

112

G3 OPERATIONS/PLANS - FIELD ADMINISTRATIVE
MANUAL

1 SEPT 1942 - 7 MAR 1945

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To: List A, B and D

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Subject: UNAMIR - INTERIM MILITARY LEAVE POLICY

Reference:

- A. UN Field Administration Manual.
- B. Guidelines for Governments Contributing Military Personnel to UNAMIR

1. The UN authority for military leave is Reference A. This letter translates that authority into the current practice applicable for all military members of UNAMIR. The details of this practice have been passed to HQ United Nations for confirmation, but come into effect within UNAMIR now in advance of expected approval.
2. Approval of leave is subject to the prevailing operational conditions. The effective strength of a unit for all reasons including leave must not fall below 75%.
3. UN Leave cannot be taken either in the last month of UN service or after the completion of UN service, however MILOBS can, in their final month, take up to 17 days of annual leave and compensatory time off (CTO), if it is accrued and available, in order to organise their departure from the mission area.
4. Sick Leave will not be counted against the UN leave entitlement. If sick leave is claimed while the individual is on duty leave or CTO, then under current UNAMIR practice no payment will be made for such sick leave unless a medical certificate is produced to substantiate each day of such sick leave.
5. Compassionate leave will be counted against leave entitlement. In cases where no balance of leave days remain and compassionate leave is required, special requests are to be submitted as special cases to the CMPO for the Force Commander's consideration.
6. Travelling time shall count against leave entitlement, but Sundays or UNAMIR holidays that fall during a leave period will not count against the entitlement. The dates of UNAMIR holidays for 1994 and 1995 are at Annex A.

7. For the purposes of leave there are two separate categories of military with different levels of leave entitlement:

- a. Contingents and Staff
- b. Military Observers

CONTINGENTS AND STAFF

8. Contingents and Staff are entitled to up to 15 days leave in every 6 months period of a tour, accrued at a rate of 2.5 days for each calendar month. It can be taken after two months service and after completing that two months it can be taken in advance. After the completion of two months service, of a six month tour, up to 15 days leave may be taken.

9. Commanders/branch heads are authorised to organize recreation trips for their contingents/staff who have completed 36 days service. After 36 days this R&R can be taken each month when Commanders/branch heads believe that R&R is necessary to improve the continued effectiveness of their area of responsibility. It is usually to be taken within or adjacent to the mission area and should not exceed 3 working days. In each six month period Commanders/branch heads may authorise one of these three day periods of R&R to be added to leave.

10. Leave Allowance, \$10.50, is payable daily for up to seven days leave for that leave taken after completing 3 months service of each 6 month tour of duty. It is paid through Unit Finance/Personnel Officers, who must forward their requirements to the CMPO one month in advance and certify that these individuals are expected to serve for the full six months.

11. The UN Daily Allowance of \$1.28 is not paid if leave is taken outside the mission area.

MILITARY OBSERVERS

12. The rules governing the application of leave and CTO for MILOBS are:

a. The FC/CMO shall establish the hours of work and official holidays. Leave entitlement is 1.5 days per month giving a total of 18 days for a one year tour. Leave may be accrued, up to a maximum of 12 days, on the understanding that it is to be taken as actual leave without any cash compensation in lieu of leave not used. After completing the first 2 months tour of duty, a MILOB may be granted leave in advance.

b. At the discretion of CMO MILOBS required for duty for 7 days a week, including Sundays and official mission holidays, may be granted up to 6 days CTO, with mission subsistence allowance (MSA), for each month of such continuous service (i.e. after 30 days of service). If CTO is taken outside the Mission area, the MSA is reduced, and there is no payment of MSA if an individual is in his home country.

c. CTO is granted only to MILOBS, not to contingents/staff, to provide them with opportunities for rest after a specially arduous spell of duty. Consequently, such time-off shall normally be taken as soon as possible after completion of the continuous period of service. CTO cannot be accrued and if not taken during or immediately following the month in which it is earned, it will be forfeited. Not more than 6 days can be taken in any one month.

d. CTO is a privilege and can only be taken when the exigencies of the service so permit. It is subject at all times to the discretion of the CMO, who shall establish appropriate procedures for the advance approval of the observers' time-off, its place, duration, etc.

e. Leave and CTO with per diem must be taken within the regular tour of duty. The tour of duty shall not be extended in order to facilitate taking such leave or time off. MILOBS may, however, be granted up to 12 days of accrued leave and CTO, with retained MSA, in the last month of their tour of duty in order to complete all arrangements, including travel and baggage formalities, prior to departure from the mission area.

f. In exceptional circumstances special leave of absence, without MSA, may be granted. Any request for such leave should be forwarded with the recommendation of the CMO to the Force Commander for decision.

PROCEDURE FOR APPLYING FOR LEAVE/CTO

13. Heads of Branches and Cells at UNAMIR HQ, CMO and Sector Commanders are responsible for planning and approving leave for their personnel. A fortnightly forecast of leave should be submitted to the CMPO for monitoring purposes. All personnel intending to go on leave/CTO will complete an application form and forward it through the chain of command to the approving officer. Application will be approved as follows:

a. CMO will approve up to 18 days of continuous leave/CTO for UNMO Sector Commanders and Heads of Branches at MILOB HQ.

b. Sector Commanders and Heads of Branches at MILOB HQ will approve for UNMOs under them up to 18 days continuous leave/CTO.

c. Heads of Branches/Contingent Commanders will approve up to 15 days of continuous leave for their contingents/staff.

d. DFC will approve any periods of leave/CTO over 18 days for MILOBS or 15 days contingents/staff.

e. FC will approve all leave/CTO for DFC, CMO, Head of Branches and Sector Commanders.

14. Leave applications, Leave passes and completed movement orders, when proceeding outside UNAMIR area of operations, are required for all leave periods. These can be obtained from CMPO.

OFFICIAL UNAMIR HOLIDAYS

1. The UN approves 9 holidays per annum and those given below are those designated as UNAMIR holidays in RWANDA. If one of these holidays falls on a non-working day, the following working day shall be observed as an official holiday in lieu.

	1994	1995
New Years Day	01 Jan 94	Observed on 02 Jan 95
Eid/Bayram	NA	02 Mar 95
Women's Day	NA	08 Mar 95
Easter Monday	04 Apr 94	17 Apr 95
Labour Day	02 May 94	01 May 95
Eid-al-Adha	May 94	9/10 May 95 - To be confirmed depending on siting of moon at Eid al Fitr)
Independence Day	01 Jul 94	01 Jul 95
UN Day	26 Oct 94	24 Oct 95
Christmas	23 Dec 94	25 Dec 95

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CHAPTER 1.

PEACEKEEPING OPERATIONS: ORGANIZATION AND MANAGEMENT; FUNCTIONAL
RESPONSIBILITIES

I PEACEKEEPING: TYPES OF OPERATION

1.0 The Charter of the United Nations has as its primary aim "the maintenance of international peace and security". Peacekeeping, though a word not used in the Charter, has evolved over the years as an important instrument for implementing that declared purpose. Since the creation of the Organization and particularly in the years since [1985] the United Nations has established a large number of peacekeeping operations, which can be defined as operations involving military personnel, but without enforcement powers, undertaken to help maintain or restore international peace and security in areas of conflict. Each operation is established with its own mandate - normally defined by the Security Council - which is the sole authority under which it can operate.

1.1 Although in recent years new forms of peacekeeping operation have been developed with functions extending well beyond peacekeeping as it is usually understood, most such operations have traditionally been either peacekeeping forces, observer forces or observer missions, as described below.

1.2 A peacekeeping force consists normally of infantry units with the necessary logistic support elements. Its troops are made available by Member States as contingents. They are provided with light defensive weapons but are not authorized to use force except in self-defence. The contingents normally arrive in the area of operation with a full complement of weapons, ammunition and equipment, and provisions to sustain them for thirty days. Apart from a small United Nations allowance they are paid solely by their national governments, which are reimbursed by the United Nations at fixed rates laid down in the Aide Memoire to Troop Contributing Countries. Once the force is established all the operational requirements of the contingents are supplied by the United Nations.

1.3 All other things being equal, an observer force basically differs from a peacekeeping force only in its nomenclature and in its mandate. In the case of the United Nations Disengagement Observer Force (UNDOF), its main function is to supervise the area of separation to make sure that there are no military forces within it. This is carried out by means of static positions and observation posts and by foot and mobile patrols.

1.4 In an observer mission the military personnel required are provided by Member States on an individual voluntary basis. Military observers are normally unarmed and in principle their functions are to observe and report; they may also be called upon to investigate incidents. In contrast to the personnel of peacekeeping and observer forces, military observers assigned to a mission are entitled to a mission subsistence allowance designed to cover board and lodging expenses, plus incidentals. For further details see Chapter 7 of the Manual, the "Notes for the Guidance of Military Observers on Appointment" issued by OFOESA (the former Office for Field Operational and External Support Activities) and the "General Information for UNMOs" issued by UNTSO and UNMOGIP.

1.5 Although the above types of operation may sometimes overlap, the main differences between them should be noted:

- i. In a peacekeeping force and in an observer force the military personnel are armed and have the ability to defend themselves if attacked. In an observer mission they are normally unarmed.
- ii. Peacekeeping and observer forces are staffed militarily by contingents whereas an observer mission is staffed militarily by individuals on a voluntary basis.
- iii. While all of the above types of mission are normally headed by an officer of the rank of general, his title is Force Commander in the case of peacekeeping and observer forces, and Chief of Staff or Chief Military Observer in the case of observer missions.

1.6 Other peacekeeping missions may not readily fit the above classification, but be primarily concerned with non-military tasks such as the supervision of elections. Every mission includes civilian personnel whose job is to carry out essential political or administrative functions.

II LEGISLATION

1.0 General

1.1 All the articles referred to in this section are Articles of the United Nations Charter.

2.0 Security Council

2.1 United Nations peacekeeping and observer operations are normally established or authorized by the Security Council, which entrusts directly with the Secretary-General responsibility for putting them in place and for their operational conduct and management.

2.2 It is the Security Council that has the primary responsibility under the Charter for the maintenance of international peace and security (Article 24). To that end the Council is empowered to determine the existence of any threat to or breach of the peace or act of aggression, and can take corrective measures which may or may not involve the use of armed force (Articles 39-42).

3.0 General Assembly

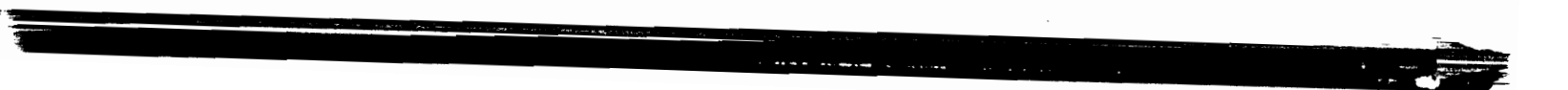
3.1 Under the Charter the powers of initiative of the General Assembly in peacekeeping are limited. While the Security Council is exercising, in respect of any dispute or situation, the functions assigned to it under the provisions of the Charter, the Assembly may not make any recommendations relating to that dispute or situation unless the Security Council requests it to do so. Subject to the Council's consent, the Secretary-General shall notify the Assembly at each of its sessions of any matters relative to the maintenance of international peace and security which are being dealt with by the Security Council, and shall similarly notify it immediately the Council ceases to deal with such matters (Article 12).

3.2 Subject to the provisions of Article 12, the General Assembly may recommend measures for the peaceful adjustment of any situation which it deems likely to impair the general welfare or friendly relations among nations, including situations resulting from a violation of the provisions of the Charter (Article 14).

3.3 The General Assembly also approves the United Nations budget, including all costs borne by the Organization arising from peacekeeping or observer operations.

4.0 Historical evolution of peacekeeping

4.1 Quite early in the history of the United Nations circumstances arose in which the Security Council was deadlocked in its efforts to find a formula for settling an international dispute because of lack of unanimity of its permanent members. In the light of such a situation the General Assembly in 1950 adopted a resolution which, in default of the provisions of Article 12 of the Charter, permitted the Assembly to take whatever action it deemed necessary to maintain or restore international peace. However,



since the Assembly lacked the authority granted to the Security Council under Article 24 of the Charter, it could not impose on the host country the presence of a peacekeeping force, nor accord it powers of enforcement. Instead it had to depend upon the consent of the host country that a peacekeeping presence on its territory would be acceptable in the role of a third party, without powers of enforcement. This was to become the pattern which the Security Council adopted for peacekeeping commitments thereafter.

4.2 In fact peacekeeping, undefined in the Charter, evolved as a technique for controlling dangerous regional conflicts at a time when relations between the major powers were not such as to permit the Security Council to function fully in the way the Charter had envisaged. It falls somewhere between the Charter provisions on conciliation (Chapter VI) and those for enforcement action (Chapter VII) and in effect bridges the gap between those two concepts. Peacekeeping operations are essentially holding actions, designed to halt or contain fighting in a conflict while concerted efforts are made to bring the warring parties to the negotiating table or otherwise provide the time and create the climate necessary to bring about a peaceful settlement.

III STAFFING

1.0 Military personnel

1.1 Article 43 of the Charter lays down the commitment expected of Member States in respect of contributions from their armed forces and police for the maintenance of international peace and security. Although the formal agreements foreseen in that article were never concluded, a number of states have earmarked and made available contingents for peacekeeping forces and individual military observers for observer missions.

1.2 United Nations practice is to canvas Member States for contingents of military personnel as and when requirements exist for a peacekeeping operation. Once such an operation is approved, every effort is made by the Secretariat to recruit the numbers required, by raising contingents and/or detachments, and/or individual military observers as required, from Member States on the basis of the broadest possible geographical representation.

2.0 Head of Mission

2.1 The commander of an operation, or Head of Mission, normally is appointed by, is responsible to, and reports to the Secretary-General. Regardless of the type of operation he normally holds the military rank of general (see paragraph 1.5 iii. of section I above) but is also appointed Assistant Secretary-General (ASG) of the United Nations for the duration of his service with

the mission. On occasion the Head of Mission has been a Special Representative of the Secretary-General having under him the Head of Mission and the Chief of Civilian Operations working and directing their operations independently of each other.

2.2 In other operations a Special Representative of the Secretary-General may be appointed responsible for the settlement of day-to-day disputes and easing of tensions in the political and economic fields. In these cases he enjoys equal status with the Head of Mission and the pattern is a joint military/civilian direction of the operation, with complete interrelation at all levels in the command and staff structures. However at the top the Head of Mission and the Special Representative retain their respective rights of direct access to the Secretary-General on matters relative to their own particular responsibilities.

2.3 In view of the often intricate political aspects of any United Nations peacekeeping operation the Head of Mission is normally assisted by a Senior Political Adviser (civilian), who under the overall authority of the Head of Mission has responsibilities concerning the substantive and political functions of the mission.

3.0 Principle of consent and co-operation

3.1 As noted in section II above, host government consent - though not an automatic or binding prerogative under the Charter - has become a prerequisite to the establishment of a United Nations peacekeeping operation in any sovereign territory. Until the host country has indicated its willingness to accept the operation and its composition (i.e. its commander, his/her senior staff officers and the military contingents under them) it cannot be mounted. Likewise the consent of all other parties directly involved in the dispute is also usually required. For their part, the parties are expected to co-operate with the operation.

IV FINANCING

1.0 The methods of financing United Nations peacekeeping operations may vary depending on the type of operation and on the decisions taken by the Security Council in respect of each one. However, the common denominator is that, with the exception of UNFICYP (which is financed through voluntary contributions), the budgets of peacekeeping operations must be approved by the General Assembly, taking into account the advice of the Advisory Committee on Administrative and Budgetary Questions (ACABQ) and of the Assembly's Fifth Committee.

1.1 At the moment the following methods are in use:

- i. From the regular United Nations budget. Some examples are UNTSO and UNMOGIP, whose operational costs are included in that budget. However it could be said that such missions are also partly financed by voluntary contributions since the military observers, apart from the daily subsistence allowance paid by the United Nations, are provided at no cost to the Organization by the countries contributing them.
- ii. From assessed contributions in accordance with a formula determined by the General Assembly. This system of financing is applied to a large number of current operations, one of which (UNIIMOG) is also partially financed by voluntary contributions -- see iii. below).
- iii. From voluntary contributions. The main example is UNFICYP: in line with Security Council resolution 186 (1964), the United Nations must rely entirely on voluntary contributions to finance its share of the cost of that operation.

V CIVILIAN SUPPORT FUNCTIONS

1.0 Sources of mission staff

1.1 Attached to the United Nations forces or missions in the field is a civilian administrative and substantive support staff. This staff is drawn from all categories of United Nations staff, i.e. Professional staff, General Service staff and Field Service officers. In the case of the former two categories they are normally seconded from United Nations Headquarters, although required personnel may be obtained from any other United Nations office. The Field Service officers (see Chapter 5 below) are drawn from the Field Operations Division (FOD). Under normal circumstances they are already serving with another field mission and must be reassigned from it to any new mission which may be established.

1.2 In the event of shortfalls in the staff requirements for a particular mission the Organization may resort to recruitment of qualified mission staff on an international basis. In this case the terms and conditions are those of a Field Service officer, but the appointment is for the specific mission only: this type of appointment does not carry any expectation of continued employment after the cessation of the mission. General Service staff assigned from United Nations Headquarters are normally converted to Field Service level (FSL) status for the duration of their assignment with a mission but revert to their original status when it ends.

1.3 In addition to the above-mentioned staff the civilian support staff of a force or mission is augmented to the extent possible by locally-recruited personnel up to the authorized manning table. This staff usually comprises artisans, clerical personnel, cooks, waiters, drivers, cleaners, watchmen and labourers, etc., as well as a number of interpreters proficient in at least one of the official United Nations languages and in the language of the host country. In common with the internationally-recruited staff members, the locally-recruited staff are normally employed under the 100 series of the United Nations Staff Rules, and on occasions under the 300 series.

2.0 Chief Administrative Officer

2.1 A Chief Administrative Officer (CAO) is normally appointed by and is responsible to the FOD at Headquarters, and acts as its representative at the force or mission headquarters. Under the overall authority of the Head of Mission, on behalf of the FOD the CAO is responsible for all administrative functions and for providing the requisite administrative support for carrying out the substantive work of the mission efficiently and economically. The CAO acts as the principal adviser to the Head of Mission on all matters relating to the civilian administration of the mission, he/she plans and forecasts the mission's personnel and financial requirements, provides overall management and exercises budgetary control.

2.2 The CAO is responsible for the preparation and timely submission of the budget estimates for the mission as and when required, and for the reconciliation of the financial and substantive requirements of the mission.

2.3 The CAO maintains direct communication with the FOD on all administrative and financial matters and normally submits an Administrative Report weekly (for details, see Chapter 17, section II).

3.0 Section chiefs

3.1 Subordinate to the CAO are the section chiefs and staff that make up the civilian administration of the mission. In some missions the CAO is assisted by a senior administrative officer handling the routine functions of his/her office and performing such tasks as may fall outside the terms of reference of the respective section chiefs. In missions where outstations are established, each of these, depending on its size and importance, may be administered by an administrative officer or administrative assistant, acting for and directly responsible to the CAO.

3.2 The section chiefs may comprise the following, although their scope, responsibilities and terms of reference may vary from mission to mission depending on its nature and size.

- i. Chief Finance Officer (CFO). Under the general supervision of the CAO the CFO is responsible for exercising the delegated authority from the Controller for:
 - a. approving mission payments and maintaining the mission accounts;
 - b. exercising overall supervision of the work of the staff of the finance section;
 - c. coordinating and supervising the preparation and production of budget estimates and programme budgets for the mission; and
 - d. ensuring full implementation of and compliance with all existing United Nations financial rules and regulations, and instructions and procedures laid down in the United Nations Finance Manual.
- ii. Chief Procurement Officer (CPO). The CPO is the head of the procurement section and is responsible to the CAO for all matters relating to procurement and supply policy.
 - a. The CPO directs the activities of the procurement section and is responsible for compliance with the United Financial Rules and Regulations in relation to procurement activities of the mission and for compliance with the rules and procedures laid down in the United Nations Procurement Manual.


- b. In a peacekeeping or observer force the CPO shall cooperate with the Chief Logistics Officer (CLO) in reconciling the force requirements for petrol, oil and lubricants (P.O.L.), rations, engineer stores, defence stores, etc., and from time to time review scales of issue to ensure that demand does not exceed budgetary provisions.
 - c. The CPO shall coordinate with the CFO and CLO to ensure timely and detailed budget preparation.
- iii. Chief Transport Officer (CTO). Under the overall authority of the CAO the CTO is responsible for the setting up, organization and management of the mission headquarters transport section in such a manner as to achieve at all times the highest standard of vehicular services essential for the mission. The CTO is responsible for:
 - a. maintenance and repair of all commercial pattern vehicles (CPVs) assigned to the mission;
 - b. assessing and establishing the administrative and operational requirements of the mission fleet of CPVs;
 - c. planning, on the basis of the projected size of the fleet, the requirements of the mission headquarters transport section for internationally- and locally-recruited staff, office and workshop facilities, automotive equipment and tools, etc.;
 - d. timely preparation and input to the budget estimates and programme budgets relating to the fleet of CPVs;
 - e. acting as the CAO's principal adviser on automotive matters.
- iv. Chief Communications Officer (CCO). As head of the communications section the CCO is responsible to the CAO for formulating plans for and preparing the budget estimates and programme budgets for the provision, establishment and maintenance of communications services for the mission, as outlined below:

- a. rear-link communications between mission headquarters and United Nations Headquarters, New York;
- b. communications between mission headquarters and outstations;
- c. on occasion, inter-mission communications;
- d. a telephone network within mission headquarters;
- e. mobile and fixed radio communications for mission headquarters staff, military police, etc..

Under certain circumstances it may fall within the CCO's terms of reference to provide for maintenance of the electrical system and the supply of power for mission headquarters, as well as for the repair and maintenance of certain types of electrical equipment including air conditioners and office equipment.

In a peacekeeping force or an observer force it is the responsibility of the CCO to coordinate communication plans with the Chief Signals Officer (CSO) to ensure proper interfacing with the military systems in use in the force so that all military operational requirements are met.

The CCO is responsible for maintaining liaison with the local authorities in respect of frequencies, electricity and telephones.

- v. Chief Civilian Personnel Officer (CCPO). Under the overall authority and general supervision of the CAO the CCPO is responsible for the administration of all civilian staff assigned to or recruited by the mission, in accordance with the United Nations Staff Rules and Regulations and with the rules, policies and guidelines laid down in the Personnel Manual, volumes 1 to 3, issued by the Office of Human Resources Management. In addition, as head of the personnel section, the CCPO:
 - a. acts as adviser to the CAO on all personnel questions and on the implementation of personnel policies and practices;
- 

- b. participates in policy reviews and formulation of procedures to improve personnel administration in the mission;
 - c. represents the administration on joint staff/management bodies;
 - d. prepares representations to appointment and promotion bodies;
 - e. maintains close contact with section chiefs and civilian and military supervisors and advises on staff problems and welfare;
 - f. undertakes consultations in connexion with promotion reviews;
 - g. advises military personnel on procedures to be followed in matters concerning civilian staff under their supervision; and
 - h. cooperates with the CFO in the preparation of the budget estimates and programme budgets for the mission.
- vi. Chief, General Services (CGS). As head of the general services section the CGS directs the day-to-day activities of the section and is responsible to the CAO for all matters relating to:
- a. building maintenance and management within the mission headquarters area;
 - b. special projects within the mission headquarters area;
 - c. the claims, property survey and investigations unit;
 - d. the travel unit (air or sea travel);
 - e. the central registry, mail room and diplomatic pouch unit;
 - f. the reproduction unit;
 - g. messes, dining room and kitchens in the mission headquarters area, if any;

- h. the military accommodation unit (responsible for the proper registration and documentation of all buildings and land provided by and paid for by the host government only).

In a peacekeeping or observer force the CGS shall maintain close contact and cooperate with the Force Engineer for all structural work and for the erection of pre-fabricated buildings within the force headquarters area. He/she is responsible for preparation of the budget estimates and programme budgets related to the duties and responsibilities of the general services section.

The CGS also serves as a member on various boards and committees such as the Local Property Survey Board, the Claims Review Board, promotion review panels for internationally- and locally-recruited staff, the Engineering Review Board and other committees as directed by the CAO.

- vi Chief, special task unit (CSTU). In some missions a special task unit is established. The CSTU acts as the resident auditor and the unit is located within the Office of the CAO. The CSTU performs audits and investigations for the mission and may occasionally, on an ad hoc basis, perform such functions for other missions or forces. The work involves financial, transaction and management audits as well as special investigations. The CSTU is an independent examiner of the internal control systems of a mission or force. Through an ongoing series of checks, surveys, investigations and reviews, he/she helps to ensure that all established procedures are followed and that the mission is administered economically and efficiently.
 - a. The CSTU receives instructions only from the CAO or from the Directors of the Internal Audit and Field Operations Divisions at United Nations Headquarters. He/she reports only to those officials.
 - b. The objectives of the CSTU are to:
 - . determine adherence to accepted accounting standards and systems of internal control;
 - . determine and ensure compliance with the full range of financial rules, regulations, instructions, directives and procedures; and

ensure the protection of the assets of the Organization by establishing the relevant facts surrounding a particular function or occurrence in a section or unit which the CSTU has been requested to investigate.

- c. The above functions encompass virtually all civilian and military sections, both at mission headquarters and at outstations. Generally the areas reviewed include financial management and accounting, property control and inventory, procurement, transport, communications and logistics support operations. These areas are usually reviewed from a systems point of view. The design, implementation and performance of existing, new or improved management and accounting systems are examined, tested and reported on, and recommendations made for corrective action.

VI CONTROL AND MANAGEMENT, UNITED NATIONS HEADQUARTERS

1.0 Operational control

1.1 As mentioned in section II above it is normally the Security Council which establishes and controls peacekeeping and observer operations.

1.2 Any operation so established shall be under the command of the United Nations, vested in the Secretary-General, under the authority of the Security Council. The Secretary-General exercises his operational and political control through the Office of the Assistant Secretary General for Special Political Affairs (OUSGSPA).

1.3 The command in the field is exercised, on behalf of the Secretary-General, by the Head of Mission, whether he be the Force Commander, Chief of Staff or Chief Military Observer depending on the nature and type of operation. The Head of Mission reports on operational and political matters to the Secretary-General through the OUSGSPA.

1.4 The Secretary-General keeps the Security Council fully informed of developments relating to the functioning of each operation. All matters which may affect the nature or the continued functioning of an operation are referred to the Security Council for its decision.

2.0 Administrative control

2.1 It is imperative to the proper functioning of a peacekeeping or observer operation that it have effective administrative and logistical support. This support is provided by the United Nations Secretariat in general and by its Field Operations Division (FOD) in particular.

2.2 The FOD is headed by a Director and is part of the Office of General Services at Headquarters. It has a close working relationship with the Office of the Secretary-General. Within United Nations Headquarters the FOD acts as the coordinating department for handling all administrative, financial, personnel and logistics requests and/or queries originating from the various operations in the field, channelling them through the appropriate departments. It also follows up on such requests and/or queries, and advises the field of the outcome.

