



UNITED NATIONS

SUBJECT INDEX

TO

ADMINISTRATIVE ISSUANCES

November 1994

## INTRODUCTION

1. The present subject index to administrative issuances provides the information needed to locate issuances on specific subjects that are current as of 31 October 1994. This publication is issued annually, together with a numerical index, under the symbol ST/AI/218/-.
2. The entries in this index are arranged under major categories and subcategories, numbered for ease of reference. Each entry indicates the subject-matter and the document symbol of current issuances related to it.
3. Excluded from this index are circulars of interest or applicability to project personnel, issued under the series symbol ST/IC/P/-.
4. It should be noted that the description of the organizational structure contained in chapter X does not fully reflect current organizational restructuring. Detailed statements of the functions and organization of these offices will be issued in due course. Secretary-General's bulletins ST/SGB/248, ST/SGB/249, ST/SGB/257, ST/SGB/258, ST/SGB/264, ST/SGB/265, ST/SGB/271 and ST/SGB/273 provide further information in this regard.
5. Copies of the index are available through official distribution or by checking off the appropriate box in the form provided herein and returning it to Administrative Issuances, Department of Administration and Management, at Headquarters.
6. Comments and suggestions concerning this publication will be appreciated. They should be addressed to Administrative Issuances, Department of Administration and Management, room A-6030, United Nations, New York, NY 10017.



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Working languages of the  
Secretariat - ST/SGB/201; ST/SGB/212

#### VIII. LIBRARY

Dag Hammarskjöld Memorial Library:  
--Building - ST/AI/145/Rev.1 (paras.  
5-6)  
--Usage - ST/AI/335 (paras. 7-8);  
ST/AI/387

Establishment and maintenance of  
branch libraries and reference  
centres in the United Nations  
Secretariat at Headquarters:  
procedures - ST/SGB/152

Library services - ST/AI/205

Library services: The New York Times  
Information Bank - ST/ADM/SER.A/1872

Newspapers: circulation -  
ST/ADM/SER.A/1932

Supply to the United Nations libraries of material not available through regular distribution channels - ST/AI/189/Add.12

United Nations Bibliographic Information System (UNBIS) - ST/IC/78/43

## IX. MISSIONS

Medal for award to military personnel: Regulations - ST/SGB/119 and Amend.1

Mission subsistence allowance, assignment rates and conditions allowance - ST/SGB/114/Add.1

Missions roster - ST/IC/1993/23

Movement of staff from the Field Service category to the Professional category - ST/AI/360/Rev.1 and Corr.1 (English only) (see also Competitive examination for promotion to the Professional category, section XI.15 below)

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\* Does not fully reflect current organizational restructuring. Detailed statements of the functions and organization of these offices will be issued in due course. Secretary-General's bulletins ST/SGB/248, ST/SGB/249, ST/SGB/257, ST/SGB/258, ST/SGB/264, ST/SGB/265, ST/SGB/271 and ST/SGB/273 provide further information in this regard.

Senior Planning and Monitoring Group for Peace-keeping Operations - ST/SGB/233

Service with United Nations missions: policies governing staff detailment - ST/SGB/114 and Add.1; ST/SGB/165; ST/AI/245; ST/IC/1992/26; ST/IC/1993/23

Staffing of peace-keeping missions - ST/IC/1992/26

United Nations Emergency Force: Financial Rules for the Special Account - ST/SGB/UNEF/2/Rev.2

United Nations Force in Cyprus: Regulations - ST/SGB/UNFICYP/1

United Nations Joint Staff Pension Fund: Participation of mission staff - ST/AI/197

## X. ORGANIZATIONAL STRUCTURE\*

### 1. General

Appointment of senior officials - ST/SGB/271 (see also Changes in the top echelon below)

Changes in the functions and organization of Secretariat units - ST/SGB/150/Rev.1; ST/AI/346 (see also Organization of the Secretariat and Restructuring below)

Changes in the top echelon - ST/SGB/249; ST/SGB/258; ST/SGB/265 (see also Appointment of senior officials above)

Financial situation of the Organization - ST/SGB/215; ST/SGB/217; ST/SGB/222; ST/IC/86/17; ST/IC/87/67 and Corr.1; ST/IC/1992/74; ST/IC/1993/48; ST/IC/1993/68

Group of High-level Inter-governmental Experts to Review the Efficiency of the Administrative and Financial Functioning of the United Nations:

--Report - ST/IC/86/43  
--Decision of the General Assembly - ST/AI/336; ST/IC/87/63

Manpower utilization surveys: implementation and follow-up of recommendations - ST/SGB/138; ST/SGB/155; ST/ADM/SER.A/1336

Organization of the Secretariat - ST/SGB/Organization; ST/SGB/150/Rev.1; ST/SGB/248; ST/SGB/257; ST/SGB/264; ST/SGB/271; ST/SGB/273; ST/AI/239; ST/AI/346; ST/ADM/SER.A/1778

Organization Manual of the Secretariat - ST/SGB/Organization

Organizational nomenclature - ST/SGB/170 and Add.1

Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat - ST/SGB/209

Restructuring of Secretariat departments and offices (general guidelines) - ST/AI/346; ST/SGB/150/Rev.1;

Restructuring of the United Nations Secretariat - ST/SGB/248; ST/SGB/249; ST/SGB/257; ST/SGB/258; ST/SGB/264; ST/SGB/265; ST/SGB/271; ST/SGB/273 (see also Restructuring of Secretariat departments and offices above)

## 2. Institutes

African Institute for Economic Development and Planning - ST/SGB/Organization, annex III; ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/Organization, annex III; ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women - ST/SGB/214

Latin American Institute for Economic and Social Planning - ST/SGB/Organization, annex III; ST/SGB/125/Rev.1 and Amend.1; ST/SGB/125/Rev.2 (Spanish only)

United Nations Institute for Disarmament Research - ST/IC/83/9

United Nations Institute for Training and Research - ST/SGB/Organization, annex III; ST/IC/83/9

United Nations Research Institute for Social Development - ST/SGB/Organization, annex III; ST/SGB/126 and Amend.1

United Nations Social Defence  
Research Institute -  
ST/SGB/Organization, annex III;  
ST/SGB/134

3. Inter-agency boards and  
committees

Consultative Committee on  
Administrative Questions:  
functions - ST/SGB/Organization,  
annex II

International Civil Service  
Commission: functions -  
ST/SGB/Organization, annex II

International Computing Centre:  
functions - ST/SGB/Organization,  
annex II

Inter-organization Board for  
Information Systems and Related  
Activities (IOB) [now known as  
Advisory Committee for the  
Coordination of Information  
Systems (ACCIS)]: functions -  
ST/SGB/Organization, annex II

