynet.be
Web site : <http://www.weu.int>

b) Working languages

English and French are the two official languages of the Organization.

2. Presentation of the Organization

Based on the Brussels Treaty of 1948, the Western European Union (WEU) was set up in 1955. It is an intergovernmental organization playing a pivotal role between the European Union (EU) and the North Atlantic Treaty Organization (NATO) in the development of a European Security and Defence Identity (ESDI). Its function is to conduct European military operations in the humanitarian, peacekeeping and crisis management fields.

In former Yugoslavia, WEU was involved in the embargo operations in the Adriatic and on the Danube and gave support to the European Union's administration in Mostar. It is currently assisting in the Albanian police reorganization.

WEU's headquarters was first located in London and transferred to Brussels in 1993.

3. Brief administrative history

a) Origins

WEU was created by the Treaty on Economic, Social and Cultural Collaboration and Collective Self-Defence signed at Brussels on 17 March 1948 (the Brussels Treaty), as amended by the Protocol signed at Paris on October 23, 1954, which modified and completed it.

The Brussels Treaty was signed by Belgium, France, Luxembourg, the Netherlands and the United Kingdom. Its main feature was a commitment to mutual defence should any of the signatories be the victim of an armed attack in Europe. In September 1948, military cooperation was initiated in the framework of the Brussels Treaty Organization. A plan for common defence was adopted, involving the integration of air defences and a joint command organization.

By demonstrating their resolve to work together, the Brussels Treaty powers helped to overcome the reluctance of the United States to participate in the nascent European security arrangements. Talks between these powers and the United States and Canada began shortly afterwards, leading to the signature of the North Atlantic Treaty on April 4, 1949.

The need to back up the commitments of the Washington Treaty with appropriate political and military structures led to the creation of the North Atlantic Treaty Organization (NATO). In December 1950, the Brussels Treaty powers decided to merge their military organization into NATO, which had become the central element in the West European and North Atlantic security system.

Meanwhile, the desire to integrate the Federal Republic of Germany into the emerging security structures had led France, in October 1950, to propose the creation of a European Army, which would operate within the framework of the Alliance. This proposal led to the signature, in May 1952, of a treaty setting up a European Defence Community (EDC), in which Belgium, France, Italy, Luxembourg, the Netherlands and the Federal Republic of Germany were due to participate. However, in August 1954, the French National Assembly refused to ratify the treaty. An alternative way had then to be found. A special Conference convened in September of 1954, attended by the Brussels Treaty powers, the United States, Canada, the Federal Republic of Germany and Italy, decided to invite the latter two countries to join the Brussels Treaty. The Paris agreements, signed in October of that year, amended the Brussels Treaty, created Western European Union (WEU) and provided for the Federal Republic of Germany and Italy to join. The signatories clearly stated their three main objectives in the preamble to the modified Brussels Treaty: to create in Western Europe a firm basis for European economic recovery, to afford assistance to each other in resisting any policy of aggression, to promote the unity and encourage the progressive integration of Europe.

The early 1980s witnessed a revival of the debate on European security. European Political Cooperation (EPC) could not be extended beyond the economic aspects of security issues. The failure of the Genscher-Colombo initiative in November 1981, whose aim was to extend the EPC's sphere of competence to security and defence questions, prompted the countries in favour to look for another framework of consultation. WEU was the obvious choice. On the initiative of the Belgian and French Governments, a preliminary joint meeting of the Foreign and Defence Ministers within the WEU framework was held in Rome on 26 and 27 October 1984. It was marked by the adoption of WEU's founding text of WEU's reactivation: the "Rome Declaration". Work on the definition of a European security identity and the gradual harmonization of its members' defence policies were among the stated objectives. They recognized the "*continuing*

necessity to strengthen Western security, and that better utilization of WEU would not only contribute to the security of Western Europe but also to an improvement in the common defence of all the countries of the Atlantic Alliance".

b) Membership

Member States:

Belgium - France - Germany - Greece - Italy - Luxembourg - Netherlands - Portugal - Spain - United Kingdom

Associate Members:

Iceland - Norway - Turkey

Observers:

Austria - Denmark - Finland - Ireland - Sweden

Associate Partners:

Bulgaria - Czech Republic - Estonia - Hungary - Latvia - Lithuania - Poland - Romania - Slovakia - Slovenia

c) Structure

WEU is composed of an intergovernmental policy-making Council and an Assembly of parliamentary representatives, as well as a number of subsidiary bodies set up by the Council to facilitate its work. Subsidiary bodies act according to the assignments they receive from the Council and are also subject to its supervision and control.

The Council

The Council is WEU's main body. Its task is to consider all matters concerning the application of the Brussels Treaty and its Protocols and Annexes. It addresses all security and defence questions coming within WEU's sphere of responsibility and is organized so as to be able to exercise its functions on a permanent basis. It can be convened at any time at the request of one Member State.

The Council of Ministers is composed of the ministers of Foreign Affairs and Defence and usually meets once every six months in the country holding the WEU presidency.

The Permanent Council, chaired by the Secretary-General, is WEU's central body in the day-to-day management of the organization as a whole and provides for the tasking and coordination of its various working groups. It is composed of permanent representatives supported by military delegates, and meets whenever necessary - normally on a weekly basis. The current practice is that the Permanent Council alternates weekly between a meeting "at 18" (Member States, Associate Members and Observers) and a meeting "at 28" (all WEU nations). Decisions are taken on the basis of consensus by the ten full members. The WEU Presidency is rotated between full members on a six-monthly basis

(the duration of the WEU Presidency was reduced from one year to six months in 1993).

WEU permanent structures

The Secretariat-General prepares and organizes the activities of the Council, and gives them the necessary impetus. It maintains liaison with WEU's subsidiary and other bodies, as well as with a number of international organizations.

The (military) Planning Cell was established in Brussels, as a subsidiary body, on 1 October 1992, and became operational in May 1993. Its main missions are:

- in "normal times": to carry out generic planning for a possible operation, to keep an updated list of forces which might be allocated to WEU for specific operations, to compile an inventory of rules of engagement and standing operating procedures for headquarters, to prepare exercise plans and evaluate their results.

- in an emerging crisis: to draw up the relevant contingency plans when directed by Council, to give its views to the authorities on the practicability and nature of WEU involvement, to prepare recommendations for the necessary command, control and communications arrangements for each operation, to coordinate the preparation of the deployment of forces under WEU auspices until this function is assumed by a nominated Operation Headquarters, to monitor the situation in potential trouble spots and follow its developments.

The Situation Centre became operational in June 1996. Its main mission is to monitor crisis areas designated by the Council, as well as the progress of WEU operations.

The Satellite Centre, located in Torrejón, Madrid, became operational in April 1993. Interpretation and analysis of satellite data are used for the verification of arms control agreements, crisis monitoring and management in support of WEU operations, and for maritime and environmental surveillance. Additional tasks are the training of specialists in the interpretation of digital imagery. The Centre uses commercially available imagery gathered by satellites. High-resolution imagery from the Franco-Italian-Spanish HELIOS defence observation satellite is also made available to the Centre.

The Institute for Security Studies, which has its seat in Paris, started work in July 1990, as a subsidiary body, in the context of the development of a European Security and Defence Identity.

Armaments cooperation

The Western European Armaments Group (WEAG) is the WEU armaments cooperation forum. It comprises 13 nations: Belgium, Denmark, France, Germany, Greece, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Turkey and United Kingdom. The objectives are: more efficient use of resources through, inter alia, increased harmonization of requirements, the opening up of national defence markets to cross-border competition, the strengthening of the European Defence Technological and Industrial Base and the cooperation in research and development.

The Western European Armament Organization (WEAO) is a subsidiary body of WEU and shares WEU's legal personality. WEAO was set up in 1996 "as a precursor to the European armaments agency". WEAO has the legal capacity to place contracts, in the name of WEU and on behalf of WEAG, with those nations contributing to the financing of the various WEAO cooperative programmes. Its initial task is the management of the research and technology activities carried out under WEAG.