2.3 In respect to missions in the field the FOD is responsible for all administrative, financial, personnel and logistics arrangements at the Headquarters level such as, inter alia:

- i. organizing supply and support;
- ii. selecting appointees for principal civilian posts in a mission, and manning of the subordinate civilian positions;
- iii. budgeting and financial aspects of the mission;
- iv. deciding the level of stocks of supplies, equipment and vehicles required by the mission;
- v. approaching confirmed and potential contributing governments regarding the nature and scale of material assistance and the facilities they can provide for specific operations.

2.4 Administrative control is exercised, under the overall authority of the Head of Mission, by the CAO on behalf of the FOD.

2.5 To facilitate the proper control and administration of a mission there is a direct line of communication between the FOD and the CAO. The CAO is responsible for keeping the FOD informed of all administrative, financial, personnel and logistics aspects of the mission.

2.6 The FOD also has at its disposal a cadre of Field Service officers recruited to provide highly mobile manpower with the necessary expertise, who at short notice can form the initial staff nucleus for a new operation (see Chapter 5 of this manual).

2.7 With a very few exceptions Field Service officers serve their whole careers in field missions; their tasks include, inter alia:

- i. general supply and maintenance;
- ii. provision of transport;
- iii. establishment, maintenance and repair of radio communications including teleprinter links between mission headquarters and United Nations Headquarters, New York, and between mission headquarters and outstations; manning of communications facilities;
- iv. security of United Nations premises and staff of missions;
- v. safe custody of supplies, archives and records;
- vi. management and supervision of meetings, hearings and investigations in the operational areas as required.

2.7 This cadre of Field Service officers assigned to missions on a permanent basis has proved invaluable in providing continuity in the staffing of missions, since other categories of the Secretariat are normally assigned to a field mission for only a limited time.

2.8 The methods of administrative reporting from the field to Headquarters and a description of the obligatory returns are dealt with in Chapter 17 of this manual (General Services).

CHAPTER 2.CONVENTION ON PRIVILEGES AND IMMUNITIES AND RELATED SUBJECTS

I CONVENTION ON PRIVILEGES AND IMMUNITIES OF THE UN

1.0 The privileges and immunities of the Organization are defined in the Convention on Privileges and Immunities of the United Nations as adopted by the General Assembly on 13 February 1946, a copy of which is attached to this chapter as annex A.

1.1 The privileges and immunities of United Nations officials are defined in Article V of the Convention, and inasmuch as the military personnel of a peacekeeping force and the military observers of an observer force or mission are all classified as "experts on mission for the United Nations" they are covered by Article VI.

1.2 Staff members and military personnel of a peacekeeping or observer operation may enjoy additional privileges and immunities in the field to the extent that such are granted by the host government, by agreement with the United Nations. Such an arrangement would normally be incorporated in the Status of Forces Agreement as described in section II of this chapter. Whenever staff, whether civilian or military, assigned to an operation enjoy privileges and immunities under the Convention or under the Status of Forces Agreement, the following directives should be observed:

- i. The Head of Mission and the Chief Administrative Officer (CAO) shall ensure that the import of articles exempt from payment of customs duties is handled at all times with restraint and that this privilege is exercised only to meet the legitimate requirements of the staff. All requests to import larger quantities of articles should be referred to Headquarters for prior approval.
- ii. Except as allowable under the laws of the state into which the articles have been imported, recipients shall under no circumstances sell, barter, exchange or give away articles received under exemption from customs duties. In cases of doubt the Field Operations Division (FOD) must be consulted. However, with the approval of the Head of Mission or the Chief Administrative Officer (CAO) a recipient may, by way of exception, make an outright gift of a limited quantity of articles received exempt from customs duties when such gift is used in reciprocity of social obligations incurred which cannot be reciprocated properly otherwise.

1.3 These privileges and immunities are granted in the interest of the Organization, and not for the personal benefit of the individuals themselves. The Secretary-General shall have the right and the duty to waive the immunity of any staff member in any case where, in his opinion, the immunity would impede the course of justice and can be waived without prejudice to the interests of the United Nations.

II STATUS OF FORCES AGREEMENT

1.0 Although in principle the Status of Forces Agreement is one of the most important documents relating to a mission, such Agreements have in fact been concluded and ratified by the parties concerned for only a small number of missions.

1.1 The Status of Forces Agreement is an agreement between the United Nations and the host country, clarifying and documenting the exact status of a mission vis-a-vis the host country in relation to all matters pertaining to the operation of the mission. The areas covered by the Status of Forces Agreement may include, but not necessarily be limited to, the following:

- a. definition of the mission;
- b. international status of the mission;
- c. identity cards for the military and civilian personnel of the mission;
- d. jurisdiction (civil and criminal); notification and certification;
- e. mutual assistance;
- f. mission premises;
- g. use of the United Nations flag;
- h. uniforms;
- i. vehicles, vessels and aircraft: markings, registration and operating permits;
- j. arms;
- k. privileges and immunities of the mission;
- l. privileges and immunities of officials and members of the mission;

- m. taxation, customs and fiscal regulations relating to officials of the mission;
- n. communications and postal services;
- o. freedom of movement;
- p. use of roads, waterways, port facilities, airfields and railways;
- q. water, electricity and other public utilities;
- r. currency;
- s. equipment, provisions, supplies and services;
- t. locally-recruited staff;
- u. settlement of disputes and claims;
- v. liaison;
- w. disposal of the remains of a deceased member of the mission and of his/her property;
- x. supplemental arrangements;
- y. effective date and duration of the Agreement.

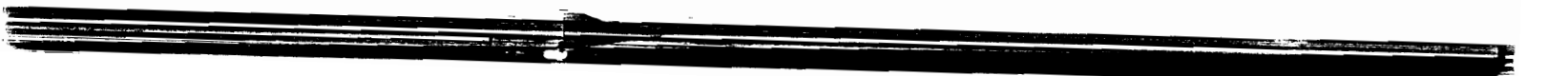
1.2 A Status of Forces Agreement as described above may well take the form of an exchange of letters between the Secretary-General of the United Nations and the responsible ministry of the government of the host country.

1.3 Any privileges and immunities accorded under the Status of Forces Agreement are granted in the interest of the United Nations and not for the personal benefit of the members of the mission. Such privileges correspondingly impose on members the duty of scrupulously avoiding any action inconsistent with the standards of conduct required of them by their international status.

III STANDARDS OF CONDUCT

1.0 Behaviour of members of a mission

1.1 The standards of conduct of staff assigned to missions are the same as those applicable to staff generally. They are laid down in Article I of the Staff Regulations, and in the "Report on Standards of Conduct in the International Civil Service" (document COORD/CIVIL/SERVICE/5), prepared by the International Civil Service



Advisory Board (ICSAB), Chapter VI, paragraphs 44-49, a copy of which can be found under index number 1030 of volume 1 of the United Nations Personnel Manual.

1.2 The standards of conduct are particularly important for staff serving in peacekeeping or observer missions and it should be borne in mind that staff members may be held responsible for the conduct of any dependents who have accompanied or joined them in the area of the mission.

1.3 In view of the nature and composition of peacekeeping and observer missions and the conditions under which they are normally established, the importance of the conduct of the individual staff member is obvious, whether it be in relation to colleagues, to military members of the mission, to the local population, to the local authorities or to the parties involved.

2.0 Respect for colleagues and military members of a mission

2.1 Respect should be shown to all members of the mission regardless of their civilian or military status, or their race, colour or creed. Normal courtesy should prevail in dealings with any members of the mission, and in view of the military nature of missions attention should be paid to rank whether in the military or civilian hierarchy.

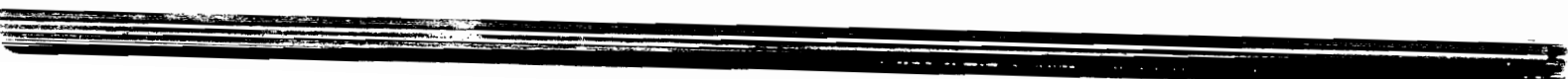
2.2 All new arrivals should familiarize themselves with the badges of rank of the various national contingents and of the military services of the host country in order that a high standard of recognition and appropriate behaviour can be maintained.

3.0 Respect for local laws

3.1 All staff members shall bear in mind the importance of respecting the laws and regulations of the host country of the mission and also of neighbouring states in which they may reside or which they may visit during their assignment.

4.0 Contact with the local population

4.1 All local inhabitants shall be treated with the utmost courtesy and consideration. General rules for social contact with the local population are difficult to lay down, since they vary with local customs and the political considerations affecting each operation; whenever a new mission is established the CAO should initiate the issuance of relevant information and regulations.



5.0 Respect for local customs

5.1 Staff members assigned to a mission should not offend local inhabitants by knowingly or carelessly violating their social customs or religious sentiments. If local customs so require, appropriate rules and instructions for dress and behaviour shall be initiated by the CAO.

6.0 Handling of information

6.1 Staff members should not communicate to any person outside the mission any information known to them by reason of their service with the mission, unless they have been authorized in writing to do so in the course of their duties. In particular, staff members should not discuss with any person outside the mission or communicate in their private correspondence any observations relating to military installations, troop movements or other matters affecting the host country, or opinions they have formed about the political life of the local inhabitants. These obligations do not cease upon completion of the staff members' assignment to a mission, and discretion should continue to be exercised in all matters relating to the mission.

7.0 Consumption of alcoholic beverages

7.1 Excessive consumption of alcoholic beverages may cause serious accidents or other incidents. If the consumption of alcoholic beverages in the area of operation is considered offensive on religious grounds by the local population, sobriety in this respect is particularly important. It is the responsibility of the CAO to communicate rules and restrictions on the subject to staff members and to ensure that consumption does not exceed acceptable limits.

8.0 Firearms

8.1 The procurement or possession of firearms, except shotguns or sporting rifles for hunting purposes, by staff members of the United Nations is inadvisable and contrary to the interests of the Organization, and therefore forbidden. This instruction does not apply to firearms issued to military personnel by their own service, which are the property of the service concerned and subject to return in accordance with its regulations.

8.2 The possession of shotguns or sporting rifles for hunting purposes shall be in accordance with the laws and regulations of the country to which the staff member is assigned. It is the responsibility of each staff member concerned to familiarize himself or herself with the applicable laws and regulations and, whenever necessary, to obtain a licence for possession of such firearms. If ignorance of the laws and regulations has resulted in the possession

of unlicensed privately-owned shotguns or sporting rifles, the staff member concerned must immediately take the necessary steps to license them.

8.3 Any staff member who possesses private firearms other than under conditions specified herein shall be required to deposit them with the CAO of the mission for safekeeping until the staff member's departure from the mission area or, in the case of permitted firearms, i.e. shotguns or sporting rifles, until the staff member complies with the applicable laws of the country.

8.4 The care (such as cleaning and oiling) of private firearms deposited with the CAO is the responsibility of the staff member concerned, who may request temporary release of a firearm whenever required for that purpose. Should a staff member choose to dispose legally of a private firearm, he must first obtain clearance from the CAO.

8.5 The procurement, loan, gift or sale of a firearm, including a shotgun or a sporting rifle, by any staff member to the local population under any circumstances may be considered an act of serious misconduct entailing disciplinary action.

8.6 United Nations officials are issued United Nations-owned firearms only on the express authority of the Organization and only after it has been established that this is necessary in the performance of their official duties.


IV FLAG CODE

1.0 Code and Regulations

1.1 The use of the United Nations flag is governed by the United Nations Flag Code and Regulations as amended by the Secretary-General on 11 November 1952, and republished in January 1968 as ST/SGB/132, a copy of which is attached to this chapter as annex B.

1.2 The flag shall not be used in any manner inconsistent with this code and on no account shall it or a replica of it be used for commercial purposes or in direct association with an article of merchandise.

1.3 Paragraphs 1.4 to 1.8 below further clarify some of the regulations under the Flag Code.



1.4 The United Nations flag may in principle be flown at half mast


- a. on the death of a Head of State or Head of Government of a Member State. In such cases it should be noted that the flag is flown at half mast at United Nations Headquarters, at the United Nations Office at Geneva and only at those United Nations offices located in the Member State which has lost its Head of State or Head of Government;
- b. on the death of ex-Presidents of the General Assembly and ex-Secretaries-General of the United Nations;
- c. on the death of recognized world leaders having significant connexions with the United Nations, as determined in each case by the Secretary-General.

1.5 The United Nations flag should in principle be displayed on vehicles only when they are being used by the Secretary-General of the United Nations, by his personal representative on an official visit, or by the head of one of the specialized agencies. There may be certain other occasions when the use of the United Nations flag is appropriate. They would include attendance at United Nations Day ceremonies or similar ceremonies in connexion with official anniversaries or "days" (i.e. World Health Day, etc.) established by the specialized agencies. Additionally, the flag may be displayed when the principal secretary or head of a United Nations office is representing the Organization at a state occasion at the request of Headquarters, or when paying an official call on a senior government official.

1.6 Indiscriminate display of the United Nations flag on vehicles is inconsistent with the spirit, if not the letter, of the United Nations Flag Code, and tends to detract from rather than enhance the stature of the United Nations in the area concerned.

1.7 In emergency situations the Secretary-General may announce special arrangements which may include inter alia instructions for the use of the United Nations flag by staff members for identification purposes. In such special circumstances, the necessary authorization for the use of the United Nations flag and related instructions shall be issued by the FOD or by the Head of the United Nations office in the area.

1.8 In accordance with Article 6 of the Flag Code the United Nations flag may be used in military operations only upon express authorization to this effect by a competent organ of the Organization. This authorization is given to all peacekeeping and observer missions established by the United Nations. The recognition



by the host government of the right of the mission to display the flag within the national territory of that government, at its headquarters, camps, posts or other premises, and on its vehicles, vessels, aircraft and otherwise as decided by the Head of Mission, is usually incorporated in the Status of Forces Agreement.

1.9 Further instructions on the use of the United Nations and other flags in missions are provided in paragraphs 2.0 to 5.2 below.

2.0 Flying of flags on United Nations vehicles

2.1 No other flag than the United Nations flag shall be flown on a United Nations vehicle. The use of this flag is restricted to:

- i. the Representative of the Secretary-General;
- ii. the Commander of the peacekeeping or observer mission;
- iii. United Nations vehicles on operational patrol duties.

2.2 Notwithstanding the above restrictions the Head of Mission may, on a case-by-case basis, authorize the following senior staff to use the United Nations flag on their assigned vehicles in specific circumstances:

Chief Political Adviser

Chief Administrative Officer

Deputy Force Commander

Chief of Staff

Contingent commanders.

2.3 Such use may be authorized when:

- . it will facilitate the crossing of military zones;
- . it will increase security;
- . the official concerned is attending an official function in his/her official capacity;
- . it will enhance the morale and efficiency of the mission.

2.4 Such authorization shall be given only for travel within the operational area of the mission.

2.5 The sizes of flags to be used on vehicles are as follows:

Staff cars. Size 12" x 18" (vehicle flag). The flag shall be flown as issued, without alterations or additions. It shall be flown freely from a flagstaff attached to the off-side front fender of the vehicle. It shall be displayed unfurled only when the vehicle is actually being used by the authorized official; at all other times the flag shall be furled and covered and/or removed completely.

Staff cars in the context of these instructions are deemed to include both commercial and military pattern all-purpose vehicles used by general staff officers and senior civilian officials for travel in the operational area of a mission.

United Nations vehicles on operational patrol duties. Flag size 2' x 3' or 3' x 5', whichever appropriate for the type and size of the vehicle concerned. The flag shall be flown as issued, without alterations or additions. It shall be flown from a flagpole attached to the driver's side of the vehicle in such a manner that the flag flies freely in a conspicuous manner above the vehicle. The exact mounting site may vary from one type of vehicle to another, but the mounting on each type shall be standardized.

The principal justification for using the United Nations flag on vehicles on operational patrol duties is to permit identification, which is of the utmost importance for security and safety reasons. Consequently the rules and instructions pertaining to such use of the flag shall be formulated and promulgated by the Force Commander or Chief Military Observer of each mission, in conformity with the prevailing conditions.

3.0 Flying of the United Nations flag on aircraft

3.1 Under normal circumstances the United Nations flag shall not be flown from an aircraft. If circumstances appear to warrant such use, the situation should be reviewed on a case-by-case basis by a competent organ of the United Nations. If the flag is to be flown from an aircraft a vehicle flag should be used, and it should be flown from a staff of appropriate length situated in a bracket immediately above the left side cockpit window in such a manner that the pilot can remove it before take-off and replace it after landing. The flag should be flown only during taxiing, during embarking and disembarking of passengers and during the period when the aircraft forms part of a ceremony. The flag shall under no circumstances be displayed outside the aircraft during flight.

4.1 Flying of the United Nations flag on vessels

4.1 The United Nations flag should be flown on a vessel only if it is a United Nations vessel in the strictest sense of the word, i.e. if it is United Nations-owned and manned by United Nations personnel, or is an integral part of the equipment supplied with a contingent for a peacekeeping operation by a troop-contributing country. In such a case the flag should be flown in accordance with current maritime practice.

4.2 The United Nations flag should under normal circumstances not be flown on a chartered vessel, even when chartered by the United Nations. However, in special circumstances authorization may be given to fly it as a "house flag". Any request for such authorization should be reviewed on a case-by-case basis by a competent United Nations organ, and should be granted only if justified by the specific circumstances. In such cases the following rules and restrictions shall apply:

- i. the flag shall be flown only as a "house flag", i.e. it shall be flown aloft on the port side opposite the courtesy flag and on the same level. The size of the flag shall normally be 3' by 5' but under no circumstances shall it be smaller than any other flag on the vessel, nor shall it be flown subordinate to any other flag. The United Nations flag shall never be flown in place of the national registration flag;
- ii. the vessel may fly the flag only in waters and places specifically detailed in the authorization granted;
- iii. at least one United Nations official shall be on board while the flag is being displayed;
- iv. the shipowner shall not affix the United Nations name or emblem on the hull or superstructure of the vessel;
- v. the contract for chartering the vessel - or a supplementary agreement added to the contract - shall contain provisions along the following lines:
 - a. the authorization given by the United Nations to the shipowners to use the United Nations flag as a "house flag" shall not be interpreted as in any way modifying the provisions contained in the contract or as creating for the United Nations any additional responsibility or liability under the contract;

- b. the shipowners undertake to hold the United Nations harmless in the event of any claims or legal proceedings against the Organization solely as a consequence of the use of the United Nations flag.

5.0 National and other flags

5.1 Other flags or pennants, including national flags, may be flown by national contingents or elements thereof

- i. on national holidays
- ii. at ceremonial parades
- iii. at funeral ceremonies
- iv. during visits of national dignitaries
- v. on other occasions on the specific authority of the Head of Mission granted at the request of the commanding officer of the contingent concerned.

5.2 At United Nations ceremonial parades national flags shall be flown, together with the United Nations flag, in the English alphabetical order of the names of countries, from left to right; the United Nations flag shall be in the centre or at both ends of the line, or flown separately in an appropriate area.

6.0 Use of the United Nations name and emblem

6.1 In General Assembly Resolution 92 (I) Member States were invited to adopt legislation to protect the indiscriminate use of the name and emblem of the Organization. A number of Member States have implemented this resolution.

6.2 In a practice that has developed over the years, the following criteria have been observed:

- i. any display of the United Nations emblem, flag or name must be in such a manner as not to lead the public to believe that such display signifies either official origin or official approval, if such is not the case;
- ii. the United Nations emblem, flag or name must not be displayed if objectionable on aesthetic grounds.

7.0 Provision of flags

7.1 United Nations Headquarters will upon request provide United Nations and national flags to missions. Persons requisitioning flags should specify the types and sizes required. The following sizes are available:

<u>Type</u>	<u>Size</u>
United Nations	12" by 18" (vehicle flag)
" "	2' by 3' (operational patrol vehicles)
" "	3' by 5' (operational patrol vehicles)
" "	5' by 7' 6"
" "	6' by 9' (also used for covering caskets)
" "	12' by 18'
Member States	3' by 5'
" "	4' by 6'

7.2 The Organization has no objection to the loan of spare United Nations flags which may be on hand in a mission for use by governments, and civic or government institutions, on appropriate occasions. Following such occasions, however, the flags should be recovered and returned to the supply store.

7.3 United Nations Headquarters will supply missions with the standard miniature flags for display purposes.

V PAINTING AND MARKING OF UN VEHICLES AND AIRCRAFT1.0 Vehicles: general

1.1 Painting: All vehicles, trailers, and earth-moving equipment of a mission should be painted white. Exceptions shall be at the discretion of the Head of Mission/Force Commander or Chief of Staff/Chief Military Observer.

1.2 Marking:

- a. the letters "UN" in black shall be painted on both sides of the body;
- b. the letters "UN" in black shall be painted on the hood or roof, whichever will be most appropriate or conspicuous.

1.3 The dimensions and positioning of the letters to suit the configuration of the various types of vehicles and trailers should be decided locally by the mission.

1.4 Over the years United Nations practice has been to restrict the white painting and black UN lettering of vehicles to peacekeeping or observer operations; all other United Nations agencies or programmes should use different colours, such as white lettering on a blue background.

2.0 Vehicles: national contingent and/or regimental markings

2.1 National or regimental markings are permitted only on contingent-owned vehicles, trailers or earth-moving equipment. They shall be as prescribed by the various national contingents and may be positioned at the left front and rear of vehicles and trailers. In cases where both national and regimental markings are applicable, national markings shall be positioned above regimental markings.

2.2 Contingents using the image of their national flag or any other device for national marking shall limit it to six to seven inches (15 - 18 cm) in length and three to four inches (7.5 - 10 cm) in height.

3.0 Vehicles: other markings

3.1 Markings other than those set out above are prohibited unless otherwise directed by the mission headquarters, with the exception of ambulances which, in addition to the UN lettering, may be marked with a red cross on all sides and on the hood or roof, in accordance with international rules and regulations.

4.0 Chartered aircraft

4.1 Under normal circumstances the charter of commercial aircraft by the United Nations is limited to rotation of troops to and from a mission or to airlifting of cargo, on a limited and short-term basis. Such aircraft are normally not painted white or marked with the United Nations insignia. However, exceptions may occur where aircraft, whether fixed-wing or rotary, are chartered for use in an area of operation and on a long-term basis. In each such case the need to paint the aircraft white with the United Nations insignia as described below should be reviewed on its merits.

5.0 United Nations- and contingent-owned aircraft

5.1 A United Nations-owned aircraft or an aircraft provided by a troop-contributing country as contingent-owned equipment for use in a peacekeeping or observer operation, whether fixed wing or rotary, must be clearly identifiable as owned or operated by the United

Nations. To this end it shall be painted all white, with all lettering in black. Anti-glare panels and exhaust wash areas may be painted black. All emergency, warning and directional symbols and lettering shall remain visible as required by aeronautical regulations. Black lettering and UN symbols shall be affixed as follows:

6.0 Fixed-wing aircraft

6.1 Fixed-wing aircraft shall have the words "UNITED NATIONS" painted on both port and starboard sides of the fuselage, on the upper surfaces of both wings and on the lower surface of the starboard wing. The aircraft registration letters/numbers shall appear on the lower surface of the port wing, in accordance with international regulations. On the upper surface of the starboard wing, the lettering should be positioned so as to be readable when the aircraft is approached from the front; on the upper surface of the port wing, it should be positioned so as to be readable when the aircraft is approached from astern. Vertical stabilizers shall have the letters "UN" affixed to each side, with the aircraft registration letters/numbers shown below.

6.2 All lettering should aim at in-flight legibility and should be in proportion to the size of the aircraft.

7.0 Helicopters

7.1 Helicopters shall bear the letters "UN" on either side and underneath the main body of the aircraft. The lettering "United Nations" shall appear on either side of the tailboom. The registration lettering and numbers shall appear on the aft end of the tailboom. All lettering should aim at in-flight legibility and should be in proportion to the size of the aircraft.

8.0 Illustrations

8.1 Material illustrating approved markings for various types of vehicles and aircraft can be obtained from the Field Operations Division.

VI MISSION ID CARDS

1.0 Purpose

1.1 The purpose of the mission identity card is to identify an individual as a member of a mission. The card shall be the only identity document required within the United Nations area of operation or the host country. Every member of a mission, whether military or civilian, must carry his/her card at all times.

2.0 Issuing authority

2.1 The identity card is issued under the overall authority of the Head of Mission/Force Commander, an authority normally delegated to the Chief Administrative Officer (CAO) for the civilian staff and to the Chief Military Personnel Officer (CMPO) for the military personnel. The procedure for issuing identity cards to military personnel is thoroughly described in the Reference Guide for Peacekeeping Forces, pages A-13, A-14 and A-15, but may vary depending on the type of mission concerned. Identity cards for internationally-recruited civilian staff members are issued by the office of civilian personnel for the authorizing signature of the CAO.

3.0 Format of ID cards

3.1 The format and text of identity cards shall conform with the conditions of each operation. The format and the text must be acceptable to all parties involved in the conflict. Although slight variations may occur, identity cards issued to military personnel and to internationally-recruited staff are normally the same, but of a different colour. Each card carries a photograph of the bearer and is laminated to prevent forgery. Blank identity cards are provided by the FOD at Headquarters.

4.0 Eligibility: internationally-recruited staff and military personnel

4.1 Identity cards are issued to internationally-recruited staff members and to military personnel assigned to a mission on an individual basis, and to their immediate dependents. Eligibility for dependents is limited to those who would be eligible under the United Nations Financial Rules and Regulations to travel to the duty station at the Organization's expense. Accordingly, cards may be issued to the spouse, and to children under the age of 18, of internationally-recruited staff members. If a child is in full-time attendance at a school or university and not married, eligibility extends to the age of 21; documentary evidence of a child's student status must be provided. Secondary dependents are not eligible for identity cards.

4.2 The same criteria are applied to the dependents of military observers assigned to a duty station on an individual basis and not as members of a national contingent. However, it should be noted that the issuance of United Nations identity cards to the dependents of military observers is a courtesy of the Organization, which does not normally undertake any responsibility for the presence of those dependents in the mission area. All costs for the travel of a dependent of a military observer to and from the mission area are paid either by the military observer or by his/her government. The

procedure for issuing identity cards to such observers and their dependents shall be established in each observer mission. Secondary dependents are not eligible for identity cards.

4.3 An identity card may also be issued to a "common law" spouse of a military observer attached to a mission if the common law marriage is recognized as a valid marriage within the jurisdiction of the military observer's home country. However, it is incumbent upon the military observer to show that the marriage conforms to the requirements for valid marriage in his/her home country by producing a certificate from a senior legal or judicial office attesting to the above. Establishing the validity of a "common law" marriage in these circumstances is solely for internal administrative purposes, with a view to issuing an identity card.


4.4 Mission identity cards may not be issued to dependents of military personnel forming part of a national contingent assigned to a peacekeeping force or an observer force.

4.5 Mission identity cards may also be issued to internationally-recruited staff members visiting the mission on official business. However they shall not be issued to any military or civilian personnel of a troop-contributing country visiting the mission on national business.

4.6 Inasmuch as a mission identity card permits the holder to cross military lines in the area of operation of a mission, and to travel in United Nations vehicles, aircraft and vessels, it is important that established policy be adhered to so as to prevent abuses and possible embarrassment to the Organization.

