

Instructions for the Registry
(as drawn up by the Registrar and approved by the Court on 20 March 2012)

PREAMBLE

The present instructions are drawn up in accordance with Article 28, paragraphs 2 and 3, of the Rules of Court.

PART I — THE REGISTRAR

Article 1

The Registrar is responsible for all departments of the Registry. The staff are under his authority, and he alone is authorized to direct the work of the Registry, of which he is the Head.

Article 2

1. Pursuant to Article 27, paragraph 1, of the Rules of Court, the Deputy-Registrar will assist the Registrar, and act as Registrar in the latter's absence or in the event of the office becoming vacant.

2. Pursuant to Article 27, paragraph 2, of the Rules of Court, if both the Registrar and the Deputy-Registrar are unable to perform their duties, an official of the Registry will be appointed to discharge those duties.

3. Members of Registry staff will owe the same duties to the Deputy-Registrar, or to the substitute referred to in the preceding paragraph, when acting as Registrar, as to the Registrar himself.

PART II — DUTIES OF THE REGISTRAR

(a) *General*

Article 3

1. The Registrar is responsible for the preparation of cases for consideration by the Court. He assists the Committee appointed by the Court to draft the text of judgments and advisory opinions.

2. The official correspondence of the Court is prepared under the responsibility of the Registrar in conformity with Article 26, paragraph 1, of the Rules. Letters not reserved for the President's signature are signed by the Registrar, or by the Deputy-Registrar or Heads of Department or Division, in so far as the Registrar may delegate this duty to them. Notes in the third person are drafted in the Registrar's name.

Article 4

The Registrar makes the necessary arrangements for the engagement of temporary staff.

Article 5

1. In accordance with Article 26, paragraph 1, of the Rules, the Registrar will prepare and keep up to date the General List of cases submitted to the Court for judgment or for advisory opinion.

2. He will prepare the agenda of administrative questions, adding the necessary explanations.

3. When this agenda has been approved by the President, the Registrar will send copies to the Members of the Court.

Article 6

1. The Court is represented by the Registrar at meetings of the competent financial organs of the United Nations. If the Registrar is unable to attend, he will be replaced as provided in Article 2, paragraphs 1 and 2, of these Instructions.

2. Every two years, at the proper time, the Registrar will place on the agenda of the Court's meetings an item regarding approval of the budget estimates and, every year, an item concerning the election of members of the Chamber for Summary Procedure.

3. At the proper time, the Registrar will prepare an agenda item concerning the election of the President and Vice-President of the Court, and, whenever necessary, an item concerning the election of the members of any of the Chambers provided for in Article 26, paragraph 1, of the Statute.

Article 7

If, pursuant to Article 9 of the Rules, assessors are to be appointed, the Registrar will collect and submit to the President the information relevant to the choice of the assessors.

Article 8

If the Court or a Chamber is to meet at a place other than that at which the seat of the Court is established, the Registrar will make the necessary arrangements.

Article 9

In all contentious cases and requests for advisory opinion submitted to the Court, the Registrar will issue the communications and notifications provided for by the Statute (Arts. 40, 41, 43, 44, 63, 66, 67) and by the Rules (Arts. 26 (1), 35 (3), 38 (4) and (5), 39 (1), 42, 43 (1) and (2), 56 (1), 57, 60 (2), 69 (3), 71 (4), 72, 73 (2), 77, 83, 85 (1), 86, 89 (1), 95 (3), 99 (2), 104, 105 (1), 108, 109).

Article 10

1. The Registrar will inform all persons whose presence is required of the dates and times of private meetings of the Court, or of its judicial or administrative Committees. He will communicate the agenda to them, which will include all questions to be dealt with during the meeting.

2. The Registrar will cause the dates and times of public sittings to be published; when a public sitting is to be held for the reading of a judgment, advisory opinion or order, he will send a special notice to all agents whose appointment and address for purposes of the proceedings have been duly brought to his knowledge.

Article 11

The Registrar will be responsible for ensuring that the date of dispatch and receipt of every document required by the Statute or by the Rules may be readily verified, as provided in Article 26, paragraph 1, of the Rules.

Article 12

The Registrar will take the necessary steps to ensure compliance with Article 52 of the Rules. Any failure to conform to the directions of the Statute or Rules noted by him in a document instituting proceedings or in a pleading will be brought by him to the notice of the party concerned.

Article 13

When the Court receives a request under Article 65 of the Statute, the Registrar may ask for additional information from the Secretary-General of the United Nations, or from the competent authorities of the organs and specialized agencies referred to in Article 96, paragraph 2, of the United Nations Charter.

