

UNITED NATIONS NATIONS UNIES

SECRETARY-GENERAL'S BULLETIN NO. 31

To: Members of the Staff of United Nations

ARRANGEMENTS FOR INSTALLATION OF MEMBERS OF THE STAFF AT THE INTERIM SITE OF THE ORGANIZATION

PART 1. AUTHORITY, PURPOSE, DURATION

Reference to Authority and Superseded Releases.

1. The resolution of the General Assembly adopted at the Twenty-First Plenary Meeting provides:

"With regard to the installation of members of the staff at the interim site of the Organization, the Secretary-General is authorized to establish a scheme for installation allowances and the conditions under which such allowances shall be granted".

In accord with this authority as part of the arrangement for installation of staff members at the interim site allowances shall be paid to staff members under conditions set forth below.

The rates and conditions herein stated modify and supersede previous releases as follows: Memorandum of 2 March 1946 A/SEC/5/REV.1 over signature of Adrian Pelt, Assistant Secretary-General; Administrative Circular 133 of 16 March 1946; Secretary-General's Bulletin 16 of 18 April 1946; Secretary-General's Bulletin 16, Addendum 1, of 25 April 1946; and Assistant Secretary-General for Administrative and Financial Services Memorandum of 10 May 1946 and any other circulars or authorizations for installation allowances.

Purpose and Classes of Allowances.

2. The purpose of these allowances is to compensate the staff member for additional costs incurred during the period immediately following entry on duty caused by moving away from the establishment where he (or she) had been living prior to accepting a post with the United Nations, and/or to cover subsequent adjustment and installation expenses (other than removal expenses reimbursable under Secretary-General's Bulletin No. 11 of 27 March 1946) in

establishing his (or her) new home within the headquarters area. Four classes of allowances are authorized: (a) travel per diem while at headquarters, (b) daily living allowances, (c) installation grant, and (d) monthly rent allowances. These allowances are not to be considered as additional salary.

Duration of Allowances.

3. All allowances provided herein will cease 15 March 1947. Also, the conditions and rates are subject to review by the General Assembly, and its budgetary decisions may require revision prior to the date that these allowances are due to cease.

PART II DEFINITIONS, ENTITLEMENT AND ADMINISTRATION

Definitions.

4. For purposes of this bulletin the following definitions shall apply:

(a) allowances is a general term covering the various authorized allowances designed to assist the entitled staff member in adjusting and installing himself (or herself) at headquarters, e.g., travel subsistence per diem while at headquarters, daily living allowance, installation grant, and monthly rental allowance. Reimbursable removal expenses (Secretary-General's Bulletin No. 11 of 27 March 1946) are not included within the meaning of the term allowances.

(b) a regular staff member will be considered one who is a salaried member and is appointed:

(i) under a contract for an indeterminate period of more than one

(ii) under a fixed time contract for a period of one year or more.

(c) a temporary staff member will be considered one who is a salaried member and is appointed for an indefinite temporary period to August 15, 1946 or beyond.

(d) limited term staff member will be considered one who is a salaried staff member, (e.g., on leave from a member government, or other public or private organization) and is serving under per diem and/or personal service short term contract.

(e) loan personnel will be considered those staff members who are on loan or are seconded from the services of a member government or other organization and who are not receiving direct salary compensation from the United Nations.

(f) a staff member with dependents is defined as follows:

- (i) a married man with wife and/or children who are dependent upon him for maintenance;
- (ii) a married woman whose husband is dependent upon her for full and continuing support;
- (iii) a widow with children dependent upon her for main support;
- (iv) a divorced woman or a woman separated from her husband with children dependent upon her for main support; and
- (v) a single person who has in his (or her) family one or more persons dependent upon him (or her) for full support.

(g) a staff member without dependents is defined as follows:

- (i) an unmarried person not coming under (f) above;
- (ii) a married man whose wife and/or children are not dependent upon him for main support;
- (iii) a widowed or divorced woman without full dependents;
- (iv) a married woman whose husband is not dependent upon her for his support; and
- (v) a married person whose wife or husband is also employed by United Nations.

(h) a staff member's residence at the time of appointment will be considered to be the locality where he is living and maintaining his home. The latter may or may not be the legal residence of the staff member.

(i) permanent contract is a contract for either (1) an indeterminate period exceeding one year; or (2) for a period of one year or more.

(j) United Nations housing is considered to mean the housing

projects sponsored by the United Nations, e.g., Great Neck Project.

Entitlement.

5. Staff members shall be entitled to allowances under the conditions and at rates prescribed herein, provided that:

- (a) the place at which the staff member had been residing before taking up his appointment at headquarters is beyond a reasonable commuting distance (or time) from headquarters; and
- (b) the staff member therefore establishes himself and household in the headquarters area with attendant additional adjustment expenses.