5.0 ID cards for locally-recruited staff members

5.1 Identity cards for locally-recruited staff members should be prepared by each mission. They should be of a colour and format entirely different from those of the identity cards for the internationally-recruited and military personnel, so that they cannot under any circumstances be mistaken for the latter. This is imperative since the cards issued to locally-recruited staff do not permit the holders to cross military lines; they are issued primarily to identify the holders as United Nations staff and to permit them unhindered entrance to and exit from United Nations premises. Identity cards for locally-recruited staff are normally issued by the civilian personnel section of the mission as authorized by the CAO. Samples are obtainable from the FOD.



6.0 Entry passes for contractors

6.1 Passes may be issued to contractors, vendors and other personnel affiliated with a mission, to facilitate their entry to and exit from the mission headquarters for the conduct of official business. Such passes are normally issued by the office concerned with these persons, under the authority of the CAO.

7.0 Control of ID cards

7.1 The CAO and the Head of Mission should impress upon all members of a mission that mission identity cards should be accorded the same care as similar service documents issued by the authorities of their own countries.

8.0 Presentation of ID cards

8.1 A member of a mission, whether military or civilian, must show his/her identity card for examination whenever requested to do so by:

- i. any local official acting within the scope of his official duties;
- ii. any member of the mission performing military guard duty or police functions;
- iii. any member of the mission senior in rank to him/herself.

8.2 All members of a mission are however cautioned that the ID card should never be surrendered voluntarily to any other person.

9.0 Loss of ID cards

9.1 Should an identity card be lost the following procedure must be observed:

- i. the loss must be reported immediately to the commanding officer (in the case of military personnel) or to the CAO (in the case of civilian staff members);
- ii. in addition the loss must be reported to the military police of the mission (or alternatively to the civilian Chief Security Officer in the case of a smaller mission), along with all relevant details of the circumstances in which the card was lost;

- iii. the designated authority within the mission shall report the loss to the relevant military, police or civilian authorities of the host country, whenever and wherever such a procedure has been provided for;
- iv. the CAO or the commanding officer, whichever applicable, shall recommend to the respective issuing offices the issuance of a duplicate identity card, at the same time providing details of the loss of the original card, which shall be recorded. The duplicate card shall bear the same number as the lost card but shall be clearly marked "Duplicate".

VII UN LAISSEZ-PASSER; UN CERTIFICATE AND FAMILY CERTIFICATE;
PASSPORTS AND VISAS

1.0 General

1.1 The rules and regulations governing the issuance of United Nations Laissez-Passer and certificates are thoroughly covered in volume 3, index number 7020 of the United Nations Personnel Manual under document PAH/INF.78/2, dated 1 June 1978 ("Guide to the Issuance of United Nations Travel Documents"). The following summarizes those provisions and gives supplementary information.

2.0 United Nations Laissez-Passer: general

2.1 Under Article VII of the Convention on Privileges and Immunities of the United Nations, a United Nations Laissez-Passer may be issued to officials of the Organization, including those assigned to missions. The term "officials" in this context is construed to mean full-time staff members on the regular payroll of the Organization who have taken the oath of office. These Laissez-Passer shall be recognized and accepted as valid travel documents in the territories of such Member States as have accepted the relevant provisions of the Convention.

- a. For staff members holding permanent appointments, the validity of a Laissez-Passer shall be for any period up to five years; when it is known or expected that an official shall be separated from service before the lapse of five years (for example in cases of impending retirement) the validity of his/her Laissez-Passer shall not be later than the date of such separation. These considerations apply also to renewals of Laissez-Passer. For staff members holding probationary appointments, the validity of a Laissez-Passer shall be for an initial period of two years. For staff

members holding fixed-term appointments, the validity of a Laissez-Passer shall be for a period sufficient to cover the duration of the appointment and travel time on separation, but not more than two years for the initial issuance.

- b. It is incumbent upon all officers certifying and transmitting applications for issuance (form PT.65) or renewal (form PT.16) to specify the period for which the validity of the document is desired.
- c. In the forms certifying officers should ensure that the appropriate words are deleted in the column which specifies the type of appointment, in the case of both new applications and renewals.
- d. A Laissez-Passer can be used for official travel only, i.e. travel paid for by the United Nations, including home leave.
- e. Field offices, including peacekeeping and observer missions, may be authorized to handle the renewal of the blue Laissez-Passer for staff assigned to them, in which case they shall be provided with the appropriate stamp and a supply of PT.16 forms. For each application an original and one copy of the PT.16 form shall be completed; the original is retained in the field office and the copy forwarded to the office where the Laissez-Passer was originally issued. A Laissez-Passer should not be renewed when it is more than ten years old or when it has not enough blank pages for affixing visas.
- f. Names of dependents should be included in Laissez-Passer only at Headquarters or Geneva. In unusual situations (e.g. where there would be insufficient time to send the travel document to Headquarters or Geneva) ad hoc cabled authorization for inclusion of the names of dependents may be given to the field office once full information concerning the dependent(s) has been supplied.
- g. Immediately upon receipt of a Laissez-Passer the staff member should sign it in the appropriate place and make a separate record of the number, date and place of issue for future reference,

3.0 Second blue Laissez-Passer

3.1 In some cases a Laissez-Passer may not be acceptable as a travel document since it may contain visas or entry or exit stamps not acceptable to a third party. In some cases the presence of such stamps may even constitute a hazard to the individual. Accordingly in missions where such conditions may apply the CAO may request a supply of blue Laissez-Passer for issue as alternative documents where the situation so warrants. Their safekeeping, issuance and control are the responsibility of the CAO in accordance with existing regulations.

4.0 United Nations red Laissez-Passer

4.1 The red United Nations Laissez-Passer is issued to officials of the Organization entitled to full diplomatic privileges and immunities under Section 19 of Article V of the Convention on Privileges and Immunities of the United Nations as described in paragraphs 11 to 17, "Guide to the Issuance of United Nations Travel Documents", volume 3, index number 7020 of the United Nations Personnel Manual. The issuance and renewal of a red United Nations Laissez-Passer can only be effected by the appropriate office at United Nations Headquarters or Geneva.

5.0 Loss of Laissez-Passer

5.1 In the event of loss of a Laissez-Passer the following action should be taken:

a. by the staff member concerned:

- i. Immediately inform the CAO or Head of Mission;
- ii. Submit a written report indicating, if possible, the number of the document, the date of issue, where issued, where and when the document was lost, the circumstances in which it was lost and any action taken by the staff member to trace and retrieve it.

b. by the CAO or Head of Mission:

- i. Immediately cable the FOD reporting the loss of the Laissez-Passer, its number and date of issue, and the name of the holder;
- ii. Report the loss to the local authorities (Ministry of Foreign Affairs);

- iii. Submit promptly a detailed report to the FOD transmitting the information in paragraphs a. ii. and b. i. above, together with the outcome of any investigations made locally to trace and retrieve the document;
- iv. Should a replacement Laissez-Passer be required, have the staff member complete the application form PT.65, which should be submitted to the FOD together with two passport-size photographs.

5.2 The FOD shall transmit the report from the CAO or Head of Mission through the Travel Unit (Commercial, Purchase and Transportation Service) to the Office of Legal Affairs for further action.

5.3 The FOD shall be advised immediately when a lost Laissez-Passer has been recovered.

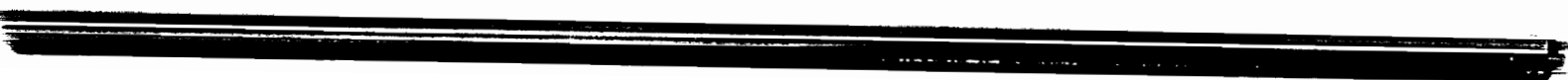
6.0 United Nations Certificate

6.1 Unlike the United Nations Laissez-Passer, the United Nations Certificate is not a legal travel document but certifies that the bearer is travelling on official business on behalf of the United Nations. United Nations experts who are

- a. on the regular payroll of the United Nations or a specialized agency and are
- b. subject to the Staff Regulations and Rules and
- c. have taken the oath of office

are normally provided with Laissez-Passer. However, some experts who do not so qualify but who are required to perform a mission for the United Nations shall be issued with United Nations Certificates by virtue of which they shall be accorded such privileges and immunities as are necessary for the independent exercise of their functions during the period of their mission, including time spent on journeys in connexion with the mission.

6.2 Consultants and persons holding Special Service Agreements do not generally qualify for Laissez-Passer but are furnished with United Nations Certificates instead.



6.3 The Certificates are issued by Headquarters or Geneva, whichever is appropriate. Normally a Certificate is valid for one year and cannot be revalidated; if an extension is required, a new application should be submitted with two passport-size photographs together with the completed forms (PT.64 for Headquarters, PT.28 for Geneva).

7.0 United Nations Family Certificate

7.1 A United Nations Family Certificate is not a legal travel document but merely serves to identify the holder as a dependent of a United Nations official named therein. As a rule a Family Certificate shall be issued only to dependents of a United Nations official who are undertaking a given journey, provided that:

- a. the travel is undertaken at United Nations expense;
- b. separate travel of the staff member's dependents has been duly authorized (in the case of education grant travel such special authorization is not required); and
- c. it is believed that the absence of a Certificate is likely to cause considerable hardship.

7.2 Only in exceptional cases shall a Family Certificate be issued under circumstances which do not fulfil all the above requirements.

7.3 Applications for Family Certificates should be submitted on form PT.39. Two passport-size photographs must accompany each application. If two or more members of a family are travelling together, two group photographs are preferred (if unavailable a photograph of the father or mother shall suffice if he/she is travelling with his/her children); particulars of each dependent shall be inscribed in a single family certificate.

7.4 Normally a United Nations Family Certificate is valid for one year and may not be revalidated.

8.0 National passports and visas

8.1 For official travel in the field CAOs shall normally assist in the renewal of national passports and in securing visas. The cost of renewals of national passports is reimburseable to the United Nations. Every staff member assigned to a field office, including peacekeeping or observer missions, is responsible for ensuring that his/her national passport and Laissez-Passer are valid at all times. Where these documents require revalidation the matter should be brought to the attention of the CAO or Head of Mission sufficiently

in advance so that he/she can help obtain revalidation. Should no consular facilities exist in the area or in adjoining territories, such requests may exceptionally be referred to Headquarters for the necessary action.

9.0 United States visas

9.1 Requests for the issuance or renewal of G-4/G-5 visas for staff, their dependents and their household employees, travelling from a mission or other field office to Headquarters, New York shall be transmitted to the FOD with an indication of the approximate date of travel and the place and country of the United States consular office where the issuance is requested. Requests for G-5 visas for household employees shall be submitted on form PT.62, in duplicate, signed on both sides; the staff member's attention should be drawn to the requirements listed on the reverse side of form PT.62.

VIII PROTOCOL MATTERS

1.0 Protocol lists

1.1 A protocol list should be established and maintained in all missions. The preparation of such a list would normally be initiated by the office of the Head of Mission, but in default of such action the CAO should take the initiative, acting through the office of the Head of Mission. The following example should not be considered complete but merely a guideline, since protocol lists, notwithstanding similarities, may vary from mission to mission.

1.2 A protocol list shall normally be in categories, each category taking precedence over the preceding one:

- a. VIP category. The VIP category shall normally consist of:

- Force Commander (Head of Mission)
- Chief Administrative Officer
- Special Political Adviser
- Deputy Force Commander
- Chief of Staff.

In an observer mission the Chief of Staff or Chief Military Observer would be number one on the list as Head of Mission; in other missions number one might be the Special Representative of the Secretary-General.

- b. "A" Category. This category consist of military branch heads of the mission headquarters, the Military Adviser to the Force Commander and other senior military officers assigned to the mission

headquarters, civilian section chiefs, the Legal Adviser, the Information Officer, the Chief, Special Task Unit and the Senior Administrative Officer.

- c. "B" Category. This category includes the contingent and battalion commanders and the chief of any observer group attached to the mission.
- d. "C" Category. This category includes the Headquarters military staff and civilian staff as designated by the Head of Mission.

1.4 There are no official equivalences between military ranks and the grades held by internationally-recruited civilian staff. However, as can be seen from the above example and following established practice, senior civilian staff, often depending on their function in the mission, are equated with senior military officers, i.e. those with the rank of Lieutenant Colonel and above.

2.0 Authorized members of messes and clubs

2.1 Over the years frictions have occurred between the military and civilian staff of a number of peacekeeping operations. Most of them have been due to lack of understanding between military and civilian staff as to the exact role each party performs in the overall picture of an operation. This has been compounded by a lack of clear guidelines defining their relationship and the equivalence between military ranks and civilian grades.

2.2 Frictions of this nature are detrimental to the efficiency of an operation and inevitably result in a slump in morale, particularly at mission headquarters level, where most military/civilian interaction take place.

2.3 Such interaction is by no means confined to working relationships but in some missions includes common billeting, messing, clubs and sports facilities. Over the years most friction has occurred in these areas.

2.4 As a first principle to establish clear guidelines, it must be accepted by all parties that internationally-recruited staff members, even if not themselves officers, enjoy officer status while assigned to a peacekeeping or observer mission. This principle should be easier to understand and accept now that all Headquarters General Service staff assigned to field missions are being accorded Field Service Level status for the duration of their mission service, thus acquiring the same rights and obligations as regular Field Service officers.

2.5 A second principle is that all billeting, messing and club and sports facilities are established with United Nations funds and are consequently subject to United Nations rules. This does not preclude the establishment of separate facilities for VIPs, senior officers, junior officers, NCOs and other ranks, with civilian staff assigned to them according to grade and status. Nor does it preclude the establishment of such facilities by a national contingent using its own funds and operating them according to its own national rules.


2.6 The above principles, followed in UNEF I, have in general been applied in most subsequent missions, although not always without difficulties. In UNEF I three messes were established as follows:

- i. "A" Mess: Head of Mission, CAO, branch heads, section chiefs, senior officers (rank of Lt. Colonel and above), Senior Political Adviser, Legal Adviser, CSTU and Senior Administrative Officer;
- ii. "B" Mess: all officers up to and including the rank of Major, all other internationally-recruited civilian staff;
- iii. "C" Mess: all other military personnel at the mission headquarters.

2.7 The above example is not a hard and fast rule: for instance at UNIFIL Headquarters there is only a Senior Officers' Mess for military officers of the rank of Lieutenant Colonel and above and for senior civilian staff as designated by the CAO, and an "International Mess" for all other military and internationally-recruited civilian staff.

2.8 A number of clubs are usually established in a mission, i.e. for officers, for NCOs and for other ranks, but here again the principle applies that internationally-recruited civilian staff enjoy the same rights of membership of officers' clubs as the military officers themselves if the clubs are established with United Nations funds. The CAO should accordingly review the constitutions of clubs and approve them only if they do not exclude authorized civilian staff from membership.

2.9 The military staff involved should also be made aware that inasmuch as such clubs are United Nations-funded, they are subject to periodic audit by the United Nations internal and external auditors.



3.0 Official visitors

3.1 A proposed visit to the area of a mission must first be cleared by the Office of the Under Secretary-General for Special Political Affairs at Headquarters, through the permanent mission to the United Nations of the country concerned. Upon receiving clearance and any related recommendations from Headquarters, the Head of Mission gives final approval to the visit. Requests for approval of proposed visits must be submitted by the authorities of the country concerned well in advance of the date of travel and must contain the following information:

- a. full name and status of the visitor(s)
- b. nature and purpose of the visit
- c. nationality of the visitor(s)
- d. details of passport(s) or United Nations Laissez Passer
- e. expected date and time of arrival and duration of visit
- f. port of entry
- g. itinerary of the visit, and
- h. transportation facilities required (if United Nations vehicles and aircraft are to be used).

4.0 Limits to the number of visitors

4.1 The number of authorized visitors to the mission area should be kept at a reasonable level to avoid imposing a burden on the Head of Mission or interfering unduly with the normal duties of other staff.

4.2 Normally, such visits should be restricted to attendance at functions of national importance, or they should be otherwise considered of importance to the morale of the contingent concerned.

4.3 A mission is established in an area for operational tasks requiring a full state of readiness at all times. Visits are usually unconnected with the operational role of the mission and must not be permitted to interfere with those tasks.

5.0 Visits by VIPs

5.1 Visits to the area of a mission by ministers, ambassadors, members of national governments, political representatives and military personnel of the rank of colonel and above must be cleared by the mission headquarters, which shall decide on the need to inform the national authorities of the mission area. No temporary ID cards shall be issued to civilian visitors.

5.2 If such a visit is arranged through a national contingent, the clearance request must be submitted through the Office of the Chief Military Personnel Officer (CMPO) who shall arrange for the necessary clearance. The clearance request made through the CMPO must include all particulars listed in a. to h. of para. 3.1 above. It is the responsibility of the contingent/unit/branch concerned to prepare a programme for the visitors and also to meet them at the port of entry. The special clearance for VIP visitors must be collected from the Office of the CMPO by a representative of the contingent concerned.


- a. In the case of visits by ministers, ambassadors, members of national governments, defence chiefs or supreme commanders, it is strongly advised that the commanding officer of the contingent concerned brief the Head of Mission in advance of the programme of the visit. The commanding officer, if he so wishes, may be accompanied during the visit by a delegated representative of the Head of Mission.
- b. Special passes may be issued by a mission to allow the visitors to be transported in a United Nations vehicle or aircraft.
- c. The CMPO shall be responsible for advising all mission officials concerned of all incoming and outgoing visitors.

6.0 Issue of temporary mission ID cards

6.1 Temporary ID cards are issued by the CMPO to military visitors not attached to a mission contingent, if their visit involves activities related to mission operations. In order to fly in United Nations aircraft, such visitors must have been issued with a temporary mission ID card (see also Chapter 13 of this manual).

7.0 United Nations uniform

7.1 No visitor is to wear any item of the United Nations uniform. Commanding officers are to ensure that no exceptions are made to this rule unless special authority has been obtained, in writing, from the Head of Mission through the CMPO.



8.0 Visits by embassy officials

8.1 Visiting personnel from embassies of troop-contributing or other countries located within the country(ies) of the mission area shall complete all protocol procedures with the ministry of foreign affairs of the country to which they are accredited, before applying for clearance from the mission.

9.0 Visas, entry and exit permits

9.1 Entry and exit permit and visa arrangements for visitors shall be made by the individual or the government concerned. In a mission whose area covers more than one country, entry and exit shall normally be via the same place; prior authority must be obtained to exit from a country different from that of entry.

10.0 Visits by correspondents

10.1 Correspondents (the term includes all representatives of information media such as photographers, journalists, television and film teams) may be permitted to visit a mission provided they are internationally accredited and cleared through United Nations Headquarters.

10.2 Visits by correspondents accredited to the country(ies) of the mission area shall not require Headquarters clearance. They must obtain clearance from their local authorities before applying for clearance from the Head of Mission through the mission Information Officer.

11.0 Other visitors

11.1 For visitors other than those specifically dealt with in the preceding paragraphs, clearance may be given by the mission if the visitor is travelling on a United Nations ID card; otherwise clearance must be applied for by the person concerned through, and approved by, United Nations Headquarters.

11.2 For visitors from other missions, clearance requests should be sent to mission headquarters. Such a request must reach the mission not less than 96 hours in advance of the visit.

CHAPTER 3.DELEGATIONS OF AUTHORITY

I GENERAL

1.0 The delegations of authority required for the administration of staff regulations and staff rules 101.1 to 112.7 are promulgated in ST/AI/234/Rev.1 dated March 1989, which clarifies, amplifies and updates the principles set forth in the Secretary-General's bulletin ST/SGB/151 dated 7 January 1976, and supersedes ST/AI/234 dated 7 January 1976, ST/AI/234/Amendment 1 dated 6 May 1981 and PD/1/77 dated 25 April 1977 on the same subject. Delegations of authority in financial matters are contained in the United Nations Financial Rules and Regulations. If any discrepancies are noted or perceived between this manual and the referenced documentation, the text and contents of the latter shall prevail. A copy of ST/AI/234/Rev.1 is attached to this chapter as annex A for easy reference.

1.1 In connexion with this chapter it must be noted that United Nations peacekeeping and/or observer missions, or other offices under the managerial and administrative control of the Field Operations Division (FOD), are not regarded as "offices away from Headquarters".

II DELEGATIONS OF AUTHORITY TO THE FIELD OPERATIONS DIVISION

1.0 Administration of Staff Regulations and Rules

1.1 In addition to matters that involve the direct application of staff rules, matters within the discretionary authority of the FOD are listed in annex IV to ST/AI/234/Rev.1. Such authority is vested in the Director and is normally exercised by the appropriate executive or administrative officer in the Division, or by the Chief Administrative Officers (CAOs) of the respective peacekeeping or other missions in the field under the managerial and administrative control of the FOD, as delegated by its Director.

2.0 Financial delegations

2.1 Financial administration within the FOD is exercised through delegations of authority from the Controller. Such delegations are on a personal basis and cannot be re-delegated.

III EXERCISE OF DELEGATED AUTHORITY BY MISSIONS

1.0 Chief Administrative Officer

1.1 On appointment the CAO of a peacekeeping force, observer mission or other office under the administrative control of the FOD shall be issued with a letter of identification from the Secretary-General and instruments of "Delegation of Authority" as required for the proper functioning of the mission. Such delegations of authority may vary from mission to mission depending on their type, size and scope.

2.0 Administration of Staff Regulations and Rules

2.1 The delegation of authority in respect of peacekeeping forces, observer missions and other field offices for which the FOD is responsible (ST/AI/234/Rev.1) is vested in the Director, FOD. Depending on the type and size of a mission, the FOD shall determine the degree to which this delegation of authority shall be re-delegated to the mission. A detailed delegation of authority on this subject shall be communicated to the CAO of the mission concerned.

2.2 Inasmuch as peacekeeping forces, observer missions or other field offices under the administrative control of the FOD are not considered "offices away from Headquarters" in the terms of ST/AI/234/Rev.1, the delegations contained therein are not applicable to them except as re-delegated by the Director, FOD in respect of specific items.

IV DELEGATION OF FINANCIAL AUTHORITY

1.0 Contracts and purchases

1.1 This authority is given with the approval of the Secretary-General or jointly by the Controller and the Assistant Secretary-General of the Office of General Services. The financial limits of this authority, including those for the purchase of non-expendable property, shall be specified in each particular case; the current limits applicable to existing missions are detailed in Chapter 14 of this manual.

1.2 The delegation is issued to the CAO, who may enter into contracts and purchase, renting and selling activities (within the mission area) up to the amount specified in the delegation of authority, without seeking the advice of the local Committee on Contracts.

1.3 Local Committee on Contracts. Under Financial Rule 110.17(f) the above-mentioned delegation of authority shall normally also include the authority to establish a local Committee on Contracts in the mission, the composition of which must be approved by the ASG/OGS.

1.4 The Committee on Contracts shall render advice to the CAO in cases of contracts and purchases exceeding the amount specified within the CAO's authority but below the upper limits established for the mission. Cases above the financial limits for the mission shall be referred to Headquarters, New York for action by the Headquarters Committee on Contracts and/or the Commercial, Purchase and Transportation Service (CPTS) as appropriate.

2.0 Certifying officers

2.1 This authority is delegated by the Controller. There may be one or more alternate certifying officers in a mission. It is the duty of officers so delegated to certify that proposed obligations and expenditures

- i. are incurred in accordance with existing rules, regulations and instructions;
- ii. are reasonable and in accordance with the purpose for which the appropriations were approved and the allotments made; and
- iii. can be met from available balances in the allotments with due regard to foreseeable future obligations.

3.0 Approving officers

3.1 This delegation is made on the authority of the Controller, on the recommendation of the Directors of the Accounts Division and of the FOD. Normally the authority is delegated to the Chief Finance Officer of a mission and to one or more alternates. Approving officers are authorized to:

- i. record obligations; and
- ii. approve subsequent payments, subject to the prior certification of a designated certifying officer.

4.0 Bank signatory holders

4.1 Panels of bank signatory holders for the operation of United Nations bank accounts in the field are established by the Treasurer. Requests for changes to such panels shall be submitted to OPPBF by the mission concerned through the FOD.

5.0 Cables and/or letter payment requests

5.1 This authority is delegated by the Controller to one person in each mission, normally the CAO. Payment requests to other offices should not be accepted without the signature of the designated official.

6.0 Local Property Survey Boards

6.1 Local Property Survey Boards (LPSBs) in field missions are established on the authority of the Controller. It is their responsibility to investigate and report on loss of, shortage of, damage to and other irregularities in equipment, supplies and other property of the Organization. The findings of the LPSBs should also indicate the degree of responsibility in the cases reported on. The financial limits of a LPSB shall be shown in the delegation of authority; the terms of reference and procedures of LPSBs are detailed in Chapter 15 of this manual.

7.0 Claims Review Boards

7.1 The Claims Review Board in a mission is established on the authority of the Controller; it acts in an advisory capacity in cases involving:

- i. third party claims;
- ii. claims for loss and/or damage to personal effects of civilian members of the mission (and military observers if any), but not for military members assigned to a mission on a national contingent basis. Any claims for the latter are dealt with on a national level.

7.2 The financial limits within the purview of the Claims Review Board in a mission shall be specified in the authority for the establishment of the Board. The CAO, as a certifying officer, is authorized to settle claims on the recommendation of the Board in amounts not exceeding those specified limits. Amounts in excess of the specified limits shall be referred to the Claims Review Board at Headquarters, New York for further action; likewise all cases involving ex-gratia payments, regardless of the amount, can be settled only on the authority of the Secretary-General and must be submitted to Headquarters, New York for approval.

7.3 Claims Review Boards are the subject of a separate chapter (Chapter 10) of this manual.

CHAPTER 4.

PERSONNEL ADMINISTRATION

I INTRODUCTION

1.0 General

1.1 The administration of all United Nations staff members in a peacekeeping force, observer mission or other field mission, employed under the 100 Series, 200 Series or 300 Series of the United Nations Staff Regulations and Rules, is governed by those regulations and rules as applicable in accordance with the terms of the individuals' employment. It is also governed by the United Nations Personnel Manual issued by the Office of Human Resources Management, by relevant documents in the ST/AI and ST/SGB series, and by Personnel Directives issued and amended from time to time.

1.2 If any discrepancies between the text of the original documentation and the text in this manual are noted or perceived, the former shall prevail.

2.0 Personnel to whom the Staff Regulations and Rules do not apply

2.1 While the Staff Regulations and the relevant Staff Rules constitute an integral part of the terms of employment of all staff members appointed by the Secretary-General, they do not apply to persons whose service with the Organization is governed by contracts of employment other than Letter of Appointment. The rights and obligations of such persons are strictly limited to the terms and conditions specified in their individual contracts; they may not rely on the Staff Regulations and Rules to claim any rights or benefits arising therefrom, unless such entitlements are specifically included in the contract.

2.2 The following categories of personnel are in the situation described above:

- a. individual contractors (see administrative instruction ST/AI/295);
- b. consultants (see administrative instruction ST/AI/296);
- c. participants in advisory meetings (see administrative instruction ST/AI/296);
- d. experts on mission (see administrative instruction ST/AI/297);

- e. national experts (see administrative instruction ST/AI/297);
- f. associate experts. These are experts provided by governments to serve with technical co-operation project personnel under bilateral agreement between the United Nations and the government concerned. They are governed by the terms of such agreements and of their letters of appointment (see Staff Rule 200.1(d));
- g. daily-paid local employees of missions;
- h. interns. These are mostly university students who participate in internship programmes organized by the Department of Public Information, the Office of Human Resources Management and other offices and departments. The Organization assumes no contractual obligations towards such persons, who are not considered staff members.

