



Secretariat

ST/SGB/177
19 November 1982

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: Policies for obtaining the services of individuals
on behalf of the Organization

1. This bulletin establishes the policies to be followed in order to obtain the services of individuals under procedures which are appropriate to the different types of functions they are to perform on behalf of the Organization. In so doing, it aims at ensuring both uniformity in the practice of departments and offices and effective co-ordination of the arrangements made by the principal offices responsible for their administration: i.e. the Offices of Financial, Personnel and General Services. Exceptions to the provisions of this bulletin may be made by the Assistant Secretary-General for the Office of Personnel Services in consultation, where appropriate, with the others. This bulletin will come into effect on 1 January 1983. The administrative instruction ST/AI/232 of 25 November 1975 on the use of outside expertise and professional services is superseded from the same date.

2. Individuals may be engaged as regular staff, temporary staff, individual contractors, consultants, participants in advisory meetings, technical co-operation personnel or as Operational, Executive and Administrative Services (OPAS) officers. Their services are obtained through a letter of appointment under the appropriate series of United Nations Staff Rules, through a special service agreement or other contractual arrangement entered into directly with the person providing the service or, under certain circumstances, through a contract entered into between the Organization and an institution. Procedures for obtaining the services of individuals other than as regular staff shall be set out in administrative instructions. A chart indicating the chief differences in the arrangements for engaging the different groups of individuals is presented in the annex to this bulletin. This chart is provided to assist in the understanding of the arrangements but does not supersede the provisions of this bulletin or the administrative instructions.

I. REGULAR STAFF

3. The regular staff of the Secretariat are the staff appointed by, or on behalf of, the Secretary-General for a period of one year or more, or whose appointments for a lesser period are extended to one year or more, to carry out the substantive programmes and to perform the support and service functions which are mandated by the Charter or by the legislative bodies of the Organization as the direct responsibility of the Secretary-General. The regular staff of the Secretariat shall be appointed under the 100 series of Staff Rules 1/ against established or temporary posts approved by the General Assembly or against posts authorized by, or on behalf of, the Secretary-General.

II. TEMPORARY STAFF AND INDIVIDUAL CONTRACTORS

4. The Organization requires from time to time the temporary services of individuals to assist the regular staff in the performance of their functions by providing expertise, skills or knowledge similar to those possessed by regular staff or for which the Organization has a continuing need. Such services may be obtained either by the individual being appointed as temporary staff or being engaged as an individual contractor.

A. Temporary staff

5. The temporary services of individuals required for the purposes outlined in paragraph 4 above who are required to assist in dealing with peak workloads and unexpected demands, to cover temporary absences or vacancies, 2/ or to provide conference or other short-term services shall be obtained as a rule by the appointment of the individual for less than one year as temporary staff against established, temporary or authorized posts or against funds authorized for temporary assistance, either under the 100 series of Staff Rules or, for a maximum of six consecutive months, under the 300 series of Staff Rules. 3/

B. Individual contractors

6. The temporary services of individuals required for the purposes outlined in paragraph 4 may also be obtained by their engagement as individual contractors for a fee or other remuneration under a special service agreement normally for a maximum of six months in any period of twelve consecutive months against funds authorized for temporary assistance or contractual services. They may be engaged in this way when their services are required to perform a service or provide a product without the individual entering any office of the Organization or to discharge in any office of the Organization duties of an intermittent or part-time nature or for a continuous period of less than eight weeks in any period of three months. The functions to be performed shall be specified in the special service agreement, which will contain a time schedule for their performance. The temporary services of an individual required for the same purposes may be obtained, under certain circumstances, through an institution.

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III. CONSULTANTS AND PARTICIPANTS IN ADVISORY MEETINGS

7. The Organization also requires from time to time the temporary services of individuals to provide outside expertise, i.e., advisory services or assistance requiring expertise, special skills or knowledge not normally possessed by regular staff and for which there is no continuing need in the Secretariat. The services of such individuals may be obtained by their engagement as consultants or by inviting them as participants in advisory meetings against funds authorized for the purpose.

A. Consultants

8. The temporary services of individuals who provide outside expertise as defined in paragraph 7 above, other than as participants in advisory meetings, shall be obtained as a rule by their engagement as consultants for a fee or other remuneration under a special service agreement. The services to be performed shall be specified in the special service agreement, which will contain a time schedule for their performance. The services of a consultant will normally be limited to a maximum of six work months in any period of twelve consecutive months. The temporary services of an individual required for the same purposes may be obtained, under certain circumstances, through an institution.

B. Participants in advisory meetings

9. The temporary services of individuals who provide outside expertise as defined in paragraph 7 above as participants in advisory meetings, such as ad hoc expert groups, workshops and seminars, shall be obtained under a letter of invitation. Participants in such meetings serve in their personal capacity and do not represent any Government or institution. Participants in advisory meetings shall receive no fee or other remuneration for their participation in such meetings but they may be paid travel expenses, including a travel subsistence allowance.

