



UNITED NATIONS

SUBJECT INDEX

TO

ADMINISTRATIVE ISSUANCES

## 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 1996. 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/258 and ST/SGB/271 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 Rules and Regulations Unit at Headquarters.
6. Comments and suggestions concerning this publication will be appreciated. They should be addressed to the Chief, Rules and Regulations Unit, Office of Human Resources Management, room S-2590, United Nations, New York, NY 10017.



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

To: Chief, Rules and Regulations Unit  
Office of Human Resources Management  
Room S-2590

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 .....	2
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.....	10
<b>VII. GENERAL OFFICE PROCEDURES</b>	10
<b>VIII. LIBRARY</b>	12
<b>IX. MISSIONS</b>	13
<b>X. ORGANIZATIONAL STRUCTURE</b>	13
1. General .....	13
2. Institutes .....	14
3. Inter-agency boards and committees .....	15
4. Secretariat departments and units .....	15
5. Secretariat boards and committees .....	17
6. Units servicing voluntary programmes .....	19

	<u>Page</u>
<b>XI. PERSONNEL</b>	20
1. Administration/staff relations .....	20
2. Allowances, entitlements and grants .....	21
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 .....	34
13. Salary scales and payments .....	34
14. Staff regulations and rules .....	35
15. Training, career development and examinations .....	35
16. United States taxes .....	36
17. Visas .....	37
<b>XII. PROPERTY AND SUPPLIES</b>	37
1. Property control .....	37
2. General .....	39
<b>XIII. PROTOCOL</b>	39
<b>XIV. TRAVEL AND TRANSPORTATION</b>	40
1. Automobiles, baggage and customs .....	40
2. Expenses .....	40
3. General .....	41
<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 (see also Garage, section I.2, below)
- Arrangements for admission to the premises at United Nations Headquarters during the fifty-first session of the General Assembly - ST/IC/1996/53; ST/IC/1996/57 (see also 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
- Closure of Headquarters buildings to the public: Official holidays and - ST/IC/1995/85; ST/AI/283
- Committee on Contracts: composition and functions - ST/SGB/Organization, annex I
- Conference Building, second floor corridors - ST/IC/1995/59
- Conservation of electric power and steam at Headquarters - ST/IC/1996/9; ST/AI/323
- Elevators:  
--Use of automated elevators - ST/IC/84/59
- Energy conservation - ST/AI/323; ST/IC/1996/9
- Escalators: Change of direction between the first basement and the fourth floor - ST/IC/1992/43
- Excess property - ST/AI/322
- Fireworks display on Thursday, 4 July 1996 - ST/IC/1996/38
- 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
- Safeguarding of United Nations keys - ST/IC/84/33
- Secretariat buildings:  
--Strike by custodial cleaners and elevator operators against building owners, represented by the Realty Advisory Board - ST/IC/1996/1
- United Nations bookshop service for staff members - ST/AI/244/Rev.1
- Use of Dag Hammarskjöld Memorial Library building - ST/AI/145/Rev.1 (paras. 5 and 6); ST/AI/387; ST/AI/416
- Use of United Nations premises for meetings, conferences, special events and exhibits - ST/AI/416 (see also Exhibits Committee in section X.5, and Security arrangements for admission to United Nations Headquarters in section I.5 below)



## 2. Garage

Access - ST/IC/83/61/Rev.1;  
ST/IC/86/7; ST/IC/88/2;  
ST/IC/1992/79; ST/IC/1996/11 (see  
also Security, section I.5, below)

Closure of the United Nations  
service drive - ST/IC/86/7;  
ST/IC/1996/11

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

Service drive entrance at 48th  
Street - ST/IC/1996/11; ST/IC/86/7

Vehicle service station -  
ST/IC/80/55

## 3. Passes

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

Grounds passes - ST/SGB/259;  
ST/AI/155/Rev.2 and Amend.1 (para.  
5); ST/AI/333; ST/AI/387

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

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)

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 attributable to service - 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/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

Communications and contacts with host country authorities - ST/IC/1996/60

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

Inter-office mail deliveries and use of special messengers - ST/IC/1996/24

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

Special messengers - see Inter-office mail deliveries above

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

Use of special messengers - see  
Inter-office mail deliveries above

### 3. Pouch

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

Diplomatic pouch service -  
ST/AI/368; ST/IC/1996/20

Procedures governing the dispatch of  
personal mail from United Nations  
offices away from Headquarters -  
ST/IC/1996/20

## IV. CONFERENCES

Guidelines for the preparation of  
host Government agreements falling  
under General Assembly resolution  
40/243 - ST/AI/342 (see also Special  
conferences below)

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/416

Special conferences: planning,  
preparation and servicing -  
ST/SGB/160; ST/AI/249/Rev.3 and  
Amend.4; ST/AI/342

Use of United Nations premises for  
meetings, conferences, special  
events and exhibits - ST/AI/416;  
ST/AI/145/Rev.1 (paras. 5 and 6);  
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.4

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 (see  
also Publishing in an electronic  
format: Guidelines below)

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

Publishing in an electronic format:  
Guidelines - ST/AI/189/Add.28 (see  
also Electronic publishing:  
Guidelines above)

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

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

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

Administrative issuances:  
ST/SGB/100; ST/AI/226 and Amend.1-2  
--Numerical index - ST/AI/218/Rev.18  
--Subject index - ST/AI/218/Rev.18/ 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/SGB/280 and Amend.1; ST/IC/86/17; ST/IC/87/67 and Corr.1; ST/IC/1992/74; ST/IC/1993/48; ST/IC/1993/68; ST/IC/1995/74; ST/IC/1996/12

