

GENERAL
ST/SGB/Staff Rules/1/Rev.1/Amend.9
30 September 1968

SECRETARY-GENERAL'S BULLETIN

To: Members of the Staff of the United Nations

Subject: STAFF RULES

1. Rule 104.13, Permanent and Regular Appointments, is amended in its paragraph (d) to refer to the United Nations Development Programme and its Administrator instead of the Special Fund and the Technical Assistance Board and their Executive Heads.

2. Rule 104.14, Appointment and Promotion Board, is amended in its paragraph (c) to double the number of alternates to be appointed to the Appointment and Promotion Committee.

3. These amendments shall take effect on 1 October 1968.

4. Amended pages 23-26 are transmitted herewith for insertion in the Staff Rules.



U THANT
Secretary-General

Rule 104.12
Temporary Appointments

On recruitment staff members may be granted one of the following types of temporary appointments: Probationary Appointment, Fixed-Term Appointment, or Indefinite Appointment.

(a) The Probationary Appointment

The Probationary Appointment may be granted to persons under the age of 50 years who are recruited for career service. The period of probationary service under such an appointment shall normally be two years. In exceptional circumstances it may be reduced, or extended for not more than one additional year.

At the end of the probationary service the holder of a Probationary Appointment shall be granted either a Permanent or a Regular Appointment, or be separated from the service.

The Probationary Appointment shall have no specific expiration date and shall be governed by the Staff Regulations and Staff Rules applicable to temporary appointments which are not for a fixed term.

(b) The Fixed-Term Appointment

The Fixed-Term Appointment, having an expiration date specified in the letter of appointment, may be granted for a period not exceeding five years to persons recruited for service of prescribed duration, including persons temporarily seconded by national governments or institutions for service with United Nations. The Fixed-Term Appointment does not carry any expectancy of renewal or of conversion to any other type of appointment.

(c) The Indefinite Appointment

The Indefinite Appointment may be granted to:

- (i) Persons specifically recruited for mission service who are not granted a Fixed-Term or Regular Appointment.
- (ii) Persons specifically recruited for service with the Office of the High Commissioner for Refugees or any other Agency or Office of the United Nations as may be designated by the Secretary-General.

The Indefinite Appointment does not carry any expectancy of conversion to any other type of appointment. The Indefinite Appointment shall have no specific expiration date and, except as provided in Staff Rule 106.2 (a)(iv), shall be governed by the Staff Regulations and Rules applicable to Temporary Appointments which are not for a Fixed-Term.

Rule 104.13
Permanent and Regular Appointments

(a) The Permanent Appointment

- (i) The Permanent Appointment may be granted to staff members who are holders of a Probationary Appointment and who, by their qualifications, performance and conduct, have fully demonstrated their suitability as international civil servants and have shown that they meet the high standards of efficiency, competence and integrity established in the Charter.

- (ii) Permanent Appointments shall be subject to review at the end of the first five years of service under such appointment.

(b) The Regular Appointment

- (i) The Regular Appointment may be granted when warranted by specific circumstances, especially such circumstances of a local nature, to staff members in the General Service and Manual Worker categories who are holders of Probationary Appointments and have shown that they meet the high standards of efficiency, competence and integrity established in the Charter.

- (ii) The Regular Appointment shall be for an indefinite period and may last until retirement. It shall be governed by the Staff Regulations and Staff Rules applicable to temporary appointments which are not for a fixed term. Regular Appointments shall be subject to review at the end of the first five years.

- (c) (i) Recommendations proposing the grant of Permanent or Regular Appointments on the ground that a holder of a Probationary Appointment has met the requirements of this Rule may be made to the Secretary-General by agreement between the Office of Personnel and the Department or Office concerned. Such agreements shall be reported to the Appointment and Promotion Board before submission to the Secretary-General.
- (ii) Affirmative recommendations to the effect that the holder of a Permanent or Regular Appointment under a five-year review has maintained the requisite standards of suitability may similarly be made by agreement between the Office of Personnel and the Department or Office concerned, and shall be reported to the Appointment and Promotion Board before submission to the Secretary-General.
- (iii) In the absence of an agreed favourable recommendation as provided in (c) (i) or (ii) above, the matter shall be referred to the Appointment and Promotion Board.
- (d) Permanent or regular appointments, limited to service with the United Nations Children's Fund or the United Nations Development Programme, may be granted by the Executive Director of the Children's Fund or the Administrator of the Development Programme respectively, with the assistance of such boards as may be established in accordance with the provisions of the last sentence of Rule 104.14 (a).

Rule 104.14

Appointment and Promotion Board

- (a) (i) An Appointment and Promotion Board shall be established by the Secretary-General to advise him on the appointment, promotion and review of staff in the General Service and Professional categories, and on the appointment and review of staff at the Principal Officer level, except those specifically recruited for service with the United Nations Children's Fund, the United Nations Development Programme, or the United Nations Institute for Training and Research. The Secretary-General shall also establish an Appointment and Promotion Committee and such other subsidiary panels as may be necessary to assist the Appointment and Promotion Board in the performance of its functions. The heads of the organs referred to above may establish boards whose composition and functions are generally comparable to those of the Appointment and Promotion Board to advise them in the case of staff members recruited specifically for service with those organs.
- (ii) Subject to the criteria of Article 101.3 of the Charter, and to the provisions of Staff Regulations 4.2 and 4.4, the Appointment and Promotion Board shall, in filling vacancies, normally give preference, where qualifications are equal, to staff members already in the Secretariat, and staff members in other international organizations.
- (b) Composition and procedures of the Appointment and Promotion Board
 - (i) The Appointment and Promotion Board shall consist of seven members and seven alternates, at the Senior Officer level and above. The Director of Personnel or the Deputy Director of Personnel shall serve ex officio as a non-voting member of the Board. The other members and alternates shall be appointed by the Secretary-General after consultation with, and after consideration of a panel of names proposed by, the Staff Council. Such members and alternates shall be appointed for fixed periods, normally of one year, subject to renewal. The Secretary-General will ensure that at least two members and two alternates are appointed from among nominees submitted by the Staff Council.
 - (ii) The Board shall elect its own Chairman and establish its own procedures.
- (c) Composition and procedures of the Appointment and Promotion Committee
 - (i) The Appointment and Promotion Committee shall consist of seven members and fourteen alternates, at the Second Officer level and above. A designated official of the Office of Personnel shall serve ex officio as a non-voting member of the Committee. The other members and alternates shall be

