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# STAFF RULES

STAFF RULES 200.1 to 212.7 APPLICABLE TO  
TECHNICAL ASSISTANCE PROJECT PERSONNEL

SECRETARY-GENERAL'S BULLETIN

New York, 1966



GENERAL  
ST/SGB/Staff Rules/2/Rev.1  
3 January 1966

SECRETARY-GENERAL'S BULLETIN

To: Members of the Staff of the United Nations  
Subject: STAFF RULES APPLICABLE TO TECHNICAL ASSISTANCE  
PROJECT PERSONNEL

1. Staff Rules 200.1 through 212.7, applicable to staff members specifically recruited for service with technical assistance projects, are hereby issued in a revised edition with effect from 1 January 1966.

2. The present edition of the rules embodies all the amendments made by the Secretary-General up to 1 June 1963.

3. In addition, Rule 203.1, appendix I, Salary scales; Rule 203.2, Salary increments, Rule 203.5, appendix II, Post adjustments; and Rule 203.8(d), Education grant, have been amended with effect from 1 January 1966 in accordance with General Assembly resolutions 2050 (XX) of 13 December 1965 and 2121 (XX) of 21 December 1965.

4. Similarly, Rule 203.6, Salaries and emoluments subject to Staff Assessment; Rule 209.6, Repatriation grant; and Rule 209.8, Conditions governing payment of repatriation grant, have been amended, while Rule 209.7, Service benefit, has been deleted in consequence of the abolition of service benefit by General Assembly resolution 1929 (XVIII) of 11 December 1963.

5. The text of paragraph (h) of Rule 206.4, Medical care and compensation for death, injury or illness attributable to service, has been amended in accordance with the provisions of appendix D to the Staff Rule as revised with effect from 1 January 1966.

6. The texts of Rule 207.6, Standards of accommodation, and Rule 207.18, Expenses while in transit by sea, have been amended in line with the provisions governing travel that have been in effect since April 1963.

7. The previous versions of these rules and of the amendments thereto have been issued under the following symbols:

ST/SGB/109 of 16 December 1957 (as amended from time to time)

ST/SGB/Staff Rules/2 of January 1961, as amended by ST/SGB/Staff Rules/2/Amend.1-3

8. As in the earlier editions, the present edition of these rules reflects only some of the provisions of the Staff Regulations established by the General Assembly. The full text of these regulations, which embody the fundamental conditions of service and the basic rights, duties and obligations of the United Nations Secretariat, have been issued in a separate booklet.

A handwritten signature in black ink, appearing to read 'U Thant', written over a horizontal line.

U THANT  
*Secretary-General*

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# STAFF RULES FOR PROJECT PERSONNEL

## APPLICABILITY AND DEFINITIONS

### *Rule 200.1*

#### APPLICABILITY

Except as provided below, these rules apply to all project personnel who are internationally recruited for service with technical assistance projects. These rules shall not apply to:

(a) Persons engaged on special service agreements. Such persons will be governed by the specific conditions provided in the special service agreement relating to their appointment;

(b) Persons employed on a technical assistance project of broader than national scope whose work takes place exclusively or primarily at an established United Nations office. They will be appointed under the rules regularly applicable to similar appointments at that office;

(c) Persons in the General Service category recruited specifically for service with technical assistance projects. The Secretary-General shall prescribe the conditions of service for such staff;

(d) Staff members who are detailed or assigned to technical assistance projects. A staff member is considered to be "detailed" when he is to serve with a technical assistance project for less than twelve months; he is considered to be "assigned" when he is to serve with the project for twelve months or more;

(i) Staff members in the Professional category and above, who are detailed from an established office to a technical assistance project, shall continue to be subject to Staff Rules 101.1 to 112.8, except that, in addition, they shall receive a daily subsistence allowance under the provisions of Rule 203.9 and shall be subject to Rule 206.4 on medical care and compensation for injury or illness attributable to service and Rule 203.12 on extension of tour of duty;

(ii) Staff members in the Professional category and above who are assigned to a technical assistance project shall continue to be subject to Staff Rules 101.1 to 112.8, except that, in addition, the following rules shall apply:

*Rule 203.5.* Post adjustments

*Rule 203.10.* Installation grant

*Rule 203.11.* Assignment allowance

*Rule 206.4.* Medical care and compensation for injury or illness attributable to service

*Rules 207.9*

and *207.10*. Travel of dependants

*Rule 207.12*. Travel to visit dependants

- (iii) Staff members in the General Service category who are de-tailed to a technical assistance project shall continue to be subject to Staff Rules 101.1 to 112.8, except that, in addition, they shall receive a daily subsistence allowance under the provisions of Rule 203.9 and shall be subject to Rule 206.4 on medical care and compensation for injury or illness attributable to service;
- (iv) Staff members in the General Service category who are assigned to a technical assistance project shall be deemed to be on mission assignments under Rule 103.21 and shall continue to be subject to Staff Rules 101.1 to 112.8, except that, in addition, the following rules shall apply:

*Rule 206.4*. Medical care and compensation for injury or illness attributable to service

*Rules 207.9*

and *207.10*. Travel of dependants

*Rule 207.12*. Travel to visit dependants

(e) "Associate experts" who are individuals provided by Governments to serve with project personnel under bilateral agreements between the United Nations and the Government concerned. Such personnel will be governed by the terms of such agreements.

