



UNITED NATIONS

SUBJECT INDEX

TO

ADMINISTRATIVE ISSUANCES

November 1995

## 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 1995. 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, which are 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 those 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/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 the Specialist Services Division at Headquarters.
6. Comments and suggestions concerning this publication will be appreciated. They should be addressed to the Director, Specialist Services Division, Office of Human Resources Management, room S-2535, United Nations, New York, NY 10017.



**NUMERICAL AND SUBJECT INDICES  
TO UNITED NATIONS ADMINISTRATIVE ISSUANCES**

To: Director, Specialist Services Division  
Office of Human Resources Management  
Room S-2535

From:

Organizational unit:

Location:

Telephone  
extension:

Please provide \_\_\_\_\_ copies of the numerical index  
\_\_\_\_\_ copies of the subject index.

Please delete our prior request from your distribution list

[ ] Numerical index

[ ] Subject index

## CONTENTS

	<u>Page</u>
<b>I. BUILDINGS, PREMISES AND SECURITY</b>	1
1. Buildings and premises .....	1
2. Garage .....	2
3. Passes .....	2
4. Safety .....	3
5. Security .....	3
<b>II. CLAIMS</b>	3
<b>III. COMMUNICATIONS, ARCHIVES AND RECORDS</b>	4
1. Archives and records .....	4
2. Communications, correspondence and mailing .....	4
3. Pouch .....	5
<b>IV. CONFERENCES</b>	5
<b>V. DOCUMENTS AND PUBLICATIONS</b>	5
1. General .....	5
2. Regulations for the control and limitation of documentation .....	6
<b>VI. FINANCE</b>	7
1. Financial arrangements .....	7
2. General .....	7
3. Regulations and rules .....	9
4. Revenue-producing activities .....	9
5. Trust funds and special accounts.....	9
<b>VII. GENERAL OFFICE PROCEDURES</b>	10
<b>VIII. LIBRARY</b>	12
<b>IX. MISSIONS</b>	12
<b>X. ORGANIZATIONAL STRUCTURE</b>	13
1. General .....	13
2. Institutes .....	14
3. Inter-agency boards and committees .....	14
4. Secretariat departments and units .....	15
5. Secretariat boards and committees .....	18
6. Units servicing voluntary programmes .....	20

	<u>Page</u>
<b>XI. PERSONNEL</b>	21
1. Administration/staff relations .....	21
2. Allowances, entitlements and grants .....	22
3. Appeals .....	23
4. Appointments, placement and promotion .....	24
5. Attendance, leave and working hours .....	27
6. Delegation of authority .....	28
7. Duties and obligations .....	28
8. Job classification systems .....	29
9. General .....	30
10. Medical and other insurance .....	32
11. Pensions, post-retirement services and employment beyond retirement .....	33
12. Post adjustment .....	33
13. Salary scales and payments .....	33
14. Staff regulations and rules .....	34
15. Training, career development and examinations .....	35
16. United States taxes .....	36
17. Visas .....	36
<b>XII. PROPERTY AND SUPPLIES</b>	37
1. Property control .....	37
2. General .....	38
<b>XIII. PROTOCOL</b>	39
<b>XIV. TRAVEL AND TRANSPORTATION</b>	39
1. Automobiles, baggage and customs .....	39
2. Expenses .....	39
3. General .....	40
<b>INDEX</b>	42

## SUBJECT INDEX TO ADMINISTRATIVE ISSUANCES

### I. BUILDINGS, PREMISES AND SECURITY

#### 1. Buildings and premises

Access to the Secretariat building and the United Nations Garage - ST/IC/88/2

Air quality inspection of the Headquarters buildings - ST/IC/1995/60

Arrangements for admission to the premises at United Nations Headquarters during the fiftieth session of the General Assembly - ST/IC/1995/57; ST/IC/1995/65; ST/IC/1995/67 (see also Security, section I.5, below)

Card access control system at Headquarters - ST/IC/1992/80; ST/IC/1993/20 and Amend.1 (see also Passes, section I.3, and Security, section I.5, below)

Catering arrangements - ST/IC/83/50; ST/IC/86/16; ST/IC/1991/47 (para. 2); ST/IC/1993/47

Charter of the United Nations:  
--Public Lobby exhibit of the original - ST/IC/1995/5  
--San Francisco Charter ceremony - ST/IC/1995/38

Closure of Headquarters buildings to the public: Official holidays and - ST/IC/1994/51; ST/AI/283

Committee on Contracts: composition and functions - ST/SGB/Organization, annex I

Conference Building, second floor corridors - ST/IC/1995/59

Delegates Lounge: Temporary closure of the North - ST/IC/1995/55

Elevators:  
--Use of automated elevators - ST/IC/84/59

Energy conservation - ST/AI/323; ST/IC/89/34

Escalators: Change of direction between the first basement and the fourth floor - ST/IC/1992/43

Excess property - ST/AI/322

Fireworks display on Tuesday, 4 July 1995 - ST/IC/1995/40

General Assembly and Conference buildings: Second floor as a restricted area - ST/IC/89/23/Rev.1

Meditation Room located in the visitors' lobby of the General Assembly building - ST/IC/1990/79

North garden construction project - ST/IC/1992/68 and Add.1-2

Public Lobby exhibit of the original Charter of the United Nations - ST/IC/1995/5

Safeguarding of United Nations keys - ST/IC/84/33

Secretariat buildings:  
--Air quality inspection of the Headquarters buildings - ST/IC/1995/60

Special arrangements for admission to the premises, parking and catering facilities during the special commemorative meeting of the General Assembly - ST/IC/1995/67

Special arrangements in connection with the visit of His Holiness Pope John Paul II - ST/IC/1995/65

Temporary closure of the North Delegates Lounge - ST/IC/1995/55

United Nations bookshop service for staff members - ST/AI/244

Use of Dag Hammarskjöld Memorial Library building - ST/AI/145/Rev.1; ST/AI/335 (paras. 7-8); ST/AI/387

Use of United Nations premises:  
--Informal meetings - ST/AI/335  
--Luncheon meetings - ST/AI/282 (paras. 3-5); ST/IC/86/16  
--Official meetings and conferences - ST/AI/145/Rev.1; ST/AI/335; ST/AI/387

## 2. Garage

Access - ST/IC/83/61/Rev.1; ST/IC/86/7; ST/IC/88/2; ST/IC/1992/79 (see also Security, section I.5 below)

Closure of the Garage service drive - ST/IC/86/7

Garage: Repair work - ST/IC/1992/79

Garage: safety, traffic and parking rules - ST/AI/349

Garage Review Board - ST/SGB/192; ST/AI/349; ST/IC/86/14 and Add.1  
--Applications for the second review - ST/IC/85/37  
--Membership - ST/IC/85/65

--Report and recommendations - ST/IC/86/14 and Add.1

Motorcycle and bicycle parking - ST/AI/349; ST/IC/86/33; ST/IC/1994/4

Parking rates:

--Delegations - ST/IC/84/12  
--Staff members - ST/IC/86/49 (para. 2); ST/IC/1994/4; ST/AI/349

Transportation strike - ST/IC/1995/45

Vehicle service station - ST/IC/80/55

## 3. Passes

Accreditation office - ST/IC/1995/58 (see also Pass and Identification Unit office below)

Card access control system at Headquarters - ST/IC/1992/80; ST/IC/1993/20 and Amend.1 (see also Grounds passes below)

Grounds passes - ST/SGB/259; ST/AI/155/Rev.2 and Amend.1 (para. 5); ST/AI/333; ST/AI/387; ST/IC/1992/42; ST/IC/1992/80; ST/IC/1993/20 and Amend.1

Material and package removal passes - ST/AI/193/Rev.1; ST/AI/309/Rev.1

Pass and Identification Unit office location - ST/IC/86/28; ST/IC/1995/58

Personal identification cards: Headquarters (including retired staff) - ST/AI/333; ST/AI/387



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

#### 4. Safety

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

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

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

#### 5. Security

Authority of United Nations security officers - ST/AI/309/Rev.1; ST/AI/387; ST/SGB/259

Card access control system at Headquarters - ST/IC/1992/80; ST/IC/1993/20 and Amend.1 (see also Security measures to be implemented at the United Nations Headquarters complex below)

Delivery and picking up of personal packages - ST/IC/84/85; ST/IC/89/50; ST/AI/387

Material and package removal passes - ST/AI/193/Rev.1; ST/AI/309/Rev.1

Microcomputer viruses: prevention - ST/IC/1990/8; ST/IC/1992/14

Safeguarding of United Nations keys - ST/IC/84/33

Secure telecommunications equipment - ST/SGB/269

Security, safety and independence of the international civil service - 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

Security arrangements for admission to United Nations Headquarters - ST/AI/387 (see also ST/SGB/259; ST/AI/309/Rev.1; ST/IC/84/91; ST/IC/1992/42; ST/IC/1992/80; ST/IC/1993/20 and Amend.1)

Security measures to be implemented at the United Nations Headquarters complex - ST/IC/1992/42 (see also Passes, section I.3, above)

Security of information - ST/SGB/272

Security of valuable articles; lost and found property - ST/AI/227

Valuables and confidential material - ST/IC/81/38; ST/AI/341; ST/SGB/272

## II. CLAIMS

Advisory Board on Compensation Claims: composition and functions - ST/SGB/Organization, annex I

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

Compensation and related rules:  
application to staff - ST/SGB/  
Staff Rules/Appendix D/Rev.1 and  
Amend.1

Compensation for loss of or damage  
to personal effects -  
ST/AI/149/Rev.4

Compensation to members of  
commissions, committees or similar  
bodies in the event of death, injury  
or illness attributable to service  
with the United Nations -  
ST/SGB/103/Rev.1; ST/AI/119

Death and disability coverage for  
members of the Joint Inspection  
Unit - ST/AI/235 and Corr.1

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

Time limits governing the submission  
of claims under the Staff  
Regulations and Rules -  
ST/AI/120/Rev.2; ST/AI/149/Rev.4;  
ST/ADM/SER.A/1312

Tort claims: resolution of -  
ST/SGB/230

### III. COMMUNICATIONS, ARCHIVES AND RECORDS

#### 1. Archives and records

Access to League of Nations  
archives - ST/SGB/135

Gifts and historical items:  
Preservation and disposition -  
ST/SGB/136; ST/AI/267; ST/AI/380

Sale of copies of United Nations  
recordings: procedure -  
ST/AI/67/Rev.6

United Nations archives and records  
management - ST/SGB/242; ST/AI/326  
and Corr.1

--Secretary-General's private  
papers - ST/AI/326 (annex II) and  
Corr.1

--Secretary-General's records and  
archives - ST/AI/326 (annex I)  
and Corr.1

#### 2. Communications, correspondence and mailing

Cables:

--Cable envelopes - ST/IC/77/30

--Transmission of cables -  
ST/IC/86/61

--Use of cable communications -  
ST/ADM/SER.A/1636

Confidentiality of mailing lists and  
registers - ST/AI/341

Correspondence Manual - (see  
ST/DCS/4)

