



UNITED NATIONS

# *Administrative Rules*

*Adopted at the Fifth Session*

*of the*

*Joint Staff Pension Board*

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# UNITED NATIONS JOINT STAFF PENSION FUND

## ADMINISTRATIVE RULES

### SECTION I (Article I\*)

#### Definitions

1.1 For the purpose of these Administrative Rules:

- (a) "Member organization" means the United Nations or a specialized agency referred to in Article 57, paragraph 2, of the Charter which has been admitted to the Fund under Article XXVIII of the Regulations;
- (b) "Board" means the United Nations Joint Staff Pension Board;
- (c) "Fund" means the United Nations Joint Staff Pension Fund;
- (d) "Regulations" means the Regulations of the Fund;
- (e) "Committee" means a Staff Pension Committee of a member organization;
- (f) "Competent authority" means the executive head of a member organization, or a person duly designated by him for the purpose of these rules;
- (g) "Medical standards" means the medical standards adopted by the Board.

### SECTION II (Article II)

#### Admission of Participants

2.1 Each competent authority shall notify to the Secretary of the Committee concerned the appointment of every staff member entitled to participate in the Fund.

2.2 Each participant on entry into the Fund shall complete in duplicate the Participant's Declaration on which shall be stated information as to wife and children under 18 years of age and the name or names of the recipient or recipients designated under Article VII, paragraph 5, of the Regulations.

2.3 When completing the Participant's Declaration under rule 2.2 above, each participant shall submit proof of his age, and in the case of a male staff member, proof of marriage, and of the age of his wife (if any) and of any children under 18 years of age, and in the case of a female staff member, of the age of any children under 18 years of age. Each participant shall similarly report any alterations in these particulars (marriage, death of wife, divorce, remarriage, birth of children, or death of children under the age of 18.)

2.4 (a) One copy of each Participant's Declaration shall be kept as the office file copy of the member organization, the other copy shall be certified as received and returned to the participant.

- (i) The office file copy shall be sent to the Secretary of the Board when a benefit becomes due to a designated recipient or recipients under Article VI, paragraph 5, of the Regulations.

(b) A History Record shall be completed for each participant in duplicate, either by the competent authority of the member organization or by the Secretary of the Committee concerned, recording information from:

\*See document JSPB/G.4 for text of articles.

- (i) Participant's Declaration
- (ii) Participant's personnel file
- (iii) Earnings records
- (iv) Provident Fund records
- (c) The History Record shall be forwarded to the Secretary of the Board.
- (d) A schedule giving names and current salaries of new entrants having qualified for entry shall be sent to the Secretary of the Board each month.
- (e) Changes in marital and family status of participants shall be reported each month.

2.5 Each participant shall be responsible for the accuracy of the information given by him in execution of the preceding rules. The Fund and its organs shall be entitled to rely on this information, and no liability shall be incurred by the Fund in consequence of any action taken, or authorized, in reliance upon the accuracy of such information.

2.6 The competent authority of each member organization shall certify that information given by participants agrees with the records in the possession of the organization or produced before him.

2.7 At each session of the Board the Secretary shall present a report on admissions to the Fund.

2.8 When a participant in the Fund is transferred from one member organization to another, the following procedure shall be used:

(a) The Secretary of the Committee of the releasing organization shall advise the Secretary of the Board that the transfer has taken place; he shall give the name and the registration number appearing in the headquarters' active participants' register of the participant transferred and the organization to which the transfer has been made.

(b) The Secretary of the Committee of the releasing organization shall forward without delay to the Secretary of the Pension Committee of the receiving organization:

- (i) The duplicate copy of the History Record of the participant certified and brought up-to-date with the total remuneration and contributions paid to the effective date of transfer, together with the medical status.
- (ii) Any correspondence, documents or copies thereof including certificates relating to the participant which may be in his possession.
- (iii) The Participant's Declaration signed by the participant.

### SECTION III (Article III)

#### Validation of Non-Pensionable Service

3.1 Applications for the validation of non-pensionable service shall be made to the Secretary of the Committee concerned.

3.2 Payments made to the Fund under Article III of the Regulations in order to have non-pensionable service treated as contributory service shall be effected within a period equivalent to that which the participant is entitled to have treated as contributory service, such period commencing at the date when the participant is notified of the amount payable. Payments shall be made as follows:

(a) In a lump sum, as final payment for the total period for which contributory service may be purchased, or

(b) In equal monthly instalments. In computing such instalments compound interest shall be charged at the rate of 2 1/2 per cent per annum.

