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SECRETARY-GENERAL'S BULLETIN

*Amend 2-3*

To: PROJECT PERSONNEL (Technical Assistance Experts)

Subject: STAFF RULES

Under the United Nations Charter, the General Assembly provides Staff Regulations which set out the broad principles of personnel policy for the staffing and administration of the Secretariat. The Secretary-General, as Chief Administrative Officer of the Secretariat, is required by the Staff Regulations to provide and enforce such Staff Rules, consistent with these principles, as he considers necessary.

A booklet containing the Staff Rules governing the appointments of experts and other persons internationally recruited specifically for service with the Expanded Programme of Technical Assistance was issued with effect from 1 January 1956 (ST/SGB/108 as amended by ST/SGB/108/Amend.1 and Amend.2).

The attached Staff Rules are effective from 1 January 1958 and supersede all relevant rules in force before that date. The present rules incorporate, inter alia, conclusions reached by the General Assembly with a view to reconciling conditions of service of persons employed by the United Nations or the specialized agencies regardless of the programmes upon which the persons have been employed.

A transitional allowance will be payable throughout the calendar year 1958 or until earlier completion of service to project personnel in service before 1 November 1957 who would otherwise suffer a reduction in emoluments through the application of these provisions, in so far as such reduction is occasioned by a change in the system. No transitional allowance is payable where a reduction of emoluments occurs through such factors as a new calculation of the cost of living at the duty station or through a change of family composition.

The text of the relevant Staff Regulations as approved by the General Assembly is included in this booklet.

STAFF RULES

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RULES AND RELEVANT STAFF REGULATIONS OF THE UNITED NATIONS  
GOVERNING TECHNICAL ASSISTANCE PROJECT PERSONNEL

SCOPE AND PURPOSE

The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the United Nations Secretariat. They represent the broad principles of personnel policy for the staffing and administration of the Secretariat. The Secretary-General, as the Chief Administrative Officer, shall provide and enforce such Staff Rules consistent with these principles as he considers necessary.

Rule 201.1

Applicability

Rules 201.2 to 212.5 shall apply to persons, except as provided in (a) through (d) below, who are internationally recruited specifically for service with technical assistance projects. Such personnel shall hereinafter be called "project personnel" and be so identified in the letter of appointment. These rules shall not apply except as noted to:

- (a) Persons who are engaged on special service agreements, e.g. lecturers or other persons who perform short-term service, normally for not more than one month. They will be governed by the conditions specifically provided in the agreement which each has signed.
- (b) Persons employed on a project of broader than national scope whose work takes place exclusively or primarily at an established United Nations office. They will be appointed under the rules regularly applicable to similar appointments at that office.
- (c) Persons in the General Service category recruited specifically for service with technical assistance projects except as otherwise determined by the Secretary-General.
- (d) Staff members who are detailed to technical assistance projects. They will continue to be subject to Staff Rules 101.1 to 112.8, except that the following rules shall apply:

Rule 203.8 on subsistence allowances  
Rule 203.9 on extension of assignment  
Rule 203.10 on installation grant  
Rule 206.3 in so far as medical care is concerned  
Rule 207.2 and Rule 207.3 on travel of dependents.

Rule 201.2

Definitions

Short-term status - Project personnel initially appointed for less than one year shall be deemed to be on short-term status.

Intermediate-term status - Project personnel initially appointed for one year or more or whose appointments of less than one year are extended so that the total contractual service is 12 months or more, but less than five years, shall be deemed to be on intermediate-term status.

Long-term status - Project personnel holding fixed-term appointments of five years or longer or holding Programme Appointments shall be deemed to be on long-term status. Project personnel in intermediate-term status who complete five years of service and have an appointment of at least one further year's duration shall be deemed to be in long-term status on the day following completion of five years' service.

Official duty station - The official duty station shall be the place designated by the Secretary-General as the base of operation for an individual.

Mission area - The Mission area shall normally be the country of assignment in which the official duty station is located, but in special circumstances the mission area may include two or more countries in the same geographic area.

CHAPTER I

Duties, Obligations and Privileges

Regulation 1.1: Members of the Secretariat are international civil servants. Their responsibilities are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of the United Nations only in view.

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Regulation 1.2: Staff members are subject to the authority of the Secretary-General and to assignment by him to any of the activities or offices of the United Nations. They are responsible to him in the exercise of their functions. The whole time of staff members shall be at the disposal of the Secretary-General. The Secretary-General shall establish a normal working week.

#### Rule 201.3

##### Hours of Work and Official Holidays

The hours of work and official holidays shall be determined by the senior officer in the field with due consideration being given to local conditions and practices and after consultation with representatives of any other international organizations in the area.

#### Rule 201.4

##### Change of Official Duty Station

A change of official duty station shall take place when an individual is transferred from one mission to another or when the Secretary-General decides that it is in the interest of the Organization to change the individual's base of operation from one city to another within a mission area.

Regulation 1.3: In the performance of their duties members of the Secretariat shall neither seek nor accept instructions from any Government or from any other authority external to the Organization.

Regulation 1.4: Members of the Secretariat shall conduct themselves at all times in a manner befitting their status as international civil servants. They shall not engage in any activity that is incompatible with the proper discharge of their duties with the United Nations. They shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on their status, or on the integrity, independence and impartiality which are required by that status. While they are not expected to give up their national sentiments or their political and religious convictions, they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

Regulation 1.5: Staff members shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any

information known to them by reason of their official position which has not been made public, except in the course of their duties or by authorization of the Secretary-General. Nor shall they at any time use such information to private advantage. These obligations do not cease upon separation from the Secretariat.

Regulation 1.6: No staff member shall accept any honour, decoration, favour, gift or remuneration from any Government excepting for war service; nor shall a staff member accept any honour, decoration, favour, gift or remuneration from any source external to the Organization, without first obtaining the approval of the Secretary-General. Approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the terms of regulation 1.2 of the Staff Regulations and with the individual's status as an international civil servant.

Regulation 1.7: Staff members may exercise the right to vote but shall not engage in any political activity which is inconsistent with or might reflect upon the independence and impartiality required by their status as international civil servants.

Regulation 1.8: The immunities and privileges attached to the United Nations by virtue of Article 105 of the Charter are conferred in the interests of the Organization. These privileges and immunities furnish no excuse to the staff members who enjoy them for non-performance of their private obligations or failure to observe laws and police regulations. In any case where these privileges and immunities arise, the staff member shall immediately report to the Secretary-General, with whom alone it rests to decide whether they shall be waived.

Regulation 1.9: Members of the Secretariat shall subscribe to the following oath or declaration:

"I solemnly swear (undertake, affirm, promise) to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international civil servant of the United Nations, to discharge these functions and regulate my conduct with the interests of the United Nations only in view, and not to seek or accept instructions in regard to the performance of my duties from any Government or other authority external to the Organization."

Rule 201.5

Oath or Declaration

The oath or declaration to which project personnel have subscribed does not prevent the close collaboration of project personnel with a Government pursuant to the agreement between that Government and the United Nations.

CHAPTER II

Classification of Posts and Staff

Regulation 2.1: In conformity with principles laid down by the General Assembly, the Secretary-General shall make appropriate provision for the classification of posts and staff according to the nature of the duties and responsibilities required.

CHAPTER III

Salaries and Related Allowances

Regulation 3.1: Salaries of staff members shall be fixed by the Secretary-General in accordance with the provisions of annex I to the present regulations.

Annex I. Paragraph 6: The Secretary-General shall determine the salary rates to be paid to personnel specifically engaged for conferences and other short-term service, to consultants, to Field Service personnel, and to Technical Assistance experts and social welfare advisers.

Annual Salary Scales

(a) Subject to the staff assessment plan under Regulation 3.3 and to post adjustments wherever applied, 1/ the following annual base salary rates 2/ shall apply to project personnel, except those who are loaned to the United Nations on a reimbursable or non-reimbursable basis:

<u>Level</u>	Entrance Rates	Step II	Step III	Step IV	Step V	Step VI	Step VII	Step VIII	Step IX	Step X
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Level 7	18,000 (12,500)									
Level 6	13,330 (10,000)	14,000 (10,400)	14,670 (10,800)	15,400 (11,200)	16,200 (11,600)	17,000 (12,000)				
Level 5	11,310 (8,750)	11,690 (9,000)	12,080 (9,250)	12,500 (9,500)	13,000 (9,800)	13,500 (10,100)	14,000 (10,400)	14,500 (10,700)	15,000 (11,000)	
Level 4	9,140 (7,300)	9,460 (7,525)	9,790 (7,750)	10,150 (8,000)	10,540 (8,250)	10,920 (8,500)	11,310 (8,750)	11,690 (9,000)	12,080 (9,250)	12,500 (9,500)
Level 3	7,330 (6,000)	7,600 (6,200)	7,870 (6,400)	8,180 (6,625)	8,500 (6,850)	8,820 (7,075)	9,140 (7,300)	9,460 (7,525)	9,790 (7,750)	10,150 (8,000)
Level 2	5,750 (4,800)	6,000 (5,000)	6,270 (5,200)	6,530 (5,400)	6,800 (5,600)	7,070 (5,800)	7,330 (6,000)	7,600 (6,200)	7,870 (6,400)	
Level 1	4,250 (3,600)	4,500 (3,800)	4,750 (4,000)	5,000 (4,200)	5,250 (4,400)	5,500 (4,600)	5,750 (4,800)	6,000 (5,000)		

1/ Post adjustments are not applied in the case of short-term appointments.