Implementation of General Assembly decisions on the programme budget for the biennium 1996-1997 - ST/IC/1996/12 (see also Financial situation of the Organization above)

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.4; 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); ST/IC/1996/29

Salary differential for General Service staff in the language-typing and word-processing units - ST/AI/259/Rev.10 and Amend.7

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 Monitoring 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); ST/AI/244/Rev.1

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/1996/-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 - see Information technology training below

--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

--Information technology training - ST/IC/1995/72

--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

--Publishing in an electronic format: Guidelines - ST/AI/189/Add.28

--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.18

--Subject index - ST/AI/218/Rev.18/Add.1

Computer training - see Information technology training below

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/189/Add.28;  
ST/AI/359

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

Forms management programme -  
ST/AI/261

Information technology training -  
ST/IC/1995/72

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

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

Publishing in an electronic format:  
Guidelines - ST/AI/189/Add.28 (see  
also Electronic publishing:  
Guidelines above)

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); ST/IC/1996/29

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.18  
--Subject index to administrative  
issuances - ST/AI/218/Rev.18/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/416  
(See also Security arrangements for  
admission to United Nations  
Headquarters in Section I.5 above)

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/78/4

## 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)

---

\* 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/258 and ST/SGB/271 provide further information in this regard.

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

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

## 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/SGB/280 and Amend.1; ST/IC/86/17; ST/IC/87/67 and Corr.1; ST/IC/1992/74; ST/IC/1993/48; ST/IC/1993/68; ST/IC/1995/74; ST/IC/1996/12

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

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/271; ST/AI/239 (para. 3 only); 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/258; ST/SGB/271 (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

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)

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 Information and Policy Analysis - Department for - ST/SGB/Organization, section: DESIPA; ST/SGB/258

Economic Commission for Africa - ST/SGB/Organization, section: ECA; ST/SGB/258

Economic Commission for Europe -  
ST/SGB/Organization, section: ECE;  
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: EOSG;  
ST/SGB/249

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: UNHCR

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 Oversight Services - Office  
of - ST/SGB/Organization, section:  
OIOS; ST/SGB/273; ST/AI/397;  
ST/AI/401; ST/IC/1996/29  
--Establishment of the Office of  
Internal Oversight Services -  
ST/SGB/273

--Personnel arrangements - ST/AI/401  
--Reporting of inappropriate use of  
United Nations resources and  
proposals for the improvement of  
programme delivery - ST/AI/397  
--Terms of reference for  
investigations by the Office of  
Internal Oversight Services:  
"Mismanagement, misconduct, waste of  
resources and abuse of authority" -  
ST/IC/1996/29

Legal Affairs - Office of -  
ST/SGB/Organization, section:  
OLA/Rev.1

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: UNOV;  
ST/SGB/249

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 -  
ST/SGB/Organization, section: DPCSD;  
ST/SGB/258

Political Affairs - Department of -  
ST/SGB/Organization, section: DPA;  
ST/SGB/258

Programme Planning, Budget and  
Accounts - Office of -  
ST/SGB/Organization, section: OPPBA;  
ST/SGB/270; ST/SGB/271; ST/SGB/PPBME  
Rules/1

Public Information - Department of -  
ST/SGB/Organization, section:  
DPI/Rev.2; 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: UNRWA

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 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/1996/46  
--Placement and promotion lists (see  
section XI.4 below)

Appointment and Promotion Committee:  
--Composition and functions -  
ST/SGB/Organization, annex I  
--Membership - ST/IC/1996/46  
--Placement and promotion lists (see  
section XI.4 below)

Appointment and Promotion Panel:  
--Composition and functions -  
ST/SGB/Organization, annex I  
--Membership - ST/IC/1996/51 and  
Add.1  
--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/413; 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/406/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 and Add.1 (membership)
- General Service and related categories (Santiago) - ST/AI/410 and Corr.1
- 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 and Add.1 (membership)

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

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

Efficiency Board - ST/SGB/281

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

Field Service Promotion Review Panel

--Membership - ST/IC/1995/75 and Amend.1

--1995 Field Service promotions - ST/IC/1996/25

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/1995/78
- Representation by counsel - ST/AI/351
- Secretary - ST/IC/1995/78

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/1995/79
- Representation by counsel - ST/AI/351
- Revised disciplinary measures and procedures - ST/AI/371
- Secretary - ST/IC/1995/79

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/417 and Add.1

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.6  
--Policies to achieve gender  
equality in the United Nations -  
ST/SGB/282; ST/AI/412

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.18  
--Subject index - ST/AI/218/Rev.18/  
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/1995/78  
--Representation by counsel -  
ST/AI/351  
--Secretary - ST/IC/1995/78

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/1995/79  
--Representation by counsel -  
ST/AI/351  
--Revised disciplinary measures and  
procedures - ST/AI/371  
--Secretary - ST/IC/1995/79

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.6  
--Policies to obtain gender equality  
in the United Nations - ST/SGB/282;  
ST/AI/412

## 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/1995/51 (para.  
6); ST/IC/1996/13 (para. 3);  
ST/IC/1996/40; 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;  
ST/IC/1996/13 (para. 3)

Dependency status:

--Definition - ST/AI/278/Rev.1  
--Dependency benefits -  
ST/IC/1996/40

Early separation programme: 1996 -  
ST/AI/414 and Add.1

Education grant and special  
education grant for disabled  
children - ST/AI/181/Rev.10 and  
Corr.1 (English only) and Amend.1;  
ST/AI/249/Rev.3 and Amend.4 (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/1996/13 (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.2-3; ST/IC/1996/43

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

Reimbursement for travel by private automobile - ST/AI/224/Rev.1 and Amend.28

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.2-3; ST/IC/1996/43

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 and Amend.1 (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: 1996 early - ST/AI/414 and Add.1

Special entitlements for staff members serving at designated duty stations - ST/AI/280/Rev.6 and Amend.5

Special post allowance to the Professional category: Assignment of staff members from other categories to Professional posts and granting of - 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

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/1996/43; ST/AI/350 and Amend.2-3

### 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

Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351

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 and Add.1 (membership)

--General Service and related categories (Santiago) - ST/AI/410 and Corr.1

--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 and Add.1 (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/1995/78

--Representation by counsel - ST/AI/351

--Secretary - ST/IC/1995/78

Joint Disciplinary Committee:

--Composition and functions - ST/SGB/Organization, annex I; ST/IC/88/10

--Membership - ST/IC/1995/79

--Representation by Counsel - ST/AI/351

--Revised disciplinary measures and procedures - ST/AI/371

--Secretary - ST/IC/1995/79

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); ST/IC/1996/29

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

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.2; 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/1996/46  
--Placement and promotion lists (see Placement and promotion below)

Appointment and Promotion Committee:  
--Composition and functions - ST/SGB/Organization, annex I  
--Membership - ST/IC/1996/46  
--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/1996/51 and Add.1  
--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

Compendium of vacancies for the 1996 redeployment exercise:

--Posts in the General Service and related categories in New York - ST/IC/1996/35; ST/AI/415

--Posts in the Professional and higher categories - ST/IC/1996/34; ST/AI/415

Competitive examination for promotion to the Professional category - ST/SGB/173; ST/AI/406/Add.2; ST/AI/417 and Add.1; ST/IC/1995/83 and Corr.1 and Add.1

--Central Examination Board - ST/AI/406/Add.2

--Format and procedures - ST/IC/1995/83 and Corr.1 and Add.1

--Specialized Board of Examiners - ST/AI/417

Conditions for promotion and accelerated increment based on knowledge of second language (Professional category and above) - ST/AI/207; ST/IC/1995/73 (see also Linguistic standards and Multilingualism below)

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/1995/75 and Amend.1

--1995 Field Service promotions - ST/IC/1996/25

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

Linguistic standards - Secretariat - ST/AI/113; ST/AI/207; ST/IC/1995/73

Multilingualism - ST/IC/1995/73; ST/AI/113; ST/AI/207

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/AI/411 and Corr.1 (English only); ST/IC/1995/32

Placement and promotion - ST/SGB/267; ST/AI/413; 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/1995/82; ST/IC/1995/89; ST/IC/1996/7; ST/IC/1996/15; ST/IC/1996/22; ST/IC/1996/27; ST/IC/1996/37; ST/IC/1996/59

--Placement and promotion list for staff in the Professional category and above - ST/IC/1995/81; ST/IC/1995/88; ST/IC/1996/6; ST/IC/1996/14; ST/IC/1996/21 and Corr.1; ST/IC/1996/26; ST/IC/1996/28; ST/IC/1996/32; ST/IC/1996/36; ST/IC/1996/56; ST/IC/1996/58

--Policies to obtain gender equality in the United Nations - ST/SGB/282; ST/AI/412

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 and Add.1  
--Temporary staff and individual contractors - ST/AI/295 and Amend.1 (See also Use of "when actually employed" contracts below)

Policies to achieve gender equality in the United Nations - ST/SGB/282; ST/AI/412

Promotion lists (see Placement and promotion above)

Promotion policy and review (see Placement and promotion above)

Redeployment of staff - ST/AI/415; ST/IC/1996/34; ST/IC/1996/35 (see also Compendium of vacancies for the 1996 redeployment exercise 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 for the achievement of gender equality - ST/AI/412; ST/SGB/282

Special post allowance to the Professional category: Assignment of staff members from other categories to Professional posts and granting of - ST/AI/276

Suspension of the granting of permanent and probationary appointments - ST/SGB/280 and Amend.1; ST/IC/1995/74

Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers - ST/SGB/177; ST/AI/297 and Add.1

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

Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions - ST/SGB/283

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

Absence from work on 8 and 9 January 1996 - ST/IC/1996/3

Annual leave from designated duty stations - travel expenses - ST/AI/280/Rev.6 and Amend.5

Certification of sick leave: see Time, attendance and leave recording below

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/1996/52

Maternity leave - ST/AI/391

National holidays (see Official holidays)

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

Official holidays - ST/AI/283; ST/IC/1995/85  
--Closure of Headquarters buildings to the public - ST/IC/1995/85

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 year 1997: United Nations - ST/IC/1996/41 and Corr.1

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

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

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

Unauthorized absence - ST/IC/79/10

Working hours:  
--Fifty-first session of the General Assembly - ST/IC/1996/52  
--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 payments from Governments to supplement United Nations emoluments - ST/AI/380

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

Communications and contacts with host country authorities - ST/IC/1996/60

Conduct: Standards of conduct in the international civil service - ST/ADM/SER.A/277 [COORD/CIVIL SERVICE/5]; ST/IC/82/13; ST/IC/89/2; ST/IC/1996/10