3.3 In the event that payments are not completed under (b) of rule 3.2,

the participant shall be credited with the proportion of his total period for which contributory service may be purchased which the amount paid with interest bears to the lump sum computed under (a) of said rule with interest to the date of the last payment. Payments shall not be permitted under (a) or (b) of said rule subsequent to the period equivalent to that which the participant is entitled to have treated as contributory service.

3.4 Payments shall not be made by any member organization for validation of service, in respect of which a participant has already received a payment either from the Provident Fund of any member organization, or from the Pension Fund which was in excess of his own contributions thereto, until the necessary financial adjustment has been made to avoid duplicate payments from the funds of member organizations to, or on account of, the participant.

- (i) The Secretary of the Committee shall refer such cases to the Secretary of the Board who will determine the amount and method of payment.

## SECTION IV (Articles V, VI)

### Disability Benefits

4.1 With respect to the processing of disability benefits the competent authority of a member organization shall notify the Secretary of the Committee, who in turn will notify the Secretary of the Board, when a participant is likely to become entitled to a disability benefit; furnishing the necessary information and arranging for the transfer of medical evidence. The Board may request an independent medical examination and the cost of such examination shall be deemed to be an administrative expense within the meaning of Article XXVII of the Regulations. The Secretary of the Board shall inform the Secretary of the Committee of the date from which a disability benefit is to be awarded.

4.2 (a) If a participant becomes unable to perform his duties by reason of serious physical or mental impairment and the degree of permanency of such impairment cannot be determined, the participant shall not be considered eligible for benefits under Article V of the Regulations until the expiry of nine months after he has ceased to perform his duties.

Any disability benefit granted upon the expiry of the period of nine months shall be granted with retroactive effect when necessary from the date of separation from the service of the member organization concerned.

(b) The right of a participant to claim a disability benefit under Article V of the Regulations immediately upon termination of his employment where such termination is due to his inability to perform his duties due to serious physical or mental impairment shall not be prejudiced by rule 4.2 (a), and any disability benefit granted as a result thereof shall have effect from the date of such separation.

(c) When doubt exists as to whether the case falls under rule 4.2(a) the relevant information shall be forwarded to the Secretary of the Board by the Committee and the information shall be presented to the Board or its Standing Committee for determination.

4.3 (a) Where the employment of a participant is terminated for reasons other than disability and the participant claims a disability benefit, the Board must be satisfied that at the date of separation from the service the participant was unable to perform his duties satisfactorily due to serious physical or mental impairment.

- (b) Any such claim shall be submitted before the expiry of four months

after the date of separation, provided that in exceptional circumstances the Board may accept for consideration a claim made at a later date.

(c) The acceptance of a withdrawal benefit shall not preclude the submission of a claim for a disability benefit provided that if the latter is granted the former must be recovered.

4.4 (a) At the time when a disability benefit is granted, the Board on the recommendation of the Medical Consultant shall give directions regarding the date of the next medical review which the participant is to undergo.

(b) A participant who is granted a disability benefit shall not be required to undergo further medical review after his fifty-fifth birthday.

4.5 A participant shall have the right to appeal against the medical decision in respect of a claim for a disability benefit. The procedure for regulating such appeals shall, mutatis mutandis, follow that provided in Section V, paragraph 5.8, of these rules.

4.6 For the purposes of the Regulations, compensation in payment of accrued leave shall not be considered as a larger payment within the meaning of Article VI thereof.

## SECTION V (Articles V, VI, VII, IX, XII)

### Medical Procedures

5.1 (a) The medical standards adopted by the Board shall be applied in a uniform manner by the medical officers of the member organizations.

(b) Medical examinations shall be carried out for the staff of a member organization by the medical officer appointed by that organization. In the case of a staff member at a location where a medical officer appointed by his organization is not available, his medical examination may be carried out by a physician approved by the medical officer of that organization. In such cases the medical report of the physician shall be addressed to the medical officer of the organization for review before action is taken.

(c) The medical officer shall perform an examination necessary to supply the information called for in the form entitled "Joint Staff Pension Fund Physical Examinations". Reports of medical examinations held for employment purposes prior to the admission of a staff member into the Fund may be used for the purposes of the Pension Fund at the discretion of the medical officer. Such pre-employment examinations shall have been made not more than thirteen months previously.