3.0 General delegation of authority

3.1 The general delegation of authority for personnel administration is described in Chapter 3 of this manual.

II ESTABLISHMENT AND FUNCTIONS OF THE CIVILIAN PERSONNEL SECTION IN A MISSION

1.0 The civilian personnel section of a mission is responsible, within the mission's overall delegated authority and in accordance with the personnel policies and practices of the United Nations, for providing personnel functions in respect of the mission's civilian staff. The parameters for this delegated authority are governed by Administrative Instruction ST/AI/234/Rev.1 (Administration of the Staff Regulations and Staff Rules). It is important to note that in the context of that instruction peace-keeping and other field missions are not considered to be "offices away from Headquarters".

1.1 The basic functions of a civilian personnel section shall include, but not necessarily be limited to, the following:

- a. administration of the international and locally-recruited civilian staff including, inter-alia: advising staff on their entitlements, allowances and benefits and on matters pertaining to their contractual status and obligations; initiating Performance Evaluation Reports, renewals and extensions of fixed-term appointments and mission assignments, and routine medical examinations; issue and renewal of United Nations Laissez-Passer, and

helping staff to obtain national passport renewals and visas; preparing and issuing various administrative duty rosters;

- b. medical and other emergency evacuation/repatriation of civilian staff;
- c. induction, placement and internal reassignment of civilian staff;
- d. recruitment of local General Service staff;
- e. monitoring of the staffing table; maintaining and regularly up-dating comprehensive statistical data on the mission's civilian personnel; preparing staffing table and miscellaneous statistical reports for use within the mission and at Headquarters, New York;
- f. developing, monitoring and reviewing job descriptions; monitoring local salary scales and assisting, as necessary, with local salary surveys and reviews;
- g. issue of identity (ID) cards;
- h. ensuring secure custody of all personnel files;
- i. monitoring Headquarters' revisions of personnel policies and practices and assessing their impact on the mission; advising senior officers (e.g. CAO, Force Commander/Chief of Staff/Chief Military Observer) on United Nations personnel policies and practices and on the interpretation and application of the Staff Regulations and Staff Rules;
- j. providing the secretariat for and participating in the local subsidiary promotion panel and other committees and working groups on personnel and related matters;
- k. reviewing disciplinary cases and cases of alleged misconduct and initiating appropriate action;
- l. participating in the preparation and review of evacuation plans and maintaining current data on the civilian staff and their dependents for security/evacuation purposes;
- m. organizing language proficiency and other examinations of the mission, including those for moving staff from the P category to the P category;
- n. staff/management relations; discussions and negotiations with international staff.

- o. determining, in consultation with the CAO and other senior officers, priorities and objectives of the mission's personnel programme;
- p. liaising with military staff on military matters affecting the civilian component of the mission.

1.2 While the structure of each mission may vary in detail according to the specific requirements of its mandate, it is recommended that the civilian personnel section be organized normally into three basic units - one for international staff, one for locally-recruited staff, and a personnel registry - each reporting directly to the Chief Civilian Personnel Officer (CCPO).

1.3 The responsibilities of the international staff unit shall cover all matters concerned with administration of the international civilian personnel. The issue of ID cards for all civilian staff and advising and assisting staff with regard to Headquarters medical and dental health insurance plans should also be part of the unit's responsibilities.

1.4 In addition to routine staff administration, the unit for locally-recruited staff shall be responsible for evaluation, testing and recruitment of the mission's locally-recruited General Service staff. This unit is normally also expected to establish allowances and benefits for local staff, and to raise relevant P.5 Personnel Actions and Letters of Appointment, copies of which should be sent to the FOD, New York, for record purposes. (NOTE: recruitment and the establishment of allowances and benefits in respect of international staff are the responsibility of United Nations Headquarters). The unit should also assist and co-operate with the finance section of the mission in administration of the Medical Insurance Plan (MIP) for locally-recruited staff.

1.5 The personnel registry should interface with the other units and provide a range of common services for the section such as: registry/mail; maintenance and updating of personnel records; preparation of incoming and outgoing administrative report items; review of stationary and furniture requirements; and liaison with the general services section in regard to repair of office furniture and equipment.

1.6 Personnel functions for the military personnel of a mission are provided by the military personnel branch, which falls under the jurisdiction of the military organizational structure. Although there is very little overlap of civilian and military responsibilities, it is essential that the units concerned fully co-operate and assist each other as and when necessary.

III OATH OF OFFICE

1.0 All mission staff members, including locally-recruited staff members, shall subscribe to the oath or declaration of office as per Staff Regulation 1.9 (form P.34). In field offices the oath or declaration shall be made before the CAO of the mission or his/her designated representative.

IV ASSIGNMENT AND DURATION OF SERVICE IN A MISSION

1.0 General

1.1 Selection of staff for assignment to a mission - other than Field Service personnel - is effected by the Office of Human Resources Management (OHRM) in co-operation with the FOD.

1.2 The OHRM maintains a roster of secretaries, typists and clerks who wish to be considered for mission service. Staff members interested in mission assignments may apply to the OHRM by filling out the form on the reverse side of the information circular entitled "Mission Service Rosters - Secretaries, Typists and Clerks", which is issued annually as an information circular in the series ST/IC.

1.3 To qualify for a mission assignment, applicants are normally required to be at least 23 years of age and to hold a permanent appointment. Staff members must be cleared by the Medical Service prior to such assignment.

1.4 Application for service with a mission carries no expectancy of such service; nor shall it in any way preclude assignment to mission duty of staff who have not specifically applied for such service.

2.0 Period of service

2.1 Subject to the exigencies of the service and to the expected duration of the mission, the general guidelines followed by the OHRM when deciding upon a period of service in the field, as set out in document PD/3/81 Rev.1, are:

a. Initial assignment

- i. The normal initial assignment is one year; however, a lesser period may be decided upon depending on the requirements and the nature of the mission.

b. Period of assignment

- i. The period of assignment of staff members in the Professional category and at the principal level (G-5 and above), is normally limited to two years.
- ii. Staff members in the General Service category below the principal level (G-5) may be assigned normally for a period of up to two years, subject to a further extension of two more years, up to a maximum of four years.

While these periods shall apply in general, adjustments may be made to meet unusual circumstances. Similarly, the OHRM may adjust the period in any particular case in order to meet special requirements.

c. Extension of initial assignment

An extension of the initial assignment shall be granted if the following conditions are met:

- i. the Head of Mission or the CAO requests the extension through the FOD for consideration by the OHRM;
- ii. the staff member indicates in the request for an extension his/her willingness to continue in the mission assignment; and
- iii. the releasing organizational unit agrees to the further extension and to the continued blocking of the post for the return of the staff member.

When the above conditions are met, the OHRM shall grant the extension and notify the decision to the staff member through the FOD, which shall communicate it to the mission concerned.

2.2 Once a General Service staff member selected for a particular assignment has given his/her consent in writing, he/she shall proceed to the mission area and report for duty on the agreed date. Such a staff member, having formally given his or her consent, has the obligation under Staff Regulation 1.2 to perform the assignment, and cannot unilaterally refuse to fulfill either totally or partly that obligation. Failure to do so may result in sanctions under the Staff Regulations and Rules.

3.0 Transfers between missions

3.1 A staff member may be reassigned from one mission to another during his/her mission service. In such cases, the time spent at both missions shall count towards the total maximum service requirement. The OHRM shall adjust service requirements as necessary to meet circumstances where accompanying dependents are involved.

V PRIVILEGES AND IMMUNITIES

1.0 The Convention on Privileges and Immunities of the United Nations is the subject of Chapter 2 of this manual. It should further be noted that where exemption from customs duties is granted by a government, the privilege shall in general be extended only to staff members detailed to or internationally recruited for the mission in question, to military personnel of the mission, and to military observers and police monitors assigned to the mission.

VI HOURS OF WORK AND OFFICIAL HOLIDAYS

1.0 The hours of work and official holidays of mission personnel are governed by Staff Rules 101.2 and 101.3 respectively.

1.1 The hours of work and official holidays for each mission shall be established with due regard to local conditions and practice, provided that the schedule so established is consonant with efficient functioning of the mission. In keeping with the practice at Headquarters, there shall be nine official holidays per year.

1.2 The hours of work and official holidays established for the mission shall be coordinated with the practices of other United Nations offices, UNDP and other agencies of the United Nations system in the area and shall be submitted at least one month prior to the beginning of a year to the FOD for approval. A copy of the approved list shall be transmitted to the OHRM and other appropriate offices by the FOD for information.

1.3 In missions where the normal working week extends over 5 1/2 or 6 days, absences of less than a consecutive or full work-week should be at the rate of one day for each day of annual or sick leave; however, when an absence extends over a full work-week, i.e. 5 1/2 or 6 days, only 5 days of leave should be charged. When the work week consists of 5 1/2 days - staff working on Saturdays for 4 hours - and a staff member is absent on a Saturday (or for that matter, on any other day on which he/she is normally required to work for half a day) and the leave is not taken as part of an absence extending over a full work week, his/her absence on that day should be charged to only 1/2 day of leave.

1.4 To facilitate the audit of attendance records returned to Headquarters at the end of each year, each mission should record in the "remarks" column of each attendance record the normal hours of work applicable to the staff member concerned, and also list the official holidays.

VII CHANGE OF OFFICIAL DUTY STATION AND INTER-AGENCY LOAN

1.0 Changes of duty station and inter-agency loans are governed by Staff Rules 101.4 and 101.5 respectively. This section of the Manual provides supplementary information relating to those rules and should be read in conjunction with them.

1.1 When movements of staff are described and recorded the terms "transfer", "assignment", "detail", "loan", and "secondment" are sometimes interchangeably and perhaps loosely used in official administrative correspondence and even in Personnel Actions (P.5) and Personnel Payroll Clearance Actions (P.35). A brief definition of those five terms is set forth below for the information and guidance of all administrative staff.

- a. Transfer is the movement of a staff member from one office or department of the United Nations Secretariat to another for an indefinite period of time. A transferred staff member does not retain any administrative link with the releasing office or department, which has no obligation to reabsorb him/her at a later date. The term "transfer" is also used to describe the movement of a staff member from one organization of the common system (i.e. specialized agency) to another for an indefinite period of time. A complete definition of the inter-agency transfer and its implications may be found in the Inter-Organization Agreement concerning Transfer, Secondment or Loan of Staff among the Organizations applying the United Nations Common System of Salaries and Allowances.
- b. Assignment is the movement of a staff member from one office or department of the United Nations Secretariat to another or from a regular post (100 series) to a project personnel post (200 series) for a limited period of time. During the period of the assignment the releasing office or department remains responsible for reabsorbing the staff member. Assignment therefore implies the blocking or earmarking of a post in the releasing office or department.
- c. Secondment is the movement of a staff member from one organization of the common system to another for a fixed period of time. During the secondment of a United Nations staff member, the releasing office or department within the Secretariat remains responsible for the staff member's reabsorption at the end of the secondment. A complete

definition of inter-agency secondment and its implications may be found in the Inter-Organization Agreement referred to in b. above. The term "secondment" is also used to describe the status of national civil servants released by governments to serve with the Secretariat for a specified period.

- d. Detail is the movement of a staff member from an office or department of the United Nations Secretariat to a designated mission (i.e. UNFICYP, UNTSO, UNIFIL etc.) for a limited period of time. During the detail the releasing office or department remains responsible for the reabsorption of the detailed staff member.
- e. Loan is the movement of a staff member from one office or department of the Secretariat to another for a limited period of time, normally not exceeding one year, during which the staff member continues to encumber his/her post in the releasing department, which remains responsible for his/her reabsorption. A loan is called reimbursable if the staff member's salary and related costs are to be reimbursed to the releasing office by the recipient and non-reimbursable if the staff member's services are offered free of charge by the releasing office. The term "loan" is also used to describe the movement of a staff member from one organization of the United Nations system to another for a limited period not exceeding one year. A complete definition of inter-agency loan and its implications may be found in the Inter-Organization Agreement referred to in b. above.

1.2 Once the movement of a staff member has been defined and approved by the OHRM at Headquarters, the proper terminology must be used by all administrative staff concerned when describing and recording the action. A move approved as a transfer should therefore be recorded as such and not as a "transfer for two years"; a move for an indefinite period should be recorded as a "transfer" and not as an "assignment".

VIII OUTSIDE ACTIVITIES AND INTERESTS

1.0 Administrative Instruction ST/AI/190/Rev.1 sets out the policy guidelines and procedural arrangements for considering requests by staff members to engage in activities outside their official work. All requests shall be referred to the FOD before any such activities are undertaken.

IX PAYMENT OF INCOME TAXES

1.0 Most Member States, by adhering to section 18(b) of the Convention on Privileges and Immunities of the United Nations, have

exempted United Nations staff members from national taxation of their official emoluments. A few Member States, however, have not done so in respect of their citizens and permanent residents, and the staff members concerned may thus be required to pay national taxes on their United Nations income. In the interests of equity, the General Assembly has established a system to reimburse such taxes.

1.1 The purpose of the reimbursement system is to place staff members subject to taxation in the position they would have if their official emoluments were not taxed. It is intended neither to provide a benefit, nor to place the staff member at a disadvantage, in relation to other United Nations staff members who are not required to pay taxes to a Member State on their United Nations emoluments. It is for this reason that Staff Regulation 3.3(f)(i) stipulates that in no case shall the reimbursement by the United Nations exceed the final income taxes actually paid or payable in respect of a staff member's United Nations income.

1.2 A staff member who is a United States citizen or who has signed the waiver of immunities is, as a rule, subject to taxation on his/her earnings from the United Nations. It is the staff member's personal responsibility to ascertain and meet his or her liabilities, if any, arising under United States federal, state or municipal income tax laws.

1.3 A staff member who: (i) is liable for such taxes; (ii) is eligible for reimbursement of such taxes under staff regulation 3.3(f) and (iii) wishes to claim reimbursement from the United Nations, may apply for reimbursement in accordance with the procedure set out in information circular distributed each calendar year to those staff members concerned.

X LOCAL STAFF OF MISSIONS

1.0 General

1.1 The basic principle underlying the conditions of local staff members of missions is that they are all governed by the appropriate staff rules; in most cases this will be the 100 series and in the remainder the 300 series. Letters of Appointment shall be issued to local staff recruited under the 100 and 300 series of staff rules with appropriate Personnel Action (P.5) forms. Newly-recruited staff shall complete the Personal History (P.11) form. Copies of all Letters of Appointment and of the related P.5 and P.11 forms shall be transmitted by missions to the FOD for its records and for forwarding to the OPM.

1.2 The OHRM has issued schedules of salaries and allowances for staff in the General Service category for all duty stations. Where applicable those scales also show the rates of language and dependency allowances payable. Where possible the entitlement to annual leave should be at the rate established for other categories of United Nations staff, i.e. 2 1/2 days per month in full pay status.

1.3 Locally-recruited General Service staff of missions are covered by the Medical Insurance Plan (MIP), a contributory health insurance scheme at designated duty stations away from Headquarters. Administrative Instruction ST/AI/343 introduced this plan and the rules governing it.

1.4 The rules contained in Appendix D to the Staff Rules, covering compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations, apply to locally-recruited staff, but the provisions of the appendix should be examined carefully to see whether they apply in a particular case. Under Section I, Article I(b) of Appendix D locally-recruited staff members covered by an applicable national social security scheme may be excluded from United Nations coverage.

1.5 The conditions of service of United Nations staff members - including compensation for illness, accident or death attributable to service - are, in principle, not subject to national legislation in the various duty stations. No workers' compensation insurance policy under the national legislation of any duty station should therefore be taken out in respect of any United Nations staff member: for exceptional cases prior approval is required from Headquarters. Compensation in cases which in national legislation would be treated as workers' compensation is governed, so far as United Nations staff are concerned, by Staff Regulation 6.2, Staff Rule 106.4 and Appendix D to the Staff Rules.

1.6 The CAO of a mission may issue administrative instructions as deemed necessary governing the service of locally-recruited staff but nothing in such instructions shall be contrary to or inconsistent with the text or intent of the Staff Regulations and Rules.

2.0 Manning tables

2.1 Whereas manning tables for Headquarters staff detailed to new missions and for staff internationally recruited for these missions shall be established by the Office of Programme Planning, Budget and Finance, general authority for recruitment of local staff shall be given to the CAO based on the mission's staffing requirements in the field within the financial limits established.

3.0 Recruitment and personnel action

3.1 Where a local salary schedule has not been established the mission CAO, in consultation with other United Nations and specialized agency offices in the area, shall make recommendations for the approval of Headquarters.

3.2 In the case of missions of short duration, where a local salary schedule for the area has not already been established the mission CAO may establish ad hoc rates of remuneration for locally-recruited staff based on the best prevailing rates for similar personnel in the area of the mission; alternatively, he/she may engage local personnel as casual labour to be compensated at a daily rate when actually employed; no notice of termination or resignation shall be required when casual labour is no longer required or is withdrawn.

3.3 In the case of new missions of a duration of three months or longer the CAO is authorized to make ad hoc arrangements to recruit local staff or to engage local personnel on a casual labour basis during a relatively short initial period, on the understanding that as soon as practical appointments under the appropriate staff rules will be issued in accordance with the principles outlined above under "General". Whenever local conditions make recruitment of local personnel under the 100 or 300 series inadvisable or for practical reasons virtually impossible - which may be the case in large missions operating in various locations - the CAO shall ask the FOD to extend the initial ad hoc arrangements. The FOD shall then contact the OHRM to arrange for the establishment of a suitable procedure for the employment of local personnel, taking into consideration the mission's requirements and the interests of the local personnel.

3.4 For local staff recruited under the 100 and 300 series, P.5 forms shall be prepared by the CAO for the following: appointment, promotion and re-classification, language allowance, non-resident's allowance, second within-level increment (Staff Rule 103.8(b)) and separation. For dependency allowance P.5 forms shall be prepared by the Allowances and Benefits Unit of the OHRM, based on information provided by the mission. No P.5s shall be issued for general salary increases (resulting from a revision of local salary scales) or regular within-level increments.

3.5 The letter of appointment of local mission staff shall normally be issued on form P.73 (indefinite appointment); it should be prepared in triplicate: original for the staff member, one copy to the FOD and one copy for the mission records. At the time the local staff member signs the Letter of Appointment he/she should also be requested to complete form P.2 (designation of beneficiary).

3.6 In order to ensure that locally-recruited staff clearly understand the terms of the letter of appointment it is desirable that all such employees be handed a translation into their own language:

they should be asked to read it and should be given any explanation that may be required. It is recommended that local staff be advised that they are not entitled to any benefits or allowances beyond those provided in the Letter of Appointment and in the Staff Regulations and applicable Staff Rules.

3.7 Upon appointment, staff are to complete a "Personnel Induction Questionnaire" (Form P.1) and receive a copy of the applicable Staff Regulations and Rules (100 or 300 series).

4.0 Salaries, grade and step

4.1 Salaries of local staff are in accordance with the General Service salary scale applicable to United Nations common system staff in the locality concerned.

4.2 On initial appointment, locally-recruited staff should be offered the salary corresponding to step 1 of the appropriate level. Should the CAO feel that the qualifications and previous experience of a particular candidate so warrant, he/she may offer a higher step.

4.3 Retroactive revisions of a local salary scale shall be applicable to all staff in service on or after the date when the new scale is approved; they are not applicable to staff who have left the service prior to that date.

5.0 Local income tax

5.1 Locally-recruited staff of missions situated in Member States of the United Nations shall normally be exempt from payment of local income tax. When such exemption is not granted by the government concerned (and the United Nations is therefore obligated to reimburse the staff members under the Convention on Privileges and Immunities of the United Nations) the mission CAO shall attempt to solve the problem by referring the government authorities concerned to the relevant section of the Convention (Section 18(b)). If unsuccessful, he/she shall report the matter to the FOD and it will then normally be solved through the intermediary of the permanent mission of the government concerned.

6.0 Official travel

6.1 If locally-recruited personnel are required to travel in carrying out their official duties they should be reimbursed for the expense incurred. Such reimbursement should include transportation costs and a subsistence allowance to be determined by the mission CAO. Before establishing the allowance rate the CAO shall, where possible, consult with the office of the UNDP Resident Representative in order to co-ordinate the rate. Generally, the rate for clerical and secretarial staff should not exceed 60 per cent of the daily subsistence rate applicable in the area (40 per cent for drivers) for each night

spent away from the official duty station. The allowance is intended to cover lodging, meals and other necessary expenses during travel.

7.0 Uniforms

7.1 Certain categories of locally-recruited personnel, e.g. drivers, guards, maintenance workers, etc., may be provided with uniforms at United Nations expense in accordance with local practice. The uniform equipment issue includes trousers, shirts and/or jacket, necktie, headgear and, depending on weather conditions, overcoat or raincoat. Shoes are not normally considered part of the free uniform issue. The exact type of uniform shall be established by the mission; it shall not be similar to the uniform of Field Service officers, although it should preferably be of the same colour so that both groups can be readily identified as United Nations personnel.

7.2 The CAO or Head of Mission shall establish local rules for the issuance and control of uniform items, including their life expectancy. The life expectancy of uniform items issued to Field Service officers can be taken as a guide, bearing in mind local conditions.

XI SPECIAL SERVICE AGREEMENTS (Form P.106)

1.0 Special Service Agreements are used to engage temporary personnel on an hourly, daily or weekly basis for a maximum period of eight weeks in any period of three months. The detailed provisions for obtaining the temporary services of individuals under Special Service Agreements are set out in Administrative Instruction ST/AI/295 of 19 November 1982, in accordance with Section II of the Secretary-General's bulletin ST/SGB/177 of the same date on policies for obtaining the services of individuals on behalf of the Organization.

1.1 Persons engaged under Special Service Agreements receive an agreed hourly, daily, weekly or monthly fee (not subject to Staff Assessment) in full consideration for services rendered. Since these persons are not staff members and are therefore ineligible for any of the benefits or allowances available to staff members under the Staff Rules, it is most important to take all relevant factors, particularly local laws governing similar employment (vacation or sick leave laws, dependency benefits, etc.) into account before issuing a Special Service Agreement, which should contain the following information:

- a. the date, and the name and address of the employee;
- b. a description of the services to be rendered, and where they are to be performed;
- c. the duration of the Agreement and the termination notice period;

- d. the amount of the fee (stated at the weekly, daily or hourly rate as appropriate);
- e. the account to be charged.

1.2 The following points should be noted:

- a. a Special Service Agreement is a contractual arrangement between the United Nations and a person engaged to perform a specified service and is not a Letter of Appointment under the Staff Regulations.
- b. a person entering into such an Agreement has the legal status of an independent contractor and is not considered in any respect as being a staff member of the United Nations;
- c. the rights and obligations of a person employed under a Special Service Agreement are strictly limited to the terms and conditions of the Agreement.
- d. A person employed under a Special Service Agreement is not entitled to any payment, subsidy, compensation or benefit, except as expressly provided in the Agreement;
- e. persons entering into Special Service Agreements are not normally covered under Appendix D of the Staff Rules. It is current practice to extend the application of Appendix D to such persons only when the performance of their contractual obligations calls for travel at United Nations expense;
- f. Special Service Agreements are intended for use only where special services are required. Recourse to such Agreements is not justified when the nature of the work is continuing and would normally call for appointment to a post under the Staff Regulations and Rules.

XII INTER-AGENCY TRANSFERS

1.0 Under the Agreement concerning transfers between organizations, the written consent of the staff member concerned (whether locally-recruited or not) is required before such a transfer (e.g. to and from the local UNDP office) can be effected.

XIII VOLUNTARY HELP

1.0 Although from time to time missions may receive offers of voluntary help, it is the policy of the OHRM not to permit voluntary work for United Nations regular activities.

XIV LANGUAGE ALLOWANCE

1.0 The eligibility and conditions for payment of a language allowance are governed by Staff Rule 106.6. The following provides further details.

1.1 A language allowance is payable to

- a. staff in the General Service category or its equivalent on the local salary scale, and
- b. staff in the Field Service category below level FS-6

who demonstrate the required proficiency in the use of two or more official languages of the United Nations. The official languages are Arabic, Chinese, English, French, Spanish and Russian. No language allowance is given for knowledge of a working language of the Secretariat, i.e. English or French, in addition to the staff member's mother tongue, if the latter is not also an official language of the United Nations. Tests for language proficiency are usually administered twice a year, and announced to the staff through an information circular. Locally-recruited staff in the General Service category are eligible for the allowance under the same conditions as detailed staff (see above: Change of official duty station and inter-agency loan) provided they are not employed on a short-term basis; persons employed on a casual labour basis are not eligible for the allowance.

1.2 The CAO may make recommendations to the FOD for conducting local language courses. The recommendation shall indicate the language(s), number of staff expected to participate, duration of the course, teachers' fees, etc.. The FOD shall consult with the Office of Programme Planning, Budget and Finance and the OHRM before approval for establishing a language course is given. Generally, language courses at missions shall be authorized only for those staff members who are required to have a second or third working language for the proper performance of their duties.

1.3 The language allowance for both the General Service and Field Service categories is based on the prevailing salary scales, and is included in pensionable remuneration; the amount is not subject to staff assessment. An additional language allowance of half the standard rate is payable to eligible staff who qualify in a third language.

1.4 In addition to the language allowance payable to staff in the General Service and Field Service categories, General Assembly Resolution 2480 B (XXIII) requested the Secretary-General to take steps to improve the language proficiency of staff in the Professional category and above. The grant of salary increments at shorter intervals and the introduction of knowledge of a second language as one of the conditions for promotion were subsequently implemented: see ST/ADM/SER.A and ST/AI/207.

XV POST ADJUSTMENT

1.0 General

1.1 The payment of a post adjustment is governed by Staff Rule 103.7. The following provides further details.

1.2 Having regard to the considerable variations in the cost of living between the duty stations where the organizations of the United Nations system have offices, a system of post adjustments applied to salaries of staff has been evolved, which seeks to provide international staff in the Professional category and above and - since July 1990 - Field Service category staff at duty stations all over the world with comparable standards of living. The adjustment has a direct relation to the cost of living, with the base (100) established as New York.

1.3 Periodic (time-to-time) and other surveys of the cost of living at individual duty stations are made by the secretariat of the ICSC, and on the basis of the information gathered the Commission establishes the post adjustment classifications (schedules of which it publishes from time to time). During the surveys international staff in the field may be asked to complete questionnaires on rent of accommodation, household expenses, etc. to supplement data gathered by direct price surveys of foodstuffs, clothing, etc.. The CAO or Head of Mission will be advised when such surveys are contemplated, and asked to arrange for completion of the questionnaire by the staff concerned.

1.4 Normally mission staff at the Professional and higher levels and in the Field Service category shall be eligible for the post adjustment applicable in the mission area. However under Staff Rule 103.21 the Secretary-General may designate special missions - including assignments for one year or more - for which a mission subsistence allowance (MSA) shall be paid in lieu of post adjustment and other elements of remuneration applicable in the area of assignment (mobility and hardship allowance and assignment grant - see Chapter 4, section XXII). A post adjustment for a mission area and the MSA may not be drawn at the same time.