2/ Figures in parentheses represent approximate net salary equivalents.



(b) The Secretary-General may, in exceptional circumstances, make an upward adjustment of the top salary specified in (a) above.

(c) Project personnel who are loaned to the United Nations on a reimbursable or non-reimbursable basis and who are not paid a salary directly by the United Nations may be given a monthly honorarium up to the equivalent of \$250 (US), subject to assessment under Regulation 3.3. Compensation for service-incurred death, illness or accident under Rule 206.3 shall be determined in the case of such project personnel on the basis of the salary rate under (a) above at which the person would have been assigned had the Secretary-General set the rate for the appointment, and shall not include any honorarium.

#### Rule 203.2

##### Salary Increments

Upon completion of one year's continuous satisfactory service at the same salary rate, the salaries of project personnel on full term status whose appointments will continue for at least one month beyond this period shall be increased by a one-step salary increment, provided that the period of satisfactory service required for increments to any salary step above \$15,000 (\$11,000 net) shall be two years. The amount of salary increment for each level shall be in accordance with the schedule contained in Rule 203.1.

#### Rule 203.3

##### Currency of Salary Payments

(a) The following minimal amounts of base salary will be paid to project personnel in the currency of the established country of residence:

- (i) at least 25 per cent of base salary while dependents are residing at the official duty station following travel at United Nations expense;
- (ii) at least 50 per cent of base salary while dependents are not residing at the official duty station following travel at United Nations expense;
- (iii) exceptions to the above minima may be made in unusual circumstances which would involve hardship to the individual or in cases where utilization of a particular currency is in the interest of the Organization.

(b) The remainder of the base salary may be paid either in the currency of the established country of residence or in the country of service or in both. Arrangements may be made to allow project personnel to meet legitimate expenditures which may be incurred in a third currency by reason of employment in the technical assistance programme, if such currency is available to the Organization. Rates of exchange for the conversion of currencies will be as established by the Executive Chairman of the Technical Assistance Board.

Annex I, paragraph 9

In order to preserve equivalent standards of living at different offices, the Secretary-General may adjust the basic salaries set forth in paragraphs 3 and 4 of this annex by the application on non-pensionable post adjustments, the amounts of which shall be determined on the basis of relative costs of living, standards of living and related factors at the office concerned as compared to Geneva on 1 January 1956. Such post adjustments shall not be subject to the Staff Assessment Plan and their amount shall vary by salary level as determined from time to time by the General Assembly.

Rule 203.4

Post Adjustment

(a) Post adjustments under annex I, paragraph 9, of the Staff Regulations shall be applied in accordance with the following schedules in the case of project personnel assigned to a duty station for one year or more or in accordance with rule 208 (b). For the purpose of this rule, the cost of living, standards of living and related factors at Geneva on 1 January 1956 shall be regarded as the base.

(b) The Secretary-General shall establish a schedule of post adjustments for any duty station which, by reason of cost of living, standard of living and related factors cannot be appropriately placed within the schedules set forth in paragraph (a) above.

(c) The Secretary-General shall establish from time to time the class within which each duty station is to be placed, and shall publish the classifications by administrative instructions or other appropriate means.

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SCHEDULE OF POST ADJUSTMENTS (ADDITIONS)

(in U.S. dollars)

(i) For areas where cost of living is higher than at the base

Classification of duty stations

	Class 2 (5 per cent)		Class 3		Class 4		Class 5		Class 6		Class 7 (30 per cent)	
	S	D	S	D	S	D	S	D	S	D	S	D
Level 1 . . .	170	250	335	500	500	750	650	975	800	1,200	935	1,400
Level 2 . . .	200	300	400	600	600	900	785	1,175	950	1,425	1,100	1,650
Level 3 . . .	235	350	465	700	700	1,050	915	1,375	1,100	1,650	1,265	1,900
Level 4 . . .	270	400	535	800	785	1,175	1,015	1,525	1,215	1,825	1,400	2,100
Level 5 . . .	300	450	600	900	865	1,300	1,100	1,650	1,315	1,975	1,515	2,275
Level 6 . . .	335	500	650	975	950	1,425	1,215	1,825	1,450	2,175	1,635	2,450
Level 7 . . .	365	550	715	1,075	1,065	1,600	1,385	2,075	1,650	2,475	1,865	2,800

S= rate of post adjustment applicable to staff members with no primary dependants (spouse or child).

D= rate of post adjustment applicable to staff members with one or more dependant (spouse or child).

SCHEDULE OF POST ADJUSTMENTS (deductions)

(in U.S. dollars)

(ii) For areas where cost of living is lower than at the base

Classification of duty stations

	Class A (-5 per cent)		Class B		Class C		Class D		Class E		Class F (-30 per cent)	
	S and D	S and D	S and D	S and D	S and D	S and D	S and D	S and D	S and D	S and D	S and D	S and D
Level 1 . . .	160	320	480	640	800	960	1,000	1,200	1,300	1,570	1,890	2,220
Level 2 . . .	200	400	600	800	1,050	1,300	1,575	1,890	2,050	2,480	2,820	3,350
Level 3 . . .	260	525	785	1,050	1,300	1,575	1,890	2,220	2,550	2,880	3,210	3,540
Level 4 . . .	315	630	945	1,260	1,575	1,890	2,220	2,550	2,880	3,210	3,540	3,870
Level 5 . . .	370	740	1,110	1,480	1,850	2,220	2,590	2,960	3,330	3,700	4,070	4,440
Level 6 . . .	410	825	1,235	1,650	2,075	2,490	2,905	3,320	3,735	4,150	4,565	4,980
Level 7 . . .	470	940	1,410	1,880	2,350	2,820	3,290	3,760	4,230	4,700	5,170	5,640

Regulation 3.2: The Secretary-General shall establish terms and conditions under which an education grant shall be available to a staff member serving outside his recognized home country, whose dependent child under the age of twenty-one is in full-time attendance at a school, university, or similar educational institution of a type which will, in the opinion of the Secretary-General, facilitate the child's re-assimilation in the staff member's recognized home country. The maximum amount of the grant shall be \$400 per annum for a child. Travel costs of the child may also be paid for an outward and return journey once in each scholastic year between the educational institution and the duty station, by a route approved by the Secretary-General, but not in an amount exceeding the cost of such a journey between the home country and the duty station.

The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member serving in a country whose language is different from his own and who is obliged to pay tuition for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his own.

The Secretary-General may decide in each case whether the education grant shall extend to adopted children or stepchildren.

Rule 203.5

Education Grant

A. Eligibility

Education grant benefits shall be available to project personnel in intermediate term or long-term status while they are serving and residing outside their home countries, subject to the conditions provided in this rule. The grant under section B below shall not be available to project personnel when none of their eligible dependents have joined them at the duty station, provided that temporary assignment outside their home country has not resulted in an increased cost to them for the education of their children.

(1) Entitlement to an education grant shall exist if the children of project personnel are in full-term attendance at a school or university, or similar educational institution, in the staff member's home country, and are under the age of twenty-one.

(ii) Entitlement to an education grant shall exist if the children of project personnel are in full-time attendance at a "recognized" school outside the home country. Entitlement shall continue through secondary education until completion of the scholastic year in which the child's 18th birthday occurs. A school will be "recognized" if the following conditions are, in the opinion of the Secretary-General, complied with:

(a) Where the language of the country of the duty station and of the staff member's home country is the same, the child is in full-time attendance at a special school of the staff member's nationality, or at an international school; or

(b) Where the language of the country of the duty station and that of the staff member's home country are different, the child is in full-time attendance at (1) a special school of the staff member's nationality, or (2) at an international school or (3) at a special school, approved by the Secretary-General for this purpose, conducting education in the language of the staff member's home country.

(iii) Where there is no school conducting education in the language of the staff member's home country, and no international school, in the area of the staff member's duty station, the Secretary-General may recognize some other school at the duty station or elsewhere, for children under 18 years of age, if he is satisfied that the education provided by the school is better adapted to the reassimilation of the child in the home country than that offered by any other local school, and that recognition of the school would be consistent with the purposes and intent of staff regulation 3.2.

B. Amount of the Grant

The amount of the grant shall be as follows, provided that where the period of service of project personnel does not continue throughout the full scholastic year, the amount of the grant shall be adjusted accordingly:

(i) In the case of attendance at a school in the home country, the grant shall be a lump sum payment of \$400 per annum if the attendance is for at least two-thirds of the scholastic year. Where attendance is for less than two-thirds of the scholastic year, the amount of the grant shall be that proportion of the annual grant which the period of attendance bears to the full scholastic year.

(ii) In the case of attendance at a school outside the home country, the grant shall be the cost of attendance at the school up to a cost of \$200 per annum; where the cost of attendance is greater, the grant shall be either \$200 or one-half the cost of attendance, whichever is greater, up to a maximum payment of \$400 per annum.

C. Travel

(i) In the case of attendance at a school in the home country, project personnel shall be entitled, subject to the conditions set forth in Rule 207.4 (c), to payment of the cost of one return journey each scholastic year for the child between the duty station and the home country if attendance is for two-thirds or more of the scholastic year. Where attendance is for less than two-thirds of the scholastic year, travel costs shall not be paid.

