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**UNITED NATIONS**

# **STAFF RULES**

**RULES 201.1 TO 212.5 AND STAFF REGULATIONS  
GOVERNING  
TECHNICAL ASSISTANCE PROJECT PERSONNEL**

**SECRETARY GENERAL'S BULLETIN**

**New York, 1955**



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## SECRETARY-GENERAL'S BULLETIN

TO: TECHNICAL ASSISTANCE EXPERTS  
(Project Personnel)

SUBJECT: STAFF RULES

Under the United Nations Charter, the General Assembly provides Staff Regulations which set out the broad principles of personnel policy for the staffing and administration of the Secretariat. The Secretary-General, as Chief Administrative Officer of the Secretariat, is required by the Staff Regulations to provide and enforce such Staff Rules, consistent with these principles, as he considers necessary.

By Secretary-General's Bulletin ST/AFS/SGB/94/Add.3 of 1 January 1954, the Secretary-General, in agreement with the Executive Chairman of the Technical Assistance Board, published Staff Rules 201.1 through 212.5 which are applicable to experts and other persons internationally recruited specifically for service with the Expanded Programme of Technical Assistance.

Certain modifications to those Staff Rules have now been agreed by the Secretary-General and the Executive Chairman of TAB.

The attached Staff Rules shall be applicable as provided in Rule 201.1 of this booklet and shall supersede all relevant rules in force before that time. They shall be effective from 1 May 1955.

The text of those Staff Regulations which are relevant to the conditions of service of project personnel are included in this document. The text of other Staff Regulations, which do not apply to project personnel have been omitted. The complete text of the Staff Regulations is available at all times in a separate booklet.



DAG HAMMARSKJÖLD  
Secretary-General



## STAFF RULES

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# RULES AND RELEVANT STAFF REGULATIONS OF THE UNITED NATIONS GOVERNING TECHNICAL ASSISTANCE PROJECT PERSONNEL

## SCOPE AND PURPOSE

The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the United Nations Secretariat. They represent the broad principles of personnel policy for the staffing and administration of the Secretariat. The Secretary-General, as the Chief Administrative Officer, shall provide and enforce such Staff Rules consistent with these principles as he considers necessary.

### Rule 201.1 Applicability

Rules 201.2 to 212.5 shall apply to persons, except as provided in (a) through (e) below, who are internationally recruited specifically for service with technical assistance projects and appointed for a fixed period of less than five years. Such personnel shall hereinafter be called "project personnel" and be so identified in the letter of appointment. These rules shall not apply except as noted to:

- (a) Persons who are engaged on special service agreements, e.g., lecturers or other persons who perform short term service, normally for not more than one month. They will be governed by the conditions specifically provided in the agreement which each has signed.
- (b) Persons employed on a project of broader than national scope whose work takes place exclusively or primarily at an established United Nations office. They will be appointed under the rules regularly applicable to similar appointments at that office.
- (c) Persons who are internationally recruited specifically for service with technical assistance projects and appointed for a fixed period of five years or more. They will be employed under Rules 101.1 to 112.8 of the Staff Rules provided that no seniority or other re-employment rights outside the technical assistance programme will be conferred; and provided also that the conditions in these rules for project personnel regarding currency of salary payments, rates of exchange, subsistence allowance while travelling within the mission area, annual travel to residence and home leave for project personnel with dependents at the official duty station, will apply to such appointments. In addition, if their assignment to a specific mission area is to be less than two years, they will be subject to the provisions in these rules regarding the subsistence allowances during mission service and travel of dependents.
- (d) Persons in the General Service category recruited specifically for service with technical assistance projects except as otherwise determined by the Secretary-General.
- (e) Staff members who are detailed to technical assistance projects. They will continue to be subject to Staff Rules 101.1 to 112.8, except that the following rules shall apply:
  - Rule 203.8 dealing with education grant (when not eligible under Staff Rule 101.1)
  - Rule 203.9 dealing with subsistence allowance
  - Rule 204.6 dealing with medical examinations
  - Rule 207.2 dealing with travel of dependents to the mission area
  - Rule 207.4(a) dealing with home leave (when not eligible under Staff Rule 101.1)
  - Rule 207.4(b) dealing with annual travel to residence
  - Rule 207.17 dealing with excess personal baggage and removal of personal effects





## Rule 201.2

### Definitions

Short term status - Project personnel initially appointed for less than one year shall be deemed to be on short term status, as provided by Rule 204.5.

Full term status - Project personnel initially appointed for one year or more or whose appointments of less than one year are extended so that the total contractual service is 12 months or more shall be deemed to be on full term status, as provided by Rule 204.5.

Official duty station - The official duty station shall be the place designated by the Secretary-General as the base of operation for an individual.

Mission area - The mission area shall normally be the country of assignment in which the official duty station is located, but in special circumstances the mission area may include two or more countries in the same geographic area.

## **CHAPTER I**

### Duties, Obligations and Privileges

Regulation 1.1: Members of the Secretariat are international civil servants. Their responsibilities are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of the United Nations only in view.

Regulation 1.2: Staff members are subject to the authority of the Secretary-General and to assignment by him to any of the activities or offices of the United Nations. They are responsible to him in the exercise of their functions. The whole time of staff members shall be at the disposal of the Secretary-General. The Secretary-General shall establish a normal working week.

### Rule 201.3

#### Hours of Work and Official Holidays

The hours of work and official holidays shall be determined by the senior officer in the field with due consideration being given to local conditions and practices and after consultation with representatives of any other international organizations in the area.

### Rule 201.4

#### Change of Official Duty Station

A change of official duty station shall take place when an individual is transferred from one mission to another or when the Secretary-General decides that it is in the interest of the Organization to change the individual's base of operation from one city to another within a mission area.

Regulation 1.3: In the performance of their duties members of the Secretariat shall neither seek nor accept instructions from any government or from any other authority external to the Organization.



**Regulation 1.4:** Members of the Secretariat shall conduct themselves at all times in a manner befitting their status as international civil servants. They shall not engage in any activity that is incompatible with the proper discharge of their duties with the United Nations. They shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on their status, or on the integrity, independence and impartiality which are required by that status. While they are not expected to give up their national sentiments or their political and religious convictions, they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

**Regulation 1.5:** Staff members shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any information known to them by reason of their official position which has not been made public, except in the course of their duties or by authorization of the Secretary-General. Nor shall they at any time use such information to private advantage. These obligations do not cease upon separation from the Secretariat.

**Regulation 1.6:** No staff member shall accept any honour, decoration, favour, gift or remuneration from any Government excepting for war service; nor shall a staff member accept any honour, decoration, favor, gift or remuneration from any source external to the Organization, without first obtaining the approval of the Secretary-General. Approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the terms of regulation 1.2 of the Staff Regulations and with the individual's status as an international civil servant.

**Regulation 1.7:** Staff members may exercise the right to vote but shall not engage in any political activity which is inconsistent with or might reflect upon the independence and impartiality required by their status as international civil servants.

**Regulation 1.8:** The immunities and privileges attached to the United Nations by virtue of Article 105 of the Charter are conferred in the interests of the Organization. These privileges and immunities furnish no excuse to the staff members who enjoy them for non-performance of their private obligations or failure to observe laws and police regulations. In any case where these privileges and immunities arise, the staff member shall immediately report to the Secretary-General, with whom alone it rests to decide whether they shall be waived.

**Regulation 1.9:** Members of the Secretariat shall subscribe to the following oath or declaration:

"I solemnly swear (undertake, affirm, promise) to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international civil servant of the United Nations, to discharge these functions and regulate my conduct with the interests of the United Nations only in view, and not to seek or accept instructions in regard to the performance of my duties from any government or other authority external to the Organization."



**Rule 201.5**  
**Oath or Declaration**

The oath or declaration to which project personnel have subscribed does not prevent the close collaboration of project personnel with a government pursuant to the agreement between that government and the United Nations.

