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SECRETARY-GENERAL'S BULLETIN

To: Members of the Staff of United Nations

Subject: STAFF RULES

1. During its eighth session, the General Assembly adopted certain amendments to the Staff Regulations which require implementation through new or amended Staff Rules. At the same time the Secretary-General submitted to the General Assembly his Report on Personnel Policies in which he announced his intention of modifying the appointment policy by the establishment of an Appointment and Promotion Board and of a Review Board and by the creation of new types of temporary appointments.
2. The attached Staff Rules implement the General Assembly's amendments to Staff Regulations 1.7, 4.5 and 9.1 (a), and the Secretary-General's decisions concerning the appointment policy. They shall become effective 15 March 1954 and supersede similarly numbered Staff Rules in force before that time.
3. As a transitional measure, the following provisions shall apply:
 - (a) Staff members who on 15 March 1954 are holders of Fixed-Term or Temporary Indefinite Appointments, except those specifically recruited for a mission or to the Field Service, shall be retained in their present appointment status and shall be considered for Permanent or Regular Appointment after they have completed two years of service, including any period served prior to that date; they shall be either granted Permanent or Regular Appointments, as appropriate, or be separated from the service; in exceptional circumstances the period of probationary service may be extended for not more than one additional year.

(b) The appointment status of staff members serving on 15 March 1954 under mission appointments or under other types of appointment when they were specifically recruited for a mission or for the Field Service shall remain unchanged until such staff members are granted Fixed-Term, Indefinite or Probationary Appointments or until they are separated from the service.

(c) Staff Rule 109.1 (III), paragraph (a), provides that when the necessities of the service require abolition of a post or reduction in force "Due regard shall also be had to nationality in the case of staff members with not more than five years of service and in the case of staff members who have changed their nationality within the preceding five years when the suitable posts available are subject to the principle of geographical distribution". The provision regarding change of nationality shall not apply to staff members who have acquired a new nationality prior to 15 March 1954.

(Signed) Dag HAMMARSKJÖLD
Secretary-General

STAFF RULES TO IMPLEMENT AMENDED REGULATIONS
AND NEW APPOINTMENT POLICY

Rule 101.8

Membership in Political Parties and Political Activities

- (a) Membership in a political party is permitted provided that such membership does not entail action, or obligation to action, contrary to Staff Regulation 1.7. The payment of normal financial contributions shall not be construed as an activity contrary to Staff Regulation 1.7.
- (b) In any case of doubt as to the interpretation or application of Staff Regulation 1.7 and the present rule, the staff member concerned shall request a ruling from the Secretary-General.

Rule 103.8

Salary and Wage Increments

- (a) Satisfactory service for the purpose of awarding a salary increment shall be defined, unless otherwise decided by the Secretary-General in any particular case, as satisfactory performance and conduct of staff members in their assignments as evaluated by their supervisors.
- (b) Notwithstanding paragraph (a) of this rule, in the absence of exceptional circumstances, staff members holding Probationary Appointments shall become eligible for a second salary increment only after they have been granted Permanent or Regular Appointments, or if their probationary periods have been extended. Salary increments granted under this paragraph shall become effective in accordance with the provisions of paragraph (c) hereunder.
- (c) Salary and wage increments shall be effective on the first day of the pay period in which the service requirements are completed, provided that the period of service may be shortened to meet the requirements of Rule 103.9, and that such increments shall not be effective earlier than the first day of the pay period in which a staff member returns to pay status from a period of leave without pay.

(d) If a staff member with satisfactory service is changed to a lower salary level, his service since the last increment shall be credited towards the next increment within the lower level. If a staff member whose service has not been satisfactory is changed to a lower salary level, his eligibility for salary increment in the lower level will be based on satisfactory service in the lower level.