2.0 Implementation

2.1 In the implementation of the post adjustment system for mission staff the following shall apply:

- a. Post adjustment for staff assigned to a mission with a change of duty station under the normal post adjustment system
 - i. Staff in the Field Service category and the Professional category and above assigned to a mission for one year or more shall receive the post adjustment applicable to the mission duty station effective from the date of arrival in the mission area; the Headquarters post adjustment shall cease with effect from the same date.
 - ii. The mission post adjustment shall be discontinued and the Headquarters post adjustment reinstated effective the date of return of the staff member to Headquarters. When a staff member is taking approved annual and/or home leave en route to Headquarters, the effective date shall be the day on which he/she reported for duty at Headquarters, provided the period of leave does not exceed the level accrued while on mission service.
 - iii. The FOD shall initiate the necessary P.5 actions to provide for the post adjustment payments outlined above; the action for mission assignment may be covered on the same P.5 form if practical as far as the applicable effective date is concerned.
- b. Post adjustment for staff assigned to a special mission without a change of duty station under the mission allowance system

Staff in the Field Service category and in the Professional category and above assigned to a special mission shall continue during such mission service to receive the post adjustment applicable at their normal duty station.
- c. Post adjustment for staff upon transfer and change of official duty station
 - i. Staff Rule 103.7(d)(i) provides that "a staff member who is assigned to a duty station classified lower in the schedule of post adjustments than the duty station in which he/she has been serving may continue to receive for up to six months the post

adjustment applicable to the latter while the members of his/her immediate family (spouse and children) remain at the duty station."

- ii. It should be borne in mind that the above provision is intended as a financial aid to the staff member assigned to a new duty station during a period in which his/her family may not find it convenient to follow, because such a move may dislocate the continuity of the studies of the staff member's children or for other personal reasons. It is not intended to encourage a staff member to maintain a second household at the duty station from which he/she has been transferred.
- iii. Accordingly, payment of the post adjustment applicable to the former duty station may be authorized as a discretionary measure for an appropriate period (not exceeding six months) if the staff member concerned has established that there are valid reasons for it.

2.2 When a staff member assigned to a mission or other field office away from Headquarters is provided with housing free of charge or at a lower rental than the average cost used to calculate the post adjustment index, a deduction from his/her monthly salary may be made; conversely, when a staff member pays a prevailing commercial rental substantially higher than the average rental used to calculate the index, a monthly rental subsidy may be paid. See Staff Rules 103.7(e) and 103.18(b) (iv) and Administrative Instruction ST/AI/275/Rev.2.

XVI WITHHOLDING OF SALARY AND WAGE INCREMENTS

1.0 The following is an elaboration of Staff Rule 103.8 covering the withholding of an increment.

1.1 The CAO or Head of Mission shall notify the FOD, if necessary by cable, whenever the service of a staff member in the mission has not been satisfactory and does not justify the awarding of a salary increment.

1.2 Since the withholding of a salary increment reflects on either the performance or the conduct of the staff member as evaluated by his/her superiors, it must be justified in writing. A special report must be made by the staff member's supervisor concerning his/her service during the period preceding the notification. The report must contain a brief statement and evaluation of the staff member's service, and he/she must be given the opportunity to rebut the report in accordance with the provisions of paragraph 16 of ST/AI/240/Rev.2 (Performance Evaluation Report System).

1.3 The withholding of a salary increment shall cover the full increment period and a reinstatement cannot have effect before the lapse of the time limit for the earning of a salary increment at the level in question. This should be clearly noted in the relevant P.5 action, and an appropriate comment should be included in the staff member's next Performance Evaluation Report.

1.4 In accordance with Staff Rule 103.8(b), where the case of a staff member on probationary appointment is under review for the grant of a regular or permanent appointment, the award of a within-grade salary increment shall be withheld until the review has been completed and a decision taken.

1.5 Locally-recruited staff of missions holding fixed-term, probationary or regular appointments are also eligible for within-grade salary increments, subject to satisfactory performance. Such increments should be processed locally.

XVII SPECIAL POST ALLOWANCE (SPA)

1.0 SPA for staff other than Field Service category personnel

1.1 A special post allowance for a staff member selected for assignment to a mission against a post at a clearly recognizable higher level than his/her own grade may be authorized:

- a. prior to his/her departure from Headquarters; or
- b. upon recommendation of the CAO or Head of Mission after the staff member has served at least sixty days in the mission.

1.2 The approval of the OHRM is required for the grant of the allowance. It shall rule on eligibility for the allowance and determine the effective date of payment. A recommendation for an SPA received from the field shall be forwarded to the OHRM by the FOD.

1.3 The effective date for payment of an SPA shall be the date the staff member arrives in the mission area, unless he/she is already in the mission area when the allowance is approved; in that case the effective date shall be the date approved by the OHRM.

1.4 In principle, an SPA shall be discontinued as of the date which the beneficiary leaves the mission area or completes his/her assignment.

2.0 SPA for staff from other categories to Professional categories

2.1 Since the establishment of the competitive examination procedure announced in ST/SGB/173, staff in other categories may not

assigned to Professional posts without the approval of the OHRM (see ST/AI/276). Such arrangements shall, in principle, be limited only to replacement posts, posts under recruitment, and mission posts away from Headquarters at the P-1 and P-2 levels.

2.2 When an SPA is granted to staff members in other categories assigned to Professional posts in accordance with Staff Rule 103.11(b), it should be understood that the SPA does not exempt them from the need to pass the competitive examination in order to be eligible for promotion to the Professional category, and that the assignment of Professional functions is temporary in nature and not a recognition of their suitability for appointment or promotion to the Professional level.

3.0 SPA for Field Service category personnel

3.1 The granting of SPAs to Field Service category personnel shall be considered jointly by the Administration and the staff through local advisory panels to be established where practicable under the terms of reference approved by the OHRM.

3.2 A local panel shall consist of

- a. the Chief of Administration;
- b. the Chief of Personnel; and
- c. a staff-nominated participant at the appropriate level.

3.3 The local panels shall review all Field Service category personnel to determine which ones in their view qualify for the granting of an SPA. Recommendations from the local panels or local administrations shall be forwarded to the FOD, which shall make comments and recommendations for submission to the OHRM.

XVIII OVERTIME AND COMPENSATORY TIME-OFF

1.0 For locally-recruited General Service staff

1.1 Locally-recruited General Service staff may receive payment for overtime worked, provided that such payment is in accordance with local practice and that overtime payments are computed on the basis of a scale of salaries and wages.

1.2 Missions and field offices which do not have specifically established procedures for compensating overtime may use, as a guide in their day-to-day operations, the general principles in Appendix B to the Staff Rules which apply at Headquarters.

1.3 The formula for computing overtime payments shall be

$$\frac{\text{Annual salary}}{2088} = \text{Hourly rate for overtime.}$$

(The figure 2088 represents paid working hours per year and is arrived at as follows: 365 days per year less 104 days (Saturdays and Sundays) times 8 (working hours per day) equals 2088. Whether or not a field office works a five-day week or an eight-hour day does not affect the formula, nor do the nine official holidays (as such a holiday, if it falls on a working day, is a paid holiday). "Annual salary" for the purpose of the formula shall be the annual rate for the particular level and step, including language and non-resident's allowance, if applicable.)

2.0 For other staff

2.1 Should the exigencies of the service permit, and subject to the prior approval of the CAO or Head of Mission, occasional compensatory time-off (CTO) may be granted to staff members in the Professional category and above provided they have been requested to work substantial or recurrent periods of overtime.

2.2 The rules governing CTO and overtime payments (if applicable) for staff members in the Field Service category (see below) may be applied to General Service staff members assigned to missions.

3.0 For staff in the Field Service category

3.1 The rules governing CTO and overtime payments (if applicable) for staff members in the Field Service category are based on the recommendations of a Joint Advisory Committee Working Group on Field Service Salaries, Allowances and Other Conditions of Service during a review in 1981, as endorsed by the Joint Advisory Committee and approved by the Secretary-General. They are as follows:

- a. Any time worked in excess of the scheduled work day or any time worked on official holidays is considered overtime, provided that such work had been authorized by the proper authority. Supervisors are required to institute strict procedures to ensure advance approval, adequate control and monitoring of overtime work.
- b. A review should be conducted by the COA of the mission office three times a year (April, August and December) to determine the accumulated CTO of staff members. The

normal practice should be that staff members be given CTO for overtime work, and maximum effort should be made to limit overtime payments to situations where it could be certified that it was not possible to grant CTO. Overtime work of staff up to level FS-5 shall be compensated by an equal amount of CTO up to 40 hours.

- c. After each review, accumulated hours in excess of 40 which could not be authorized as CTO because of service requirements shall be compensated in cash at the rate of time and a half of the staff member's net base salary plus language allowance, if any. Other accumulated hours shall be carried over for the next review.
- d. CTO may be accumulated while on travel status and in receipt of TSA or DSA (and while on a working pattern such as 7 days off after 7 days on duty).
- e. CTO may be used outside the mission area.
- f. CTO shall not be forfeited on account of reassignment to another mission area but may be carried forward for computation in the next review.
- g. Accumulated CTO may be combined with home leave; however, the total absence of a staff member following such a combination should not exceed three months.
- h. When the exigencies of the service prevent the granting of accumulated CTO within four months of the date when the overtime was performed, the time limit may be extended.

XIX SALARY ADVANCES

1.0 Salary advances to international staff members must receive prior approval of Headquarters, New York. If there is insufficient time (at least two weeks) to obtain such approval and the advance is authorized locally by the CAO or Head of Mission, Headquarters should immediately be informed, either by cable or by the next administrative report.

1.1 Requests for salary advances to staff in the Professional category or above, staff in the Field Service category (FSO and FSL) and detailed General Service staff, whose salaries are paid through Headquarters payroll, shall be transmitted to the FOD by administrative report on form F.82 (Request for Salary Advance) or by cable (depending on the urgency) and shall contain the following information:

- a. amount of the advance requested;

- b. method of payment; i.e., at Headquarters through deposit to a personal account with a bank, with indication of name, location (if necessary, branch office) and account number, or in the field through payment in local currency or in US dollar instruments (cheque or traveller's cheque);
- c. balance of accrued annual leave as of the end of the preceding month;
- d. schedule of recovery;
- e. reason for the request.

1.2 Upon receipt of the request from the FOD, the Accounts Division, OPPBF, shall send a cable to the CAO advising the amount paid and the method of payment.

1.3 Before proceeding on approved annual leave involving an absence of two or more pay days, locally-recruited mission staff whose salaries are not paid through the Headquarters payroll may receive a salary advance in the amount that would fall due for payment during the expected period of absence. Such advances may be authorized without referral to Headquarters but must be recovered on the actual paydays involved.

1.4 Emergency salary advances to locally-recruited mission staff may be authorized by the mission CAO or Head of Mission and paid in the field. Such advances shall not normally exceed 80% of the equivalent of accrued annual leave and shall be recovered from the staff member within three months. During the recovery of the advance, no annual leave shall be granted to the staff member which would reduce the balance of his/her unused annual leave below the amount needed to recover the outstanding advance.

1.5 For the purpose of this instruction, circumstances not affecting the welfare of the staff member or his/her dependents shall not be considered an emergency. Dependents in this context shall be deemed to be spouse, children, mother, father, brother or sister.

XX DEDUCTIONS AND CONTRIBUTIONS

1.0 The subject of deductions and contributions is covered in Staff Rule 103.20; further details are set out below.

1.1 There is no limitation in the Staff Rules on recovery of sums improperly paid to a staff member. Recovery must be governed by the circumstances of each case, and non-recovery in one case provides no precedent for waiver in another. Recovery of overpayments is not

governed by Rule 112.3 but by the general principle that a staff member does not acquire title to an amount which has been paid to him/her by error and which would result in his/her unlawful enrichment.

1.2 Overpayment may result from a simple error in computation, from an error in the facts on which the payment was based, or from a decision based on erroneous interpretation of the rule. As for the staff member, he/she may be culpable by commission, by omission, or by deliberate inaction after discovering the overpayment; on the other hand, his/her position may suggest no trace of bad faith.

1.3 Recovery must be effected on the basis of a decision duly notified to the staff member. Any proposal for waiving total or partial recovery should take into account the considerations in the preceding paragraphs and also the hardship which recovery might cause to the staff member, bearing in mind the amount to be recovered in relation to the staff member's level and salary.

XXI EDUCATION GRANT AND RELATED BENEFITS (Staff Rule 103.20)

1.0 Education grant

1.1 Education grant benefits apply to Field Service category personnel and to other internationally-recruited staff, as well as to staff who are considered locally-recruited at their official duty station but are detailed or assigned to a mission, provided that in each case the staff member is not a national of the country of the duty station.

1.2 The conditions and procedures for the payment of education grant and the special education grant for disabled children are set out in Administrative Instruction ST/AI/181 as revised.

1.3 Staff members who are eligible for an education grant in respect of their children and who are required to pay all or a portion of school fees at the beginning of the school year may apply for an advance against their entitlement by completing revised form P.45(2) (Request for payment of education grant and/or advance against the education grant). Such advances shall normally be payable in United States dollars.

1.4 In the case of a child in respect of whom an advance is being requested for the first time, the request must be accompanied by invoices or other documentation from the educational institution attesting to the school fees. The amount of the advance shall be one hundred (100) per cent of the expected amount of the grant.

1.5 Claims for the payment of education grant should be submitted on form P.45. Claims for the past school year should be submitted as soon as possible after completion of the school year unless the staff

member's appointment expires earlier or the child's attendance ceases earlier, in which case the claim should be submitted, respectively, shortly before the date of separation from service or shortly after the cessation of attendance.

1.6 In any event, in accordance with Staff Rule 103.15(ii), for the grant to be payable the claim must be submitted within one year following the date on which the staff member would have been entitled to payment. The claim must be accompanied by evidence satisfactory to the Secretary-General concerning the child's attendance, his/her education costs and the amount disbursed by the staff member.

1.7 Where possible such evidence shall be submitted on form P.41 (10-90) (Certificate of Attendance and Costs and Receipt for Payments). In order to facilitate confirmation of data, it is important to provide a copy of form P.41 to the educational institution for entry of the relevant details. Once the form has been completed and certified by the institution, it should not be altered in any way by the staff member. If it is not possible to submit form P.41 to the institution, a certificate of attendance indicating the exact dates on which the school year began and ended and the dates of the child's attendance, and receipted school bills indicating details of the various charges paid, certified by a responsible official of the educational institution on its official stationery or on paper bearing its seal, shall be required.

1.8 Expenditures which are not paid to the educational institution are not to be included on form P.41. Such expenditures are to be claimed by attaching to form P.45 an explanation of the nature of the expenditure and substantiating documentation such as receipts or cancelled cheques, etc.

1.9 If the certificate of attendance and other documentation are not in one of the official languages of the United Nations, a translation into one of those languages should be attached.

2.0 Education grant travel

2.1 Staff members eligible for education grant whose children attend an educational institution outside the country of the duty station for not less than two thirds of the school year are entitled, under Staff Rule 103.20(h), to the payment of the child's travel expenses for one round trip each scholastic year, except that in the case of staff members serving at field duty stations designated by the International Civil Service Commission where schools do not exist which provide schooling in the language or in the cultural tradition desired by staff members for their children, such travel costs may be paid twice in the year in which the staff member is not entitled to home leave.

2.2 Education grant travel expenses may also be paid where attendance is within the country of the duty station but beyond commuting distance from the duty station itself, provided that the Secretary-General is satisfied that no school within commuting distance would be suitable for the child. Education grant travel shall normally be by air, using the least costly fare structure regularly available or its equivalent.

2.3 Education grant travel may begin either from the duty station or from the educational institution. The expenses shall not exceed the cost of travel between the staff member's home country and his/her duty station and shall not be paid if the travel is unreasonable because of its timing in relation to other official travel of the staff member or his/her family members or because of the shortness of the period spent at the duty station (two weeks is the minimum required), or if travel is not undertaken during the relevant school year. A lapse of three months is normally required between education grant travel and other authorized travel; this interval may however be reduced in appropriate cases so as to permit education grant travel to take place in the same year as home leave, if otherwise eligible.

2.4 All education grant travel shall be requested on form P.66(2-80) ("Request for Education Grant Travel") and be preceded by the issuance of a travel authorization form (PT.8) indicating the school year to which the travel is related and the mode and route of travel. The preparation of form PT.8 and all arrangements regarding travel shall follow the conditions laid down in Administrative Instruction ST/AI/257 on information for United Nations travellers.

2.5 Staff members shall not purchase directly the travel tickets without specific prior authorization. Within two weeks after completion of the child's education grant travel, the staff member shall submit a travel claim form (F.10) to the departmental or administrative office regardless of whether any claim for reimbursement exists. The submission of form F.10 is required to verify if the travel was actually undertaken as authorized, as well as to certify reimbursement claims. Form F.10 should be accompanied by the original of the travel authorization (PT.8) form, ticket stubs and all receipts for expenses for which reimbursement is claimed. No education grant travel shall be authorized before submission and approval of the claim for the travel of the previous school year, if any.

3.0 Special education grant

3.1 For the purpose of the special education grant for disabled children the following shall apply:

- a. A "disabled child" shall mean an unmarried child under the age of 25 years who is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or

training, on a full-time or part-time basis, to prepare him/her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him/her in overcoming the disability.

- b. "Educational expenses" shall mean expenses incurred for such teaching services and equipment as are necessary to provide an educational programme designed to meet the needs of the disabled child in order that he/she may attain the highest possible level of functional ability. Other costs or fees directly related to the educational programme which are not optional or related to an extracurricular activity may be included in the educational expenses, but not school supplies, uniforms, insurance, donations and contributions or similar charges. If full board (accommodation and meals) is provided for a disabled child attending an educational institution at the duty station, the boarding expenses shall not be reimbursable unless it is medically certified that the full-time boarding in the institution is an integral part of the educational programme.

3.2 The special education grant for disabled children shall be available to staff members of all categories, whether or not they are serving in their home country, provided they have an appointment of one year or longer or have completed one year of continuous service.

4.0 Education grant forms

4.1 The forms listed below have been established for the administration of the education grant:

- | | |
|-------------|--|
| P.45(2-91) | Request for payment of education grant and/or advance against the education grant; |
| P.41(10-90) | Certificate of attendance and costs and receipt for payments; |
| P.41A(5-86) | Certificate for tuition in the mother tongue and receipt for amount paid; |
| P.41C(5-86) | Certificate of prescribed textbooks and receipt for amount paid; |
| P.66(2-80) | Request for education grant travel. |

4.2 All preceding versions of the forms listed above are superseded and shall not be accepted for processing.

XXII SALARY AND ALLOWANCES DURING MISSION ASSIGNMENT

1.0 Travel subsistence allowance

1.1 A daily subsistence allowance or per diem for each duty station is established by the International Civil Service Commission. This allowance, which is paid to staff travelling on official business, comprises the total contribution of the United Nations towards additional living expenses incurred as result of the travel.

1.2 After 60 days the subsistence allowance is normally paid at reduced rates established by the Commission. After 120 days the rates payable are those established by OHRM, in an amount equivalent to 60 per cent of the applicable "first 60 days" rates (see paragraph 6 of ST/AI/142/Rev. 26). The subsistence allowance shall be reduced as follows if accommodation and/or lodging is provided by the United Nations, by a government or by a related institution free of charge:

- . by 50% if accommodation only is provided;
- . by 30% if meals only are provided;
- . by 80% if both accommodation and meals are provided.

2.0 Mobility and hardship allowance (Staff Rule 103.22)

2.1 Normally mission staff in the Professional and higher categories and the Field Service category shall be eligible for the mobility and hardship allowance introduced on 1 July 1990. This non-pensionable allowance superseded the former assignment allowance (including its enhanced mobility level) and a number of other entitlements (see ST/AI/363 of 1 August 1990).

2.2 The mobility and hardship allowance was designed as an incentive to mobility and to compensate for hardship and non-removal of personal effects and household goods. It comprises (a) an amount that varies according to the number of assignments or transfers to different duty stations, (b) an amount that reflects the varying degrees of hardship at different duty stations, and (c) an amount that compensates for the absence of the removal entitlement. It is payable in accordance with a matrix containing a large number of variables and also varies according to the staff member's grade and dependency status. It is normally payable annually in advance; although expressed in United States dollars, it may be paid in another convertible currency at the request of the staff member.

2.3 The rules governing payment of the mobility and hardship allowance are complex; they are set out and explained in Staff Rule 103.22, in Administrative Instruction ST/AI/363 and Addenda 1 and 2, and in Information Circular ST/IC/1990/37 [annexed to this chapter].

2.4 Until 1 July 1990 staff members in the Field Service category received a monthly mission allowance (MMA), consisting of both a fixed and a variable element corresponding respectively to the assignment allowance payable to Professional staff, and to post adjustment. From that date the MMA was abolished, and such staff members became eligible for post adjustment and - with certain variations - for the mobility and hardship allowance introduced for staff at the Professional and higher levels (cable dated 13 September 1990 from the ASG/OHRM, addressed to field missions).

3.0 Assignment grant (Staff Rule 107.20)

3.1 The assignment grant was introduced effective 1 July 1990 in conjunction with the mobility and hardship allowance, to provide staff members with a reasonable cash amount at the beginning of an assignment or transfer to a duty station. Two existing entitlements with similar objectives - the installation grant, and reimbursement of pre-departure expenses - were discontinued from the same date.

3.2 The assignment grant is the total compensation payable by the United Nations towards:

- a. the initial extraordinary costs incurred by a staff member and his/her family members as a result of an appointment or reassignment; and
- b. any pre-departure expenses that the staff member may incur as a result of having to relocate to a new duty station.

It consists of a daily subsistence allowance (DSA) portion and a lump sum portion, and is normally payable to staff members in the Professional and higher categories appointed under the 100 and 200 series of the Staff Rules, who proceed on authorized travel, upon appointment or reassignment, to a duty station for a period of service expected to be of at least one year's duration. It is also payable to Field Service category staff in accordance with a decision of the Secretary-General (cable dated 13 September 1990 from the ASG/OHRM, addressed to field missions; transitional measures affecting some Field Service category staff were introduced at the same time). The grant not payable in the case of service with a "special mission".

3.3 The DSA portion of the grant, based on the DSA rate at the duty station and the official United Nations exchange rate, consists

- a. thirty days' DSA in respect of the staff member.

- b. thirty days' DSA at half rate in respect of each eligible family member for whom the organization has paid travel expenses to the duty station.

The amount of the lump-sum portion depends on the duration of the staff member's appointment, on whether he/she is entitled to removal of personal effects to the duty station, and on the classification of the duty station in accordance with the categories (H, or A to E) introduced under the mobility and hardship scheme.

3.4 The DSA portion of the grant is normally payable in the local currency of the duty station, though exceptionally all or part of it may be paid in convertible currency; the lump-sum portion is payable in convertible currency.

3.5 The administration of the grant is explained in detail in Administrative Instruction ST/AI/364 [annexed to this chapter], which includes (paragraph 14) a summary of entitlements.

4.0 Salaries and allowances during service with a "special mission" - Mission Subsistence Allowance (MSA)

4.1 When staff members are recruited or detailed to a "special mission" as designated by the Secretary-General, they shall receive under Staff Rule 103.21 mission subsistence allowance (MSA) at a daily rate established for that mission by OHRM on behalf of the Secretary-General, in lieu of post adjustment and other elements of remuneration, applicable in the area of assignment (see section XV, paragraph 1.4 above). In addition, detailed staff members shall continue to receive all the emoluments to which they were entitled at the duty station from which they were detailed. Accordingly:

- a. Professional and Field Service category staff shall continue to be entitled to the post adjustment (if any) applicable at the duty station from which they were detailed;
- b. General Service staff shall continue to receive the emoluments of the duty station from which they were detailed and shall retain their General Service status.

4.2 Mission subsistence allowance rates, which represent the total contribution of the United Nations towards living expenses incurred in connexion with mission assignments, are based in part on the assumption that a staff member's out-of-pocket expenses tend to be lower on long assignments than on short ones. Thus, his/her extra expenses would tend to be lower, on a daily basis, for an assignment of four months than for an assignment of two weeks. Similarly, the extra expenses incurred when on an assignment of one year would tend to be less than when on an assignment of four months. A further assumption which has been made in establishing MSA rates is that the added cost of

will be relatively less for staff members without dependents than for those with them.

4.3 Normally two different MSA rates are established: (a) a higher rate applicable during the first 30 days after arrival at the mission duty station (normally set at a level comparable to that of the DSA) and (b) a reduced rate applicable thereafter.

4.4 The P.5 action issued by the FOD for detail of staff shall indicate whether MSA is payable in addition to other entitlements.

4.5 Locally-recruited mission staff may be paid a reasonable subsistence allowance for the duration of their service with the mission, if their home at the time of appointment is beyond commuting distance from their official duty station.

5.0 Rates of MSA during official travel and leave

5.1 The following provisions apply in respect of staff members receiving MSA at the daily rate:

- a. When en route from his/her official duty station to the mission area to serve with the mission or while returning from the mission area to the official duty station the staff member shall be paid the appropriate travel subsistence (TSA) as per Staff Rule 107.15. An MSA shall not be paid concurrently with any such travel subsistence allowance. The MSA rate shall apply as from the day the staff member arrives in the mission area, irrespective of the hour of arrival. The MSA shall be payable through the date prior to departure from the mission area; as from the day of departure the TSA rate as per Staff Rule 107.15 shall apply.
- b. When a staff member is travelling on official business within the mission area, he/she shall be paid either the MSA or TSA as appropriate.
- c. While travelling outside the mission area in the course of a mission assignment, a staff member shall be paid the appropriate TSA under the provisions of Staff Rule 107.15 and shall not receive the daily MSA. He/she shall not be eligible for TSA should he/she return on official business to the regular duty station for a temporary period.
- d. A staff member shall continue to receive the MSA:
 - i. during periods of annual leave not exceeding one and one-half days for each completed month of mission assignment.

- ii. during periods of sick leave; however, if the staff member is hospitalized the allowance shall be reduced to one-third of the usual rate for each day of hospitalization.

- e. The MSA shall not be paid during periods of absence on home leave or on maternity leave. For this purpose, home leave is as defined in Staff Rule 105.3.

6.0 Payment and computation of mission subsistence allowance

6.1 The MSA established for special missions is paid in semi-monthly installments at the mission site on the basis of rosters certified by the CAO of the mission. Up to two weeks of this allowance may be advanced to a staff member on approval of the CAO.

7.0 Payment of mission subsistence allowance upon separation

7.1 In the case of mission personnel returning to their home country upon separation, final travel claims should be settled whenever possible in the field, before they leave the mission area. Travel subsistence allowance, transit allowance (if applicable) and terminal allowance shall be estimated on the basis of the authorized itinerary and a notation that final settlement has been carried out shall be made on the final pay and clearance certificate (form FS.13).

7.2 Whenever final settlement cannot be made in the field, e.g. when travel tickets are to be purchased by the traveller en route, an amount up to 80 per cent of the estimated entitlement may be advanced, with the balance payable when the final travel claim (F.10) is submitted to the mission upon completion of the travel.

8.0 Currency for payment of mission subsistence allowance

8.1 The mission subsistence allowance shall normally be paid in the currency of the mission area.

9.0 Clothing allowance (Staff Rule 103.21(c))

9.1 A clothing allowance, primarily designed to help staff purchase special clothing, may be authorized for staff serving with a mission in a tropical or arctic area. Once paid, the allowance is considered to cover a three-year period, and normally a staff member who has received the allowance for service in one mission may not receive it again if reassigned to another mission in the same climatic region, within a three-year period. In special circumstances an exception to the three-year rule may be authorized.