*Rule 200.2*

DEFINITIONS

For the purposes of these rules:

(a) "Secretary-General" shall mean the Secretary-General of the United Nations or his authorized delegate;

(b) "Project personnel" shall mean individuals who are recruited specifically to serve with projects in the various technical assistance programmes. The term shall not apply to individuals in the General Service category, nor to individuals who are given special service agreements, nor to individuals who are recruited for service under the programme for the provision of operational, executive and administrative personnel (OPEX);

(c) "Official duty station" shall be the place designated by the Secretary-General as the base of operations for the individual;

(d) "Mission area" shall normally be the country of assignment in which the official duty station is located; in special circumstances, the mission area may include two or more countries in the same geographic area;

(e) "A change of official duty station" takes place when an individual is transferred from one mission area to another or when there



is a change in the individual's base of operation from one city to another within a mission area;

- (f) (i) Project personnel appointed for less than one year shall be deemed to be in short-term status;
- (ii) Project personnel appointed for one year or more or whose appointments of less than one year are extended so that the total contractual service is twelve months or more, but less than five years, shall be deemed to be in intermediate-term status;
- (iii) Project personnel holding fixed-term appointments of five years or longer or holding Programme Appointments (see Rule 204.3) shall be deemed to be in long-term status. Project personnel in intermediate-term status who complete five years of service and have an appointment of at least one further year's duration shall be deemed to be in long-term status on the day following completion of five years' service.

(g) "A separation from service" shall take place when there is a resignation, or a termination of the appointment by the Secretary-General. Separation from service shall also take place on expiration of a fixed-term appointment on the due date.

## Chapter I

### DUTIES, OBLIGATIONS AND PRIVILEGES

#### *Rule 201.1*

#### COMMUNICATION OF UNPUBLISHED INFORMATION

Project personnel shall exercise particular discretion in issuing statements to the press, radio or other agencies of public information, releasing any visual information for publication, or taking part in mass communication activities such as film, radio or television productions which are in any way related to their project activities or to the aims, activities or interests of the United Nations.

#### *Rule 201.2*

#### OATH OR DECLARATION

The oath or declaration administered under Regulation 1.9 shall not prevent the close collaboration of project personnel with a Government pursuant to an agreement between that Government and the United Nations.

#### *Rule 201.3*

#### HOURS OF WORK AND OFFICIAL HOLIDAYS

(a) Work schedules and official holidays shall be determined by the senior officer in the field with due regard to local conditions and practices and in consultation with representatives of other international organizations in the area.

(b) The number of official holidays for any duty station shall not exceed eight days per year. When one of these official holidays falls on a Saturday or Sunday, the following Monday shall be observed as an official holiday in lieu thereof.

(c) Project personnel who are nationals of any country which observes a national day may take that day as an additional holiday.

### Chapter III

## SALARIES AND RELATED ALLOWANCES

### *Rule 203.1*

#### SALARIES AND RELATED ALLOWANCES

(a) Salaries of project personnel shall be fixed by the Secretary-General in accordance with appendix I hereto.

(b) The Secretary-General may, in exceptional circumstances, make an upward adjustment of the top salary specified in appendix I.

(c) Project personnel who are loaned to the United Nations on a reimbursable or non-reimbursable basis and who are not paid a salary directly by the United Nations may be given a monthly honorarium up to the equivalent of \$US500, subject to staff assessment under Rule 203.4. In the case of such project personnel, compensation for service-incurred death, illness or accident shall be determined on the basis of the salary rates at which the person would have been assigned had the Secretary-General set the rate for the appointment, and shall not include any honorarium.

# APPENDIX I (RULE 203.1)

## SALARY SCALES<sup>a/</sup>

(Subject to the Staff Assessment Plan under Rule 203.4 and to post adjustments wherever applied)

(in US dollars)

