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## ADMINISTRATIVE INSTRUCTION

To: Members of the staff

Subject: REGULATIONS FOR THE CONTROL AND LIMITATION OF DOCUMENTATION

Addendum

## EXTERNAL PUBLISHING OF UNITED NATIONS MANUSCRIPTS

1. In order to achieve the widest possible dissemination, in as many languages as appropriate, of material relating to the work of the United Nations, external publishing arrangements in the form of co-publishing with, or the assignment of certain publishing rights to, external publishers - public or private - shall be considered when it appears likely that such arrangements will offer advantages to the Organization.
2. As a general rule, the United Nations publishes official records and well-established recurrent publications under its own imprint. However, proposals for external publishing, in whole or in part, are not excluded, if special circumstances can be adduced.
3. Other texts, including those relating to special meetings or conferences, may also be proposed for external publication.
4. Within these general guidelines, proposals for an appropriate form of external publishing will be considered for such cases as the following:
  - (a) Manuscripts not included in the approved United Nations publications programme and language editions of United Nations publications that the Organization does not plan to publish;
  - (b) Manuscripts in the approved United Nations publications programme, when it appears likely that some form of external publishing will achieve greater dissemination of information or an economy of resources;

(c) Manuscripts developed from United Nations documentation expressly for the purpose of dissemination of information;

(d) Reprinting or publishing in other editions - whether in paper copy or in microform - to meet public demand.

5. Internal and external aspects of publishing should be complementary and should, whenever possible, be planned within the framework of annual programmes rather than on a case-by-case or other basis. Pre-publication planning should therefore be undertaken at all levels, particularly by the author department. In consultation with the External Publications Officer, the author departments should review their proposed publishing programmes, including texts not acceptable for the United Nations publications programme, and should submit their recommendations for external publishing projects to the Publications Board, together with the proposed United Nations publishing programme.

6. Proposals for external publishing are considered in the first instance by the Working Committee of the Publications Board, which reports on them to the Board. The Board decides on each proposal on its own merits, bearing in mind the following principles:

(a) The fulfilment by the Organization of its obligations for official distribution should not be inhibited;

(b) The financial self-sufficiency of the United Nations sales operation should not be impaired.

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