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SUBJECT INDEX

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ADMINISTRATIVE ISSUANCES

<sup>\*/</sup> Replaces ST/AI/218/Add.1 in Section IV, paragraph B, of the Administrative Handbook.

## INTRODUCTION

- 1. This Subject Index to Administrative Issuances provides the information needed to locate issuances on specific subjects, which are current as of 30 September 1986. This publication is issued annually, together with a Numerical Index, under the symbol ST/AI/218/-.
- 2. The entries in this Index are arranged alphabetically under major categories and sub-categories, numbered for ease of reference. Each entry contains the following elements: 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 personnel, issued under the series symbol ST/IC/P/-.
- 4. 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 Service at Headquarters.
- 5. Comments and suggestions concerning this publication will be appreciated. They should be addressed to the Chief, Management Advisory Service, Room S-2627, United Nations, New York, N.Y. 10017.

# NUMERICAL AND SUBJECT INDICES TO UNITED NATIONS ADMINISTRATIVE ISSUANCES

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— Composition and functions —
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— At Headquarters — ST/SGB/200

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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

Staff-management relations: Decentralization of consultation procedure - ST/SGB/172; ST/SGB/206

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Steering Committee for the Improvement of the Status of Women in the Secretariat

-Membership - ST/SGB/216 -Report - ST/SGB/220

# 2. <u>Allowances, entitlements and</u> grants

Assignment allowance — ST/SGB/114 and Add.1; ST/AI/263 and Amend.1

Dependency allowances - ST/IC/82/48

Dependency benefits: status report and requests for payment - ST/IC/80/2

Dependency status: definition — ST/AI/278/Rev.1; ST/IC/80/2; ST/IC/82/48

Education grant - ST/SGB/Staff Rules/1/Rev.6 (Rule 103.20); ST/AI/181/Rev.7 and Corr.1-2 (french only) ST/AI/249/Rev.2, para.2(c);

Education grant for disabled children - ST/AI/181/Rev.7 and Corr.l-2 (French only)

Education grant questionnaire - ST/IC/86/26

Entitlements for staff members serving at designated duty stations — ST/AI/280/Rev.2 and Corr.1; Add.1 and Corr.1; Add.2~6; Amend.1 and Add.1~3

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Installation grant for General Service staff — ST/AI/187

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Rental subsidies and deductions for staff at duty stations outside Europe and North America — ST/AI/275/Rev.1

Rental subsidy scheme: Extension - ST/AI/304 and Add.1; Corr.1 (English only)

Repatriation grant — ST/AI/262; ST/AI/269; ST/AI/300; ST/IC/B3/1 (para.9)

Salaries and allowances: Currency of payment — ST/AI/230/Rev.1 and Amend.4

Scheme of social security for the staff - ST/SGB/Staff Rules/1/Rev.6 (Rules 106.1-106.5)

Separation payments: Field Service category - ST/IC/85/14

Special post allowance - ST/AT/276

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Staff Incentive Programme - ST/AI/320 and Add.1; Corr.1-2 (English only); ST/IC/85/39

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—Revised system of daily rates —
ST/AI/137, Amend.5 and Add.1/Rev.1

—Staff assigned to a duty station
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## 3. Appeals

Administrative Review Unit - ST/SGB/164

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—Professional posts — ST/AI/277;
ST/IC/83/82 (Membership)
—General Service (New York) —
ST/AI/301; ST/IC/86/35 (Membership)
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ST/AI/301/Add.1

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Joint Appeals Board: Composition and functions — ST/SGB/Organization, annex I; ST/AI/306; ST/IC/85/8 and Add.1

Joint Classification Review Panel: General Service (New York) -ST/IC/86/45 Joint Disciplinary Committee: Composition and functions — ST/SGB/Organization, annex I: ST/IC/86/9 and Add.1

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Panel on Discrimination and other Grievances - ST/AI/308/Rev.1;
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Recourse procedures in the United Nations Secretariat - ST/IC/82/7

Representation by counsel in disciplinary and appeals cases - ST/AI/163/Rev.1

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## 4. Appointments and promotions

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Appointment and Promotion Committees at designated offices away from Headquarters — ST/AI/242

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Appointments, promotions and other staff changes — (<u>Published quarterly</u>; <u>see</u> Numerical Index under the series ST/IC/-)

Arrangement for promotion, appointment and review - ST/IC/83/72

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Competitive examination for promotion to the Professional category. — ST/SGB/173; ST/AI/331 — Central Examination Board: Membership — ST/AI/324/Add.1 — Sample examinations — ST/IC/84/77, Add. 1—5; ST/IC/85/72, Add.1—5 — Specialized Board of Examiners: membership — ST/AI/331; Add.1 and 2

Conditions for promotion and accelerated increment based on knowledge of second language (Professional category and above) - ST/AI/207; ST/ADM/SER.A/1515

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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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Conduct: Standards of conduct in the international civil service — ST/SGB/179; ST/ADM/SER.A/277; ST/IC/79/17/Rev.1; ST/IC/82/13. (See also ICSAB report COORD/Civil Service/5, 1986 edition)

