

GENERAL  
ST/SGB/94/Rev.4/Amend.10  
17 October 1957

SECRETARY-GENERAL'S BULLETIN

To: Members of the Staff

Subject: STAFF RULES

With effect from 11 November 1957, Staff Rules 104.9 (Appointment and Promotion Board), 104.11 (Promotion), and 104.13 (Permanent and Regular Appointments and Review Board) are cancelled and superseded by the attached Rule 104.13 (Permanent and Regular Appointments) and Rule 104.14 (Appointment and Promotion Board). The present Rule 104.14 (Medical Examination) will be renumbered Rule 104.15.

The purpose of these changes in the Staff Rules is to put into effect new arrangements for the appointment, promotion and review of staff, arrived at in close consultation with the representatives of the staff.



Dag HAMMARSKJÖLD  
Secretary-General



## Rule 104.13

### Permanent and Regular Appointments

#### (a) The Permanent Appointment

(i) The Permanent Appointment may be granted to staff members who are holders of a Probationary Appointment and who, by their qualifications, performance and conduct, have fully demonstrated their suitability as international civil servants and have shown that they meet the high standards of efficiency, competence and integrity established in the Charter.

(ii) Permanent Appointments shall be subject to review at the end of the first five years of service under such appointment.

#### (b) The Regular Appointment

(i) The Regular Appointment may be granted when warranted by specific circumstances, especially such circumstances of a local nature, to staff members in the General Service and Manual Worker categories who are holders of Probationary Appointments and have shown that they meet the high standards of efficiency, competence and integrity established in the Charter.

(ii) The Regular Appointment shall be for an indefinite period and may last until retirement. It shall be governed by the Staff Regulations and Staff Rules applicable to temporary appointments which are not for a fixed term. Regular Appointments shall be subject to review at the end of the first five years.

(c) (i) Recommendations proposing the grant of Permanent or Regular Appointments on the ground that a holder of a Probationary Appointment has met the requirements of this rule may be made to the Secretary-General by agreement between the Office of Personnel and the Department or Office concerned. Such agreements shall be reported to the Appointment and Promotion Board before submission to the Secretary-General.

(ii) Affirmative recommendations to the effect that the holder of a Permanent or Regular Appointment under a five-year review has maintained the requisite standards of suitability may similarly be made by agreement between the Office of Personnel and the Department or Office concerned, and shall be reported to the Appointment and Promotion Board before submission to the Secretary-General.

(iii) In the absence of an agreed favourable recommendation as provided in (c) (i) or (ii) above, the matter shall be referred to the Appointment and Promotion Board.

(d) Permanent or regular appointments, limited to service with the United Nations Children's Fund or with the Technical Assistance Board, may be granted by the Executive Director of the Fund or by the Executive Chairman of the Board with the assistance of such boards as may be established in accordance with the last sentence of Rule 104.14 (a).

## Rule 104.14

### Appointment and Promotion Board

(a) (i) An Appointment and Promotion Board shall be established by the Secretary-General to advise him on the appointment, promotion and review of staff in the General Service and Professional categories, and on the appointment and review of staff at the Principal Officer level, except those specifically recruited for service with the United Nations Children's Fund or with the Technical Assistance Board. The Secretary-General shall also establish an Appointment and Promotion Committee and such other subsidiary panels as may be necessary to assist the Appointment and Promotion Board in the performance of its functions. The Executive Director of the United Nations Children's Fund and the Executive Chairman of the Technical Assistance Board may establish boards whose composition and functions are generally comparable to those of the Appointment and Promotion Board to advise them in the case of staff members recruited specifically for service with the United Nations Children's Fund or with the Technical Assistance Board.

(ii) Subject to the criteria of Article 101.3 of the Charter, and to the provisions of Staff Regulations 4.2 and 4.4, the Appointment and Promotion Board shall, in filling vacancies, normally give preference, where qualifications are equal, to staff members already in the Secretariat, and staff members in other international organizations.