**CHAPTER II**  
**Classification of Posts and Staff**

**Regulation 2.1:** In conformity with principles laid down by the General Assembly, the Secretary-General shall make appropriate provision for the classification of posts and staff according to the nature of the duties and responsibilities required.

**CHAPTER III**  
**Salaries and Related Allowances**

**Regulation 3.1:** Salaries of staff members shall be fixed by the Secretary-General in accordance with the provisions of Annex I to the present regulations.

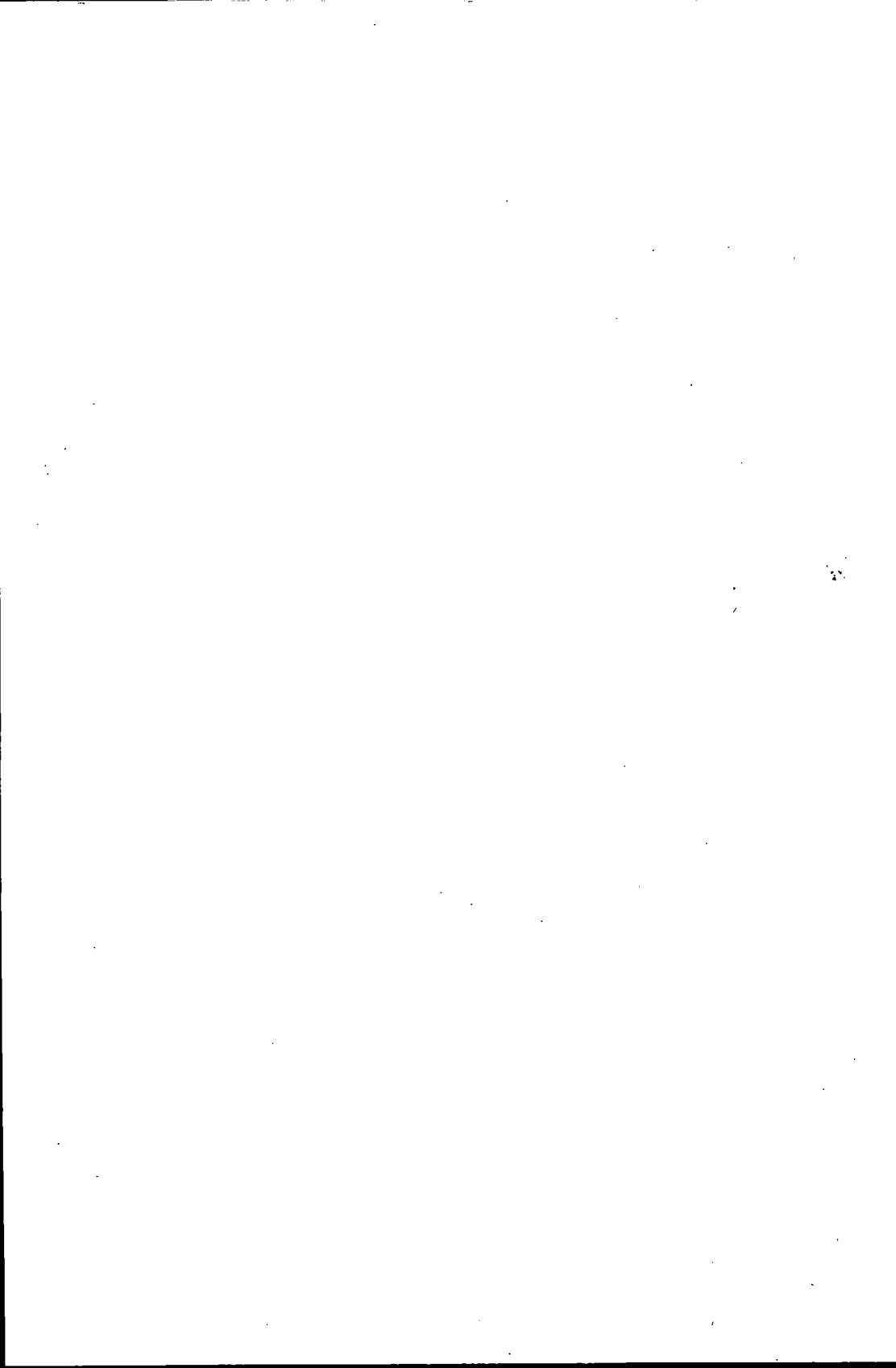
**Annex I. Paragraph 6:** The Secretary-General shall determine the salary rates to be paid to personnel specifically engaged for conferences and other short-term service, to consultants, to Field Service personnel, and to Technical Assistance experts and social welfare advisers.

**Rule 203.1**  
**Annual Salary Scales**

(a) Subject to the staff assessment plan under Rule 203.2, the following annual base salary rates\* shall apply to project personnel, except those who are loaned to the United Nations on a reimbursable or non-reimbursable basis:

Level	Entrance Rates	Step II	Step III	Step IV	Step V	Step VI	Step VII	Step VIII	Step IX	Step X
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Level 8</b>	17,000 (12,000)	18,000 (12,500)								
<b>Level 7</b>	15,000 (11,000)	15,800 (11,400)	16,600 (11,800)	17,400 (12,200)						
<b>Level 6</b>	13,330 (10,000)	14,000 (10,400)	14,670 (10,800)	15,400 (11,200)	16,200 (11,600)	17,000 (12,000)				
<b>Level 5</b>	11,310 (8,750)	11,690 (9,000)	12,080 (9,250)	12,500 (9,500)	13,000 (9,800)	13,500 (10,100)	14,000 (10,400)	14,500 (10,700)	15,000 (11,000)	
<b>Level 4</b>	9,140 (7,300)	9,460 (7,525)	9,790 (7,750)	10,150 (8,000)	10,540 (8,250)	10,920 (8,500)	11,310 (8,750)	11,690 (9,000)	12,080 (9,250)	12,500 (9,500)
<b>Level 3</b>	7,330 (6,000)	7,600 (6,200)	7,870 (6,400)	8,180 (6,625)	8,500 (6,850)	8,820 (7,075)	9,140 (7,300)	9,460 (7,525)	9,790 (7,750)	10,150 (8,000)
<b>Level 2</b>	5,750 (4,800)	6,000 (5,000)	6,270 (5,200)	6,530 (5,400)	6,800 (5,600)	7,070 (5,800)	7,330 (6,000)	7,600 (6,200)	7,870 (6,400)	
<b>Level 1</b>	4,250 (3,600)	4,500 (3,800)	4,750 (4,000)	5,000 (4,200)	5,250 (4,400)	5,500 (4,600)	5,750 (4,800)	6,000 (5,000)		

\*Figures in parentheses represent approximate net salary equivalents for project personnel without dependents.



(b) The Secretary-General may, in exceptional circumstances, make an upward adjustment of the top salary specified in (a) above.

(c) Project personnel who are loaned to the United Nations on a reimbursable or non-reimbursable basis and who are not paid a salary directly by the United Nations may be given a monthly honorarium up to the equivalent of \$250 (US), subject to assessment under Rule 203.2. Compensation for service-incurred death, illness or accident under Rule 206.3 shall be determined in the case of such project personnel on the basis of the salary rate under (a) above at which the person would have been assigned had the Secretary-General set the rate for the appointment, and shall not include any honorarium.

**Rule 203.2**  
**Staff Assessment Plan**

In accordance with the provisions of General Assembly Resolution 359(IV), project personnel shall be subject to the United Nations Staff Assessment Plan in accordance with the following conditions:

(a) The following payments shall be subject to an assessment:

- (i) base salaries specified in Rule 203.1(a) above;
- (ii) honoraria payable under Rule 203.1(c);
- (iii) children's allowance;
- (iv) payments upon separation, including indemnity pay and payment for unused annual leave.

