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## SECRETARY-GENERAL' BULLETIN NO. 1 (Addendum 3)

To: Members of the Staff of the London Office. .

### SELECTION OF STAFF FOR THE LONDON OFFICE

1. Authority to make appointments to the staff of the London Office is vested in the Executive Director of the London Office.
2. To permit time for a review of the qualifications of existing staff, the present sterling contracts of the staff whose services are required will be extended until 1 May 1946, at present salaries.
3. Any persons whose services are no longer required will be notified not later than 20 March 1946, and will receive one month's severance pay from the date of notice of termination of their services. All other staff members will be retained until the close of business on 30 April and prior to that date will be given an opportunity to qualify for continued employment under the procedures outlined below. Persons whose services are no longer required on or after 1 May will receive severance pay on the basis of five days' pay for each completed month of service.
4. Copies of the new application forms will be issued, as soon as they are available, to all members of the present staff who wish to stay with U.N.
5. All present members of the staff who are applicants will appear before a small Interviewing Board, consisting of three or four members of different nationalities. This Board will classify the staff members according to their skills and abilities.
6. The recommendations of the Board will be passed to the Executive Director, who will offer appointments from 1 May 1946, in accordance

with the estimated staffing requirements of the London and New York offices and the recommendations of the Interviewing Board.

7. As part of the selection process, employees will be considered for employment in the New York or the temporary London Office. As from 1 May, standard letters of temporary appointment, identical to those issued to persons employed in New York, will be issued to those members of the staff whom it is proposed to retain. These appointments will be in accordance with the Provisional Staff Regulations and Rules and the Provisional Plans for Classification and Salary Administration. London salaries, however, will be fixed 20% below the New York rates.

8. Between now and 1 May all posts will be classified and salaries fixed in accordance with the Provisional Plans referred to in Paragraph 7 above.

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Secretary-General

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