Effective 1 January 1966

Level	Step												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7 . . . . .	24,050 (17,430)	24,700 (17,820)	25,350 (18,210)	26,000 (18,600)									
6 . . . . .	20,000 (14,800)	20,650 (15,222.50)	21,300 (15,645)	21,950 (16,067.50)	22,600 (16,490)	23,250 (16,912.50)	23,900 (17,335)						
5 . . . . .	17,400 (13,110)	17,900 (13,435)	18,400 (13,760)	18,900 (14,085)	19,400 (14,410)	19,900 (14,735)	20,400 (15,060)	20,900 (15,385)	21,400 (15,710)	21,900 (16,035)			
4 . . . . .	13,900 (10,730)	14,330 (11,031)	14,760 (11,332)	15,190 (11,633)	15,620 (11,934)	16,050 (12,232.50)	16,480 (12,512)	16,910 (12,791.50)	17,340 (13,071)	17,770 (13,350.50)	18,200 (13,630)	18,630 (13,909.50)	
3 . . . . .	11,270 (8,889)	11,630 (9,141)	11,990 (9,393)	12,350 (9,645)	12,710 (9,897)	13,070 (10,149)	13,430 (10,401)	13,790 (10,653)	14,150 (10,905)	14,510 (11,157)	14,870 (11,409)	15,230 (11,661)	15,590 (11,913)
2 . . . . .	9,050 (7,287.50)	9,360 (7,520)	9,670 (7,752.50)	9,980 (7,985)	10,290 (8,203)	10,600 (8,420)	10,910 (8,637)	11,220 (8,854)	11,530 (9,071)	11,840 (9,288)	12,150 (9,505)		
1 . . . . .	6,920 (5,690)	7,200 (5,900)	7,480 (6,110)	7,760 (6,320)	8,040 (6,530)	8,320 (6,740)	8,600 (6,950)	8,880 (7,160)	9,160 (7,370)	9,440 (7,580)			

<sup>a/</sup> The net equivalent of each salary step, after application of the Staff Assessment Plan, is given in parentheses.

### *Rule 203.2*

#### **SALARY INCREMENTS**

Upon completion of one year's continuous satisfactory service at the same salary rate, the salaries of project personnel in intermediate-term or long-term status whose appointments will continue for at least one month beyond this period shall be increased by a one-step salary increment, provided that the period of satisfactory service required for increments above step IV of level 6 shall be two years. The amount of salary increment for each level shall be in accordance with the schedule contained in Rule 203.1.

### *Rule 203.3*

#### **CURRENCY OF SALARY PAYMENTS**

(a) The following minimal amounts of salary will be paid to project personnel in the currency of the established country of residence:

- (i) At least 25 per cent of base salary if dependants are residing in the mission area (following travel at United Nations expense);
- (ii) At least 50 per cent of base salary in the case of project personnel without dependants or when dependants have not travelled to the mission area at the expense of the Organization.

(b) The remainder of the salary may be paid either in the currency of the established country of residence or in the country of service or in both, provided that:

- (i) Exceptions to the minima specified in (a) above may be made in unusual circumstances which would involve hardship to the individual or in cases where the utilization of a particular currency is in the interests of the Organization; and
- (ii) Arrangements may be made to allow project personnel to meet legitimate expenditures which may be incurred in a third currency by reason of employment under the technical assistance programmes, if such currency is available to the Organization.

(c) Rates of exchange for the conversion of currencies will be as established by the Executive Chairman of the Technical Assistance Board.

### *Rule 203.4*

#### **STAFF ASSESSMENT PLAN**

Salaries and emoluments of project personnel shall be subject to the Staff Assessment Plan under the conditions specified in Regulation 3.3.

*Rule 203.5*

POST ADJUSTMENTS

(a) Post adjustments under paragraph 9 of annex I to the Staff Regulations shall be applied in accordance with the schedule in appendix II to this rule in the case of project personnel assigned to a duty station for one year or more, or in accordance with Rule 203.9 (d). Post adjustments shall not be applied to salaries of project personnel in short-term status.

(b) Post adjustments which are additions to salary shall be payable in the currency of the duty station.

(c) The Secretary-General shall establish from time to time the class within which each duty station is to be placed, and shall publish the classifications by administrative instructions or other appropriate means.

(d) The Secretary-General shall establish a schedule of post adjustments for any duty station which, by reason of cost of living, standard of living and related factors cannot be placed appropriately within the schedules referred to in appendix II.

(e) Post adjustments shall be applied at the dependency rates shown in appendix II hereto, in the case of project personnel with recognized dependants, regardless of where the dependants actually reside. Dependants, for the purpose of this rule, are as defined in Rule 203.7.

# APPENDIX II (RULE 203.5)

## SCHEDULE OF POST ADJUSTMENTS (Additions)<sup>a/</sup>

(In US dollars)

(i) For areas where cost of living is higher than at the base

		Step												
Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7	D	696	708	720	732									
	S	464	472	480	488									
6	D	624	636	648	660	672	684	696						
	S	416	424	432	440	448	456	464						
5	D	564	576	588	600	612	624	636	648	660	672			
	S	376	384	392	400	408	416	424	432	440	448			
4	D	468	480	492	504	516	528	540	552	564	576	588	600	
	S	312	320	328	336	344	352	360	368	376	384	392	400	
3	D	384	396	408	420	432	444	456	468	480	492	504	516	528
	S	256	264	272	280	288	296	304	312	320	328	336	344	352
2	D	324	336	336	348	360	372	372	384	396	408	420		
	S	216	224	224	232	240	248	248	256	264	272	280		
1	D	252	264	264	276	288	300	300	312	324	336			
	S	168	176	176	184	192	200	200	208	216	224			

<sup>a/</sup> For each 5 per cent by which the cost of living in any area is above the base level the above amounts of post adjustment shall be added to base salaries of staff members serving in the area concerned.