Conduct of staff members in their relations with government representatives - ST/IC/1996/10

Confidential files: Abolition - ST/IC/82/77/Rev.1; ST/IC/88/19; ST/AI/108; 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)

Gifts - see Preservation and disposition of gifts and historical items 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

Preservation and disposition of gifts and historical items - ST/SGB/136

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); ST/IC/1996/29

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 (BSCWA) - 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 and Add.1 (membership)
- General Service and related categories (Santiago) - ST/AI/410 and Corr.1
- 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 and Add.1 (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 and Add.1
- 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 and Corr.1

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 and Add.1

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 and Add.1)

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 and Corr.1; ST/IC/1994/21 and Add.1  
--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 and Add.1

## 9. General

Administrative issuances:

ST/SGB/100; ST/AI/226 and Amend.1-2  
--Numerical index - ST/AI/218/Rev.18  
--Subject index - ST/AI/218/Rev.18/Add.1

After-school recreation and study programme for United Nations children - ST/IC/86/21 (paras. 3 and 7); ST/IC/1996/47

AIDS and HIV Infection: Information for United Nations Employees and Their Families: Booklet entitled - ST/IC/1995/86

Annual inspection of official status file - ST/AI/108 (see also Official status files below)

Arrangements for admission to the premises at United Nations Headquarters during the fifty-first session of the General Assembly - ST/IC/1996/53; ST/IC/1996/57; ST/AI/387

Bookshop discount for staff members - ST/AI/244/Rev.1

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

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 (see also Official status files below)

Fireworks display on Thursday, 4 July 1996 - ST/IC/1996/38

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/108; 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/AI/411 and Corr.1 (English only); 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); ST/IC/1996/29

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 1996 - ST/IC/1996/54

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 (see Solicitation of  
voluntary contributions within the  
Secretariat, section VI.2 above)

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

United Nations Day - 24 October  
1996 - ST/IC/1996/61

Wearing of grounds passes -  
ST/SGB/259; ST/AI/333; ST/AI/387

Working hours:  
--Fifty-first session of the General  
Assembly - ST/IC/1996/52  
--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/1996/33  
(annex VIII)

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

Early separation programme: 1996 -  
ST/AI/414 and Add.1

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

Group life insurance:  
--Changes in coverage - ST/IC/78/38  
--Premium rate decrease and waiver  
of automatic increase -  
ST/IC/1996/42

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/1996/33; ST/AI/343  
--Annual enrolment campaign -  
ST/IC/1996/33

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 at offices away from Headquarters) - ST/IC/1996/4

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

After-service health insurance - ST/AI/394

Early separation programme: 1996 - ST/AI/414 and Add.1

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

Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category - ST/IC/1995/77

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 and Amend.1 (Rules 106.1-106.6)

Separation programme: 1996 early - ST/AI/414 and Add.1



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/1995/76

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/1995/77; ST/IC/1995/7

General Service and related categories:

--General Service, Trades and Crafts, Public Information Assistant and Language Teacher categories - ST/IC/1996/13

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

--Results of the salary survey conducted for the Security Service category - ST/IC/1995/51

--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

Language teachers - ST/AI/316; ST/IC/1995/51 (para. 6); ST/IC/1996/13

Language-typing and word-processing units: Salary differential - ST/AI/259/Rev.10 and Amend.7

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/1996/13 (General Service, Trades and Crafts, Public Information Assistants and Language Teachers)

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/1995/7; ST/IC/1995/77

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.7

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 and Amend.1; ST/SGB/284  
--Technical assistance project  
personnel (series 200) - ST/SGB/  
Staff Rules/2/Rev.8 and Amend.1

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/406/Add.2; ST/AI/417 and  
Add.1; ST/IC/1995/83 and Corr.1 and  
Add.1  
--Central Examination Board -  
ST/AI/406/Add.2  
--Format and procedures -  
ST/IC/1995/83 and Corr.1 and Add.1  
--Specialized Board of Examiners -  
ST/AI/417

Competitive examinations:

--1996: English interpreters -  
ST/IC/1996/17  
--1996: English language teachers -  
ST/IC/1996/50  
--1996: French interpreters -  
ST/IC/1996/18  
--1996: French translators/précis-  
writers - ST/IC/1995/84  
--1996: French verbatim reporters -  
ST/IC/1996/19  
--1996: Spanish editors -  
ST/IC/1996/30  
--1996: Spanish language  
coordinator - ST/IC/1996/44  
--1996: Spanish language teachers -  
ST/IC/1996/45

Computer training - see Information  
technology training below

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

Information technology training -  
ST/IC/1995/72

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 - 1996 - ST/IC/1996/2;  
ST/IC/1996/23

Language proficiency:

--Conditions for promotion and  
accelerated increment based on  
knowledge of second language  
(Professional and above) -  
ST/AI/207; ST/IC/1995/73  
--Examinations - ST/IC/1996/23

Linguistic standards - Secretariat -  
ST/AI/113; ST/AI/207; ST/IC/1995/73

Mission readiness workshops -  
ST/IC/1995/8

Multilingualism - ST/IC/1995/73 (see  
also Language proficiency and  
Linguistic standards above)

National competitive examinations -  
ST/SGB/210  
--1997 national competitive  
examinations - ST/IC/1996/48