The Parliamentary Assembly

This is the only European Assembly empowered by treaty to address defence questions with complete independence. Its 115 Members meet twice a year in plenary session in Paris, where its permanent seat is located. It may hold extraordinary sessions or meet in other member countries. The Assembly, in plenary session, considers reports from its committees on questions referred to them. Every committee report has an explanatory memorandum and a substantive text. The Assembly gives its opinion by voting only on the substantive texts of these reports, which are generally in the form of a recommendation to the Council to which the Council replies in writing. The Assembly may also send resolutions to international organizations, governments or national parliaments. Finally, representatives may normally put oral questions to Ministers or other speakers who address the Assembly. They may also submit written questions to which the Council replies.

4. Description of the Archives Service

The WEU Archives Section operates within the framework of the Central Registry. Registry is the clearing house for all documents entering and leaving the Secretariat-General. It is responsible for the observance of the WEU Security Regulations in the handling and control of the accountability for WEU classified documents.

The Archives Section acts as custodian for WEU official files that are the historical records of the activities of WEU.

5. Description of the archival series

The Council of WEU agreed to the release for research purposes, under the 30-year rule, of the political and military archives of the Brussels Treaty Organisation, 1948-1954, and of Western European Union, successor to the Brussels Treaty Organisation, for the period mid-1954 to the end of 1957.

The releasable archives have been placed on microfilm, which can be consulted at the Public Record Office, Ruskin Avenue, Richmond, Surrey TW9 4DU, subject to the conditions laid down in the Rules of Access (para. 7).

Access to public information issued by WEU is available through Internet, <http://www.weu.int>

6. Research strategies

The consultation of WEU files by outside researchers is not authorized. Requests for research are channelled through officials of the Organization.

7. Access rules

I. Applications from bona fide researchers must be accompanied by letters of recommendation from their Organization, University, or Embassy in London; they should be made in writing to the Secretary-General of WEU and NOT to the Public Record Office. The subject and purpose of the research work must be clearly indicated. Copies of the inventory can be provided on application to the Secretary-General.

II. The Secretary-General may reject an application. In assessing the latter he will take into consideration, inter alia, the rule of reciprocity whereby similar diplomatic archives shall normally be available for research purposes in the country of the applicant, and/or at the seat of a multilateral treaty organization of which that country is a member.

III. The Secretary-General of WEU shall give written permission to the applicant, and written notification of this to the Public Record Office.

IV. On receipt of the written permission mentioned in Article 3 above, the applicant should, at his convenience, present himself at the Public Record Office taking with him the Secretary-General's letter of authorization. A reader's ticket will then be issued to him.

V. A copy of any publication based on the study of the microfilmed archives, as well as transcripts of any public presentation, shall be supplied without charge to the Secretary-General as soon as possible.

VI. The original archives are retained at the offices of Western European Union and are not available for study.

World Bank Group

1. Practical information

a) Address

1818 H Street, N.W.
Washington, D.C. 20433
Tel: 202-473-2841
Fax: 202-477-1499

E-mail: archives@worldbank.org

Web site: <http://www.worldbank.int/>

b) Opening hours :

Monday - Friday, 9:00 a.m. - 5:00 p.m.. Closed on weekends and holidays.

c) Working languages

There is no “official” language of the World Bank Group. English is the working language of the organization, although some records may be in the native language of member countries.

2. Presentation of the Organization

The World Bank Group consists of five inter-related agencies: International Bank for Reconstruction and Development (IBRD), the International Development Association (IDA), the International Finance Corporation (IFC), the Multilateral Investment Guarantee Agency (MIGA), and the International Centre for Settlement of Investment Disputes (ICSID).

The IBRD and IDA make loans to borrower governments for projects and programs that promote economic and social progress by helping raise productivity so that people may live better lives. Along with these loans, the World Bank provides advice and technical assistance. The International Finance Corporation (IFC) - which works closely with private investors and invests in commercial enterprises in developing countries - and the Multilateral Investment Guarantee Agency (MIGA) - which

encourages direct foreign investment in developing countries by offering insurance against noncommercial risk - share the same overall goals. The International Centre for Settlement of Investment Disputes (ICSID) shares the World Bank's objective of promoting increased flows of international investment by providing facilities for settling disputes between foreign investors and their host countries. Collectively, these five institutions are known as the World Bank Group.

3. Brief administrative history

The International Bank for Reconstruction and Development (IBRD) was created at the Bretton Woods Conference of 1944, and officially opened on June 25, 1946. At the time of inception, the primary goal of IBRD was to assist the reconstruction of western economies damaged by World War II. As post-war reconstruction progressed, the World Bank pursued its other primary objective, the development of underdeveloped nations. As the world has changed, the goals of the World Bank have changed. Today the overarching goal of the World Bank Group is to help its member nations reduce poverty. It is a partner in strengthening economies and expanding markets to improve the quality of life for people everywhere, especially the poorest.

IBRD is now owned by the governments of 180 countries. To join the IBRD, countries must first be members of the International Monetary Fund (IMF). Upon joining the IBRD members subscribe to its capital stock. The amount of shares each member is allocated reflects its quota in the IMF, which in turn reflects the country's relative economic strength in the world economy. Members pay in a small portion of the value of their shares; the remainder is "callable capital" and would only be paid should the IBRD be unable to meet its obligations—a situation that has never arisen.

The IBRD lends only to credit worthy borrowers and only for projects that promise high real rates of economic return to the country. As a matter of policy, the IBRD does not reschedule payments, and it has suffered no losses on the loans it has made. While it does not aim to maximize profits, but rather to intermediate development funds at the lowest cost, the IBRD has earned a net income every year since 1948.

The IBRD borrows most of the money it lends through medium- and long-term borrowings in capital markets across the globe. It also borrows funds at market-based rates from central banks and other government institutions. Conservative lending policies, strong financial backing from members, and prudent financial management give the IBRD strong standing in the markets. As well as borrowings, the IBRD is funded by the capital its members have paid in, its retained earnings, and repayments on its loans.

IDA was established in 1960 to provide assistance to poorer developing countries that cannot meet the IBRD's near-commercial terms. IDA provides credits to the poorest

countries - mainly those with an annual per capita gross national product of \$785 or less (in 1996 U.S. dollars). By this criterion, about seventy countries are eligible.

All members of the IBRD are eligible to join IDA, and 159 have done so. Unlike the IBRD, most of IDA's funds are contributed by its richer members, although some developing countries contribute to IDA as well. In addition, IDA receives transfers from the net earnings of the IBRD and repayments on its credits.

IDA credits are made only to governments. The repayment period is thirty-five to forty years. Credits carry no interest, but there is a commitment charge, which is set annually, within a range of 0 - 0.5 percent of the undisbursed balance; the commitment charge is currently set at zero percent. Although IDA is legally and financially distinct from the IBRD, it shares the same staff, and the projects it supports have to meet the same criteria as do projects supported by the IBRD.

Under its Articles of Agreement, the World Bank cannot allow itself to be influenced by the political character of a member country: only economic considerations are relevant. To ensure that its borrowers get the best value for the money they borrow, World Bank assistance is *untied* and may be used to purchase goods and services from any member country.

The *IFC* established in 1956, helps promote private sector growth in developing countries and helps mobilize domestic and foreign capital for this purpose. It has 172 members. Legally and financially the IFC and the World Bank are separate entities, and the IFC has its own operating and legal staff. It draws upon the World Bank for administrative and other services, however.

The IFC provides loans and makes equity investments in support of projects. Unlike most multilateral institutions, the IFC does not accept government guarantees for its financing. Like a private financial institution, the IFC seeks profitable returns and prices its finance and service, to the extent possible, in line with the market while taking into account the cost of its funds. The IFC shares full project risks with its private sector partners. The IFC issues its own annual report.