APPENDIX II (continued)

*SCHEDULE OF POST ADJUSTMENTS*  
*(Deductions)<sup>a/</sup>*

(In US dollars)

(ii) For areas where cost of living is lower than at the base

Level	Step												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7 . . . S and D . . .	464	472	480	488									
6 . . . S and D . . .	416	424	432	440	448	456	464						
5 . . . S and D . . .	376	384	392	400	408	416	424	432	440	448			
4 . . . S and D . . .	312	320	328	336	344	352	360	368	376	384	392	400	
3 . . . S and D . . .	256	264	272	280	288	296	304	312	320	328	336	344	352
2 . . . S and D . . .	216	224	224	232	240	248	248	256	264	272	280		
1 . . . S and D . . .	168	176	176	184	192	200	200	208	216	224			

D - rate of post adjustment applicable to staff members with a dependent spouse or child.

S - rate of post adjustment applicable to staff members with no dependent spouse or child.

<sup>a/</sup> For each 5 per cent by which the cost of living in any area is below the base level the above amounts of post adjustment shall be deducted from base salaries of staff members serving in the area concerned.



*Rule 203.6*

SALARIES AND EMOLUMENTS SUBJECT TO STAFF ASSESSMENT

For the purpose of Rule 203.4, "Salaries and emoluments" subject to staff assessment shall mean:

- (i) Salary or honorarium under Rule 203.1.
- (ii) Payments upon separation, including termination indemnity, payment for accrued annual leave and repatriation grant.
- (iii) Compensation equivalent to salary and allowances under Rule 206.4.

*Rule 203.7*

DEPENDENCY ALLOWANCES

(a) Project personnel in intermediate or in long-term status shall be entitled to receive dependency allowances at the rates provided in Regulation 3.4.

(b) The payment of dependency allowances shall be subject to the following definitions and conditions:

- (i) A dependent spouse shall be a wife, or a husband, dependent on the individual for main and continuing support.
- (ii) An unmarried child will be recognized for the purposes of the dependency allowance:
  - a. If the child is under 18 years of age; or
  - b. Where the child is in full-time attendance at a school or university or similar educational institution, if the child is under 21 years of age; or
  - c. If the child is totally disabled.
- (iii) A parent, brother or sister will be recognized as dependent for purposes of dependency allowance if project personnel provide one-half or more of the family member's financial support but not less than twice the amount of the applicable dependency allowance. The limitations as to age, school attendance and total disability set out in sub-paragraph (ii) above shall be applicable to a brother and a sister.
- (iv) A dependency allowance shall be paid in respect of not more than one dependent parent, brother or sister; such payment shall not be made when a payment is being made for a dependent spouse.

(c) Payment of dependency allowance shall be made only in respect of the period during which the circumstances giving rise to the claim obtain.

EDUCATION GRANT

*Definitions*

- (a) For the purposes of this rule:
- (i) "Child" means a child in respect of whom a dependency allowance is payable under Rule 203.7;
  - (ii) "Home country" means the country of home leave of project personnel under Rule 205.2;
  - (iii) "Duty station" means the country, or area within commuting distance notwithstanding national boundaries, where the project personnel are serving.

*Eligibility*

(b) Project personnel in intermediate-term or long-term status, whose duty station is outside the home country, shall be entitled to an education grant in respect of each dependent child in full-time attendance at a school, university or similar educational institution. The grant shall not, however, be payable in respect of:

- (i) Attendance at a kindergarten or nursery school at the pre-primary level;
- (ii) Attendance at a free school or one charging only nominal fees at the duty station;
- (iii) Attendance at a university or similar educational institution at the duty station;
- (iv) Correspondence courses, except those which in the opinion of the Secretary-General are the best available substitute for full-time attendance at a school of a type not available at the duty station;
- (v) Private tuition, except tuition in a language of the home country at duty stations where satisfactory school facilities for learning that language are not available; or
- (vi) Vocational training or apprenticeship which either does not involve full-time schooling or is of a kind under which the child receives a payment for services rendered.

(c) The grant shall be payable up to the end of the school year in which the child reaches the age of 21 years. If the child's education is interrupted for at least one year by national service or by illness, the period of eligibility shall be extended by the period of interruption.

*Amount of the grant*

(d) In the case of attendance at an educational institution outside the duty station, the amount of the grant shall be:

- (i) Where the institution provides board for the child, 75 per cent of the cost of attendance and board up to a maximum grant of \$700 a year;

(ii) Where the institution does not provide board, \$400 plus 75 per cent of the cost of attendance up to a maximum grant of \$700 a year.