Placement and promotion -  
ST/SGB/267; ST/AI/413; 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/1995/82;  
ST/IC/1995/89; ST/IC/1996/7;  
ST/IC/1996/15; ST/IC/1996/22;  
ST/IC/1996/27; ST/IC/1996/37;  
ST/IC/1996/59

--Placement and promotion list for  
staff in the Professional category  
and above - ST/IC/1995/81;  
ST/IC/1995/88; ST/IC/1996/6;  
ST/IC/1996/14; ST/IC/1996/21 and  
Corr.1; ST/IC/1996/26;  
ST/IC/1996/28; ST/IC/1996/32;  
ST/IC/1996/36; ST/IC/1996/56;  
ST/IC/1996/58

--Policies to achieve gender  
equality in the Secretariat -  
ST/SGB/282; ST/AI/412

Sabbatical Leave Programme for the  
year 1997: United Nations -  
ST/IC/1996/41 and Corr.1

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 - see  
Information technology training  
below
- Guidelines for work with visual  
display units - ST/IC/84/18 and  
Amend.1
- Information technology training -  
ST/IC/1995/72
- Sharing of WordPerfect documents -  
ST/IC/1995/41
- 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/1995/3 and Add.1; ST/IC/1996/5

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

## 17. Visas

Cancellation of G-4 and G-5 visas on separation or transfer of staff members - ST/IC/1996/49

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 members serving in the United States - ST/AI/294; ST/IC/1996/49

## 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 - see Information technology training below

--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

--Information technology training - ST/IC/1995/72

--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

--Publishing in an electronic format: Guidelines -

ST/AI/189/Add.28

--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 (see also Publishing in an electronic format: Guidelines in section V.2 above)

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/1994/23;  
ST/IC/1995/41; ST/IC/1995/54;  
ST/IC/1995/72

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/1995/41; ST/IC/1995/54;  
ST/IC/1995/72; 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/1996/9

## 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 Corr.1 and  
Amend.1-3; ST/AI/224/Rev.1 and  
Amend.28

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.28

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  
Corr.1 and Amend.1-3;  
ST/AI/224/Rev.1 and Amend.28

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.5

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.4 (para. 2 (c))

Family visit travel -  
ST/AI/215/Rev.1; ST/AI/280/Rev.6 and Amend.5

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

Mode and standards of travel -  
ST/AI/249/Rev.3 and Amend.4

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.5

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.4

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.4

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 payments from Governments to supplement United Nations emoluments	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	2
Accommodation: Standard of	41
Accompanied excess baggage	40
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, 35
*Administration/staff relations	20
Administrative instructions and information circulars: Secretary-General's bulletins,	12
Administrative issuances	7, 10, 20, 29
Administrative Review Unit	23
Admission to the premises at United Nations Headquarters during the fifty-first session of the General Assembly: Arrangements for	1, 30
Advisory Board on Compensation Claims	3, 17
Advisory Panel on Management and Finance	17
African Institute for Economic Development and Planning	7, 14, 19
After-school recreation and study programme for United Nations children	30

---

\* Indicates heading.

	<u>Page</u>
After-service health insurance	32
AIDS and HIV Infection - Information for United Nations Employees and Their Families (Booklet on)	30
Airline mileage credit	41
Airmail envelopes: Use of	5
Alcohol/substance abuse: Employee assistance in cases of	30, 32
*Allowances, entitlements and grants	21-23
Annual inspection of official status file	30
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	17, 24
Appointment and Promotion Committee	17, 24
Appointment and promotion committees at designated offices away from Headquarters	24
Appointment and Promotion Panel	17, 24
Appointment of senior officials	13, 24
*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 fifty-first 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, 19
Assignment grant	21
Assignment of staff to a duty station other than their official duty station for periods of less than one year	40
Assignment to and return from mission detail - policy governing	13, 25, 28
Assistance and representation by counsel in disciplinary and appeals cases	23
Assistance in cases of alcohol/substance abuse: Employee	30, 32
*Attendance, leave and working hours	27-28
*Authority: Delegation of	28
Authority for mailing official United Nations publications, supplies and equipment	39
Authority of United Nations security officers	3
*Automobiles, baggage and customs	40

	<u>Page</u>
*Baggage and customs: Automobiles,	40
Beneficiary: Designation, change or revocation of	3, 30
Bicycle parking: Motorcycle and	2
Board: Central Examination	17
Board of Auditors	7
Board of Examiners: Specialized	19
Boards - see Organizational structure	
Bookshop - United Nations	1, 9, 30
*Buildings, premises and security	1-3
Cables	4
*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	10
Central Examination Board	17
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
Certification of sick leave - see Time, attendance and leave recording	
Certifying and approving officers	7
Changes in the top echelon	13, 25
Cheque signatories and finance officers designated as approving officers	7
*Claims	3
Claims Board	3, 17
Classification Appeals and Review Committee	18, 23, 29
Closure of Headquarters buildings to the public - official holidays and	1
Committee on Contracts	1, 18, 39
Committee on the Employment of Women in the Secretariat	18, 25
Communication skills training: Language and	35
*Communications, archives and records	4-5
Communications and contacts with host country authorities	4, 28
Compendium of vacancies for the 1996 redeployment exercise	25
Compensation and related rules - application to staff	3
Compensation for loss of or damage to personal effects attributable to service	3