appointed by the Secretary-General after consultation with, and after consideration of a panel of names proposed by, the Staff Council. Such members and alternates shall be appointed for fixed periods, normally of one year, subject to renewal. The Secretary-General will ensure that at least two members and four alternates are appointed from among nominees submitted by the Staff Council.

- (ii) The Committee shall elect its own Chairman and, subject to such general directives as may be issued by the Board, shall establish its own procedures.

(d) **Subsidiary Panels**

As necessary, working groups at Headquarters and in designated overseas offices, with functions comparable to those of the Appointment and Promotion Board and Committee, may be appointed in the same manner by the Secretary-General.

- (e) For any particular review where promotion is envisaged, the rank of members or alternates serving on the Committee or subsidiary panels shall not be below the level to which promotion is contemplated.

(f) **Functions of the Appointment and Promotion Board**

The function of the Appointment and Promotion Board shall be to make recommendations to the Secretary-General in respect of the following:

(i) **Appointment**

Proposed Probationary Appointments and other proposed appointments of a probable duration of one year or more, excluding the appointment of persons recruited specifically for service with a mission.

(ii) **Review**

(A) The suitability for permanent or regular appointment of staff members serving on probationary appointments, as may be referred to it in accordance with the provisions of Rule 104.13 (c). Recommendations of the Board may include extension of the probationary period for one additional year, or separation from the service.

(B) The review of appointments of staff members holding Permanent or Regular Appointment, as may be referred to it in accordance with the provisions of Rule 104.13 (c), upon the completion of the first five years of service under such appointments, for the purpose of determining whether the staff member concerned has maintained the standards of efficiency, competence and integrity established in the Charter.

(iii) **Promotion**

(A) The selection of staff members qualified for promotion. For this purpose, the Board shall normally once a year conduct a comprehensive, grade by grade review of all staff members within its purview. Wherever practicable, it shall develop and maintain promotion registers embodying the results of such a review. These registers shall be established in relation to an estimate of the total number of known and foreseeable vacancies to be filled by promotion at each grade level in the period until the next general review of staff.

(B) In the event that a particular vacancy cannot, by reason of the nature of the work, be appropriately filled from a promotion register, the Board may recommend exceptionally, in advance of the next regular review, the promotion of a staff member considered by it to be best qualified after review of a relevant group of staff.

(C) Minimum periods of service in the grade shall be established as a normal requirement for consideration for promotion. These normal requirements shall not be less than:

(i) One year for staff members in the Professional category, or in the Principal level of the General Service category at Headquarters;

(ii) Six months for all other staff members.

- (g) The foregoing functions with respect to staff in the Professional category and at the Principal Officer level will be performed by the Appointment and Promotion Board or at its request by the Appointment and Promotion Committee, which will report to the Board. The same functions in respect of staff in the General Service category will normally be performed by working groups, in accordance with the provisions establishing such working groups.

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

Rule 104.15

Medical Examination

(a) Staff members may be required from time to time to satisfy the Chief Medical Officer, by medical examination, that they are free from any ailment likely to impair the health of others.

(b) Staff members may also be required to undergo such medical examinations and receive such inoculations as may be required by the Chief Medical Officer before they go on or after they return from mission service.

Chapter V

ANNUAL AND SPECIAL LEAVE

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

Rule 105.1

Annual Leave

(a) Staff members shall accrue annual leave while in full pay status at the rate of six weeks a year, subject to the provisions of paragraph (f) below, and of Rule 105.2 (c) and provided that no leave shall accrue while a staff member is receiving compensation equivalent to salary and allowances under Rule 106.4.

(b) Annual leave may be taken in units of days and half-days. All arrangements as to leave shall be subject to the exigencies of the service which may require that leave be taken by a staff member during a period designated by the Secretary-General. Leave may be taken only when authorized but the personal circumstances and preferences of the individual staff member shall as far as possible be considered.

(c) Annual leave may be accumulated provided that not more than twelve weeks of such leave shall be carried forward beyond 1 January of any year or such other date as the Secretary-General may set for a duty station. However, upon completion of service with a mission (so designated for this purpose by the Secretary-General), any accumulation of annual leave which otherwise would have become subject to forfeiture during the mission service, or within two months thereafter, may be utilized to cover all or part of an authorized period of post-mission leave. Any such leave which is not so utilized within four months following departure from the mission area shall be forfeited.

(d) Any absence from duty not specifically covered by other provisions in these rules shall be charged to the staff member's accrued annual leave, if any; if he has no accrued annual leave, it shall be considered as unauthorized and pay and allowances shall cease for the period of such absence.

(e) A staff member may, in exceptional circumstances, be granted advance annual leave up to a maximum of two weeks, provided his service is expected to continue for a period beyond that necessary to accrue the leave so advanced.

(f) The Secretary-General shall set the terms and conditions under which annual leave may be allowed to staff members recruited specifically for service with a mission from within the general area of the mission, and notify the staff of these terms and conditions. These terms and conditions will be set with due regard to local practices in the area of the mission concerned.

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