(e) In the case of attendance at an educational institution at the duty station, except as in (b) (iii) above, the amount of the grant shall be 75 per cent of the cost of attendance up to a maximum grant of \$700 a year.

(f) Where attendance is for less than two-thirds of the scholastic year, the amount of the grant for that year shall be that proportion of the grant otherwise payable which the period of attendance bears to the full scholastic year.

(g) Where the period of service does not cover the full scholastic year, the amount of the grant for that year shall normally be that proportion of the grant otherwise payable which the period of service bears to the full scholastic year.

#### *Tuition of the mother tongue*

(h) The Secretary-General will decide in each case whether the education grant shall be paid for tuition of the mother tongue under the second paragraph of Regulation 3.2.

#### *Claims*

(i) Claims for education grant shall be submitted in writing and supported by evidence satisfactory to the Secretary-General.

### *Rule 203.9*

#### DAILY SUBSISTENCE ALLOWANCE

(a) Except for those who normally reside in the mission area, project personnel in short-term status shall receive, during the period of their service in the mission area, a subsistence allowance at such daily rates as are approved from time to time by the Secretary-General. The allowance shall be payable in local currency.

(b) The daily subsistence allowance shall normally be computed on the basis of the average cost for a reasonable standard of board and lodging plus an amount to cover incidental expenses such as service charges, gratuities and laundry. The daily subsistence allowance shall normally be based on costs in the capital city and the same rate shall apply throughout the country, provided that, where there exists a significant disparity in costs as between the capital city and other parts of the country, separate rates may be established for areas outside the capital city.

(c) The daily subsistence allowance may be fixed at a lower rate for the period of a stay in any one place within a country after sixty calendar days, consecutive or otherwise, at the full rate.

(d) When project personnel in intermediate or long-term status are to serve at a duty station for less than one year, the Secretary-

General shall decide whether to pay a daily subsistence allowance for the duration of such a tour of duty, or pay installation grant under Rule 203.10, assignment allowance under Rule 203.11 and the post adjustment under Rule 203.5.

(e) Daily subsistence allowances under this rule shall continue to be paid during periods of authorized sick leave except that if project personnel are hospitalized only one-third of the relevant daily rate shall be paid.

### *Rule 203.10*

#### INSTALLATION GRANT

(a) Except for those who normally reside in the mission area, and subject to Rule 203.9 (d), project personnel who are assigned to a duty station for one year or more shall receive an installation grant payable in local currency on the basis of the daily subsistence allowance under Rule 203.9 (a) at the following rates:

- (i) For project personnel without eligible dependants at the official duty station, fifteen days' subsistence allowance;
- (ii) For project personnel who are accompanied by their dependants to the official duty station at the Organization's expense, thirty days' subsistence allowance for themselves plus half that amount in respect of each such dependant;
- (iii) For project personnel whose eligible dependants join them at the official duty station at the expense of the Organization, an additional fifteen days' subsistence allowance for themselves, plus thirty days' allowance at half the daily subsistence rate in respect of each such dependant.

The Secretary-General may increase these limits to a maximum of thirty days for project personnel without dependants and sixty days for project personnel with dependants for a duty station where, in his opinion, circumstances so warrant.

(b) The installation grant shall not be payable in connexion with education grant travel.

### *Rule 203.11*

#### ASSIGNMENT ALLOWANCE

(a) Project personnel assigned to an official duty station outside the home countries for one year or more but less than five years, or as provided under Rule 203.9 (d), shall receive for the duration of such assignment an allowance payable in the currency of the duty station at the following annual rates:

	Personnel without dependants	Personnel with dependants
	\$	\$
Levels 1 and 2 . . . . .	800	1,000
Levels 3 and 4 . . . . .	950	1,200
Levels 5 and above . . . . .	1,100	1,400

(b) For the purposes of this Rule, "dependant" shall mean a dependent spouse or a dependent child as defined in Rule 203.7, regardless of where the dependants reside.

(c) The assignment allowance shall not be paid (i) for more than five years in respect of service at one duty station, or (ii) concurrently with daily subsistence allowance under Rule 203.9 in respect of service at any duty station.

#### *Rule 203.12*

#### EXTENSION OF TOUR OF DUTY

Project personnel whose tours of duty at a duty station are for less than one year, and whose assignments are subsequently extended so that their total anticipated service will be one year or more at that duty station, shall cease to receive the daily subsistence allowance under Rule 203.9 from the date on which such extension takes place. From that date, they shall become subject to the provisions of Rule 203.10 on installation grant, Rule 203.11 on assignment allowance and Rule 203.5 on post adjustment.