(ii) In the case of attendance at a school outside the home country under (A) (ii) (b) (1 and 3), the staff member shall be entitled to payment of the cost of one return journey each scholastic year for the child between the duty station and the school if attendance is for two-thirds or more of the scholastic year. Travel costs shall not be payable in other cases of attendance outside the home country.

D. Tuition in the Mother Tongue

Project personnel shall be responsible for submitting to the Secretary-General requests for payment of an education grant for tuition in a mother tongue under the second paragraph of Staff Regulation 3.2.

E. Other Conditions and Definitions

(i) For the purposes of this rule, the following additional conditions and definitions shall apply:

(a) "Child" shall mean a child as defined in rule 203.7.

(b) "Home country" shall be determined on the same basis as the country of home leave of project personnel under rule 205.2.

(c) "International school" shall be a school recognized by the Secretary-General as organized specifically for children of varied national and cultural origins.

(d) "Attendance at a school" shall not include attendance at a kindergarten or other pre-school activity.

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(e) An education grant shall not be payable under both section A and section D of this rule in respect of the same child for the same period.

(ii) Project personnel shall be responsible for notifying the Secretary-General in writing of claims for education grant and shall be required to support them by such documentary evidence as may be required.

Regulation 3.3: (a) An assessment at the rates and under the conditions specified below shall be applied to the salaries and emoluments of staff members, but not to dependency benefits or to post adjustments, provided that the Secretary-General may, where he deems it advisable, exempt from the assessment the salaries and other emoluments of staff engaged at locality rates;

(b) The assessment shall be calculated according to the following rates:

<u>Total assessable payments</u>	<u>Assessment</u>
not exceeding \$4,000 per year . . . . .	15 per cent
Next \$2,000 per year . . . . .	20 per cent
" \$2,000 " " . . . . .	25 per cent
" \$2,000 " " . . . . .	30 per cent
" \$2,000 " " . . . . .	35 per cent
" \$3,000 " " . . . . .	40 per cent
Remaining assessable payments . . . . .	50 per cent

(c) In the case of a person who is not employed by the United Nations for the whole of a calendar year or in cases where there is a change in the annual rate of payments made to a staff member, the rate of assessment shall be governed by the annual rate of each such payment made to him.

(d) That the assessment computed under the foregoing articles shall be collected by the United Nations by withholding it from payments. No part of the assessment so collected shall be refunded because of cessation of employment during the calendar year.

(e) That revenue derived from staff assessment not otherwise disposed of by specific resolution of the General Assembly shall be credited to the Tax Equalization Fund established by General Assembly resolution 973 A (X).

(f) Where a staff member is subject both to staff assessment under this plan and to national income taxation in respect of the salaries and emoluments paid to him

by the United Nations, the Secretary-General is authorized to refund to him the amount of staff assessment collected from him provided that:

- (i) The amount of such refund shall in no case exceed the amount of his income taxes paid and payable in respect of his United Nations income;
- (ii) If the amount of such income taxes exceeds the amount of staff assessment, the Secretary-General may also pay to the staff member the amount of such excess;
- (iii) Payments made in accordance with the provisions of this article shall be charged to the Tax Equalization Fund.
- (iv) A payment under the conditions prescribed in the three preceding sub-paragraphs is authorized in respect of dependency benefits and post adjustments, which are not subject to staff assessment, but may be subject to national income taxation.

#### Rule 203.6

##### Salaries and Emoluments Subject to Assessment

"Salaries and emoluments" subject to staff assessment as used in Staff Regulation 3.3 shall mean:

- (i) Salary or honorarium under Rule 203.1
- (ii) Payments upon separation, including termination indemnity, payment for accrued annual leave, and repatriation grant or service benefit.
- (iii) Compensation equivalent to salary and allowances under Rule 206.3.

Regulation 3.4: (a) Staff members in the Principal Officer and Director category or in the Professional category shall be entitled to receive dependency allowances as follows:

- (i) At \$200 per annum for a dependent wife or dependent husband and at \$300 per annum for each dependent child; or
- (ii) Where there is no dependent spouse, a single annual allowance of \$200 for either a dependent parent, a dependent brother or a dependent sister.

(b) If both husband and wife are staff members, one may claim, for dependent children, under (i) above, in which case the other may claim only under (ii) above, if otherwise entitled.

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(c) Staff members whose salary rates are set by the Secretary-General under paragraph 6 or paragraph 7 of Annex I to these regulations shall be entitled to receive dependency allowances at rates and under conditions determined by the Secretary-General, due regard being given to the circumstances in the locality in which the office is located.

(d) Claims for dependency allowances shall be submitted in writing and supported by evidence satisfactory to the Secretary-General. A separate claim for dependency allowances shall be made each year.

#### Rule 203.7

##### Dependency Allowances

Project personnel in intermediate or in long-term status shall be entitled to dependency allowances at the rates provided in Regulation 3.4 (a), under the following definitions and conditions:

(a) For payment of dependency allowances, a dependent spouse shall be a wife, or a husband dependent on the member of the staff for main and continuing support.

(b) A staff member's unmarried child will be recognized as dependent for purposes of dependency allowance provided the child is under the age of 18 years, or if the child is in full-time attendance at a school or university (or similar educational institution) under the age of 21 years. If the child is totally disabled no regard shall be had to school attendance or to age.

(c) A parent, brother or sister will be recognized as dependent for purposes of dependency allowance if the staff member provides one-half or more of the family member's financial support but not less than twice the amount of the applicable dependency allowance, provided that the limitations as to age, school attendance and total incapacity set out in sub-paragraph (b) above shall also be applicable to a brother and a sister.

(d) A dependency allowance shall be paid in respect of not more than one dependent parent, brother or sister, and such payment shall not be made when a payment is being made for a dependent spouse.

(e) Payment of dependency allowance shall be made only in respect of the period during which the circumstances giving rise to the claim obtain.

#### Rule 203.8

##### Subsistence Allowances

(a) Except for those who normally reside in the area of the official duty station, project personnel in short-term status, shall receive, during the period of their service at the duty station, a subsistence allowance at a daily rate as fixed by the Executive Chairman of the Technical Assistance Board. The allowance shall be payable in local currency. The daily rate shall be computed normally on the basis of an average cost for a reasonable standard of board and lodging, plus 25 per cent to cover such incidental expenses as service charges and tips.

(b) When project personnel in intermediate or long-term status are assigned to a duty station for less than one year, the Secretary-General shall decide at that time whether to pay daily subsistence allowance under paragraph (a) above, or installation grant under Rule 203.10, and assignment allowance under Rule 203.11 and apply post adjustment under Rule 203.4.

(c) When project personnel travel on official business within the mission area, they shall receive a travel subsistence allowance equivalent to the full daily subsistence allowance established under (a) above, except where they are already receiving the daily subsistence allowance.

(d) When project personnel are authorized to travel outside the mission area at United Nations expense, they shall receive travel subsistence allowance in accordance with Rule 207.13 except that when an assignment of seven days or more is authorized in any one country for which a subsistence rate has been fixed under (a) above the project personnel will receive a daily travel subsistence allowance equivalent to that rate.

(e) Subsistence allowances under this rule shall continue to be paid during periods of authorized sick leave except that if project personnel are hospitalized only one third of the relevant daily rate shall be paid.

Rule 203.9

Extension of Assignment

Project personnel assigned to a duty station for less than one year whose assignments are subsequently extended so that their total anticipated service will be one year but less than five years at one duty station, shall cease to receive the daily subsistence allowance under Rule 203.8 from the date of such extension of assignment, and shall become subject to the provisions of Rule 203.10 on installation grant and Rule 203.11 on assignment allowance. The amount of daily subsistence allowance already paid shall be applied as an offset to the installation grant payable in respect of the staff member, but not to that payable in respect of his eligible dependents.

Rule 203.10

Installation Grant

Except for those who normally reside in the area of the official duty station, and subject to Rule 203.8 (b), project personnel who are assigned to a duty station for one year or more shall receive an installation grant calculated in local currency on the basis of the daily subsistence allowance under Rule 203.8 (a), at the following rates:

- (i) 30 days' subsistence allowance for project personnel with eligible dependents who join them at the duty station at the Organization's expense, plus half the above amount for each dependent;
- (ii) 15 days' subsistence allowance in the case of other project personnel.

The Secretary-General may increase these limits to a maximum of 60 days and 30 days respectively for a duty station where circumstances so warrant, and shall publish a list of such duty stations by appropriate means. The installation grant shall not be payable in connexion with education grant travel.

Rule 203.11

Assignment Allowance

Project personnel assigned to official duty stations outside their home countries for a period of one year but less than five years, or as provided under Rule 203.8 (b), shall receive for the duration of such assignment an assignment allowance payable in the currency of the country of the duty station at the following annual rates:

	<u>Not having a dependent (spouse or child)</u>	<u>Having a dependent (spouse or child)</u>
Levels 1 and 2	\$800	\$1,000
Levels 3 and 4	\$950	\$1,200
Levels 5 and above	\$1,100	\$1,400

For the purposes of this rule, "dependent" shall mean a dependent spouse or a dependent child as defined in Rule 203.7, regardless of where the dependents reside. The assignment allowance shall not be paid for more than five years in respect of service at one duty station, nor concurrently with daily subsistence allowance in respect of service at any duty station.

Rule 203.12

Retroactivity of Payments

A staff member who has not been receiving an allowance, grant or other payment due to him shall not be entitled to receive retroactively such allowance, grant or other payment unless he has made written claim within one year following the date on which he would have been entitled to the initial payment.

