

UNITED NATIONS

SECRETARIAT



ST/SGE/108/Amend.2  
11 July 1957

Superseded by ST/SGE/109  
16 Dec. 1957

To: Technical Assistance Experts  
(Project personnel)

Subject: STAFF RULES

Pursuant to an agreement reached among the organizations participating in the Expanded Programme of Technical Assistance, Staff Rules 201.1 and 204.5 are hereby amended, with effect from 1 July 1957, to provide a Programme appointment.

Dag Hammarskjöld  
Secretary-General

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 dealing with education grant (when not eligible under Staff Rule 101.1)
- Rule 203.9 dealing with subsistence allowance
- Rule 204.6 dealing with medical examinations
- Rule 207.2 dealing with travel of dependants to the mission area
- Rule 207.4(a) dealing with home leave (when not eligible under Staff Rule 101.1)
- Rule 207.4(b) dealing with annual travel to residence
- Rule 207.17 dealing with excess personal baggage and removal of personal effects.

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 or full 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 full-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, shall be deemed to be on full-term status.

B. Programme Appointments

1. 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 full-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.

2. (a) Pension Fund - Project personnel on Programme appointments shall be eligible for participation in the Joint Staff Pension Fund.

(b) Repatriation Grant - Project personnel on Programme appointments shall be eligible for payment of repatriation grant, in accordance with the provisions of Annex IV to the Staff Regulations.

(c) Resignation - Project personnel on Programme appointments wishing to resign from the service shall give three months' written notice of their intent. The Secretary-General may, however, accept resignations on shorter notice.

(d) Notice of Termination - Project personnel whose Programme appointments are to be terminated shall be given not less than three months' written notice of such termination.

(e) Termination Indemnity - Project personnel whose Programme appointments are terminated shall be subject to the provisions governing termination indemnity in the case of permanent appointments provided in paragraphs (a), (c), (d) and (f) of Annex III to the Staff Regulations.

(f) Reassignment - 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.

ANNEXES III AND IV TO THE STAFF REGULATIONS

Termination Indemnity

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 members' 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;

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- 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 Pensions Fund, does not exceed one year's salary.

Repatriation Grant

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 plan shall be \$US2,500 net for a staff member without dependants and \$US5,000 net for a staff member with dependants.

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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