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SUBJECT INDEX

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ADMINISTRATIVE ISSUANCES

INTRODUCTION

- 1. The present subject index to administrative issuances provides the information needed to locate issuances on specific subjects that are current as of 31 August 1989. This publication is issued annually, together with a numerical index, under the symbol ST/AI/218/-.
- 2. The entries in this index are arranged under major categories and sub-categories, numbered for ease of reference. Each entry indicates the subject matter and the document symbol of current issuances related to it.
- 3. Excluded from this index are circulars of interest or applicability to project personel, issued under the series symbol ST/IC/P/-.
- 4. It should be noted that the description of the organizational structure contained in chapter X does not fully reflect the organizational restructuring under way. Appropriate Secretary-General's bulletins thereon will be issued in due course.
- 5. Copies of the index are available through official distribution or by checking off the appropriate box in the form provided herein and returning it to the Management Advisory Service at Headquarters.
- 6. Comments and suggestions concerning this publication will be appreciated. They should be addressed to the Chief, Management Advisory Service, Room S-2735, United Nations, New York, N.Y. 10017.

NUMERICAL AND SUBJECT INDICES TO UNITED NATIONS ADMINISTRATIVE ISSUANCES

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^{*/}Does not fully reflect the organizational restructuring under way. Appropriate Secretary-General's bulletins thereon will be issued in due course.

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Special Political Questions, Regional Co-operation, Decolonization and Trusteeship and the Office of the United Nations Commissioner for Namibia: Department for - ST/SGB/Organization, section SPQRCDT/OCN

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United Nations Industrial Development Organization: conversion to a specialized agency - ST/SGB/218

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5. Secretariat boards and committees

Advisory Board on Compensation Claims - ST/SGB/Organization, annex I

Appointment and Promotion Board:
--Composition and functions ST/SGB/Organization, annex I
--Membership - ST/IC/89/1

Appointment and Promotion Committee: --Composition and functions - ST/SGB/Organization, annex I --Membership - ST/IC/89/1

Appointment and Promotion Panel:
--Composition and functions ST/SGB/Organization, annex I
--Membership - ST/IC/88/40;
ST/IC/89/45

Career Development Committee - ST/SGB/166; ST/SGB/221; ST/AI/301 and Add.1; ST/AI/358; ST/IC/86/52; ST/IC/86/62; ST/IC/87/59

Central Examination Board - ST/SGB/173; ST/AI/357/Add.1

Claims Board:

--Composition and functions -ST/SGB/Organization, annex I/Amend.2; ST/AI/149/Rev.2 --Membership - ST/IC/86/37

Classification Appeals and Review Committee:
--Professional posts - ST/AI/277;
ST/IC/87/30 (membership)
-- General Service (Addis Ababa) - ST/AI/356
--General Service (New York) - ST/AI/358; ST/IC/88/65 (membership)
--Security, guide and dispatch, and trade and craft work (New York) - ST/AI/358

Committee on Contracts - ST/SGB/Organization, annex I

Committee on the Employment of Women in the Secretariat - ST/SGB/Organization, annex I

Garage Review Board - ST/SGB/192; ST/AI/349; ST/IC/86/14 and Add.1

Health and Life Insurance Committee - ST/SGB/Organization, annex I

Interdepartmental Committee for the Centre for Economic and Social Information - ST/SGB/Organization, annex I

Interdepartmental Training Committee - ST/SGB/Organization, annex I; ST/SGB/144

Interdepartmental Working Group on Outer Space - ST/SGB/Organization, annex I

Joint Advisory Committee:
--Composition and functions ST/SGB/Organization, annex I;
--At Headquarters - ST/SGB/200 and
Amend.1
--Membership - ST/IC/86/10;
ST/IC/89/52

Joint Appeals Board:
--Composition and functions ST/SGB/Organization, annex I;
ST/IC/88/10
--Amendments to the Staff Rules ST/AI/306
--Membership - ST/IC/88/23
--Representation by counsel ST/AI/351
--Secretary - ST/IC/82/8