Administration.

6. Staff members claiming allowances under this bulletin shall submit proof of entitlement at time of appointment to the Bureau of Personnel and that office shall be responsible for:

- (a) the establishment of entitlement of individual staff members to the allowance authorized in this bulletin; and
- (b) interpreting residence, reasonable commuting distance, and dependency status within the intent of the regulations.

Exclusions.

7. Assistant Secretaries-General, top-ranking Directors, and Directors receiving representation (including hospitality) allowances (General Assembly Resolution, Journal Number 34, page 669, paragraph 17) who are regular staff members shall not be eligible for the daily living allowance or the monthly rental allowance. However, they shall be eligible for travel per diem allowances (under Rules 21 and 25 of Provisional Travel and Subsistence Rules, Secretary-General's Bulletin No. 7) from date of commencement of travel to date of arrival at headquarters or date of signing permanent contract and thirty days thereafter and, also the installation grant.

PART III CONDITIONS AND RATES FOR PERIOD ENDING 15 AUGUST 1946

Travel Per Diem at Headquarters Authorized.

8. For the period ending 15 August 1946 (see Attachment A), staff members who are entitled to receive travel subsistence per diem allowances while at

headquarters shall receive it under Provisional Travel and Subsistence Rules as herein modified.

Thirty Day Rule.

9. The per diem rate in Rule 21 of the Provisional Travel and Subsistence Rules is authorized for a period of thirty days from arrival at headquarters for an entitled staff member who arrives at headquarters, on or after 5 May 1946 under offer of permanent employment with United Nations. After the expiration of the thirty day period the rates in Paragraph 13 (b) below shall apply up to and including 15 August 1946, (except as otherwise provided in Paragraphs 10, 11 and 12). If the rate for the staff member under Paragraph 13 (b) below is a higher rate than the per diem rate under Rule 21, the thirty day rule shall be set aside and the rate authorized in Paragraph 13 (b) below shall be paid from date of arrival up to and including 15 August 1946.

Rates for Staff Members Recruited in London.

10. Per diem rates in Rule 21 of the Provisional Travel and Subsistence Rules, are authorized for entitled staff members who were ordered to New York under the terms of Circular A/SEC/5/REV.1, of 2 March 1946 from date of arrival in New York to 15 August 1946; provided that:

(a) For the period up to and including 4 May 1946 - the staff member shall be deemed entitled to either (1) \$7.50 plus the rent of his (or her) accommodation (within a maximum of \$7.50 per day) in hotel or apartment; or (2) his (or her) per diem rate under Rule 21 of Travel and Subsistence Rules, whichever is the higher daily rate;

(b) For the period from 5 May 1946 up to and including 15 August 1946 the staff member shall be deemed entitled to either (1) his (or her) per diem rate under Rule 21 of Travel and Subsistence Rules, or (2) the per diem rate under Paragraph 13 (b) below, whichever is the higher daily rate.

Rates for Limited Term Staff Members.

11. A per diem rate of ten dollars (\$10) - or as specified in the short-term contract - is hereby authorized for entitled limited term staff members

for the period beginning with arrival up to date of termination of service or adjustment of service to a temporary or regular staff member status.

Rates for Loan Personnel.

12. A per diem rate not exceeding ten dollars (\$10) is hereby authorized from 5 May 1946 for entitled loan personnel (not on United Nations payroll) for the period of loan. This rate may be adjusted in exceptional cases as circumstances may warrant by the Assistant Secretary-General for Administrative and Financial Services.

Rates for Regular and Temporary Staff Members.

13. Per diem rates as indicated below are hereby authorized for other entitled regular and temporary personnel (not included in Paragraphs 10, 11 and 12 above):

(a) From arrival for commencement of duties up to and including 4 May 1946 an allowance of \$7.50 per day plus the rent (within a maximum of \$7.50 per day) for their accommodations, whether in hotel or apartment.

(b) from period, 5 May 1946, up to and including 15 August 1946 according to the following schedules:

| <u>Staff Member With</u> | <u>Per Diem Allowance</u> | |
|--------------------------|---------------------------|------------------------|
| | <u>Without Dependents</u> | <u>With Dependents</u> |
| Salary \$7000 or less | \$5.00 | \$10.00 |
| Salary \$7001 or above | 6.00 | 11.00 |

PART IV CONDITIONS AND RATES SUBSEQUENT TO 15 AUGUST 1946 (SEE ATTACHMENT B).

Monthly Rental Allowances, Installation Grants and Daily Living Allowances Authorized.

14. Beginning 16 August 1946, daily living allowances, monthly rental allowances, and installation grants are authorized under the conditions set forth below.

Monthly Rental Allowances for Staff Members in United Nations Housing.