9.2 When a clothing allowance is authorized for a particular mission, it shall normally be paid after submission of a completed claim (form F.10) prior to the staff member's departure from

Headquarters. In view of the three-year rule it is suggested that the following statement be included in the claim:

"I hereby certify that I have not received a clothing allowance from the United Nations within the past three years."

9.3 Uniforms and related accessories shall be provided to staff members in the Field Service category who are generally required to wear them at all times while on duty in the mission area; such staff are not entitled to clothing allowance.

10.0 Dependency allowance (Staff Rule 103.21)

10.1 All staff members on the Headquarters payroll, other than short-term staff, appointed under the 100 series are required to complete the annual "Status Report and Request for Payment of Dependency Benefits" (form P.84), which shall be distributed by the CAO of a mission early each year.

10.2 Each form is printed with the name, index number and other information relevant to the staff member's latest situation. Blank forms shall be available for staff who are not on the Headquarters payroll. Each staff member must complete part I and sign part V of the form whether or not he/she has dependents. Staff with dependents should also complete parts II and IV, as appropriate.

10.3 The CAO shall prepare a checklist of the forms received and distributed to the staff members and shall ensure that all forms, duly completed, are returned to Headquarters, New York.

10.4 Before being forwarded to Headquarters the forms should be checked to ensure that:

- a. they have been fully completed, signed and dated by the staff members concerned. In the past, information about the spouse's earnings was often missing; it is important that staff members whose spouses worked during the previous and current years provide their gross earnings for those years in the spaces provided for that purpose in Section 1 of the P.84 form;
- b. if a staff member has been transferred his/her P.84 form has been forwarded to the new duty station, and that the station is named on the checklist;
- c. if a staff member is on leave the fact is indicated on the checklist. The mission should retain the staff member's P.84 to be completed on his/her return.

10.5 Staff members are responsible under Staff Rule 103.21 for promptly notifying the Secretary-General in writing of any changes in their marital or dependency status. Notification of changes which occur during the year should be addressed to the CAO for referral to the Allowances and Benefits Unit, OHRM, through the FOD.

10.6 Staff members are reminded of the need to keep up to date their designation of beneficiaries as required under Staff Rule 112.5. A beneficiary for the purpose of that rule is designated at the time of appointment on form P.2 (Designation, Change or Revocation of Beneficiary).

10.7 Entitlement to dependency allowance of locally-recruited staff is normally established as part of the local salary scale for the duty station. The allowance shall be payable to locally-recruited General Service staff with fixed-term, probationary or regular appointments; in the case of staff employed on a temporary or casual basis in a mission, the allowance shall not be payable unless the contract so provides.

10.8 Special attention should be given to claims for secondary dependant's allowance, e.g. for a father, mother, unmarried sister or brother. Unless this allowance is provided for under the local salary scale, such claims shall not be allowed. If provided for under that scale, claims shall be accepted only if properly justified.

10.9 Where no formal local salary scale has been established, locally-recruited staff may be eligible for a dependency allowance provided that:

- a. payment of such an allowance is a clearly-recognized custom of the area and is necessary in order that the United Nations match prevailing conditions of employment;
- b. their employment is expected to exceed six months; and
- c. payment of the allowance is specified in the terms of appointment.

10.10 The establishment of a scale for such an allowance requires approval of Headquarters, New York.

XXIII PROMOTION (Staff Rule 104.14 (f) (iii))

1.0 General

1.1 Normally all missions shall be given the opportunity once a year to submit to the FOD recommendations for promotion of their staff, as appropriate. These recommendations shall be submitted by the CAO or Head of Mission and shall be treated confidentially; receipt of mission recommendations for promotion shall be acknowledged by the FOD.

2.0 Subsidiary promotion panels

2.1 For locally-recruited General Service staff members, normally a subsidiary promotion panel is established in the mission, the members of which shall be appointed by the Assistant Secretary General for Human Resources Management on the recommendation of the FOD and the Head of Mission after consultation with the local staff representatives. The rank of members or alternates serving on a subsidiary panel shall not be below the level to which promotion is contemplated. Recommendations of the panels should be transmitted by the Heads of Mission or on their behalf, together with their comments, through the FOD to the ASG/OHRM for approval.

3.0 Internal promotion review

3.1 Missions are required to ensure that suitable procedures exist to conduct their internal promotion review fairly and objectively for the purpose of establishing the list of promotion recommendations before its submission to the appropriate appointment and promotion review body. Such a review should include the participation of the CAO on behalf of the Head of Mission, senior supervisors of the mission as appropriate and the personnel officer concerned. Furthermore, on the recommendation of the Staff-Management Co-ordination Committee as approved by the Secretary-General, an official of appropriate rank for each category of staff reviewed, designated by the staff, shall fully participate in the promotion review process. All participants should be provided with full documentation relevant to the promotion review, i.e. up-to-date staffing tables, fact sheets and performance evaluation reports and the recommendations from the organizational units within the mission.

4.0 Local advisory review body

For staff in the Field Service category and mission appointees of the Field Service Level (FSL), whenever a duty station is large enough to make it practicable a local advisory review body may be established, with the participation of a staff representative nominated by the staff concerned, whose grade should not be lower than the levels to which the staff members being reviewed may be promoted. When the establishment of such advisory body is not practicable, the Head of Mission or CAO should approach the president/chairperson of the local

staff representative body and invite him/her to designate a representative of appropriate rank to participate in the promotion review.

4.2 Subject to the provisions set forth below, the minimum period of service in grade normally required for consideration for promotion remains three years for all levels. However, staff in the Field Service category and at the Field Service Level who are at the FS-2 and FSL-1 and 2 levels may be recommended for promotion with two years' seniority in grade.

5.0 Accelerated promotion

5.1 When absolutely necessary missions may submit recommendations for accelerated promotion, i.e. ahead of the minimum requirements of service in grade. However, it should be borne in mind that a recommendation for accelerated promotion is, by its very nature, an exception and must rest on individual merit for truly outstanding performance in a particular field of work. For such cases, a minimum period of service in grade has been established at two years for all levels.

5.2 Recommendations shall not be based only on a creditable performance at the staff member's present level; normally he/she must have a performance record sufficiently superior to that of his/her colleagues to merit selection from them for promotion to a higher level.

6.0 Evaluation reports

6.1 All performance evaluation reports which are due should be completed in accordance with the provisions of administrative instruction ST/AI/240/Rev.2, irrespective of whether or not the staff members concerned are being recommended for promotion. Since promotion review actually takes place after the submission of recommendations, reports should be prepared when the recommendations are made.

7.0 Equal opportunity for women

7.1 When submitting recommendations for promotion supervisors should bear in mind General Assembly resolutions 31/26, 32/17B and 33/143, which request the Secretary-General to ensure through all appropriate measures equal opportunity for the promotion of women in the Secretariat without any discrimination based on gender. The memorandum dated 27 February 1987 from the Assistant Secretary-General for Human Resources Management to all heads of departments and offices sets the guidelines relating to the promotion of women, in line with the recommendations of the first report of the Steering Committee for the Improvement of the Status of Women in the Secretariat, approved by the Secretary-General and announced in his bulletin ST/SGB/220.

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8.0 Format of recommendations and supporting documentation

8.1 All recommendations for promotion should be accompanied by the following:


- a. a statement of those qualities possessed by the staff member which establish his/her potential to perform at the higher level;
- b. a formal job description containing specific details of the work performed by the staff member;
- c. specific information as to whether or not a post will be available within the register year and, to the extent possible, an indication of the post number;
- d. information on the staff member's knowledge of official languages;
- e. a statement on the staff member's mobility; and
- f. a statement indicating the date on which a performance evaluation report was last submitted to the OHRM and the period covered by the report.

9.0 Review of official status files

9.1 Staff members who wish to assure themselves that the relevant material to be placed before the reviewing bodies at Headquarters is complete and accurate should examine their official status files. To this end they should address a written request, within two weeks of publication of the circular announcing the review, to the Chief of the Personnel Records Unit, OHRM, giving their full name, level, telephone extension and room number or forwarding address. Any staff member who believes that his or her official status file is incomplete may write to his or her personnel officer within one week of examining his/her file, requesting the inclusion of relevant supplementary information.

10.0 Documentation available to reviewing bodies

10.1 When considering a recommendation for promotion the reviewing bodies have at their disposal the staff member's official status file. For all staff members with the minimum required seniority level (i.e. time spent in grade), basic data on academic qualifications, former employment, assignments, category and level, dates of change of level within the United Nations and seniority in level, as well as a summary of performance evaluation reports, an indication of knowledge of official languages and other relevant information are also made available in the form of a personnel record (fact sheet).



10.2 This record is not intended as a substitute for the official status file but rather as a means of placing factual information before the reviewing bodies in a convenient form which will also facilitate consultation of the complete file when necessary. The personnel record is included in the official status file.

11.0 Staff member's right to know whether recommended for promotion

11.1 Staff members are entitled to know whether they have been recommended for promotion or not. Those who wish to avail themselves of this entitlement should address a written request to the Executive Officer of their parent office/department or to their CAO, as appropriate. The information to be provided to such staff members shall be either affirmative or negative. Staff members may convey any pertinent information relating to their own cases directly to the appointment and promotion bodies by addressing a letter to the chairperson of the board, committee or panel, as appropriate, through its secretary, prior to the review. Normally a deadline is announced for submission of such letters.

11.2 Promotion shall be authorized in the context of availability of posts or staffing table resources and departmental wishes. The earliest date of promotion from the register will be announced.

12.0 Recourse procedures

12.1 It should be noted that promotion necessarily depends not only on a staff member's intrinsic merit and seniority in grade but also on a comparison of his/her overall qualities with those of his or her colleagues generally performing the same functions at the same grades in a situation limited by the availability of posts. Although the reviewing authorities make every effort to ensure that a staff member's case for promotion has received full consideration, it is conceivable that the data presented in a given case may have been incomplete in some significant respect. For this reason a recourse procedure has been established.

12.2 As set forth in the Headquarters information circular on the promotion register, if a staff member believes that his or her name has been omitted from the register because of incomplete information placed before or available to the Appointment and Promotion Panel, he or she may write to the chairperson of the Panel, stating the grounds for belief. Such recourse letters must be submitted within one month of publication date of the circular and should be addressed to the Chairperson of Working Group IV, Appointment and Promotion Panel, through its Secretary, Room 2550-A at Headquarters.

12.3 If a vacancy has arisen which would have been projected at the time of the promotion review or on which information was not provided to the reviewing body, it may take that into account when

considering recourses. The same holds true in cases where the reviewing body would have recommended the inclusion of a staff member's name on the register had it not been for the unavailability of a post, and a suitable post unexpectedly becomes vacant in the organizational unit concerned before completion of the promotion exercise.

12.4 The attention of staff members is drawn to the fact that recourse is a matter strictly between the staff member concerned and the particular reviewing body. Accordingly only material submitted by the staff member in his or her name and on his or her behalf shall be considered. Staff members are also advised that letters of recourse will be included in their official status files.

12.5 Appointment and promotion bodies shall decide what further recommendation, if any, they should make to the Secretary-General on the basis of recourse letters submitted to them.

XXIV MEDICAL EXAMINATION (Staff Rule 104.15)

1.0 Staff detailed to a field mission

1.1 Staff detailed to field missions shall be required to undergo medical examination prior to proceeding to their duty stations. Normally staff members on mission duty shall not be required to undergo further medical examinations except in connexion with change of duty station, or with extension of a fixed-term appointment. However, staff may be required to submit to a medical examination by a United Nations examining physician during their mission assignment if deemed necessary by the Medical Director. Medical examinations shall be reported on standard Medical Service forms to be provided upon request by Headquarters, New York. The following are available:

For pre-placement and initial medical examination:

MS.2 - Entry medical examination

For subsequent examination:

MS.6 - Periodic medical examination

2.0 Locally-recruited staff

2.1 The following rules apply to medical examinations of locally recruited personnel:

2.2 Applicants for locally-recruited posts of more than one week's duration shall be subject to medical clearance prior to employment in accordance with the following procedures (this rule does not apply to casual labour employed at a mission):

a. Appointments for less than six months

i. Candidates recruited for a period of less than six months

who are required to travel only within the country of their normal residence, between countries in the same geographical region or between countries on broadly the same degree of latitude, and

whose appointments are not expected to be extended beyond six months, and

who are under 65 years of age

may be appointed on the basis of a duly completed Health Statement for Temporary Staff, Consultants and Individual Contractors (form P.272) submitted to the recruitment officer certifying that the candidate is in good health and is able to perform the assigned functions. The P.272 form shall be retained in the person's official status file. When no health statement can be produced or the statement is qualified in any way, the matter must be referred to the Medical Director for advice before the candidate is appointed.

ii. Candidates recruited for a period of less than six months

whose appointment may be extended beyond six months, or

who are 65 years of age or more, or

who are required to travel outside the country of their normal residence other than within countries of the same geographical region

require clearance by the Medical Director on the basis of an MS.2 form before appointment.

b. Appointments for more than six months

- i. Examinations of applicants shall be carried out by approved United Nations examining physicians named in the list issued by the Medical Service, and the findings recorded on the MS.2 form. The examination reports and chest X-ray films (minimum standard size 12" by 15"), accompanied by form P.17 (Request for medical classification), shall be forwarded to the Medical Director at Headquarters for medical classification concerning eligibility for employment.

It is important for identification purposes that examination reports and X-rays carry complete details of the individual concerned and the name and location of the field office. The Medical Service shall be notified when a candidate is no longer under consideration for employment.

- ii. Until medical clearance for employment is given by the Medical Director, no type of appointment other than short term is to be offered.

3.0 Exit medical examination

3.1 It should be noted that medical examinations for locally-recruited and internationally-recruited staff of missions are no longer required on separation; only military observers are required to undergo such examinations.

4.0 Periodic medical examination

4.1 Internationally- and locally-recruited staff of missions may undergo voluntary medical examinations at United Nations expense as follows: every three years for those under 40 years of age; every two years for those above 40 years of age.

4.2 Such examinations shall be carried out by designated United Nations examining physicians, who should be requested to submit their reports on form MS.6.

4.3 The entitlement for reimbursement of medical examination expenditures in accordance with the above provisions should be determined locally on the basis of records maintained in the personnel files at each mission.

XXV LEAVE

1.0 Annual and sick leave (Staff Rules 105.1 and 106.2)

1.1 All staff members - whether internationally- or locally-recruited - appointed under the 100 series are entitled to annual and sick leave under Staff Rules 105.1 and 106.2 (the provision of Staff Rule 105.1(f) concerning special terms and conditions of annual leave for locally-recruited staff no longer applies).

1.2 Short-term staff members appointed (normally for a period exceeding six months) under the 300 series are not entitled to annual leave (Staff Rule 305.1); for sick leave see Staff Rule 306.2.

1.3 Employees of the United Nations engaged at an hourly rate on a casual basis are not staff members and are not normally entitled

to annual and sick leave; however, they may be granted leave at the discretion of the CAO or Head of Mission provided that the grant of such leave is in accordance with local practice.

1.4 The instructions concerning recording of time, attendance and leave reporting are set out in administrative instruction ST/AI/221, as amended. The leave cards established at Headquarters, New York shall be used by missions for recording leave of all Headquarters staff. These cards may also be used for locally-recruited staff; alternatively missions may use for such staff a special card adjusted to their individual needs, provided all basic leave data are duly recorded.

1.5 The Headquarters leave cards indicate the legal holidays observed in the New York area; missions shall amend them to indicate the United Nations holidays observed locally.

1.6 Annual leave is earned at the monthly rate of 2 1/2 days and entitled staff members shall be credited this amount for each full calendar month of service. When entitlement credit commences after the first day of a month, two days shall be credited for service beginning up to and including the 16th of the month and one day for service beginning later in the month. In separation cases the reverse formula shall apply, i.e. one day for service ending up to and including the 16th day of the month and two days thereafter.

1.7 When a staff member is appointed effective the first day of the month and is therefore paid for the whole month, his/her annual leave credit should likewise accrue at the full monthly rate of 2 1/2 days even though his/her first working day comes after the first day of the month.

1.8 Leave reports shall be prepared and attached to the leave records maintained in missions. However, whenever sick leave requires approval on the basis of a medical certificate - Staff Rule 106.2(a) (viii) and (b) - the sick leave report accompanied by the medical certificate shall be forwarded to Headquarters, New York for certification by the Medical Service. Upon certification it shall be returned to the mission for attachment to the staff member's leave record.

1.9 Upon completion of a staff member's assignment, including cases where he/she is reassigned to another mission, the leave record with all pertaining leave reports shall be forwarded to the FOD under cover of the Administrative Report, indicating the balance of annual leave earned by the staff member and the cut-off date.

1.10 It should be noted that home leave taken by Field Service category personnel is to be considered "completion of service with a mission" as meant in Staff Rule 106.2(c) and that the four-month period shall therefore start from the date of departure on home leave.

Reassignment from one mission to another of Field Service category staff is not to be considered "completion of service with a mission" for the interpretation of this rule.

1.11 Each staff member, internationally- or locally-recruited, shall be asked to review and initial his/her attendance record card the end of each calendar year and to initial the opening balance of his/her new card. The old cards of all internationally-recruited staff members shall be forwarded to Headquarters, New York with all leave reports stapled to the individual record, together with an alphabetical listing indicating for the staff member the balance of annual leave as of 31 December and the number of days of certified sick leave taken (if no sick leave taken, report "NIL"). The attendance records and leave reports of locally-recruited staff shall be retained in the field.

1.12 After completion of a mission assignment staff members returning to their former duty station may request annual leave to be taken en route. Such requests shall be transmitted by the CAO or Head of Mission to the FOD, which shall contact the department concerned for clearance and notify the mission of the decision.

1.13 The CAO or Head of Mission is responsible for notifying Headquarters, New York, if necessary by cable, whenever an overdraft leave of a staff member appears likely. In this respect see Staff Rule 105.1(e) (for advance annual leave) and Personnel Directive PD/4/77 (for extended sick leave).

1.14 Chief Administrative Officers and Heads of Mission should obtain Headquarters approval before taking extended leave away from their duty stations. Similarly, CAOs planning leave of more than five days away from mission headquarters should clear their absence with the FOD.

1.15 The official holidays observed at Headquarters, New York shall apply to staff members in travel status between Headquarters and any other duty station, to and from a mission and between two missions. During periods of duty in a mission the official United Nations holidays for the mission shall apply to staff members; when a staff member leaves a mission area on annual or home leave and subsequently returns to the same mission the United Nations holidays established for that mission shall similarly apply.

1.16 Sick leave of staff as a result of serious illness or personal injury shall be immediately reported to the FOD by cable. Notification by cable shall be made in all cases where a staff member is hospitalized.

1.17 After exhausting "sick leave with full pay", a staff member holding a Headquarters appointment may, if he/she so wishes, supplement his/her "sick leave with half pay" with half days annual leave.

Headquarters, New York must issue a Personnel Action (form P.5) when placing a staff member on "sick leave with half pay"; if the leave is to be supplemented by annual leave, that fact must be indicated on the P.5 form. If the staff member does not return to duty before his/her annual leave is exhausted, a further P.5 is necessary to place him/her on half-pay status, since the date of the next salary increment is then affected. Chief Administrative Officers and Heads of Mission must therefore keep the FOD informed of a staff member's leave status in applicable cases and forward the current leave record card to Headquarters, New York. For further details, see Personnel Directive PD/4/77.

1.18 Staff Rule 106.2(d) provides that entitlement to sick leave shall lapse on the final date of a staff member's appointment. This provision has sometimes been misunderstood as requiring suspension of the right to utilize sick leave entitlement upon expiry of a fixed-term appointment. Such an interpretation is justified neither by the staff rules nor by principles of good administration. It would imply that a greater sick leave entitlement would be available to those incapacitated at the beginning of their fixed-term appointment than to those affected towards the end of such appointment irrespective of the length of their service. Staff Rule 106.2(d) is intended to prevent accrual rather than utilization of sick leave. When a staff member on fixed-term appointment is incapacitated for service by reason of an illness which continues beyond the expiry date, the case should be referred to the FOD for further action. See Personnel Directive PD/4/77 for additional information.

2.0 Home leave

2.1 Well ahead of the calendar year in question, missions shall establish a schedule for home leave travel of all their eligible staff taking into consideration:

- a. the staffing requirements of the mission;
- b. the possibility of reassigning staff where appropriate in conjunction with home leave;
- c. to the extent possible, the wishes of the individual eligible staff members.

2.2 When establishing their home leave schedules missions shall consult where necessary with the FOD, which shall coordinate with the Headquarters departments concerned in appropriate cases and with the OHRM.

2.3 The home leave schedules for Field Service category staff should be prepared at least six months in advance of the calendar year concerned and submitted to the FOD when required.

2.4 Home leave shall normally be arranged at the beginning or of a mission assignment. Home leave during a staff member's mission assignment shall normally be granted only when this is clearly to the advantage of the Organization and when it is expected that the staff member will be returning to the mission, or will be rendering further service to the United Nations, for at least six months.

2.5 In accordance with the provision of Staff Rule 105.3(b)(ii) the services of staff members proceeding on home leave are to continue at least six months beyond the date of their return from home leave on the understanding that in the case of the first home leave, the staff member's service is also expected to continue at least six months beyond the second anniversary of the date of his/her appointment or on the date on which the staff member becomes eligible for home leave. Accordingly, before home leave of personnel on fixed-term appointments (for example Field Service category staff) is authorized, it is necessary to ascertain that the above conditions will be met.

2.6 A staff member who wishes to resign within six months of his/her return from home leave should be reminded that under Staff Rule 107.4(a), he/she shall not normally be entitled to payment of return travel expenses for himself/herself or his/her dependents.

2.7 The dependents of a staff member have no separate entitlement to home leave: they may travel only in conjunction with the approved home leave of the staff member. In exceptional circumstances dependents may be authorized to travel independently of the staff member; such cases, which should be explained in detail, should be referred to Headquarters for prior approval.

2.8 Staff Rule 105.3 (1) provides that a staff member shall be required to spend a substantial period of leave in his/her home country. The OHRM has established this period as at least two weeks. Staff members should be informed of this requirement prior to their departure on home leave and may be asked on their return to furnish satisfactory evidence that it has been fully met.

2.9 In the case of home leave staff members may be granted a salary advance (see section XIX of this chapter).

2.10 Under the terms and conditions established by the Secretary-General, eligible staff members serving at designated duty stations having very difficult conditions of life and work shall be granted home leave once in every 12 months (see Staff Rule 105.3 (m)).

XXVI PARTICIPATION IN THE PENSION FUND

1.0 Under Article 21 of the Regulations and Rules of the United Nations Joint Staff Pension Fund (UNJSPF) all staff, including locally recruited staff of missions, shall become participants in the Fund upon

receiving an appointment for six months or longer, or upon completion of six months of service under shorter appointments without an interruption of more than 30 days, provided that participation is not excluded by their letter of appointment.

1.1 New participants shall complete form PENS.A/2 (Designation Beneficiary) in original and one copy and transmit both to the FOD for forwarding to the Fund. One copy of the form shall be stamped and returned to the staff member as proof that the designation of beneficiary has been recorded.

1.2 REMINDER (applicable only to new participants or re-entrants): staff members may be entitled to validate prior non-contributory service under Article 23 of the UNJSPF Regulations and Rules or to restore prior contributory service under Article 24. Election must be made within the time limits provided in the Regulations. Requests should be directed to the Fund on form PENS.B/2 through the FOD; the necessary forms shall be made available on request.

1.3 All missions are required to submit at the end of the calendar year to the FOD, for forwarding to the Fund, a list of all locally-recruited staff members who have been participants in the Fund during any part of that year along with the pertinent data on pensionable remuneration during the periods of contributory service, contributions received, changes in salary rates during the period, periods of leave without pay, etc..

1.4 The calculation of pensionable remuneration shall be made in US dollars (UNJSPF Regulations and Rules, Articles 1(p) and 54) as per the exchange rates established by the Office of Programme Planning, Budget and Finance and published by UNDP, on the basis of the following principles:

- a. If a change in the operational exchange rate occurs on or before the 15th of the month, the new rate will be applied from the first of that month, i.e. the pensionable remuneration for the entire month will be calculated at the new rate;
- b. if a change in the rate occurs on or after the 16th of the month, the new rate will be applied from the first of the following month.

1.5 Detailed instructions are forwarded to missions before the end of each calendar year.

XXVII COMPENSATION FOR DEATH, INJURY OR ILLNESS ATTRIBUTABLE TO
SERVICE (Staff Rule 106.4)

1.0 Applicability

1.1 All United Nations staff members, including locally-recruited staff, are covered under Appendix D to the Staff Rules with the exception of certain categories of locally-recruited staff expressly recruited under an applicable national security scheme. However, not all persons employed by the United Nations are staff members. Casual employees, such as those engaged on a daily basis under an oral arrangement and not under a Letter of Appointment and those paid at hourly rates, should be considered employees of the United Nations but not staff members since the conditions of their employment do not give them any tenure with the United Nations. Although such employees are not covered by Appendix D they may have a legitimate claim against the United Nations under the local workers' compensation legislation. In such cases the United Nations may voluntarily observe the pertinent provisions of that legislation. Appendix D shall be applicable to persons under contract with the United Nations other than staff members only if their terms of contract expressly so provide.

2.0 Claims

2.1 Before submitting a claim for compensation a staff member should refer to Appendix D, which describes the entitlements and the conditions under which compensation may be granted.

2.2 Compensation claims should be presented in writing in the name of the staff member concerned and signed by him/her whenever possible. They should be addressed to the Secretary, Advisory Board on Compensation Claims (ABCC), through the Director, FOD. Any further correspondence on the matter shall be exchanged directly between the ABCC, the staff member and possibly the Head of Mission.

2.3 The information required by the ABCC is as follows:

a. Personal data

Full name, functional title, duty station and salary level of the claimant, as well as his/her contact address.

b. Motive of claim

This should be indicated as precisely as possible, i.e. reimbursement of medical expenses, compensation for loss of a bodily member, total or partial disability or death.

c. Attributability

The provisions of Appendix D apply only where injury, illness or death is considered by the Secretary-General to be attributable to the performance of official duty. Their occurrence merely while in the employ of the United Nations does not establish attributability. It is thus of paramount importance that the claim establish connexion with the actual performance of official duty.

d. Information and documentation to accompany claims involving an illness

- i. Diagnosis.
- ii. When and where illness was contracted.
- iii. Treatment received.
- iv. Medical report covering all aspects of the illness.
- v. When disability is involved, a detailed medical report. The attending physician may, if he/she wishes, forward this information under confidential cover directly to the Medical Director at Headquarters, New York.
- vi. A list and details of all medical and/or hospital bills. Where necessary, United Nations medical insurance may be used as an emergency measure pending reimbursement, but this must be stated and full details supplied, as any insurance payment must be refunded.
- vii. Period of absence from duty.

e. Information and documentation to accompany claims involving an injury

- i. Nature of injury.
- ii. Where, when and how sustained.
- iii. Treatment received.
- iv. Medical report covering all aspects of the injury. The attending physician may also, if he/she wishes, forward this information under confidential cover directly to the Medical Director at Headquarters.