Joint Catering Advisory Committee - ST/IC/83/50

Joint departmental advisory panels on the internal reassignment of staff: ad hoc - ST/AI/353

Joint Disciplinary Committee - ST/SGB/Organization, annex I; ST/IC/88/10 --Membership - ST/IC/88/24 --Representation by counsel - ST/AI/351 --Secretary - ST/IC/88/14

Panel for the Staffing of the Office for Research and the Collection of Information - ST/IC/87/32

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1; ST/IC/88/10 --Membership - ST/IC/85/36; ST/IC/87/19 --Report - ST/IC/88/64

Programme Planning and Budgeting Board - ST/SGB/228

Property Survey Board: Headquarters - ST/SGB/Organization, annex I; ST/AI/202

Publications Board - ST/SGB/ Organization, annex I/Amend.3 and Corr.1

Senior Advisory Board on Services to the Public - ST/SGB/231

Special Advisory Board - ST/SGB/Organization, annex I

Specialized Board of Examiners - ST/SGB/173; ST/AI/348/Add.3 and Add.5

Staff Incentive Review Committee: objectives and composition - ST/IC/85/39; ST/AI/320 and Add.1 and Add.1/Corr.1-2

Staff Relief Committees, United Nations ---Bangladesh - ST/IC/88/54 --China - ST/IC/88/67 --Jamaica - ST/IC/88/56 --Peru - ST/IC/89/44 --Soviet Armenia - ST/IC/88/69

Standing Review Committee on Word-processing Training - ST/AI/325

Staff-Management Co-ordination Committee - ST/SGB/176/Rev.1 and Amend.1

Steering Committee for the Improvement of the Status of Women in the Secretariat - ST/SGB/216 and Add.1; ST/SGB/220; ST/SGB/226; ST/SGB/227; ST/SGB/229

Technological Innovations
Board - ST/SGB/219 and Corr.1 and
Add.1-3; ST/AI/339; ST/AI/345;
ST/AI/347; ST/AI/355
--Membership of the Working Group of
the Technological Innovations
Board - ST/IC/89/20

Technological Innovations
Committees - ST/AI/345: see also
ST/AI/339; ST/AI/347; ST/AI/355;
ST/SGB/219 and Corr.1 and Add.1-3

Tort Claims Board - ST/SGB/230

Visa Committee - ST/SGB/Organization, annex I

Working Group on Relations between Non-Governmental Organizations and the Secretariat and United Nations Programmes - ST/SGB/209

6. <u>Units servicing voluntary</u> <u>programmes</u>

African Institute for Economic Development and Planning -ST/SGB/Organization, annex III; ST/SGB/129

Asian Institute for Economic Development and Planning -ST/SGB/Organization, annex III; ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women - ST/SGB/214

Latin American Institute for Economic and Social Planning -ST/SGB/Organization, annex III; ST/SGB/125/Rev.1 and Amend.1 (English only); ST/SGB/125/Rev.2 (Spanish only)

United Nations Children's Fund - ST/SGB/Organization, annex III (see also E/ICEF/Misc.131)

United Nations Development Programme - ST/SGB/Organization, annex III

United Nations Fund for Drug Abuse Control - ST/SGB/Organization, annex III; ST/SGB/143; ST/SGB/203

United Nations Fund for Population Activities - ST/SGB/Organization, annex III

United Nations Institute for Training and Research - ST/SGB/Organization, annex III

United Nations Research Institute for Social Development -ST/SGB/Organization, annex III; ST/SGB/126 and Amend.1 United Nations Social Defence Research Institute ~ ST/SGB/Organization, annex III; ST/SGB/134

United Nations University - ST/SGB/Organization, annex III

XI. PERSONNEL

1. Administration/staff relations

Administrative issuances: ST/SGB/100; ST/AI/226 and Amend.1 --Numerical index - ST/AI/218/Rev.11 --Subject index - ST/AI/218/Rev.11/ Add.1