#### (b) Composition and procedures of the Appointment and Promotion Board

(i) The Appointment and Promotion Board shall consist of seven members and seven alternates, at the Senior Officer level and above. The Director of Personnel or the Deputy Director of Personnel shall serve ex officio as a non-voting member of the Board. The other members and alternates shall be appointed by the Secretary-General after consultation with, and after consideration of a panel of names proposed by, the Staff Council. Such members and alternates shall be appointed for fixed periods, normally of one year, subject to renewal. The Secretary-General will ensure that at least two members and two alternates are appointed from among nominees submitted by the Staff Council.

(ii) The Board shall elect its own Chairman and establish its own procedures.

#### (c) Composition and procedures of the Appointment and Promotion Committee

(i) The Appointment and Promotion Committee shall consist of seven members and seven alternates, at the Second Officer level and above. A designated official of the Office of Personnel shall serve ex officio as a non-voting member of the Committee. The other members and alternates shall be appointed by the Secretary-General after consultation with, and after consideration of a panel of names proposed by, the Staff Council. Such members and alternates shall be appointed for fixed periods, normally of one year,

subject to renewal. The Secretary-General will ensure that at least two members and two alternates are appointed from among nominees submitted by the Staff Council.

(ii) The Committee shall elect its own Chairman and, subject to such general directives as may be issued by the Board, shall establish its own procedures.

**(d) Subsidiary Panels**

As necessary, working groups at Headquarters and in designated overseas offices, with functions comparable to those of the Appointment and Promotion Board and Committee, may be appointed in the same manner by the Secretary-General.

(e) For any particular review where promotion is envisaged, the rank of members or alternates serving on the Committee or subsidiary panels shall not be below the level to which promotion is contemplated.

**(f) Functions of the Appointment and Promotion Board**

The function of the Appointment and Promotion Board shall be to make recommendations to the Secretary-General in respect of the following:

**(i) Appointment**

Proposed Probationary Appointments and other proposed appointments of a probable duration of one year or more, excluding the appointment of persons recruited specifically for service with a mission.

**(ii) Review**

(A) The suitability for permanent or regular appointment of staff members serving on probationary appointments, as may be referred to it in accordance with the provisions of Rule 104.13 (c). Recommendations of the Board may include extension of the probationary period for one additional year, or separation from the service.

(B) The review of appointments of staff members holding Permanent or Regular Appointment, as may be referred to it in accordance with the provisions of Rule 104.13 (c), upon the completion of the first five years of service under such appointments, for the purpose of determining whether the staff member concerned has maintained the standards of efficiency, competence and integrity established in the Charter.

**(iii) Promotion**

(A) The selection of staff members qualified for promotion. For this purpose, the Board shall normally once a year conduct a comprehensive, grade by grade review of all staff members within its purview. Wherever practicable, it shall develop and maintain promotion registers embodying the results of such a

review. These registers shall be established in relation to an estimate of the total number of known and foreseeable vacancies to be filled by promotion at each grade level in the period until the next general review of staff.

(B) In the event that a particular vacancy cannot, by reason of the nature of the work, be appropriately filled from a promotion register, the Board may recommend exceptionally, in advance of the next regular review, the promotion of a staff member considered by it to be best qualified after review of a relevant group of staff.

(C) Minimum periods of service in the grade shall be established as a normal requirement for consideration for promotion. These normal requirements shall not be less than:

(i) One year for staff members in the Professional category, or in the Principal level of the General Service category at Headquarters;

(ii) Six months for all other staff members.

(g) The foregoing functions with respect to staff in the Professional category and at the Principal Officer level will be performed by the Appointment and Promotion Board or at its request by the Appointment and Promotion Committee, which will report to the Board. The same functions in respect of staff in the General Service category will normally be performed by working groups, in accordance with the provisions establishing such working groups.