Article 14

When necessary, the Registrar will obtain the special decision of the Court required by Article 21, paragraph 2, of the Rules, in respect of every person whose presence is necessary at private meetings of the Court.

Article 15

1. In accordance with Article 26, paragraph 1 (g), of the Rules, the Registrar will make arrangements for such provision or verification of translations and interpretations into the Court's official languages as the Court may require.

2. The Registrar will make arrangements to ensure, in accordance with Articles 26, paragraph 1 (g), and 70, paragraph 1, of the Rules, that all speeches and statements made and evidence given at hearings in one of the official languages of the Court shall be interpreted into the other official language.

3. Where a party exercises its right under Article 39, paragraph 3, of the Statute to use a language other than the Court's official languages, the Registrar, in accordance with Article 70, paragraph 2, of the Rules, will make the necessary arrangements for verification of the interpretation provided by the party of speeches or statements made, or evidence provided, on its behalf.

4. Whenever use is made of a language other than the Court's official languages by witnesses or experts called by the Court, the Registrar, in accordance with Article 70, paragraph 2, of the Rules, will make arrangements for interpretation of their statements or evidence.

5. The Registrar will also ensure that the interpreters provided by a party make the declaration required by Article 70, paragraph 4, of the Rules before commencing work in a case.

Article 16

The Registrar will obtain statements of their expenses from witnesses or experts called by the Court and will cause the amount due to be paid to them.

Article 17

The Registrar will be responsible for preparation of the minutes and verbatim records referred to in Articles 26, paragraph 1, and 71 of the Rules.

Article 18

The Registrar will place the necessary staff at the disposal of any individual or body instructed to carry out an enquiry or to give an expert opinion pursuant to Article 50 of the Statute.

Article 19

1. The Registrar will be responsible, in accordance with Article 95, paragraph 3, of the Rules, for communicating to each party the judgments rendered by the Court, duly signed and bearing the Court's seal. He will send copies to the Secretary-General and Members of the United Nations and to other States entitled to appear before the Court.

2. Likewise, in accordance with Article 109 of the Rules, he will send copies of advisory opinions given by the Court, duly signed and bearing the Court's seal, to the Secretary-General of the United Nations and, where appropriate, to the chief administrative officer of the organ or body which requested the opinion of the Court. He will send copies to Members of the United Nations and to any other States, specialized agencies and public international organizations immediately concerned.

3. Orders published in the collection of decisions referred to in Article 21 below will be communicated in the same manner as judgments and advisory opinions of the Court.

Article 20

1. In accordance with Article 26, paragraph 1, of the Rules, the Registrar will deal with enquiries concerning the Court and its work.

2. In accordance with Article 26, paragraph 1, of the Rules, the Registrar will ensure that information concerning the Court and its work is made accessible to governments, the highest national courts of justice, professional bodies and learned societies, legal faculties and schools of law, and public information media.

Article 21

In addition to the series of judgments, advisory opinions and orders printed in accordance with Article 26, paragraph 1, of the Rules, the Registrar will arrange for the printing, in a special series, of the minutes of public sittings referred to in Article 71, paragraph 6, of the Rules and of all

other relevant documents relating to cases submitted to the Court, unless the Court shall decide that such documents shall not be published. The Registrar is also responsible for the publication of the Yearbooks and of any other volumes which the Court may decide to have published. He will conclude the necessary contracts with the printers and will provide for distribution of the Court's publications.

Article 22

1. The Registrar will see that the original of declarations filed in accordance with the Resolution adopted by the Security Council of the United Nations on 15 October 1946, in virtue of the powers conferred upon it by Article 35, paragraph 2, of the Statute, are duly registered in the archives.

2. He will transmit an acknowledgement of receipt to the sender.

3. He will see that the dispatch of certified true copies of such declarations, in accordance with paragraph 3 of the Resolution of the Security Council, is effected without delay. He will immediately notify Members of the Court of the deposit of declarations and will communicate to them their terms and the list of addressees to which copies have been sent.

Article 23

The Registrar will inform the Secretary-General of the United Nations of any changes in the Court's composition as a result of the death of a Member of the Court, or in the circumstances provided for in Articles 13, paragraph 4, and 18, paragraph 1, of the Statute.

(b) *Financial Administration*

Article 24

The Registrar is responsible for the preparation of the Court's budget estimates, which he will submit to the Court, or, if it is not sitting, to the President; he will then forward the estimates to the competent authorities of the United Nations.

Article 25

The budget estimates must be submitted to the Court or to the President in sufficient time for them to be forwarded to the United Nations on the date agreed by the Secretary-General of the United Nations and the Registrar.