#### *Rule 203.13*

#### DEDUCTIONS AND CONTRIBUTIONS

(a) There shall be deducted from the total payments due to project personnel:

- (i) Staff assessment, at the rates and subject to the conditions prescribed in Regulation 3.3;
- (ii) Contributions to the United Nations Joint Staff Pension Fund, if the individual is a participant under Rule 206.1.

(b) Deductions from salaries and other emoluments may also be made for:

- (i) Other contributions for which provision is made under these rules;
- (ii) Indebtedness to the United Nations;
- (iii) Indebtedness to third parties when any deduction for this purpose is authorized by the Secretary-General.

## Chapter IV APPOINTMENT

### *Rule 204.1*

#### LETTER OF APPOINTMENT

The letter of appointment granted to project personnel shall contain expressly or by reference the terms and conditions of employment.

### *Rule 204.2*

#### EFFECTIVE DATE OF APPOINTMENT

The appointment of project personnel shall take effect from the date on which they enter into official travel status to assume their duties or, if no official travel is involved, from the date on which they enter upon their duties.

### *Rule 204.3*

#### TYPES OF APPOINTMENT

Project personnel shall be granted either temporary appointments or programme appointments.

##### (a) Temporary appointments

- (i) Temporary appointments shall be for a fixed term and shall expire without notice on the date specified in the respective letters of appointment. They may be for service in one or more mission areas, and may be for short, intermediate or long term, as defined in Rule 200.2 (f).
- (ii) Project personnel who are initially granted appointments for less than one year but whose appointments are subsequently extended so that the total continuous contractual service is one year or more but less than five years shall be considered to be in intermediate-term status with effect from the date from which their appointment is extended or converted to intermediate-term status.
- (iii) Project personnel in intermediate-term status who complete five years' continuous service and whose appointments are extended for at least one further year (or are converted to programme appointments) shall be considered to be in long-term status with effect from the date on which they complete five years' continuous service.
- (iv) A temporary appointment does not carry any expectancy of renewal or of conversion into a programme appointment.

## (b) Programme appointments

The Secretary-General may grant programme appointments to a limited number of persons for whom, in his judgement, there is likely to be a continuing need within the United Nations technical assistance programmes. The programme appointment shall be governed by the Staff Rules applicable to project personnel in long-term status. Such appointments may be granted to persons below the age of fifty-five years who have completed at least two years of satisfactory service, and shall expire when the individual reaches sixty years of age. The Secretary-General may, in individual cases and in special circumstances, authorize the extension of the programme appointment beyond the age of sixty years but in no case shall the programme appointment be continued beyond the age of sixty-five years.

### *Rule 204.4*

#### NOTIFICATION BY PROJECT PERSONNEL AND OBLIGATION TO SUPPLY INFORMATION

On appointment, project personnel shall be responsible for supplying the Secretary-General with any information that may be required for the purpose of determining their status under these rules and for completing administrative arrangements in connexion with their appointments. Specifically, this requirement shall include information on nationality, passport and visa, marital status, dependency status, information relevant to home leave, and designation of beneficiary. They shall be responsible also for promptly notifying the Secretary-General, in writing, of any subsequent changes affecting their status under these rules.

### *Rule 204.5*

#### NATIONALITY

(a) In the application of these rules, the United Nations shall not recognize more than one nationality for project personnel.

(b) When project personnel have been legally accorded nationality status by more than one State, nationality for the purpose of these rules shall be the nationality of the State with which, in the opinion of the Secretary-General, the individual is most closely associated.

### *Rule 204.6*

#### MEDICAL EXAMINATION

(a) Project personnel shall undergo a medical examination prior to appointment. The examination shall be made by a United Nations medical officer or, if no such officer has been designated, by another qualified member of the medical profession. A report on the examination shall be submitted to and approved by the United Nations Medical Director before the individual leaves the home country and shall

include an opinion on his fitness for living, working and travelling under the conditions in the country to which he is assigned for duty.

(b) Project personnel may be required to undergo periodic medical examinations. They shall undergo a medical examination on separation from service, and the report on this last examination shall be submitted to the United Nations Medical Director for review.



## Chapter V

### LEAVE

#### *Rule 205.1*

##### ANNUAL LEAVE

(a) Project personnel who are granted appointments of six months or more, or who have completed six months' continuous service, shall be entitled to annual leave accruing while in pay status at the rate of six weeks for each year of continuous service. Official holidays as under Rule 201.3 shall be excluded for the purposes of computing annual leave.

(b) Annual leave may be taken in units of days or half-days, subject to the exigencies of service. Project personnel shall be required to submit a monthly report of leave so taken; a "NIL" report shall be submitted where no leave has been taken during the month.

(c) Project personnel in continuous employment may carry over up to six weeks of annual leave from the first year to the second continued as of the anniversary date of their initial appointment; a maximum of nine weeks accrued annual leave may be carried over from the second to the third year of service; thereafter, a maximum of twelve weeks of accrued annual leave may be carried over from one year to the next.