ICSID was established in 1966 to help promote international investment. It does this by providing facilities for the settlement, by conciliation and arbitration, of disputes between foreign investors and their host countries. Provisions referring to arbitration under the auspices of ICSID are a common feature of international investment contracts, investment laws, and bilateral and multilateral investment treaties. ICSID has 127 members. In addition to its dispute-settlement activities, ICSID undertakes research, advisory services and publishing in the fields of arbitration and investment law. Its publications include multivolume collections of "Investment Laws of the World" and "Investment Treaties" and the semi-annual "ICSID Review - Foreign Investment Law Journal." ICSID issues its own annual report, which may be obtained from the ICSID Secretariat.

MIGA was established in 1988 to promote the flow of foreign direct investment in member countries. It does this by providing guarantees to private investors against major political risks and offering investment marketing services to host governments to help them attract foreign investment.

MIGA is an independent self-supporting agency of the World Bank Group. Like the IFC, it has its own capital base and country membership, but it shares the World Bank's development mandate to promote the economic growth of its developing member countries.

MIGA has 141 members. MIGA issues its own annual report, which may be obtained from its Office of Central Administration.

The World Bank Group is governed by the Boards of Governors of IBRD, IFC, IDA and MIGA, which meet once a year at the Annual Meetings. The Boards of Governors are composed of high government officials from each member government. For ongoing governance, the Board delegates its authority to a smaller group of Executive Directors. The Executive Directors are based in Washington, and meet regularly to provide overall direction to the World Bank Group. Management of the World Bank Group is delegated to the President of IBRD and IDA and IFC, the Executive Vice President of IFC, and the Executive Vice President of MIGA.

4. Description of the Archives Service

The World Bank Group Archives is responsible for maintaining the integrity of the records and archives of the World Bank Group, for providing properly authorized access to records stored in the Archives, and ensuring that records with no long term value are destroyed in a timely manner.

The Archives accomplishes these objectives by issuing records retention and disposition schedules (RRDS) that describe records produced by World Bank Group units and prescribe their retention and disposition; by assisting in the transfer of semi-active and inactive records to the Archives and providing secure storage for these records; by providing access to records for World Bank Group staff and the public; by ensuring destruction of records which have passed their prescribed retention period.

The Archives also participates in the development of recordkeeping systems being used throughout the World Bank Group, and provides guidance on long-term retention needs for electronic recordkeeping systems such as document imaging.

Throughout several administrative reorganizations, the Archives has continued to be associated with the units responsible for information management and information technology for the World Bank Group.

5. Description of the archival series

The World Bank Group Archives maintains the semi-active and inactive records of World Bank Group units. Records which are deemed to have continuing administrative, legal, fiscal, or historical value are maintained on a permanent basis; others are destroyed at the expiration of their retention period.

Currently the Archives has custody of approximately 100,00 cubic feet of records. Of this total, approximately 15-20 % will be retained as permanent records.

Records which warrant continuing preservation include those records that provide significant evidence of the operations and functioning of the World Bank Group, including those that:

- document the origins and development and significant changes over time of the World Bank Group's organization, mission, functions, policies, procedures and operations;
- provide substantive information about the World Bank Group's relations with significant constituencies (such as member countries, the economic community, non-governmental organizations (NGO's), etc.)
- document the impact of World Bank Group policies, activities, or decisions on international development;
- provide substantive summary information regarding the World Bank Group's internal operations, finances, structure and processes; or
- give evidence of the decision-making process, particularly at higher management levels, within the World Bank Group.

Other types of records which warrant continuing preservation include those records which result from original research, including those that:

- provide substantive, unique information on topics of potentially high research interest (for example, techniques of infrastructure development, third world debt issues, agricultural conditions, or the role of women in developing countries);
- contain the published and unpublished results of original research or which substantiate such results;
- comprise unique collections of research materials, that might be useful for further research

Other records of continuing value include those related to specific development lending projects (such as IBRD and IFC loans, IDA credits, IFC investments) and

non-lending services such as the creation of economic and sector reports, technical assistance, sponsorship of conferences and seminars, etc.

For most of its history, the World Bank Group's records have been maintained in centralized file collections, which are then transferred to the Archives when no longer active. In addition, records from some units are transferred directly to the Archives. Today the central file collections are being phased out, and each individual unit is responsible for transferring its records to the Archives according to the terms of the appropriate Records Retention and Disposition Schedule.

The records maintained by the Archives consist of both operational and non-operational records. The operational records refer to development activities: loans, credits, economic and sector work (including research activities), country assistance strategies, sectoral policy development, liaison with external organizations, etc. Included are correspondence, reports and documents relating to specific development activities.

The non-operational records refer to administrative, legal and fiscal activities. Included are records relating to personnel, organizational structure, institutional budgeting, public relations, administrative services, accounting, financial resource mobilization, etc.

In 1990-1991 the Archives instituted a project for retrospective arrangement and description of its archival records. The results of this project are described in the Archives publication "Guide to the Archives 1946 - 1986". In addition, Archives staff maintain databases describing series, files and folders in the custody of the Archives.

To date, the Archives has only accessioned paper and photographic records. The Archives is actively engaged in establishing policies and procedures for the long term management of electronic records, possibly including their eventual transfer to the Archives.

6. Research strategies

No information provided on this item.

7. Access rules

It is the World Bank Group's policy to be open about its activities and to welcome and to seek out opportunities to explain its work to the widest audience possible.

The World Bank Group seeks to facilitate the sharing of information, to broaden understanding of development issues, to coordinate its activities with other institutions and agencies, and to strengthen public support for efforts to improve the lives of people in developing countries. At the same time, the World Bank Group recognizes the need to retain information which has been given it in confidence by member governments and private concerns.

The World Bank Group Archives are currently classified as “Official Use Only” and thus are normally available only to staff within the World Bank Group. At this time, however, individual members of the public may be granted special access to classes of records for the purposes of scholarly research, where it is expected that such research will be of benefit to the World Bank Group and/or its client community. Typically this research involves study of member government relations with the World Bank Group and/or the financial community, economic history of member countries, major development initiatives, regional development issues, etc.

Access is granted only in person, and all documents are consulted in the Archives’ reading room under the supervision of Archives staff. The World Bank Group Archives may impose charges to recover the costs of providing photocopies of records.

At the time of this writing (1997) the Archives is awaiting approval from the Executive Directors for an open access policy. This policy presumes disclosure, and most records would be available for research after a thirty-year waiting period. Some records which are less than thirty years old would be accessible with the permission of the suitable World Bank Group official. The policy would allow gradual declassification of other records after varying time periods. It is hoped that this policy will become effective in January 1998.

Some records will remain unavailable for public research (even after the thirty year waiting period). These records include:

- all personnel and medical records relating to World Bank Group staff;
- records pertaining to the work of the Legal Department;
- records, the disclosure of which may be detrimental to the interests of the World Bank Group, any member state, or World Bank Group staff;
- any record which was provided to the World Bank Group on the explicit or implied understanding that it will not be disclosed outside the World Bank Group without the prior consent of the person or entity providing such record;
- any record in which any external entity or person has property rights will be provided subject to and consistent with such property rights.

Those interested in consulting World Bank Group records are urged to contact the Archives to explain their research requests, and to get information on current procedures for gaining access to the records.



World Health Organisation (WHO)

1. Practical information

a) Address

Avenue Appia,
CH-1211 Geneva 27,
Switzerland.
Cable : UNISANTE GENEVE
Telex : 415416 Genève.
Telephone : (41 22) 791 21 11
Fax : (41 22) 791 07 46

E-mail : registry@who.ch
postmaster@who.ch

Web site : <http://www.who.org>

b) Opening hours:

Monday to Friday, 9 am to 4 pm

c) Working languages:

English and French.

2. Presentation of the Organization

The Constitution of World Health Organization was adopted on 22 July 1946 by the International Health Conference, which was convened by the Economic and Social Council and held in New York. WHO came into being on 7 April 1948, when the 26th United Nations member ratified its Constitution.