Article 26

When the competent authorities of the United Nations consider the Court's budget, the latter will be represented by the Registrar. If the Registrar cannot attend, paragraphs 1 and 2 of Article 2 of these Instructions will be applied.

Article 27

1. Budget estimates for each biennium will be divided into three components, the first for Members of the Court, the second for the Registry and the third for programme support.

2. The components will be sub-divided into items corresponding to the various categories of expenditure.

Article 28

1. The budget estimates will be prepared in accordance with the instructions issued by the United Nations Secretariat for each biennium.

2. The budget estimates will consist of:

(a) a summary for each component;

(b) a statement of items, indicating for each item the amount requested, the amount voted for the current year and the amounts voted and actually expended in the preceding year.

3. Significant differences in individual items in relation to the previous biennium will be explained by means of notes.

Article 29

The Registrar will be responsible for oversight of the expenditure of funds voted and for the charging of such expenditure to the proper items of the budget, and will see that no expenses are incurred that are not provided for in the budget.

Article 30

In order to prevent the amount voted for each item of the budget from being exceeded, the Registrar will cause a record to be prepared of amounts paid and of liabilities incurred, showing at any time the balance available in respect of each item.

Article 31

1. Any transfer from one component of the budget to another must be the subject of a request by the Registrar to the Secretary-General of the United Nations.

2. The Registrar may himself authorize any transfers which circumstances may render necessary as between items of the same budget component. He will immediately inform the Secretary-General thereof, in order that the latter may take the necessary measures in accordance with the Financial Regulations in force.

Article 32

During the first three months of each year the Registrar will inform the Court of the level of implementation of the budget for the previous year.

Article 33

The Registrar alone is entitled to incur liabilities in the name of the Court. He may, however, delegate to any member of the staff the right to incur liabilities within the limits of the normal activities of the branch of the Registry to which the staff member belongs. It is for the Registrar to judge in what cases he should obtain prior authorization from the Court or the President.

Article 34

1. The Registrar will cause an accurate record to be kept of all capital acquisitions and of all supplies purchased and used during each year.

2. The Registrar will give the necessary instructions for the preparation, at the beginning of each year, of a statement of outstanding liabilities incurred during the preceding year; if an account has not been received in sufficient time, the estimated amount of the liability should be shown in the statement.

Article 35

1. The Registrar will supply the Auditor, on request, with any document required by him for checking the accounts or for performing his other duties, with the exception of documents of a confidential nature pursuant to Articles 54 of the Statute and 21 of the Rules.

2. The Registrar shall send to the Secretary-General of the United Nations, on or about the tenth of each month, a statement of receipts and expenditure for the preceding month.

Article 36

The funds of the Court will be deposited by the Registrar at interest with a bank offering the requisite guarantees. The interest obtained will be shown in the accounts.

PART III — REGISTRY STAFF

Article 37

Registry staff are appointed, in the case of the Deputy-Registrar in accordance with the procedure laid down in Article 23 of the Rules, and in other cases in accordance with Article 25, paragraph 1, of the Rules.

Article 38

1. Apart from the Deputy-Registrar, to whom Article 24, paragraph 2, of the Rules applies, every member of the staff will make the declaration provided for in Article 25, paragraph 2, of the Rules before the President, the Registrar being also present.

2. A record of this declaration will be made by the Registrar, signed by the President, the Registrar and the staff member concerned, and deposited in the archives of the Court.

Article 39

The Registrar will ensure the observance of Articles 104 and 105 of the United Nations Charter, in so far as the Court and the Registry are concerned, and likewise the observance of Articles 19 and 42, paragraph 3, of the Statute, and of any general or special conventions concluded in execution of the above Articles.

PART IV — ORGANIZATION OF WORK WITHIN THE REGISTRY

Article 40

In addition to the offices of the Registrar and Deputy-Registrar, the Registry consists of the following Departments and Divisions:

- (a) a Department of Legal Matters;
- (b) a Department of Linguistic Matters;
- (c) a Press and Information Department;
- (d) a Publications Division;
- (e) a Finance Division;
- (f) a Documentation and Library Division;
- (g) an Archives, Indexing and Distribution Division;
- (h) a Text Processing and Reproduction Division;
- (i) an Information Technology and Communications Division;
- (j) an Administration and Personnel Division.

Article 41

1. Each Department or Division referred to in Article 40 above is directed by a Head of Department or Division.

2. The Heads of Department and Division will, under the supervision of the Registrar, exercise the duties and responsibilities required in order to organize the work within their respective Department or Division.

3. The Registrar and Deputy-Registrar will place particular emphasis on co-ordinating the activities of the various Departments and Divisions.

4. Heads of Department and Division will be consulted before the appointment of staff to their Department or Division, and when staff are to be promoted or to have their contracts renewed or extended.

