



**Secretariat**

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14 September 1984

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: STAFF INCENTIVE PROGRAMME

1. Improvement of the operation of the United Nations Secretariat -- the fundamental purpose of the management improvement and cost reduction programme recently announced by the Secretary-General -- can only be accomplished with the co-operation and support of all staff members. Given the reservoir of talent and experience of Secretariat staff, the Secretary-General wishes to elicit their views in developing measures to improve the effectiveness and efficiency of the Organization.
2. To that end, the Secretary-General has directed that a formal "staff incentive programme" be developed within which ideas and suggestions from staff members will be received, evaluated and, where appropriate, implemented. In those instances where implementation results from a specific staff suggestion, it is the intention of the Secretary-General to recognize in an appropriate manner the contribution of the staff member making the suggestion.
3. The Office of Personnel Services has been directed to develop the Staff Incentive Programme as a matter of high priority, in consultation with staff representatives; the related instruction will be published not later than 1 November 1984.
4. Once the Programme is developed and approved by the Secretary-General, it will be immediately implemented so that the Organization can benefit fully from the contributions made by staff members.