	<u>Page</u>
Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations	3
Competitive examinations	25, 35
Computer training - see Information technology training	
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, 39
Construction project: North garden	1
Consultants and participants in advisory meetings	25
Consultative Committee on Administrative Questions	15
Contacts with host country authorities: Communications and	4, 28
Contractors - institutional or corporate	25
Contracts: Committee on	1, 18, 39
Contributions from non-member States	7
Control of travel on official business	41
Control of United Nations property covered by personal property receipts	38
Copying: Document	10, 38
Copyright in United Nations publications	6
*Correspondence and mailing: Communications,	4-5
Currency of payment of salaries and allowances	8, 30, 34
*Customs: Automobiles, baggage and	40
Dag Hammarskjöld Library	12, 15
Dag Hammarskjöld Library building - use of	1, 12
Death and disability coverage for members of the Joint Inspection Unit	3
Delegates Dining Room: Credit policy	8, 9
Delegation of authority under the Financial Rules	9, 28
Delegation of financial authority to the International Trade Centre	9
Delivery and picking up of personal packages	3, 4

	<u>Page</u>
Department for Development Support and Management Services	15
Department for Economic and Social Information and Policy Analysis	15
Department for Policy Coordination and Sustainable Development	16
Department of Administration and Management	15
Department of Conference Services (now Office of Conference and Support Services)	15
Department of Humanitarian Affairs	16
Department of Peace-keeping Operations	16
Department of Political Affairs	16
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	21
Dependency status	21
Deposit of salary: Direct	8, 30, 34
Depository libraries	6
Designation, change or revocation of beneficiary	3, 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, 38
Development Support and Management Services - Department for	15
Diplomatic plates: Unauthorized use	28, 32
Diplomatic pouch	5
Diplomatic vehicles - Procedures for obtaining the release of	40
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	23
Disciplinary measures and procedures: Revised	23
Distribution of documents, meetings records, official records and publications	5
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	28-29
Duty-free and tax-free entry of baggage and effects into the United States	40

	<u>Page</u>
Early separation programme	21, 32, 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 Information and Policy Analysis - Department for	15
Economic Commission for Africa - secretariat of the	15
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	38
Education grant and special education grant for disabled children	21
Education grant travel	41
Efficiency Board	18
Electronic Data-Processing and Information Systems Service	16
Electronic mail	4, 11, 38
Electronic publishing	6, 11
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	37
Employment of spouses	25
Employment of Women in the Secretariat: Committee on	18, 25
Energy conservation	1, 39
*Entitlements and grants: Allowances,	21-23
Environment Programme - secretariat of the United Nations	16
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, 39
Escalators	1
Establishment and maintenance of branch libraries and reference centres	12
Establishment and management of trust funds	10
Establishment and operation of the Central Emergency Revolving Fund	10

	<u>Page</u>
Estate tax: Significant changes in United States (and their possible effect on non-United States citizen staff members)	36
*Examinations: Training, career development and Excess property	35-36 1, 38
Exchange of United Nations documents and publications	6
Executive Office of the Secretary-General	16
Exhibits Committee - guidelines	11, 18
Expenses: Terminal (and travel)	40
External studies programme	35
Family visit travel	41
Facsimile communications services to United Nations offices, specialized agencies and peace-keeping missions: Telephone and	4
Field Service category:	
Mission subsistence allowance	13
Movement to Professional category	13, 25
Salary scales and payments	34
Separation payments	22, 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 situation of the Organization	8, 14
Fireworks display	1, 31
Flag Code and Regulations: United Nations	39
Forms management programme	11
*Garage	2, 9
Garage Review Board	2, 18
Gender equality: Policies to achieve	26
General Assembly: Arrangements for admission to the premises at United Nations Headquarters during the fifty-first session of the	1, 30
General Assembly decisions on the programme budget for the biennium 1996-1997: Implementation of	8
*General office procedures	10-12

	<u>Page</u>
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 and historical items - preservation and disposition of	4, 28
Government representatives: Conduct of staff in their relations with	28
Grievance panels	23
Grounds passes	2
Group life insurance	32
Group of High-level Intergovernmental Experts to Review the Efficiency of the Administrative and Financial Functioning of the United Nations	14
Hardship allowance: Mobility and	22
Headquarters postal address	4
Health and Life Insurance Committee	18, 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, 41
Hospitality: Official	8, 22, 31
Host country authorities: Communications and contacts with	4, 28
Host country travel regulations	41
Host Government agreements falling under General Assembly resolution 40/243: Guidelines for the preparation of	5
Household employees - procedure for obtaining G-5 visa	37
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 and Nationality Technical Corrections Act of 1994: United States	37
Immigration Reform and Control Act of 1986 and United States Immigration Technical Corrections Act of 1988: United States	37



	<u>Page</u>
Improvement of programme delivery - proposals for - see Reporting of inappropriate use of United Nations resources	
Income taxes: Payment of	36
Information: Security of	3, 4, 12, 39
Information circulars: Secretary-General's bulletins, administrative instructions and	12
Information for United Nations travellers	41
Information on staff members requested by the United States Mission	37
Information Systems Coordination Committee - see Inter-organization Board for Information Systems and Related Activities	
Information technology training	11, 35
*Institutes	7, 14, 19
*Insurance: Medical and other	32-33
Integrated Management Information System (IMIS)	8, 11, 18, 31
*Inter-agency boards and committees	15
Inter-office mail deliveries and use of special messengers	4
Inter-organization Board for Information Systems and Related Activities (now Information Systems Coordination Committee)	15
Internal Oversight Services - Office of	16
International civil service - security, safety and independence	20, 31
International Civil Service Commission	15
International Computing Centre	15
International instruments (conventions, agreements, treaties, etc.) - Secretariat procedures with regard to	12
International Research and Training Institute for the Advancement of Women	14, 19
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, 38
Inventory control: Property records and	38
Investigations: Terms of reference for investigations by the Office of Internal Oversight Services - see Internal Oversight Services - Office of	
Issuances: Administrative	7, 10, 20, 29