- v. When disability is involved, a detailed medical report (see paragraph d. v. above).
 - vi. Expenses (see paragraph d. vi. above).
 - vii. Copy of the official accident report and/or Security and Safety Service report.
 - viii. Witnesses' statements, if not included in the accident report.
 - ix. Information on third party liability (see Article 6 of Appendix D).
 - x. Statement from supervisor that the staff member was on duty at the time of the accident, giving full details.
 - xi. Period of absence from duty.
- f. Information and documentation to accompany claims involving a loss of earning capacity after separation from United Nations service
- i. Present employment and salary.
 - ii. Employment history and earnings over the past ten years.
 - iii. If unemployed, details of efforts made to find employment. Copies of applications and reasons for non-acceptance should be provided.
 - iv. Medical testimony in support of the claim (if not included under paragraphs d.iv., d.v., e.iv. and e.v. above).
- g. Social security information
- i. Participation or non-participation in the UNJSPF.
 - ii. Details of any claim for reimbursement under a medical insurance scheme.
 - iii. Information on whether the staff member is in receipt of any pension or other income from any official source as a result of the injury/illness

h. Cases involving death

In such cases it is assumed that death was preceded by either injury or illness, so appropriate information listed in paragraphs d. or e. above should be provided, as well as a copy of the death certificate and autopsy report and a list of all dependent survivors recognized by the United Nations, with their dates of birth.

2.4 It is expected that all possible assistance in the preparation of a compensation claim will be given by the mission concerned to a staff member who sustains injury or illness attributable to service or to his/her family in case of death.

2.5 Following are some important points which need to be stressed in connexion with compensation claims:

- a. The four-month time limit for submitting the initial claim (Article 12 of Appendix D). The initial claim should be submitted as soon as possible. It is not necessary to wait for the collection of medical or other documents before forwarding the claim to Headquarters. It is important to provide the ABCC as early as possible with such facts of the case as are immediately available.
- b. In the event of an accident involving injury, the need for a full accident report and witnesses' statements. Experience has shown that witnesses often leave the mission area and are difficult to locate. It is in this connexion that the Head of Mission can be most helpful as it is unreasonable to expect the victim to collect such statements if he/she is in hospital or if there are any language difficulties. All statements should be fully authenticated by the Head of Mission.
- c. The existence or not of third-party liability must be ascertained by the Head of Mission to ensure that it is taken into account in accordance with Article 6 of Appendix D.
- d. It should be recognized that these rules apply only to staff members. Military observers and members of commissions, committees or similar bodies are covered by other arrangements (see Chapters 6 and 7 of this manual). Casual daily labourers are normally covered by local arrangements, and it is suggested that the Head of Mission refer each case to the FOD for a ruling.

XXVIII LOSS OF OR DAMAGE TO PERSONAL EFFECTS (Staff Rule 106.)

1.0 Under certain conditions and up to established maxima a staff member shall be entitled to reasonable compensation for loss of or damage to his/her personal effects, determined to be directly attributable to performance of official duties on behalf of the United Nations.

1.1 The implementation of this rule is described in Administrative Instruction ST/AI/149/Rev.3, which defines the terms, conditions and limits governing such compensation and sets forth the procedures for submission and examination of claims. See also Staff Rule 107.22(a).

1.2 Before submitting a compensation claim for loss of or damage to personal effects, the staff member should refer to ST/AI/149/Rev.3 for guidance.

1.3 In the event of loss of or damage to a staff member's personal effects he/she shall, as soon as possible, notify the CAO or Head of Mission and the local police, and submit any pertinent evidence. The staff member shall take all reasonable steps to recover them (as appropriate) or to obtain suitable compensation from the party responsible.

1.4 In order to be considered, claims for compensation shall be made within two months of discovery of the loss or damage, shall include copies of reports of investigations into the loss or damage and shall be submitted by the claimant to his or her CAO or Head of Mission for examination and submission to the Claims Board. The submissions by both the claimant and the CAO or Head of Mission shall be in the form of signed statements.

1.5 The claimant shall set out in detail:

- a. Information pertinent to the amount of compensation claimed, including:
 - i. a description of the article;
 - ii. its age and condition;
 - iii. its original cost and the date of purchase or acquisition;
 - iv. its replacement cost and supporting documentation on both price and comparability of the proposed replacement article.

- b. All the circumstances pertinent to the loss or damage to action taken by the claimant in respect thereof, including:
 - i. statements signed by any other person or persons in a position to furnish information relating to the loss or damage, including copies of reports of investigations;
 - ii. personal insurance coverage (if any), the action taken to claim under that coverage, and the result thereof;
 - iii. in the case of travel by common carrier (air, rail etc.), a copy of the lost property report and information on any reimbursement claimed from the carrier;
 - iv. in the case of damage, the cost of repair supported by a copy of the invoice and receipt.

1.6 The CAO or Head of Mission on receipt of a claim shall:

- a. Examine the claim and ascertain whether all required information and material have been provided and, if necessary, request such further information or material as he or she considers desirable;
- b. Provide any additional information on the causes and circumstances of the loss or damage, including copies of any investigation reports on the incident which may be available;
- c. As appropriate, certify and provide supporting documentation:
 - i. as to the dependency status of the staff member;
 - ii. that the staff member was in official travel status;
- d. Supply a copy of the inventory filed by the staff member in accordance with the applicable security plan (as appropriate);
- e. Provide other pertinent observations including as appropriate information on the replacement cost claimed.

- f. Forward the claim, other relevant documents, and his or her comments thereon to the FOD for transmittal to the Secretary of the Claims Board.

1.7 All claims shall be examined by the Claims Board in accordance with its terms of reference, set out in annex I to the Secretary-General's Bulletin, ST/SGB/Organization.

1.8 If authority is delegated by the Controller to a designate official, local Claims Review Boards may be established (see Chapter of this manual). They shall act in an advisory capacity to the designated official and the rules and procedures of the Headquarters Claims Board shall apply *mutatis mutandis*. The minutes of the meeting of these boards containing their recommendations, together with the approval of the designated official, are transmitted to the Secretary of the Claims Board at Headquarters for its information, and - where the amount of the claim exceeds the delegation of authority - for consideration and recommendation by that Board.

1.9 Payment of compensation shall be the responsibility of the CAO or Head of Mission, who shall initiate action upon receipt of notification of the Controller's decision as communicated by the Secretary of the Claims Board.

1.10 Payment of the approved compensation shall be conditional on the signing by the recipient of an instrument entitled "Undertaking an assignment", a copy of which is annexed to ST/AI/149/Rev.3.

XXIX OFFICIAL TRAVEL OF FAMILY MEMBERS - MISSION TRAVEL (Staff Rule 107.3)

1.0 Initial travel

1.1 The United Nations is responsible for the travel of the staff member and his/her eligible dependents where appropriate to the mission duty station, and for their return. This initial travel entitlement shall be used only once during an assignment.

1.2 In some missions it may be possible to eliminate travel expenses of dependents within the area by using local means at the disposal of the mission (aircraft, vehicles) at no extra cost to the United Nations.

2.0 Education grant travel

2.1 To satisfy the requirements, among others, for entitlement to installation grant with respect to a dependent child, the first travel undertaken by such a child to a staff member's new duty station, where applicable, should be regarded as combined initial travel and education.

grant travel. The portion of the journey equivalent to travel from the former duty station to the new duty station should be considered as initial travel and the balance education grant travel.

2.2 The travel authorization should specify the respective journeys. Where no portion for education grant travel should exist after considering the cost of initial travel, the totality of the travel can be taken as initial travel to join the staff member. In the case, the portion of the education grant travel entitlement that could otherwise be utilized should no longer be considered.

2.3 In certain cases however, such as where a staff member does not have legal custody of a dependent child who attends school outside the duty station, it has been established that there would be no basis for authorizing travel of the dependent child to the duty station as travel to join the staff member. Such travel can only be authorized as education grant travel under Staff Rule 103.20(h), and consequently no assignment grant would be payable. The situation would however be different if the staff member were to assume custody of the dependent child. The only travel that a dependent child can undertake to those duty stations where assignment grant for eligible dependents is not applicable is education grant travel; Staff Rule 107.20(f) is explicit in prohibiting payment of assignment grant when travel of a dependent child to the new duty station is travel under the education grant.

3.0 Travel of dependents of representatives and military observers

3.1 The travel of the dependents of representatives and military observers on a mission (Chapters 6 and 7 respectively of this manual) is not chargeable to the United Nations.

XXX MEDICAL EVACUATION AND TRAVEL IN HARDSHIP CASES (Staff Rules 107.1(a)(vii) and 107.2(a)(vii))

1.0 Medical evacuation

1.1 A staff member or his/her eligible dependents accompanying him/her at a mission duty station may be paid travel expenses to secure proper medical care or treatment when the medical facilities available locally are inadequate. The travel expenses are normally paid to the nearest place, or the place to which travel is most economical, where medical facilities are deemed sufficient. At each mission duty station that place should be determined in advance by the CAO or Head of Mission.

1.2 The payment of travel expenses on medical grounds requires authorization by the POD on the advice of the Medical Director on a recommendation made by the mission CAO or Head of Mission, in consultation with a United Nations examining physician in the area of

the mission medical officer/assistant, if any. At the same time a medical report prepared, wherever possible, by the examining physician or the mission medical officer/assistant, if any, should be addressed under confidential cover to the Medical Director at Headquarters. It should contain the following information:

- a. a precise and detailed diagnosis of the condition for which evacuation is requested, indicating how long the condition has existed;
- b. the reasons for requesting the evacuation;
- c. the place(s) to which evacuation is possible or desired

1.3 Upon receipt of the report, the Medical Director shall advise the FOD whether the evacuation is necessary. Approval of the medical evacuation shall be notified to the staff member concerned through the CAO or Head of Mission.

1.4 In cases where evacuation is considered urgent by the physician in attendance, the recommendation and relevant medical information should be sent by cable, to be followed by a full medical report as soon as possible.

1.5 In emergencies the CAO or Head of Mission may, in consultation with the United Nations examining physician in the area, proceed with immediate evacuation on his/her own responsibility, explaining in writing to the OHRM at the earliest opportunity his reasons for taking such action and providing the information referred to above.

1.6 The arrangements for medical evacuation should be made by the CAO or Head of Mission in consultation with the United Nations examining physician and/or the mission medical officer/assistant, if any. The essential information concerning the case must be sent in advance by the CAO or Head of Mission to the medical authority receiving the patient, and evacuation should not take place until that authority has confirmed that the necessary arrangements have been made.

1.7 In particular, the information provided should indicate whether the patient's hospitalization is necessary and urgent upon arrival, whether provision should be made for transport by ambulance, and into which hospital department, if any, the patient should be admitted. As far as possible evacuation should be avoided on a week-end when, as a rule, only emergency services are available in most hospitals. The patient should have with him/her all the necessary medical documents, which should be issued before his/her departure by the physician in attendance.

1.8 On the basis of medical reports obtained from the physician attending the patient at the destination, the Medical Director shall determine when the patient is sufficiently recovered to return to duty station. The patient must not return to the duty station without approval by the Medical Director.

1.9 Wherever appropriate the FOD may, on the advice of the Medical Director, authorize medical evacuation to a staff member's home country as travel on home leave or advanced home leave.

1.10 For other relevant details and procedures see Personnel Directive PD/1/82 dated 26 January 1982 (Personnel Manual, index number 7040).

2.0 Medical evacuation by special air ambulance

2.1 Effective 1 January 1989 the Government of Switzerland has made available to the United Nations air ambulance facilities for the evacuation/repatriation of sick or injured personnel at United Nations peace-keeping and good offices missions. The organization through which these services are provided is La Garde aerienne suisse de sauvetage (REGA).

2.2 The procedure for authorizing medical evacuation of sick or injured personnel of a mission is described above. However, if the condition of the patient(s) warrants evacuation via special air ambulance the established procedure shall be as follows:

- a. Once it has been established at the mission concerned that an air ambulance is necessary, the mission CAO or Head of Mission shall immediately advise the FOD;
- b. The communication from the CAO or Head of Mission shall be accompanied by information in the following format:

1. Evacuation

From:

To:

Date evacuation required:

2. Details of patient

Name:

Date of birth:

Nationality:

Nature of illness/injury:

Present location:

3. Attending physician/surgeon

Name:
Address:
Telephone No.:

4. United Nations contact

Local office - (CAO, CMO)

Name:
Title:
Telephone No.:
Facsimile No.:

- c. The FOD shall review the request and if it is approved shall contact REGA. It should be noted that REGA will only accept requests from the FOD and missions should not therefore attempt to initiate the service themselves.
- d. REGA shall subsequently communicate with the patient's attending physician/surgeon to discuss medical aspects of the case, and shall also contact the CAO or his designee to discuss administrative arrangements, flight details, etc..
- e. The CAO shall keep the FOD fully informed and shall confirm when the evacuation has been completed.
- f. REGA shall liaise with the FOD as necessary.

2.3 It is emphasized that the provision of the Swiss air ambulance service means that the United Nations will no longer reimburse troop-contributing governments in cases where they make direct and/or national air ambulance arrangements for emergency medical evacuation of their personnel from missions.

2.4 It is further emphasized that there is an annual monetary ceiling on the air ambulance facility and missions should therefore be judicious in requesting it. In particular, attention should be paid to the possibility and comparative financial advantage of repatriation by scheduled commercial means rather than special air ambulance. As a general guideline, the Swiss air ambulance should be requested for only those cases where, under previous arrangements, a chartered air ambulance would have been requested.

2.5 It should be noted that REGA provides fully qualified medical personnel on board its aircraft. It is therefore unnecessary for missions to provide medical escorts for personnel being evacuated by REGA.

2.6 The above information should be disseminated throughout missions and be reflected in the mission standard operating procedure personnel instructions, etc..

3.0 Travel in hardship cases

3.1 Should a staff member suffer serious illness or injury at duty station or in the mission area where he/she is not accompanied any eligible dependents, authorization may be given under Staff Rule 107.2(a)(vii) for travel of an eligible dependent to visit him/her. Such authorization is subject to the proviso (a) that the Medical Director certify that the staff member's condition is such that the presence of the dependent is urgently required, and (b) that such travel cannot be covered by the dependent's normal entitlement to travel on initial appointment under Staff Rule 107.2(a)(i) or travel lieu of the staff member's family visit under Staff Rule 107.2(a)(viii).

3.2 In the event of serious illness or injury or death of a staff member's dependent residing in the home country, the staff member who wishes to travel to the home country should avail himself/herself of any entitlement that may fall due with regard to travel on home leave under Staff Rule 107.1(a)(iv) or travel on family visit under Staff Rule 107.1(a)(v). Travel in such cases shall not be authorized under Rule 107.1(a)(vii). However, consideration may be given to granting advanced home leave in accordance with the provisions of rule 105.3(f).

3.3 When the death of a dependent occurs at the duty station or in the mission area and the staff member wishes to accompany the remains to the home country for burial, he/she may be authorized under Rule 107.1(a)(vii) to travel on a round trip for that purpose, provided that such travel cannot be covered by his/her entitlement to home leave, including advanced home leave.

3.4 In the event of the death of a staff member, authorization may be given under Rule 107.2(a)(vii) for the travel of an eligible dependent to attend the burial at the duty station or in the mission area or to accompany the remains to the home country for burial. Such travel may be authorized for a single or return journey, according to the circumstances and without prejudice to the dependent's normal entitlement to repatriation travel.

3.5 Any request for travel under the provisions of Rules 107.1(a)(vii) or 107.2(a)(vii) in circumstances described in the above paragraphs requires prior approval by the OHRM. See also Personnel Directive PD/2/73 dated 1 April 1973 (Personnel Manual, index number: 7050).

XXXI EXCESS BAGGAGE AND UNACCOMPANIED SHIPMENTS (Staff Rule 107.21)

1.0 General

1.1 Baggage in excess of the weight and volume carried without extra charge by transportation companies is excess baggage. Staff members travelling by air economy class shall be entitled to payment for excess baggage for themselves and their eligible dependents to the extent of the difference between the free baggage allowance by first class and by economy class, normally ten kilos of excess baggage per traveller. See ST/AI/229 and Adds. 1 and 2 for reimbursement of cost of accompanied excess baggage.

1.2 Claims for accompanied excess baggage over and above the normal limit shall NOT be admitted without prior authorization. Such authorization should be obtained from the authority approving the travel, namely the mission CAO or Head of Mission in the case of travel within the area of the mission, or the FOD in the case of travel outside that area.

1.3 The entitlement to shipment of unaccompanied baggage applies to travel to or from mission assignment of one year or more or to transfers between established offices (i.e. Headquarters to established missions) where no entitlement to removal costs exists under Staff Rule 107.27. It does not apply to transfer of unaccompanied baggage within the mission area. A mission may establish its own rules and set limits for free transfer of baggage within its area; however, given that free transport by aircraft or road, and/or low rates for despatch by rail are frequently available, such limits may not often be required.

1.4 When travelling by air, staff members who complete six months or more but less than one year of mission service are entitled to surface shipment of unaccompanied baggage up to a maximum of 100 kgs. or 220 lbs. (22 cubic feet) or to shipment by air (air freight) of half those amounts.

1.5 The rules for transportation of accompanied excess baggage and unaccompanied shipments are set forth in Staff Rule 107.21, supplemented by ST/AI/238/Rev.1; they apply to staff members and representatives (see Chapter 6 of this manual) as appropriate.

1.6 All entitlements to unaccompanied shipments under Staff Rule 107.21 shall be exclusive of the weight or volume of reasonable crating. The amounts specified in the rule shall be considered net amounts excluding such crating but including the weight and volume of packing.

1.7 Staff Members and the officials involved with the arrangements for such shipments should endeavour to have the packing company provide weight and volume figures in both gross and net terms. If it cannot do so the net weight or volume shall be assumed to be two-thirds of the gross amounts. The Organization shall in no case recognize any difference between gross and net weight or volume which exceeds one third of the gross amounts; should the crating exceed one third of the gross, the difference shall be considered part of the net shipment.

1.8 If the shipment exceeds the entitlement as specified in Staff Rules 107.21(f), (h) and (i) and 207.20 (e) and (f), the charges to be paid by the staff member shall be computed on the basis of the ratio of the excess net figure to the total net figure.

1.9 An entitlement to excess accompanied baggage will not normally be required when authorized travel is by sea. However, when such travel is by sea and/or air and/or rail, shipment of personal effects by surface direct to the ultimate destination may be authorized up to the limits specified in Staff Rule 107.21 as supplemented by ST/AI/238/Rev.1.

1.10 When authorized travel on home leave, family visit or education grant is by air, the staff member concerned may elect to convert the whole surface shipment (under Staff Rule 107.21(e)(i)) to air freight on the basis of the one half-rule mentioned above. The Organization shall not pay the cost of packing, crating, unpacking or uncrating of such air freight shipments, but shall pay reasonable costs for their cartage.

1.11 When home leave is taken in conjunction with mission assignment or return to the original duty station or, in the case of Field Service category personnel, en route between mission assignments, the provisions of Staff Rule 107.21 (e) and (f) should be treated separately, i.e. as separate entitlements.

1.12 Excess baggage allowances for military observers are described in Chapter 7 of this manual, dealing with the conditions applicable to such observers.

2.0 Air baggage allowance within continental US and Canada

2.1 The weight limit for free baggage allowance has been eliminated by air carriers within the continental United States and Canada. Economy class passengers may now take, within the free allowance, two bags, the first to be within 62 inches and the second within 55 inches measuring length plus height plus width. A third bag measuring 45 inches overall may be carried if it can be stored under the passenger's seat.

3.0 Unaccompanied baggage entitlement for dependent children

3.1 Under Staff Rule 107.21 (f) a staff member is entitled to transportation of unaccompanied baggage up to a maximum of 1,000 kgs (2200 lbs.) or 6.23 cubic metres (220 cubic feet) for himself/herself of 500 kgs (1100 lbs) or 3.11 cubic metres (110 cubic feet) for the first dependent family member, and of 300 kgs (660 lbs) or 1.87 cubic metres (66 cubic feet) for each additional dependent family member.

3.2 For travel on education grant in regard to the very first outward journey or the final journey from an educational institution, the entitlement for unaccompanied shipment of personal effects is up to a maximum of 200 kgs (440 lbs) or 1.24 cubic metres (44 cubic feet) by surface transport.

3.3 When a child travels in accordance with Staff Rule 107.5 (b), a separate unaccompanied shipment may be authorized up to 500 kgs (1100 lbs) if the child is the first dependent and up to 300 kgs (660 lbs) in other cases. Insurance coverage in an amount prorated to the staff member's total insurance entitlement may also be provided. However, such shipment and insurance coverage should be treated as an advance against the staff member's total entitlement on subsequent transfer or separation. Accordingly, in such cases the staff member's maximum entitlement to unaccompanied shipment under Staff Rule 107.21(f) should be reduced by the amount of the advance shipment and the maximum limit for insurance coverage under Rule 107.22(b) should be reduced by the amount of insurance provided for the advance shipment, except that in the case of repatriation of a first dependent child the staff member's entitlement to insurance coverage on subsequent transfer or separation shall be pro-rated on the basis of US\$1,800 per 1,000 kgs.

4.0 Extra unaccompanied baggage entitlement for Field Service category personnel (Staff Rules 107.21(f) and 107.22)

4.1 Following a recommendation of the 1973 Working Group on Field Service Salaries, Allowances and Other Conditions of Service, the limits under Staff Rule 107.21(f) for Field Service officers separated after at least 10 years and 20 years of service were raised by 50 per cent and 100 per cent, respectively. Such cases, and similar percentage increases for insurance coverage under Staff Rule 107.22, were treated by the OHRM as exceptions to the rules involved.

4.2 However, in view of substantial increases in the maxima for unaccompanied shipment and insurance coverage, OHRM later agreed to continue to consider exceptions to Staff Rules 107.21(f) and 107.22 on an individual basis up to certain maxima. These maxima are currently

Unaccompanied shipments:

	<u>At least 10 years of service</u>	<u>At least 20 years of service</u>
Staff member	1,125 kgs	1,500 kgs
First dependent	750 kgs	1,000 kgs
Each additional dependent	375 kgs	500 kgs

Insurance coverage:

Staff member	US\$18,000	US\$24,000
First dependent	US\$12,000	US\$16,000
Each additional dependent	US\$6,000	US\$ 8,000

4.3 The above maxima are not automatically applied: individual requests must be submitted to the OHRM for approval.

5.0 Shipments and insurance: general

5.1 Instructions on shipping procedures and in-transit insurance are given in Administrative Instruction ST/AI/238/Rev.1.

5.2 Weight and volume should be marked on all outgoing shipments and both should be checked against the carrier's bill of lading.

5.3 In case of suspected loss, damage or pilferage, receipts should be signed with the corresponding "exception" clearly noted, and a claim should be filed against the carrier as follows:

- a. Air shipments - loss or damage (7 days): claims to be filed in writing against all air carriers within seven days after release of the shipment from custody of such carrier (i.e., from the time a receipt is signed by a United Nations official or his/her agent).
- b. Air shipments - non-delivery (14 days): claims to be filed in writing against all air carriers within 14 days of the expected arrival date of the aircraft.
- c. Surface shipment (one month): claims to be filed in writing against carriers within one month after damage is noted, following delivery.

5.4 Any questions about claims action or procedures should be referred to the Traffic Unit (room 122 at Headquarters, New York).

5.5 Insurance for the shipment of property belonging to the Organization and/or personal or household effects of staff is arranged as follows:

- a. The United Nations Office in Geneva (UNOG) shall insure
 - i. all shipments to Geneva from any point in the world;
 - ii. all shipments from Geneva to any point in the world except the Headquarters area.
- b. Headquarters, New York shall insure:
 - i. all shipments to the Headquarters area from any point except UNIDO, Vienna;
 - ii. all shipments from the Headquarters area to any point except UNOG and UNIDO, Vienna;
 - iii. all shipments to or from any other place, except UNOG and UNIDO, Vienna.
- c. UNIDO (Vienna) shall insure:
 - i. all shipments to Vienna except from UNOG;
 - ii. all shipments from Vienna, except to UNOG;
 - iii. all shipments to or from any other place except UNOG.

6.0 Insurance of official shipments and unaccompanied personal baggage

6.1 United Nations shipments are covered by an open in-transit insurance policy. The minimum insurable value of shipments of property of the Organization has been set at US\$250, but this amount may be modified by Headquarters from time to time.

6.2 Regular marine insurance coverage for official shipments is for transportation of unaccompanied personal effects ceases upon delivery at the final destination or 15 days after discharge (30 days if the destination is outside port limits, 60 days in South America, 7 days in the Philippines), whichever is earlier. Whenever insurance coverage beyond these dates or for storage prior to shipment or after delivery is required, a special extension should be requested from Headquarters.

6.3 Insurance of vehicles purchased through the United Nations

6.4 For the shipment of vehicles purchased through the United Nations the Organization's marine policy extends coverage from the point of delivery by the vendor to the port of discharge of the ocean vessel and up to 72 hours after the time of discharge or until delivery to the consignee, whichever occurs first.

7.2 When the consignee is outside the port area and a vehicle shipped inland by a forwarding agent aboard truck, rail or barge, the shipment is considered to be in due course of transit and is covered by the marine policy. Coverage would however cease with any purposeful interruption within the control of the assured or his/her agent, and also upon commencement of any on-the-road transport of the vehicle. Coverage is still in effect up to final destination, it shall terminate immediately upon delivery. Any delay in taking delivery would be understood as a purposeful interruption, so immediate delivery must be taken at the ultimate destination. Any insurance coverage required beyond the point where coverage under the marine policy ceases is the responsibility of the consignee.

7.3 Vehicles purchased through United Nations specialized agencies are not covered by this policy.

8.0 Procedure for filing insurance claims

8.1 If the claim exceeds US\$1,000, one of the agents of the insurer should be contacted; if no such agent is listed a Lloyd's agent should be contacted. Some agents will make settlements directly while others will only execute the survey report, which should be forwarded with any other relevant documentation to Headquarters so that the claim may be presented to the insurer. Any charges for the survey report and for the preparation of repair estimates should be paid by the consignee and become part of the claim. If possible the packing should be retained until after the survey is made. Repairs may be carried out after the survey report has been completed.

8.2 If the claim is less than US\$1,000, a statement of the value of the missing items and/or any repair bills, along with any other receipts or relevant documentation, should be sent to Headquarters for direct presentation of the claim. A survey report is not required, and repairs can be made without waiting for the claim to be settled.

8.3 If a claim involves non-delivery, a short-landed certificate should be obtained and forwarded to Headquarters with the claim. If a carrier is reluctant to furnish such a certificate immediately in order that it may trace the missing items, copies of any correspondence

should be forwarded indicating that the carrier is trying to locate the items, and a claim of loss should be filed against the carrier (within 14 days of the scheduled arrival of the aircraft, in case of carriage by air).

8.4 Reports to Headquarters, New York of items lost or missing from a shipment should indicate if the containers show any signs of pilferage or if the goods appear to have been short-shipped.

8.5 If an entire shipment is missing, all original bills of lading should be sent to Headquarters for processing of the claim.

8.6 Errors made by vendors cannot be the subject of an insurance claim; the details should be submitted separately to Headquarters so that it can take up the problem directly with the vendor.