The World Health Assembly is the policy-making body of WHO and meets in annual session. The Executive Board, which meets twice a year, acts as the executive organ of the Assembly. Six regional organizations have been established as integral parts of the Organization, each consisting of a regional committee and a regional office. Regional committees meet in annual sessions. The Secretariat consists of a Director-General, six Regional Directors, and such technical and administrative staff as is required.

The objective of WHO is the attainment by all peoples of the highest possible level of health. Health, as defined in the WHO Constitution, is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.

3. Brief administrative history

WHO originated in 1945 during the conference held in San Francisco to set up the United Nations. A Technical Preparatory Committee met in Paris in March and April 1946 and drew up proposals for the constitution, which were presented to the International Health Conference that met in New York in June and July of the same year. That conference worked out and adopted the constitution, which was signed by the representatives of sixty-one countries. The same conference also prepared two other instruments: (a) an agreement to set up an Interim Commission to carry on the more pressing of the duties that would devolve upon WHO when formally established, and (b) a protocol concerning the termination of the Office International d'Hygiene Publique.

WHO inherited the experience and methods of several earlier international health bodies and took over from them international quarantine, epidemiological intelligence, biological standardization and other services (cf. 'External archive groups', below).

World Health Assembly is the supreme organ of the organization. It is composed of delegates representing member states and meets annually. The assembly is also attended by representatives of Associate Members and of non-governmental organizations in official relationship with WHO. The Assembly appoints the Director-General on the nomination of the Executive Board.

The Executive Board meets at least twice a year. Its main work consists in filling in the details necessary to enable the Secretariat to take action on the decisions of the Assembly. The board has thirty members, each designated by a member state, but unlike the Assembly delegate, they do not represent the governments that have designated them. In discussions at the board they express their own opinions. The member states entitled to designate board members are chosen by the Assembly. One-third of the membership is renewed every year.

The essential duties of the Secretariat are to prepare the work of the Assembly and the board and to see that their decisions are carried out. The Director-General is responsible both for deciding what ought to be done about any health problem (technical), and whether what is technically right is practicable, and, if so, how it is to be done (administrative). The Director-General and the technical and administrative staff who assist him form the Secretariat.

The Directors-General who have been in office since the establishment of WHO are Dr Brock Chisholm (21 July 1948-20 July 1953); Dr Marcolino G. Candau (21 July 1953-20 July 1973); Dr Halfdan Mahler (21 July 1973-20 July 1988) and Dr Hiroshi Nakajima (21 July 1988-).

Regional Offices of WHO

WHO has built up a system of regional organizations. The first World Health Assembly delimited six areas in 1948, and by 1952 all six regional offices were in operation. They are: A. African Region (AFRO); B. Eastern Mediterranean Region (EMRO); C. European Region (EURO); D. South-East Asia Region (SEARO); E. Western Pacific Region (WPRO); and Region of the Americas (AMRO) which is identical with the Pan American Health Organization.

Subject to the authority of the Director-General, regional organizations carry out, within their areas, the decisions of the Health Assembly and the Board. The regional committees review the programme and budget proposals of the regional directors, and supervise and assist the work of the offices. The Director-General delegates to the regional directors the responsibility for organizing and running projects in the regions as well as other financial and administrative responsibilities.

See also WHO Web site: <http://www.who.org>

4. Description of the Archives Service

The unit responsible for the archives is the Records Management Service, which comprises: (a) the Registry (REG), which indexes, barcodes, scans and routes incoming material; ensures that proper filing arrangements exist for records maintained in unit file stations; acts as central information source on the existence and whereabouts of files and records; maintains centrally current records and related files; and (b) the Archives (ARC), which receives and keeps records selected for indefinite or permanent preservation and issues and maintains lists of records to be permanently preserved, as well as of material destroyed.

The rules and procedures followed across the years for the management of the organization's records have been basically the same. Records have always been subject to centralized registry-type control. Lately some central files have been decentralized and records management extended to unit holdings. Current procedures are set out in the WHO manual.

5. Description of the archival series

The Archives of the World Health Organisation consist primarily of correspondence and documents of various kinds, received or produced by the organization over the last 50 years in the course of carrying out its functions, and which have been preserved for administrative, documentary and historical purposes. External material, whether public or private, relating to the activities of the organization have been added to the Archives.

The volume of archives holdings: centralized active records: 420 linear metres; semi-active records: 16,500 micro-jackets (1968-75) and 1,370 linear metres of files, retained in records repositories pending final disposal; and long term and historical archives: 610 linear metres destined for indefinite archival preservation.

a) Secretarial archive groups

First generation of files (WHO I) 1946-50. Approximately 1,500 micro-jackets (original files destroyed).

Finding aids: Catalogue of the material of the World Health Organization first generation of files, 1946-1980 (WHO I).

Series (main subject headings within parentheses):

1-99. General (associate members; constitution; correspondence with associations; Interim Commission; International Health Conference, 1946; legal questions; permanent delegations; rules of procedure of WHO; withdrawals).

100-49. Assembly.

150-99. Executive Board.

200-99. Financial administration.

300-99. Internal administration (Administrative Tribunal).

400-99. Technical questions (accidents; aeronautical hygiene; alcoholism; antibiotics; anti-epidemic action; bejel; bills of health and consular visas; biological standardization; cancer; deafness; delinquency; dental hygiene; deratization; diabetes-insulin; diseases and causes of death nomenclature, sixth decennial revision of the lists; drug addiction; environmental information; filariasis (onchocerciasis); goitre; governmental health reports; health education; health legislation; hospitals; housing; hygiene; industrial hygiene; infection diseases of childhood; influenza; Insecticides Committee; insecticides-fly control; leprosy; malaria; maritime and nautical hygiene; maternity and infant welfare; medical equipment; medical and training education; medical and public health personnel; medicaments; mental health; migration; narcotic drugs; national health administration; nursing; nutrition; penicillin; physical education; plague; poliomyelitis; psittacosis; public health statistics; Quarantine Committee; rabies; radioisotopes; radiology; rheumatism; rural life; sanitary conventions; smallpox; social insurance; streptomycin; technical assistance to health administrations; trachoma; tropical medicine; tuberculosis; typhus; unification of pharmaceuticals; venereal diseases; yellow fever.

900-49. Regional organizations.

950-99. International organizations.

Second generation of files (WHO 2) 1950-55. Approximately 1,000 micro-jackets (original files destroyed).

Finding aid: Catalogue of the material of the World Health Organization second generation of files, 1950-1955 (WHO 2).

Series:

Administrative Services (AS); Co-ordination and Co-operation (CC); Diseases and Conditions (DC); Education and Training (ET); Epidemiology and Quarantine (EQ); Finance (F); Food and Nutrition (FN); General Health and Welfare (GH); Information and Publication (IP);

Legal (L); Maternal and Child Health (MCH); Mental Health (MH); Nursing Services (NS); Organization and Direction (OD); Personnel (P); Public Health Administration (PHA); Sanitation and Hygiene (SH); Therapeutic Substances (TS); Vital and Health Statistics (VH); Veterinary Health (V).

Third generation of (WHO 3) see below: Active file series. (In 1980, blocks of records from 1955 to 1960, will be transferred to the Archives; from then on, transfers will be made on a five-year basis.)

'Sundry Archives Fund'

Under this item are included various restricted materials (in original or certified copy form) relating to constitutional, legal, administrative and technical matters that have been placed in the custody of the Archives Service. These comprise: WHO constitution; WHO flag code; International sanitary regulations; Basic agreements with member states, host agreements of WHO regional offices agreements with the United Nations and other organizations; Contracts of the director-general; Miscellaneous contracts with funds, associations, foundations and firms; Contracts relating to the erection and extension of the WHO headquarters building; Leases, headquarters and regional offices; External audit reports; Papers of the Board of Inquiry and Appeal and of the ILO Administrative Tribunal; 18,200 micro-jackets of personnel files (ex-staff and temporary staff members and consultants); Microfilms: 1,708 reels security copies; and Sound recordings: 140 reels (26 cm) of the International Health

Conference, New York, June-July 1946.