Rule 203.13

Deductions and Contributions

(a) There shall be deducted, each pay period, from the total payments due to project personnel:

- (i) staff assessment, at the rates and subject to the conditions prescribed in Regulation 3.3;
- (ii) contributions to the United Nations Joint Staff Pension Fund, if the individual is a participant under Rule 206.1.

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- (b) Deductions from salaries and other emoluments may also be made for:
- (i) other contributions for which provision is made under these rules;
  - (ii) indebtedness to the United Nations;
  - (iii) indebtedness to third parties when any deduction for this purpose is authorized by the Secretary-General.

#### CHAPTER IV

##### Appointment

Regulation 4.1: As stated in Article 101 of the Charter, the power of appointment of staff members rests with the Secretary-General. Upon appointment each staff member shall receive a letter of appointment in accordance with the provisions of Annex II to the present regulations and signed by the Secretary-General or by an official in the name of the Secretary-General.

##### Annex II - Letters of Appointment:

- (a) The letter of appointment shall state:
- (i) that the appointment is subject to the provisions of the Staff Regulations and of the Staff Rules applicable to the category of appointment in question, and to changes which may be duly made in such regulations and rules from time to time;
  - (ii) the nature of the appointment;
  - (iii) the date at which the staff member is required to enter upon his duties;
  - (iv) the period of appointment, the notice required to terminate it and period of probation, if any;
  - (v) the category, level, commencing rate of salary, and if increments are allowable, the scale of increments, and the maximum attainable;
  - (vi) any special conditions which may be applicable.
- (b) A copy of the Staff Regulations and of the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he has been made acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules.

Rule 204.1

Letter of Appointment

The letter of appointment granted to project personnel shall contain expressly or by reference all the terms and conditions of employment. All contractual entitlements of project personnel shall be strictly limited to those contained expressly or by reference in their letters of appointment.

Rule 204.2

Effective Date of Appointment

The appointment of project personnel shall take effect from the date on which they enter into official travel status to assume their duties or, if no official travel is involved, from the date on which they start to perform their duties.

Rule 204.3

Notification by Project Personnel

Project personnel 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 these Rules or of completing administrative arrangements in connexion with their appointments. Specifically, this requirement shall include information on nationality, passport and visa, marital status, dependency status, information relevant to home leave, and designation of beneficiary. They shall be responsible also for promptly notifying the Secretary-General, in writing, of any subsequent changes affecting their status under the Staff Regulations and these Rules.

Regulation 4.2: The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity for securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Rule 204.4

Nationality

(a) In the application of the Staff Regulations and these Rules, the United Nations shall not recognize more than one nationality for project personnel.

(b) When project personnel have been legally accorded nationality status by more than one State, nationality for the purposes of the Staff Regulations and these Rules shall be the nationality of the State with which the individual is, in the opinion of the Secretary-General, most closely associated.

Regulation 4.3: In accordance with the principles of the Charter, selection of staff members shall be made without distinction as to race, sex or religion. So far as practicable, selection shall be made on a competitive basis.

Regulation 4.4: Subject to the provisions of Article 101, Paragraph 3, of the Charter, and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be had, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the United Nations. This consideration shall also apply on a reciprocal basis to the specialized agencies brought into relationship with the United Nations.

Regulation 4.5: (a) Appointments of Under-Secretaries and officials of equivalent rank shall normally be for a period of five years, subject to prolongation or renewal. Other staff members shall be granted either permanent or temporary appointments under such terms and conditions consistent with these regulations as the Secretary-General may prescribe.

(b) The Secretary-General shall prescribe which staff members are eligible for permanent appointments. The probationary period for granting or confirming a permanent appointment shall normally not exceed two years, provided that in individual cases the Secretary-General may extend the probationary period for not more than one additional year.

Rule 204.5

Types of Appointment

Project personnel shall be granted temporary appointments or programme appointments according to the following terms and conditions:

/...

A. Temporary Appointments for a Fixed Term

1. Project personnel shall be engaged on temporary appointments which are for a fixed term and which expire without prior notice on the expiration date specified in the letter of appointment.
2. Appointment of project personnel may be for service in one or more mission areas and for short, intermediate or long terms.
3. Project personnel initially appointed for less than one year shall be deemed to be on short-term status. Project personnel initially appointed for less than one year whose appointments are subsequently extended so that the total continuous contractual service is less than twelve months shall remain on short-term status. Project personnel initially appointed for less than twelve months whose appointments are subsequently extended so that the total continuous contractual service is twelve months or more shall be converted to intermediate-term status on the effective date of the contract which creates twelve months or more of contractual service.
4. Project personnel initially appointed for one year or more but for less than five years, shall be deemed to be on intermediate term status.
5. Project personnel holding fixed-term appointments of five years or longer or holding programme appointments shall be deemed to be on long-term status. Project personnel in intermediate-term status who complete five years of service and have an appointment of at least one further year's duration shall be deemed to be in long-term status on the day following completion of five year's service.

B. Programme Appointments

The Secretary-General may grant Programme appointments to a limited number of persons for whom there is likely, in his judgement, to be a continuing need within the United Nations Technical Assistance Programme. The Programme appointment shall be governed by the Staff Regulations applicable to permanent appointments and by the Staff Rules applicable to project personnel in long-term status. Such appointments may be granted to persons below the age of 55 years who have completed at least two years of satisfactory service, and shall expire when the individual reaches 60 years of age, but may be extended, for limited periods in individual cases as determined by the Secretary-General, to a maximum



age of 65 years. A person holding a Programme appointment shall be subject to assignment by the Secretary-General to any of the activities or offices of the United Nations Technical Assistance Programme.

Regulation 4.6: The Secretary-General shall establish appropriate medical standards which staff members shall be required to meet before appointment.

#### Rule 204.6

##### Medical Examination

Project personnel shall be required to undergo a medical examination in order to qualify for appointment. The examination shall be given by a United Nations medical officer or, if no such officer has been designated, by another qualified member of the medical profession. A report of the examination shall be submitted to and approved by the United Nations Medical Director before the individual leaves the home country and shall include an opinion on his fitness for living, working and travelling under the conditions in the country to which he is assigned for duty. Periodic medical checkups may also be required and at the expiration of service, the individual shall undergo another medical examination and have the report submitted to the United Nations Medical Director.

#### CHAPTER V

##### Annual, Special and Home Leave

Regulation 5.1: Staff members shall be allowed appropriate annual leave.

#### Rule 205.1

##### Annual Leave

(a) Project personnel who are granted appointments of six months or more or who have completed six months of service shall be entitled to annual leave accruing while in pay status at the rate of six weeks per annum effective from the date of appointment.

(b) Up to six weeks accrued annual leave may be carried over from the first to the second year of service based on the anniversary date of the initial appointment; up to nine weeks accrued annual leave may be carried forward from

the second to the third year of service; thereafter, up to twelve weeks of accrued annual leave may be carried forward from one year to the next.

(c) Annual leave may be taken in units of days and half-days, subject to the exigencies of the service and the appropriate supervisory approval.

Regulation 5.2: Special leave may be authorized by the Secretary-General in exceptional cases.

Regulation 5.3: Eligible staff members shall be granted home leave once in every two years. A staff member whose home country is the country of his official duty station or who continues to reside in his home country while performing his official duties shall not be eligible for home leave.

#### Rule 205.2

##### Home Leave

Under the conditions set forth in Rule 207.4 (a) and subject to the exigencies of the service, home leave shall be granted every two years to project personnel and their recognized dependents who are in the mission area.

#### Rule 205.3

##### Travel to Visit Dependents

Under the conditions set forth in Rule 207.4 and subject to the exigencies of the service, project personnel serving outside their home country who have eligible dependents none of whom has travelled to the mission area at United Nations expense, during the preceding twelve months, shall be entitled to visit their dependents at United Nations expense in the year in which home leave does not fall due. For the purposes of this rule, "dependents" shall mean a wife, or a dependent husband or dependent child as defined in Rule 203.7.

#### CHAPTER VI

##### Social Security

Regulation 6.1: Provision shall be made for the participation of staff members in the United Nations Joint Staff Pension Fund in accordance with the regulations of that Fund.

Rule 206.1

Participation in the Pension Fund: Group Life Insurance Plan

(a) Project personnel in short-term status shall not be eligible for participation in the United Nations Joint Staff Pension Fund unless such eligibility is explicitly provided for in the letter of appointment following previous participation in the Fund. Project personnel in intermediate term status shall be associate participants in the Fund, unless the Regulations of the Fund provide otherwise. Project personnel in long-term status shall be participants in the Fund provided the Regulations of the Fund permit such participation.

(b) Project personnel shall participate, as a part of their terms of service, in the group life insurance plan for project personnel, part of the costs of which are borne by United Nations, unless exemption from such participation is expressly stated in the letter of appointment.

Regulation 6.2: The Secretary-General shall establish a scheme of social security for the staff, including provisions for health protection, sick leave and maternity leave, and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the United Nations.

Rule 206.2

Sick Leave

Project personnel who are incapacitated from the performance of their duties by illness or injury may be granted sick leave with pay in accordance with the following provisions:

(a) (i) Project personnel on short-term status may be granted sick leave on full pay at the rate of two days per month of contractual service.