	<u>Page</u>
*Job classification systems	29-30
Joint Advisory Committee	18, 20
Joint Appeals Board	18, 20, 23
Joint Catering Advisory Committee	18, 20
Joint Disciplinary Committee	18, 20, 23
Joint Inspection Unit: Death and disability coverage for members of the	3
Joint Inspection Unit - functions	15
Joint Staff Pension Board - United Nations	15, 33
Keys: Safeguarding of	1, 3, 12, 39
Laissez-passer	31
Language allowance for staff in the Trades and Crafts category at Headquarters	22
Language and communication skills training	35
Language proficiency	35
Language teachers	25, 34
Language-typing and word-processing units - salary differential	9, 34
Latin American Institute for Economic and Social Planning	7, 14, 19
League of Nations archives: Access to	4
Leave: Home	22, 27, 41
Leave: Studies programme, External	27
*Leave and working hours: Attendance,	27-28
Leave Programme for the year 1997: 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

Page

Mail Operations Section (General Services - former Office of)	16
*Mailing: Communications, correspondence and Mailing lists and registers: Confidentiality of	4-5
Mailing of official United Nations documentation	4, 10
Mailing official United Nations publications, supplies and equipment: Authority for	6
Management and Finance: Advisory Panel on	39
Manual of the Secretariat: Organization	17
Material and package removal passes	14
Maternity leave	2, 3, 38
Medal for award to military personnel - regulations	27
Medal Programme - United Nations	13
*Medical and other insurance	9
Medical examinations for family members:	32-33
Reimbursement of costs of basic	22, 33
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, 38
Mid-month salary advances:	
Adjustment	8
December mid-month	34
Mission readiness workshops	13, 36
Mission subsistence allowance (see also Allowances, entitlements and grants)	13
*Missions	13
Mobility and hardship allowance	22
Mode and standards of travel	41
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, 25
Multilingualism	25, 36
National competitive examinations	36
National holidays	27
Newsletters	6
Newspapers - circulation	12
Night differential	27, 34
Nomenclature: Organizational	14

	<u>Page</u>
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
Office automation standardization - policies and procedures	11, 38
Office of Conference and Support Services (formerly Office of Conference Services and Office of General Services)	15
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)	16
Office of Programme Planning, Budget and Accounts	16
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	38
Official cars	38
Official holidays	27
Official hospitality	8, 22, 31
Official status files	31
Official travel	8, 41
Official United Nations travel to and representation at conferences and meetings	5, 41
Operating system software to be used on personal computer local area networks	38

Page

Option of 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	41
Organization manual of the Secretariat	14
Organizational nomenclature	14
*Organizational structure	13-20
Out-of-stock material: Reissue	6
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, 38
Panels of Counsel	18, 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
Payment of income taxes	36
Payments from Governments: Acceptance of	7, 28
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
*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	33
*Personnel	20-37
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)	16

	<u>Page</u>
Placement and promotion	26, 36
Policies for obtaining the services of individuals on behalf of the Organization	26
Policy Coordination and Sustainable Development - Department for	16
Political Affairs - Department of	16
*Post adjustment	34
Post adjustment multiplier for New York	34
Postal address: Headquarters	4
*Post-retirement services and employment beyond retirement: Pensions,	33
*Pouch	5
*Premises and security: Buildings,	1-3
Procedures of the Senior Review Group for the filling of posts at the Director (D-2) and higher levels - see Senior Review Group	
Programme delivery - proposals for improvement of - see Reporting of inappropriate use of United Nations resources	
Programme Planning, Budget and Accounts - Office of	16
Programme support accounts	10
*Promotion: Appointments, placement and	24-27
Promotion lists - see Placement and promotion	
Promotion policy and review - see Placement and promotion	
Property: Excess	1, 38
*Property and supplies	37-39
Property Survey Board	19, 39
*Protocol	39
Public Information - Department of	17
*Publications: Documents and	5-7
Publications Board	5, 19
Publishing: Electronic	6, 11
Publishing in an electronic format: Guidelines	6, 11
*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	29, 31
Recycling programme in the Secretariat building: Office paper	11
Redeployment of staff	26

	<u>Page</u>
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	2, 27
*Regulations and rules (Financial)	9
*Regulations and rules (Staff)	35
*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, 33
Reissue of out-of-stock material	6
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)	32
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, 39
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	35
Rules governing compensation in the event of death, injury or illness	33
Sabbatical Leave Programme for the year 1997 - United Nations	27, 36
Safeguarding of United Nations keys	1, 3, 12, 39

	<u>Page</u>
*Safety	2
Safety measures and accident prevention - instructions with respect to reporting of work injuries	2, 31
Sahelian Office: Transfer to UNDP	17
Salaries and allowances - currency of payment	22
Salary: Direct deposit	8, 30, 34
Salary advances: Mid-month	8
Salary differential for General Service staff in the language-typing and word-processing units	9, 34
Salary policy in promotions	26
*Salary scales and payments	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	17-19
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	15
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
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.)	12
Secretary-General: Executive Office of the	16
Secretary-General's bulletins, administrative instructions and information circulars	12
Secretary-General's records and archives - see United Nations archives and records management	
Secure telecommunications equipment	3, 4, 12, 39
Securing United Nations property	39
*Security	3
Security, safety and independence: International civil service	20, 31
Security of information	3, 4, 12, 39



