

SECRETARY-GENERAL'S BULLETIN NO. 16

To: Members of the Staff of United Nations

Installation Allowances

1. Paragraph 23 of Resolution 3 adopted by the General Assembly on 13 February 1946 provides that "with regard to the installation of members of the staff at the interim site of the organization the Secretary-General is authorized to establish a scheme for installation allowances and the conditions under which such allowances shall be granted."

2. In consequence of the Report of the Installation Allowances Board I have decided that as an interim policy daily allowances shall be paid under the following conditions to entitled staff members:

3. Entitlement to the Allowance

Any member of the staff on loan or appointed to United Nations, the cost of whose travel to headquarters for the purpose of commencing duty is payable by United Nations, will be entitled to the Allowance at the rates and under the conditions prescribed in this Bulletin, provided that the usual residence of the member before taking up his appointment at headquarters is beyond a reasonable commuting distance from headquarters. The determination as to what is considered reasonable commuting distance or usual residence will be made by the Bureau of Personnel at the time of employment.

4. Rate of Allowance for entitled staff members who have not received permanent contracts of employment (for one year or more) with United Nations

(a) Up to and including Saturday 4 May 1946 entitled members will receive allowance of \$7.50 per diem plus the rent (within a

maximum of \$7.50 per diem) of their accommodation, whether in hotel or apartment.

(b) With effect from Sunday 5 May 1946 the following inclusive rates of Allowance will be payable per diem to entitled personnel:

(i) <u>Staff members residing in hotels</u>	<u>Single</u>	<u>Married</u>
Staff members with salaries of		
less than \$7000	\$5.00	\$10.00
Staff members with salaries of		
\$7000 per annum or more	6.00	11.00

(ii) Staff members in apartments - one half of the appropriate rate above.

5. Rate and Duration of Allowance for entitled staff members who receive permanent contracts of employment (for one year or more) with United Nations

Such members will receive the rates laid down in paragraph 4 (b) above, for a period of 30 days from the date on which they sign their permanent contract.

6. Definition of "Single" and Married

"Single staff member" means bachelors, spinsters; widowed or divorced women with no dependent children; women legally separated from their husbands, with no dependent children; and married women whose husbands are not incapacitated from working.

"Married staff members" means married man with wife and/or children who are entirely dependent upon him for maintenance; married women whose husbands are incapacitated from working; widows with dependent children; and divorced women, or women legally separated from their husbands; with children entirely dependent upon them for maintenance.

The decision as to within which of these categories an entitled staff member should be classed will be made by the Bureau of Personnel.

TRYGVE LIE  
Secretary-General