Delivery of personal packages, mail  
and periodicals to United Nations  
premises - ST/IC/84/85; ST/IC/89/50;  
ST/AI/387

Electronic mail (see also section  
VII below):

--Access to vacancy announcements -  
ST/IC/1994/49; ST/IC/1995/70

--Automatic message deletion -  
ST/IC/1994/28

--Policies and standards - ST/AI/386

--Windows 95 software -  
ST/IC/1995/54

Headquarters postal address -  
ST/IC/81/64

Messenger unit zoning system -  
ST/IC/89/21

Outgoing official United Nations mail at Headquarters: general principles and procedures - ST/AI/82; ST/AI/189/Add.10; ST/AI/271; ST/AI/341

Secure telecommunications equipment - ST/SGB/269

Security of information - ST/SGB/272

Telegraph form - ST/AI/330

Telephone and facsimile communications services to United Nations offices, specialized agencies and peace-keeping missions - ST/IC/1992/66 and Amend.1; ST/SGB/269

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

Transmission of cables - ST/IC/86/61

Use of airmail envelopes - ST/AI/271

Use of cable communications - ST/ADM/SER.A/1636

### 3. Pouch

Diplomatic pouch automated voice information system - ST/IC/1993/36

Diplomatic pouch service - ST/AI/368

## IV. CONFERENCES

Official United Nations travel to and representation at conferences and meetings - ST/SGB/207/Rev.1; ST/AI/133; ST/AI/319

Scheduling of meetings and provision of conference services - ST/AI/211; ST/AI/335

Special conferences: planning, preparation and servicing - ST/SGB/160; ST/AI/249/Rev.3 and Amend.3; ST/AI/335 (paras. 1-2); ST/AI/342

Use of United Nations premises for meetings, conferences and public events - ST/AI/145/Rev.1; ST/AI/282 (paras. 3-5); ST/AI/335; ST/AI/387

## V. DOCUMENTS AND PUBLICATIONS

### 1. General

Desktop publishing hardware and software: Standards - ST/AI/359; ST/AI/189/Add.26

Distribution of documents, meeting records, official records and publications - ST/AI/82; ST/AI/189/Add.3/Rev.2; ST/AI/341

Documentation for meetings - ST/SGB/184 and Add.1

Documentation for the Fifth Committee - ST/SGB/156

Publications Board: composition and functions - ST/SGB/Organization, annex I/Amend.3 and Corr.1 (English only)

Return of United Nations documents and publications - ST/IC/1994/13

Sharing WordPerfect documents - ST/IC/1995/41

2. Regulations for the control and limitation of documentation

Attribution of authorship - ST/AI/189/Add.6/Rev.3

Classification and declassification of documents - ST/AI/189/Add.16

Copyright in United Nations publications: general principles, practice and procedure - ST/AI/189/Add.9/Rev.2 and Add.2; ST/AI/189/Add.27

Covers and title pages of publications - ST/AI/189/Add.2 and Amend.1

Criteria for the selection of material to be issued as United Nations publications - ST/AI/189/Add.17

Depository libraries - ST/AI/189/Add.11/Rev.2

Distribution of documents, meetings records, official records and publications - ST/AI/82; ST/AI/189/Add.3/Rev.2; ST/AI/341

Electronic publishing: Guidelines - ST/AI/189/Add.26; ST/AI/359

Exchange of United Nations documents and publications - ST/AI/189/Add.4

External publishing of United Nations manuscripts - ST/AI/189/Add.14/Rev.1

Initiation, approval and execution of the United Nations biennial publications programme - ST/AI/189/Add.1/Rev.2

Mailing of official United Nations documentation - ST/AI/82; ST/AI/189/Add.3/Rev.2; ST/AI/189/Add.10; ST/AI/271

Map publication guidelines - ST/AI/189/Add.25

Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat - ST/AI/189/Add.20/Rev.1

Mention of names of commercial firms in United Nations documents and publications - ST/AI/189/Add.18

Newsletters - ST/AI/189/Add.19

Out-of-stock material: Reissue - ST/AI/189/Add.13/Rev.1

Pricing of United Nations publications - ST/AI/189/Add.15/Rev.1

References and acknowledgements - ST/AI/189/Add.27; ST/AI/189/Add.9/Rev.2 and Add.2

Regulations for the control and limitation of documentation - ST/AI/189

Requests for documents services - ST/AI/189/Add.8/Rev.1

Stock review and disposal of official records and publications - ST/AI/189/Add.5/Rev.2

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

Timetable for the planning and submission of documents for sessions of United Nations organs - ST/AI/189/Add.23

Use and disposition of papers and reports of seminars and similar ad hoc meetings - ST/AI/189/Add.22

Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications - ST/AI/189/Add.24

Use of the United Nations emblem on documents and publications - ST/AI/189/Add.21

Workload estimates: Documentation - ST/AI/189/Add.7

## VI. FINANCE

### 1. Financial arrangements

African Institute for Economic Development and Planning - ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/127 and Amend.1

International Trade Centre - ST/AI/315/Rev.1

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

United Nations Emergency Force - ST/SGB/UNEF/2/Rev.2

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

United Nations Research Institute for Social Development - ST/SGB/126 and Amend.1

United Nations Social Defence Research Institute - ST/SGB/134

### 2. General

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

Administrative issuances:  
ST/SGB/100; ST/AI/226 and Amend.1-2  
--Numerical index - ST/AI/218/Rev.17  
--Subject index - ST/AI/218/Rev.17/Add.1

Board of Auditors: Changed audit emphasis - ST/AI/241

Certifying and approving officers - ST/AI/352  
--List of certifying officers for the biennium 1990-1991 - ST/AI/352/Add.2/Rev.1

Cheque signatories and finance officers designated as approving officers: Separation of responsibilities and duties - ST/AI/256 and Add.1

Contributions from non-member States - ST/SGB/Financial Rules/1/Rev.3 (1985) (rule 105.8); ST/AI/233

Credit policy: Delegates Dining Room - ST/IC/84/86; ST/IC/86/16

Currency of payment of salaries and allowances - ST/AI/402

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

Direct deposit of salary - ST/AI/405

Financial administration: consultation and clearance by the Budget Division of submission of proposals having financial implications - ST/AI/223

Financial and other obligations of staff members - ST/AI/399 (see also section XI.7 below)

Financial situation of the Organization - ST/SGB/215; ST/SGB/217; ST/SGB/222; ST/SGB/278; ST/IC/86/17; ST/IC/87/67 and Corr.1; ST/IC/1992/74; ST/IC/1993/48; ST/IC/1993/68

Integrated Management Information System (IMIS):  
--Definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276  
--Introduction of a revised interim personnel action notification form prior to the implementation of IMIS release II at Headquarters: - ST/IC/1994/38; ST/IC/1993/53

Losses of cash - ST/AI/157

Mid-month salary advances: adjustment - ST/ADM/SER.A/1938; ST/IC/1992/74; ST/IC/1993/68

Non-reimbursable loans of personnel services from sources external to the United Nations common system - ST/AI/231/Rev.1

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

Official travel: procedures - ST/SGB/207/Rev.1; ST/AI/249/Rev.3 and Amend.3; ST/AI/319

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

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

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

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

Salary differential for General Service staff in the language-typing and word-processing units - ST/AI/259/Rev.10 and Amend.6

Salary scales and payments (see section XI.13 below)

Solicitation of voluntary contributions within the Secretariat - ST/AI/104 (see also Staff Relief Committees, section XI.9 below)

Supplementary payments: see  
Acceptance of payments from  
Governments to supplement United  
Nations emoluments above

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

United States taxes (see  
section XI.16 below)

### 3. Regulations and rules

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

Delegation of financial authority  
to the International Trade Centre -  
ST/AI/315/Rev.1

Financial Regulations and Rules:  
Habitat and Human Settlements  
Foundation (series 300) -  
ST/SGB/UNHHSF/Financial Rules/3  
(1978)

Financial Regulations and Rules of  
the United Nations (series 100) -  
ST/SGB/Financial Rules/1/  
Rev.3 (1985); ST/AI/270/Rev.1

Financial Regulations and Rules of  
the United Nations Industrial  
Development Fund (series 400) -  
ST/SGB/UNIDF/Financial Rules/4  
(1982)

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

Financial Rules of the Fund of the  
United Nations Environment  
Programme - ST/SGB/Financial Rules/2

Regulations and Rules Governing  
Programme Planning, the Programme  
Aspects of the Budget, the Monitor-  
ing of Implementation and the  
Methods of Evaluation - ST/SGB/PPBME  
Rules/1 (1987)

### 4. Revenue-producing activities

Bookshop - ST/SGB/Financial  
Rules/1/Rev.3 (1985)

Catering arrangements - ST/IC/83/50;  
ST/IC/86/16; ST/IC/1991/47 (para.  
2); ST/IC/1993/47

Credit policy: Delegates Dining  
Room - ST/IC/84/86; ST/IC/86/16

Garage parking rates:  
--Delegations - ST/IC/84/12  
--Staff members - ST/IC/86/49  
(para. 2); ST/IC/1994/4; ST/AI/349

United Nations Medal Programme -  
ST/IC/1990/61

United Nations stamps - (see  
numerical index under ST/IC/1995/-  
series)

### 5. Trust funds and special accounts

Establishment and management of  
trust funds - ST/SGB/188

Establishment and operation of the  
Central Emergency Revolving Fund -  
ST/SGB/251

General trust funds - ST/AI/284

Programme support accounts -  
ST/AI/286

Technical cooperation trust funds -  
ST/AI/285

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

## VII. GENERAL OFFICE PROCEDURES

Acquisition, replacement and  
maintenance of office automation  
equipment - ST/AI/339  
--Office automation standardization:  
Policies and procedures - ST/AI/347  
--Secure telecommunications  
equipment - ST/SGB/269  
--Service calls for office  
equipment - ST/IC/1991/57

Acquisition, use and support of  
microcomputers in the United  
Nations - ST/AI/355  
--Computer training - ST/IC/1992/50  
--Desktop publishing hardware and  
software: Standards - ST/AI/359;  
ST/AI/189/Add.26  
--Electronic mail - access to  
vacancy announcements -  
ST/IC/1994/49; ST/IC/1995/70  
--Electronic mail - automatic  
message deletion - ST/IC/1994/28  
--Electronic mail policies and  
standards - ST/AI/386  
--Electronic publishing:  
Guidelines - ST/AI/189/Add.26  
--INTERNET project - ST/IC/1995/27  
--Microcomputer viruses:  
prevention - ST/IC/1990/8;  
ST/IC/1992/14  
--Operating system software to be  
used on personal computer local area  
networks - ST/IC/1991/18

--Service calls for office  
equipment - ST/IC/1991/57  
--Sharing WordPerfect documents -  
ST/IC/1995/41  
--Software products for  
microcomputers - ST/IC/1991/4  
--Windows 95 software -  
ST/IC/1995/54  
--Word-processing software for  
microcomputers: Standard - ST/AI/361