Joint Inspection Unit: functions -  
ST/SGB/Organization, annex II

Joint Staff Pension Board:  
functions - ST/SGB/Organization,  
annex II

4. Secretariat departments and  
units

Administration and Management -  
Department of - ST/SGB/Organization,  
section P and Corr.1;  
ST/SGB/213/Rev.1; ST/SGB/248;  
ST/SGB/258; ST/SGB/264; ST/SGB/270;  
ST/SGB/271; ST/SGB/273; ST/AI/397

Administrative Management Service -  
ST/SGB/Organization, section P (IV)/  
Rev.1; ST/SGB/100; ST/SGB/138;  
ST/SGB/155; ST/SGB/273 ST/AI/226  
and Amends.1-2; ST/AI/261;  
ST/ADM/SER.A/1336

Central Evaluation Unit: -  
ST/SGB/211; ST/SGB/223; ST/SGB/273;  
ST/AI/397

Central Monitoring Unit: -  
ST/SGB/196/Rev.1; ST/SGB/223;  
ST/SGB/273; ST/AI/397

Centre for Human Rights -  
ST/SGB/Organization, section: CHR  
and Corr.1; ST/SGB/258

Centre for Human Settlements  
(HABITAT) - ST/SGB/168

Centre on Transnational  
Corporations - ST/SGB/Organization,  
section T/Rev.2; ST/SGB/197;  
ST/SGB/248; ST/SGB/258

Conference and Support Services -  
Office of - ST/SGB/271

Conference on Trade and Development:  
Secretariat of the United Nations -  
ST/SGB/Organization, section L

Conference Services - Office of -  
ST/SGB/Organization, section Q/Rev.2  
and Corr.1; ST/SGB/248; ST/SGB/257;  
ST/SGB/271

Dag Hammarskjöld Library - (see  
Public Information below)

Development Support and Management  
Services - Department for - (see  
ST/SGB/258 announcing appointment of  
Under-Secretary-General)

Disarmament Affairs - Department  
for - ST/SGB/Organization, section:  
DDA; ST/SGB/199; ST/SGB/248;  
ST/SGB/249; ST/SGB/258; ST/IC/83/9

Disaster Relief Coordinator -  
ST/SGB/Organization, section N/Rev.2  
and Corr.1 and Rev.2/Amend.1;  
ST/SGB/248; ST/SGB/249; ST/SGB/251

Economic and Social Commission for  
Asia and the Pacific -  
ST/SGB/Organization, section K(II);  
ST/SGB/249

Economic and Social Commission for  
Western Asia - ST/SGB/Organization,  
section: ESCWA/Rev.1; ST/SGB/258

Economic and Social Development -  
Department of - ST/SGB/248;  
ST/SGB/258

Economic and Social Information and  
Policy Analysis - Department for -  
(see ST/SGB/258 announcing  
appointment of Under-Secretary-  
General)

Economic Commission for Africa -  
ST/SGB/Organization, section K(IV)/  
Rev.1; ST/SGB/258

Economic Commission for Europe -  
ST/SGB/Organization, section K(I)/  
Rev.1; ST/SGB/265

Economic Commission for Latin  
America and the Caribbean -  
ST/SGB/Organization, section K(III),  
ST/SGB/208

Electronic Data Processing and  
Information Systems Service -  
ST/SGB/Organization, section P(VI)

Environment Programme -  
ST/SGB/Organization, section  
O/Rev.1; ST/SGB/258

Executive Office of the  
Secretary-General -  
ST/SGB/Organization, section  
C/Rev.1; ST/SGB/249

Field Operations Division -  
ST/SGB/Organization, section  
DAM/FOD; ST/SGB/264

Financial Services - Office of -  
ST/SGB/Organization, section P(I)  
and Corr.1; ST/SGB/213/Rev.1;  
ST/SGB/223; ST/SGB/270; ST/SGB/271;  
ST/SGB/273; ST/SGB/PPBME Rules/1;  
ST/AI/397

General Services - Office of -  
ST/SGB/Organization, section P(III)  
and Amends.2-3; ST/SGB/182;  
ST/SGB/191; ST/SGB/213/Rev.1;  
ST/SGB/271  
--Archives and records management -  
ST/SGB/241; ST/SGB/242 ST/IC/89/24  
--Mail Operations Section -  
ST/SGB/182

High Commissioner for Refugees -  
Office of the United Nations -  
ST/SGB/Organization, section W

Human Resources Management - Office  
of - ST/SGB/224; ST/SGB/271

Humanitarian Affairs - Department  
of - ST/SGB/248; ST/SGB/249;  
ST/SGB/251

Internal Audit Division -  
ST/SGB/Organization, section  
P(V)/Rev.1 and Corr.1; ST/SGB/273;  
ST/AI/397

Internal Oversight Services - Office  
of - ST/SGB/273; ST/AI/397

International Economic and Social  
Affairs - Department of -  
ST/SGB/161; ST/SGB/223; ST/SGB/248;  
ST/SGB/258

Law of the Sea -  
ST/SGB/Organization, section X;  
ST/SGB/248

Legal Affairs - Office of -  
ST/SGB/Organization, section: OLA;  
ST/SGB/248

Namibia: Office of the United  
Nations Commissioner -  
ST/SGB/Organization, section  
SPQRCDT/OCN; ST/SGB/248

Office at Geneva -  
ST/SGB/Organization, section S and  
Corr.1 and Amend.1; ST/SGB/186;  
ST/SGB/189; ST/SGB/258

Office at Vienna -  
ST/SGB/Organization, section Z;  
ST/SGB/175; ST/SGB/218; ST/SGB/249  
--United Nations International Drug  
Control Programme -  
ST/SGB/Organization, section:  
UNDCP; ST/SGB/240; ST/AI/388

Peace-keeping Operations -  
Department of - ST/SGB/248;  
ST/SGB/258; ST/SGB/264

Personnel Services - Office of -  
ST/SGB/Organization, section P(II);  
ST/SGB/164; ST/SGB/213/Rev.1;  
ST/SGB/224; ST/SGB/271

Policy Coordination and Sustainable  
Development - Department for - (see  
ST/SGB/258 announcing appointment of  
Under-Secretary-General.)