(b) The assessment shall be calculated in accordance with the following rates:

Total Assessable Payments	Assessment
First \$4,000 per year	15 per cent
Next 2,000 " "	20 per cent
" 2,000 " "	25 per cent
" 2,000 " "	30 per cent
" 2,000 " "	35 per cent
" 3,000 " "	40 per cent
Remaining assessable payments	50 per cent

(c) If an individual is not employed by the United Nations for the whole of a calendar year or receives a change in the annual rate of payments made to him, the rate of assessment shall be governed by the annual rate of each payment made to him.

(d) No part of the assessment collected shall be refunded to an individual separated during the calendar year.

(e) In calculating the assessment under (b) above, an exemption from assessable payments shall be granted in respect of children's allowance paid by the United Nations.

(f) Credits shall be deductible from the assessment computed under (b) at the rates and conditions specified below:

- (i) a maximum annual credit of \$200 for either a wife, a dependent husband, or a dependent child;
- (ii) a maximum annual credit of \$100 for either a dependent parent, brother, sister, or incapacitated child over sixteen years of age;
- (iii) a credit shall not be granted under both (i) and (ii);
- (iv) if both husband and wife are employed by the United Nations, the husband shall be allowed a credit under (i) and the wife may only claim a credit under (ii);
- (v) credits shall be claimed in writing and supported by satisfactory evidence;
- (vi) a separate claim for credits shall be made for each year;
- (vii) a credit shall be limited to the appropriate portion of the year in which the circumstances giving rise to the claim first occur;





- (g) For purposes of this rule, a dependent child is defined as a child who is dependent upon the individual for main and continuing support and who is under the age of eighteen years or, if the child is in full-time attendance at a school or university (or similar educational institution) or is totally disabled, under the age of twenty-one years.

### **Rule 203.3** **Currency of Salary Payments**

(a) The following minimal amounts of base salary will be paid to project personnel in the currency of the established country of residence:

- (i) at least 25 percent of base salary while dependents are residing at the official duty station following travel at United Nations expense;
  - (ii) at least 50 percent of base salary while dependents are not residing at the official duty station following travel at United Nations expense;
  - (iii) Exceptions to the above minima may be made in unusual circumstances which would involve hardship to the individual or in cases where utilization of a particular currency is in the interest of the Organization.
- (b) The remainder of the base salary may be paid either in the currency of the established country of residence or in the country of service or in both. Arrangements may be made to allow project personnel to meet legitimate expenditures which may be incurred in a third currency by reason of employment in the technical assistance programme, if such currency is available to the Organization. Rates of exchange for the conversion of currencies will be as established by the Executive Chairman of the Technical Assistance Board.

### **Rule 203.4** **Salary Increments**

Upon completion of one year's continuous satisfactory service at the same salary rate, the salaries of project personnel on full term status whose appointments will continue for at least one month beyond this period shall be increased by a one-step salary increment, provided that the period of satisfactory service required for increments to any salary step above \$15,000 (\$11,000 net) shall be two years. The amount of salary increment for each level shall be in accordance with the schedule contained in Rule 203.1.

### **Rule 203.5** **Retroactivity of Payments**

Project personnel who have not been receiving an allowance or other payment to which they are entitled shall not receive retroactively such allowance or payment unless they have made written claim:

- (a) in the case of the cancellation or modification of the rule governing eligibility, within three months following the date of such cancellation or modification, or
- (b) in every other case, within one year following the date on which they would have been entitled to the initial payment.

### **Rule 203.6** **Deductions and Contributions**

(a) There shall be deducted, each pay period, from the total payments due to project personnel:

- (i) staff assessment, at the rates and subject to the conditions prescribed in Rule 203.2;



- (ii) contributions to the United Nations Joint Staff Pension Fund, if the individual is a participant under Rule 206.1.
- (b) Deductions from salaries and other emoluments may also be made for:
  - (i) other contributions for which provision is made under these rules;
  - (ii) for indebtedness to the United Nations;
  - (iii) for indebtedness to third parties when any deduction for this purpose is authorized by the Secretary-General.

### Children's Allowance and Education Grant

**Regulation 3.2:** The Secretary-General shall establish a scheme for the payment of children's allowances and education grants under the conditions specified in Annex IV to the present regulations.

**Annex IV, Paragraph 1:** Full-time members of the staff, with the exception of those specifically excluded by resolution of the General Assembly, shall be entitled to a children's allowance of (US) \$200 per annum in respect of each child under the age of eighteen years, or, if the child is in full-time attendance at a school or a university (or similar educational institution), or is totally disabled, under the age of twenty-one years; provided that, if both parents are members of the staff of the United Nations, only one allowance will be paid in respect of each of their children; and provided further that, where the Secretary-General deems it advisable, no allowance or an allowance of an amount other than (US) \$200 may be paid under special circumstances, as, for example, short-term assignments or assignments at duty stations where the levels of United Nations salary scales are fixed at levels varying from the Headquarters scale.

**Annex IV, Paragraph 2:** Each full-time member of the staff, with the exception of those specifically excluded by resolution of the General Assembly, entitled to receive a children's allowance under paragraph 1 above, who is employed by the United Nations in a country other than his own country, as specified in his letter of appointment, shall be entitled to the following education grant:

- (a) The sum of (US) \$200 per annum for each child, in respect of whom a children's allowance is payable, in full-time attendance at a school or a university in his home country; provided that where a child attended such an educational institution for a period of less than two-thirds of any one scholastic year, the allowance shall be reduced to such proportion of (US) \$200 as the period so attended bears to a full scholastic year;
- (b) Once in each scholastic year the travelling expenses of the outward and return journey of such a child by a route approved by the Secretary-General;
- (c) Should staff members elect to send their children to special national schools in the area where they are serving, including international schools organized for children of United Nations staff members, rather than to schools in their home countries, the United Nations will pay for each child otherwise eligible for the education grant, a grant equal to the difference between the cost of education at the special school which he attends and the cost at a comparable school attended by children of persons normally resident in the area, provided that the grant shall not exceed \$200 per year. This grant shall be payable only when there is a valid reason for the child not to attend school in the home country; for instance, in the case of children under thirteen years of age or when the health of the child is such that return to the home country is not feasible;



(d) If both parents are members of the staff of United Nations only one grant will be paid in respect of each of their children.

Annex IV, Paragraph 3: The Secretary-General may decide in each case whether allowances or grants under paragraphs 1 and 2 above shall extend to adopted children or step-children.

Rule 203.7  
Children's Allowance

- (a) Project personnel on full-term status under Rule 204.5 shall be entitled to receive a children's allowance on behalf of each dependent child, amounting to the equivalent of \$200 a year, in the currencies in which the salary is payable.
- (b) Project personnel shall be responsible for notifying the Secretary-General in writing of claims for children's allowance and shall be required to support such claims by documentary evidence satisfactory to the Secretary-General. They shall be responsible for reporting to the Secretary-General any change in the status of a child affecting the payment of this allowance.

Rule 203.8  
Education Grant

- (a) Project personnel on full term status under Rule 204.5 shall be entitled to receive an education grant on behalf of each eligible child, and payment of travelling expenses for one round trip journey a year for each such child under the conditions set forth in Rule 207.4(c).
- (b) Project personnel shall be responsible for notifying the Secretary-General, in writing, of claims for education grant and shall be required to support them by documentary evidence satisfactory to the Secretary-General.