(ii) Project personnel on intermediate status may be granted sick leave up to three months on full salary and up to three months on half salary in any period of twelve consecutive months, provided that the amount of sick leave permitted in any four consecutive years shall not exceed eighteen months, nine months on full salary and nine months on half salary.

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- (iii) Project personnel on long-term status, including programme appointments, may be granted up to six months on full salary and six months on half salary in any period of twelve consecutive months, provided that the amount of sick leave in any four consecutive years shall not exceed eighteen months, nine months on full salary and nine months on half salary.
- (b) Sick leave of one week or more shall be granted only when a certificate is submitted signed by a qualified member of the medical profession. The certificate shall indicate the nature and duration of the illness and that the individual was unable to perform his duties during the period involved or that public health restrictions prevented his attendance.
- (c) Project personnel shall report all sick leave taken, and may be required at any time to submit a medical certificate as to their condition. Sick leave may be refused if the Secretary-General is satisfied that such leave is not justified.
- (d) Entitlement to sick leave shall lapse on the expiration of appointment.

Rule 206.3

Medical Care and Compensation for Injury  
or Illness Attributable to Service

(a) Medical care will be made available to project personnel, or medical expenses of project personnel will be reimbursed, under the following conditions. Except as otherwise provided in paragraph (b) hereunder, project personnel are not eligible to participate in medical insurance plans provided for staff members of established offices.

- (i) Where suitable medical facilities or arrangements for reimbursement of expenses are provided by recipient Governments, project personnel shall make full use of such facilities or arrangements, and such use shall be deemed to be fulfilment of the United Nations responsibilities with respect to provision of medical care.
- (ii) The United Nations will assume the responsibility for reimbursement of medical expenses of project personnel incurred "in the field" or while travelling on official business, subject to the limitations set out below, except where such facilities or arrangements for reimbursement are made available by the Government, as described in sub-paragraph (i) above.

- (iii) The United Nations will not assume responsibility for payment or reimbursement of medical expenses of dependents.
  - (iv) No responsibility will be assumed by the United Nations or by the Government for the treatment of chronic illnesses which were present prior to appointment.
  - (v) The United Nations will not assume responsibility in respect of medical expenses incurred by project personnel following a separation from the United Nations, except where these expenses relate directly to any injury or illness which has been determined to have been attributable to service.
  - (vi) "In the field" shall mean the area of assignment of project personnel except that when (i) competent medical advice is received that appropriate facilities are not available in the country or area of assignment or (ii) the urgent necessity for medical care arises outside the area of assignment, then subject to the other provisions of this rule (paragraph (a)), the reasonable and necessary cost of medical care obtained at an appropriate location outside the area of assignment may be assumed by the United Nations.
  - (vii) Medical expenses will not be reimbursed in connexion with:
    - (1) injuries arising out of accidents while project personnel are on leave; or injuries or illnesses consequent to travel by a circuitous route for the convenience of project personnel;
    - (2) injuries arising out of accidents occasioned by the wilful misconduct or flagrantly injudicious behaviour of project personnel, or during the course of recognizably hazardous personal recreation;
    - (3) corrective surgery or the continuance of or resumption of a normal course of remedial treatment relating to an established condition as at the date of appointment.
  - (viii) Claims in respect of any one illness or injury of less than \$5.00 will not be recognized.
  - (ix) The term "medical care" does not include dental care.
- (b) Project personnel with programme appointments shall be eligible to participate in the United Nations Headquarters group medical insurance plans for coverage of themselves and their family members in accordance with the provisions of those plans. Any payments made under such plans shall be offset against payments otherwise due under paragraph (a) (ii) above.
- (c) In the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations, project personnel, or their /...

dependents in the event of death, shall be entitled to compensation in accordance with the provisions of Appendix D to the staff rules as follows:

- (i) Project personnel in short-term status, as provided for short-term staff (Article 1 (d) of Appendix D);
- (ii) Project personnel in intermediate-term and long-term status, as provided for career staff members with permanent appointments;

provided that in the case of permanent disability or death there shall be set off against any compensation otherwise payable, such proportion of any amount paid as group life insurance benefit in accordance with Rule 206.1 (b) as corresponds to that percentage of premium borne under the said group life plan by the United Nations.

## CHAPTER VII

### Travel and Removal Expenses

Regulation 7.1: Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall in appropriate cases pay the travel expenses of staff members and their dependents.

Regulation 7.2: Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall pay removal costs for staff members.

### Rule 207.1

#### Official Travel of Project Personnel

(a) The travel expenses of project personnel shall be paid in respect of:

- (i) initial appointment;
- (ii) travel on official business;
- (iii) change of official duty station, as defined in Rule 201.4;
- (iv) travel to visit dependents in accordance with Rule 205.3 or travel in connexion with home leave under Rule 205.2;
- (v) separation from service.

(b) Under sub-paragraph (v) of paragraph (a) above, the travel expenses of project personnel shall be paid to the place from which they were recruited or to a place determined as their home on the same basis as for the purpose of home leave. Should project personnel, on separation, wish to go to any other place, payment of travel expenses shall not exceed the maximum amount that would have been payable on the basis of direct return transportation to the place of recruitment or home leave.

Rule 207.2

Initial and Return Travel of Dependents

Subject to the conditions laid down in these rules, the United Nations shall pay the initial and return travel expenses of recognized dependents of project personnel in intermediate or long-term status (wife, or dependent husband and/or dependent children as defined in Rule 203.7.) to and from the duty station in the mission area in the following circumstances:

- (a) the individual is assigned to an official duty station for not less than one year, or his assignment after a shorter period is extended so that the total period is not less than one year; or, following his own authorized travel to visit dependents under Rule 205.3, the individual is to remain in service at an official duty station for at least an additional year; and
- (b) the dependents are expected to remain in the mission area for at least six months during the individual's service there;
- (c) the Secretary-General has decided that there are no special circumstances or local conditions which make it undesirable for personnel to be accompanied by their wives and children; and
- (d) the individual assumes responsibility for the costs of living accommodation and medical care for his wife and children;
- (e) the Secretary-General may approve travel based on a shorter period than that specified in (a) and (b) above, if in his view the circumstances warrant it.

Rule 207.3

Travel of Dependents on Change of Official Duty Station

The conditions in Rule 207.2 shall govern the travel of dependents on change of official duty station of project personnel.

Rule 207.4

Home Leave, Travel to Visit Dependents, and  
Education Grant Travel

The entitlement of project personnel on behalf of themselves and their recognized dependents shall be governed by the following provisions in so far as

home leave, travel to visit dependents and education grant travel are concerned. For the purposes of this rule "dependents" shall mean a wife, or a dependent husband or dependent child as defined in Rule 203.7.

(a) Home Leave Travel

- (i) Home leave travel shall consist of one round trip every two years at United Nations expense for project personnel and their eligible dependents from the official duty station to the home country, and return to the official duty station;
- (ii) Eligible dependents shall consist of recognized dependents brought to the mission area at United Nations expense who have been in the mission area for at least six months prior to departure on home leave;
- (iii) The following detailed conditions shall apply to the granting of home leave:
  - (1) It shall be expected that project personnel will either return to the official duty station for at least six additional months if unaccompanied by dependents; or return to the official duty station at least an additional year, and the dependents for six months, if return travel of dependents to the mission area is to be paid;
  - (2) Project personnel shall remain in their home countries for at least 14 calendar days;
  - (3) Credit towards home leave shall accrue as from the date of departure from the home country to enter on service, or the the date of departure on a previous home leave, whichever of these dates is later.

(b) Travel to Visit Dependents

Project personnel shall be entitled to travel to visit dependents, under Rule 205.3, which shall consist of one round trip from the official duty station to the place where the dependents reside, subject to the following:

- (i) they have an entitlement to travel of dependents to the mission area, but have not exercised that entitlement in respect of any dependent, including education grant travel, during the twelve preceding months;



- (ii) they have completed twelve months of service after appointment or since departure on a prior home leave journey, whichever is later, except that the Secretary-General may extend or shorten the period when exceptional circumstances so warrant;
  - (iii) they expect to remain for at least two weeks with their dependents;
  - (iv) it is expected that they will continue to serve outside their home country for a further period of six months;
  - (v) the travel costs payable by the United Nations shall not exceed the costs of travel to their place of home leave, except where authorized travel is to a former duty station;
  - (vi) travel to visit dependents will not be authorized in the calendar year in which home leave falls due.
- (c) Education Grant Travel
- (i) Education grant travel may be authorized when project personnel have appointments for a period of substantially more than a year's duration, normally 18 months or longer. Education grant travel costs shall not be reimbursed if, in the view of the Secretary-General, the requested journey is unreasonable, either because of its timing in relation to other authorized travel of the staff member or his dependents or because of the brevity of the visit in relation to the expense involved. Specifically, education grant travel between the home country and the duty station will not be authorized -
    - (a) during the first six months of the staff member's appointment or within six months of his annual travel to residence or his home leave, or
    - (b) when it is not anticipated that the staff member will remain at the official duty station for a period of at least six months (uninterrupted by return travel to the home country for purposes of home leave) beyond the date the child would arrive in the area,
    - (c) there shall normally be an interval of six months between any journey authorized on behalf of the child from the home country to the duty station as education grant travel and any journey authorized as home leave travel.