Designation of staff members performing significant functions - ST/SGB/213

International civil service: security, safety and independence -ST/SGB/198; ST/AI/299

Joint Advisory Committee:
--Composition and functions ST/SGB/Organization, annex I
--At Headquarters - ST/SGB/200 and
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--Membership - ST/IC/86/10;
ST/IC/89/52

Joint Appeals Board:
--Composition and functions ST/SGB/Organization, annex I;
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--Amendments to the Staff Rules ST/AI/306
--Membership - ST/IC/88/23
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--Secretary - ST/IC/82/8

Joint Catering Advisory Committee - ST/IC/83/50

Joint departmental advisory panels on internal reassignment of staff: guidelines for <u>ad hoc</u> - ST/AI/353

Joint Disciplinary Committee - ST/SGB/Organization, annex I; ST/IC/88/10 -- Membership - ST/IC/88/24 -- Representation by counsel - ST/AI/351 -- Secretary - ST/IC/88/14

Panel of Counsel - ST/AI/351; ST/IC/88/10; ST/IC/88/11

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1; ST/IC/88/10 --Membership - ST/IC/85/36; ST/IC/87/19 --Report - ST/IC/88/64

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Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level - ST/SGB/206

Special Advisory Board: composition and functions - ST/SGB/Organization, annex I

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Staff-Management Co-ordination Committee - ST/SGB/176/Rev.1 and Amend.1

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2. Allowances, entitlements and grants

Assignment allowance - ST/SGB/114 and Add.1; ST/AI/263 and Amends.1-2

Children's allowance for staff in the Professional and higher categories and in the Field Service category - ST/IC/89/11

Dependency allowances - ST/IC/82/48; ST/IC/89/6; ST/IC/89/11

Dependency benefits: status report and requests for payment and housing assistance information - ST/IC/89/14

Dependency status: definition -ST/AI/278/Rev.1; ST/IC/82/48; ST/IC/89/6; ST/IC/89/11; ST/IC/89/14

Education grant - ST/AI/181/Rev.8; ST/AI/249/Rev.3 (para.2(c))

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Entitlements for staff members serving at designated duty stations - ST/AI/280/Rev.4 and Corr.1-2 and Add.1

Installation grant - ST/AI/184/Rev.1 and Amends.1-2; ST/AI/263 and Amends.1-2; ST/AI/303

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Rental subsidies and deductions for staff at duty stations outside Europe and North America -ST/AI/275/Rev.2

Rental subsidies and deductions for staff at duty stations in Europe and North America - ST/AI/350

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Salaries and allowances: currency of payments - ST/AI/230/Rev.2 and Corr.1-2 and Amend.1

Scheme of social security for the staff - ST/SGB/Staff Rules/1/Rev.6 and Corr.1 and Amend.1 and Amend.1/Corr.1 and Amends.2-3 and Amend.3/Corr.1 (French only) and Amend.4 and Amend.4/Corr.1 (English only) (Rules 106.1-106.5)

Separation payments for staff in the Professional and higher categories and in the Field Service category-ST/IC/88/25

Special post allowance - ST/AI/276

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3. Appeals

Administration of internal appeals and disciplinary systems: transfer of responsibilities and reform programme - ST/IC/88/10; ST/IC/88/11

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--Professional posts - ST/AI/277;
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Joint Appeals Board: composition and functions - ST/SGB/Organization, annex I; ST/AI/306; ST/AI/351; ST/IC/82/8 (Secretary); ST/IC/88/10; ST/IC/88/23

Joint Classification Review Panel: General Service (New York) ~ ST/IC/86/45

Joint Disciplinary Committee:
composition and functions ST/SGB/Organization, annex I:
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--Membership - ST/IC/88/24
--Representation by Counsel ST/AI/351