Administrative issuances:  
ST/SGB/100; ST/AI/226 and Amend.1-2  
--Numerical index - ST/AI/218/Rev.17  
--Subject index - ST/AI/218/Rev.17/  
Add.1

Computer training - ST/IC/1992/50

Computer virus alert - ST/IC/1992/14

Confidentiality of mailing lists and  
registers - ST/AI/341

Desktop publishing hardware and  
software: Standards - ST/AI/359;  
ST/AI/189/Add.26

Document copying and duplicating  
facilities - ST/ADM/SER.A/1214

Electronic mail:  
--Access to vacancy announcements -  
ST/IC/1994/49; ST/IC/1995/70  
--Automatic message deletion -  
ST/IC/1994/28  
--Policies and standards - ST/AI/386  
--Windows 95 software -  
ST/IC/1995/54

Electronic publishing: Guidelines -  
ST/AI/189/Add.26; ST/AI/359

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

Forms management programme -  
ST/AI/261; ST/SGB/155



Integrated Management Information System (IMIS):

--Definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276  
--Introduction of a revised interim personnel action notification form prior to the implementation of IMIS release II at Headquarters - ST/IC/1994/38; ST/IC/1993/53

INTERNET project - ST/IC/1995/27

Management improvement programme in the Secretariat - ST/SGB/155; ST/AI/261

Microcomputer viruses: prevention - ST/IC/1990/8; ST/IC/1992/14

Office automation standardization: Policies and procedures - ST/AI/347

--Desktop publishing hardware and software: Standards - ST/AI/359

--Electronic mail - access to vacancy announcements -

ST/IC/1994/49; ST/IC/1995/70

--Electronic mail - automatic message deletion - ST/IC/1994/28

--Electronic mail policies and standards - ST/AI/386

--INTERNET project - ST/IC/1995/27

--Secure telecommunications equipment - ST/SGB/269

--Sharing WordPerfect documents - ST/IC/1995/41

--Word-processing software for microcomputers: Standard - ST/AI/361

Office paper recycling programme in the Secretariat building -

ST/IC/88/18; ST/IC/1992/76; ST/IC/1994/13

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.1-20

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

Personnel records cards: Maintenance - ST/AI/105

Recycling programme at Headquarters - ST/IC/1992/76; ST/IC/1994/13

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

Requisition for equipment, supplies or services - Form PT.72 - ST/AI/329

Return of United Nations documents and publications - ST/IC/1994/13

Safeguarding of United Nations keys - ST/IC/84/33

Secretariat procedures with regard to international instruments (conventions, agreements, treaties, etc.) - ST/AI/52

Secretary-General's bulletins, administrative instructions and information circulars - ST/SGB/100; ST/AI/226 and Amend.1-2;

--Numerical index to administrative issuances - ST/AI/218/Rev.17

--Subject index to administrative issuances - ST/AI/218/Rev.17/Add.1

Secure telecommunications  
equipment - ST/SGB/269

Security of information - ST/SGB/272

Service calls for office equipment -  
ST/IC/1991/57

Sharing WordPerfect documents -  
ST/IC/1995/41

Software products for micro-  
computers - ST/IC/1991/4

Telegraph form - ST/AI/330

Telephone and facsimile  
communications services to United  
Nations offices, specialized  
agencies and peace-keeping  
missions - ST/IC/1992/66 and  
Amend.1; ST/SGB/269

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

Valuables and confidential  
material - ST/IC/81/38; ST/AI/341;  
ST/SGB/272

Visual display units: Guidelines -  
ST/IC/84/18 and Amend.1

Windows 95 software - ST/IC/1995/54

Word-processing software for  
microcomputers: Standard -  
ST/AI/361; ST/IC/1995/41

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

Assignment to and return from  
mission detail: Policy governing -  
ST/SGB/277; ST/AI/404 (see also  
Service with United Nations missions  
below)

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

Mission readiness workshops -  
ST/IC/1995/8

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)

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

Service with United Nations missions - ST/SGB/114 and Add.1; ST/SGB/277; ST/AI/404; ST/IC/1993/23; ST/IC/1995/8

--Assignment to and return from mission detail (procedures and guidelines) - ST/AI/404

--Mission readiness workshops - ST/IC/1995/8

--Missions roster - ST/IC/1993/23

--Policy governing assignment to and return from mission detail - ST/SGB/277

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

\* Does not fully reflect current organizational restructuring. Detailed statements of the functions and organization of those 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/265, ST/SGB/271 and ST/SGB/273 provide further information in this regard.

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/409 (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/SGB/278; 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:

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

--Report - ST/IC/86/43

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

Organization Manual of the Secretariat - ST/SGB/Organization

Organization of the Secretariat - ST/SGB/Organization; ST/SGB/150/Rev.1; ST/SGB/248; ST/SGB/257; ST/SGB/271; ST/SGB/273; ST/AI/239; ST/AI/409; ST/ADM/SER.A/1778

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/409; 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/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 Information Systems Coordination Committee): 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/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 Amend.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: ESCAP;  
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: ECA;  
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: ECLAC
- 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
- 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 Amend.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;  
ST/AI/401  
--Personnel arrangements - ST/AI/401
- International Economic and Social  
Affairs - Department of -  
ST/SGB/161; ST/SGB/223; ST/SGB/248;  
ST/SGB/258
- Legal Affairs - Office of -  
ST/SGB/Organization, section:  
OLA/Rev.1
- 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/Organization,  
section: DPKO and Amend.1;  
ST/SGB/258

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 Amend.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 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 and Add.1  
--Placement and promotion lists (see section XI.4 below)

Appointment and Promotion Committee:  
--Composition and functions - ST/SGB/Organization, annex I  
--Membership - ST/IC/1994/40 and Add.1  
--Placement and promotion lists (see section XI.4 below)

Appointment and Promotion Panel:  
--Composition and functions - ST/SGB/Organization, annex I  
--Membership - ST/IC/1994/41 and Amend.1 and Add.1-2  
--Placement and promotion lists (see section XI.4 below)

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.2 and Add.1; ST/IC/1994/49; ST/IC/1995/70

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 (Santiago) - ST/AI/410  
--General Service and related categories (Vienna) - ST/AI/378  
--General Service and related categories (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/1994/46  
--1994 promotions - ST/IC/1994/60  
and Add.1

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/SGB/275; ST/IC/1993/18

Integrated Management Information  
System (IMIS) Steering Committee -  
ST/SGB/276

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/406

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.1-2 and Add.5

--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 Amend.1-2  
--Numerical index - ST/AI/218/Rev.17  
--Subject index - ST/AI/218/Rev.17/  
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.1-20

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

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

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

Steering Committee for the  
Improvement of the Status of Women  
in the Secretariat:

--Membership - ST/SGB/216 and  
Add.1-2 and Add.5  
--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 allowances - ST/IC/82/48; ST/IC/1995/4; ST/IC/1995/35 and Add.1; ST/IC/1995/51 (para. 6); ST/AI/278/Rev.1; ST/AI/366 and Amend.1

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

--Dependency allowances for staff in the Professional and higher categories and in the Field Service category - ST/IC/1995/4

--Revised dependency allowances for staff in the General Service, Language Teacher, Public Information Assistant, Trades and Crafts and Security Service categories at Headquarters - ST/IC/1995/51

Dependency status:

--Definition - ST/AI/278/Rev.1

--Status report form on dependency benefits (P.84 1-95) - ST/IC/1995/35 and Add.1

Early separation programme - ST/AI/403

Education grant and special education grant for disabled children - ST/AI/181/Rev.10 and Corr.1 (English only); ST/AI/249/Rev.3 and Amend.3 (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; ST/IC/1990/66 (para. 4)

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 Amend.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.25

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.8

Rental subsidies and deductions for staff at duty stations in Europe and North America - ST/AI/350 and Amend.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 payment - ST/AI/402

Scheme of social security for the staff - ST/SGB/Staff Rules/1/Rev.8 (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

Separation programme: Early - ST/AI/403

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, Amend.3 and Amend.3/Add.1 and Amend.4 and Amend.4/Corr.1-2

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 form on dependency benefits (P.84 1-95) - ST/IC/1995/35 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 Amend.11 and 12  
--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 costs in New York for calculation of post adjustment - ST/IC/1995/48

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 Amend.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 (Santiago) - ST/AI/410  
--General Service and related categories (Vienna) - ST/AI/378  
--General Service and related categories (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  
below)

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

Access to vacancy announcements  
through the Secretariat electronic  
mail (cc:Mail) - ST/IC/1994/49;  
ST/IC/1995/70 (see also Placement  
and promotion below)

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 and Promotion Board:**

- Composition and functions - ST/SGB/Organization, annex I
- Membership - ST/IC/1994/40 and Add.1
- Placement and promotion lists (see Placement and promotion below)

**Appointment and Promotion Committee:**

- Composition and functions - ST/SGB/Organization, annex I
- Membership - ST/IC/1994/40 and Add.1
- Placement and promotion lists (see Placement and promotion below)

Appointment and promotion committees at designated offices away from Headquarters - ST/AI/242 and Amend.1

**Appointment and Promotion Panel:**

- Composition and functions - ST/SGB/Organization, annex I
- Membership - ST/IC/1994/41 and Amend.1 and Add.1-2
- Placement and promotion lists (see Placement and promotion below)

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

Appointments of limited duration - ST/AI/395

Assignment to and return from mission detail: Policy governing - ST/SGB/277; ST/AI/404 (see also section IX above)

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/Add.2; ST/AI/406 and Add.1; ST/IC/1994/52

- Central Examination Board - ST/AI/396/Add.2
- Format and procedures - ST/IC/1994/52
- Specialized Board of Examiners - ST/AI/406

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 and participants in advisory meetings - ST/SGB/177; ST/AI/296 and Amend.1 (see also Policies for obtaining the services of individuals on behalf of the Organization below)

Contractors: Institutional or corporate - ST/SGB/177; 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/1994/46
- 1994 promotions - ST/IC/1994/60 and Add.1

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 from the established location of a department to another location - ST/AI/245

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

Performance appraisal system: New - ST/SGB/279; ST/AI/411 and Corr.1 (English only); ST/IC/1995/24; ST/IC/1995/32

Placement and promotion - ST/SGB/267; ST/AI/390 and Corr.1; ST/IC/1993/66 and Corr.2 and Add.1; ST/IC/1994/49; ST/IC/1995/70  
--Access to vacancy announcements through the Secretariat electronic mail (cc:Mail) - ST/IC/1994/49; ST/IC/1995/70  
--Placement and promotion list for staff in the General Service and related categories - ST/IC/1995/13; ST/IC/1995/18; ST/IC/1995/20; ST/IC/1995/29; ST/IC/1995/36; ST/IC/1995/47; ST/IC/1995/50; ST/IC/1995/64; ST/IC/1995/69

--Placement and promotion list for staff in the Professional category and above - ST/IC/1995/12;