Active file series

Subject files. According to a subject classification plan in operation since 1955.

Finding aids: file content cards; origin index cards (inventory cards including a systematic and a key word index are now in a computer databases).

b) External archive groups

Office International d'Hygiène Publique (OIHP)

The first International Health Conference was held in Paris in 1851. It was the first of a long series which resulted in the adoption of a number of international sanitary conventions.

An important stage was the conference in Rome in 1907, at which the Office International d'Hygiène Publique was established, the first international health organization. It was a technical commission for the study of epidemic diseases, a permanent body for revising and administering the international sanitary conventions, and a centre for the rapid interchange of epidemiological information.

Bibliography: HOWARD JONES, Norman. Les bases scientifiques des Conférences sanitaires internationales, 1851-1938. Geneva, Organisation mondiale de la santé, 1975.

Archives: 400 micro-jackets, 1907-46 (original files destroyed).

Finding aid: Catalogue of the material (stored in WHO Archives on microform) from Office international d'hygiène publique and the United Nations Relief and Rehabilitation Administration, WHO.

Series:

Aérodromes et navigation aérienne (A 1-2).

Arrangement de Rome, 1907: Country correspondence (A 3-27); denunciation (A 28-29).

Commission sanitaire interalliée, 1915-20 (A 30-61).

Etablissement d'utilité publique (A 62).

Autorités suisses (A 63-74).

Quarantaine (A 75-95): Country correspondence (A 75-82).

Questions financières: Contributions - Country correspondence (F 2-24)

Questions techniques (T 1-99): Comité permanent; choléra et peste; commission quarantaine; conseils, conférences; conventions; UNRRA/OIHP; OMS/OIHP; codes; répertoire sanitaire international; pèlerinages; conseil sanitaire, maritime et quarantenaire d'Égypte; Proche-Orient; pays n'ayant pas adhéré aux Conventions sanitaires internationales (Australie, Chili, Colombie); maritime sanitary questions-plague and cholera; *Aedes aegypti*; fièvre jaune; dengue, cadavres; ordonnances, carnets sanitaires; états, statistiques; bureau hydrologique international (Monaco); vaccin antityphoïde de Vincent; médecins de bord; documents épidémiologiques (occupation); législations.

League of Nations Health Organization

In 1923 the League set up a Health Committee, and transferred health matters within the secretariat (except questions concerning opium and other dangerous drugs) from the Social Section to a newly created Health Section under a Medical Director. The Health Committee, its various commissions, the Secretariat Health Section (including an epidemiological intelligence service), the Eastern Bureau in Singapore, were collectively and officially called the Health Organization, which, however, formed an integral part of the League.

Its range of work covered the analysis of epidemiological information received and it started the series of periodical epidemiological reports now issued by WHO. It laid down lines for technical studies (including the use of expert committees) which are substantially followed by WHO, and it gave much attention to education and training. Though on a limited scale, it initiated what is now called technical assistance by organizing 'technical collaboration' with some countries, especially China. The records of the Health Section of the League secretariat having been transferred to the WHO Interim Commission (as were the records of the Eastern Office), the organization returned only the registry files to the League of Nations Archives in 1969, after having microfilmed them. The section files and the records of the Eastern Bureau have been destroyed. The copies kept by the WHO Archives consist of 12,000 micro-jackets.

UNRRA-European Office

The United Nations Relief and Rehabilitation Administration (UNRRA) was set up with the general purpose of organizing a quick recovery from the effects of the Second World War. The principal tasks of its Health Division were to restore and help health services, to provide special medical care for displaced persons, and to revive the machinery for international interchange of information on epidemic diseases. The work of UNRRA was terminated at the

end of 1946. The records of UNRRA headquarters are kept by the Archives of the United Nations in New York (q.v.).

Archives: 100 micro-jackets, 1943-47 (original files destroyed).

Finding aid: Catalogue of the material (stored in WHO Archives on microform) from l'Office international d'Hygiène Publique and the United Nations Relief and Rehabilitation Administration, WHO.

c) **Other reference sources available**

WHO printed archives

The printed archives are kept by the Office of Library and Health Literature Services. The Library is open Monday to Friday (except holidays) 8:15a.m. to 5p.m.

Description of series

1. WHO printed publications (hard copies)

A set of all WHO publications produced by WHO headquarters (1947-).

Finding aid. Catalogue of World Health Organization publications, issued by the Distribution and Sales Service.

A set of publications produced by the six regional offices and the International Agency for Research on Cancer (IARC) (1951-). The series of publications of the Pan American Sanitary Bureau (PASB) starts in 1928.

2. WHO unpublished documents (hard copies)

Administrative documents

Preliminary Committee for the International Health Conference (1946)

International Health Conference

WHO Interim Commission (1946-48)

World Health Assembly (1948-)

Executive Board (1948-)

Regional Committees (1948-)

IARG Governing Council (1965-)

Administrative circulars of the Director-General to member governments (1946-).

Quarterly, semi-annual or annual reports of Regional Offices (1948-)

Miscellaneous documents (for example, handbooks of resolutions, rules of procedure of Regional Committees).

Technical documents

Technical documents of expert panels and committees, scientific groups, consultation groups, and technical documents produced by WHO units, including Regional Offices (1947-)

Assignment reports of consultants and staff members visiting countries and institutions (1949-) Documents produced by regional offices for their regional seminars, workshops, conferences and meetings (1950-).

3. Slides accompanying WHO publications

International Histological Classification of Tumours, Nos. 1-15 (1,596 slides).
Documents and publications of the Office International d'Hygiène Publique (1908-46).
Documents and publications of the League of Nations Health Organization (1920-45).
UNRRA documents and publications (1944-47).

6. Research strategies

In general a research in the WHO Archives should start with identifying printed documents and possibly publications relating to the subject. Study of a specific matter or WHO activity or programme should start with the relevant World Health Assembly and Executive Board documents. If the research is focused on an important person in the life of WHO, the correspondence files and possibly some administrative files will normally be the most important sources.

Suggested reading

Further information on the administrative history of WHO may be obtained through reference to WHO official documents and, principally, through such publications as *The first ten years of WHO* and *The Second ten years of WHO* and the basic documents, *The Handbook of resolutions and decisions* and the *Official records series*. Attention is also drawn to the WHO manual, which gives detailed information as to organization and administration.

Reference may also be made to *The Organizational structure of the WHO (1948-1974)*, Volumes I and II. Volume I describes, chronologically, the changes in the organizational structure of headquarters that took place during the period mentioned, together with a description of the responsibility of established units and the changes which occurred. Volume II contains a series of charts showing synoptically the developments described in Volume I; an index of unit symbols arranged alphabetically, giving their denominations and position within the organizational structure; and a list of senior staff members, their dates of service and titles.

7. Access rules

1. General time-limit. WHO Archives are inviolable. However, as a general rule, and subject to the relaxing or limiting provisions of paragraphs 2 and 4 below, they may be freely consulted in situ by persons from outside the organisation after a period of forty years, measured from the date of the individual document or, in the case of file, from the date of the most recent document.

2. Reduced time-limit. Archival material of more recent date containing no component still considered to be confidential may be consulted by the public. The organisation alone shall be competent to decide what is confidential.

3. Exemptions. If he is satisfied that the circumstances so warrant, the Director-General may grant exemptions from paragraphs 1 or 2 above and may make the application or the said exemptions subject to certain conditions.

4. Extended time-limit. Files containing information which, if disclosed, might prejudice the reputation, personal safety or privacy of individuals, shall remain closed for a period of sixty years.

5. Authority to copy. The transcription, copying and publication of those documents to which the public has access shall be subject to the following conditions:

5.1 Rights of third parties. Users of the archives are warned that WHO is unable to release them from any obligations that may apply in respect of copyright or other rights vested in persons whose works may be contained in WHO Archives or in their beneficiaries.

5.2 Complete collection. The reproduction or publication of large series of files (complete collections or major subdivisions of collections) is not permissible.