Article 42

1. The Registrar will distribute among Registry staff all such tasks as he considers it appropriate to assign to them.

2. The allocation of duties to the various Departments and Division, as set out in these Instructions, is without prejudice to this principle.

Article 43

In accordance with tradition, the Court may, on a proposal from the Registrar, bestow the titles of Principal Legal Secretary, First Secretary and Secretary of the Court on Registry staff members who, by reason of their duties at the Court, are entitled to privileges and immunities similar to those enjoyed under international law by members of the diplomatic service of comparable level.

PART V — DUTIES OF REGISTRY STAFF

A. Deputy-Registrar

Article 44

1. The Deputy-Registrar shares the duties devolving upon the Registrar both in connection with the exercise of the judicial powers of the Court and in connection with the direction of the Registry.

2. In dividing the work between himself and the Deputy-Registrar, the Registrar will ensure that both of them are constantly in touch with the work of the Court and of the Registry.

B. The Department of Legal Matters

Article 45

The Department of Legal Matters, acting under the direct supervision of the Registrar, has the following responsibilities:

- (a) day-to-day management of case files, including drafting diplomatic correspondence, checking that documents submitted by the parties comply with the Statute and the Rules, and preparing documents for distribution to Members of the Court;
- (b) acting as secretariat to the drafting committees and the Rules Committee;
- (c) drafting the *qualités* and any other part of the Court's draft judgments and advisory opinions requested by drafting committees, preparing drafts of orders of the Court or of the President, and drafting other legal texts;
- (d) preparing for the President drafts of speeches to be given at public hearings of the Court, including for readings of judgments, advisory opinions and orders;
- (e) drafting notes and carrying out research on points of law, giving legal opinions and providing legal support to the Court's other Departments and Divisions, including in regard to the terms of employment of Registry staff;

- (f) preparing minutes of Court meetings and summaries of decisions of the Rules Committee;
- (g) as needed, preparing minutes of other meetings;
- (h) preparing or supervising preparation of the index to the *Reports of Judgments, Advisory Opinions and Orders* of the Court;
- (i) selecting documents for publication in the series *Pleadings, Oral Arguments and Documents*;
- (j) keeping the Court's General List of cases;
- (k) preparing for the President draft lists of points for discussion and decision in accordance with Article 3 (i) of the Resolution concerning the Internal Judicial Practice of the Court;
- (l) drafting all necessary documents, notes and correspondence concerning relations between the Court and the host State, including questions relating to the privileges and immunities of Members of the Court and Registry staff.

Article 46

1. Each Member of the Court is assisted by an Associate Legal Officer/Law Clerk, who, for administrative purposes, is attached to the Department of Legal Matters;

2. The Law Clerks assist the Members of the Court and judges *ad hoc* to whom they are assigned by carrying out legal research and working with them on cases pending before the Court, in such manner as the Court decides;

3. In co-ordination with the Members of the Court to whom they are assigned, the Law Clerks will from time to time carry out legal work for the Department of Legal Matters.

C. The Department of Linguistic Matters

Article 47

The Department of Linguistic Matters is principally responsible, under the supervision of the Registrar, for translation into the Court's two official languages of documents received or produced by the Court or the Registry, as well as for interpretation at the Court's public and private meetings. It also provides linguistic assistance to the judges and to the other Registry Departments and Divisions.

Article 48

The Department is responsible for the translation of case pleadings and other communications from States, verbatim records of Court hearings, judgments, advisory opinions and orders of the Court, including drafts and working documents, judges' notes and opinions, minutes of meetings of the Court and its committees, internal reports, studies, memoranda and directives, speeches by the President and judges to outside bodies and reports and communications to the Secretariat of the United Nations.

Article 49

The Department provides interpretation at private and public meetings of the Court and, as required, at meetings held by the President with agents of the parties and other official visitors.

Article 50

The Department responds to all requests for linguistic assistance from Members of the Court or from any other Registry Department or Division, being responsible, *inter alia*, for the proof-reading of judicial, administrative, financial and other documents. It is responsible for ensuring that the Publications Division receives in a timely manner translations of all documents for publication in the Court's two official languages.