ST/IC/1995/17; ST/IC/1995/19; ST/IC/1995/28; ST/IC/1995/39; ST/IC/1995/46; ST/IC/1995/49; ST/IC/1995/63; ST/IC/1995/68

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

Policies for obtaining the services of individuals on behalf of the Organization - ST/SGB/177:

--Consultants and participants in advisory meetings - ST/AI/296 and Amend.1

--Institutional or corporate contractors - ST/AI/327

--Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers - ST/AI/297

--Temporary staff and individual contractors - ST/AI/295 and Amend.1

Promotion lists (see Placement and promotion above)

Promotion policy and review (see Placement and promotion above)

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



Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers - ST/SGB/177; ST/AI/297

Temporary staff and individual contractors - ST/SGB/177; ST/AI/295 and Amend.1

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

Vacancy announcements through the Secretariat electronic mail (cc:Mail): Access to - ST/IC/1994/49; ST/IC/1995/70 (see also Placement and promotion above)

5. Attendance, leave and working hours

Abandonment of post - ST/AI/400

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, Amend.3 and Amend.3/Add.1 and Amend.4 and Amend.4/Corr.1-2

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

Introduction of staggered working hours - ST/AI/408; ST/IC/1995/53

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; ST/IC/1994/51  
--Closure of Headquarters buildings to the public - ST/IC/1994/51

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

Sabbatical Leave Programme for the years 1995 and 1996: United Nations - ST/IC/1995/25

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/1995/71

Transportation strike - ST/IC/1995/45

Unauthorized absence - ST/IC/79/10

Working hours:

--Fiftieth session of the General Assembly - ST/IC/1995/53  
--Introduction of staggered working hours - ST/AI/408

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 services  
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

Assignment to and return from  
mission detail: Policy governing -  
ST/SGB/277; ST/AI/404 (see also  
section IX above)

Conduct: Standards of conduct in the  
international civil service -  
ST/SGB/179; ST/ADM/SER.A/277  
[COORD/CIVIL SERVICE/5];  
ST/IC/82/13; ST/IC/89/2

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

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

Financial and other obligations of  
staff members - ST/AI/399 (see also  
Obligations of staff members below)

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)

Home addresses and telephone  
numbers - ST/IC/1995/16

Obligations of staff members -  
ST/AI/182; ST/AI/399

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/277; ST/AI/404; ST/IC/1993/23; ST/IC/1995/8 (see also section IX above)

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

#### 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 (Santiago) - ST/AI/410
- General Service and related categories (Vienna) - ST/AI/378
- General Service and related categories (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 the maintenance of the classification system - ST/AI/398

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

Job classification for General Service and related categories at Santiago - Implementation of initial exercise and the maintenance of the classification system - ST/AI/410

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/AI/410; 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 Amend.1-2  
--Numerical index - ST/AI/218/Rev.17  
--Subject index - ST/AI/218/Rev.17/Add.1

After-school recreation and study programme for United Nations children - ST/IC/86/21 (paras. 3 and 7); ST/IC/1995/44

Arrangements for admission to the premises at United Nations Headquarters during the fiftieth session of the General Assembly - ST/IC/1995/57; ST/IC/1995/65; ST/IC/1995/67; ST/AI/387

Bookshop discount for staff members - ST/AI/244

Currency of payment of salaries and allowances - ST/AI/402

Dependency status: review of - ST/IC/1995/35 and Add.1

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

Direct deposit of salary - ST/AI/405

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 Tuesday, 4 July 1995 - ST/IC/1995/40

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

Home addresses and telephone numbers - ST/IC/1995/16

Integrated Management Information System (IMIS):

--Definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276  
--Introduction of a revised interim personnel action notification form prior to the implementation of IMIS release II at Headquarters - 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

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 appraisal system: New -  
ST/SGB/279; ST/AI/411 and Corr.1  
(English only); ST/IC/1995/24;  
ST/IC/1995/32

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.1-20

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 at United Nations  
Headquarters - ST/IC/85/42;  
ST/IC/87/18; ST/AI/407

Staff day 1995 - ST/IC/1995/61

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):  
--Antigua and Barbuda -  
ST/IC/1995/62  
--Kobe, Japan - ST/IC/1995/6

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

Time off for voting on United States  
election day - ST/IC/1995/71

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

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:

--Fiftieth session of the General  
Assembly - ST/IC/1995/53  
--Introduction of staggered working  
hours - ST/AI/408

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/1995/31  
(annex XI)

After-service health insurance -  
ST/AI/394

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

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 increase and waiver  
of automatic increase -  
ST/IC/1995/37

Health and Life Insurance Committee:  
--Composition and functions -  
ST/SGB/Organization, annex I;  
ST/SGB/275  
--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);  
ST/IC/84/4; ST/IC/87/33;  
ST/IC/1994/58; ST/IC/1995/31;  
ST/AI/343  
--Aetna and Blue Cross WrapAround  
Plus health insurance plans -  
premium rebate - ST/IC/1994/58  
--Annual enrolment campaign -  
ST/IC/1995/31

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.8

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/SGB/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/1994/57

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

After-service health insurance - ST/AI/394

Early separation programme - ST/AI/403

Employment beyond the age of retirement: Retention in service - ST/AI/213/Rev.1; ST/IC/1995/56

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

Monetary limitation applicable to the remuneration of all retired staff members in case of re-employment - ST/IC/1995/56; ST/AI/213/Rev.1

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

Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category - ST/IC/1994/47

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

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; ST/IC/1995/56

Scheme of social security for the staff - ST/SGB/Staff Rules/1/Rev.8 (Rules 106.1-106.6)

Separation programme: Early - ST/AI/403

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/1995/14 and Corr.1

Survey of housing and domestic service costs in New York for calculation of post adjustment - ST/IC/1995/48

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 payment of salaries and allowances - ST/AI/402

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

Direct deposit of salary - ST/AI/405

Field Service category -  
ST/IC/1994/47; ST/IC/1995/7

General Service and related  
categories:

--General Service, Language Teacher  
and Public Information Assistant  
categories - ST/IC/1995/33

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

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

--Security Service - ST/IC/1993/52  
and Corr.1 and Add.1; ST/IC/1995/51

--Trades and Crafts, and results of  
the salary survey conducted for the  
Security Service category -  
ST/IC/1995/51

Language teachers - ST/AI/316;  
ST/IC/1995/51 (para. 6);  
ST/IC/1995/33

Language-typing and word-processing  
units: Salary differential -  
ST/AI/259/Rev.10 and Amend.6

Long-service step in salary scales -  
General Service - ST/IC/87/46;  
ST/IC/1993/52 and Corr.1 and Add.1  
(Security Service); ST/IC/1995/33  
(General Service, Public Information  
Assistants and Language Teachers);  
ST/IC/1995/51 (Trades and Crafts)

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.23 and  
Corr.1 (English only) and Amend.1;  
ST/IC/1994/47; ST/IC/1995/7

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.6

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.23 and Corr.1  
(English only) 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.8

--Technical assistance project  
personnel (series 200) - ST/SGB/  
Staff Rules/2/Rev.8



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/Add.2; ST/AI/406 and  
Add.1; ST/IC/1994/52  
--Central Examination Board -  
ST/AI/396/Add.2  
--Format and procedures -  
ST/IC/1994/52  
--Specialized Board of Examiners -  
ST/AI/406

Competitive examinations:  
--1995: Accounting clerks -  
ST/IC/1995/15  
--1995: Arabic editors -  
ST/IC/1995/23 and Amend.1  
--1995: Arabic verbatim reporters -  
ST/IC/1995/43  
--1995: Chinese proofreaders -  
ST/IC/1995/9  
--1995: English editors -  
ST/IC/1995/22  
--1995: English translators/précis  
writers - ST/IC/1994/50  
--1995: English verbatim reporters -  
ST/IC/1994/59  
--1995: French translators/précis-  
writers - ST/IC/1994/54  
--1995: Language Coordinator  
(English) - ST/IC/1994/48  
--1995: Russian proofreaders -  
ST/IC/1995/10

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

Language proficiency:  
--Conditions for promotion and  
accelerated increment based on  
knowledge of second language  
(Professional and above) - ST/AI/207  
--Examinations - ST/IC/1995/21

Linguistic standards - Secretariat -  
ST/AI/113; ST/AI/207

Mission readiness workshops -  
ST/IC/1995/8

National competitive examinations -  
ST/SGB/210

Placement and promotion -  
ST/SGB/267; ST/AI/390 and Corr.1;  
ST/AI/382; ST/IC/1993/66 and  
Corr.2 and Add.1; ST/IC/1994/49;  
ST/IC/1995/70  
--Access to vacancy announcements  
through the Secretariat electronic  
mail (cc:Mail) - ST/IC/1994/49;  
ST/IC/1995/70  
--Placement and promotion list for  
staff in the General Service and  
related categories - ST/IC/1995/13;  
ST/IC/1995/18; ST/IC/1995/20;  
ST/IC/1995/29; ST/IC/1995/36;  
ST/IC/1995/47; ST/IC/1995/50;  
ST/IC/1995/64; ST/IC/1995/69  
--Placement and promotion list for  
staff in the Professional category  
and above - ST/IC/1995/12;  
ST/IC/1995/17; ST/IC/1995/19;  
ST/IC/1995/28; ST/IC/1995/39;  
ST/IC/1995/46; ST/IC/1995/49;  
ST/IC/1995/63; ST/IC/1995/68

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

Sabbatical Leave Programme for the years 1995 and 1996: United Nations - ST/IC/1995/25

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

Studies programme: External - ST/AI/281/Rev.1

Word-processing operations:  
--Computer training - ST/IC/1992/50  
--Guidelines for work with visual display units - ST/IC/84/18 and Amend.1  
--Sharing of WordPerfect documents - ST/IC/1995/40  
--Standard for word-processing software for microcomputers - ST/AI/361  
--Tests - ST/AI/334

#### 16. United States taxes

Changes in United States tax legislation concerning individuals in the United States who are not United States nationals - ST/IC/84/74; ST/IC/1991/39

Investment income from United States sources: staff members who are not United States nationals - ST/IC/84/10; ST/IC/84/74

Payment of income taxes - ST/IC/84/80; ST/IC/87/64; ST/IC/1994/2; ST/IC/1995/3 and Add.1

Significant changes in United States estate tax and their possible effect on non-United States citizen staff members - ST/IC/1991/39

#### 17. Visas

Employment of family members on G-4 visa - ST/AI/294; ST/IC/78/53; ST/IC/89/13; ST/IC/89/25

Household employees: procedure for obtaining G-5 visa - ST/AI/294

Information on staff members requested by the United States Mission - ST/IC/87/27 (English only) and Add.1 (English only)

Procedure for obtaining G-4 and G-5 visas - ST/AI/294

United States Immigration and Nationality Technical Corrections Act of 1994 - ST/IC/1995/42

United States Immigration Reform and Control Act of 1986 - ST/IC/87/16 and Corr.1; ST/IC/89/7