Conduct of staff members in relation to the General Assembly - ST/SGB/202

Confidential files: abolition - ST/TC/82/77/Rev.1

Diplomatic plates: unauthorized use - ST/TC/83/83

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Staff conduct at meetings - ST/ADM/SER.A/1303

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## 8. Job classification systems

Classification Appeals and Review Committee:
—Membership - ST/IC/83/82
— Terms of reference - ST/AI/277, annex

Classification Review Group for the General Service and related categories (New York):

—Membership - SI/IC/84/45 and Rev.l

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

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—-Membership - ST/IC/86/35

—-Terms of reference - ST/AI/301, annex: ST/IC/86/27, annex II

Job classification for General Service and related categories in New York — ST/IC/84/45 and Rev.l; ST/AI/301 and Add.l; ST/IC/85/46; ST/IC/86/27, Add.l and Amend.l and Add.2; ST/IC/86/45

Job classification standards for security jobs at Headquarters - ST/AI/301/Add.1; ST/AI/332; ST/IC/86/27, Add.1 and Amend.1

Job classification system for Professional jobs — ST/ADM/SER.A/1957; ST/AI/227

## 9. General

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—Subject Index - ST/AI/218/Rev.8/Add.1

After-school recreation and study programme for United Nations children - ST/IC/86/31

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Performance evaluation report system - ST/AI/240/Rev.2

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Personnel questions: Action taken by the General Assembly

-39th session - ST/IC/85/3 -40th session - ST/IC/86/5

Safety measures, accident prevention and reporting of work injuries — ST/SGB/ Staff Rules/appendix D/Rev.1 and Amend.1; ST/AI/120/Rev.2

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# 10. Medical and other insurance

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Medical expenses assistance plan for General Service and other local staff at designated United Nations offices — ST/SGB/Staff Rules/appendix E/Rev.1

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/Amend.2;

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

Van Breda medical, hospital and dental insurance scheme for staff away from Headquarters — ST/IC/86/1

Pensions, post-retirement services, employment after retirement

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

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## 12. Post adjustment and classification

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## 13. Salary scales and payments

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General Service categories (including Security Service, Manual Workers (Trades and Crafts), Dispatchers and Guides (Public Information Assistants)) — ST/SGB/Staff Rules/1/Rev.6, appendix B (Headquarters)/Amend.1; ST/IC/85/13 and Corr.1

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### 14. Staff regulations and rules

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#### Staff Rules:

--Conference and other short-term service -- ST/SGB/Staff Rules/3/Rev.3 -- Medical expenses assistance for General Service -- ST/SGB/Staff Rules/Appendix E/Rev.1 -- Rules governing compensation -- ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

—Secretariat personnel (Series 100) — ST/SGB/Staff Rules/1/Rev.6 and Corr.1; Amend.1 and Corr.1; Amend. 2 —Technical assistance project personnel (Series 200) — ST/SGB/Staff Rules/2/Rev.6; Corr.1; Amend.1 and 2

# Training, career development and examinations

Career development system - ST/SGB/166

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Competitive examination for promotion to the Professional category — ST/SGB/173; Sf/AI/331/Add.1-2 — Central Examination Board:
Membership — ST/AI/324/Add.1 — Specialized Board of Examiners:
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Competitive examinations (1985):

—Arabic interpreters — ST/IC/84/84

—Chinese translators — ST/IC/85/19

—English editors — ST/IC/85/27

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—French editors — ST/IC/85/32

—French proofreaders — ST/IC/85/43

—Spanish translators/Précis-writers — ST/IC/84/64

Competitive examinations (1986):
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—French translators — ST/IC/85/69
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External studies programme — ST/AI/281 and Add.1 — Report of the Advisory Panel on External Studies — ST/IC/84/56

Format for the 1986 competitive examination for promotion to the Professional category - ST/IC/85/72 and Add.1-5

In-service training and career development for Secretariat staff - ST/SGB/144 and ST/SGB/144/Rev.1 (French only)

Interdepartmental Training Committee:
Composition and functions ST/SGB/Organization, annex I;
ST/SGB/144

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Staff Incentive Programme - ST/AI/320, Add.1 and Add.1 Corr.1 (English only)

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Word processing operations:

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## 16 United States income taxes

Changes in United States tax legislation concerning individuals in the United States who are not United States nationals - ST/IC/84/74

Investment income from United States sources: staff members who are not United States nationals — ST/IC/84/10; ST/IC/84/74

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## 17 Visas

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Visa Committee: composition and functions - ST/SGB/Organization, annex I

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#### XII. PROPERTY AND SUPPLIES

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## XIII. PROTOCOL

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XIV. TRAVEL

### 1. Automobiles, baggage and customs

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## 2. Expenses

Special entitlements for staff members serving at designated duty stations — ST/AI/280/Rev.2; Amend.1 and Add.1-3

Subsistence allowance — ST/AI/143/Rev.26; Amend.1 and 2; ST/AI/196 and Amend.1

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Travel expenses and subsistence allowance: —Members of organs or subsidiary organs of the United Nations — ST/SGB/107/Rev.4 —United Nations conferences — ST/AI/133

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# 4. Rental subsidies and deductions

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