	<u>Page</u>
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	22, 34
Separation programme: Early	21, 32, 33
Service calls for office equipment	12, 39
Service drive entrance at 48th Street	2
Sexual harassment: Procedures for dealing with	28, 31
Shipping and insurance procedures for shipment of personal effects and household goods	40
Sick leave: Certification of - see Time, attendance and leave recording	
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)	9
Special Advisory Board	19, 21, 24
Special conferences - planning, preparation and servicing	5
Special entitlements for staff members serving at designated duty stations	22, 40
Special measures for the achievement of gender equality	26
Special messengers - see Inter-office mail deliveries	
Special post allowance to the Professional category	22, 26
Specialized Board of Examiners (see also Competitive examinations)	19
Spouse allowance	22
Staff conduct	29
Staff Day 1996	31
Staff Incentive Programme	22, 32, 36
Staff Incentive Review Committee	19
*Staff regulations and rules	35
*Staff relations: Administration/	20
Staff Relief Committees - United Nations (see also Solicitation of voluntary contributions within the Secretariat)	32
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

	<u>Page</u>
Stationery and office supplies: Economy in the use of	38
Steering Committee for the Improvement of the Status of Women in the Secretariat	19, 21
Stock review and disposal - official records and publications	6
Strike by custodial cleaners and elevator operators - see Secretariat buildings	
Studies programme: External	35
Subsistence allowance	22, 40
Substance abuse: Employee assistance in cases of alcohol/	30, 32
Supplementary payments - see Acceptance of payments from Governments to supplement United Nations emoluments	
*Supplies: Property and	37-39
Support Services: Conference and - Office of -	15
Survey of housing and domestic service costs in New York for calculation of post adjustment	23, 34
Survey of out-of-area expenditures for post adjustment calculation	23, 34
Suspension of the granting of permanent and probationary appointments	26
*Taxes: United States	36
Taxi fares	9, 32
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	19, 39
Technological Innovations Committees at regional commissions and other locations away from Headquarters - establishment and operation	19, 39
Telecommunications equipment: Secure	3, 4, 12, 39
Telegraph form	4, 12
Telephone and facsimile communications services to United Nations offices, specialized agencies and peace-keeping missions	4, 12
Telephone system	5, 12
Telephone voice mail	5, 12
Temporary staff and individual contractors	26
Terminal expenses	40
Termination of permanent appointment for unsatisfactory services - procedure	27

	<u>Page</u>
Terms of reference for investigations by the Office of Internal Oversight Services: "Mismanagement, misconduct, waste of resources and abuse of authority" - see Internal Oversight Services - Office of	
Threshold percentage for the purpose of calculating rental subsidies	23
Time, attendance and leave recording	27
Top echelon: Changes in	13, 25
Tort claims	3
*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	40
*Travel and transportation	40-41
Travel expenses and subsistence allowances	41
*Trust funds and special accounts	10
Unaccompanied shipments and insurance coverage for personal effects and household goods	40
Unauthorized absence	27
Unauthorized use of diplomatic plates by Secretariat officials	28, 32
United Nations archives and records management	4
United Nations Bibliographic Information System	13
United Nations Bookshop	1, 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 Conference on Trade and Development	15
United Nations Day	32
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

	<u>Page</u>
United Nations High Commissioner for Refugees: Office of the	16
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 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
United Nations Staff Relief Committees	32
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, 32
United States Immigration and Nationality Technical Corrections Act of 1994	37
United States Immigration Reform and Control Act of 1986 and United States Immigration Technical Corrections Act of 1988	37
*United States taxes	36
*Units servicing voluntary programmes	19-20
Use of United Nations resources and proposals for improvement of programme delivery: Reporting of inappropriate	8, 11, 24, 29, 31
Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions	27
Vacancies for the 1996 redeployment exercise: Compendium of	25
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 at offices away from Headquarters	33

	<u>Page</u>
Vehicle service station	2
Vehicles - Procedures for obtaining the release of diplomatic	40, 41
Viruses: Microcomputer - prevention	3, 11, 38
Visa Committee	19, 37
*Visas	37
Visual display units: Guidelines for work with	2, 12, 31
Voice mail: Telephone	5, 12
Voluntary contributions within the Secretariat: Solicitation (see also United Nations Staff Relief Committees)	9
*Voluntary programmes: Units servicing	19-20
Voting on United States election day: Time off for	27, 32
WAE contracts - see Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions	32
Wearing of grounds passes	27
Weather: Release of staff in bad weather and other conditions	12, 39
Windows 95 software	18, 25
Women in the Secretariat: Committee on the Employment of Women in the Secretariat	26
Special measures for the achievement of gender equality	19, 21
Steering Committee for the Improvement of the Status of Women in the Secretariat	5, 12, 39
WordPerfect documents: Sharing	36
Word-processing operations	22
Work permit fees: Reimbursement	19
Working Group on Relations between Non-governmental Organizations and the Secretariat and United Nations Programmes	27-28
*Working hours: Attendance, leave and	12, 32
Working languages of the Secretariat	7
Workload estimates - documentation	17
World Food Council - secretariat of the	4
Zoning system: Messenger unit	4