Political Affairs - Department of -  
ST/SGB/248; ST/SGB/249; ST/SGB/258

Political and General Assembly  
Affairs: Office of the  
Under-Secretary-General -  
ST/SGB/Organization, section  
F/Rev.3; ST/SGB/248; ST/SGB/249;  
ST/SGB/258  
--Division for Palestinian Rights -  
ST/SGB/195  
--Transfer of the United Nations  
Sahelian Office - ST/SGB/153

Political and Security Council  
Affairs - ST/SGB/Organization,  
section I and Amends.1-2, and  
Amend.3/Rev.1; ST/SGB/248;  
ST/SGB/249; ST/SGB/258

Programme Planning, Budget and  
Accounts - Office for - ST/SGB/223;  
ST/SGB/270; ST/SGB/271; ST/SGB/273;  
ST/SGB/PPBME Rules/1; ST/AI/397

Public Information - Department of -  
ST/SGB/Organization, section:  
DPI/Rev.1; ST/SGB/187; ST/SGB/257;  
ST/SGB/258; ST/AI/376;  
ST/AFS/SER.A/179

Regional Commissions Liaison  
Office - ST/SGB/205

Relief and Works Agency for  
Palestine Refugees in the Near  
East - ST/SGB/Organization,  
section Y

Research and the Collection of Information - Office for - ST/SGB/Organization, section: ORCI; ST/SGB/225; ST/SGB/248; ST/SGB/249; ST/SGB/258

Secretariat Services for Economic and Social Matters - ST/SGB/163; ST/SGB/248; ST/SGB/258

Special Political Affairs: Office of the Under-Secretaries-General - ST/SGB/Organization, section D/Rev.1; ST/SGB/248; ST/SGB/249; ST/SGB/258

Special Political Questions, Regional Cooperation, Decolonization and Trusteeship and the Office of the United Nations Commissioner for Namibia: Department for - ST/SGB/Organization, section: SPQRCDT/OCN; ST/SGB/248; ST/SGB/249; ST/SGB/258

Technical Cooperation for Development - ST/SGB/162; ST/SGB/178; ST/SGB/248; ST/SGB/258

Transfer of the United Nations Sahelian Office to the United Nations Development Programme - ST/SGB/153

United Nations Industrial Development Organization: conversion to a specialized agency - ST/SGB/218

United Nations International Drug Control Programme - ST/SGB/Organization, section: UNDCP; ST/SGB/240  
--Personnel arrangements - ST/AI/388

World Food Council - ST/SGB/Organization, section: WFC

## 5. Secretariat boards and committees

Advisory Board on Compensation Claims - ST/SGB/Organization, annex I

Advisory Panel on Management and Finance - ST/SGB/270

Appointment and Promotion Board:  
--Composition and functions - ST/SGB/Organization, annex I  
--Membership - ST/IC/1994/40  
--Promotion registers (see numerical index under ST/IC/1993/- series)

Appointment and Promotion Committee:  
--Composition and functions - ST/SGB/Organization, annex I  
--Membership - ST/IC/1994/40  
--Promotion registers (see numerical index under ST/IC/1993/- series)

Appointment and Promotion Panel:  
--Composition and functions - ST/SGB/Organization, annex I  
--Membership - ST/IC/1994/41 and Amend.1  
--Promotion registers (see numerical index under ST/IC/1993/- series)

Career Development Committee - ST/SGB/166; ST/SGB/267; ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/AI/390 and Corr.1; ST/IC/86/52; ST/IC/86/62; ST/IC/1993/66 and Corr.1-2 and Add.1

Central Examination Board - ST/SGB/173; ST/AI/396/Add.2

Claims Board:  
--Composition and functions - ST/SGB/Organization, annex I/Amend.2; ST/AI/149/Rev.4  
--Membership - ST/IC/1991/71 and Add.1



Classification Appeals and Review Committee:

- Field Service - ST/AI/344; ST/AI/277
- General Service (Addis Ababa) - ST/AI/356 and Add.1
- General Service and related categories (Bangkok) - ST/AI/398
- General Service and related categories (ESCWA) - ST/AI/377 and Add.1
- General Service and related categories (Nairobi) - ST/AI/389
- General Service and related categories (New York) - ST/AI/358 and Amend.1; ST/IC/1994/21 (membership)
- General Service and related categories (Vienna) - ST/AI/378
- General Service (small and medium-sized duty stations) - ST/AI/369 and Amend.1
- Professional posts - ST/AI/277; ST/IC/1993/51 (membership)
- Security category - ST/AI/332; ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/IC/1994/21 (membership)

Committee on Contracts - ST/SGB/Organization, annex I

Committee on the Employment of Women in the Secretariat - ST/SGB/Organization, annex I

Exhibits Committee - ST/AI/376; ST/AFS/SER.A/179

Field Service Promotion Review Panel

- Membership - ST/IC/1993/40
- Promotion registers (see numerical index under ST/IC/1993/- series)

Garage Review Board - ST/SGB/192; ST/AI/349; ST/IC/86/14 and Add.1

Health and Life Insurance Committee - ST/SGB/Organization, annex I; ST/IC/1993/18

Joint Advisory Committee:

- Composition and functions - ST/SGB/Organization, annex I;
- Headquarters - ST/SGB/200/Rev.1
- Membership - ST/IC/1994/37

Joint Appeals Board:

- Composition and functions - ST/SGB/Organization, annex I; ST/IC/88/10
- Membership - ST/IC/1994/27
- Representation by counsel - ST/AI/351
- Secretary - ST/IC/1994/27

Joint Catering Advisory Committee - ST/IC/83/50

Joint Disciplinary Committee:

- Composition and functions - ST/SGB/Organization, annex I; ST/IC/88/10
- Membership - ST/IC/1992/65
- Representation by counsel - ST/AI/351
- Revised disciplinary measures and procedures - ST/AI/371
- Secretary - ST/IC/88/14

Panels of Counsel - ST/AI/351; ST/IC/88/10; ST/IC/88/11; ST/IC/1991/35

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1;

- ST/IC/88/10
- Membership - ST/IC/1992/35
- Report - ST/IC/1993/8

Property Survey Board:  
Headquarters - ST/SGB/Organization,  
annex I; ST/AI/202

Publications Board -  
ST/SGB/Organization, annex I/Amend.3  
and Corr.1

Senior Advisory Board on Services to  
the Public - ST/SGB/231

Senior Planning and Monitoring Group  
for Peace-keeping Operations -  
ST/SGB/233

Senior Review Group for the filling  
of posts at the Director (D-2) and  
higher levels - ST/SGB/266  
--Procedures - ST/AI/392

Special Advisory Board -  
ST/SGB/Organization, annex I

Specialized Board of Examiners -  
ST/SGB/173; ST/AI/396

Staff Incentive Review Committee:  
objectives and composition -  
ST/IC/85/39; ST/AI/320 and Add.1  
and Add.1/Corr.1-2

Staff-Management Coordination  
Committee - ST/SGB/176/Rev.2

Steering Committee for the  
Improvement of the Status of Women  
in the Secretariat:  
--Membership - ST/SGB/216 and  
Add.1-4  
--Report - ST/SGB/220; ST/SGB/226;  
ST/SGB/227; ST/SGB/229; ST/SGB/232;  
ST/SGB/237; ST/SGB/252  
--Special measures to improve the  
status of women in the Secretariat -  
ST/AI/382