D. The Information Department

Article 51

The Information Department is responsible, under the direct supervision of the Registrar, for the following tasks:

- (a) drafting all documents containing general information on the Court
- (b) preparing, for the President, the Annual Report of the Court to the General Assembly of the United Nations;
- (c) preparing the Yearbook of the Court, as well as the Court's contribution to the United Nations Yearbook;
- (d) replying to all requests for information about the Court, providing information to the diplomatic community, the highest national courts of justice, professional bodies and learned societies, legal faculties and schools of law, and public information media;
- (e) organizing and giving presentations on the Court to various audiences;
- (f) encouraging and assisting the media to report on the work of the Court by preparing press releases;
- (g) keeping the Court's website up to date;
- (h) developing multi-media tools designed to ensure that information on the Court is disseminated as widely as possible;
- (i) organizing public sittings and all other official Court events, in particular visits, including those by distinguished guests, and, to this end, dealing in particular with matters of protocol;
- (j) responsibility for internal communications and the preparation of distributions for the use of the Court and the Registry.

E. Publications Division

Article 52

1. The duties of the Publications Division are:

- (a) preparation and examination of all estimates, “dummies”, etc., relating to the Court’s publications;
- (b) typographical preparation and “preparation for press” of manuscripts intended for printing;
- (c) correction of proofs and checking of author’s corrections;
- (d) preparation of tables of contents of Court publications;
- (e) checking of printer’s bills.

2. The Publications Division will inform the Registrar of any failure by the printers to perform their obligations under the contract concluded between them and the Court.

3. In general, the Division will act as intermediary between the Registry and the printers.

4. The Division will keep in close touch with the printers and, if need be, with sales agents, with a view to studying and implementing any measures calculated to maintain and increase the circulation of the Court’s publications, for example: the preparation and updating of catalogues of such publications, and the organization of exhibitions.

Article 53

With regard to the typographical preparation of manuscripts, the correction of proofs and the checking of bills, the Head of the Publications Division will ensure that the conditions of the printing contract and the *Typographical Rules for the Publications of the Court* are strictly complied with.

He or she will also see that the French and English texts of each publication are in agreement.

Article 54

The Head of the Publications Division will do all that is required to ensure the speediest possible execution of urgent printing work.

F. The Finance Division

Article 55

The Finance Division is responsible to the Registrar for:

- (1) accounts,
- (2) payments,
- (3) preparation of the budget and monitoring its implementation.

Article 56

The Finance Division is responsible for managing the Court's online banking system.

Article 57

1. The following books will be kept:

- (a) Accounts ledger and sub-ledgers,
- (b) Budget implementation status,
- (c) Bank reconciliation,
- (d) Cash book,
- (e) A file of documents relating to accounts between the Court and the various offices of the United Nations,
- (f) A register of salaries of judges and Registry staff.

2. Entries will be made in the budget implementation status, under headings corresponding to the components and items of the budget, so as to show: (a) the amount originally voted; (b) this amount as modified by any transfers; and (c) actual expenditure chargeable to the various components and items.

3. The bank reconciliation will show all transactions affecting the Court's bank account.

4. The cash book will show all payments in cash as they are made.

Article 58

The accounts ledger will include a register entitled "Personal Accounts", which will be kept so as to show at any time the payments made to each judge and member of staff. Every judge and member of staff has the right to inspect his or her personal account.

Article 59

The petty cash fund will be held by the custodian, and operated in accordance with the rules and procedures established by the Registrar.

Article 60

Monthly and end-year financial statements will be prepared in accordance with the instructions issued by the United Nations Controller.

Article 61

1. All payments will be made in return for receipts, which, in the case of transactions falling under the jurisdiction of the courts of the Netherlands, will be stamped in accordance with local legislation. Other receipts will be prepared on a special form.

2. The payment of daily and other allowances and refunds of travel expenses to judges, judges *ad hoc* and assessors will only be made on presentation of a claim for repayment on a special form duly signed by the person concerned, countersigned by the Registrar and approved by the President.

3. The salaries of Members of the Court and Registry staff will be paid on the basis of the register of salaries provided for above in Article 57 (1) (f). Salaries of temporary staff will be paid on the basis of the letter of appointment signed by the Registrar.

4. Payments to the staff of subsistence allowance and refunds of travelling expenses (including authorized journeys of a staff member and any family members on home leave) will be made on presentation of a detailed application on a special form signed by the staff member concerned and approved by the Registrar. In the case of journeys on mission, the application must be accompanied by a travel authorization signed by the Registrar.

5. Except as otherwise specially authorised by the Registrar in individual cases, salaries will be paid at the end of each month.

6. Except with the written permission of the Registrar, payment of advances is forbidden.

Article 62

1. The messenger appointed for the purpose will collect and weigh the ordinary post. He will also calculate postal charges, which will be noted in a register and communicated to the postal services used by the Carnegie Foundation.

2. A statement of letters stamped upon dispatch by the postal service used by the Carnegie Foundation will be presented monthly to the Carnegie Foundation, who will verify it on the basis of the register kept by the messenger responsible for the post.