United States Immigration Technical Corrections Act of 1988 - ST/IC/89/7

Visa Committee: composition and functions - ST/SGB/Organization, annex I

Visa status of non-United States staff - ST/AI/294

## XII. PROPERTY AND SUPPLIES

### 1. Property control

Acquisition, replacement and maintenance of office automation equipment - ST/AI/339  
--Office automation standardization: Policies and procedures - ST/AI/347  
--Secure telecommunications equipment - ST/SGB/269  
--Service calls for office equipment - ST/IC/1991/57

Acquisition, use and support of microcomputers in the United Nations - ST/AI/355  
--Computer training - ST/IC/1992/50  
--Desktop publishing hardware and software: Standards - ST/AI/359; ST/AI/189/Add.26  
--Electronic mail - access to vacancy announcements - ST/IC/1994/49; ST/IC/1995/70  
--Electronic mail - automatic message deletion - ST/IC/1994/28  
--Electronic mail policies and standards - ST/AI/386  
--Electronic publishing: Guidelines - ST/AI/189/Add.26  
--INTERNET project - ST/IC/1995/27  
--Microcomputer viruses: prevention - ST/IC/1990/8; ST/IC/1992/14  
--Operating system software to be used on personal computer local area networks - ST/IC/1991/18  
--Service calls for office equipment - ST/IC/1991/57  
--Sharing of WordPerfect documents - ST/IC/1995/41  
--Software products for microcomputers - ST/IC/1991/4  
--Windows 95 software - ST/IC/1995/54  
--Word-processing software for microcomputers: Standard - ST/AI/361

Control of United Nations property covered by personal property receipts - ST/AI/97/Rev.2

Desktop publishing hardware and software: Standards - ST/AI/359  
--Guidelines for electronic publishing - ST/AI/189/Add.26

Document copying and duplicating facilities - ST/ADM/SER.A/1214

Economy in the use of stationery and office supplies - ST/ADM/SER.A/1814; ST/IC/88/18; ST/IC/1992/76

Electronic mail:  
--Access to vacancy announcements - ST/IC/1994/49; ST/IC/1995/70  
--Automatic message deletion - ST/IC/1994/28  
--Policies and standards - ST/AI/386

Excess property - ST/AI/322

INTERNET project - ST/IC/1995/27

Material and package removal passes - ST/AI/193/Rev.1

Microcomputer viruses: prevention - ST/IC/1990/8; ST/IC/1992/14

Office automation standardization: Policies and procedures - ST/AI/347  
--Desktop publishing hardware and software: Standards - ST/AI/359  
--Electronic mail - access to vacancy announcements - ST/IC/1994/49; ST/IC/1995/70  
--Electronic mail - automatic message deletion - ST/IC/1994/28  
--Electronic mail policies and standards - ST/AI/386  
--INTERNET project - ST/IC/1995/27  
--Secure telecommunications equipment - ST/SGB/269

--Sharing of WordPerfect documents - ST/IC/1995/41

--Word-processing software for microcomputers: Standard - ST/AI/361

Official cars: Policy on provision and use - ST/AI/337

Operating system software to be used on personal computer local area networks - ST/IC/1991/18

Property:

--Control of United Nations property covered by personal property receipts - ST/AI/97/Rev.2

--Excess property - ST/AI/322

--Property management - ST/IC/1993/21

--Property records and inventory control under revised definition of non-expendable property - ST/AI/374

--Property Survey Board:

Headquarters - ST/SGB/Organization, annex I; ST/AI/202

--Securing United Nations property - ST/IC/81/38; ST/AI/341; ST/SGB/272

Property management - ST/IC/1993/21

Property records and inventory control under revised definition of non-expendable property - ST/AI/374

Property Survey Board:

Headquarters - ST/SGB/Organization, annex I; ST/AI/202

Requisition for equipment, supplies or services - Form PT.72 - ST/AI/329

Safeguarding of United Nations keys - ST/IC/84/33

Secure telecommunications equipment - ST/SGB/269

Securing United Nations property - ST/IC/81/38; ST/AI/341; ST/SGB/272

Security of information - ST/SGB/272

Service calls for office equipment - ST/IC/1991/57

Sharing of WordPerfect documents - ST/IC/1995/41

Software products for microcomputers - ST/IC/1991/4

Technological Innovations Board - ST/SGB/245; see also: ST/AI/339; ST/AI/345; ST/AI/347; ST/AI/355; ST/AI/359; ST/AI/361; ST/AI/386; ST/IC/1990/8; ST/IC/1991/4; ST/IC/1991/18; ST/IC/1991/57; ST/IC/1992/14; ST/IC/1992/50; ST/IC/1994/23; ST/IC/1995/41; ST/IC/1995/54

Technological Innovations Committees - ST/AI/345; see also ST/AI/339; ST/AI/347; ST/AI/355; ST/AI/359; ST/AI/361; ST/AI/386; ST/IC/1991/4; ST/IC/1991/18; ST/IC/1992/50; ST/IC/1995/41; ST/IC/1995/54; ST/SGB/245

Windows 95 software - ST/IC/1995/54

Word-processing software for microcomputers: Standard - ST/AI/361; ST/IC/1995/41

## 2. General

Authority for mailing official United Nations publications, supplies and equipment - ST/AI/82; ST/AI/189/Add.10

Committee on Contracts: composition and functions - ST/SGB/Organization, annex I

Energy conservation - ST/AI/323; ST/IC/89/34

### XIII. PROTOCOL

Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs - ST/AI/118/Rev.1

United Nations Flag Code and Regulations - ST/SGB/132

### XIV. TRAVEL AND TRANSPORTATION

#### 1. Automobiles, baggage and customs

Accompanied excess baggage:  
Reimbursement of cost - ST/AI/229 and Add.1-2

Automobiles: Transportation of privately owned automobiles - ST/AI/176/Rev.3 and Amend.1-2; ST/AI/224/Rev.1 and Amend.25

Diplomatic vehicles: Procedures for obtaining the release of - ST/IC/1995/1

Duty-free and tax-free entry of baggage and effects into the United States - ST/AI/254 and Amend.1-2

Procedures for obtaining the release of diplomatic vehicles - ST/IC/1995/1

Reimbursement for travel by private motor vehicle - ST/AI/224/Rev.1 and Amend.25

Shipping and insurance procedures for shipment of personal effects and household goods - ST/AI/238/Rev.1; ST/AI/383; ST/IC/1991/12

Split shipments of personal effects and household goods - ST/AI/383

Transportation of privately-owned automobiles - ST/AI/176/Rev.3 and Amend.1-2; ST/AI/224/Rev.1 and Amend.25

Travel and shipping restrictions - ST/IC/1991/12

Unaccompanied shipments and insurance coverage for personal effects and household goods - ST/AI/264/Rev.1 and Corr.1 and Amend.1 and Amend.1/Corr.1 (French only) and Amend.2; ST/AI/383

Vehicles: Procedures for obtaining the release of diplomatic - ST/IC/1995/1

#### 2. Expenses

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 Amend.11 and 12

Computation of travel subsistence allowance - ST/AI/196 and Amend.1

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, Amend.3 and Amend.3/Add.1 and Amend.4 and Amend.4/Corr.1-2

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 Amend.11 and 12  
--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

System of daily subsistence allowance - ST/AI/137 and Amend.5 and Add.1/Rev.1

Terminal expenses - ST/AI/206/Rev.3 and Amend.2

Travel advances - ST/AI/381;  
ST/IC/84/65

Travel expenses and subsistence allowances:

--Members of organs or subsidiary organs of the United Nations - ST/SGB/107/Rev.6  
--United Nations conferences - ST/AI/133

3. General

Airline mileage credit -  
ST/IC/85/18; ST/IC/88/6

Control of travel on official business - ST/SGB/207/Rev.1;  
ST/AI/319

Education grant travel -  
ST/AI/249/Rev.3 and Amend.3

Family visit travel -

ST/AI/215/Rev.1; 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, Amend.3 and Amend.3/Add.1 and Amend.4 and Amend.4/Corr.1-2

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

Host country travel regulations -

ST/IC/85/48; ST/IC/85/74 and Corr.1;  
ST/IC/85/76; ST/IC/86/4;  
ST/IC/87/42; ST/IC/88/57;  
ST/IC/89/10; ST/IC/1990/14;  
ST/IC/1990/16; ST/IC/1990/34;  
ST/IC/1990/67; ST/IC/1990/74;  
ST/IC/1991/3; ST/IC/1991/48;  
ST/IC/1991/67; ST/IC/1992/2;  
ST/IC/1992/33; ST/IC/1992/51;  
ST/IC/1992/58; ST/IC/1993/7;  
ST/IC/1994/5

Information for United Nations travellers - ST/AI/257; ST/AI/381;  
ST/IC/1991/12

Limits on travel to certain areas of Zaire - ST/IC/1995/30

Mode and standards of travel -  
ST/AI/249/Rev.3 and Amend.3

Official travel:

--Arrangements for approval -  
ST/AI/319  
--Procedures - ST/SGB/207/Rev.1;  
ST/AI/319  
--Travel and shipping restrictions -  
ST/IC/1991/12

Official travel agency at Headquarters - ST/IC/1993/45

Official United Nations travel to and representation at conferences and meetings - ST/SGB/207/Rev.1; ST/AI/133; ST/AI/319

Option of a lump-sum payment for travel by air in lieu of provision by the Organization of travel tickets and related entitlements on home leave, education grant and family visit travel - ST/IC/1990/13 and Amend.4

Standard of accommodation:

--Airline mileage credit -  
ST/IC/85/18; ST/IC/88/6  
--Travel time and rest stopovers -  
ST/AI/249/Rev.3 and Amend.3

Transportation strike -  
ST/IC/1995/45

Travel advance payments -  
ST/IC/84/65; ST/AI/381

Travel and shipping restrictions -  
ST/IC/1991/12

Travel time and rest stopovers -  
ST/AI/249/Rev.3 and Amend.3

Vehicles: Procedures for obtaining the release of diplomatic -  
ST/IC/1995/1

Visas (see section XI.17 above)

INDEX

	<u>Page</u>
Abandonment of post	27
Absence: Unauthorized	27
Accelerated increment: Conditions for promotion and	25
Acceptance of gifts	28
Acceptance of payments from Governments to supplement United Nations emoluments	7, 28
Acceptance of remuneration from sources external to the Organization	7, 28
Access to garage	2
Access to League of Nations archives	4
Access to the Secretariat building	1
Access to vacancy announcements through the Secretariat electronic mail (cc: Mail)	24
Accident prevention: Instructions with respect to reporting of work injuries, safety measures and	3
Accommodation: Standard of	41
Accompanied excess baggage	39
Accreditation office	2
Acquisition, replacement and maintenance of office automation equipment	10, 37
Acquisition, use and support of microcomputers	10, 37
Addresses and telephone numbers: Home	28, 30
Addresses and telephone numbers for claims and benefit inquiries (medical insurance carrier)	32
Administration and Management - Department of	15
Administration of internal appeals and disciplinary systems - transfer of responsibilities, and reform programme	23
Administration of the Staff Regulations and Staff Rules	28, 34
*Administration/staff relations	21
Administrative instructions and information circulars: Secretary-General's bulletins,	11
Administrative issuances	7, 10, 21, 30
Administrative Management Service (now Management Advisory Service)	15
Administrative Review Unit	23
Advisory Board on Compensation Claims	3, 18

---

\* Indicates heading.