(d) General Provisions

- (i) Round trip travel time allowable for home leave or travel to visit dependents shall be by an approved route, mode and standard of transport.
- (ii) Subject to the conditions specified in Chapter VII of these rules, project personnel shall be reimbursed for expenses in respect of authorized travel for themselves and their eligible dependents, provided that neither travel subsistence allowance nor transit allowance shall be paid, in the case of education grant travel.
- (iii) Project personnel may be required to exercise entitlements to home leave, travel to visit dependents and education grant travel on behalf of their children in conjunction with travel on official business or change of official duty station, due regard being paid to the interests of the individual and his family.
- (iv) Project personnel who do not take home leave, travel to visit dependents, or, on behalf of their children, education grant travel, shall not receive any payment nor be credited with additional annual leave in lieu thereof.

Rule 207.5

Authority for Travel

Before travel is undertaken, it shall be authorized in writing. In exceptional cases, project personnel may be authorized to travel on oral orders, but such oral authorization shall require written confirmation. Project personnel shall be personally responsible for ascertaining that they have the proper authorization before commencing travel.

Rule 207.6

Travel Expenses

- (a) Travel expenses which shall be paid or reimbursed by the United Nations under the relevant provisions of these rules shall include:
  - (i) Transportation expenses (i.e., carrier fare)
  - (ii) Terminal expenses

- (iii) Transit expenses
  - (iv) Travel subsistence allowance
  - (v) Necessary additional expenses incurred during travel.
- (b) Project personnel shall exercise the same care in incurring expenses that a prudent person would exercise if travelling on personal business.
- (c) The United Nations shall pay travel expenses only for authorized travel which is accomplished and for accommodations authorized and used.

Rule 207.7

Route, Mode and Standard of Transportation

- (a) Official travel, which shall be by the most direct and economical route, shall be by a route, mode and standard of transportation approved in advance by the Secretary-General.
- (b) Travel subsistence allowance or other entitlements, including travel time, shall be limited to the amount allowable for a journey by the approved route, mode and standard. Project personnel who wish to make other arrangements for personal convenience must obtain permission to do so in advance and pay all additional costs. In such cases, the United Nations shall pay only for costs of direct travel at the standard of accommodation actually used.

Rule 207.8

Standards of Accommodation

For official travel, accommodations shall be provided in accordance with the following general standards:

- (i) When the approved travel is by air, it shall normally be by standard first-class flight, provided that, in the case of travel on official business, sleeper accommodation may be authorized, when available, if, in the opinion of the Secretary-General, the circumstances so warrant. Project personnel who elect to travel on 'extra-fare' or 'de-luxe' flights shall be required to bear the extra costs incurred.
- (ii) When approved travel is by sea, minimum first-class accommodations with suitable facilities shall be provided.

- (iii) In the case of official travel by train, project personnel shall be provided with appropriate accommodations including, where necessary, suitable sleeper or other facilities.
- (iv) Dependents authorized to travel at United Nations expense shall be allowed accommodations similar to those of project personnel except that in the case of a child travelling in connexion with an education grant a lower standard of accommodation may be supplied.

Rule 207.9

Travel by Automobile

Project personnel who are authorized to travel by privately-owned automobile shall be reimbursed for actual mileage on the basis of operating costs in the area in which the travel is undertaken. The mileage rate shall be as established by the Executive Chairman of the Technical Assistance Board.

Rule 107.10

Purchase of Tickets

- (a) Unless project personnel are specifically authorized to make other arrangements, all tickets for transportation involving official travel for themselves and entitled dependents shall be purchased by the United Nations in advance of the actual travel or, where circumstances so require, shall be secured by the individual himself, either prior or subsequent to actual travel, in exchange for United Nations Transportation Orders duly issued to him.
- (b) When project personnel request a standard of accommodation in excess of their entitlement under Rule 207.8 or are authorized to travel, for reasons of personal preference or convenience, by other than the approved route or mode of transportation as provided for under Rule 207.7, they shall be required to reimburse the United Nations for any additional costs thus incurred before the United Nations provides them with the necessary tickets or transportation orders.

Rule 207.11

Terminal Expenses

- (a) Subject to (c) and (d) hereunder, for each authorized outward journey and for each authorized return journey taken, project personnel may claim actual expenses up to the equivalent of \$6 for terminal expenses, including expenditures for taxi cabs or other means of public conveyance, transfer of baggage, and other incidental charges.
- (b) Subject to (c) and (d) hereunder, if dependents' travel is authorized by the United Nations, project personnel may claim up to the equivalent of \$2 for terminal expenses on behalf of each such dependent for each outward and for each return journey taken.
- (c) Where warranted by conditions and costs, the Secretary-General may establish for specific areas maximum rates other than those provided in (a) and (b) for payment of terminal expenses.
- (d) Any additional expenses for local transportation which a traveller is obliged to incur between the point of departure and arrival at the destination or return to official duty station may be reimbursed in accordance with the provisions of Rule 207.16.

Rule 207.12

Expenses While in Transit

- (a) Travel subsistence allowance, as provided under Rule 207.13 shall not be payable during travel by sea. Project personnel authorized to travel by sea shall be entitled to a fixed amount to cover such expenditures as he will normally be obliged to incur on board ship. The amount shall be determined in advance by the Secretary-General for specified journeys, taking into account the cost of fares and the number of dependents accompanying the individual at United Nations expense.
- (b) When the authorized mode of transportation is other than by sea, full travel subsistence allowance shall be payable for the time spent in transit, subject to the conditions laid down in Rules 207.2 through 207.7, and provided that in the case of travel other than on official business a maximum of three days' travel time shall be allowed in respect of any specific journey.

Rule 207.13

Travel Subsistence Allowances

- (a) When authorized to travel outside the mission area at United Nations expense, except during travel by sea, project personnel shall receive an appropriate daily subsistence allowance which may vary from area to area and with salary levels, in accordance with a schedule of rates established from time to time by the Secretary-General and notified by administrative instruction or other appropriate means. Such established rates shall be subject to Rule 207.14.
- (b) Travel subsistence allowance shall be deemed to comprise the total contribution of the United Nations towards such charges as meals, lodging, gratuities, and other payments made for personal services rendered. Except as provided in Rule 207.16, any expenditures incurred in excess of the allowance shall be borne by project personnel.
- (c) When dependents of project personnel are authorized to travel at United Nations expense, they shall be paid an additional travel subsistence allowance on behalf of each such dependent at the rate of the equivalent of \$US6.00 a day, provided that no such allowance shall be payable in respect of travel by sea and travel undertaken in accordance with the provision of Rule 207.4 (c).

Rule 207.14

Special Rates of Travel Subsistence Allowance

In the event of project personnel being assigned for extended periods of duty away from their official duty station, the Secretary-General may establish a special rate of subsistence allowance which shall apply for the duration of the assignment.

Rule 207.15

Computation of the Travel Subsistence Allowance

- (a) Except during travel by sea, subsistence shall be paid at the rates and under the conditions prescribed in Rule 207.13 for each calendar day or fraction thereof exceeding 12 hours during which project personnel or their dependents are in official travel status, provided that a full day's allowance at the appropriate rate shall be paid for the day on which travel is commenced (including return journey from home leave or annual travel to residence) and that no allowance shall be paid for the day on which travel is concluded.

- (b) Where travel is by sea, a full day's allowance at the appropriate rate shall be paid for the day of arrival at the port of disembarkation provided that the traveller remains in official travel status for more than 12 hours thereafter. No allowance shall be paid for the day on which embarkation takes place.
- (c) No allowance shall be paid when a traveller returns to his official duty station within 12 hours after departure.
- (d) When it is necessary for the purpose of computing the amount of travel subsistence allowance payable to specify the "hour of departure" and the "hour of arrival", these shall be considered as the time when the train, vessel or airplane used by the traveller actually leaves or arrives at its regular terminal.

Rule 207.16

Miscellaneous Travel Expenses

Necessary additional expenses, incurred by project personnel in connexion with the transaction of official business or in the performance of authorized travel, shall be reimbursed by the United Nations after completion of travel, provided that the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts which shall normally be required for any expenditures in excess of \$2.00. Such expenses for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

- (a) hire of local transportation other than that provided for under Rule 207.11;
- (b) telephone, telegraph, radio and cable messages on official business;
- (c) transfer of authorized baggage by railway express or other appropriate means;
- (d) hire of room for official use;
- (e) stenographic or typewriting services or rental of typewriters in connexion with the preparation of official reports or correspondence;
- (f) transportation or storage of baggage or property used on official business.

Rule 207.17

Excess Baggage and Removal of Personal Effects

On appointment, change of duty station and separation, project personnel shall be entitled to reimbursement of expenses in transporting personal and household effects in accordance with the following provisions:

(a) Project personnel in intermediate- or long-term status travelling by air may be authorized to ship excess baggage by air up to a maximum of 44 pounds. The Secretary-General may also authorize shipment by air of an additional amount when, in his view, the circumstances warrant it, such as where shipment by land and by sea would involve excessive delay, or where an individual is accompanied by two or more dependents travelling at United Nations expense. Excess baggage will be shipped by air freight, rather than as accompanied baggage, when it is more economical to do so.

(b) Project personnel in intermediate- or long-term status may also be reimbursed for the cost of transporting personal and household effects by land and/or by sea up to a maximum shipping weight of 440 pounds (44 cubic feet) for the individual, and an additional 330 pounds (33 cubic feet) for the first dependent, and 220 pounds (22 cubic feet) for each additional dependent authorized to travel at the expense of the United Nations. As an alternative to shipment by land and/or sea, personal and household effects may be transported by air, provided that the cost of such shipment does not exceed the estimated cost of shipment under the entitlement for land and/or sea.