Rule 203.9  
Subsistence Allowances During Mission Service

- (a) Project personnel on short term status under Rule 204.5 shall receive, during the period of their service in the mission area, a subsistence allowance at a daily rate as fixed by the Executive Chairman of the Technical Assistance Board. The allowance may be payable in local currency or in kind.
- (b) The daily subsistence rate shall be computed normally on the basis of an average cost for a reasonable standard of board and lodging, plus 25 percent to cover such incidental expenses as service charges and tips. When lodging is provided in kind, it will be valued at the equivalent of the project service allowance, except that where the project service allowance has been set at a higher amount in recognition of factors other than the cost of housing the extra amount will be disregarded.
- (c) Project personnel on full term status under Rule 204.5 will receive for the first 30 calendar days of their assignment at the official duty station an allowance calculated at the full daily subsistence rate for the mission area as established for project personnel on short term status in (a) above for themselves, plus half the daily subsistence rate for each of their recognized dependents transported to the area at United Nations expense, up to a total of four dependents. Where lodging is received in kind, the allowance payable to project personnel in respect of themselves will be reduced by the value of the lodging, the value to be established under (b) above.
- (d) Commencing on the thirty-first day of duty at the official duty station, project personnel on full term status will receive in local currency or in kind a project



service allowance at rates as fixed by the Executive Chairman of the Technical Assistance Board. The allowance will normally be computed to cover the cost of suitable lodging for project personnel without dependents and normally will be established at a rate approximating, but not less than, 40 percent of the daily subsistence allowance established under (a) above. The allowance shall be payable in the currency of the country of assignment, and shall be discontinued during periods of travel away from the official duty station, except as provided under (f) below. Where lodging in kind is furnished, it will be considered as the full equivalent of the project service allowance and no cash payment shall be made, except that, where the rate of the project service allowance has been set at a higher amount in recognition of factors other than the cost of housing the extra amount may be paid as a cash differential.

(e) Project personnel on short term status, whose appointments are subsequently extended or converted so that their anticipated service will be one year or more shall receive only the project service allowance in accordance with (d) above after they have been at the same official duty station for thirty days or with effect from the date of the conversion or extension, whichever is later. In such cases, the allowance under (c) above shall be payable in respect of recognized dependents.

(f) When project personnel travel on official business within the mission area, they will receive a daily travel allowance equivalent to the full daily subsistence allowance established under (a) above. In addition, project personnel on full term status who find it necessary to retain their lodging during the period of travel shall receive additionally the equivalent of the project service allowance payable under (d) above. Project personnel on short term status who do not receive lodging in kind shall, under similar circumstances, receive additionally the equivalent of the project service allowance. The daily travel allowance shall be reduced proportionately when lodging and/or subsistence in kind is provided away from the duty station.

(g) The project service allowance shall be discontinued during periods of official travel away from the official duty station except as provided under (f) above.

(h) When project personnel are authorized to travel outside the mission area at United Nations expense they shall receive travel subsistence allowance in accordance with Rule 207.13 except that when an assignment of seven days or more is authorized in any one country for which a subsistence rate has been fixed under (a) above the project personnel will receive a daily travel subsistence allowance equivalent to that rate.

#### **Rule 203.10** **Clothing Allowance**

**Suppressed**

### **CHAPTER IV**

#### **Appointment**

**Regulation 4.1:** As stated in Article 101 of the Charter, the power of appointment of staff members rests with the Secretary-General. Upon appointment each staff member shall receive a letter of appointment in accordance with the provisions of Annex II to the present regulations and signed by the Secretary-General or by an official in the name of the Secretary-General.





## Annex II - Letters of Appointment:

(a) The letter of appointment shall state:

- (i) that the appointment is subject to the provisions of the Staff Regulations and of the Staff Rules applicable to the category of appointment in question, and to changes which may be duly made in such regulations and rules from time to time;
- (ii) the nature of the appointment;
- (iii) the date at which the staff member is required to enter upon his duties;
- (iv) the period of appointment, the notice required to terminate it and period of probation, if any;
- (v) the category, level, commencing rate of salary, and if increments are allowable, the scale of increments, and the maximum attainable;
- (vi) any special conditions which may be applicable.

(b) A copy of the Staff Regulations and of the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he has been made acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules.

### Rule 204.1

#### Letter of Appointment

The letter of appointment granted to project personnel shall contain expressly or by reference all the terms and conditions of employment. All contractual entitlements of project personnel shall be strictly limited to those contained expressly or by reference in their letters of appointment.

### Rule 204.2

#### Effective Date of Appointment

The appointment of project personnel shall take effect from the date on which they enter into official travel status to assume their duties or, if no official travel is involved, from the date on which they start to perform their duties.

### Rule 204.3

#### Notification by Project Personnel

Project personnel shall be responsible on appointment for supplying the Secretary-General with whatever information may be required for the purpose of determining their status under the staff regulations and these rules or of completing administrative arrangements in connection with their appointments. Specifically, this requirement shall include information on nationality, passport and visa, marital status, dependency status, information relevant to home leave, and designation of beneficiary. They shall be responsible also for promptly notifying the Secretary-General, in writing, of any subsequent changes affecting their status under the Staff Regulations and these rules.



**Regulation 4.2:** The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity for securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

**Rule 204.4**  
**Nationality**

(a) In the application of the Staff Regulations and these rules, the United Nations shall not recognize more than one nationality for project personnel.

(b) When project personnel have been legally accorded nationality status by more than one State, nationality for the purposes of the Staff Regulations and these rules shall be the nationality of the State with which the individual is, in the opinion of the Secretary-General, most closely associated.

**Regulation 4.3:** In accordance with the principles of the Charter, selection of staff members shall be made without distinction as to race, sex or religion. So far as practicable, selection shall be made on a competitive basis.

**Regulation 4.4:** Subject to the provisions of Article 101, Paragraph 3, of the Charter, and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be had, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the United Nations. This consideration shall also apply on a reciprocal basis to the specialized agencies brought into relationship with the United Nations.

**Regulation 4.5:** (a) Appointments of Under-Secretaries and officials of equivalent rank shall normally be for a period of five years, subject to prolongation or renewal. Other staff members shall be granted either permanent or temporary appointments under such terms and conditions consistent with these regulations as the Secretary-General may prescribe.

(b) The Secretary-General shall prescribe which staff members are eligible for permanent appointments. The probationary period for granting or confirming a permanent appointment shall normally not exceed two years, provided that in individual cases the Secretary-General may extend the probationary period for not more than one additional year.

**Rule 204.5**  
**Types of Appointment**

(a) Project personnel shall be engaged on temporary appointments which are for a fixed term and which expire without prior notice on the expiration date specified in the letter of appointment.

(b) Appointment of project personnel may be for service in one or more mission areas and for short or full terms.

(c) Project personnel initially appointed for less than one year shall be deemed to be on short term status. Project personnel initially appointed for less than one year whose appointments are subsequently extended so that the total continuous contractual service is less than twelve months shall remain on short term status. Project personnel initially appointed for less than twelve months whose appointments are subsequently extended so that the total continuous contractual



service is twelve months or more shall be converted to full term status on the effective date of the contract which creates twelve months or more of contractual service.

(d) Project personnel initially appointed for one year or more shall be deemed to be on full term status.

Regulation 4.6: The Secretary-General shall establish appropriate medical standards which staff members shall be required to meet before appointment.

#### Rule 204.6 Medical Examination

Project personnel shall be required to undergo a medical examination in order to qualify for appointment. The examination shall be given by a United Nations medical officer or, if no such officer has been designated, by another qualified member of the medical profession. A report of the examination shall be submitted to and approved by the United Nations Medical Director before the individual leaves the home country and shall include an opinion on his fitness for living, working and travelling under the conditions in the country to which he is assigned for duty. Periodic medical checkups may also be required and, at the expiration of service, the individual shall undergo another medical examination and have the report submitted to the United Nations Medical Director.

### CHAPTER V

#### Annual, Special and Home Leave

Regulation 5.1: Staff members shall be allowed appropriate annual leave.

#### Rule 205.1 Annual Leave

(a) Project personnel who are granted appointments of six months or more or who have completed six months of service shall be entitled to annual leave accruing while in pay status at the rate of six weeks per annum effective from the date of appointment.

(b) Up to six weeks' accrued annual leave may be carried over from the first to the second year of service based on the anniversary date of the initial appointment; thereafter, up to 50 percent of annual leave accrued during the year may be carried over from one year of service to the next, provided that the maximum amount which may be carried over at the end of any year of service shall be nine weeks.

(c) Annual leave may be taken in units of days and half-days, subject to the exigencies of the service and the appropriate supervisory approval.

Regulation 5.2: Special leave may be authorized by the Secretary-General in exceptional cases.