Technological Innovations  
Board - ST/SGB/245 (see also section  
XII.1 below)

--Membership of the Working Group of  
the Technological Innovations  
Board - ST/IC/1994/23

Technological Innovations  
Committees - ST/AI/345 (see also  
section XII.1 below)

Tort Claims Board - ST/SGB/230

Visa Committee -  
ST/SGB/Organization, annex I

Working Group on Relations between  
Non-governmental Organizations and  
the Secretariat and United Nations  
Programmes - ST/SGB/209

#### 6. Units servicing voluntary programmes

African Institute for Economic  
Development and Planning -  
ST/SGB/Organization, annex III;  
ST/SGB/129

Asian Institute for Economic  
Development and Planning -  
ST/SGB/Organization, annex III;  
ST/SGB/127 and Amend.1

International Research and Training  
Institute for the Advancement of  
Women - ST/SGB/214

Latin American Institute for  
Economic and Social Planning -  
ST/SGB/Organization, annex III;  
ST/SGB/125/Rev.1 and Amend.1  
(English only); ST/SGB/125/Rev.2  
(Spanish only)

United Nations Children's Fund -  
ST/SGB/Organization, annex III  
(see also E/ICEF/Misc.131)

United Nations Development  
Programme - ST/SGB/Organization,  
annex III

United Nations Fund for Population  
Activities (now United Nations  
Population Fund) -  
ST/SGB/Organization, annex III

United Nations Institute for  
Training and Research -  
ST/SGB/Organization, annex III

United Nations International Drug  
Control Programme -  
ST/SGB/Organization, section UNDCP;  
ST/SGB/240; ST/AI/388

United Nations Research Institute  
for Social Development -  
ST/SGB/Organization, annex III;  
ST/SGB/126 and Amend.1

United Nations Social Defence  
Research Institute -  
ST/SGB/Organization, annex III;  
ST/SGB/134

United Nations University -  
ST/SGB/Organization, annex III

## XI. PERSONNEL

### 1. Administration/staff relations

Administrative issuances:  
ST/SGB/100; ST/AI/226 and Amends.1-2  
--Numerical index - ST/AI/218/Rev.16  
--Subject index - ST/AI/218/Rev.16/  
Add.1

International civil service:  
security, safety and independence -  
ST/SGB/198  
--Reporting of arrest or detention  
of staff members, other agents of  
the United Nations and members of  
their families - ST/AI/299

Joint Advisory Committee:  
--Composition and functions -  
ST/SGB/Organization, annex I  
--Headquarters - ST/SGB/200/Rev.1  
--Membership - ST/IC/1994/37

Joint Appeals Board:  
--Composition and functions -  
ST/SGB/Organization, annex I;  
ST/IC/88/10  
--Membership - ST/IC/1994/27  
--Representation by counsel -  
ST/AI/351  
--Secretary - ST/IC/1994/27

Joint Catering Advisory Committee -  
ST/IC/83/50

Joint Disciplinary Committee:  
--Composition and functions -  
ST/SGB/Organization, annex I;  
ST/IC/88/10  
--Membership - ST/IC/1992/65  
--Representation by counsel -  
ST/AI/351  
--Revised disciplinary measures and  
procedures - ST/AI/371  
--Secretary - ST/IC/88/14

Panels of Counsel - ST/AI/351;  
ST/IC/88/10; ST/IC/88/11;  
ST/IC/1991/35

Panels on Discrimination and Other  
Grievances - ST/AI/308/Rev.1;  
ST/IC/88/10  
--Membership - ST/IC/1992/35  
--Report - ST/IC/1993/8

Personnel directives - ST/IC/83/21  
and Add.1-19

Procedures and terms of reference of  
the staff-management consultation  
machinery at the departmental or  
office level - ST/SGB/274

Special Advisory Board: composition  
and functions - ST/SGB/Organization,  
annex I

Staff-Management Coordination  
Committee - ST/SGB/176/Rev.2

Staff-management relations:  
decentralization of consultation  
procedure - ST/SGB/172; ST/SGB/274

Staff representation activities -  
ST/IC/81/47

Staff representatives: facilities to  
be provided - ST/AI/293

Steering Committee for the  
Improvement of the Status of Women  
in the Secretariat:  
--Membership - ST/SGB/216 and  
Add.1-4  
--Report - ST/SGB/220; ST/SGB/226;  
ST/SGB/227; ST/SGB/229; ST/SGB/232;  
ST/SGB/237; ST/SGB/252  
--Special measures to improve the  
status of women in the Secretariat -  
ST/AI/382

## 2. Allowances, entitlements and grants

Assignment grant - ST/SGB/114 and  
Add.1; ST/AI/364 and Corr.1 (French  
only) and Add.1-2

Dependency allowance or benefit for  
disabled children - ST/AI/366 and  
Amend.1

Dependency allowances - ST/IC/82/48;  
ST/IC/1990/35 (paras. 5-6 only);  
ST/IC/1993/4; ST/IC/1993/52 and  
Corr.1 and Add.1

Dependency allowances for staff in  
the Professional and higher  
categories and in the Field Service  
category - ST/IC/1993/4

Dependency status:  
--Definition - ST/AI/278/Rev.1  
--Status report, request for payment  
of dependency benefits and housing  
assistance information -  
ST/IC/1994/16 and Add.1

Education grant and special  
education grant for disabled  
children - ST/AI/181/Rev.9 and  
Amend.1; ST/AI/249/Rev.3 and Amend.2  
(para. 2 (c))

Education grant questionnaire -  
ST/IC/86/26

Home leave - change of place of home  
leave and change of country of home  
leave - ST/AI/367

Language allowance for staff in the  
Trades and Crafts category at  
Headquarters - ST/IC/1990/63

Mobility and hardship allowance -  
ST/AI/363 and Corr.1 and Add.1-2;  
ST/IC/1990/37  
--Application to Field Service  
category - ST/AI/363/Add.1

Non-resident's allowance - ST/AI/314  
and Add.1; ST/AI/275/Rev.2;  
ST/AI/350 and Amends.1-2;  
ST/IC/1992/40

Official hospitality -  
ST/AI/192/Rev.2

Reimbursement for travel by private  
automobile - ST/AI/224/Rev.1 and  
Amend.22

Reimbursement for work permit fees  
levied by the Egyptian authorities -  
ST/IC/89/22

Reimbursement of costs of basic  
medical examinations for family  
members - ST/AI/317 and Amend.7

Rental subsidies and deductions for  
staff at duty stations in Europe and  
North America - ST/AI/350 and  
Amends.1-2; ST/IC/1992/40