3. Each month, the Carnegie Foundation will send an invoice to the Court corresponding to the actual charges incurred for the ordinary post, together with the relevant extract from the register.

Article 63

The Registrar will ensure that the strictest economy is observed in incurring liabilities and that no payment is made except where an obligation actually exists.

G. Documentation and Library Division

Article 64

The Head of Division is also the Court's Librarian.

Article 65

1. The Division will supply Members of the Court, the Registrar and members of staff with any information which they may require in the course of their work, and will obtain for them any documents or references they may need, from the volumes in the Court's Library and the Carnegie Library at the Peace Palace and, if necessary, from outside libraries.

2. The Division will regularly inform members of the Court, the Registrar and staff members who so wish of newly published works purchased by the Court's Library or by the Carnegie Library at the Peace Palace, and will draw their attention to books and review articles concerning the Court.

Article 66

1. The Division will prepare, as needed, in respect of cases submitted to the Court, a chronological list of documents cited in the pleadings filed by the parties or others concerned. It will also prepare a bibliography of relevant books and articles for each case. Both documents will be submitted to the Registrar for approval before being distributed.

2. Every year the Division will prepare a complete bibliography of works and articles, official or otherwise, relating to the Court. It will prepare and keep up to date an index of authors' names and a subject index to the bibliographies already published.

3. It will supply Members of the Court, the Registrar and members of staff with any bibliographical information for which it may be asked on a particular subject.

Article 67

1. As the Court's Librarian, the Head of Division is responsible for the books, periodicals and documents belonging to the Court's Library and remaining the property of the United Nations.

2. The Librarian will submit lists of proposed purchases for the Registrar's approval and will collect any information that may guide the Registrar in his choice. He or she will order works that are to be purchased in pursuance of the Registrar's decisions, taking advantage of any specially favourable terms which may be obtainable, and will check books received and booksellers' or publishers' invoices.

3. The Division will maintain a database showing in chronological order the titles of works acquired by the Court, the name of the donor or bookseller, the price of the work and any other bibliographical data and, where applicable, the date of its deposit in the Carnegie Library at the Peace Palace.

4. The Division will oversee implementation of the *modus vivendi* entered into with the Director of the Carnegie Library at the Peace Palace, concerning relations between the said Library and the Court's Library, and will report thereon to the Registrar. Works deposited in the Carnegie Library must be shown in a database enabling them to be identified at any time.

5. The Division will keep and classify in the Court's Library the publications of the United Nations and of the specialized agencies referred to in Article 96 of the United Nations Charter, the texts of certain important treaties, dictionaries and works of reference, and other works not deposited with the Carnegie Library. This obligation does not apply to publications which the United Nations has decided to supply only in electronic form, through its own databases.

6. The Division will prepare and keep up to date an electronic catalogue of all books, periodicals and documents belonging to the Court's Library, whether they be kept in that Library, deposited in the offices of the Court or the Registry, or handed over to the Carnegie Library. These works will be marked with the stamp of the Court and, in so far as may be considered necessary, the Division will have them bound.

7. The Division will maintain a database of works in circulation within the Court, showing the titles of works borrowed, the names of the individuals to whom they have been lent and the dates on which they are taken out and returned.

Article 68

The Head of Division will act as secretariat to the Library Committee and will in particular be responsible, under the supervision of the Registrar, for preparing the agenda for its meetings and summaries of its decisions.

H. The Archives, Indexing and Distribution Division

Article 69

The Archives, Indexing and Distribution Division is responsible to the Registrar for management of the archives, the indexing of files and documents and the dispatch and distribution of Court documents and publications in accordance with the following instructions.

Article 70

1. All documents in the archives will be kept under lock and key.
2. Confidential documents will be kept in accordance with the Registrar's instructions.
3. No file or original of any document registered in the archives may be taken out of the offices of the Registry without express permission from the Registrar. Nor may any copy thereof be transmitted by electronic means. Transmissions authorized by the Registrar will be carried out in accordance with the Registry's procedures designed to protect documentary confidentiality.

Article 71

1. The archives will contain complete files of all notifications sent to the Court concerning:

- (a) declarations whereby Members of the United Nations have accepted the compulsory jurisdiction of the Court, and general declarations whereby other States have accepted the jurisdiction of the Court under the Security Council Resolution of 15 October 1946;
- (b) articles of international agreements providing for the Court's jurisdiction, together with a list of the States concerned and the conditions governing jurisdiction in each case;
- (c) channels for direct communication between the Court and governments and the procedure to be followed in each case.