Regulation 5.3: Eligible staff members shall be granted home leave once in every two years. A staff member whose home country is the country of his official duty station or who continues to reside in his home country while performing his official duties shall not be eligible for home leave.



**Rule 205.2**  
**Home Leave**

Under the conditions set forth in Rule 207.4(a) and subject to the exigencies of the service, home leave shall be granted every two years to project personnel and their recognized dependents who are in the mission area.

**Rule 205.3**  
**Annual Travel to Residence**

Under the conditions set forth in Rule 207.4(b) and subject to the exigencies of the service, project personnel shall be granted round trip travel from their posts of duty to their homes at United Nations expense after completion of at least twelve months of continuous service.

**CHAPTER VI**

**Social Security**

**Regulation 6.1:** Provision shall be made for the participation of staff members in the United Nations Joint Staff Pension Fund in accordance with the regulations of that Fund.

**Rule 206.1**  
**Participation in Pension Fund**

Project personnel are not eligible for participation in the United Nations Joint Staff Pension Fund unless such eligibility is explicitly indicated in the letter of appointment.

**Regulation 6.2:** The Secretary-General shall establish a scheme of social security for the staff, including provisions for health protection, sick leave and maternity leave, and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the United Nations.

**Rule 206.2**  
**Sick Leave**

During periods of illness or injury, sick leave with full pay may be authorized in accordance with the following provisions:

- (a) Project personnel on full term status shall receive, upon appointment and annually thereafter on the anniversary date of the appointment, a sick leave credit of twenty-five working days on full pay.
- (b) Project personnel on short term status shall, upon appointment, receive a sick leave credit of 1 1/2 days on full pay for each full month of the appointment.
- (c) Sick leave of one week or more shall be granted only when a certificate is submitted signed by a qualified member of the medical profession. The certificate shall indicate the nature and duration of the illness and that the individual was unable to perform his duties during the period involved.
- (d) Project personnel may be required at any time to submit a medical certificate as to their condition. Sick leave may be refused if the Secretary-General is satisfied that such leave is not justified.
- (e) Entitlement to sick leave shall lapse on the expiration of appointment.





**Rule 206.3**  
**Social Security Provisions**

(a) Project personnel are not eligible to participate in medical insurance plans provided for staff members at established offices. However, medical care will be made available to project personnel, or medical expenses of project personnel will be reimbursed under the following conditions:

- (i) Where suitable medical facilities or arrangements for reimbursement of expenses are provided by recipient governments, project personnel shall make full use of such facilities or arrangements, and such use shall be deemed to be fulfilment of the United Nations' responsibilities with respect to provision of medical care.
- (ii) The United Nations will assume the responsibility for reimbursement of medical expenses of project personnel incurred "in the field" or while travelling on official business, subject to the limitations set out below, except where such facilities or arrangements for reimbursement are made available by the government, as described in subparagraph (i) above.
- (iii) The United Nations will not assume responsibility for payment or reimbursement of medical expenses of dependents.
- (iv) No responsibility will be assumed by the United Nations or by the government for the treatment of chronic illnesses which were present prior to appointment.
- (v) The United Nations will not assume responsibility in respect of medical expenses incurred by project personnel following a separation from the United Nations, except where these expenses relate directly to an injury or illness which has been determined to have been attributable to service.
- (vi) "In the field" shall mean the area of assignment of project personnel.
- (vii) Medical expenses will not be reimbursed in connection with:
  - (1) injuries arising out of accidents while project personnel are on leave; or injuries or illnesses consequent to travel by a circuitous route for the convenience of project personnel;
  - (2) injuries arising out of accidents occasioned by the wilful misconduct or flagrantly injudicious behaviour of project personnel;
  - (3) corrective surgery or the continuance or resumption of a normal course of remedial treatment relating to an established condition as at the date of appointment.
- (viii) Claims in respect of any one illness or injury of less than \$20.00 will not be recognized.
- (ix) the term "medical care" does not include dental care.

(b) In the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations, project personnel, or their dependents in the event of death, shall be entitled to compensation in accordance with the following provisions:

- (i) Section II, and Section IV excluding article 18, of Appendix D to the United Nations Staff Rules shall apply;
- (ii) The United Nations shall pay or reimburse all reasonable medical, hospital and directly related costs not otherwise provided or reimbursed by the recipient government under para. (a) above; and shall pay in the event of death, a reasonable amount for the preparation of remains and funeral expenses.
- (iii) The maximum compensation, in addition to that provided for under subparagraph. (ii), in the event of death or permanent total disability, payable in the appropriate currency, shall be as follows (in terms of annual base salary after staff assessment);



	Age of Person on Appointment		
	Under 60 Yrs.	60-65 Yrs.	Over 65 Yrs.
1. Occasioned by an accident	3 years' annual net base pay	2 years' annual net base pay	1 year's annual net base pay
2. Occasioned by an illness after unlimited medical approval on appointment	3 years' annual net base pay	2 years' annual net base pay	1 year's annual net base pay
3. Occasioned by an illness after limited medical approval on appointment (unless it is absolutely clear that the illness is unrelated to the medical reservation.)	1-1/2 years' annual net base pay	1 year's annual net base pay	1 year's annual net base pay

- (iv) In the case of permanent partial disability the compensation payable shall be calculated in accordance with the degree of disability on the basis of the maximum amounts shown above for permanent total disability.
- (v) In the case of temporary total disability, full base salary may be continued for a reasonable period, but in no event for a period in excess of one year.
- (vi) If the individual cannot be moved from his duty station because of his illness, injury or other disability, the subsistence or lodging allowance may be continued temporarily as appropriate.

## CHAPTER VII

### Travel and Removal Expenses

**Regulation 7.1:** Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall in appropriate cases pay the travel expenses of staff members and their dependents.

**Regulation 7.2:** Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall pay removal costs for staff members.

#### Rule 207.1

##### Official Travel of Project Personnel

- (a) The travel expenses of project personnel shall be paid in respect of:
  - (i) initial appointment;
  - (ii) travel on official business;
  - (iii) change of official duty station, as defined in Rule 201.4;
  - (iv) annual travel to residence and return in accordance with Rule 207.4 (b) or travel in connection with home leave if eligible under Rule 207.4 (a);
  - (v) separation from service.
- (b) Under sub-paragraph (v) of paragraph (a) above, the travel expenses of project personnel shall be paid to the place from which they were recruited or to the place recognized as their home for the purpose of home leave or annual travel to residence. Should project personnel, on separation, wish to go to any other place, payment of travel expenses shall not exceed the maximum amount that would have been payable on the basis of return transportation to the place of recruitment or home leave.



**Rule 207.2**  
**Initial and Return Travel of Dependents**

Subject to the conditions laid down in these rules, the United Nations shall pay the initial and return travel expenses of recognized dependents of project personnel in full term status (wife, dependent husband and/or children in respect of whom a children's allowance is payable under Rule 203.7) to and from the duty station in the mission area in the following circumstances:

- (a) the individual is assigned to an official duty station for not less than one year, or his assignment after a shorter period is extended so that the total period is not less than one year; or, following his own authorized annual travel to residence under Rule 207.4 (b), the individual is to remain in service at an official duty station for at least an additional year; and
- (b) the dependents are expected to remain in the mission area for at least six months during the individual's service there;
- (c) The Secretary-General has decided that there are no special circumstances or local conditions which make it undesirable for personnel to be accompanied by their wives and children; and
- (d) the individual assumes responsibility for obtaining living accommodations for his wife and children.
- (e) The Secretary-General may approve travel based on a shorter period than that specified in (a) and (b) above, if in his view the circumstances warrant it.

**Rule 207.3**  
**Travel of Dependents on Change of Official Duty Station**

The conditions in Rule 207.2 shall govern the travel of dependents on change of official duty station of project personnel.

