



ADMINISTRATIVE MEMORANDUM No. 119

SUBJECT: Travel to the General Assembly

CONSIDERING,

That according to AG/RES. 2257 (XXXVI-O/06), all tickets paid for by the Regular Fund, FEMCIDI, specific funds, and trust funds administered by the General Secretariat, shall be purchased in economy class, except for travel by the Secretary General, the Assistant Secretary General, and the Chair of the Permanent Council; and,

That it is necessary in order to continue with the Secretariat's efforts and commitment to transparency to avoid misunderstandings by our Member States regarding application of this rule.

THE DECISION:

By order of the Secretary General all staff traveling to any General Assembly away from Headquarters should restrict themselves to flying in Economy Class. Staff should refrain from accepting free upgrades either at the time of ticketing or boarding, offered by the airlines, upgrades received as a result of use of personal miles or in exchange for additional payment, or upgrades offered as a result of space limitations.

A handwritten signature in black ink that reads "Gerald C. Anderson".

Gerald C. Anderson
Secretary for Administration and Finance

Original: English
May 26, 2011