15. In lieu of per diem allowance, (after 15 August 1946) an entitled regular staff member housed in United Nations housing shall receive monthly rent allowance, - not exceeding fifty dollars (\$50) a month, - equivalent to

twenty-five per cent (25%) of his monthly rent (including utilities, furnished without additional charge) from effective date of lease or 16 August 1946, (whichever is later) up to and through 15 March 1947.

Installation Grant for Staff Members in United Nations Housing.

16. An entitled regular staff member housed in United Nations housing shall receive an installation grant at time of signing the lease of 16 August (whichever is later) as follows:

- (a) One hundred and twenty-five dollars (\$125) grant to member without dependents.
- (b) Two hundred dollars (\$200) grant to member with dependents.

Rates of Daily Living Allowances for Regular Staff Members.

17. From 16 August 1946 up to and including 15 March 1947, a regular entitled staff member, not housed in United Nations housing, shall receive daily living allowances as follows:

- (a) Four dollars (\$4) per day to the member without dependents;
- (b) Six dollars (\$6) per day to the member with dependents.

Rates of Daily Living Allowances for Temporary Staff Members.

18. From 16 August 1946 up to and including 15 March 1946, an entitled temporary staff member, not housed in United Nations housing, shall receive daily living allowances as follows:

- (a) Five dollars (\$5) per day to the member without dependents;
- (b) Seven dollars (\$7) per day to the member with dependents.

Rates of Daily Living Allowances for Limited Term Staff Members and Loan Personnel.

19. From 16 August 1946 up to and including 15 March 1947, entitled limited term staff members and loan personnel, not housed in United Nations housing, shall be entitled to the same rates as set forth in Paragraph 18 (a) and (b) above in the absence of contract provisions to the contrary.

Installation Grant for Staff Members Not Living in United Nations Housing.

20. An entitled regular staff member not receiving the installation grant provided in Paragraph 16 above (by reason of not living in United Nations housing) shall receive such grant at the expiration date of per diem

allowances (15 March 1947).

(a) One hundred and twenty-five dollars (\$125) to the member without dependents.

(b) Two hundred dollars (\$200) to the member with dependents.

Thirty Day Rule.

21. An entitled new staff member arriving at Headquarters on or after 16 August 1946 under offer of permanent employment shall receive per diem under Rule 21 of Travel and Subsistence Rules for a period of thirty days at headquarters after date of arrival. After the expiration of such travel per diem, the staff member shall receive daily living allowances under rates in Paragraph 17. New staff members arriving after 14 February 1947 shall not be eligible for daily living allowances as the thirty day period expires on the same date that all allowances are due to cease.

PART V GENERAL REGULATIONS

When A Staff Member is in Travel or Leave Status.

22. Rules governing the allowances provided in this bulletin when the staff member is away from headquarters on official travel and leave are:

(a) When a staff member is away from headquarters on official business and is in travel status for a period of three consecutive work days (exclusive of intervening designated non-work days) or less, his daily allowance, as authorized in this bulletin will continue (if otherwise eligible) without regard to such per diem travel allowance in lieu of subsistence as may be authorized and received by the staff member by reason of his official travel.

(b) When a staff member is away from headquarters on official business and is in travel status for a period of more than three consecutive work days (exclusive of intervening non-work days), his daily allowance, as authorized in this bulletin will be reduced to two dollars (\$2) per day (if otherwise eligible) during period of absence from headquarters (including designated non-work days falling wholly within period of travel) without regard to such per diem travel allowance in lieu of subsistence as may be authorized and received

ly
to

by the staff member by reason of his official travel.

(c) The rules set forth in (a) or (b) above shall apply also when the staff member takes approved leave.

(d) Daily allowance shall continue and the rules in (b) above shall not apply when the staff member is absent from duty at headquarters because of temporary illness.

(e) Daily allowances shall cease at the time when the staff member departs from the headquarters area on extended sick or personal leave.

(f) A staff member who is sharing living accommodations with another staff member in hotel and who is put to additional hotel expense by virtue of application of rules (b), (c), or (e) above may claim reimbursement for such additional expense, and the Bureau of Comptroller may make payment provided the Chief, Travel Service certifies to the Bureau of Comptroller that the staff member the claim incurred the additional expense through no fault of his own and that no suitable tenant was available to take up the vacancy.

(g) The rules in this paragraph shall not apply to the monthly rental allowance (as provided in Paragraph 15) and official travel or leave shall not be considered cause for interruption of monthly rental allowance payments unless the absence from headquarters area relieves the staff member of rental expenses.

Payment of Daily Allowances.

23. Weekly payment of daily allowances will be made by the Bureau of the Comptroller upon initial determination of the staff member's eligibility by the Bureau of Personnel. The staff member, to receive payment, will be required to certify that the circumstances which initially entitled him the daily allowances have not changed since initial determination and that he is entitled to such payment under the rules in this bulletin.