(d) Any absences from duty not specifically covered by other provisions of these Rules shall be charged to accrued annual leave; in default of sufficient accrued annual leave, the absences shall be considered as unauthorized, and salary and allowances shall not be paid for periods of such absences.

(e) In exceptional circumstances, and subject to the provisions of Rule 209.10, the Secretary-General may authorize advance annual leave up to a maximum of two weeks for an individual, provided his service is expected to continue for a period beyond the date necessary for him to accrue that amount of leave.

#### *Rule 205.2*

##### HOME LEAVE

*(See also Rule 207.11 for Travel on Home Leave)*

(a) Subject to the conditions in Regulation 5.3 and Rule 207.11 and such others as may be prescribed by the Secretary-General from time to time, project personnel in intermediate or long-term status who are serving outside the home country and their recognized

dependants who are in the mission area shall be allowed to visit the home country at the expense of the Organization once every two years.

(b) Except for allowable travel time, the period of such leave will be charged to annual leave.

## Chapter VI

### SOCIAL SECURITY

#### *Rule 206.1*

#### PARTICIPATION IN THE PENSION FUND

(a) Project personnel in short-term status shall not be eligible to participate in the United Nations Joint Staff Pension Fund unless such eligibility is explicitly provided for in the letter of appointment and follows previous participation in the Fund.

(b) Project personnel in short-term status whose appointments are subsequently extended so that their total anticipated period of service will be one year or more but less than five years shall be associate participants in the Fund from the date on which they have completed twelve months of continuous service, provided (i) the individual is under sixty years of age and (ii) his associate participation is not specifically excluded by the terms of his letter of appointment.

(c) Project personnel in intermediate-term status shall be associate participants in the Fund, provided (i) the individual is under sixty years of age and (ii) his associate participation is not specifically excluded by the terms of his letter of appointment.

(d) Project personnel in long-term status (including those holding programme appointments) shall be full participants in the Fund, provided that the individual is under sixty years of age at the time of entry into the Fund and his participation is not excluded by the terms of his letter of appointment.

(e) When project personnel in intermediate term status have their contracts extended so that they acquire long-term status, or when they are granted programme appointments, they may, subject to relevant provision of the Pension Fund Regulations, elect to have the period performed as associate participant included in contributory service.

#### *Rule 206.2*

#### GROUP LIFE INSURANCE PLAN

Project personnel shall participate in the group life insurance plan for project personnel, unless exemption from such participation is expressly stated in the letter of appointment.

### *Rule 206.3*

#### SICK LEAVE

(a) Project personnel who are unable to perform their duties by reason of illness or injury, or whose attendance at work is prevented by public health requirements, may be granted sick leave in accordance with the following provisions:

- (i) Project personnel in short-term status may be granted sick leave on full salary at the rate of two days per month of service;
- (ii) Project personnel in intermediate status may be granted sick leave up to three months on full salary and up to three months on half salary in any period of twelve consecutive months, provided that the amount of sick leave permitted in any four consecutive years shall not exceed eighteen months, nine months on full salary and nine months on half salary;
- (iii) Project personnel in long-term status, including those on programme appointments, may be granted sick leave up to six months on full salary and six months on half salary in any period of twelve consecutive months, provided that the amount of sick leave in any four consecutive years shall not exceed eighteen months, nine months on full salary and nine months on half salary;
- (iv) Project personnel shall submit a monthly report on any absences due to illness, injury or public health requirements. Where the absence is for five consecutive working days or longer, it shall be supported by a certificate from a qualified member of the medical profession. The certificate shall indicate the nature of the illness or injury and shall state that the individual was unable to perform his duties during the period. Where the absence was due to public health requirements, the certificate shall indicate that public health restrictions prevented the individual's attendance at work.

(b) Project personnel may be required at any time to submit a medical certificate as to their condition. Sick leave may be refused if the Secretary-General is satisfied that such leave is not justified; in such cases, the period shall be deducted from annual leave or charged as special leave without pay.

(c) Project personnel, while on sick leave, shall not leave the area of the duty station without the prior approval of the Secretary-General.

(d) Entitlement to sick leave shall lapse on separation from service.

### *Rule 206.4*

#### MEDICAL CARE AND COMPENSATION FOR DEATH, INJURY OR ILLNESS ATTRIBUTABLE TO SERVICE

(a) Medical care shall be made available to project personnel or their medical expenses shall be reimbursed in accordance with

the conditions set out in paragraphs (b) to (f) below. Project personnel shall not be eligible to participate in medical insurance plans provided for staff members at established offices, except as provided in sub-paragraph (g) below.

(b) Where suitable medical facilities or arrangements for reimbursement of medical expenses are provided by the recipient Governments, project personnel shall make use of such facilities or arrangements; such use shall be deemed to discharge the responsibility of the United Nations to furnish medical care.