Rental subsidies and deductions for  
staff at duty stations outside  
Europe and North America -  
ST/AI/275/Rev.2

Repatriation grant - ST/AI/262;  
ST/AI/269; ST/AI/300

Salaries and allowances: Currency of  
payments - ST/AI/230/Rev.2 and  
Corr.1-2 and Amends.1-2 and  
Amend.2/Corr.1

Scheme of social security for the  
staff - ST/SGB/Staff Rules/1/Rev.7  
and Corr.1 and Amends.1-4 (Rules  
106.1-106.6)

Separation payments for staff in the  
Professional and higher categories  
and in the Field Service category-  
ST/IC/1992/18

Special entitlements for staff  
members serving at designated duty  
stations - ST/AI/280/Rev.6 and  
Amend.1 and Amend.1/Corr.1 (English  
only), Amend.1/Corr.2, Amend.2 and  
Amend.2/Add.1-2 and Amend.3 and  
Amend.3/Add.1

Special post allowance to the  
Professional category - ST/AI/276

Spouse allowance - ST/IC/83/13

Staff Incentive Programme -  
ST/AI/320 and Add.1 and Add.1/Corr.1  
(English only) and Add.1/Corr.2;  
ST/IC/85/39

Status report, request for payment  
of dependency benefits and housing  
assistance information -  
ST/IC/1994/16 and Add.1

Subsistence allowance:  
--Assignment of staff to a duty  
station other than their official  
duty station for periods of less  
than one year - ST/AI/143/Rev.26 and  
Amends.8-10  
--Computation of travel subsistence  
allowance - ST/AI/196 and Amend.1  
--System of daily subsistence  
allowance - ST/AI/137 and Amend.5  
and Add.1/Rev.1  
--United Nations conferences -  
ST/AI/133

Survey of housing and domestic  
service for calculation of post  
adjustment - ST/IC/1991/55

Survey of out-of-area expenditures for post adjustment calculation - ST/IC/1994/7

Threshold percentage for the purpose of calculating rental subsidies - ST/IC/1992/40; ST/AI/350 and Amends.1-2

### 3. Appeals

Administration of internal appeals and disciplinary systems: transfer of responsibilities and reform programme - ST/IC/88/10; ST/IC/88/11

Administrative Review Unit - ST/SGB/164

Classification Appeals and Review Committee:

- Field Service - ST/AI/344; ST/AI/277
- General Service (Addis Ababa) - ST/AI/356 and Add.1
- General Service and related categories (Bangkok) - ST/AI/398
- General Service and related categories (ESCWA) - ST/AI/377 and Add.1
- General Service and related categories (Nairobi) - ST/AI/389
- General Service and related categories (New York) - ST/AI/358 and Amend.1; ST/IC/1994/21 (membership)
- General Service and related categories (Vienna) - ST/AI/378
- General Service (small and medium-sized duty stations) - ST/AI/369 and Amend.1
- Professional posts - ST/AI/277; ST/IC/1993/51 (membership)
- Security category - ST/AI/332; ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/IC/1994/21 (membership)

Disciplinary and appeals cases: members of Panel of Counsel - ST/AI/351; ST/IC/88/10; ST/IC/88/11; ST/IC/1991/35

Disciplinary measures and procedures: Revised - ST/AI/371

Grievance panels (see Panels on Discrimination and Other Grievances)

Joint Appeals Board:

- Composition and functions - ST/SGB/Organization, annex I; ST/IC/88/10
- Membership - ST/IC/1994/27
- Representation by counsel - ST/AI/351
- Secretary - ST/IC/1994/27

Joint Disciplinary Committee:

- Composition and functions - ST/SGB/Organization, annex I; ST/IC/88/10
- Membership - ST/IC/1992/65
- Representation by Counsel - ST/AI/351
- Revised disciplinary measures and procedures - ST/AI/371
- Secretary - ST/IC/88/14

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1; ST/IC/88/10

- Membership - ST/IC/1992/35
- Report - ST/IC/1993/8

Procedures for appeal of classification decisions for posts in the General Service and related categories in New York - ST/AI/358 and Amend.1

Recourse procedures in the United Nations Secretariat - ST/IC/82/7; ST/IC/88/10

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397; ST/SGB/273 (para. 18)

Representation by counsel in disciplinary and appeals cases: Assistance and - ST/AI/351; ST/IC/88/10; ST/IC/88/11; ST/IC/1991/35

Revised disciplinary measures and procedures - ST/AI/371

Secretary of the Joint Disciplinary Committee - ST/IC/88/14

Special Advisory Board: composition and functions - ST/SGB/Organization, annex I

Time-limits governing the submission of claims under the Staff Regulations and Rules - ST/AI/120/Rev.3; ST/AI/149/Rev.4; ST/ADM/SER.A/1312

#### 4. Appointments, placement and promotion

Appointment and Promotion Board:  
--Composition and functions - ST/SGB/Organization, annex I  
--Membership - ST/IC/1994/40  
--Promotion registers (see numerical index under ST/IC/1993/- series)

Appointment and Promotion Committee:  
--Composition and functions - ST/SGB/Organization, annex I  
--Membership - ST/IC/1994/40  
--Promotion registers (see numerical index under ST/IC/1993/- series)

Appointment and promotion committees at designated offices away from Headquarters - ST/AI/242

Appointment and Promotion Panel:  
--Composition and functions - ST/SGB/Organization, annex I  
--Membership - ST/IC/1994/41 and Amend.1  
--Promotion registers (see numerical index under ST/IC/1993/- series)

Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories - ST/AI/274 and Corr.1

Appointment of senior officials - ST/SGB/271 (see also Changes in the top echelon below)

Appointments of limited duration - ST/AI/395

Appointments, promotions and other staff changes - (Published quarterly; see numerical index under ST/IC/1993/- series)

Changes in the top echelon - ST/SGB/249; ST/SGB/258; ST/SGB/265 (see also Appointment of senior officials above)

Committee on the Employment of Women in the Secretariat - ST/SGB/Organization, annex I

Competitive examination for promotion to the Professional category - ST/SGB/173; ST/AI/396 and Add.1-2

--1994 examination - ST/AI/396 and Add.1-2

--Central Examination Board - ST/AI/396/Add.2

--Specialized Board of Examiners - ST/AI/396

Conditions for promotion and accelerated increment based on knowledge of second language (Professional category and above) - ST/AI/207

Consideration of family members for employment in the General Service category in New York - ST/IC/89/25

Consultants - ST/SGB/177; ST/AI/295; ST/AI/296; ST/AI/297; ST/AI/327

Contractors: Institutional or corporate - ST/AI/327

Employment of spouses - ST/AI/273

Equality of men and women in the Secretariat - ST/SGB/154; ST/SGB/253; ST/AI/379; ST/IC/1992/67