**Rule 207.4**  
**Home Leave, Annual Travel to Residence,**  
**and Education Grant Travel**

The entitlement of project personnel on full term status on behalf of themselves and their recognized dependents (wife, dependent husband and/or children in respect of whom a children's allowance is payable under Rule 203.7) shall be governed, insofar as home leave, annual travel to residence and education grant travel are concerned, by the following provisions:

**(a) Home Leave Travel**

- (i) Home leave travel shall consist of one round trip every two years at United Nations expense for project personnel and their eligible dependents from the official duty station to the home country and return to the official duty station;
- (ii) Eligible dependents shall consist of recognized dependents brought to the mission area at United Nations expense who have been in the mission area for at least six months prior to departure on home leave;
- (iii) The following detailed conditions shall apply to the granting of home leave:
  - (1) It shall be expected that project personnel will either return to the official duty station for at least six additional months if unaccompanied by dependents; or return to the official duty station for at least an additional year, and the dependents for six months, if return travel of dependents to the mission area is to be paid;
  - (2) Project personnel shall remain in their home countries for at least 14 calendar days;
  - (3) Credit towards home leave shall accrue as from the date of departure from the home country to enter on service, or the date of return to the official duty station following annual travel to residence or home leave, whichever of these dates is later;



- (4) There shall normally be an interval of six months between any journey authorized on behalf of a child as home leave travel and any journey authorized as education grant travel;
- (5) Travel of dependents on home leave shall normally be in conjunction with the approved home leave travel of project personnel.

(b) Annual Travel to Residence

Annual travel to residence shall consist of one round trip from the official duty station to the home country and return to the official duty station at United Nations expense for project personnel who have recognized dependents none of whom has been in the mission area during the preceding 12 months, having travelled at United Nations expense. Within these conditions, annual travel to residence may be authorized after completion of at least 12 months of continuous service and provided that project personnel remain in their home countries for at least 14 calendar days, and it is anticipated that they will return to their post for at least an additional six months of service.

(c) Education Grant Travel

- (i) Education grant travel shall consist of one round trip at United Nations expense each scholastic year from the official duty station of project personnel to their home country and return to the official duty station on behalf of each child in respect of whom a children's allowance is payable under Rule 203.7.
- (ii) Education grant travel may be authorized
  - (1) when project personnel have appointments for a period of substantially more than a year's duration, normally 18 months or longer;
  - (2) provided the child is in full-time attendance at a school or university in the individual's home country for at least two-thirds of the scholastic year.
- (iii) A journey to the official duty station will not normally be authorized as education grant travel
  - (1) during the first six months of the individual's appointment or within six months of their annual travel to residence or their home leave, or
  - (2) when it is not anticipated that project personnel will remain at the official duty station for a period of at least six months (uninterrupted by return travel to the home country for purposes of home leave) beyond the date the child would arrive in the area.
- (iv) There shall normally be an interval of six months between any journey authorized on behalf of a child as education grant travel and any journey authorized as home leave travel.

(d) General Provisions

- (i) Round trip travel time allowable for home leave or annual travel to residence shall not exceed thirty calendar days and shall be by an approved route, mode and standard of transport; any time in excess of thirty calendar days shall be regarded as annual leave or leave without pay.
- (ii) Subject to the conditions specified in Chapter VII of these rules, project personnel shall be reimbursed for expenses in respect of authorized travel for themselves and their eligible dependents, provided that neither travel subsistence allowance nor transit allowance shall be paid in the case of education grant travel.
- (iii) Project personnel may be required to exercise entitlements to home leave, annual travel to residence and on behalf of their children, education grant travel in conjunction with travel on official business or change of official duty station, due regard being paid to the interests of the individual and his family.
- (iv) Project personnel who do not take home leave, annual travel to residence, or, on behalf of their children, education grant travel, shall not receive any payment nor be credited with additional annual leave in lieu thereof.





**Rule 207.5**  
**Authority for Travel**

Before travel is undertaken, it shall be authorized in writing. In exceptional cases, project personnel may be authorized to travel on oral orders, but such oral authorization shall require written confirmation. Project personnel shall be personally responsible for ascertaining that they have the proper authorization before commencing travel.

**Rule 207.6**  
**Travel Expenses**

- (a) Travel expenses which shall be paid or reimbursed by the United Nations under the relevant provisions of these rules shall include:
- (i) Transportation expenses (i.e., carrier fare)
  - (ii) Terminal expenses
  - (iii) Transit expenses
  - (iv) Travel subsistence allowance
  - v) Necessary additional expenses incurred during travel.
- (b) Project personnel shall exercise the same care in incurring expenses that a prudent person would exercise if travelling on personal business.

**Rule 207.7**  
**Route, Mode and Standard of Transportation**

- (a) Official travel, which shall be by the most direct and economical route, shall be by a route, mode and standard of transportation approved in advance by the Secretary-General.
- (b) Travel subsistence allowance or other entitlements, including travel time, shall be limited to the amount allowable for a journey by the approved route, mode and standard. Project personnel who wish to make other arrangements for personal convenience must obtain permission to do so in advance and pay all additional costs.

**Rule 207.8**  
**Standards of Accommodation**

- (a) For official travel, accommodations shall be provided in accordance with the following general standards:
- (i) When the approved travel is by air, it shall normally be by regular first-class flight, provided that, in the case of travel on official business, sleeper accommodation may be authorized, when available, if, in the opinion of the Secretary-General, the circumstances so warrant. Project personnel who elect to travel on 'extra-fare' or 'de-luxe' flights shall be required to reimburse the United Nations for the extra costs incurred.
  - (ii) When approved travel is by sea, minimum first-class accommodations with suitable facilities shall be provided.
  - (iii) In the case of official travel by train, project personnel shall be provided with appropriate accommodations including, where necessary, suitable sleeper or other facilities.
  - (iv) Dependents authorized to travel at United Nations expense shall be allowed accommodations similar to those of project personnel except that in the case of a child travelling in connection with an education grant a lower standard of accommodation may be supplied.
- (b) The United Nations shall pay only for accommodations actually authorized and used.



**Rule 207.9**  
**Travel by Automobile**

Project personnel who are authorized to travel by privately-owned automobile shall be reimbursed for actual mileage on the basis of operating costs in the area in which the travel is undertaken. The mileage rate shall be as established by the Executive Chairman of the Technical Assistance Board.

**Rule 207.10**  
**Purchase of Tickets**

(a) Unless project personnel are specifically authorized to make other arrangements, all tickets for transportation involving official travel for themselves and entitled dependents shall be purchased by the United Nations in advance of the actual travel or, where circumstances so require, shall be secured by the individual himself, either prior or subsequent to actual travel, in exchange for United Nations Transportation Orders duly issued to him.

(b) When project personnel request a standard of accommodation in excess of their entitlement under Rule 207.8 or are authorized to travel, for reasons of personal preference or convenience, by other than the approved route or mode of transportation as provided for under Rule 207.7, they shall be required to reimburse the United Nations for any additional costs thus incurred before the United Nations provides them with the necessary tickets or transportation orders.

**Rule 207.11**  
**Terminal Expenses**

(a) Subject to (c) and (d) hereunder, for each authorized outward journey and for each authorized return journey taken, project personnel may claim up to the equivalent of \$6 for terminal expenses, including expenditures for taxi cabs or other means of public conveyance, transfer of baggage, and other incidental charges.

(b) Subject to (c) and (d) hereunder, if dependents' travel is authorized by the United Nations, project personnel may claim up to the equivalent of \$2 for terminal expenses on behalf of each such dependent for each outward and for each return journey taken.

(c) Where warranted by conditions and costs, the Secretary-General may establish for specified areas maximum rates other than those provided in (a) and (b) for payment of terminal expenses.

(d) Any additional expenses for local transportation which a traveller is obliged to incur between the point of departure and arrival at the destination or return to official duty station may be reimbursed in accordance with the provisions of Rule 207.16.

