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ExRef: Document Series / Year / Number **E/ICEF/1984/INF/0001**

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**Reclassification of Restricted UNICEF Documents, 1946 - 1953 "Rationalization of the Symbol Series of the Documentation of the United Nations Children's Fund - Note by the secretariat. Description of Series and E/ICEF/Year/Number format**

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## Economic and Social Council

Distr.  
GENERAL

E/ICEF/1984/INF/1  
24 January 1984

ORIGINAL: ENGLISH

UNITED NATIONS CHILDREN'S FUND

FOR INFORMATION

### RATIONALIZATION OF THE SYMBOL SERIES OF THE DOCUMENTATION OF THE UNITED NATIONS CHILDREN'S FUND

#### Note by the secretariat

1. Certain modifications are being introduced in the symbol series of the documentation of the United Nations Children's Fund (UNICEF) in order to follow the pattern of the symbol series already being used for the documents of the Economic and Social Council and its subsidiary bodies. As of the 1984 session, the mimeographed documentation prepared in connection with sessions of the UNICEF Executive Board and its Committees, will bear symbols consisting of the following: the symbol of the Council (E); the symbol of UNICEF (ICEF); the year of the session; the series; and the number in the series. UNICEF documentation will, in principle, be numbered consecutively, on a yearly basis, beginning each year with the arabic numeral 1 for each series.
2. The reports of the Executive Board will continue to be issued as supplements to the Official Records of the Economic and Social Council and, therefore, will have a dual symbol (E/year/number; E/ICEF/year/number).
3. Documents in the Miscellaneous series (E/ICEF/Misc.number), used for circulation of information documents to Board members between Board sessions, will now be issued in the information series (E/ICEF/year/INF/number).
4. Accordingly, UNICEF documents will bear the following symbols:
  - (a) General series E/ICEF/year/number  
Agendas of Executive Board and its Committees, reports of Executive Director, medium-term plans, supply operations reports, reports on regional programme development prepared by regional directors, reports on organizational meeting to elect officers and committees, and other documents presented to the Board which warrant general circulation;

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- (b) Limited series E/ICEF/year/L.number
- Reports and recommendations on policies presented by the Executive Director to the Board, reports of the Joint Committee on Health Policy, and various information notes presented to the Board;
- (c) Programme Committee series E/ICEF/year/P/L.number
- Country programme recommendations, "round-up" papers, and reports of the Chairman of the Programme Committee;
- (d) Committee on Administration and Finance series E/ICEF/year/AB/L.number
- UNICEF and Greeting Card Operation financial reports, financial plans and budgets, reports of the Chairman of the Committee on Administration and Finance, and other documentation coming before the Committee;
- (e) Conference room paper series E/ICEF/year/CRP.number
- Country programme profiles and other in-session documentation;
- (f) Non-governmental organizations (NGO) series E/ICEF/year/NGO/number
- Statements to the Board by the Chairman of the NGO Committee on UNICEF and other NGOs in consultative status with UNICEF;
- (g) Summary records series E/ICEF/year/SR.number
- Summary records of Executive Board and its Committees;
- (h) Information series E/ICEF/year/INF/number
- Check-lists of UNICEF documents issued in connection with Board sessions, and other information notes issued to Board members between Board sessions.