

International Standard for Archival Description

- 1.1 Reference code** UNHCR 15
- 1.2 Title** Records of the Office of the Assistant High Commissioner
- 1.3 Dates of creation** 1969, 1980-2001
- 1.4 Level** Fonds
- 1.5 Extent (quantity)** 16 m
- 2.2 Administrative/Biographical history** The Assistant High Commissioner reports directly to the High Commissioner. The Assistant High Commissioner assists the High Commissioner and the Deputy High Commissioner in the overall management of the Office and is the acting High Commissioner in their absence.
- 2.3 Archival history** Through 1994, the records of the Office of the Assistant High Commissioner were preserved as part of the Central Registry. In 1998 when Sergio Vieira De Mello stepped down as Assistant High Commissioner to become Under-Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator in New York, his files were transferred to Archives. This has become the procedure for his successors.
- 3.1 Scope and content** The records contain files that relate to Sergio Vieira De Mello's humanitarian career prior to his appointment as Assistant High Commissioner in 1996. The earliest files of the sub-fonds date from his work as Senior Political Advisor to the United Nations Interim Force in Lebanon (UNIFIL) starting in 1981. The sub-fonds includes records related to several of his postings at UNHCR Headquarters from 1983 to 1991 (Chef de Cabinet of the High Commissioner; Director, Regional Bureau for Asia and Oceania; and Director, Division of External Relations). Between 1991 and 1996, he served as Special Envoy of the High Commissioner for Cambodia, Director of Repatriation for the United Nations Transitional Authority in Cambodia (UNTAC), Head of Civil Affairs of the United Nations Protection Force (UNPROFOR), and United Nations Regional Humanitarian Coordinator for the Great Lakes Region of Africa. Many of the records from these assignments can be found in the fonds, including those relating to Cambodia, the Great Lakes region, Albania and Former Yugoslavia.
- The records contain files from Soren Jessen-Petersen (1998-2001) and Kamel Morjane (2001-2005) and include correspondence, notes and memoranda related to missions, protection and external relations.
- 3.3 Accruals** Accruals are expected
- 3.4 Arrangement** The records are arranged in three sub-fonds and 12 series:
Sub-fonds 1 Sergio Vieira De Mello
Series 1 Albania
Series 2 Cambodia
Series 3 Former Yugoslavia
Series 4 Great Lakes
Series 5 International Conference of Indochinese Refugees
Series 6 Lebanon, Western Sahara, Gulf Crisis

Series 7 Vietnam, Latin America
Series 8 Military attacks on refugee camps, Peacekeeping,
Protection/Human Rights
Series 9 ExCom Task Forces, Yokohama, Francophonie,
Bureaux Strategy Papers
Series 10 Missions
Series 11 Agendas
Series 12 Personal
Sub-fonds 2 Soren Hessen-Petersen
Sub-fonds 3 Kamel Morjane

4.1 Conditions governing access Records are subject to the Archives Access Policy of the
UNHCR Archives

4.2 Conditions governing reproduction Records are subject to the Copyright Policy of UNHCR

4.5 Finding aids Sub-fonds and file unit list available for Sub-fonds 1

7.2 Rules or conventions Internal UNHCR rules

7.3 Date of description 28 February 2006