(c) Project personnel on short-term status travelling by air may be authorized to ship excess baggage by air up to a maximum of 44 pounds. Such excess baggage will be shipped by air freight, rather than as accompanied baggage, when it is more economical to do so. Where no excess baggage is shipped by air, reimbursement may be made for shipment of personal or household effects by land and/or sea up to a maximum of 220 pounds (22 cubic feet).

(d) When personal or household effects are shipped by land and/or sea,

(i) Storage charges other than those incidental to transportation expenses shall not normally be allowed;

(ii) Reasonable cost of packing, crating, unpacking and uncrating shall be allowed for shipments within the authorized limits.

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Rule 207.18

Insurance

- (a) Project personnel shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage.
- (b) Compensation may be paid in respect of losses of accompanied personal baggage (i) during travel at United Nations expense or (ii) as a direct result of special hazards in an area which the Secretary-General declares to be a special area. The maximum compensation in respect of any one incident shall be \$1,000, provided that where the loss involves the baggage of more than one person in the same family group whose travel costs have been paid for by the United Nations the maximum shall be \$2,000.
- (c) In the case of unaccompanied shipments authorized under Rule 207.17, insurance coverage will be provided by the Organization up to the value of \$1,000 for the staff member and \$2,000 for a staff member and dependents. Such insurance coverage shall not include articles of value for which special premium rates are charged. The United Nations will not be responsible for loss or breakage of unaccompanied baggage.

Rule 207.19

Travel Advances

Project personnel authorized to travel shall provide themselves with sufficient funds for all current expenses by securing an advance of funds, if necessary. A reasonable advance of funds against the estimated reimbursable travel expenses may be made to project personnel for expenses authorized under these rules in respect to themselves and their dependents. An advance of funds shall be considered reasonable if not less than \$50 nor more than 80 per cent of the estimated reimbursable expenditures. If, in the course of travel, project personnel have earned in subsistence allowance an amount equal to the amount advanced, they may be advanced the balance of the estimated reimbursable expenditures.

Rule 207.20

Transportation of Decedents

Upon the death of project personnel or of a recognized dependent, the United Nations shall pay the expenses of transportation of the body from the place of death to a place to which they are entitled to return transportation under Rule 207.1 or 207.2. These expenses shall include reasonable costs for preparation of the body.

Rule 207.21

Loss of Entitlement to Travel Expenses

The Secretary-General may reject any claim for payment or reimbursement of travel or removal expenses which are incurred by project personnel in contravention of any provision of these rules.

Rule 207.22

Loss of Entitlement to Return Travel and Removal Expenses

(a) Project personnel who resign before completing one year of service or within six months following the date of return from home leave or annual travel to residence shall not be entitled to payment of return travel expenses for themselves or their dependents.

(b) When return travel is delayed by project personnel for personal convenience, any cost of revalidating the return portions of tickets shall be borne by the project personnel. Entitlement to return travel and removal expenses shall cease if travel has not commenced within six months after the date of separation.

(c) The Secretary-General may authorize exceptions to (a) and (b) above if he is satisfied that there are compelling reasons for so doing.

CHAPTER IX

Separation from Service

Regulation 9.1(a): The Secretary-General may terminate the appointment of a staff member who holds a permanent appointment and whose probationary period has been

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completed, if the necessities of the service require abolition of the post or reduction of the staff, if the services of the individual concerned prove unsatisfactory, or if he is, for reasons of health, incapacitated for further service.

The Secretary-General may also, giving his reasons therefor, terminate the appointment of a staff member who holds a permanent appointment:

- (i) If the conduct of the staff member indicates that the staff member does not meet the highest standards of integrity required by Article 101, paragraph 3, of the Charter;
- (ii) If facts anterior to the appointment of the staff member and relevant to his suitability come to light which, if they had been known at the time of his appointment, should, under the standards established in the Charter, have precluded his appointment.

No termination under sub-paragraphs (i) and (ii) shall take place until the matter has been considered and reported on by a special advisory board appointed for that purpose by the Secretary-General.

Finally, the Secretary-General may terminate the appointment of a staff member who holds a permanent appointment if such action would be in the interest of the good administration of the Organization and in accordance with the standards of the Charter, provided that the action is not contested by the staff member concerned.

Regulation 9.1 (b): The Secretary-General may terminate the appointment of a staff member with a fixed-term appointment prior to the expiration date for any of the reasons specified in paragraph (a) above, or for such other reason as may be specified in the letter of appointment.

#### Rule 209.1

##### Termination and Abolition of Posts and Reduction of Staff

(a) A termination within the meaning of the Staff Regulations is a separation initiated by the United Nations, other than retirement under the United Nations Joint Staff Pension Fund Regulations and summary dismissal for serious misconduct. A separation as a result of the expiration of a fixed-term appointment, which shall take place automatically without prior notice on the expiration date, shall not be regarded as a termination within the meaning of the Staff Regulations and these Rules.

(b) On the completion of a particular assignment or if the necessities of the service require abolition of a post or reduction of the staff, the holder of a Programme appointment shall be given first consideration over other project /...

personnel for such suitable posts as may be vacant within Technical Assistance projects, due regard being had in all cases to relative competence, to integrity and to length of service. Project personnel on Programme appointment shall have no entitlement under this rule for consideration for posts outside the project personnel category.

Regulation 9.2: Staff members may resign from the Secretariat upon giving the Secretary-General the notice required under the terms of their appointment.

Rule 209.2

Resignation

(a) A resignation within the meaning of the Staff Regulations is a separation initiated by the individual.

(b) Unless otherwise specified in their letters of appointment, three months written notice of resignation shall be given by project personnel having Programme appointments, and thirty days' written notice of resignation shall be given by project personnel having fixed-term appointments. The Secretary-General may, however, accept resignations on shorter notice.

Regulation 9.3: (a) If the Secretary-General terminates an appointment the staff member shall be given such notice and such indemnity payment as may be applicable under the Staff Regulations and Staff Rules. Payments of termination indemnity shall be made by the Secretary-General in accordance with the rates and conditions specified in Annex III to the present regulations.

(b) The Secretary-General may, where the circumstances warrant and he considers it justified, pay to a staff member terminated under the final paragraph of staff regulation 9.1(a) a termination indemnity payment not more than 50 per cent higher than that which would otherwise be payable under the Staff Regulations.

Rule 209.3

Notice of Termination

(a) Project personnel whose Programme appointments are to be terminated shall be given not less than three months written notice of such termination. Project personnel whose fixed term appointments are to be terminated prior to the expiration

date specified in the letter of appointment shall be given not less than thirty days written notice of termination or such notice as may be otherwise stipulated in their letters of appointment.

(b) In lieu of the notice period, the Secretary-General may authorize compensation calculated on the salary with post adjustment, dependency benefits and service benefit or repatriation grant which the individual would have received had the date of termination been at the end of the notice period.

Annex III: Staff members whose appointments are terminated shall be paid an indemnity in accordance with the following provisions:

(a) Except as provided in (d) and (e) below, the following schedule shall apply to members holding permanent appointments or temporary appointments which are not for a fixed term:

Completed Years of Service in the Secretariat	Months of Base Salary or Wage	
	Confirmed Permanent Appointments	Temporary Appointments which are not for a Fixed Term and Unconfirmed (Probationary) Permanent Appointments
0 . . . . .	Not applicable	nil
1 . . . . .	Not applicable	1
2 . . . . .	3	1
3 . . . . .	3	2
4 . . . . .	4	3
5 . . . . .	5	4
6 . . . . .	6	5
7 . . . . .	7	6
8 . . . . .	8	7
9 or more . . . . .	9	8

(b) Except as provided in (d) and (e) below, staff members who have temporary appointments for a fixed term of over six months which are terminated prior to the expiration date specified in the letter of appointment shall be paid five days' indemnity pay for each month of uncompleted service, but not less than thirty working days' indemnity pay.

- (c) Indemnity pay shall be calculated on the basis of the staff member's base salary or wages at the time of termination.
- (d) No indemnity payments shall be made to:
- A staff member who resigns, except where termination notice has been given and the termination date agreed upon;
  - A staff member who has a temporary appointment which is not for a fixed term and which is terminated during the first year of service;
  - A staff member who has a temporary appointment for a fixed term which is completed on the expiration date specified in the letter of appointment;
  - A staff member who for disciplinary reasons is dismissed for misconduct otherwise than by summary dismissal, provided that the Secretary-General may grant in such a case, at his discretion, a termination indemnity in any amount not exceeding the full indemnity provided under paragraphs (a), (b) or (e) of this Annex, whichever is applicable;
  - A staff member who is summarily dismissed;
  - A staff member who abandons his post;
  - A staff member who is retired under the United Nations Joint Staff Pension Fund Regulations.
- (e) Staff members specifically engaged for conference and other short-term service or for service with a mission, as consultants, or as experts, and staff members who are locally recruited for service in established offices away from Headquarters may be paid termination indemnity if and as provided in their letters of appointment.
- (f) A staff member whose appointment is terminated for reasons of health shall receive the termination indemnity set out in this Annex, to the extent that the amount of the termination indemnity, when added to the annual amount of the disability benefit payable to him under the Regulations of the Joint Staff Pension Fund, does not exceed one year's salary.