	<u>Page</u>
Advisory Panel on Management and Finance	18
African Institute for Economic Development and Planning	7, 14, 20
After-school recreation and study programme for United Nations children	30
After-service health insurance	32
Air quality inspection of the Headquarters buildings	1
Airline mileage credit	40
Airmail envelopes: Use of	5
Alcohol/substance abuse: Employee assistance in cases of	30, 32
*Allowances, entitlements and grants	22-23
Annual leave from designated duty stations - travel expenses	27
*Appeals	23-24
Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories	24
Appointment and Promotion Board	18, 25
Appointment and Promotion Committee	18, 25
Appointment and promotion committees at designated offices away from Headquarters	25
Appointment and Promotion Panel	18, 25
Appointment of senior officials	13, 25
*Appointments, placement and promotion	24-27
Approving officers: Certifying and	7
*Archives and records: Communications,	4-5
Arrangements for admission to the premises at United Nations Headquarters during the fiftieth session of the General Assembly	1, 30
Arrest or detention of staff members, other agents of the United Nations and members of their families: Reporting - see International civil service - security, safety and independence	
Asian Institute for Economic Development and Planning	7, 14, 20
Assignment grant	22
Assignment of staff to a duty station other than their official duty station for periods of less than one year	39
Assignment to and return from mission detail - policy governing	12, 25, 28
*Attendance, leave and working hours	27
*Authority: Delegation of	28
Authority for mailing official United Nations publications, supplies and equipment	38
Authority of United Nations security officers	3
*Automobiles, baggage and customs	39

	<u>Page</u>
*Baggage and customs: Automobiles,	39
Beneficiary: Designation, change or revocation of	4, 30
Board: Central Examination	18
Board of Auditors	7
Board of Examiners: Specialized	19
Boards - see Organizational structure	
Bookshop - United Nations	2, 9, 30
*Buildings, premises and security	1-3
Cables	4
Card access control system at Headquarters	1, 2, 3
*Career development and examinations: Training,	35-36
Career Development Committee	18
Cars: Official	38
Catering arrangements	1, 9
Central Emergency Revolving Fund: Establishment and operation	9
Central Evaluation Unit	15
Central Examination Board	18
Central Monitoring Unit	15
Centre for Human Rights	15
Centre for Human Settlements	15
Centre on Transnational Corporations - United Nations (responsibilities now incorporated in the secretariat of the United Nations Conference on Trade and Development)	15
Certifying and approving officers	7
Changes in the top echelon	13, 25
Charter of the United Nations:	
Public Lobby exhibit of the original	1
San Francisco Charter ceremony	1
Cheque signatories and finance officers designated as approving officers	7
*Claims	3-4
Claims Board	3, 18
Classification Appeals and Review Committee	18, 23, 29
Closure of Headquarters buildings to the public - official holidays and	1
Committee on Contracts	1, 18, 38
Committee on the Employment of Women in the Secretariat	18, 25
Communication skills training: Language and	35
*Communications, archives and records	4-5
Compensation and related rules - application to staff	4

	<u>Page</u>
Compensation for loss of or damage to personal effects	4
Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations	4
Competitive examinations	25, 35
Computer training	10, 35
Computer virus alert	10
Conduct of staff members	28
Conference and Support Services - Office of	15
Conference on Trade and Development - secretariat of the United Nations	15
Conference Services - Office of (responsibilities now incorporated in the Office of Conference and Support Services)	15
*Conferences	5
Confidential files - abolition	28
Confidential material: Valuables and	3, 12
Confidentiality of mailing lists and registers	4, 10
Conservation: Energy	1, 38
Construction project: North garden	1
Consultants and participants in advisory meetings	25
Consultative Committee on Administrative Questions	14
Contractors - institutional or corporate	25
Contracts: Committee on	1, 18, 38
Contributions from non-member States	7
Control of travel on official business	40
Control of United Nations property covered by personal property receipts	37
Copying: Document	10, 37
Copyright in United Nations publications	6
*Correspondence and mailing: Communications,	4-5
Currency of payment of salaries and allowances	8, 30, 33
*Customs: Automobiles, baggage and	39
Dag Hammarskjöld Library	12, 15
Dag Hammarskjöld Library building - use of	2, 12
Death and disability coverage for members of the Joint Inspection Unit	4
Delegates Dining Room: Credit policy	8, 9
Delegates Lounge: Temporary closure of the North	1
Delegation of authority under the Financial Rules	9, 28
Delegation of financial authority to the International Trade Centre	9

	<u>Page</u>
Delivery and picking up of personal packages	3, 4
Department for Development Support and Management Services	15
Department for Disarmament Affairs (responsibilities now incorporated in the Department of Political Affairs)	15
Department for Economic and Social Information and Policy Analysis	15
Department for Policy Coordination and Sustainable Development	17
Department for Special Political Questions, Regional Cooperation, Decolonization and Trusteeship and the Office of the United Nations Commissioner for Namibia (responsibilities now incorporated in the Department of Political Affairs)	17
Department of Administration and Management	15
Department of Conference Services (now Office of Conference and Support Services)	15
Department of Economic and Social Development (responsibilities now incorporated in the Department for Development Support and Management Services, the Department for Economic and Social Information and Policy Analysis, and the Department for Policy Coordination and Sustainable Development)	15
Department of Humanitarian Affairs	16
Department of International Economic and Social Affairs (responsibilities now incorporated in the Department for Economic and Social Information and Policy Analysis and the Department for Policy Coordination and Sustainable Development)	16
Department of Peace-keeping Operations	16
Department of Political Affairs	17
Department of Political and Security Council Affairs (responsibilities now incorporated in the Department of Political Affairs)	17
Department of Public Information	17
Department of Technical Cooperation for Development (responsibilities now incorporated in the Department for Development Support and Management Services)	17
Dependency allowances	22
Dependency status	22
Deposit of salary: Direct	8, 30, 34
Depository libraries	6
Designation, change or revocation of beneficiary	4, 30
Designation of staff members performing significant functions in financial management, personnel management and general services administration	8, 28
Desktop publishing hardware and software - standards	5, 10, 37
Development Support and Management Services - Department for	15

	<u>Page</u>
Diplomatic plates: Unauthorized use	28, 31
Diplomatic pouch	5
Diplomatic vehicles - Procedures for obtaining the release of	39
Disarmament Affairs - Department for (responsibilities now incorporated in the Department of Political Affairs)	15
Disaster Relief Coordinator - Office of the United Nations (responsibilities now incorporated in the Department of Humanitarian Affairs - see also Emergency Relief Coordinator)	15
Disciplinary and appeals cases	24
Disciplinary measures and procedures: Revised	24
Distribution of documents, meetings records, official records and publications	5
Division for Palestinian Rights (Political and General Assembly Affairs - now Political Affairs)	17
Documentation for meetings	5
*Documents and publications	5-7
Documents services: Requests for	6
Drug Control Programme: United Nations International	17, 20
*Duties and obligations	28
Duty-free and tax-free entry of baggage and effects into the United States	39
Early separation programme	22, 33
Economic and Social Commission for Asia and the Pacific - secretariat of the	15
Economic and Social Commission for Western Asia - secretariat of the	15
Economic and Social Development - Department of (responsibilities now incorporated in the Department for Development Support and Management Services, the Department for Economic and Social Information and Policy Analysis, and the Department for Policy Coordination and Sustainable Development)	15
Economic and Social Information and Policy Analysis - Department for	15
Economic Commission for Africa - secretariat of the	16
Economic Commission for Europe - secretariat of the	16
Economic Commission for Latin America and the Caribbean - secretariat of the	16
Economy in the use of stationery and office supplies	37
Education grant and special education grant for disabled children	22

	<u>Page</u>
Education grant travel	40
Electronic Data-Processing and Information Systems Service	16
Electronic mail	4, 10, 37
Electronic publishing	6, 10
Elevators	1
Emblem: Use of United Nations	7
Emergency Relief Coordinator - see Humanitarian Affairs	
Employee assistance in cases of alcohol/substance abuse	30, 32
Employment: Part-time	26
*Employment beyond retirement: Pensions, post-retirement services and	33
Employment of family members in the General Service category: Consideration of	25
Employment of family members on G-4 visa	36
Employment of spouses	25
Employment of Women in the Secretariat: Committee on	18, 25
Energy conservation	1, 38
*Entitlements and grants: Allowances,	22-23
Environment Programme - secretariat of the United Nations	16
Environmental conditions - see Secretariat buildings	
Equality of men and women in the Secretariat	25, 28
Equipment: Acquisition, replacement and maintenance of office automation	10, 37
Equipment, supplies or services: Requisition for	11, 38
Escalators	1
Establishment and maintenance of branch libraries and reference centres	12
Establishment and management of trust funds	9
Establishment and operation of the Central Emergency Revolving Fund	9
Estate tax: Significant changes in United States (and their possible effect on non-United States citizen staff members)	36
*Examinations: Training, career development and	35-36
Excess property	1, 37
Exchange of United Nations documents and publications	6
Executive Office of the Secretary-General	16
Exhibit of the original Charter of the United Nations: Public Lobby	1
Exhibits Committee - guidelines	10, 18
Expenses: Terminal (and travel)	40
External studies programme	35

	<u>Page</u>
Family visit travel	40
Facsimile communications services to United Nations offices, specialized agencies and peace-keeping missions: Telephone and	5
Field Service category:	13
Mission subsistence allowance	13, 26
Movement to Professional category	34
Salary scales and payments	23, 34
Separation payments	23, 34
Files: Official status - consolidation of personnel records into	31
Filing of adverse material in personnel records	30
*Finance	7-10
Financial and other obligations of staff members (see also Duties and obligations)	8, 28
*Financial arrangements	7
Financial Regulations and Rules	9
Financial Services - Office of (responsibilities now incorporated in the Office for Programme Planning, Budget and Accounts)	16
Financial situation of the Organization	8, 13
Fireworks display	1, 30
Flag Code and Regulations: United Nations	39
Forms management programme	10
	2, 9
*Garage	2, 19
Garage Review Board	2, 19
General Assembly: Arrangements for admission to the premises at United Nations Headquarters during the fiftieth session of the	1, 30
General Assembly: Conduct of staff members in relation to	28
*General office procedures	10-12
General Service: Classification Appeals and Review Committees	18, 23, 29
General Services - Office of (responsibilities now incorporated in the Office of Conference and Support Services)	16
General trust funds	10
Gifts: Acceptance of	28
Gifts and historical items - preservation of	4
Grievance panels	24
Grounds passes	2
Group life insurance	32