8.7 A claim presented to any agent should specifically advise if payment is desired in United States currency.

XXXII ILLNESS OR ACCIDENT DURING TRAVEL -- HOSPITAL AND OTHER
MEDICAL EXPENDITURES (Staff Rule 107.24)

1.0 General

1.1 A staff member on assignment to a mission shall normally be reimbursed for the costs of medical treatment and/or hospitalization only when the illness or accident is incurred while actually assigned to the mission or while in travel status on official business outside the mission area. Costs of medical treatment undergone outside the mission area may be reimbursed only if the necessary medical facilities were not available in the mission area and the staff member had to be sent, with advance approval, outside that area for treatment (see section XXX above on medical evacuation).

1.2 For reimbursement of medical and hospital expenses under Staff Rule 107.24 the staff member must be in official travel status. Field Service category personnel and other internationally-recruited staff members are deemed to be in official travel status for the period during which they are assigned to missions; that does not apply to those assigned to established offices such as Headquarters (New York), Geneva, Vienna and the offices of the regional commissions.

1.3 Since all categories of internationally-recruited staff assigned to missions are entitled to subscribe to either the Aetna or the Van Breda health insurance schemes, the staff rule should be interpreted not as a provision for payment of medical expenses irrespective of other group medical coverage available to the staff member, but as a supplement to such coverage in order to obviate

possible heavy expenditures to the staff member for medical care arising during travel or mission assignment. The mission CAO should ensure that such staff are indeed covered by one of the health insurance schemes provided by the United Nations.

1.4 Claims for medical expenses under Staff Rule 107.24 shall be processed only after a statement has been obtained from the staff member

- confirming that he/she was at the time of the illness or injury a participant in one of the Organization's group medical/hospital insurance schemes, and naming the scheme involved;

- detailing the total medical expenses incurred, the amount recovered or recoverable as a result of participation in such a scheme or from any other coverage or source, and the net claim, attaching relevant bills and receipts.

1.5 The mission CAO shall authorize payment only for those expenses unrecoverable under the staff member's group insurance scheme.

1.6 In cases of severe hardship because of delay in payment by the group insurance scheme, the normal procedures for an advance may be followed. In the case of staff returning to an established office, this would normally take the form of a salary advance; at missions an advance may be set up as an "account recoverable locally" pending final settlement of the claim.

1.7 Costs of medical treatment and/or hospitalization incurred as a result of illness or accident while on annual or home leave outside the mission area are not reimbursable by the United Nations. Nor is the Organization liable for medical and hospital expenses arising from injuries or illnesses of dependents authorized to travel to and reside in the mission area.

1.8 Costs for dental treatment shall normally be considered the responsibility of the staff member (or military observer) concerned and shall not be reimbursable, except in cases determined by Headquarters to be attributable to the performance of official duties on behalf of the United Nations.

2.0 Medicines

2.1 All medicines prescribed by a physician in connexion with illness of a staff member during a mission assignment shall be payable by the United Nations. Medicines and pharmaceutical products for general use shall, in principle, be procured by staff members themselves. However, when reviewing the medical requirements of each mission the Medical Service may recommend that certain such items be procured by the United Nations for use there.

2.2 The CAO may request that medicines not normally procured for a particular mission be purchased at Headquarters, New York if they are required for use by the staff and are not locally available (or if a substantially superior product is available at Headquarters). Requests to this effect, which should give full details, shall be taken up by the FOD with the Medical Service and a requisition shall be placed if it approves the items. At the same time the Medical Service shall determine whether their cost should be borne by the United Nations or be recovered from the staff member(s) concerned.

XXXIII TRANSPORTATION OF PRIVATELY-OWNED AUTOMOBILES (Staff Rule 107.27(d) (v))

1.0 Administrative Instruction ST/AI/176 as revised and amended establishes the conditions under which privately-owned automobiles may be transported at United Nations expense.

1.1 Reimbursement of transportation costs in the case of a staff member whose travel expenses on initial appointment or change of duty station are paid by the United Nations may be authorized provided that

- a. the assignment to the duty station is expected to be for a period of two years or more, or the initial assignment for a lesser period is extended so that the total assignment is two years or more;
- b. the duty station is in one of the countries or territories listed in the annex to the Administrative Instruction;
- c. transportation is, in the opinion of the Secretary-General, reasonable in the circumstances. When making this judgement in the case of an automobile previously in the possession of the staff member, account shall be taken of such factors as the age of the automobile, the potential loss on resale if not transported and the relative price of the automobile in the locality from which the staff member is being assigned and at the new duty station;
- d. reimbursement shall not exceed 75 per cent of the total costs (including freight, insurance and handling charges), subject to a maximum of US\$ 1,875;
- e. in the case of a new automobile purchased at a duty station in countries or territories listed in the annex to the Administrative Instruction, the demonstrable

shipping costs are reasonable in all the circumstances (including place of shipment in relation to the nearest source of supply);

- f. the automobile arrives at the port of entry in the country of the duty station within six months - in normal circumstances - from the arrival of the staff member at his/her duty station, or - in the case of arrival of a newly-purchased automobile at a later date - the staff member can show that he/she had ordered it within that period;
- g. the reimbursement is recoverable by the United Nations if the automobile is sold within three years of its arrival at the duty station or before the end of the appointment or assignment, unless in the opinion of the Secretary-General the sale is justified by a need to replace the automobile (for example as a result of wear and tear).

1.2 No reimbursement shall be made of the costs of transporting privately-owned automobiles upon separation from service.

1.3 The current revised Administrative Instruction (ST/AI/176/Rev.3 and Corr.1 and Amend.1) supersedes ST/AI/176/Rev.1 and Amendments 1-5 and Rev.2.

XXXIV RESIGNATION; NOTICE OF TERMINATION; TERMINATION INDEMNITY
(Staff Rules 109.2, 109.3 AND 109.4)

1.0 Resignation

1.1 Unless otherwise specified in their letters of appointment, three months' written notice of resignation shall be given by staff members with permanent appointments and 30 days' written notice of resignation by those with temporary appointments. Resignations on shorter notice may be accepted under justifiable or compelling circumstances. A staff member unable to serve the notice period may include in his/her letter of resignation a special request for the waiver of this requirement. Except for very brief periods, annual leave may not be granted during the notice period.

1.2 The CAO or Head of Mission should forward the original of letter of resignation to the FOD together with his/her recommendation regarding acceptance. In this connexion it is pointed out that resignations require the acceptance of a duly constituted authority on behalf of the Secretary-General.

2.0 Termination indemnity

2.1 The terms of appointment of locally-recruited staff shall normally permit payment of a termination indemnity, unless the legislation of the country in which the mission is established provides for such a payment.

3.0 Separation payments

3.1 When a staff member assigned from Headquarters or internationally recruited for a mission is separated from service (by resignation, termination or expiry of appointment), form FOD-13 (formerly form OFOESA/SF/7.84; see annex to this chapter) should be completed by the CAO or the Head of Mission and submitted to the FOD as soon as possible and in any event prior to the staff member's last day of duty, together with the letter of resignation addressed to the OHRM (where applicable), the leave records completed through the last day of service and accompanied by the relevant leave reports of the staff member, and a statement showing the last salary payment made and any advances outstanding from the staff member. On the basis of these documents the FOD shall process the separation and arrange for any final payments due to the staff member.

3.2 An advance against the final payment may be made to the staff member if requested, but the amount may not exceed 80 per cent of the entitlement.

4.0 Separation due to abandonment of post

4.1 As defined in Staff Rule 109.1 (b), abandonment of post is not a termination. It is a separation action initiated by the staff member with a clear indication that he/she does not intend to return to work. The administration is sometimes at a difficulty in cases of unauthorized absences since its practice is not to call upon local authorities to determine the whereabouts of a staff member or whether he/she has accepted other employment (although at times informal contacts are useful in this respect). On the other hand there could be cases where a staff member is prevented from returning to work or communicating with the United Nations through no fault of his/her own.

4.2 The normal procedure is as follows:

- a. the supervisor reports the unauthorized absence to the staff member's executive officer, who investigates the case and at the same time brings it to the attention of the personnel officer concerned;
- b. the personnel officer keeps close daily contact with the executive officer and the Medical Director to see if acceptable medical certificate has been produced in accordance with Staff Rule 106.2(a);

- c. after five working days of unauthorized absence the personnel officer notifies the staff member by cable or registered letter that within a specified reasonable period he/she is expected to return to work and/or produce adequate and acceptable evidence justifying his/her absence. Refusal to accept a registered letter or evidence of delivery. If the staff member does not comply and it becomes evident that he/she has no intention of returning to work, authorization should be sought from the Assistant Secretary-General, OHRM, to record his/her separation from service for abandonment of post.

4.4 A P.35 action is then initiated. Under Staff Rule 105.1(b) annual leave may not be utilized to cover unauthorized absences and effective date of separation is the date on which the staff member absented himself/herself without permission, i.e. the first day of unauthorized absence. Under the terms of Annex III of the Staff Regulations and Staff Rule 109.5 no termination indemnity or repatriation grant are payable, and since the action is not one of termination, no termination notice or compensation in lieu thereof is necessary.

4.5 The procedures described above were formulated with Headquarters conditions in mind; however, with minor adjustments they are equally applicable to mission conditions.

5.0 Repatriation grant (Staff Rule 109.5)

5.1 In principle the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate. "Obligation to repatriate" shall mean the obligation to return a staff member and his/her spouse and dependent children, upon separation, at the expense of the United Nations, to a place outside the country of his/her duty station.

5.2 No repatriation grant shall be made to local recruits under Staff Rule 104.6, to a staff member who abandons his/her post or to a staff member residing in his/her home country while performing official duties.

5.3 Payment of the repatriation grant shall be subject to the provision by the former staff member of evidence of relocation outside the country of the last duty station. Evidence of relocation shall be documentary evidence that the former staff member has established residence in another country, such as a declaration by its immigration

police, tax or other authorities, by the senior United Nations official in the country, or by the former staff member's new employer. The evidence required is of actual relocation: the conditions for payment of the grant shall not be met by a mere declaration of intention to relocate.

5.4 The requirement set out above for evidence of relocation shall not apply for any qualifying service accrued prior to 1 July 1979.

5.5 Entitlement to repatriation grant shall cease if no claim payment of the grant has been submitted within two years after the effective date of separation. However, where both husband and wife are staff members and the spouse who separates first is entitled to repatriation grant, his/her entitlement to the grant shall cease if claim for its payment has been submitted within two years after the date of separation of the other spouse.

5.6 Loss of entitlement to payment of return travel expenses under Staff Rule 107.4 shall not affect a staff member's eligibility for the repatriation grant.

5.7 The amount of the grant shall be proportional to the length of qualifying service, as shown in Annex IV of the Staff Rules.

XXXV DISCIPLINARY PROCEDURE (Chapter X of the Staff Rules)

1.0 General

1.1 New guidelines and instructions to staff members on the application of chapter X of the Staff Rules ("Disciplinary measures and procedures") were promulgated in August 1991 in ST/AI/371, superseding Personnel Directive PD/1/76. A summary outline is provided below.

2.0 Initial investigation and fact-finding

2.1 Where there is reason to believe that a staff member has engaged in unsatisfactory conduct for which a disciplinary measure may be imposed, the Head of Mission shall undertake a preliminary investigation. If this appears to indicate that such conduct did indeed take place, he/she shall immediately report the matter to the ASG/OHRM giving a full account of the known facts and attaching documentary evidence.

2.2 If the conduct appears to have been such as to warrant suspension of the staff member, the Head of Mission shall make a recommendation to that effect, giving his/her reasons. On the basis of the evidence presented the ASG/OHRM shall decide whether the matter shall be pursued and, if so, whether suspension is warranted.

2.3 If the matter is to be pursued the Head of Mission shall inform the staff member in writing of the allegations and of his/her right to respond; provide him/her with a copy of the documentary evidence; and notify the staff member of his/her right to the advice and assistance of another serving or retired staff member.

2.4 If the Secretary-General authorizes suspension, the staff member shall be informed of the reason for it and its probable duration and shall surrender his/her grounds pass.

2.5 The staff member should be given a specified time, taking account of the seriousness and complexity of the matter, to answer the allegations and produce countervailing evidence. The entire dossier shall then be submitted to the ASG/OHRM, who shall either

- a. decide that the case should be closed;
- b. refer the matter to a joint disciplinary committee for advice, should the facts appear to indicate that misconduct has indeed occurred; or
- c. should the evidence clearly point to misconduct the seriousness of which warrants immediate separation from service, recommend to the Secretary-General that the staff member be summarily dismissed.

3.0 Referral to joint disciplinary committee

3.1 In the case of referral to a joint disciplinary committee the staff member shall be so advised in writing. The referral may be waived, by joint agreement of the staff member and the Secretary-General, under the provisions of Staff Rule 110.4 (b) (i). Should it not be waived the case shall be referred by the ASG/OHRM to (a) a standing joint disciplinary committee if one exists at the staff member's duty station, or (b) an ad hoc committee. For details of how such committees shall be presided and constituted see paragraphs 13 and 14 of ST/AI/371.

3.2 The Head of Mission shall transmit to the staff member the entire dossier submitted to the joint disciplinary committee, and advise him/her of his/her rights to representation before the committee. In the case of an ad hoc committee, he/she shall also inform the staff member of the committee's composition (ST/AI/371, paragraph 15).

3.3 The proceedings of the joint disciplinary committee shall be in accordance with Staff Rule 110.7 and consistent with due process (ST/AI/371, paragraphs 16-19). Its report should be transmitted with maximum dispatch to the Secretary-General through the ASG/OHRM. It should contain:

- a. the allegations of misconduct;
- b. the staff member's response;
- c. a statement of the proceedings;
- d. a synopsis of the evidence and the committee's evaluation thereof;
- e. the committee's findings, indicating which of the allegations - if any - appear to be supported by the evidence;
- f. any aggravating or mitigating factors that might be relevant;
- g. the committee's advice to the Secretary-General as to what sanction - if any - should be applied; and
- h. any dissenting or separate opinion.

3.4 The final decision shall be taken by or on behalf of the Secretary-General. Any appeal against a disciplinary measure imposed after consideration by a joint disciplinary committee shall be submitted directly to the United Nations Administrative Tribunal.

3.5 A staff member summarily dismissed under the terms of Staff Regulation 102, second paragraph, and Staff Rule 110.4 (b) (ii) may submit a request (through the Joint Disciplinary Committee in New York) that the measure be reviewed by a joint disciplinary committee.

XXXVI PERFORMANCE EVALUATION REPORTS (Staff Rule 112.6)

1.0 General

1.1 Administrative Instruction ST/AI/240/Rev.2 dated 28 November 1984 summarizes the procedures for the staff performance evaluation system, which replaced and superseded the previous system. Supplementary information is provided below in respect of staff serving with United Nations missions. Attention is drawn to the Performance Evaluation Report (form P.92(3-83)) and the Guidelines and Procedures for completing the Performance Evaluation Report (form P.91/A(8-83)).

1.2 It is primarily the responsibility of each mission to initiate the preparation and completion of performance evaluation reports due on its staff members. For staff members on fixed-term appointments, reports should be prepared two months prior to the renewal or expiry of their contracts. For those who are to report on mission, completing their assignment or being separated, reports should be prepared at least one month before departure.

2.0 Reporting officers

2.1 Normally the first reporting officer should be the direct immediate supervisor of the staff member being rated; the second reporting officer should be the section chief and the third report

officer should be the CAO or a senior official designated by him. If the CAO is the first and/or second reporting officer, the third reporting officer should be the official senior to him, i.e. the Head of Mission.

2.2 In cases where military personnel of a mission who are not employees of the United Nations act as supervisors of United Nations staff members, such military personnel may not serve as reporting officers.

3.0 Preparation of reports

3.1 A report should be completed in all its parts. Section II, Part A of the Performance Evaluation Report form should be completed by the staff member. The first reporting officer should ensure that the statements made by the staff member are accurate and supported by the work requirements and procedures.

3.2 This factor is important since, when the first reporting officer signs a report without appropriate comments he/she is, in fact, attesting to the accuracy of the staff member's statements. If those statements are not accurate they should not be changed, but the first reporting officer should give his/her comments or clarification in Section II, Part B; absence of any comments there will imply agreement with the staff member's statements.

3.3 Any educational, language or other training achievements by the staff member during the reporting period are verified by the OHRM, the Head of Mission or the CAO as the case may be. The first reporting officer should indicate in the report that he/she is not in a position to confirm the staff member's statements in this regard, unless he/she has verified or has personal knowledge of them.

3.4 Evaluations shall be made with the maximum possible precision, objectivity and accuracy since the reports are used when evaluating a staff member for promotion, transfer or termination. When assessing a staff member's performance reporting officers should use the criteria established in Article 101 of the Charter - the highest standards of efficiency, competence and integrity. If a staff member, after dialogue and consultation with a reporting officer about his/her performance, fails to meet these criteria, this should be stated clearly in the Performance Evaluation Report so that remedial action may be taken. Equally, when a staff member's performance is outstanding among his/her colleagues, or when a staff member has, in the opinion of a reporting officer, special qualifications or aptitudes which seem to suit him/her for other duties, this should be stated in the Performance Evaluation Report. It is necessary to indicate in the "Comments" column of Section III the reason or reasons for "A" or "F" ratings.

3.5 Staff members' performance should be evaluated using the standard ratings provided, with no alterations. If it is felt that ratings do not adequately reflect the performance under evaluation, note should be added to that effect.

3.6 Reporting officers should note that because of their confidential nature recommendations or references thereto should not be included in Performance Evaluation Reports.

3.7 Reports shall be prepared in original and three copies. The staff member should sign all copies and retain one, and the CAO should forward the original and one copy to the FOD.

3.8 The guidelines for the preparation of reports on internationally-recruited staff apply equally to reports on locally-recruited staff.

3.9 When a staff member is called upon for a period of one month or more to serve in a higher capacity, e.g. as a supervisor, or to perform duties at a higher level than that recognized as appropriate for his/her grade, a statement to this effect should be made under Section III, item 6 of the Performance Evaluation Report. However, the performance of the staff member at the higher level should be evaluated in the light of the performance normally expected at his/her regular level unless he/she is receiving a special post allowance. If such an allowance is being paid it should be specifically mentioned in the report and the staff member's performance should be evaluated in relation to the higher level of responsibility reflected by the allowance.

3.10 For the preparation of a Performance Evaluation Report on a staff member under supervision of military personnel the following procedure should be applied:

- a. Military supervisors should address in writing a general assessment of the United Nations civilian staff member to the appropriate senior United Nations civilian officer most closely associated with the staff member's area of assignment, who shall act as the first reporting officer.
- b. The first reporting officer should have discussion with the staff member concerned.
- c. The first reporting officer should then, on the basis of his/her own evaluation, complete Sections II.B and III of the report and forward it to the second reporting officer.

- d. Performance evaluation of a staff member under military supervision should not be regarded as requiring less attention than that of a staff member directly under a reporting officer's daily supervision. Reporting officers should be cautioned that since they are required to submit reports on such staff members on their own behalf, they must assume responsibility for the ratings and observations that appear there.

4.0 Explanation and rebuttal procedure

4.1 A statement of rebuttal submitted later than one month after receipt of a Performance Evaluation Report by a staff member shall not be accepted or acted upon unless the Secretary-General is satisfied that the delay was justified.

4.2 Action to investigate a staff member's rebuttal shall be initiated at Headquarters, New York. The mission shall then draw up a list of five staff members senior in grade, rank or position to the staff member concerned, who shall choose three to form an investigation panel. When five staff members senior in grade cannot be found within the staff member's department or office, the matter shall be referred to the personnel unit of the mission for it to provide additional names from another department or office.

4.3 If it is impossible to set up a list, officials of the same grade or rank may be included, but only with the staff member's agreement.

4.4 If three or more of the five names nominated are unacceptable to the staff member, the department or office concerned shall endeavour to provide additional names. In exceptional cases when agreement cannot be reached on a panel of names, the personnel unit of the mission shall be asked to provide additional names, preferably from the staff member's department or office. If it still proves impossible to constitute an acceptable panel, the staff member may request the appropriate staff representatives of the area concerned to suggest two additional names.

4.5 The relevant administrative instructions stipulate that the appraisal of the panel's report shall be made by the Head of Mission unless he/she is the first, second or third reporting officer (as for example in the case of a staff member under the direct supervision of the Force Commander). When the third reporting officer is not the Head of Mission, the appraisal should be done by the latter rather than by the third reporting officer on behalf of him/her. For example, should the Chief Procurement Officer be the first and second reporting officer and the CAO the third reporting officer, the Force Commander, as Head of Mission, should make the appraisal of the report.

4.6 If, however, the third reporting officer is the head of the department or office, but is not the first and second reporting officer (e.g. where the CAO is first and second reporting officer and the Field Commander the third reporting officer), the appraisal of the report of the panel shall be made by the third reporting officer. There should be no objection to this procedure since the third reporting officer normally limits himself/herself to taking note of the Performance Evaluation Report without giving an evaluation of the staff member's performance, direct and primary responsibility for the completion of the report lying with the first and second reporting officers. Furthermore, the possibility that the head of the department or office might be the second and third reporting officer does not arise because when a director or chief of section or official of equivalent rank is the first reporting officer, he/she in accordance with this instruction is also the second reporting officer.

4.7 The panel shall hear the interested parties unless geographical location makes that impractical. Panel members should normally conclude their investigations within six weeks of the date of their nomination as members.

4.8 Copies of the appraisal shall be given to the staff member concerned and to the reporting officer whose section of the report has been rebutted. A copy shall be placed in the official status file of the staff member, together with the staff member's Performance Evaluation Report, his/her rebuttal and the report of the panel.

4.9 The original Performance Evaluation Report is an official document and must be kept for the record without any alterations, regardless of any rebuttals and of the final appraisal; if the appraisal warrants any change in the ratings or the addition of any remarks, the appraisal itself shall speak for the record. The fact sheet (Personnel Record) at Headquarters shall note the occurrence of the rebuttal and appraisal and shall take into account any amended ratings contained in the appraisal.

4.10 Since the appraisal is the last stage of the investigation process it stands as the final assessment of the case.

XXXVII ARRANGEMENTS RELATING TO MILITARY SERVICE (Appendix C to Staff Rules)

1.0 The following guidelines are provided in clarification of relevant provisions of Appendix C to the United Nations Staff Rules on this subject:

1.1 Under Section 18(c) of the Convention on the Privileges and Immunities of the United Nations, officials of the United Nations are immune from national service obligations. The term "officials" for

purpose of the Convention has been interpreted to cover all staff members of the Organization except those who are recruited locally and are paid at hourly rates; locally-recruited staff other than those paid at hourly rates are covered by the immunity from national service.

1.2 If such a local staff member is a national of a Member State which has acceded to the Convention and is called up for military service, the mission should approach the appropriate government authorities, advising them that under Section 18(c) of the Convention the staff member is an official of the United Nations and is immune from the national service obligations.

1.3 However, if the staff member volunteers for military service or requests a waiver of his immunity, the matter should be referred to Headquarters, New York for a decision as to whether the staff member should be separated from service or placed on special leave without pay in accordance with the final paragraph of Appendix C.

1.4 Paragraphs (b) - (k) of Appendix C deal with cases where the Member State of which the staff member is a national has not acceded to the Convention or has acceded to it with a reservation in respect of Section 18(c).

1.5 A staff member who is called up by such a Member State for national military service may be placed on special leave without pay for the duration of the service, if he or she holds a permanent appointment or has completed one year of satisfactory service, or shall be separated from service in other cases, as provided in paragraph (c) of the appendix. In special cases the Secretary-General may, on the recommendation of the Head of Mission, decide to request the deferment of the call-up of a particular staff member for national service, when such deferment is deemed necessary in the interest of the United Nations.

XXXVIII INSURANCE OF PERSONAL EFFECTS AND HOUSEHOLD GOODS

1.0 Insurance while in storage and/or transit

1.1 The United Nations shall arrange insurance of personal effects and household goods of staff members who are entitled to shipment on appointment, assignment, transfer or separation.

2.0 Personal property insurance at field duty stations

General

2.1 The American International Indemnity through Herbert L. Jamison and Company offers an "all risks" personal property insurance plan to all internationally-recruited staff members, experts and

volunteers of UNDP and other agencies and organizations of the United Nations system who are assigned to field duty stations. Such coverage is optional. It is open to all internationally-recruited staff members assigned to peacekeeping or observer missions or other United Nations field offices.

2.2 In addition the above plan provides optional "all risks" personal accident insurance, covering accidental death and dismemberment.

Types of coverage

2.3 The insurance plan covers personal belongings and household furniture, including jewellery, furs and fine arts, owned or used by the policy-holder or by family members within the household and residing with him/her.

2.4 The plan is world wide and its coverage continues while the policy-holder or his/her family is travelling. However, it does not cover belongings which are not ordinarily located at the staff member's residence at his/her duty station.

2.5 Property being carried on ocean-going vessels or on aircraft is not covered unless it accompanies the policy-holder or his/her family as personal baggage.

Limits of Insurance Available

2.6 The minimum insurance that can be purchased is US\$5,000 and the maximum US\$50,000.

Cost

a. Personal property insurance:

The annual premium is US\$1.80 per US\$100.00 of coverage, with a minimum of \$90.

b. Accidental death and dismemberment insurance (optional):

The coverage available and cost are

- for a staff member or spouse:

US\$25,000 insurance	-	US\$45.00 premium
US\$50,000 insurance	-	US\$90.00 premium
US\$100,000 insurance	-	US\$180.00 premium

for dependent child or children of a staff member
(ages three months to 21 years):

US\$10,000 insurance - US\$15.00 premium

Payment of premiums

2.7 For premiums paid by cheque in deutschmarks or Swiss francs or by dollar cheques drawn for collection outside the United States US\$20.00 or the equivalent should be added for bank collection fees. However, these charges are avoided if premiums are paid by direct transfer from the policy-holder's bank to:

Citibank N.A. International Money Transfer
111 Wall Street
New York, New York
USA

For credit to:

Account No. 00114016
Herbert L. Jamison and Company
345 Park Avenue South
New York, New York 10010
Attention: Controller.

2.8 Coverage begins on the first day of the month following receipt of the completed application and appropriate payment in New York.

Policy details

2.9 Insurance certificates are issued for one year. About one month prior to the end of that time, policy-holders will be advised of the renewal requirements by Herbert L. Jamison and Company.

2.10 Applications can be obtained through the FOD from Herbert L. Jamison and Company at the address shown below.

2.11 Completed applications should be accompanied by a cheque for the total annual premium due, made out to Herbert L. Jamison and Company. If the payment is made by direct transfer a note should be made on the application form and the bank requested to ensure that it identifies the applicant/policy-holder as the payor.

Procedures for filing a claim

2.12 The following procedure should be followed when filing a claim:

a. Reporting property that is lost or destroyed

If insured property is lost or destroyed a report should be made as soon as possible and forwarded to the insurance representatives directly at the following address:

Herbert L. Jamison and Company
345 Park Avenue South
New York, New York 10010
USA.

A supply of claims forms should be held by the personnel section of missions.

b. Inventory

Policy-holders should make a list of all belongings and their current values and insure the total value. Inventories should be updated periodically. When filing claim it is important to provide evidence of ownership: bills, receipts, cancelled cheques, etc. should be returned with the claim form.

c. Statute of limitations

The underwriters require that all necessary claims documentation be completed within 180 days of the date of loss.

d. Currency of payment

Claims will be paid in United States dollars.