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SECRETARY-GENERAL'S BULLETIN

To: Members of the Staff of United Nations

Subject: SPECIAL RULES OF SERVICE FOR STAFF DETAILED TO  
THE TENTH ANNIVERSARY COMMEMORATIVE MEETINGS OF  
THE UNITED NATIONS

1. Purpose

This bulletin lays down special rules of service which will be applicable to staff members detailed to serve at the Tenth Anniversary Commemorative Meetings of the United Nations in San Francisco.

2. Mode of travel

The approved mode of travel from New York to San Francisco and return will be, for all staff, irrespective of rank, regular tourist accommodation. Reimbursement for travel expenses will be limited to the cost of such accommodations, regardless of the mode of transportation utilized. Travel time in excess of direct air flight time, resulting from deviations in routing or utilization of other means of transportation, will be charged to annual leave.

3. Travel and subsistence allowances

Subsistence allowances payable while en route to and from San Francisco will be calculated on the basis of direct air flight. Such allowances, as well as those payable while on official duty in San Francisco, will be in accordance with the normal rates for the United States of America, as set forth in ST/AI/96. The normal staff rules governing the terms and conditions of payment will apply.

4. Hours of work

In view of the short duration and special nature of the session, no regular hours of duty are fixed, and detailed staff members must be available for duty as required.

No compensation, either in cash or in time off, will be granted for work in excess of the normal work week.

5. Special instructions

Instructions covering items such as hotel reservations, travel arrangements, reporting dates, and other administrative matters will be issued to staff members individually.

(Signed) Dag Hammarskjold

DAG HAMMARSKJOLD  
Secretary-General

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