(d) The medical officer shall apply the medical standards adopted by the Board. A participant may satisfy such standards but the medical officer, in the light of his over-all clinical evaluation of the individual, may recommend to the Committee that the participant be classified in Class 2 or Class 3.

5.2 (a) Participants shall be classified by the medical officer in one of the three following classes:

Class 1 - Absence of any significant physical or mental defect which might involve increased risk as to death or long-term disability.

Class 2 - Presence of a correctible defect which involves increased risk as to death or long-term disability.

Class 3 - Presence of a defect which cannot be corrected and which involves increased risk as to death or long-term disability.

(b) The medical officer, before presenting his report to the Committee, as laid down in rule 5.3, shall inform the participant classified under Class 2 or 3 or his conclusions.

(c) A participant who is classified under Class 2 or Class 3 may author-

ize the medical officer in writing to release such information to the Committee to enable it to review the case with knowledge of the grounds on which the classification is based.

5.3 Medical officers shall present a report on each medical examination to the Committee of their organization. The Committee shall declare on the basis of the medical report whether or not the participant shall be covered immediately by the provisions of Articles V and VII. 1 of the Regulations. The decision taken by the Committee shall be recorded and forwarded immediately to the Secretary of the Board. Within fourteen days of the decision the Secretary of the Committee shall notify the participant in writing.

5.4 A participant whose classification is approved by the Committee as Class 1 under the medical standards shall be declared to be covered immediately by the provisions of Articles V and VII. 1 of the Regulations. A participant whose classification is approved by the Committee as Class 2 or Class 3 under the medical standards shall be declared not to be entitled to the benefits provided under Articles V and VII. 1 of the Regulations until he has completed five years of contributory service.

5.5 A participant whose classification under Class 2 is approved by the Committee may have his classification reconsidered when his defect has been satisfactorily corrected. When making the initial report the medical officer shall inform the Committee of the time at which re-examination has been recommended to the applicant. The medical officer shall submit a report to the Committee upon the re-examination.

5.6 A participant who refuses to undergo a medical examination in accordance with rule 5.1 (b) above shall be declared not to be covered by the provisions of Articles V and VII. 1 of the Regulations until he has completed five years of contributory service.

5.7 In the case of re-employment of a participant who was in receipt of a disability benefit in accordance with Article XII, paragraph 3, of the Regulations, the findings of the medical examination undergone by this participant on his initial entry into the Fund may be accepted by the Committee when applying Article IX of the Regulations.

5.8 A participant who has been notified of a decision by the Committee that he has been declared not to be covered by the provisions of Articles V and VII. 1 of the Regulations until he has completed five years of contributory service may, within thirty days of receiving notice, request the Committee to reconsider his case. In this event, a medical board shall be set up consisting of:

- (i) A qualified physician selected by the participant;
- (ii) The medical officer of the organization or a physician designated by him;
- (iii) A third qualified physician who shall be selected by the first two and who shall not be a medical officer of a member organization.

The decision of the Committee taken after considering the report of the medical board shall be final.

If the Committee after receiving the report of the medical board reverses its original decision, the member organization concerned shall bear the medical fees and incidental expenses; if the original decision is sustained, the participant shall bear the medical fees and the incidental expenses of the physician whom he selected and half of the medical fees and expenses of the third physician of the medical board. The portion of the fees and of the expenses not borne by the participant shall be paid by the member organization concerned.

A copy of the report of the medical board together with the decision of

the Committee, shall be communicated to the medical consultant. The decision of the Committee shall be communicated to the Secretary of the Board.

5.9 (a) The Board shall appoint a medical consultant to assist in the implementation of the Regulations and these rules.

(b) In order to ensure uniform application of the medical standards, the medical consultant to the Board and the medical officers of the member organizations will maintain a continuous and regular contact. The medical officers of the member organizations may be invited by the medical consultant to furnish information on the manner in which the approved medical standards are being applied by them, and when requested shall make available to the medical consultant the complete medical files of any participant.

(c) With regard to cases of disability or death the medical officers of the member organizations shall furnish to the medical consultant on request the medical information, including the complete medical file of the participant concerned.

(d) The medical consultant shall report annually to the Board submitting a comprehensive statement of medical information affecting the admission of participants and the payment of benefits in the Fund, covering the experience of all member organizations.

## SECTION VI (Articles IV, VII, X)

### Benefits, Retirement, Death, Withdrawal

6.1 By virtue of Article XXIV (b) of the Regulations, the Board delegates to each Committee its discretionary powers relating to the granting of benefits other than disability benefits and death benefits for widowers under the Regulations.