**Rule 207.12**  
**Expenses While in Transit**

(a) Travel subsistence allowance, as provided under Rule 207.13 shall not be payable during travel by sea. Project personnel authorized to travel by sea shall be entitled to a fixed amount to cover such expenditures as he will normally be obliged to incur on board ship. The amount shall be determined in advance by the Secretary-General for specified journeys, taking into account the cost of fares and the number of dependents accompanying the individual at United Nations expense.

(b) When the authorized mode of transportation is other than by sea, full travel subsistence allowance shall be payable for the time spent in transit, subject to the conditions laid down in Rules 207.2 through 207.7, and provided that in the case of travel other than on official business a maximum of three days' travel time shall be allowed in respect of any specific journey.



**Rule 207.13**  
**Travel Subsistence Allowances**

(a) Except during travel by sea and subject to the application of a special rate under Rule 207.14, project personnel, when authorized to travel outside the mission area at United Nations expense, shall receive the equivalent of the daily subsistence allowance as specified hereunder:

Group 1 areas  
\$12.50

Group 2 areas  
\$10.00

Group 3 areas  
Special Minimum Rates

Group 1 rates shall apply for all areas, other than those which are designated as belonging to Groups 2 or 3.

Group 2 rates shall apply in the case of stop-overs of more than 24 hours in areas of relatively lower subsistence cost, as designated by the Secretary-General from time to time by administrative instruction or other appropriate means.

Group 3 rates, which shall be established by the Secretary-General, as necessary, and notified by administrative instruction or other appropriate means, shall apply in the case of a limited number of specific areas where special and exceptional conditions are deemed to prevail.

(b) Travel subsistence allowance shall be deemed to comprise the total contribution of the United Nations towards such charges as meals, lodging, gratuities, and other payments made for personal services rendered. Except as provided in Rule 207.16, any expenditures incurred in excess of the allowance shall be borne by project personnel.

(c) When dependents of project personnel are authorized to travel at United Nations expense, they shall be paid an additional travel subsistence allowance on behalf of each such dependent at the rate of the equivalent of \$US 6.00 a day, provided that no such allowance shall be payable in respect of travel by sea and travel undertaken in accordance with the provision of Rule 207.4 (c).

(d) The travel subsistence allowance shall continue to be paid during periods of authorized sick leave which occur during official travel outside the mission area except that, if the traveller is hospitalized, only one-third of the appropriate daily rate shall be paid.

**Rule 207.14**  
**Special Rates of Travel Subsistence Allowance**

In the event of project personnel being assigned for extended periods of duty away from their official duty station, the Secretary-General may establish a special rate of subsistence allowance which shall apply for the duration of the assignment.

**Rule 207.15**  
**Computation of the Travel Subsistence Allowance**

(a) Except during travel by sea, subsistence shall be paid at the rates and under the conditions prescribed in Rule 207.13 for each calendar day or fraction thereof exceeding 12 hours during which project personnel or their dependents are in official travel status; provided that a full day's allowance at the appropriate rate shall be paid for the day on which travel is commenced (including return journey from home leave or annual travel to residence) and that no allowance shall be paid for the day on which travel is concluded.

(b) Where travel is by sea, a full day's allowance at the appropriate rate shall be paid for the day of arrival at the port of disembarkation provided that the traveller remains in official travel status for more than 12 hours thereafter. No allowance shall be paid for the day on which embarkation takes place.



(c) No allowance shall be paid when a traveller returns to his official duty station within 12 hours after departure.

(d) When it is necessary for the purpose of computing the amount of travel subsistence allowance payable to specify the "hour of departure" and the "hour of arrival", these shall be considered as the time when the train, vessel or airplane used by the traveller actually leaves or arrives at its regular terminal.

#### Rule 207.16

##### Miscellaneous Travel Expenses

Necessary additional expenses, incurred by project personnel in connection with the transaction of official business or in the performance of authorized travel, shall be reimbursed by the United Nations after completion of travel, provided that the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts which shall normally be required for any expenditures in excess of \$2.00. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

- (a) hire of local transportation other than that provided for under Rule 207.11;
- (b) telephone, telegraph, radio and cable messages on official business;
- (c) excess baggage charges as provided for under Rule 207.17;
- (d) hire of room for official use;
- (e) stenographic or typewriting services or rental of typewriters in connection with the preparation of official reports or correspondence;
- (f) transportation or storage of baggage or property used on official business.

#### Rule 207.17

##### Excess Baggage and Removal of Personal Effects

(a) Project personnel appointed for less than two years shall be entitled to reimbursement of charges for excess personal baggage in respect of themselves and their authorized dependents when they travel by air in connection with appointment, separation or change of official duty station, within the following weight limits:

- (i) 34 pounds per ticket for baggage shipped by air, and
- (ii) an additional 200 pounds for project personnel and 100 pounds for each authorized dependent for baggage shipped by sea and rail.

(b) Project personnel appointed for two years or more shall be entitled to reimbursement of charges for excess personal baggage and removal of household or personal effects in respect of themselves and their authorized dependents in connection with travel on appointment, separation and change of official duty station, within the following weight limitations:

- (i) 34 pounds per ticket for personal baggage shipped by air, and
- (ii) a maximum of 2 measurement tons of 40 cubic feet each shipped by sea and rail (approximate weight 800 pounds).

(c) At the discretion of the Secretary-General, project personnel who take advantage of the provisions of (a) (ii) above, whose appointments are extended so that their total contractual service is two years or more may receive reimbursement of transportation expenses for a further shipment of personal effects in an amount representing the difference between the weight originally shipped and the amount allowable under (b) (ii) above.

(d) The following limitations shall apply to the transportation of household and/or personal effects by sea and rail:

- (i) Storage charges other than those incidental to transportation expenses shall not normally be allowed;
- (ii) Reasonable cost of packing, crating, unpacking and uncrating shall be allowed for shipments within the authorized limits.





#### **Rule 207.18**

##### **Insurance**

(a) Loss in transit of accompanied personal baggage may be reimbursed to project personnel up to a maximum of \$1000 for any one journey. If an adult dependent accompanies the individual at United Nations expense, the maximum limit for claims shall be \$2000 for any one journey.

(b) Excluding articles of value for which special premium rates are charged, the cost of insurance for unaccompanied shipments under Rule 207.17 shall be reimbursed up to the value of \$1000 for project personnel in respect of themselves and \$2000 for project personnel accompanied by an adult dependent. The United Nations will not be responsible for loss or breakage of unaccompanied baggage.

#### **Rule 207.19**

##### **Travel Advances**

Project personnel authorized to travel shall provide themselves with sufficient funds for all current expenses by securing an advance of funds, if necessary. A reasonable advance of funds against the estimated reimbursable travel expenses may be made to project personnel for expenses authorized under these rules in respect to themselves and their dependents. An advance of funds shall be considered reasonable if not less than \$50 nor more than 80 percent of the estimated reimbursable expenditures. If, in the course of travel, project personnel have earned in subsistence allowance an amount equal to the amount advanced, they may be advanced the balance of the estimated reimbursable expenditures.

#### **Rule 207.20**

##### **Transportation of Decedents**

Upon the death of project personnel or of a recognized dependent, the United Nations shall pay the expenses of transportation of the body from the place of death to a place to which they are entitled to return transportation under Rule 207.1 or 207.2. These expenses shall include reasonable costs for preparation of the body.

#### **Rule 207.21**

##### **Loss of Entitlement to Travel Expenses**

The Secretary-General may reject any claim for payment or reimbursement of travel or removal expenses which are incurred by project personnel in contravention of any provision of these rules.

#### **Rule 207.22**

##### **Loss of Entitlement to Return Travel and Removal Expenses**

(a) Project personnel who resign before completing one year of service or within six months following the date of return from home leave or annual travel to residence shall not normally be entitled to payment of return travel expenses for themselves or their dependents.

(b) Project personnel who resign before completing two years of service shall not normally be entitled to payment of removal expenses under Rule 207.17(b) above.

(c) Entitlement to return travel and removal expenses shall cease if travel has not commenced within six months after the date of separation.