Field Service Promotion Review Panel

--Membership - ST/IC/1993/40

--Promotion registers (see numerical index under ST/IC/1993/- series)

Implementation of changes to salary policy in promotions - ST/AI/365 and Corr.1

Implementation of General Assembly resolution 41/213 - recommendation 15 of the Group of High-level Intergovernmental Experts: post reduction - ST/IC/87/63

Language teachers: Granting of status of staff members - ST/AI/316

Movement of staff from the Field Service category to the Professional category - ST/AI/360/Rev.1 and Corr.1 (English only) (see also Competitive examination for promotion to the Professional category, section XI.15 below)

Outposting of staff - ST/SGB/114 and Add.1; ST/SGB/165; ST/AI/245; ST/IC/1993/23

Part-time employment - ST/AI/291/Rev.1

Performance evaluation report system - ST/AI/240/Rev.2

Placement and promotion - ST/SGB/267; ST/AI/390 and Corr.1; ST/IC/1993/66 and Corr.1-2 and Add.1  
--Special measures to improve the status of women in the Secretariat - ST/AI/382

Promotion policy and review (see Placement and promotion above)

Promotion registers (see under appropriate Appointment and Promotion Board, Committee or Panel above)

Provisions for obtaining the services of individuals as technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers - ST/SGB/177; ST/AI/297

Provisions for obtaining the services of individuals as temporary staff and individual contractors; and as consultants and participants in advisory meetings - ST/SGB/177; ST/AI/295; ST/AI/296; ST/AI/297; ST/AI/327



Salary policy in promotions -  
ST/AI/365 and Corr.1

Senior Review Group for the filling  
of posts at the Director (D-2) and  
higher levels - ST/SGB/266  
--Procedures - ST/AI/392

Special measures to improve the  
status of women in the Secretariat -  
ST/AI/382

Special post allowance to the  
Professional category - ST/AI/276

Staffing of peace-keeping missions -  
ST/IC/1992/26

Temporary suspension of  
recruitment - ST/SGB/247

Termination of permanent appointment  
for unsatisfactory services:  
Procedure - ST/AI/222

Transfer and assignment - ST/SGB/114  
and Add.1; ST/SGB/165; ST/AI/245;  
ST/IC/1992/26

5. Attendance, leave and working  
hours

Absence from work on Friday, 11  
February 1994 - ST/IC/1994/8

Annual leave from designated duty  
stations: travel expenses -  
ST/AI/280/Rev.6 and Amend.1 and  
Amend.1/Corr.1 (English only),  
Amend.1/Corr.2, Amend.2 and  
Amend.2/Add.1-2 and Amend.3 and  
Amend.3/Add.1

Home leave - change of place of home  
leave and change of country of home  
leave - ST/AI/367

Maternity leave - ST/AI/391

National holidays (see Official  
holidays - ST/AI/283)

Night differential - General Service  
and related categories - ST/AI/298  
and Amend.1

Official holidays - ST/AI/283  
--Closure of Headquarters buildings  
to the public - ST/IC/1993/67

Overtime compensation at  
Headquarters - ST/AI/265; ST/AI/298  
and Amend.1

Registration of staff members and  
affiliates on Saturdays, Sundays,  
holidays and after office hours -  
ST/AI/310; ST/AI/387

Release of staff members in bad  
weather or other conditions -  
ST/AI/260; ST/IC/1994/8

Sabbatical leave programme for the  
academic year 1994/95: United  
Nations/Academic Council on the  
United Nations System -  
ST/IC/1993/69

Separation for abandonment of post -  
ST/AI/393

Studies programme: External -  
ST/AI/281/Rev.1 (leave, para. 7)

Time, attendance and leave  
recording - ST/AI/221/Rev.1 and  
Amend.1

Time off for voting on United States  
election day - ST/IC/1994/44

Unauthorized absence - ST/IC/79/10

Working hours - ST/IC/1994/36

## 6. Delegation of authority

Administration of the Staff Regulations and Staff Rules - ST/SGB/151; ST/AI/234/Rev.1 and Amend.1

Delegation of authority under the Financial Rules - ST/SGB/Financial Rules/1/Rev.3 (1985); ST/SGB/213/Rev.1; ST/AI/270/Rev.1; ST/AI/315/Rev.1

Designation of staff members performing significant functions in financial management, personnel management and general administration - ST/SGB/213/Rev.1

## 7. Duties and obligations

Acceptance of gifts - ST/SGB/136; ST/AI/267; ST/AI/380

Acceptance of payments from Governments to supplement United Nations emoluments - ST/AI/380

Acceptance of remuneration from sources external to the Organization - ST/AI/267; ST/AI/380

Conduct of staff members in relation to the General Assembly - ST/SGB/202

Conduct: Standards of conduct in the international civil service - ST/SGB/179; ST/ADM/SER.A/277; ST/IC/82/13; ST/IC/89/2

Confidential files: Abolition - ST/IC/82/77/Rev.1; ST/IC/88/19; ST/AI/292

Diplomatic plates: Unauthorized use - ST/IC/83/83

Equality of men and women in the Secretariat - ST/SGB/154; ST/SGB/253; ST/AI/379; ST/IC/1992/67

Guidelines for promoting equal treatment of men and women in the Secretariat - ST/IC/1992/67 (see also ST/SGB/154; ST/SGB/253; ST/AI/379)

Obligations of staff members - ST/AI/182

Outside activities of members of the Secretariat - ST/AI/190/Rev.1

Procedures for dealing with sexual harassment - ST/AI/379 (see also ST/SGB/253; ST/IC/1992/67)

Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment - ST/SGB/253; ST/AI/379; ST/IC/1992/67 (see also ST/SGB/154)

Rectification of date of birth or of other personal data - ST/AI/354

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397; ST/SGB/273 (para. 18)

Service with United Nations missions - ST/SGB/114 and Add.1; ST/SGB/165; ST/AI/245; ST/IC/1992/26; ST/IC/1993/23

Staff conduct at meetings - ST/ADM/SER.A/1303

Transfer and assignment - ST/SGB/114 and Add.1; ST/SGB/165; ST/AI/245; ST/IC/1992/26

8. Job classification systems

Classification Appeals and Review Committee:

- Field Service - ST/AI/344; ST/AI/277
- General Service (Addis Ababa) - ST/AI/356 and Add.1
- General Service and related categories (Bangkok) - ST/AI/398
- General Service and related categories (ESCWA) - ST/AI/377 and Add.1
- General Service and related categories (Nairobi) - ST/AI/389
- General Service and related categories (New York) - ST/AI/358 and Amend.1; ST/IC/1994/21 (membership)
- General Service and related categories (Vienna) - ST/AI/378
- General Service (small and medium-sized duty stations) - ST/AI/369 and Amend.1
- Professional posts - ST/AI/277; ST/IC/1993/51 (membership)
- Security category - ST/AI/332; ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/IC/1994/21 (membership)