IV. TECHNICAL CO-OPERATION PERSONNEL AND OPAS OFFICERS

10. The services of individuals required within the framework of the various technical co-operation programmes, projects and activities of the Organization are provided by technical co-operation personnel or by Operational, Executive and Administrative Services (OPAS) officers.

A. Technical co-operation personnel

11. Technical co-operation personnel provide, or assist in providing, advisory services to Governments on their request within the framework of a technical co-operation programme, project or activity. The services of individuals required for these purposes shall be obtained as a rule by their appointment as project personnel under the 200 series of Staff Rules. 4/ Such services may also be obtained by their engagement as experts on mission under a special service agreement, as national experts under a service agreement or, under certain circumstances, through an institution under reimbursable or non-reimbursable loan arrangements.

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12. The services of project personnel, experts on mission and national experts, are normally confined to the country where the project to which they are assigned is located. Project personnel may also be assigned, when so authorized, to an established office to serve as technical advisers providing technical support for projects or as regional or interregional advisers advising Governments on their request or to serve in a research or training institute. Staff appointed under the 200 series of Staff Rules may not be used in established offices to carry out the substantive programmes or to perform the support and service functions which are the direct responsibility of the Secretary-General under paragraph 3 above. These programmes and functions may only be carried out or performed by staff who are appointed under the 100 or 300 series of Staff Rules. Individuals whose services are required to support technical co-operation programmes, projects or activities at the General Service level shall be recruited locally and either appointed under the 100 or 300 series of Staff Rules as regular or temporary staff or engaged as individual contractors under paragraph 6 above.

B. OPAS Officers

13. OPAS officers are individuals who are engaged to perform functions of an operational, executive and administrative character as employees of a Government under a standard agreement between the Government and the United Nations Development Programme. They are considered part of the national civil service of the Government which engages them. Their services are obtained through a contract which provides for payment by the Organization of a stipend and allowances to supplement those paid by the employing Government. OPAS officers are not United Nations staff members. United Nations staff members who are detailed or assigned to serve as OPAS officers do so on special leave from the Organization.

JAVIER PEREZ DE CUELLAR
SECRETARY-GENERAL

Notes

1/ ST/SGB/Staff Rules/1/Rev.5.

2/ I.e. to replace regular staff on extended sick leave or maternity leave and to cover essential work which, as a result of vacancies, cannot be performed by regular staff.

3/ ST/SGB/Staff Rules/3/Rev.3.

4/ ST/SGB/Staff Rules/2/Rev.5.

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ANNEX

<u>Functions performed</u>	<u>Skills required</u>	<u>Length of contract</u>	<u>Type of contract</u>	<u>Governing rules</u>
REGULAR STAFF				
To carry out substantive programmes and perform support and service functions	Skills needed by Secretariat on a continuing basis	One year or more	Letter of appointment	100 series
TEMPORARY STAFF				
To assist regular staff for:	Same as regular staff	Between six months and one year	Letter of appointment	100 series
(a) Peak loads		or	Letter of appointment	100 or 300 series
(b) Unexpected demands		Six months		
(c) Temporary absences		or less		
(d) Vacancies				
(e) Conference and other short-term services				
INDIVIDUAL CONTRACTORS				
To assist regular staff:	Same as regular staff	Six work months in any twelve	SSA-P.106 or PM.141	ST/AI/295
a) without entering any United Nations office				
b) entering a United Nations office				
(i) intermittently or part-time				
(ii) continuously		Eight weeks in any three months	SSA-P.106	ST/AI/295

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<u>Functions performed</u>	<u>Skills required</u>	<u>Length of contract</u>	<u>Type of contract</u>	<u>Governing rules</u>
CONSULTANTS				
To provide outside expertise as specified in SSA	Expertise, special skills or knowledge not normally possessed by regular staff for which there is no continuing need in the Secretariat	Six work months in any twelve	SSA-P.104 or PT.141	ST/AI/296
PARTICIPANTS IN ADVISORY MEETINGS				
To provide outside expertise while participating in meeting	Same as consultants	For duration of meeting	Letter of invitation	ST/AI/296
TECHNICAL CO-OPERATION PERSONNEL				
Project personnel including advisers				
To provide or assist in providing advisory services	Technical skills	Three months or more	Letter of appointment	200 series
Experts on mission				
To provide, or assist in providing, advisory services	Technical skills	Six months in any twelve unless on loan	SSA-TCD.25A	ST/AI/297 and TARS procedures
OPAS officers				
To perform functions of an operational, executive or administrative character as employees of a Government	Technical skills	Normally one year at a time	OPAS contract	ST/AI/297