Payment of Monthly Rental Allowances.

24. Monthly payment of rental allowance (as provided in Paragraph 15) will be made by the Bureau of the Comptroller upon certification of the Bureau of Personnel as to entitlement. Thus, the staff member, at time of eligibility,

PROPOSED ALLOC
FOR EARLY ORG
AND ENDING

ACHIEVEMENT

shall apply to the Bureau of Personnel for such allowances.

Payment of Installation Grant.

25. Payment of the installation grant will be made by the Bureau of the Comptroller upon certification of the Bureau of Personnel as to entitlement. The staff member, at time of eligibility, - (or subsequent thereto), - shall apply to the Bureau of Personnel for such grant.

Payment of Adjustments.

26. Retroactive adjustments in per diem payments will be made by the Bureau of Comptroller upon re-examination of the staff member's entitlement by the Bureau of Personnel and audit of the individual payment account of the staff member.

not on t Authority of Assistant Secretary-General for Administrative and Financial Services.

PART Entitlement conditions and rates authorized in this bulletin may be modified at the discretion of the Assistant Secretary-General for Administrative and Financial Services in exception circumstances.

By direction of the Secretary-General:

J. B. Hutson
Assistant Secretary-General for
Administrative and Financial Services

PROPOSED ALLOWANCE SCALES
FOR EARLY ORGANIZATION PERIOD
AND ENDING 15 AUGUST 1946

ATTACHMENT A

CLASSES

| <u>PERIOD</u> | <u>Salary</u> \$0-4799 | <u>London Engaged Staff</u> (Pelt Circular) | <u>Salary</u> \$4800-6999 | <u>Salary</u> \$7000-11000 | <u>U.S. Engaged Staff</u> <u>Entitled Except</u> | | <u>Short Term Contract</u> <u>and Loan</u> | | <u>Loan and Special</u> <u>Contract</u> | |
|-----------------------------|---|--|--|-------------------------------|---|---|---|---|--|---|
| | | | | | <u>Without</u> <u>Dependents</u> | <u>Hotel</u> | <u>Apt.</u> | <u>With</u> <u>Dependents</u> | <u>Hotel</u> | <u>Apt.</u> |
| Arrival to 4 May 1946 | \$7.50 plus \$7.50 maximum hotel or apt. | \$10.00 or \$7.50 plus \$7.50 maxi- mum hotel or apt. | \$12.50 or \$7.50 plus \$7.50 maxi- mum hotel or apt. | | \$7.50 plus \$7.50 maximum hotel | \$7.50 plus \$7.50 maximum apt. | \$7.50 plus \$7.50 maximum hotel | \$7.50 plus \$7.50 maximum apt. | | Varied rates depending on contract; generally \$10.00 per day. |
| | | Whichever is greater | | | | | | | | |
| May to 15 August 1946 | No Depen- dents \$7.50 | | \$10.00 | \$12.50 | \$5.00 (1) | \$5.00 (1) | \$10.00 (1) | \$10.00(1) | | Varied rates depending on contract; generally \$10.00 per day |
| | With Depen- dents 10.00(1) | | 10.00 (1) | 12.50 | 6.00 (2) | 6.00 (2) | 11.00 (2) | 11.00 (2) | | |

- (1) Base salary to \$7,000
(2) Base salary above \$7,000

PROPOSED PER DIEM ALLOWANCES
FOR PERIOD BEGINNING 16 AUGUST 1946
AND ENDING 15 MARCH 1947

| <u>PERIOD</u> | <u>CONDITIONS</u> | <u>ENTITLED STAFF MEMBER *</u> | |
|--|--|--|---|
| | | <u>WITHOUT DEPENDENTS</u> | <u>WITH DEPENDENTS</u> |
| 16 August 1946 through 15 March 1947 | (1) In temporary status | \$5 per day | \$7 per day |
| | (2) In permanent status and not living in United Nations sponsored housing project. | \$4 per day | \$6 per day |
| | (3) Staff Member living in United Nations housing project. | \$125 grant when entering into lease | \$200 grant when entering into lease and: |
| | | Per diem ceases and 25% of monthly rental (not exceeding \$50 per month) ending 15 March 1947. | |
| | (4) A new staff member coming to New York under offer of permanent employment will be carried in travel status for thirty (30) days from date of arrival in New Ycrk after which | Rates in Paragraph (2) or (3) above will apply ending 15 March 1947. | |
| (5) Per diem installation allowances cease 15 March 1947 and | \$125 grant if not received before that date. | \$200 grant not received before that date. | |

* Assistant Secretaries-General, top ranking Directors and Directors receiving fixed sum representation allowances are not eligible for daily living allowances but are eligible for installation grant.