6.2 When a person becomes eligible for any benefit, the Secretary of the Committee concerned shall notify the Secretary of the Board who shall certify payment of the benefit.

6.3 The Secretary of the Board shall ensure that the amounts of benefits have been subject to verification or review, either on behalf of the Board or a committee before certifying payment of benefits.

6.4 With respect to the processing of withdrawal benefits the competent authority of a member organization shall notify to the Secretary of the Committee, on a withdrawal notification, the date of the last day of contributory service together with other necessary information as indicated on the notification.

6.5 The payment of withdrawal benefits to participants in the Fund on separation from service from a member organization shall be made only after the last date of contributory service and after such date has been notified as provided under rule 6.4 above.

6.6 When the contributory service and age of the participant are factors in the calculation of the amount of benefit, fractions of contributory service and fractions of age shall be counted as follows:

(a) Each calendar month shall be considered as equal to one-twelfth of a year; and

(b) Fifteen days or more in a calendar month shall be considered as a month, no regard being taken of shorter periods.

(c) This rule shall not apply when establishing the eligibility for a benefit.

(d) With respect to determining the final average remuneration when calculating a benefit, it shall be calculated on the exact number of years, months and days.



6.7 (a) On receipt of a request for death benefit for a widower under Article VII.7 the Secretary of the Committee shall forward to the Secretary of the Board all necessary information including a medical report on the prospective beneficiary. The Board may request an independent medical examination and the cost of such examination shall be deemed to be an administrative expense of the Board.

(b) A widower shall have the right to appeal against a decision that he is not totally and permanently incapable either physically or mentally of providing for his own support. The procedure for regulating such appeals shall, mutatis mutandis, follow that provided in paragraph 5.8 of Section V of these rules.

6.8 A benefit payable otherwise than in a lump sum shall be paid monthly in advance on the first day of each calendar month, or if desired by the recipient it shall be paid quarterly or half-yearly in arrear. In such cases interest shall not be credited, nor shall interest be credited on any arrears of benefits accumulated in the Fund except in respect of payments postponed in virtue of Article X.2 of the Regulations.

6.9 Benefits shall normally be paid either directly to the recipient or through normal banking channels.

6.10 The Secretary shall at intervals of not more than twelve months require evidence that the recipient is still alive or that the widow of a participant has not remarried.

## SECTION VII (Article VIII)

### Child's Benefits

7.1 A widower who is unable to support the ex-participant's children, as referred to in Article VIII, paragraph 2, shall make application to the Board through the Secretary of the Committee. The Secretary shall obtain and verify evidence in support of the application.

7.2 A child of a participant may be designated as a recipient under Article VII, paragraph 5, irrespective of the fact that he may also qualify under Article VIII for a child's benefit.

## SECTION VIII (Article XII)

### Re-employment

8.1 The Secretary of the Committee shall communicate to the Secretary of the Board information with respect to participants who elect to make repayments under Article XII as soon as participation in the Fund recommences. The Secretary of the Board shall advise the Secretary of the Committee as to the amounts payable under paragraphs 1 or 2 of the Article and also as to the contributory service credit to be restored.

8.2 Re-payments of lump sum withdrawal benefits by a participant under Article XII, paragraphs 1 and 2, of the Regulations shall be made over a period not longer than that of his previous contributory service, such period commencing from that date when he is notified of the amount payable provided payments are completed before the age of 60.

## SECTION IX (Articles I and XVI)

### Contributions on Account of Participants

9.1 The regular contributions of participants under Article XVI shall be withheld by each member organization from salary payments.

9.2 Payment of salary in lieu of notice shall be considered as pensionable remuneration and the period covered as contributory service, but upon the request of a participant in writing to his Committee, the Committee may exercise discretion as to whether the rule shall be applied in his case.

9.3 Compensation in payment of accrued leave shall be considered as not pensionable and the period covered not counted as contributory service.

## SECTION X (Article XVIII)

### Voluntary Deposits by Participants

10.1 Deposits or contributions by a participant under Article XVIII shall be effected as follows:

(a) By a single lump-sum payment or lump-sum payments in multiples of \$100; and/or

(b) By an increased rate of contribution not changeable thereafter more often than once during each calendar year.

10.2 Voluntary deposits made by a participant under the provisions of Article XVIII of the Regulations and Section X of these rules shall be entered on the individual account of the participant. They shall bear compound interest at the rate of 2 1/2 per cent per annum.