Classification of posts in the General Service and related categories in small and medium-sized duty stations - ST/AI/369 and Amend.1

Delegation of authority for the classification of posts in the General Service and related categories at Vienna - ST/AI/378

General Service Classification Appeals and Review Committee (Addis Ababa) - ST/AI/356 and Add.1

General Service Classification Appeals and Review Committee (New York):

- Membership - ST/IC/1994/21
- Terms of reference - ST/AI/358 and Amend.1

Job classification for General Service and related categories at Bangkok - Implementation of initial exercise and maintenance of the system - ST/AI/398

Job classification for General Service and related categories at Nairobi - Implementation of initial exercise and the maintenance of the system - ST/AI/389

Job classification for General Service and related categories in New York - ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/IC/1994/21

Job classification for General Service and related categories in the Economic and Social Commission for Western Asia - Implementation of initial exercise - ST/AI/377 and Add.1

Job classification for General Service category in Addis Ababa - Implementation of initial exercise - ST/AI/356 and Add.1

Job classification standards for security jobs at Headquarters - ST/AI/332 (see also ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/IC/1994/21)

Job classification system:  
--Field Service category posts - ST/AI/344  
--General Service and related categories - ST/AI/301 and Add.1; ST/AI/356 and Add.1; ST/AI/358 and Amend.1; ST/AI/369 and Amend.1; ST/AI/377 and Add.1; ST/AI/378; ST/AI/389; ST/AI/398; ST/IC/1994/21  
--Professional jobs - ST/AI/277; ST/IC/1993/51  
--Security jobs at Headquarters - ST/AI/332; ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/IC/1994/21

## 9. General

Administrative issuances:  
ST/SGB/100; ST/AI/226 and Amends.1-2  
--Numerical index - ST/AI/218/Rev.16  
--Subject index - ST/AI/218/Rev.16/Add.1

After-school recreation and study programme for United Nations children - ST/IC/86/21 (paras. 3 and 7 only); ST/IC/1994/32

Arrangements for admission to premises, catering facilities and commercial operations for the forty-ninth session of the General Assembly - ST/IC/1994/33; ST/IC/1994/42; ST/AI/387

Bookshop discount for staff members - ST/AI/244

Currency of payments of salaries and allowances - ST/AI/230/Rev.2 and Corr.1-2 and Amends.1-2 and Amend.2/Corr.1

Dependency status: review of - ST/IC/1994/16 and Add.1

Designation, change or revocation of beneficiary - ST/ADM/SER.A/1315

Direct deposit of salary - ST/IC/1990/27

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

Filing of adverse material in personnel records - ST/AI/292; ST/IC/82/77/Rev.1; ST/IC/88/19

Fireworks display on Monday, 4 July 1994 - ST/IC/1994/31

Guidelines for work with visual display units - ST/IC/84/18 and Amend.1

Integrated Management Information System (IMIS) release II at Headquarters: Introduction of a revised interim personnel action notification form prior to the implementation of - ST/IC/1994/38; ST/IC/1993/53

International civil service: security, safety and independence - ST/SGB/198

--Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

International Women's Day - ST/IC/1994/10

Laissez-passer - ST/AI/155/Rev.2 and Amend.1 (para. 5)

Official hospitality - ST/AI/192/Rev.2

Official status files - ST/AI/292; ST/IC/82/77/Rev.1; ST/IC/88/19

Payroll deduction for personal cheques returned by banks - ST/IC/84/46

Performance evaluation report system - ST/AI/240/Rev.2

Personnel action notification form prior to the implementation of IMIS release II at Headquarters: Introduction of a revised interim - ST/IC/1994/38; ST/IC/1993/53

Personnel directives - ST/IC/83/21 and Add.1-19

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Personnel records cards: Maintenance - ST/AI/105

Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment - ST/SGB/253 (see also ST/SGB/154; ST/AI/379; ST/IC/1992/67)

Rectification of date of birth or of other personal data - ST/AI/354

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397; ST/SGB/273 (para. 18)

Safety measures and accident prevention: Instructions with respect to reporting of work injuries - ST/AI/120/Rev.2; ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1;

Sexual harassment: Procedures for dealing with - ST/AI/379 (see also Promotion of equal treatment of men and women in the Secretariat above)

Smoking in conference rooms and offices - ST/IC/85/42; ST/IC/87/18; ST/IC/87/54

Staff Day 1994 - ST/IC/1994/39

Staff Incentive Programme - ST/AI/320 and Add.1 and Add.1/Corr.1 (English only) and Add.1/Corr.2; ST/IC/85/39

Staff Relief Committees, United Nations - ST/AI/104 (see also Solicitation of voluntary contributions within the Secretariat, section VI.2 above): --Rwanda - ST/IC/1994/35

Taxi fares - ST/AI/248 and Amend.1

Telephone dialling procedures - ST/IC/80/75; ST/IC/84/90; ST/IC/1992/66 and Amend.1

Telephone system - ST/IC/78/22; ST/IC/87/29

Telephone voice mail - installation of a new system - ST/IC/1994/1

Time off for voting on United States election day - ST/IC/1994/44

Unauthorized use of diplomatic plates by Secretariat officials - ST/IC/83/83

United Nations International School: International education for children of United Nations staff at Headquarters - ST/IC/1991/36

Wearing of grounds passes - ST/SGB/259; ST/AI/333 ST/AI/387; ST/IC/1992/42; ST/IC/1992/80; ST/IC/1993/20 and Amend.1

Working hours - ST/IC/1994/36

Working languages of the Secretariat - ST/SGB/201; ST/SGB/212

10. Medical and other insurance

Addresses and telephone numbers for claims and benefit inquiries:

Insurance carrier - ST/IC/1994/25 (annex X)

After-service health insurance - ST/AI/394

Changes in health insurance arrangements - ST/ADM/SER.A/1867 (paras. 1 and 4 only)

Changes in the administration of the Blue Cross component of the Headquarters Blue Cross/Aetna Major Medical scheme - ST/IC/86/20

Children's age limitation in United Nations health insurance schemes - ST/IC/86/72

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

Group life insurance:

--Changes in coverage - ST/IC/78/38

--Premium rate reduction - ST/IC/89/70

--Waiver of automatic increase - ST/IC/1992/32

Health and Life Insurance Committee:

--Composition and functions -

ST/SGB/Organization, annex I

--Membership - ST/IC/1993/18

Medical and dental insurance plans and schemes - (Blue Cross/AETNA, HIP/HMO, GHI and MIP);