Facilities afforded for consultation and for reproduction of documents: no premises are reserved for consultation of documents. Photocopying equipment, as well as reader printers and a Diazo processor, can be made available, although WHO is under no obligation in this respect.

General rules or policy governing access to WHO printed archives

1. Definition. The printed archives maintained by the Office of Library and Health Literature Services consist of WHO publications (and all available slides accompanying some items) normally included in the WHO Publications Programme and other publications emanating from the six regional offices and the International Agency for Research on Cancer. Archival items also include the unpublished administrative and technical documents issued at headquarters, the regional offices and IARC. In addition, the publications and documents of earlier international health organizations which were predecessors of WHO are also included in the collection.

2. Retention policy. The above-mentioned items are maintained by the Office of Library and Health Literature Services in its permanent collection.

3. Availability to the public

3.1. WHO publications. All WHO publications are to be available to the public for consultation, reference or translation. They may also be obtained from the WHO Distribution and Sales Service or through WHO sales agents.

3.2. Unpublished documents. All unpublished documents, except those prepared for general distribution, are restricted items. They may be consulted by the WHO secretariat, members of the Executive Board, the delegations to the World Health Assembly and advisory panels and committees. Availability of these documents to other parties, however, depends on the permission granted by the issuing unit. The distribution and use of these documents are mentioned in the provisions of the WHO manual.

4. Authority to copy. The copying of these publications and documents to which the public has access shall be subject to the following conditions:

4.1. WHO publications. Publications which are still available from the WHO Distribution

and Sales may not be photocopied.

4.2. Unpublished documents. Documents which have been cleared by the issuing units may be photocopied. Users are required, however, to comply with the embargo note on the documents which states in part that they should not be reviewed, abstracted or quoted without the agreement of the organization.

4.3. Publications and documents of earlier international organizations. These items may be photocopied.

Policy followed in relation to the protection of intellectual property.

The publications of WHO enjoy copyright protection in accordance with the provisions of

Protocol 2 of the Universal Copyright Convention. For rights of reproduction or translation, in part or in toto, application should be made to the WHO Office of Publications, Geneva. The World Health Organization welcomes such applications.

Facilities afforded for consultation and for reproduction of documents.

The International Documents Service has two reading tables for four readers to consult the publications and available documents. A photocopying machine is also available.

World Intellectual Property Organization (WIPO)

1. Practical information

a) Address

34, chemin des Colombettes
CH-Geneva
Switzerland

Postal address:

34, chemin des Colombettes
CH-1211 Geneva 20
Switzerland

Telegraphic address: OMPI

Telex: CH - 412 912

Telephone: (41-22) 338 91 11

Facsimile: (41-22) 733 54 28

E-mail: wipo.mail@wipo.int

Web site: <http://www.wipo.int>
<http://www.OMPI.int>

b) Opening hours

For the purposes of research into archives, by appointment with Miss A. Swaminathan (telephone number (41-22) 338.92.57), during the main regular working hours, Monday to Friday, 8.30 a.m. to 12.30 p.m. and 2 to 6 p.m.

c) Working languages

Mainly English and French, but also other official languages of the United Nations system, Arabic, Chinese, Spanish and Russian, as well as other languages required in the framework of various intellectual property treaties. However, archival material is usually in English and French.

2. Presentation of the Organization

The objectives of the World Intellectual Property Organization (WIPO) are:

(i) to promote the protection of intellectual property throughout the world through cooperation among States and, where appropriate, in collaboration with any other international organization;

(ii) to ensure administrative cooperation among the intellectual property Unions, that is, the “Unions” created by the Paris and Berne Conventions and several sub-treaties concluded by members of the Paris Union.

Intellectual property comprises two main branches: *industrial property*, chiefly in inventions, trademarks and industrial designs, and *copyright*, chiefly in literary, musical, artistic, photographic and audiovisual works. Neighboring rights are connected with copyright, but somewhat different, in that they deal with the performance, reproduction or other transmission of works already protected by copyright.

As to the *promotion of the protection of intellectual property throughout the world*, WIPO encourages the conclusion of new international treaties and the modernization of national legislations; it gives legal, technical and training assistance to developing countries; it assembles and disseminates information; it maintains services for facilitating the obtaining of protection of inventions, marks and industrial designs for which protection in several countries is desired and promotes other administrative cooperation among member States.

As to the *administrative cooperation among the Unions*, WIPO centralizes the administration of the Unions in the International Bureau in Geneva, which is the secretariat of WIPO, and supervises such administration through its various organs. Centralization ensures economy for the member States and the private sector concerned with intellectual property.

By September 30, 1997, WIPO administered (in chronological order of their creation) the following treaties or Unions arising from legal instruments:

(a) In the field of industrial property:

Paris Convention for the Protection of Industrial Property (1883)

Madrid Agreement for the Repression of False or Deceptive Indication of Source on Goods (1891)

Madrid Agreement Concerning the International Registration of Marks (1891)

The Hague Agreement Concerning the International Deposit of Industrial Designs (1925)

Nice Agreement Concerning the International Classification of Goods and Services for the Purposes of the Registration of Marks (1957)

Lisbon Agreement for the Protection of Appellations of Origin and their International Registration (1958)

Locarno Agreement Establishing an International Classification for Industrial Designs (1968)

Patent Cooperation Treaty (1970)

Strasbourg Agreement Concerning the International Patent Classification (1971)
Vienna Agreement Establishing an International Classification of the Figurative Elements of Marks (1973)
Budapest Treaty on the International Recognition of the Deposit of Microorganisms for the Purposes of Patent Procedure (1977)
Nairobi Treaty on the Protection of the Olympic Symbol (1981)
Trademark Law Treaty (1994)

(b) In the fields of copyright and neighboring rights:

Berne Convention for the Protection of Literary and Artistic Works (1886)
Rome Convention for the Protection of Performers, Producers of Phonograms and Broadcasting Organizations (1961)
Geneva Convention for the Protection of Producers of Phonograms Against Unauthorized Duplication of Their Phonograms (1971)
Brussels Convention Relating to the Distribution of Programme-Carrying Signals Transmitted by Satellite (1974)
WIPO Copyright Treaty (1996)
WIPO Performances and Phonograms Treaty (1996)

In addition to the activities generated by the above-mentioned legal instruments, reference should be made to a WIPO Arbitration and Mediation Center (established in 1994) for the resolution of international commercial disputes between private parties involving intellectual property. Also, cooperation with developing countries has assumed increasing importance since the 1970s.

In common with other organizations of the United Nations System, WIPO has all the support services which deal with administrative tasks—such as personnel, finance, computerization, etc.—as well as a sector dealing with inter-organizational cooperation within and outside the United Nations System.

3. Brief administrative history

a) Origins

WIPO is among the oldest international organizations. Its predecessor was established in Berne by the Paris Convention for the Protection of Industrial Property, signed in 1883, and it rapidly placed together other international Unions created by other legal instruments—for example, the Berne Convention for the Protection of Literary and Artistic Works (1886) and the Madrid Agreement Concerning the International Registration of Marks (1891)—serving as their international secretariat. The creation of other international Unions, in themselves independent but grouped in a unit within the international secretariat, has added to the work of the Organization.

From the beginning, in the 1880s, the international secretariat was placed under the supervisory authority of the Administration of the Swiss Confederation, which exercised

this authority on behalf of all the member States of the Unions, an arrangement continuing after the Organization's move to Geneva in 1960, but ceasing in 1970; from that time member States exercised such authority more directly, in meetings of governing bodies. In 1974, WIPO became a Specialized Agency of the United Nations System.

The beginnings of WIPO were thus the above-mentioned Paris Convention for the Protection of Industrial Property (1883): eleven States were signatories of a Convention designed to protect inventors and other owners of industrial property at an international level, so that, as well as any national protection afforded them in their own countries, the credit and financial reward for their creations could not legally be misappropriated by others in foreign countries on an international scale. The Organization's promotion of international protection for other kinds of intellectual property are also outlined above.