10.3 In order to determine the maximum amount of such voluntary deposits the final average remuneration shall be calculated at the date of the requests on the basis of the current salary together with the within-grade increments due to the participant under the Staff Regulations and rules applicable.

10.4 The maximum amount of the voluntary deposit shall be determined taking into consideration the family status of the participant at the date of the request.

10.5 The terms "regular benefit" under paragraph 2 of Article XVIII shall be deemed to include retirement benefit, disability benefit, widows' and orphans' benefits, withdrawal benefits and death benefits under paragraph 5 of Article VII of the Regulations.

10.6 The additional benefit in case of withdrawal when the regular benefit is taken in a lump sum, or in case of death under paragraph 5 of Article VII of the Regulations, shall be the sum credited in the individual account of the participant at the time that the benefit becomes payable together with compound interest.

10.7 Applications to make voluntary deposits shall be submitted to the Secretary of the Board. Such applications shall be subject to approval by the Board.

## SECTION XI (Articles XX and XXI)

### Staff Pension Committees

11.1 Each member organization shall establish a Committee in accordance with Articles XX and XXI of the Regulations.

11.2 Upon the recommendation of the Committee, the competent authority shall appoint a Secretary to the Committee.

11.3 The Committee shall hold regular meetings at such dates as may be determined by the Committee.

11.4 Special meetings shall be held whenever the Chairman thinks it necessary or at the request in writing of one-third of the members of the Committee, or at the request of the competent authority, or at the request

of the Board. When a special meeting is requested by the Board, the latter shall be entitled to be represented at that meeting by the Chairman of the Board or a member designated by him.

11.5 A simple majority of the members entitled to be present shall constitute a quorum, provided that the three groups comprising the Committee under the provisions of Articles XX and XXI of the Regulations are represented.

11.6 The Committee shall take decisions by a majority of the members present and voting.

11.7 Each Committee may appoint a Standing Committee to transact current business when the Committee is not in session. Each of the three groups comprising the Committee shall be represented on the Standing Committee. Any action taken by the Standing Committee shall be reported to the Committee at its following session.

11.8 The minutes of the meetings of the Committee shall be prepared by the Secretary and approved by the Committee. A copy thereof shall be communicated to the Secretary of the Board. The records and all correspondence of the Committee shall be private and kept in the care of the Secretary of the Committee.

11.9 The annual report of the Board shall be made available to all participants by each Committee.

11.10 Subject to the provisions of the Regulations and these rules each Committee shall regulate its own procedures.

## SECTION XII (Article XXII)

### Joint Staff Pension Board

12.1 The Board shall be established as provided in Article XXII of the Regulations. The Secretaries of Committees shall notify to the Secretary of the Board the names of the persons appointed as representatives to attend the Board under Article XXII of the Regulations.

12.2 The Board shall meet in regular annual session at a time and place to be decided by the Board or its Standing Committee.

12.3 At the first meeting of its regular session in each year the Board shall elect a chairman and two vice-chairmen who shall preside at the meetings of the Board until their successors are elected.

12.4 Special sessions shall be held whenever the Chairman thinks it necessary or at the request in writing of at least six members of the Board. Such a request shall be communicated to the Secretary of the Board, for transmission to the Chairman of the Board, together with a statement of the reasons for calling a special session.

12.5 Meetings shall be convened by the Chairman in writing. A draft agenda accompanied by the necessary documents shall be communicated to each member of the Board and to the Chairman and Secretaries of Committees at least one month in advance of the date of a regular session, or fourteen days in advance of a special session.

12.6 Items proposed by any member of the Board shall be placed on the agenda. Additional items may be added to the agenda during any session if the Board so decides.

12.7 A majority of the members entitled to be present at the Board shall constitute a quorum, provided that not less than two members from each of the three following groups are present:

(a) The representatives of the General Assembly and the corresponding body of a member organization;

(b) The representatives of the competent authorities of member organizations;

(c) The representatives of the participants.

12.8 Decisions of the Board shall be taken by a majority of the members present and voting.

12.9 Minutes of all meetings of the Board and its Standing Committee shall be kept and distributed promptly to all members of the Board and to the Chairmen and Secretaries of Committees.

12.10 The Standing Committee shall consist of all members of the Board or their alternates. Five members shall constitute a quorum, provided that there are present three members representing the United Nations and at least one member representing a member organization other than the United Nations, and that among those present there is a representative from each of the three groups mentioned in rule 12.7 above.