2. They will also contain:

- (a) the lists of nominations mentioned in Articles 4 and 5 of the Statute, and complete particulars concerning Members of the Court and of its Chambers, as well as those of any assessors;
- (b) in respect of each case dealt with by the Court or pending before it, an official file of the documents of the written proceedings and an official file of correspondence;
- (c) correspondence exchanged with organs of the United Nations and specialized agencies;
- (d) the general correspondence of the Court;
- (e) the personal files of members of the staff, which are confidential in character and will be kept by the Head of Division personally.

3. In addition to the files above mentioned, the archives will contain: the General List of cases, as provided in Article 26, paragraph 1 (b), of the Rules; signed and sealed office-copies of judgments; advisory opinions and orders of the Court; and the manuscripts of drafts which have been used in the preparation of the Court's decisions.

4. In case of doubt, the Registrar will decide in which file a document shall be placed.

5. The Archives, Indexing and Distribution Division will be responsible for inputting the following, indexed by keywords, into the Court's IT system:

- (a) correspondence and documents relating to cases submitted to the Court;
- (b) general correspondence;
- (c) distributed documents.

Article 72

1. All correspondence destined for the President, a Member of the Court, the Registrar or a member of the staff, will, on reaching the Registry, be delivered to the Archives, Indexing and Distribution Division, which will sort it and, after consulting the Registrar if need be, will open official letters. Documents will be registered immediately, as prescribed in Article 73 below, and submitted to the Registrar, together with any previous correspondence.

2. The Archives, Indexing and Distribution Division will be responsible for managing the Court's e-mail address. It will ensure that all mail sent to that address is passed on to the Registrar.

3. Registry staff will forward to the archives copies of all e-mails sent directly to them which are of interest to the Court, in order that they may be registered, classified and retained.

4. Every outgoing document of an official character will bear the signature or initials of the Registrar, and will be handed, with the necessary number of copies and any enclosures, to the Archives, Indexing and Distribution Division for registration and dispatch.

Article 73

1. Incoming documents will be registered by being recorded in the Court's IT system, with an indication of their nature and content, and by being marked, on the document itself, with the date of receipt, their serial number within the Court's IT system and the relevant file number.

2. Outgoing documents will be registered by the entry of similar particulars in the Court's IT system and by being marked, on the document itself and on the copies kept in the archives, with the serial number assigned within the Court's IT system and the reference number of any document to which the outgoing document is a reply.

3. Each file shall have attached to it a register of the documents contained therein.

4. In the case of outgoing letters, an additional copy will be kept in a chronological file.

5. Case file registers will be brought up to date as each document is registered. However, in order to prevent delay in the dispatch of outgoing documents, the necessary entries, except those which must appear on the documents themselves, may be made later, but as soon as possible, from the particulars recorded on the copies.

Article 74

1. The Archives, Indexing and Distribution Division is responsible for the dispatch of any document entered in the Court's IT system. It will ensure that any enclosures are attached, and that every letter, note or enclosure is duly signed or initialled.

2. For any deliveries within the city otherwise than by post, a receipt must be obtained.

3. The Archives, Indexing and Distribution Division will hand the outgoing ordinary post to the messenger appointed for that purpose, who will deliver it for dispatch to the postal service used by the Carnegie Foundation. The messenger will keep a register of mail delivered to the postal service used by the Carnegie Foundation.

4. The Archives, Indexing and Distribution Division will stamp all items for dispatch by the postal service used by the Carnegie Foundation with the Court's official stamp. The Court's special postage stamps will then be affixed at the office of the postal service used by the Carnegie Foundation, in accordance with the arrangement made with the Netherlands Postal Authorities.

5. The Archives, Indexing and Distribution Division is responsible for the dispatch of items by private courier services, namely confidential or urgent items. It will keep a register of items sent by courier service.

6. The Archives, Indexing and Distribution Division is responsible for items received or dispatched by diplomatic bag.

7. The strictest economy must be observed in the dispatch of letters and parcels.

Article 75

1. The Archives, Indexing and Distribution Division will search in correspondence and documents for any information for which it may be asked.

2. It will keep a diary, in which a note will be entered whenever a member of staff has asked for a document to be produced on a certain date.

Article 76

1. The Archives, Indexing and Distribution Division will be responsible for the dispatch and distribution, in the Court's two official languages, of the Court's multigraphed or printed documents and publications, as well as of documents filed in cases before the Court. Written instructions will be given in each case by the Registrar as to the persons to whom such documents are to be sent.

2. The Division will also be responsible for electronic distribution of non-confidential documents, in the Court's two official languages, to recipients authorized by the Registrar.

3. The Archives, Indexing and Distribution Division will maintain up-to-date registers of all documentary dispatches. The registers must show the date of dispatch of each document, its nature and its recipient.