	<u>Page</u>
Group of High-level Intergovernmental Experts to Review the Efficiency of the Administrative and Financial Functioning of the United Nations	13
Hardship allowance: Mobility and Headquarters postal address	22 4
Health and Life Insurance Committee	19, 32
Home addresses and telephone numbers	28, 30
Home leave - change of place of home leave and change of country of home leave	22, 27, 40
Hospitality: Official	8, 22, 31
Host country travel regulations	40
Household employees - procedure for obtaining G-5 visa	36
Human Resources Management - Office of (formerly Office of Personnel Services)	16
Human Rights: Centre for	15
Human Settlements: Centre for	15
Humanitarian Affairs - Department of	16
Identification cards: Personal	2, 33
Immigration Reform and Control Act of 1986 and United States Immigration Technical Corrections Act of 1988: United States	36
Improvement of programme delivery - proposals for - see Reporting of inappropriate use of United Nations resources	
Income taxes: Payment of	36
Information circulars: Secretary-General's bulletins, administrative instructions and	11
Information for United Nations travellers	40
Information on staff members requested by the United States Mission	36
Information Systems Coordination Committee - see Inter-organization Board for Information Systems and Related Activities	
*Institutes	7, 14, 20
*Insurance: Medical and other	32-33
Integrated Management Information System (IMIS)	8, 11, 19, 30
*Inter-agency boards and committees	14
Inter-organization Board for Information Systems and Related Activities (now Information Systems Coordination Committee)	14
Internal Audit Division	16



	<u>Page</u>
Internal Oversight Services - Office of	16
International civil service - security, safety and independence	21, 31
International Civil Service Commission	14
International Computing Centre	14
International Economic and Social Affairs - Department of (responsibilities now incorporated in the Department of Economic and Social Information and Policy Analysis and the Department for Policy Coordination and Sustainable Development)	16
International instruments (conventions, agreements, treaties, etc.) - Secretariat procedures with regard to	11
International Research and Training Institute for the Advancement of Women	14, 20
International Standard Book Number (ISBN) and International Standard Serial Number (ISSN) for United Nations publications: Use of the	7
International Trade Centre	7
INTERNET project	11, 37
Inventory control: Property records and	38
Issuances: Administrative	7, 10, 21, 30
*Job classification systems	29-30
Joint Advisory Committee	19, 21
Joint Appeals Board	19, 21, 24
Joint Catering Advisory Committee	19, 21
Joint Disciplinary Committee	19, 21, 24
Joint Inspection Unit: Death and disability coverage for members of the	4
Joint Inspection Unit - functions	15
Joint Staff Pension Board - United Nations	15, 33
Joint Staff Pension Fund: Participation of mission staff in the United Nations	13, 33
Joint Staff Pension Fund, United Nations: Tax equalization	33
Keys: Safeguarding of	1, 3, 11, 38
Laissez-passer	31
Language allowance for staff in the Trades and Crafts category at Headquarters	22
Language and communication skills training	35

	<u>Page</u>
Language proficiency	35
Language teachers	26, 34
Language-typing and word-processing units - salary differential	8, 34
Latin American Institute for Economic and Social Planning	7, 14, 20
League of Nations archives: Access to	4
Leave: Home	22, 27, 40
Leave: Studies programme, External	27
*Leave and working hours: Attendance,	27
Leave programme for the years 1995 and 1996: Sabbatical	27, 36
Legal Affairs - Office of	16
Libraries: Depository	6
*Library	12, 15
Life insurance: Group	32
Linguistic standards - Secretariat	35
Lost and found property: Security of valuable articles	3
Losses of cash	8
Lump-sum payment for travel by air in lieu of provision by the Organization of travel tickets and related entitlements on home leave, education grant and family visit travel: Option of	41
Mail Operations Section (General Services - former Office of)	16
*Mailing: Communications, correspondence and	4-5
Mailing lists and registers: Confidentiality of	4, 10
Mailing of official United Nations documentation	6
Mailing official United Nations publications, supplies and equipment: Authority for	38
Management Advisory Service - see Administrative Management Service	
Management and Finance: Advisory Panel on	18
Management improvement programme	11
Manpower utilization surveys - implementation and follow-up of recommendations	13
Manual of the Secretariat: Organization	14
Material and package removal passes	2, 3, 37
Maternity leave	27
Medal for award to military personnel - regulations	12
Medal Programme - United Nations	9
*Medical and other insurance	32-33

	<u>Page</u>
Medical examinations for family members:	
Reimbursement of costs of basic	22, 32
Meditation Room located in the visitors' lobby of the General Assembly building	1
Messenger unit zoning system	4
Microcomputers in the United Nations: Acquisition, use and support of - guidelines for	10, 37
Microcomputer viruses - prevention	3, 11, 37
Mid-month salary advances - adjustment	8
Mission readiness workshops	12, 35
Mission subsistence allowance (see also Allowances, entitlements and grants)	13
*Missions	12-13
Mobility and hardship allowance	22
Mode and standards of travel	40
Monetary limitation applicable to the remuneration of all retired staff members in case of re-employment	33
Motorcycle and bicycle parking	2
Movement of staff from the Field Service category to the Professional category	13, 26
Namibia - see Department for Special Political Questions, Regional Cooperation, Decolonization and Trusteeship and the Office of the United Nations Commissioner for (responsibilities now incorporated in the Department of Political Affairs)	
National competitive examinations	35
National holidays	27
Newsletters	6
Newspapers - circulation	12
Night differential	27, 34
Nomenclature: Organizational	14
Non-governmental organizations and the United Nations Secretariat: Policies and procedures governing the relationship between	14
Non-reimbursable loans of personnel services from sources external to the United Nations common system	8
Non-resident's allowance	22
*Obligations: Duties and	28-29
Office at Geneva - United Nations	16
Office at Vienna - United Nations	16
Office automation equipment: Acquisition, replacement and maintenance of	10, 37

	<u>Page</u>
Office automation standardization - policies and procedures	11, 37
Office for Political and General Assembly Affairs and Secretariat Services (responsibilities now incorporated in the Department of Political Affairs)	17
Office for Programme Planning, Budget and Accounts	17
Office for Research and the Collection of Information (responsibilities now incorporated in the Department of Political Affairs)	17
Office of Conference and Support Services (formerly Office of Conference Services and Office of General Services)	15
Office of Financial Services (responsibilities now incorporated in the Office for Programme Planning, Budget and Accounts)	16
Office of General Services (responsibilities now incorporated in the Office of Conference and Support Services)	16
Office of Human Resources Management (formerly Office of Personnel Services)	16
Office of Internal Oversight Services	16
Office of Legal Affairs	16
Office of Personnel Services (now Office of Human Resources Management)	17
Office of Secretariat Services for Economic and Social Matters (responsibilities now incorporated in the Department of Political Affairs)	17
Office of the Under-Secretary-General for Political and General Assembly Affairs (responsibilities now incorporated in the Department of Political Affairs)	17
Office of the United Nations Disaster Relief Coordinator (responsibilities now incorporated in the Department of Humanitarian Affairs - see also Emergency Relief Coordinator)	15
Office of the United Nations High Commissioner for Refugees	16
*Office procedures: General	10-12
Office supplies: Economy in the use of stationery and Official cars	37
Official cars	38
Official holidays	27
Official hospitality	8, 22, 31
Official status files - consolidation of personnel records into	31
Official travel	8, 40
Official United Nations travel to and representation at conferences and meetings	5, 41

	<u>Page</u>
Operating system software to be used on personal computer local area networks	38
Organization manual of the Secretariat	14
Organizational nomenclature	14
*Organizational structure	13-20
Outposting of staff from the established location of a department to another location	26
Outside activities of members of the Secretariat	28
Oversight Services - Office of Internal	16
Overtime compensation at Headquarters	8, 27, 34
Package removal passes: Material and	2, 3, 37
Panels of Counsel	19, 21
Panels on Discrimination and Other Grievances	19, 21, 24
Parking rates	2
Part-time employment	26
Pass and Identification Unit office location	2
*Passes	2-3
Payment of income taxes	36
Payroll deduction for personal cheques returned by banks	8, 31
Peace-keeping Operations - Department of	16
Peace-keeping Operations: Senior Planning and Monitoring Group	13, 19
Pension Board, United Nations: Joint Staff	15, 33
Pension Fund: Participation of mission staff in the United Nations Joint Staff	13, 33
*Pensions, post-retirement services and employment beyond retirement	33
Performance appraisal system: New	26, 31
Personal computer local area networks: Operating system software	38
Personal identification cards	2, 33
Personal insurance assistance programme	32
*Personnel	21-36
Personnel action notification form prior to the implementation of IMIS release II at Headquarters: Introduction of a revised interim	8, 11, 31
Personnel directives	11, 21, 31
Personnel payroll clearance action	8, 11, 31
Personnel records cards - maintenance	11, 31
Personnel Services - Office of (now Office of Human Resources Management)	17

	<u>Page</u>
Placement and promotion	26, 35
Policies for obtaining the services of individuals on behalf of the Organization	26
Policy Coordination and Sustainable Development - Department for	17
Political Affairs - Department of	17
Political and General Assembly Affairs - Office of the Under-Secretary-General for (responsibilities now incorporated in the Department of Political Affairs)	17
Political and Security Council Affairs - Department of (responsibilities now incorporated in the Department of Political Affairs)	17
Political Questions, Regional Cooperation, Decolonization and Trusteeship and the Office of the United Nations Commissioner for Namibia - Department for Special (responsibilities now incorporated in the Department of Political Affairs)	17
*Post adjustment	33
Post adjustment multiplier for New York	33
Postal address: Headquarters	4
*Post-retirement services and employment beyond retirement: Pensions,	33
*Pouch	5
*Premises and security: Buildings, Procedures of the Senior Review Group for the filling of posts at the Director (D-2) and higher levels - see Senior Review Group	1-3
Programme delivery - proposals for improvement of - see Reporting of inappropriate use of United Nations resources	
Programme Planning, Budget and Accounts - Office for Programme support accounts	17 10
*Promotion: Appointments, placement and Promotion lists - see Placement and promotion Promotion policy and review - see Placement and promotion	24-27
Property: Excess	1, 37
*Property and supplies	37-38
Property Survey Board	19, 38
*Protocol	39
Public Information - Department of	17
Public Lobby exhibit of the original Charter of the United Nations	1
*Publications: Documents and Publications Board	5-7
Publishing: Electronic	5, 19 6, 10