12.11 The Standing Committee shall exercise on behalf of the Board the powers vested in the Board except in regard to recommendations for the amendment of the Regulations under Article XXXVII and the amendment of these rules, and except in so far as those powers have been delegated to the Committees under Article XXIV of the Regulations and provisions of these rules.

12.12 The Standing Committee shall make a report to each annual session of the Board.

12.13 Subject to the provisions of the Regulations and these rules, the Board shall adopt its own procedure.

12.14 The Secretary of the Board shall issue periodic reports for the information of the Secretaries of the Committees.

12.15 Communications between participants and the Secretary of the Board shall normally be made through the Secretaries of Committees. Nevertheless in special circumstances any participant may communicate directly with the Secretary of the Board, who shall inform whenever appropriate the Secretary of the Committee.

## SECTION XIII (Article XXV)

### Investments

13.1 The Secretary shall present to the Board at each session a report indicating the status of all investments including a yield analysis and a maturity analysis.

## SECTION XIV

### General Financial Procedures

14.1 The financial year shall begin on 1 October and end on 30 September.

14.2 Each member organization shall maintain an individual record for each participant in the Fund on which shall be recorded deductions made from the participant's earnings on each payroll. The individual earnings record normally maintained by a payroll division shall meet the requirement.

14.3 (a) Each member organization shall forward within fourteen days after the end of each month a statement showing:

(i) Total contributions deducted from the salaries of participants paid during that month;

(ii) Total contributions payable by the member organization corresponding to the participants' contributions.

(b) Together with this statement the member organization shall forward a cheque covering the contributions as in (i) and (ii) of rule 14.3 (a).

14.4 (a) Each member organization shall furnish to the Fund after 30 September of each year a list of all those who have been participants during any part of that year, showing total pensionable remuneration earned and total of the deductions made therefrom during the year.

(b) Changes in salary shall be reported by the member organizations to the Secretary of the Board by showing such changes opposite each name on the annual list of pensionable remuneration earned as provided for in rule 14.4 (a) above.

14.5 In addition to the statements called for in rule 14.4 (a) and (b) each member organization shall submit a year-end reconciliation of the total deductions made from participants with the total value of the cheques remitted to the Fund under rule 14.3 during the year. This reconciliation statement shall be accompanied by a cheque covering any additional amount which the reconciliation statement may show to be due in respect of the year's operations.

## SECTION XV (Articles III, VII, X, XII, XVIII)

### Calculation of Interest

15.1 Interest shall be calculated to each 31 December and compounded annually at 31 December.

15.2 Interest shall be treated as accruing each year (or part of a year) on a participant's contributions to the Fund for that year (or part of a year) averaged at the rate of 1 1/4 per cent per annum.

15.3 Periods of less than one calendar month shall, if they amount to 15 days or more, be treated as one month, or if they amount to less than 15 days shall be disregarded.

## SECTION XVI (Article XXX)

### Currency

16.1 For the purpose of calculating final average remuneration:

(a) No regard shall be paid to the currency in which contributions were remitted to the Fund in respect of periods of pensionable remuneration before the period to be taken into account in the calculation.

(b) Where pensionable remuneration has been paid in one currency and contributions in respect of it remitted to the Fund in another currency, the pensionable remuneration for each year or part of a year to be taken in account shall be converted to the second currency at the rate of exchange at which the contributions in respect of that year or part of a year were converted for the purpose of remittance to the Fund.

## SECTION XVII (Article XXVII)

### Administrative Expenses

17.1 Estimates of the administrative expenses of the Joint Staff Pension Board shall be adopted by the Board before submission to the General Assembly for approval.

## SECTION XVIII

### General Provisions

18.1 The forms prescribed by these rules shall be approved by the Board which may amend them from time to time. Where required they shall be supplied to participants or recipients by the Secretaries of Committees.

18.2 All questions regarding the interpretation and application of the Regulations and of these rules shall be referred to the Board for decision.

18.3 These rules may not be amended by the Board unless one month's notice of the proposal has been given to all members of the Board and to the Chairmen and Secretaries of Committees or unless the amendment is unanimously adopted by the Board.

18.4 In accordance with Article XXXVI of the Regulations the Secretary of the Board shall communicate a copy of these rules or any amendment thereto to the General Assembly of the United Nations and to the corresponding body of each member organization.