The present-day Organization was established by a "Convention Establishing the World Intellectual Property Organization" signed at Stockholm on July 14, 1967, which entered into force in 1970. This transformed the administration which grouped together independent Unions under a single Director, supervised by the Swiss Confederation on behalf of member States (see above), into a modern intergovernmental organization.

The number of Member States - those party to the Convention establishing WIPO and/or to other treaties administered by WIPO - has risen to 169 as of October 1, 1997.

b) Structure

The staff of WIPO form the International Bureau of WIPO. They also administer a sister Organization, the International Union for the Protection of New Varieties of Plants, which, however, has its own governing body.

The International Bureau is the secretariat of WIPO and of the "Unions" (that is, associations of States) created by legal instruments named above.

It is controlled by the member States assembled, as far as WIPO is concerned, in a *General Assembly* and a *Conference*, and, as far as the Paris, Berne and the other Unions are concerned, in the separate *Assembly* of each Union.

The International Bureau is headed by the Director General, who is appointed by the member States in the General Assembly.

4. Description of the Archive Services

As the early history of the Organization indicates (see Brief Administrative History), the Administration of the Swiss Confederation exercised administrative authority: the Organization's history from the 1880s to 1970 is best researched in the Swiss National Archives in Berne, although publications and documents of interest can be obtained at WIPO Headquarters in Geneva.

The specialized nature of many of the Organization's activities - for example, the specialized knowledge of technical fields and classification systems required for the processing of a considerable proportion of records - has been a factor contributing to a largely decentralized system of archives. Each sector is responsible for both current and archival records in its particular field.

There is an officer assigned to archival work, who also has other functions. That officer maintains photographic archives of the Organization's history, but is concerned more with information aspects of archives, and as such is a prime user of the Organization's documentary archives, with free access to any records required in the task of writing for publications and disseminating information on the Organization's history. Contact can be made by the telephone number given in the section "Opening hours."

5. -6. Description of the archival series and Research strategies

No information provided on these items.

7. Access rules

See "Practical information".

World Meteorological Organization (WMO)

1. Practical information

a) Address

41, Av. Giuseppe-Motta
Case postale No. 2300
CH-1211 Geneva 2
Switzerland
Telex : 414199 OMM CH
Telefax : 004122 734.23.26
Telephone : 004122 730.81.11
Telegrammes : METEOMOND GENEVE

E-mail (archives only) doumbouya_s@gateway.wmo.ch

WMO Home Page : <http://www.wmo.ch>

b) Opening hours

Monday to Friday, 07h30 - 17h00

c) Working languages:

English and French

Official languages : English, French, Spanish, Russian, Chinese and Arabic

2. Presentation of the Organization

The Convention, by which the World Meteorological Organization was created, was adopted at the Twelfth Conference of Directors of the International Meteorological Organization (IMO), which met in Washington in 1947. Although the Convention itself came into force in 1950, WMO commenced operations as the successor to IMO in 1951 and, later that year, was established as a specialized agency of the United Nations (UN) by agreement between the UN and WMO.

The purposes of the Organization are:

- a) To facilitate world-wide co-operation in the establishment of networks of stations for the making of meteorological observations as well as hydrological and other geophysical observations related to meteorology, and to promote the establishment and maintenance of centres charged with the provision of meteorological and related services;
- b) To promote the establishment and maintenance of systems for the rapid exchange of meteorological and related information;
- c) To promote standardization of meteorological and related observation and to ensure the uniform publication of observations and statistics;
- d) To further the application of meteorology to aviation, shipping, water problems, agriculture and other human activities;
- e) To promote activities in operational hydrology and to further close co-operation between Meteorological and Hydrological Services: and
- f) To encourage research and training in meteorology and, as appropriate, in related fields and to assist in co-ordinating the international aspects of such research and training.

3. Brief administrative history

a) Origins

The need for reliable and regular information about the weather over the sea areas of the world led to the recognition of the need for international co-operation, and hence the organizing of the First International Meteorological Conference, which took place in Brussels in August 1853. Following this Conference, efforts were made to develop international co-operation in many other fields of meteorology. In this regard, a non-governmental International Meteorological Organization (IMO) was created in September 1873 during the First International Meteorological Congress held in Vienna. From this time onwards rapid development in meteorology took place.

By 1939, a draft of a new Convention was prepared but further action on its approval was inevitably delayed, due to the Second World War, until February 1946, when an Extraordinary Conference of Directors held in London finalized the draft. The Convention of the new World Meteorological Organization was adopted and signed at the Conference of Directors held in Washington D.C., on 11 October 1947.

b) Member States

As of December 1997, there were 185 Members, all of which maintain their own Meteorological Services. Over the years, the development in the number of Members has been as follows:

1959	94	1979	150
1963	124	1983	157
1967	132	1987	160
1971	136	1991	160
1975	144	1995	181

c) Structure

The World Meteorological Congress, which is the supreme body of WMO, meets every four years. It determines policies, approves the programme and budget and adopts regulations.

The Executive Council is composed of thirty-six members, including the President and three Vice-Presidents. It meets at least once every year to prepare studies and recommendations for Congress, to supervise the implementation of Congress resolutions and regulations and to advise Members on technical matters.

Members are grouped in six regional associations (Africa, Asia, South America, North and Central America, South-West Pacific and Europe). Each of them meets every four years to coordinate meteorological and operational hydrological activities within their Region and to examine questions referred to them by the Council.

WMO has eight technical commissions responsible for: aeronautical meteorology; agricultural meteorology; atmospheric sciences; basic systems; climatology; hydrology; instruments and methods of observation; and marine meteorology. Each of them meets every four years.

The Secretariat, headed by the Secretary-General, serves as the administrative, documentation and information centre of the Organization. It prepares, edits, produces and distributes the publications of the Organization, carries out the duties specified in the Convention and other basic documents and provides secretariat support to the work of the constituent bodies of WMO described above.

4. Description of the Archives Service

In December 1980, a Central Registry & Archives Unit was established in WMO in the Department of Administration. On 1 February 1984 the Unit was transferred to the Office of the Secretary-General. The guidelines for archiving are contained in the section of the WMO Standing Instructions entitled "Archiving and disposal of files". The

archival tasks of the Unit relate to the transfer, storage, retrieval and eventual disposal of non-active files for all Departments/Office in the Secretariat.

5. Description of the archival series

a) Archives holdings

The archives have 1436 linear metres of occupied shelving. The holdings in the WMO Archives consist of non-active correspondence files. Active files remain in the custody of the individual departments/offices.

b) Archive groups/series

WMO holds records of the International Meteorological Organization (its predecessor body) for the period 1873-1951.

c) Finding aids

WMO is planning to computerize its registry and archives activities within the next year. It is foreseen that a computerized list of all the archives holdings will be prepared to facilitate retrieval. At the present time, each department has an allocated location in the archives area where its respective files are stored. Moreover as each department has a specific letter indicator which precedes its file reference and as all files and archive boxes bear the departmental and file references on the outside, retrieval is facilitated. Finally, the Archives Accession Inventory List which accompanies all files to be archived bears an indication of the location (row, shelf) of the files.

6. Research strategies

This section will be up-dated in due course in the light of the future development of the WMO Registry and Archives Unit activities.

The WMO Technical Library provides scientific and technical information services and document delivery in the field of meteorological and atmospheric sciences, oceanography, environment, hydrology, geophysics and related disciplines. The Library keeps, among its printed and electronic collection, a full set of IMO and WMO documents, publications and technical documents. The Library also provides reference services, including:

- quick and in-depth information searches
- citation analysis
- fact finding

- data referrals.

The general public is also admitted during normal business hours to use on-site the library's facilities and collections.

The WMO Technical Library maintains also an updated site on the Internet, available in English, French and Spanish at the following address:

<http://www.wmo.ch/web/arep/lib1/homepage.html>

The Education and Training Library has a collection of training publications and video films for training purposes and which are for the use and benefit of National Meteorological and Hydrological Services of WMO Members and WMO Regional Meteorological Training Centres.