	<u>Page</u>
*Records: Archives and	4
Records management: Archives and (General Services - former Office of)	16
Recourse procedures	24
Rectification of date of birth or of other personal data - request for	28, 31
Recycling programme in the Secretariat building: Office paper	11
Reference centres: Establishment and maintenance of branch libraries and	12
References and acknowledgements (in United Nations publications and documents)	6
Regional Commissions Liaison Office	17
Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	39
Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	3, 27
*Regulations and rules (Financial)	9
*Regulations and rules (Staff)	34
*Regulations for the control and limitation of documentation	6-7
Reimbursement for work permit fees	22
Reimbursement of costs of basic medical examinations for family members	22, 32
Release of staff members in bad weather and other conditions	27
Relief and Works Agency for Palestine Refugees in the Near East - United Nations	17
Relief Committees - United Nations: Staff (see also Solicitation of voluntary contributions within the Secretariat)	31
Remuneration from sources external to the Organization: Acceptance of	7, 28
Rental subsidies and deductions	22
Repatriation grant	22
Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery	8, 11, 24, 29, 31
Representation by counsel in disciplinary and appeals cases	24
Requisition for equipment, supplies or services	11, 38
Research and the Collection of Information: Office for (responsibilities now incorporated in the Department of Political Affairs)	17

	<u>Page</u>
Restructuring of Secretariat departments and offices	14
Retention in service and employment beyond the age of retirement	33
Retirement: Early - see Early separation programme	
*Revenue-producing activities	9
Revised disciplinary measures and procedures	24
*Rules: Staff regulations and	34
Rules governing compensation in the event of death, injury or illness	32
Sabbatical Leave Programme for the years 1995 and 1996 - United Nations	27, 36
Safeguarding of United Nations keys	1, 3, 11, 38
*Safety	3
Safety measures and accident prevention - instructions with respect to reporting of work injuries	3, 31
Sahelian Office: Transfer to UNDP	17
Salaries and allowances - currency of payment	22
Salary: Direct deposit	8, 30
Salary advances: Mid-month	8
Salary differential for General Service staff in the language-typing and word-processing units	8, 34
Salary policy in promotions	26
*Salary scales and payments	33-34
Sale of copies of United Nations recordings - procedure	4
Scheduling of meetings and provision of conference services	5
Scheme of social security for the staff	22, 33
*Secretariat: Organizational structure	13-20
*Secretariat boards and committees	18-20
Secretariat buildings	1
*Secretariat departments and units	15-17
Secretariat of the Economic and Social Commission for Asia and the Pacific	15
Secretariat of the Economic and Social Commission for Western Asia	15
Secretariat of the Economic Commission for Africa	16
Secretariat of the Economic Commission for Europe	16
Secretariat of the Economic Commission for Latin America and the Caribbean	16
Secretariat of the United Nations Conference on Trade and Development	15
Secretariat of the United Nations Environment Programme	16



	<u>Page</u>
Secretariat of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	17
Secretariat of the World Food Council	17
Secretariat procedures with regard to international instruments (conventions, agreements, treaties, etc.)	11
Secretariat Services for Economic and Social Matters - Office of (responsibilities now incorporated in the Department of Political Affairs)	17
Secretary of the Joint Disciplinary Committee	24
Secretary-General: Executive Office of the Secretary-General's bulletins, administrative instructions and information circulars	16
Secretary-General's records and archives - see United Nations archives and records management	11
Secure telecommunications equipment	3, 5, 12, 38
Securing United Nations property	38
*Security	3
Security, safety and independence: International civil service	21, 31
Security of information	3, 5, 12, 38
Senior Advisory Board on Services to the Public	19
Senior Planning and Monitoring Group for Peace-keeping Operations	13, 19
Senior Review Group for the filling of posts at the Director (D-2) and higher levels	19, 26
Separation payments	23, 34
Separation programme: Early	22, 33
Service calls for office equipment	12, 38
Sexual harassment: Procedures for dealing with	28, 31
Shipping and insurance procedures for shipment of personal effects and household goods	39
Smoking at United Nations Headquarters	31
Social security for the staff: Scheme of	22, 33
Software products for microcomputers	12, 38
Solicitation of voluntary contributions within the Secretariat (see also Staff Relief Committees - United Nations)	8
Special Advisory Board	19, 21, 24
Special conferences - planning, preparation and servicing	5
Special entitlements for staff members serving at designated duty stations	23, 39
Special measures to improve the status of women in the Secretariat	26

	<u>Page</u>
Special Political Questions, Regional Cooperation, Decolonization and Trusteeship and the Office of the United Nations Commissioner for Namibia - Department for (responsibilities now incorporated in the Department of Political Affairs)	17
Special post allowance to the Professional category	23, 26
Specialized Board of Examiners (see also Competitive examination for promotion to Professional category)	19
Spouse allowance	23
Staff conduct	29
Staff Day 1995	31
Staff Incentive Programme	23, 31, 36
Staff Incentive Review Committee	19
*Staff regulations and rules	34
*Staff relations: Administration/ Staff Relief Committees - United Nations (see also Solicitation of voluntary contributions within the Secretariat)	21  31
Staff representatives - facilities to be provided	21
Staff-Management Coordination Committee	19, 21
Staff-management relations	21
Stamps: United Nations	9
Standard of accommodation	41
Stationery and office supplies: Economy in the use of	37
Status report form on dependency benefits (P.84 1-95)	23
Steering Committee for the Improvement of the Status of Women in the Secretariat	20, 21
Stock review and disposal - official records and publications	6
Studies programme: External	35
Subsistence allowance	23, 40
Substance abuse: Employee assistance in cases of alcohol/ Supplementary payments - see Acceptance of payments from Governments to supplement United Nations emoluments	30, 32
*Supplies: Property and	37-38
Support Services: Conference and - Office of -	15
Survey of housing and domestic service costs in New York for calculation of post adjustment	23, 33
Survey of out-of-area expenditures for post adjustment calculation	23, 33
 Tax equalization - United Nations Joint Staff Pension Fund	 33
*Taxes: United States	36
Taxi fares	9, 31

	<u>Page</u>
Technical Cooperation for Development - Department of (responsibilities now incorporated in the Department for Development Support and Management Services)	17
Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers	27
Technical cooperation trust funds	10
Technological Innovations Board	20, 38
Technological Innovations Committees at regional commissions and other locations away from Headquarters - establishment and operation	20, 38
Telecommunications equipment: Secure	3, 5, 12, 38
Telegraph form	5, 12
Telephone and facsimile communications services to United Nations offices, specialized agencies and peace-keeping missions	5, 12
Telephone system	5, 12
Telephone voice mail	5, 12
Temporary staff and individual contractors	27
Terminal expenses	40
Termination of permanent appointment for unsatisfactory services - procedure	27
Threshold percentage for the purpose of calculating rental subsidies	23
Time, attendance and leave recording	27
Top echelon: Changes in	13, 25
Tort claims	4
*Training, career development and examinations	35-36
Transnational Corporations: Centre on (responsibilities now incorporated in the secretariat of the United Nations Conference on Trade and Development)	15
Transportation of privately-owned automobiles	39
Transportation strike	2, 27, 41
*Travel and transportation	39-41
Travel expenses and subsistence allowances	40
*Trust funds and special accounts	9-10
Unaccompanied shipments and insurance coverage for personal effects and household goods	39
Unauthorized absence	27
Unauthorized use of diplomatic plates by Secretariat officials	28, 31
United Nations archives and records management	4
United Nations Bibliographic Information System	12

	<u>Page</u>
United Nations Bookshop	2, 9, 30
United Nations Centre on Transnational Corporations (responsibilities now incorporated in the secretariat of the United Nations Conference on Trade and Development)	15
United Nations Children's Fund	20
United Nations Commissioner for Namibia - Department for Special Political Questions, Regional Cooperation, Decolonization and Trusteeship and the Office of the (responsibilities now incorporated in the Department of Political Affairs)	17
United Nations Development Programme	20
United Nations Disaster Relief Coordinator - Office of the (responsibilities now incorporated in the Department of Humanitarian Affairs - see also Emergency Relief Coordinator)	15
United Nations Emergency Force	7, 13
United Nations Environment Programme - secretariat of the	16
United Nations Flag Code and Regulations	39
United Nations Force in Cyprus	7, 13
United Nations Fund for Population Activities (now United Nations Population Fund)	20
United Nations Garage	2, 9
United Nations High Commissioner for Refugees: Office of the	16
United Nations Industrial Development Organization - conversion to a specialized agency	17
United Nations Institute for Disarmament Research	14
United Nations Institute for Training and Research	14, 20
United Nations International Drug Control Programme	17, 20
United Nations Joint Staff Pension Board	15, 33
United Nations Joint Staff Pension Fund: Participation of mission staff	13, 33
United Nations Joint Staff Pension Fund: Tax equalization	33
United Nations Medal Programme	9
United Nations Office at Geneva	16
United Nations Office at Vienna	16
United Nations Population Fund - see United Nations Fund for Population Activities	
United Nations premises: Use of	2, 5
United Nations recordings: Sale of copies	4
United Nations Relief and Works Agency for Palestine Refugees in the Near East - secretariat of the	17
United Nations Research Institute for Social Development	7, 14, 20
United Nations Sahelian Office: Transfer of	17
United Nations Social Defence Research Institute	7, 10, 14, 20

	<u>Page</u>
United Nations Staff Relief Committees	31
United Nations stamps	9
United Nations telephone system	5, 12
United Nations travel to and representation at conferences and meetings: Official	5, 41
United Nations University	20
United States election day: Time off for voting	27, 31
United States Immigration and Nationality Technical Corrections Act of 1994	36
United States Immigration Reform and Control Act of 1986 and United States Immigration Technical Corrections Act of 1988	36
*United States taxes	36
*Units servicing voluntary programmes	20
Use of United Nations resources and proposals for improvement of programme delivery: Reporting of inappropriate	8, 11, 24, 29, 31
Vacancy announcements through the Secretariat electronic mail (cc: Mail): Access to	24
Valuables and confidential material	3, 12
Van Breda medical, hospital and dental insurance plan for staff away from Headquarters	33
Vehicle service station	2
Vehicles - Procedures for obtaining the release of diplomatic	39, 41
Viruses: Microcomputer - prevention	3, 11, 37
Visa Committee	20, 36
*Visas	36
Visual display units: Guidelines for work with	3, 12, 30
Voice mail: Telephone	5, 12
Voluntary contributions within the Secretariat: Solicitation (see also United Nations Staff Relief Committees)	8
*Voluntary programmes: Units servicing	20
Voting on United States election day: Time off for	27, 31
Wearing of grounds passes	32
Windows 95 software	12, 38
Women in the Secretariat:	
Committee on the Employment of Women in the Secretariat	18, 25
Special measures to improve the status of Women in the Secretariat	26
Steering Committee for the Improvement of the Status of Women in the Secretariat	20, 21

	<u>Page</u>
WordPerfect documents: Sharing	6, 12, 38
Word-processing operations	36
Work permit fees: Reimbursement	22
Working Group on Relations between Non-governmental Organizations and the Secretariat and United Nations Programmes	20
*Working hours: Attendance, leave and	27
Working languages of the Secretariat	12, 32
Workload estimates - documentation	7
World Food Council - secretariat of the	17
Zaire: Limits on travel to certain areas	40
Zoning system: Messenger unit	4

- - - - -