

Guidelines for contributions to the

UNITED NATIONS CAREER RECORDS PROJECT (UNCRP) Stage II¹

From 1989 to 1992 a first stage of the United Nations Career Records Project (UNCRP) was carried out under the direction of Richard Symonds, who had served with the UN and UNDP for 25 years. Based at St. Antony's College and involving a collaboration between BAFUNCS and the Bodleian Library, the Project distributed questionnaires widely among former UN staffers, mostly retired and resident in the UK, with an accompanying request for memoirs and papers of value for researchers. A report was published in 1992.

After a lapse of some years the Project received fresh impetus from 2003 under the coordination of Michael Askwith, a former UNDP staff member. Related activities have since included a Witness Seminar in 2005, a Seminar in London on "The UN in Crisis Situations" in October 2009, and three further Witness Seminars in 2015 and 2016 marking the 70th anniversary of the UN. By 2016 the total number of respondents and contributors had risen to more than 500, justifying the publication in early 2017, primarily as an e-book, of a Guide to the UN Career Records Project at the Bodleian Library of the University of Oxford. The contributions consist of questionnaires completed in detail or in outline, together with material in the form of papers, Request reports, for memoirs, contributions autobiographies, books and photos: all conserved by the Bodleian for the use of students and academics.

Request for contributions

Contributions are sought from all former UN staff and their spouses so as to strengthen the historical and personal records of former UN staff members. This applies both to former Professional as well as General Service staff, and the present questionnaire can be adapted accordingly. Those parts which do not apply can be omitted.

In order to strengthen the UNCRP collection all former UN system staff are requested to consider contributing to it in any of the following ways:

1. Questionnaire (see Annex below)
2. Curriculum Vitae (CV)
3. Memoirs, in any style, format or length
4. Photos
5. Unpublished papers, manuscripts, letters, UN reports, etc.
6. Oral interview recordings (tape, CD)

Contributions should preferably be submitted electronically, but hard copy material is also welcome.

Contributors are invited to indicate programmes and projects etc. with which they were associated, and to draw out lessons of experience.

The experiences of spouses are also particularly relevant and sought after.

Potential contributors may stipulate that papers may be closed for a period of years on the grounds of confidentiality.

Contributors and their descendants retain ownership of their personal copyright even while donating their material

¹ The questionnaire can be downloaded from the UNCRP section of the BAFUNCS website (www.bafunco.org) or received from the UNCRP Coordinator (askwith_michael@yahoo.co.uk)

Notes on the Completion of the Questionnaire

I. Purpose

This questionnaire is designed for several purposes:

- 1. Historical:** To document the contributions of former UN staff to the UN system, which can be stored in the Bodleian Library, and used by future researchers;
- 2. Professional:** To provide an opportunity for former UN staff to reflect on their careers, and to highlight what they consider as their main professional and personal contributions to the organisations and countries in which they have served;
- 3. Personal:** To provide personal insights into their careers, of events and incidents in which they have been involved, both amusing and otherwise, of the people they have met, of the countries where they have worked and lived.
- 4. Family:** To provide summaries of the lives of former UN staff, which could be of interest to their own families and future generations. Contributions from spouses are also welcome.

II. Completion of the questionnaire

The questionnaire is designed as a tool for stimulating personal reflection, summarising information, and identifying documentation and records which could have potential long-term historical, professional and personal value.

The questionnaire's template should be used flexibly, and adapted to the particular situation and experience of each respondent. Information provided can be as long or as short as the respondent wishes. It should preferably be prepared on computer, so as to enable the writer maximum flexibility in terms of space, content and format. However, where this is not possible, hand-written contributions are welcome.

Where the completion of written questionnaires may prove difficult, respondents are encouraged to record their contributions on tape, as part of an "oral history"

The more completed questionnaires which are received, the more useful they will be for documenting the various contributions of staff of all levels, as seen by themselves, to the UN system to date.

III. Use of questionnaires

Please note that the information provided by contributors is initially stored with the UNCRP Coordinator as Word or scanned pdf/jpeg documents, who will then forward it to the Bodleian Library for long-term preservation and use of researchers.

Contributors may wish to suggest an embargo period should they feel that one is required, although the Bodleian Library may decide to impose one independently if it is felt that all the relevant factors, especially in relation to third-parties, have not been fully taken into consideration (See Part VI.1).

Contributors should also indicate if they are willing for researchers to create copies of their submission for research purposes and whether they would be willing for the Bodleian to publish the information online (See Part VI.2).

Contributions will be sent electronically to the UNCRP section of the 'Bodleian Electronic Archives and Manuscripts' (BEAM) (Attention of the Digital Archivist at beam@bodleian.ox.ac.uk) who will acknowledge receipt, and follow up if there are any issues with the submission.

**UNITED NATIONS CAREER RECORDS PROJECT (UNCRP) Stage II
BASIC INFORMATION QUESTIONNAIRE²**

Date:

Part I. Biographical data

1. Name:

2. Address:

I. Address:

II. (ii) Telephone(s): Home:

Mobile:

3. Email:

4. Date and place of birth:

5. Nationality:

6. Spouse(s) and children’s names:

7. Education:

8. UN Agency(ies) with which respondent served, with dates (year), and duty stations³

	Starting date	Ending date	Agency	Department	Position	Duty station
1						
2						
3						
4						
5						
6						
7						
8						
9						

9. Total years of service:

10. Other career assignments, with approximate dates:

I Pre UN career:

II Post UN career:

10. Spouse employment, if with UN system (if so, we encourage a separate submission):

² To be completed preferably electronically, but if not manually, to be sent to: Michael Askwith (askwith_michael@yahoo.co.uk)

³ Add rows as appropriate

Part II Personal recollections

(Please add additional sheets if needed)

1. Professional contributions

Describe the main activities and results achieved in the course of your various assignments (ref. Part I.8. above). Please highlight any particular initiatives and achievements that you feel made a difference to a recipient government or beneficiary group, to a UN agency or the UN system in general, which you feel merit recording for historical purposes.

2. Personal memories

Describe any special memories you might have of your time with the UN, and what it has meant to you and your family. Please also include personal contributions and memories of your spouse, so as to enable her or his experiences to receive due recognition.

3. Overall view of career with the UN

Provide an overall view on your career with the UN system, and what you felt you have given, as well as received, and learned from it.

Part III. Curriculum Vitae

Please attach a recent CV, to complement the information given in Parts I and II above, and a photo(s), if possible.

Part IV Publications and Reports

List the main publications and reports prepared by you and/or with your assistance, which document some of the activities and assignments undertaken⁴

Part V For eventual donation to Bodleian library

List personal documents, writings, papers, diaries, photographs, articles, etc., which could be deposited in Bodleian Library, if desired.

Part VI Use of materials

- 1) *Suggested embargo period: Years (optional)*
- 2) *Agreement for use by researchers, including copying and publication on-line: Yes...../No.....*

BAFUNCS/UNCRP	Bodleian Library
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⁴ A separate bibliographical list could be added, with references, dates etc.