(d) The Secretary-General may authorize exceptions to (a), (b) and (c) above if he is satisfied that there are compelling reasons for so doing.



## CHAPTER IX

### Separation from Service

**Regulation 9.1(a):** The Secretary-General may terminate the appointment of a staff member who holds a permanent appointment and whose probationary period has been completed, if the necessities of the service require abolition of the post or reduction of the staff, if the services of the individual concerned prove unsatisfactory, or if he is, for reasons of health, incapacitated for further service.

The Secretary-General may also, giving his reasons therefor, terminate the appointment of a staff member who holds a permanent appointment:

- (i) If the conduct of the staff member indicates that the staff member does not meet the highest standards of integrity required by Article 101, paragraph 3, of the Charter;
- (ii) If facts anterior to the appointment of the staff member and relevant to his suitability come to light which, if they had been known at the time of his appointment, should, under the standards established in the Charter, have precluded his appointment.

No termination under sub-paragraphs (i) and (ii) shall take place until the matter has been considered and reported on by a special advisory board appointed for that purpose by the Secretary-General.

Finally, the Secretary-General may terminate the appointment of a staff member who holds a permanent appointment if such action would be in the interest of the good administration of the Organization and in accordance with the standards of the Charter, provided that the action is not contested by the staff member concerned.

**Regulation 9.1(b):** The Secretary-General may terminate the appointment of a staff member with a fixed-term appointment prior to the expiration date for any of the reasons specified in paragraph (a) above, or for such other reason as may be specified in the letter of appointment.

**Regulation 9.2:** Staff members may resign from the Secretariat upon giving the Secretary-General the notice required under the terms of their appointment.

**Regulation 9.3:** (a) If the Secretary-General terminates an appointment the staff member shall be given such notice and such indemnity payment as may be applicable under the Staff Regulations and Staff Rules. Payments of termination indemnity shall be made by the Secretary-General in accordance with the rates and conditions specified in Annex III to the present regulations.

(b) The Secretary-General may, where the circumstances warrant and he considers it justified, pay to a staff member terminated under the final paragraph of staff regulation 9.1(a) a termination indemnity payment not more than 50 percent higher than that which would otherwise be payable under the Staff Regulations.

**Annex III:** Staff members whose appointments are terminated shall be paid an indemnity in accordance with the following provisions:

- (a) .....
- (b) .....
- (c) .....
- (d) .....



- (e) Staff members specifically engaged for conference and other short-term service or for service with a mission, as consultants, or as experts, and staff members who are locally recruited for service in established offices away from Headquarters may be paid termination indemnity if and as provided in their letters of appointment.

**Rule 209.1**  
**Termination**

A termination within the meaning of the Staff Regulations is a separation initiated by the United Nations. A separation as the result of the expiration of a fixed term appointment, which shall take place automatically and without prior notice on the expiration date, shall not be regarded as a termination within the meaning of the Staff Regulations and these rules.

**Rule 209.2**  
**Resignation**

- (a) A resignation within the meaning of the Staff Regulations is a separation initiated by the individual.
- (b) Unless otherwise specified in their letters of appointment, thirty days' written notice of resignation shall be given by project personnel. The Secretary-General may, however, accept resignations on shorter notice.

**Rule 209.3**  
**Notice of Termination**

- (a) Project personnel who are to be terminated before the expiration of their appointments shall be given not less than thirty days' written notice of termination or such notice as may otherwise be stipulated in their letter of appointment.
- (b) In lieu of the notice period, the Secretary-General may authorize compensation calculated on the base salary and children's allowances which the individual would have received had the date of termination been at the end of the notice period.

**Rule 209.4**  
**Termination Indemnity**

- (a) Except as provided in (c) below, project personnel who are terminated prior to the expiration date specified in their letter of appointment shall be paid one week's indemnity pay for each month of uncompleted service, but not less than six weeks' indemnity pay.
- (b) Pay, for the purpose of calculating termination indemnities, is defined as the annual base salary specified in the schedules in Rule 203.1 and shall exclude all other payments.
- (c) No indemnity payment shall be made to project personnel who resign, except where termination notice has been given and the termination date agreed upon; or to project personnel whose fixed-term appointments are completed on the expiration date specified in the letter of appointment; or to project personnel who are summarily dismissed or who abandon their posts; or to project personnel who are retired under the United Nations Joint Staff Pension Fund Regulations.

**Rule 209.5**  
**Commutation of Accrued Annual Leave**

If, upon separation, project personnel have accrued annual leave, they shall be paid in lieu thereof a sum of money equivalent to the amount which they would have been entitled to receive in the form of base salary for the period of such accrued leave up to a maximum of nine weeks.



## CHAPTER X

### Disciplinary Measures

Regulation 10.1: The Secretary-General may establish administrative machinery with staff participation which will be available to advise him in disciplinary cases.

Regulation 10.2: The Secretary-General may impose disciplinary measures on staff members whose conduct is unsatisfactory. He may summarily dismiss a member of the staff for serious misconduct.

#### Rule 210.1

##### Disciplinary Measures

In any case involving possible disciplinary action, the Secretary-General may establish, on an ad hoc basis, machinery to advise him before any decision is taken.

#### Rule 210.2

##### Suspension Pending Investigation

If a charge of misconduct is made against an individual and the Secretary-General so decides, the individual may be suspended from duty, with or without pay, during investigation, the suspension being without prejudice to the rights of the individual.

## CHAPTER XI

### Appeals

Regulation 11.1: The Secretary-General shall establish administrative machinery with staff participation to advise him in case of any appeal by staff members against an administrative decision alleging the non-observance of their terms of appointment, including all pertinent regulations and rules, or against disciplinary action.

Regulation 11.2: The United Nations Administrative Tribunal shall, under conditions prescribed in its statute, hear and pass judgment upon applications from staff members alleging non-observance of their terms of appointment, including all pertinent regulations and rules.

#### Rule 211.1

##### Appeals

In case of any appeal against an administrative decision alleging the non-observance of terms of appointment, including all pertinent regulations and rules or against disciplinary action, the Secretary-General shall establish on an ad hoc basis administrative machinery to advise him.

#### Rule 211.2

##### Administrative Tribunal

Project personnel shall have the right to appeal to the United Nations Administrative Tribunal in accordance with the provisions of that Tribunal's Statute.





## CHAPTER XII

### General Provisions

**Regulation 12.1:** These regulations may be supplemented or amended by the General Assembly, without prejudice to the acquired rights of staff members.

**Regulation 12.2:** The Secretary-General shall report annually to the General Assembly such Staff Rules and amendments thereto as he may make to implement these regulations.

#### Rule 212.1

##### Amendment of Rules for Project Personnel

These rules may be amended by the Secretary-General in a manner consistent with the Staff Regulations.

#### Rule 212.2

##### Financial Responsibility

Project personnel may be required to reimburse the United Nations either partially or in full for any financial loss suffered by the United Nations as a result of their negligence or of their having violated any regulation, rule or administrative instruction.

#### Rule 212.3

##### Beneficiaries

(a) At the time of appointment, project personnel shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Secretary-General. It shall be the responsibility of project personnel to notify the Secretary-General of any revocations or changes of beneficiaries.

(b) In the event of the death of the individual, all amounts standing to his credit will be paid to his nominated beneficiary or beneficiaries subject to application of these rules. Such payment shall afford the United Nations a complete release from all further liability in respect to any sum so paid.

(c) If a nominated beneficiary does not survive or if a designation of beneficiary has not been made or has been revoked, the amount standing to the credit of the individual will upon his death be paid to his estate.

#### Rule 212.4

##### Proprietary Rights

All rights, including title, copyright and patent rights, in any work performed by project personnel as part of their official duties, shall be vested in the United Nations.

#### Rule 212.5

##### Effective Date of Rules

Except as otherwise provided by the Staff Regulations or by the provisions of specific rules, Rules 201.1 through 212.5 shall be effective 1 May 1955. They shall supersede all previous rules applicable to project personnel.