4. The Division will keep an inventory of the stock of the Court's printed publications and ensure that the stock is maintained. It will keep up to date the collections of the Court's publications placed in the judges' rooms and in the offices of Registry staff, as well as in the room where the private meetings of the Court are held.

Article 77

The duties of the member of staff in charge of indexing are as follows:

1. Maintaining the index in the Court's IT system;
2. Performing searches in the Court's IT system.

I. The Text Processing and Reproduction Division

Article 78

1. The Text Processing and Reproduction Division is responsible, for both of the Court's official languages, for ensuring that documents (including judgments and advisory opinions, orders and appended declarations and opinions, verbatim reports of hearings, correspondence, minutes, internal distributions and press releases) comply with the Court's rules, as well as for inputting them into the Court's information system and reproducing them. For this purpose, it enjoys the services of (audio-)shorthand typists, freelance shorthand typists and printing technicians.

2. The Division conforms at all times to the rules on the matter laid down by the Registrar.

J. The Information Technology and Communications Division

Article 79

1. The tasks of the Information Technology and Communications Division are the following:

- (a) installation and administration of the information technology systems and networks required by the Court's activities;
- (b) the development of IT applications suited to the requirements of the Court's various users and departments;
- (c) ensuring the security of the IT system and the protection of electronic data;
- (d) administering the Court's internet and intranet sites;
- (e) supervision, and where appropriate technical management, of the Court's telephony infrastructure.

2. The Information Technology and Communications Division is responsible for the maintenance of user services and management of resources. For this purpose, it provides Members of the Court, the Registrar and Registry staff with the necessary assistance and training to enable them to make proper use of IT resources.

3. The Head of the Information Technology and Communications Division is responsible for ensuring that the Court's IT systems and networks are available, operating correctly and secure.

K. The Administration and Personnel Division

Article 80

1. The Administration and Personnel Division is responsible for all duties related to administration and staff management, including planning and implementation of staff recruitment procedures, appointments, promotions and separation from service; it is also responsible for staff training.

Article 81

In carrying out its duties, the Division will ensure compliance with the Staff Regulations for the Registry and of those United Nations Staff Regulations and Rules applicable to the Registry.

Article 82

The Administration and Personnel Division administers the entitlements and various benefits due to staff, implements follow-up of relevant administrative notices and is *inter alia* responsible for liaison with the Office of Human Resources Management and the United Nations Joint Staff Pension Fund.

Article 83

The Head of the Administration and Personnel Division acts as secretariat to the Budgetary and Administrative Committee and, in particular, under the supervision of the Registrar, prepares the agenda for its meetings and summaries of its decisions.

Article 84

Without prejudice to the responsibilities assigned in this regard to the Local Committee on Contracts, the Administration and Personnel Division is responsible for procurement and, inventory control and, in liaison with the Carnegie Foundation, for building-related matters. It is responsible for the Court's security and for general assistance to Members of the Court and Registry staff, in particular in regard to the provision of messengers and transport.

Article 85

1. All purchases will be made by means of an order form signed by the Registrar or by the staff member having been given delegated authority to do so by the Registrar.

2. Purchase orders for equipment and furniture up to €20,000 (excluding taxes) will be awarded by direct selection of potential suppliers. Where appropriate, the Head of the Administration and Personnel Division will obtain at least three offers for submission to the Registrar for his decision.

3. Purchase orders or contracts in excess of €20,000 (excluding taxes) will be awarded by tender, for which pre-selected suppliers will be invited to offer by sealed bid.

4. Purchase orders or contracts in excess of €20,000 (excluding taxes) will be reviewed by the Local Committee on Contracts, which will make recommendations in writing for approval by the Registrar. The Committee will inform the Registrar whether the purchase procedure complies with United Nations Financial Procedures.

5. The Local Committee on Contracts will recommend that the Registrar awards the contract to the qualified supplier whose bid best corresponds to the stated terms and conditions and has the lowest price.

Article 86

1. The Administrative Assistant responsible for purchases and the Head of the Information Technology and Communications Division will prepare and keep up to date separate inventories for (a) supplies and (b) furniture and equipment.

2. The inventory of supplies must always be kept up to date.

3. The inventory of furniture and equipment will be updated as purchases are made or losses occur.

Article 87

Members of staff are strictly forbidden to use office supplies belonging to the Court for private purposes.

Article 88

The Administrative Assistant responsible for purchases is responsible for the maintenance of a sufficient stock of the necessary office supplies for the work of the Court and of the Registry.

Article 89

Drivers and messengers may only be used for Court purposes, and in accordance with the instructions issued by the Court in that regard.

PART VI — AMENDMENTS

Article 90

The present Instructions may be amended with the approval of the Court.