ST/ADM/SER.A/1867 (paras. 1 and 4 only); ST/IC/84/4; ST/IC/87/33;

ST/IC/1994/25; ST/AI/343

--Annual enrolment campaign - ST/IC/1994/25

Medical insurance plan (MIP) for locally recruited staff at designated duty stations - ST/IC/87/33; ST/AI/343

Medical scheme for staff appointed under the 300 series of the Staff Rules - ST/IC/86/44

Membership of the Health and Life Insurance Committee - ST/IC/1993/18

Personal insurance assistance programme (automobile, homeowner, renter, travel insurance; also, health insurance not covered by the United Nations group schemes) - ST/ADM/SER.A/1459

Reimbursement of costs of basic medical examinations for family members - ST/AI/317 and Amend.7

Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations - ST/SGE/Staff Rules/Appendix D/Rev.1 and Amend.1; ST/AI/120/Rev.2

Van Breda medical, hospital and dental insurance plan (for staff members away from Headquarters) - ST/IC/1993/65

11. Pensions, post-retirement services and employment beyond retirement

After-service health insurance - ST/AI/394

Employment beyond the age of retirement: Retention in service - ST/AI/213/Rev.1

Joint Staff Pension Board:  
functions - ST/SGB/Organization,  
annex II

Participation of mission staff in  
the United Nations Joint Staff  
Pension Fund - ST/AI/197

Pensionable remuneration of staff in  
the General Service and related  
categories - ST/IC/1994/15;  
ST/IC/1994/17

Pensionable remuneration on  
promotion to the Professional  
category - ST/AI/209

Pensionable remuneration scales for  
staff in the Professional and higher  
categories and for staff in the  
Field Service category -  
ST/IC/1993/61

Personal identification cards for  
retired staff members - ST/AI/333;  
ST/AI/387

Retention in service and employment  
beyond the age of retirement -  
ST/AI/213/Rev.1

Scheme of social security for the  
staff - ST/SGB/Staff Rules/1/Rev.7  
and Corr.1 and Amends.1-4 (Rules  
106.1-106.6)

Tax equalization - Joint Staff  
Pension Fund - ST/SGB/171

## 12. Post adjustment

Application of remuneration  
correction factor to post adjustment  
at Geneva and Vienna; implementation  
of Administrative Tribunal Judgement  
No. 421 - ST/IC/88/55

Post adjustment multiplier for New  
York - ST/IC/1994/12

Survey of housing and domestic  
service for calculation of post  
adjustment - ST/IC/1991/55

Survey of out-of-area expenditures  
for post adjustment calculation -  
ST/IC/1994/7

## 13. Salary scales and payments

Conference and other short-term  
staff - ST/SGB/Staff Rules/3/Rev.5

Currency of payments of salaries and  
allowances - ST/AI/230/Rev.2 and  
Corr.1-2 and Amends.1-2 and  
Amend.2/Corr.1

December mid-month salary advance -  
ST/IC/1992/74; ST/IC/1993/68

Field Service category -  
ST/IC/1993/61; ST/IC/1994/6

General Service categories  
(including Security Service, Trades  
and Crafts, Public Information  
Assistants and Language Teachers) -  
ST/IC/87/67 and Corr.1;  
ST/IC/1990/35 (paras. 5-6 only);  
ST/IC/1990/48; ST/IC/1990/66  
(para. 4 only); ST/IC/1993/52 and  
Corr.1 and Add.1; ST/IC/1994/15;  
ST/IC/1994/17

Language teachers - ST/AI/316;  
ST/IC/1990/35 (paras.5-6 only);  
ST/IC/1990/48; ST/IC/1993/52 and  
Corr.1 and Add.1

Language-typing and word-processing  
units: Salary differential -  
ST/AI/259/Rev.10 and Amend.5

Long-service step in salary scales -  
General Service - ST/IC/87/46;  
ST/IC/1993/52 and Corr.1 and Add.1

Night differential - General Service and related categories - ST/AI/298 and Amend.1

Overtime compensation at Headquarters - ST/AI/265; ST/AI/298 and Amend.1

Professional and higher categories - ST/SGB/Staff Regulations/Rev.22 and Amend.1; ST/IC/1993/61; ST/IC/1994/6

Revised format of salary scales of locally recruited staff - ST/IC/1994/17; ST/IC/1994/15

Salary differential for General Service staff in the language-typing and word-processing units - ST/AI/259/Rev.10 and Amend.5

Separation payments for staff in the Professional and higher categories and in the Field Service category - ST/IC/1992/18

#### 14. Staff regulations and rules

Administration of the Staff Regulations and Staff Rules - ST/SGB/151; ST/AI/234/Rev.1 and Amend.1

Staff Regulations - ST/SGB/Staff Regulations/Rev.22 and Amend.1

##### Staff Rules:

- Conference and other short-term service - ST/SGB/Staff Rules/3/Rev.5
- Rules governing compensation - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1
- Secretariat personnel (series 100) - ST/SGB/Staff Rules/1/Rev.7 and Corr.1 and Amends.1-4
- Technical assistance project personnel (series 200) - ST/SGB/Staff Rules/2/Rev.7 and Corr.1 (English only) and Amends.1-2

#### 15. Training, career development and examinations

Career development system - ST/SGB/166; ST/AI/277; ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/IC/86/52; ST/IC/86/62 (see also Placement and promotion below)

Competitive examination for promotion to the Professional category - ST/SGB/173; ST/AI/396 and Add.1-2

--1994 examination - ST/AI/396 and Add.1-2

--Central Examination Board - ST/AI/396/Add.2

--Specialized Board of Examiners - ST/AI/396

##### Competitive examinations:

--1994: Arabic interpreters - ST/IC/1994/9

--1994: Arabic proof-readers -

ST/IC/1993/42 and Corr.1 and Add.1

--1994: Editorial assistants and language reference assistants - ST/IC/1994/22

--1994: French editors - ST/IC/1993/62

--1994: German translators/precis writers - ST/IC/1994/29

--1994: Spanish interpreters - ST/IC/1994/20

--1994: Spanish translators/precis writers - ST/IC/1994/19

Computer training - ST/IC/1992/50

External studies programme - ST/AI/281/Rev.1

In-service training and career development for Secretariat staff - ST/SGB/144 and ST/SGB/144/Rev.1 (French only)



Language proficiency:

--Conditions for promotion and accelerated increment based on knowledge of second language (Professional and above) - ST/AI/207  
--Examinations - ST/IC/1993/64; ST/IC/1994/14

Language and communication skills training: academic year 1994/95 - ST/IC/1994/26

Linguistic standards - Secretariat - ST/AI/113

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