Rule 104.4

Notification by Staff Members and Obligation to Supply Information

- (a) Staff members 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 Staff Rules, or of completing administrative arrangements in connexion with their appointments.
- (b) Staff members shall also be responsible for promptly notifying the Secretary-General, in writing, of any subsequent changes affecting their status under the Staff Regulations or Staff Rules.
- (c) A staff member who intends to acquire permanent residence status in any country other than that of his nationality, or who intends to change his nationality, shall notify the Secretary-General of that intention before the change in his residence status or in his nationality becomes final.
- (d) A staff member who is arrested, charged with an offence other than a minor traffic violation, or summoned before a Court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for any offence other than a minor traffic violation, shall immediately report the fact to the Secretary-General.
- (e) A staff member may at any time be required by the Secretary-General to supply information concerning facts anterior to his appointment and relevant to his suitability, or concerning facts relevant to his integrity, conduct and service as a staff member.

Rule 104.9

Appointment and Promotion Board

(a) An Appointment and Promotion Board composed of seven officials and a non-voting Chairman shall be established by the Secretary-General. The members of the Board shall be appointed by the Secretary-General; the Chairman shall be the Director of Personnel; and a quorum shall consist of three members and the Chairman. If necessary, subsidiary panels of the Board shall be appointed by the Secretary-General.

(b) The function of the Board shall be to make recommendations to the Secretary-General in respect to the following:

(i) All proposed Probationary Appointments and other proposed appointments of a probable duration of one year or more, at or above the intermediate level of the General Service category at Headquarters and equivalent levels at other duty stations, excluding however the appointment of persons recruited specifically for service with a mission and appointments at the level of Director and above.

(ii) The type of appointment to be offered in all cases falling under paragraph (b) (i) of this rule.

(iii) All promotions below the Director level.

(c) The Appointment and Promotion Board shall be guided by the necessity of securing the highest standards of efficiency, competence and integrity. In filling vacancies it shall also pay due regard, where appropriate, to the importance of the principle of the geographical distribution of the staff. The Appointment and Promotion Board shall normally give preference, where qualifications are equal, to:

(i) Staff members already in the Secretariat, and

(ii) Staff members in other international organizations.

Rule 104.11

Promotion

(a) A promotion, within the meaning of the Staff Rules, shall be the advancement of a staff member to a higher salary level. The term service for the purposes of this rule shall include service under any type of appointment in the Secretariat.

(b) All vacancies in established posts at the Senior Officer level and below which are to be filled by the promotion of a staff member or by a new appointment shall be advertised to the staff except:

(i) Those which can be filled from a list established by an Appointment and Promotion Board, and

(ii) Such specified vacancies as the Secretary-General may, from time to time, decide should be filled by the appointment of an outside candidate of a numerically under-represented nationality.

(c) Except as otherwise provided in this rule a staff member shall be eligible for promotion to any post for which he is qualified.

(d) In the absence of exceptional circumstances a staff member shall not be eligible for promotion while serving under a Probationary Appointment.

(e) A staff member holding any type of appointment other than a Probationary Appointment shall not be considered for promotion until he has served at his present salary level for a required minimum period. The minimum period of service shall be:

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

(ii) Six months for all other staff members not otherwise provided for in this rule.

The required minimum period of service may be waived in the case of a staff member's first promotion following appointment.

Rule 104.12

Temporary Appointments

On recruitment staff members may be granted one of the following types of temporary appointments: Probationary Appointment, Fixed-Term Appointment, or Indefinite Appointment.

(a) The Probationary Appointment

The Probationary Appointment may be granted to persons under the age of 50 years who are recruited for career service. The period of probationary

service under such an appointment shall normally be two years. In exceptional circumstances it may be reduced, or extended for not more than one additional year.

At the end of the probationary service the holder of a Probationary Appointment shall be granted either a Permanent or a Regular Appointment, or be separated from the service.

The Probationary Appointment shall have no specific expiration date and shall be governed by the Staff Regulations and Staff Rules applicable to temporary appointments which are not for a fixed term.

(b) The Fixed-Term Appointment

The Fixed-Term Appointment, having an expiration date specified in the letter of appointment, may be granted for a period not exceeding five years to persons recruited for service of prescribed duration, including persons temporarily seconded by national governments or institutions for service with United Nations. The Fixed-Term Appointment does not carry any expectancy of renewal or of conversion to any other type of appointment.