Joint staff-management group to review initial classification of posts in the General Service and related categories in New York - ST/IC/86/27/Add.2

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1; ST/IC/88/10 --Membership - ST/IC/85/36; ST/IC/87/19 --Report - ST/IC/88/64

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Representation by counsel in disciplinary and appeals cases - ST/AI/351; ST/IC/88/10; ST/IC/88/11

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4. Appointments, promotions, vacancy management and redeployment

Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories - ST/AI/274 and Corr.1

Appointment and Promotion Board:
--Composition and functions ST/SGB/Organization, annex I
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--Composition and functions ST/SGB/Organization, annex I
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Competitive examination for promotion to the Professional category - ST/SGB/173; ST/AI/357 and Add.1; ST/IC/89/49 and Corr.1 and Add.1

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--Professional category ST/SGB/221; ST/AI/338 and Add.2-3 and Add.5; ST/AI/353; ST/IC/87/13 and Add.1-2
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5. Attendance, leave and working hours

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6. Delegation of authority

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7. Duties and obligations

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8. Job classification systems

Classification Appeals and Review Committee:

--Professional posts - ST/AI/277; ST/IC/87/30 (membership) --General Service (Addis Ababa) -ST/AI/356 --General Service (New York) -ST/AI/358; ST/IC/88/65 (membership)

Classification Review Group for the General Service and related categories (New York):
--Concept - ST/AI/301
--Membership - ST/IC/84/45/Rev.l
--Terms of reference ST/IC/84/45/Rev.l, annex

Classification Review Panel for General Service and related categories (New York): --Concept - ST/AI/301 --Terms of reference and membership - ST/IC/86/45

General Service Classification Appeals and Review Committee (Addis Ababa) - ST/AI/356

General Service Classification Appeals and Review Committee (New York):

--Membership - ST/IC/88/65 --Terms of reference - ST/AI/358

Job classification for General Service category in Addis Ababa implementation of initial exercise -ST/AI/356 Job classification for General Service and related categories in New York - ST/AI/301 and Add.1 and ST/AI/358; ST/IC/81/21 and Add.1; ST/IC/82/66; ST/IC/83/77; ST/IC/84/28; ST/IC/84/45/Rev.1; ST/IC/85/46; ST/IC/86/27 and Amend.1, Add.1-3, Add.3/Corr.1 and Add.4-6; ST/IC/86/45; ST/IC/87/24; ST/IC/88/65

Job classification standards for security jobs at Headquarters - ST/AI/301 and Add.1; ST/AI/332

Job classification system:
--Professional jobs - ST/AI/277;
ST/IC/87/30
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Working Group to review the outcome of the classification exercise - ST/IC/87/24

9. General

Administrative issuances: ST/SGB/100; ST/AI/226 and Amend.1 --Numerical index - ST/AI/218/Rev.11 --Subject index - ST/AI/218/Rev.11/ Add.1

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Guidelines for work with visual display units - ST/IC/84/18 and Amend.1

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Personal records cards: maintenance - ST/AI/105

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10. Medical and other insurance

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Medical scheme for staff appointed under the 300 series of the Staff Rules - ST/IC/86/44

Personal insurance assistance programme (automobile, homeowner, renter, travel insurance; also, health insurance not covered by the United Nations group schemes) - ST/ADM/SER.A/1459

Reimbursement of costs of basic medical examinations for family members - ST/AI/317 and Amend.3

Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1; ST/AI/120/Rev.2

Van Breda medical, hospital and dental insurance scheme for staff away from Headquarters - ST/IC/88/72

11. <u>Pensions, post-retirement</u> <u>services, employment after</u> retirement

After-service health and dental insurance - ST/AI/172 and Amends.2-3 and Add.2

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Increase in contributions to the United Nations Joint Staff Pension Fund - ST/IC/88/35, para.5; ST/IC/89/29

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Pensionable remuneration scales for staff in the Professional and higher categories and for staff in the Field Service category - ST/IC/89/29

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