The Information and Public Affairs Office has a collection of WMO publications and videos mainly on climate and the environment. General information on WMO and its activities can be obtained from this Office on request.

The Languages, Publications and Conferences Department archives contain circular letters and documents of WMO constituent bodies in the appropriate languages. These circular letters and documents are classified according to the code allocated to the constituent body and their retrieval is done according to the code allocated to the body concerned: e.g. Congress (Cg), Executive Committee (EC), etc. and the number of the session, document, etc.

7. Access rules

Up to the present time, requests for release of WMO papers to the public have been dealt with on an ad hoc basis. In general WMO follows the 30-year rule recommended by the ICA for papers which are unclassified. Therefore, such papers can be released without systematically consulting WMO. Papers of a confidential nature would have to obtain clearance from WMO prior to release to the public.



World Trade Organization (WTO)

1. Practical information

a) Address

World Trade Organization
Centre William Rappard
rue de Lausanne 154
CH-1211 Genève 21
Tel : (41-22)739 51 11
Fax : (41-22)731 42 06
Telex : 412 324 OMC/WTO, GENEVE
E-mail : jany.barthel-rosa@wto.org
Web site : <http://www.wto.org/>

b) Opening hours

Monday to Friday, 9 a.m. to 1 p.m. and 2 to 5 p.m.

c) Working languages

English, French and Spanish are the three official languages of the Organization.

2. Presentation of the Organization

The WTO succeeded the General Agreement on Tariffs and Trade (GATT) on 1 January 1995. The WTO is the legal and institutional foundation of the multilateral trading system. It provides the principal contractual obligations determining how governments frame and implement domestic trade legislation and regulations. It also serves as the platform on which trade relations among countries evolve through collective consultation, debate, negotiation and adjudication. The WTO is an institution completely independent of other international organizations, including the United Nations family.

On 6 September 1997, 132 countries and territories are members. Another twenty-nine governments are engaged in negotiating their terms of entry with other WTO members. Not only does the WTO have a potentially larger membership than the GATT (128 by the end of 1994), it also has a much broader scope in terms of the commercial activity and

trade policies to which it applies. The GATT covered trade in goods; the WTO covers trade in goods, trade in services, and trade-related aspects of intellectual property.

The essential functions of the WTO are :

- administering and implementing the multilateral and plurilateral trade agreement which together make up the WTO rules;
- acting as a forum for bilateral, plurilateral and multilateral trade negotiations;
- seeking to resolve trade disputes;
- reviewing national trade policies;
- cooperating with other international institutions involved in global economic policy making.

The WTO Agreement contains 29 individual legal texts which lay out the procedures and rules for trade in services and goods and for enforcing intellectual property rights. The WTO also comprises the GATT 1994 agreements on trade in goods.

The WTO system is based on several fundamental principles :

- Non-discrimination between WTO members : under the "most-favoured-nation clause", members are bound to grant to the products of other members treatment not less favourable than that accorded to the products from any other country
- Non-discrimination between imported and domestically-produced products and services
- Predictable and growing access to markets : tariff and non-tariff barriers must be lowered, and "bound" in tariff schedules, after which they can no longer be raised
- Fair competition : trade distortions such as dumping, export-oriented subsidies and technical barriers are bound by strict rules.

3. Brief administrative history

a) Origins

The GATT was established on a provisional basis after the Second World War in the wake of other new multilateral institutions dedicated to international economic cooperation - notably the "Bretton Woods" institutions now known as the World Bank and the International Monetary Fund. Despite its provisional nature, the GATT remained the only multilateral instrument governing international trade from 1948 until the establishment of the WTO.

Although, in its 47 years, the basic legal text of the GATT remained much as it was in 1948, there were additions in the form of "plurilateral" - voluntary membership - agreements and continual efforts to reduce tariffs. The biggest leaps forward in international trade liberalization have come through multilateral trade negotiations under the auspices of GATT, of which the Uruguay Round was the latest and the most extensive. Governments concluded the Uruguay Round negotiations on 15 December 1993 and Ministers gave their political backing to the results by signing the Final Act at a meeting in Marrakesh, Morocco, in April 1994. The "Marrakesh Declaration" of 15 April 1994 affirmed that the results of the Uruguay Round would "strengthen the world economy and lead to more trade, investment, employment and income growth throughout the world". The WTO is the embodiment of the Uruguay Round results.

b) Structure

The WTO Secretariat is located in Geneva. It has around 500 staff and is headed by a Director-General and four Deputy Directors-General.

The structure of the WTO is dominated by the Ministerial Conference, composed of representatives of all WTO members, which is required to meet at least every two years and which can take decisions on all matters under any of the multilateral trade agreements.

The day-to-day work of the WTO, however, falls to a number of subsidiary bodies principally the General Council (also composed of all WTO members) which acts on behalf of the Ministerial conference when it is not in session. As well as conducting its regular work on behalf of the Ministerial Conference, the General Council convenes in two particular forms - as the Dispute Settlement Body, to oversee the dispute settlement procedures, and as the Trade Policy Review Body to conduct regular reviews of the trade policies of individual WTO members.

The General Council delegates responsibility to three other major bodies, namely the Council for Trade in Goods, the Council for Trade in Services and the Council for Trade-Related Aspects of Intellectual Property Rights. Six other Committees report to the General Council. They cover issues such as trade and development, trade and environment, regional trading arrangements, and administrative issues. Various other committees, working groups or negotiating groups cover other WTO subjects.

The work of the WTO is undertaken by representatives of member governments, but its roots lie in the everyday activity of industry and commerce. Trade policies and negotiating positions are formulated in capitals, usually with a substantial advisory input from private firms, business organizations, consumer and other interest groups. Most countries have a diplomatic mission in Geneva, sometimes headed by a special Ambassador to the WTO, whose officials attend meetings of the many negotiating and administrative bodies at WTO headquarters. Expert representatives are sent directly from capitals to put forward their government's views on specific questions.

The WTO continues a long tradition in GATT of seeking to make decisions not by voting but by consensus.

4. Description of the Archives Service

The Archives are managed by the Library as part of the Translation and Documentation Division. It acts as the depository for the WTO archives and as an information service for the Secretariat, delegations and the public. The oldest documents go back to 1946, date of the first Preparatory Conference of the Havana Conference, which gave rise to the GATT. Only WTO printed documents and publications are kept by the Archives. The Agreements and the ratifications in their original form are held by the Office of the Director-General and the correspondence files by the Registry, and there is no public access to these. Photographs are held by the Information and Media Relations Division.

5. Description of the archival series

Archive documents are available for public consultation in three ways: on paper, on microfiche and in electronic format. The bound volumes are available for consultation. However, the public is asked to use microfiches where possible, especially for the reproduction of documents. A terminal allowing access to electronic documents and the Internet is available.

- Paper documents: these are bound according to date and document code in each of the three working languages. Each volume contains an index to documents in that volume. The volumes are placed on the shelves in a classified order. As of September 1997, the documents collection amounted to 258 metres in length.

- Microfiches: this collection is made up of some 15,000 microfiches. With very few exceptions, it contains the complete series of documents. Researchers can obtain copies of the oldest documents by using this medium.

- Electronic format: Users may access documents in electronic format in two ways, either by consulting a full-text database of all documents published since 1995 as well as certain previous publications and special series; or through the WTO Web site on the Internet, which contains a large number of documents published since August 1996. All these documents may be downloaded or printed.

6. Research strategies

Indexes and annual document lists dating from 1946 are published in the INF/ series for GATT documents and in the WT/INF/ series for WTO documents.

On the Internet, the Document Dissemination Facility (DDF) offers a search interface by document code, date or title, and also by full text.

7. Access rules

Procedures for distribution of WTO documents were adopted by the General Council on 18 July 1996. Depending on the series, documents may be flagged for either general or restricted distribution. Documents in restricted distribution are made public after a certain period which varies depending on the document category. Lists of documents in restricted and general distribution are regularly published by the Secretariat.