#### Rule 209.4

##### Termination Indemnity

- (a) Project personnel whose Programme appointments are terminated shall be subject to the provisions governing termination indemnity in the case of confirmed permanent

appointments provided by Annex III to the Staff Regulations. Length of service shall include completed months of service over the minimum periods provided in paragraph (a) of Annex III.

(b) Project personnel on fixed-term appointments whose appointments are terminated prior to the expiration date specified in their letter of appointment shall be paid one week's indemnity for each month of service, but not less than six week's indemnity pay. Such termination shall be governed by the provisions of paragraphs (c), (d), (e) and (f) of Annex III to the Staff Regulations.

(c) "Base salary or wages" for the purposes of Annex III to the Staff Regulations shall mean the annual base salary after application of the staff assessment plan as specified in the schedules in Annex I to the Staff Regulations, and shall exclude all other payments.

Regulation 9.4: The Secretary-General shall establish a scheme for the payment of repatriation grants or service benefits within the maximum rates and under the conditions specified in Annex IV to the present regulations.

Annex IV, paragraph 1

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate, except staff members on temporary appointments for a fixed term entitled to a service benefit. Neither repatriation grant nor service benefit shall be paid to a staff member who is summarily dismissed. Detailed conditions and definitions relating to eligibility shall be determined by the Secretary-General. The amount of the grant shall vary with the length of service with the United Nations (exclusive of periods when an expatriation allowance was received).

The maximum rates payable shall be as follows:

Years of Continuous Service away from Home Country	Staff Member with neither a Wife, Dependent Husband or Dependent Child at time of Termination (Weeks of Salary)	Staff Member with a Wife, Dependent Husband or Dependent Child at Time of Termination (Weeks of Salary)
After 2 years . . . . .	4	8
After 3 " . . . . .	5	10
" 4 " . . . . .	6	12
" 5 " . . . . .	7	14
" 6 " . . . . .	8	16
" 7 " . . . . .	9	18
" 8 " . . . . .	10	20
" 9 " . . . . .	11	22
" 10 " . . . . .	12	24
" 11 " . . . . .	13	26
" 12 " . . . . .	14	28

The maximum grant payable under this shall be \$US2,500 net for a staff member without dependents and \$US5,000 net for a staff member with dependents.

Service Benefit

Annex IV, paragraph 2

(a) If his letter of appointment so indicates, a staff member who has served at least one year on a temporary appointment for a fixed term shall receive upon separation a service benefit at the rate of 4 per cent of salary during service in his home country and at the rate of 8 per cent of salary during service outside his home country, for each year of service.

(b) Should such a staff member, without break in service, be granted a probationary or permanent appointment, or complete five years of qualifying service on temporary appointment for a fixed term, he shall lose entitlement to the service benefit.

(c) Service for calculation of the service benefit shall mean service subsequent to the entry of this provision in the letter of appointment.

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Rule 209.5

Service Benefit and Repatriation Grant

Payment of service benefit and of repatriation grant under Regulation 9.4 and Annex IV to the Staff Regulations shall be subject to the following conditions and definitions:

- (a) Project personnel in long-term status shall be governed by the provisions regarding repatriation grant. Project personnel in intermediate-term status shall be governed by the provisions regarding service benefit.
- (b) "Obligation to repatriate" as used in paragraph 1 of Annex IV shall mean obligation to return of project personnel and their dependents, upon separation, at the expense of the United Nations, to a place outside the country of the duty station.
- (c) "Home country" as used in Annex IV shall be determined on the same basis as the country of home leave entitlement under Rule 205.2.
- (d) "Service" for the purposes of service benefit and repatriation grant calculations shall exclude service before 1 January 1958, except in the case of project personnel who held entitlement to repatriation grant before that date. Service prior to 1 January 1951 shall be excluded in all cases. Periods spent on short-term appointment status shall be excluded.
- (e) "Salary" for the purposes of Regulation 9.4 and Annex IV to the Staff Regulations shall mean the annual base salary, after application of the staff assessment plan as specified in Rule 203.1, and shall exclude all other payments.
- (f) No payments shall be made to project personnel who abandon their posts. Project personnel who reside in their home country while performing their official duties shall not be entitled to repatriation grant upon separation, provided that the Secretary-General may grant a full or partial repatriation grant, in his discretion, in the case of project personnel who, after service at a duty station outside their home country, are transferred to a duty station within that country.
- (g) Dependents, within the meaning of Annex IV, shall consist of a wife, or a dependent husband in respect of whom dependency benefits are payable, or dependent children as defined in Rule 203.7. The repatriation grant shall be paid at the dependency rate to staff members with dependents regardless of the place of residence of the dependents.

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(h) Where both husband and wife are employed by United Nations or by a Specialized Agency and each is entitled, on separation, to payment of a repatriation grant, payment shall be made to each, at single rates, according to their respective entitlements, provided that, where dependent children are recognized, the first parent to be separated may claim payment at dependency rates. In this event the second parent, on separation, may claim payment at the single rate for the period of qualifying service subsequent thereto; or, if eligible, at the dependency rate for the whole period of his qualifying service, from which shall normally be deducted the amount of the repatriation grant paid to the first parent.

(i) Loss of entitlement to payment of return travel expenses under Rule 207.22 shall not affect project personnel's eligibility for payment of the repatriation grant.

(j) In the event of the death of project personnel, no payment of either repatriation grant or service benefit shall be made unless there is a surviving widow, dependent widower or one or more dependent children. If there is one such surviving dependent, payment of repatriation grant shall be made at the single rate; if there are two or more such surviving dependents, payment of repatriation grant shall be made at the dependency rate.

Regulation 9.5: Staff members shall not be retained in active service beyond the age of sixty years. The Secretary-General may, in the interest of the Organization, extend this age limit in exceptional cases.

#### Rule 209.6

##### Commutation of Accrued Annual Leave

If, upon separation, project personnel have accrued annual leave, they shall be paid in lieu thereof a sum of money equivalent to the amount which they would have been entitled to receive in the form of base salary for the period of such accrued leave up to a maximum of nine weeks in the case of service of two years or less, or twelve weeks in the case of longer service.

## CHAPTER X

### Disciplinary Measures

Regulation 10.1: The Secretary-General may establish administrative machinery with staff participation which will be available to advise him in disciplinary cases.

Regulation 10.2: The Secretary-General may impose disciplinary measures on staff members whose conduct is unsatisfactory. He may summarily dismiss a member of the staff for serious misconduct.

### Rule 210.1

#### Disciplinary Measures

In any case involving possible disciplinary action, the Secretary-General may establish, on an ad hoc basis, machinery to advise him before any decision is taken.

### Rule 210.2

#### Suspension Pending Investigation

If a charge of misconduct is made against an individual and the Secretary-General so decides, the individual may be suspended from duty, with or without pay, during investigation, the suspension being without prejudice to the rights of the individual.

## CHAPTER XI

### Appeals

Regulation 11.1: The Secretary-General shall establish administrative machinery with staff participation to advise him in case of any appeal by staff members against an administrative decision alleging the non-observance of their terms of appointment, including all pertinent regulations and rules, or against disciplinary action.

Regulation 11.2: The United Nations Administrative Tribunal shall, under conditions prescribed in its statute, hear and pass judgement upon applications from staff members alleging non-observance of their terms of appointment, including all pertinent regulations and rules.

Rule 211.1

Appeals

In case of any appeal against an administrative decision alleging the non-observance of terms of appointment, including all pertinent regulations and rules or against disciplinary action, the Secretary-General shall establish on an ad hoc basis administrative machinery to advise him.

Rule 211.2

Administrative Tribunal

Project personnel shall have the right to appeal to the United Nations Administrative Tribunal in accordance with the provisions of that Tribunal's Statute.

CHAPTER XII

General Provisions

Regulation 12.1: These regulations may be supplemented or amended by the General Assembly, without prejudice to the acquired rights of staff members.

Regulation 12.2: The Secretary-General shall report annually to the General Assembly such Staff Rules and amendments thereto as he may make to implement these regulations.

Rule 212.1

Amendment of Rules for Project Personnel

These rules may be amended by the Secretary-General in a manner consistent with the Staff Regulations.

Rule 212.2

Financial Responsibility

Project personnel may be required to reimburse the United Nations either partially or in full for any financial loss suffered by the United Nations as a result of their negligence or of their having violated any regulation, rule or administrative instruction.

Rule 212.3

Beneficiaries

- (a) At the time of appointment, project personnel shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Secretary-General. It shall be the responsibility of project personnel to notify the Secretary-General of any revocations or changes of beneficiaries.
- (b) In the event of the death of the individual, all amounts standing to his credit will be paid to his nominated beneficiary or beneficiaries subject to application of these rules. Such payment shall afford the United Nations a complete release from all further liability in respect to any sum so paid.
- (c) If a nominated beneficiary does not survive or if a designation of beneficiary has not been made or has been revoked, the amount standing to the credit of the individual will upon his death be paid to his estate.

Rule 212.4

Proprietary Rights

All rights, including title, copyright and patent rights, in any work performed by project personnel as part of their official duties, shall be vested in the United Nations.

Rule 212.5

Effective Date of Rules

Except as otherwise provided by the Staff Regulations or by the provisions of specific rules, Rules 201.1 through 212.5 shall be effective 1 January 1953. They shall supersede all previous rules applicable to project personnel.

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