(c) The Indefinite Appointment

The Indefinite Appointment may be granted only to:

(i) Persons specifically recruited for the Field Service or mission service who are not granted a Fixed-Term or a Regular Appointment.

(ii) Persons recruited subject to a waiver of medical requirements who are not granted a Fixed-Term Appointment.

The Indefinite Appointment does not carry any expectancy of conversion to any other type of appointment. The Indefinite Appointment shall have no specific expiration date and shall be governed by the Staff Regulations and Staff Rules applicable to Temporary Appointments which are not for a fixed-term.

Rule 104.13

Permanent and Regular Appointments and Review Board

(I) The Permanent Appointment

(a) 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.

(b) The Permanent Appointment shall not be granted to staff members who are less than 23 years of age or to staff members of the rank of Assistant Secretary-General or Principal Director.

(c) Permanent Appointments shall be subject to review every five years.

I) The Regular Appointment

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

(b) 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 and shall be subject to review every five years.

I) Review Board

(a) A Review Board shall be established. It shall be composed of a Chairman appointed by the Secretary-General, three members appointed by the Secretary-General from among senior officials of the Secretariat, and one member appointed by the Secretary-General from among staff members nominated by the Staff Council. Such alternates as may be necessary shall be appointed in the same manner.

(b) The function of the Board shall be:

- (1) To consider the suitability of staff members for Permanent Appointment, except those at the Director level and above, and to recommend to the Secretary-General in each case the granting of a Permanent Appointment, the granting of one additional year of probation or separation from the service.

- (11) To review every five years the appointments of staff members holding Permanent Appointments and, where necessary, of staff members holding Regular Appointments and to inform the Secretary-General, after consideration of the conduct and performance of each staff member, whether it is of the opinion that during the period under review the staff member concerned has maintained the standards of efficiency, competence and integrity established in the Charter.

Rule 109.1

Special Advisory Board, Definition of Termination, and
Abolition of Posts and Reduction of Staff

(I) Special Advisory Board

The Special Advisory Board under Staff Regulation 9.1 (a) shall be composed of a Chairman appointed by the Secretary-General on the nomination of the President of the International Court of Justice and of four members appointed by the Secretary-General in agreement with the Staff Council.

(II) Definition of Termination

A termination within the meaning of the Staff Regulations is a separation initiated by the United Nations, other than retirement on pension or full compensation for age or disability, and summary dismissal for serious misconduct.

(III) Abolition of Posts and Reduction of Staff

(a) Except as otherwise expressly provided in paragraph (b) below, if the necessities of the service require abolition of a post or reduction of the staff and subject to the availability of suitable posts in which their services can be effectively utilized, staff members with Permanent or Regular Appointments shall be retained in preference to those on all other types of appointments, and staff members with Probationary Appointments shall be retained in preference to those on Fixed-Term or Indefinite Appointments; provided that due regard shall be had in all cases to relative competence, to integrity, and to length of service.

Due regard shall also be had to nationality in the case of staff members with not more than five years of service and in the case of staff members who have changed their nationality within the preceding five years when the suitable posts available are subject to the principle of geographical distribution.

- (b) (i) The provisions of paragraph (a) above in so far as they relate to locally recruited staff members shall be deemed to have been satisfied if such locally recruited staff members have received consideration for suitable posts available at their duty stations.
- (ii) Staff members specifically recruited for service with a mission, or for service with an agency or office of the United Nations which enjoys a special status in matters of appointment under a Resolution of the General Assembly or as a result of an agreement entered into by the Secretary-General, have no entitlement under this rule for consideration for posts outside the mission, agency or office for which they were recruited.

Rule 109.3

Notice of Termination

- (a) A staff member whose Permanent Appointment is to be terminated shall be given not less than three months' written notice of such termination.
- (b) A staff member whose temporary appointment is to be terminated shall be given not less than thirty days' written notice of such termination or such notice as may otherwise be stipulated in his letter of appointment.
- (c) In lieu of these notice periods the Secretary-General may authorize compensation calculated on the basis of the salary and allowances which the staff member would have received had the date of termination been at the end of the notice period.