(c) Except as provided in (b) above, the United Nations will assume responsibility for the reimbursement of medical expenses incurred by project personnel either in the area of assignment or while on travel on official business, subject to the following limitations:

- (i) The United Nations will not assume responsibility for the medical expenses of dependants.
- (ii) The United Nations will not assume responsibility for the treatment of illnesses (or conditions) chronic or otherwise which were present prior to appointment.
- (iii) The United Nations will not assume responsibility for medical expenses incurred by project personnel following separation from service, except where it is established to the satisfaction of the Secretary-General that such expenses directly relate to an injury or illness which resulted as a natural incident of performing official duties on behalf of the Organization.
- (iv) The United Nations may assume responsibility for reasonable and necessary costs of medical care at an appropriate location outside the area of assignment in cases where (a) competent medical advice is received that necessary medical facilities are not available in the country or area of assignment, or (b) the necessity for medical treatment arises outside the area of assignment.

(d) Medical expenses will not be reimbursed in connexion with:

- (i) Illness or injury arising out of accidents while project personnel are on leave;
- (ii) Illness or injury consequent to travel by a circuitous route for the convenience of project personnel;
- (iii) Illness or injury arising out of accidents occasioned by the wilful misconduct or injudicious behaviour of project personnel or occasioned during the course of recognizably hazardous personal recreation;
- (iv) Corrective surgery or remedial treatment relating to an established condition pre-existing as at the date of appointment.

(e) Claims in respect of any one illness or injury of less than \$5.00 will not be recognized for purposes of reimbursement.

(f) The term "medical care" does not include dental care.

(g) Project personnel with programme appointments and staff members detailed or assigned to technical assistance projects shall

be eligible to participate in the United Nations Headquarters group medical insurance plan for coverage of themselves and their family members in accordance with the provisions of those plans. Any payments made under such plans shall be offset against payments otherwise due under paragraph (c) above.

(h) In the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations, project personnel (or their dependants in the event of the death of project personnel) shall be entitled to compensation in accordance with the provisions of appendix D to Staff Rules (ST/SGB/Staff Rules/Appendix D/Rev.1, January 1966), provided that in the case of permanent disability or death there shall be set off against any compensation otherwise payable, such proportion of any amount paid as group life insurance benefit in accordance with Rule 206.2 as corresponds to that percentage of premium borne under the said group life insurance plan by the United Nations.

#### *Rule 206.5*

#### COMPENSATION FOR LOSS OR DAMAGE TO PERSONAL EFFECTS ATTRIBUTABLE TO SERVICE

Project personnel shall be entitled, within the limits and under the terms and conditions established by the Secretary-General, to reasonable compensation in the event of loss or damage to their personal effects, determined to be directly attributable to the performance of official duties on behalf of the United Nations.

## Chapter VII

### TRAVEL AND REMOVAL

#### *Rule 207.1*

##### OFFICIAL TRAVEL OF PROJECT PERSONNEL

Subject to the conditions prescribed in these rules and such others as may be prescribed by the Secretary-General from time to time, the travel expenses of project personnel shall be paid in the following circumstances:

- (i) On initial appointment;
- (ii) On travel on official business;
- (iii) On change of official duty station, as defined in Rule 200.2;
- (iv) On travel to visit dependants under Rule 207.12 or on travel in connexion with home leave under Rule 207.11;
- (v) On separation from service under Rule 207.14.

#### *Rule 207.2*

##### OFFICIAL TRAVEL OF DEPENDANTS

Subject to the conditions prescribed in these rules, and such others as may be prescribed by the Secretary-General from time to time, the travel expenses of eligible dependants of project personnel shall be paid in the following circumstances:

- (i) On initial appointment of project personnel, or on change of official duty station in accordance with Rules 207.9 and 207.10;
- (ii) On home leave, in accordance with Rule 207.11;
- (iii) On separation from service, if the dependants had been residing in the mission area following travel at the expense of the Organization;
- (iv) On journeys authorized in connexion with the education of children in accordance with Rule 207.13.

#### *Rule 207.3*

##### TRAVEL EXPENSES

(a) Travel expenses paid or reimbursed by the United Nations under these rules shall comprise:

- (i) Transportation expenses (i.e., carrier fare);
- (ii) Terminal expenses;
- (iii) Daily subsistence allowance while in travel status;
- (iv) Other necessary additional expenses incurred during travel.

(b) Project personnel shall exercise the same care in incurring expenses during travel that a prudent person would exercise if travelling on personal business.

#### *Rule 207.4*

##### AUTHORITY FOR TRAVEL

(a) The Organization will pay travel expenses only for travel which has been duly authorized and accomplished.

(b) Project personnel are responsible for ensuring that they have written authorization before commencing travel.

(c) In exceptional circumstances, project personnel may be authorized to travel on oral instructions, but such oral authorization shall require subsequent written confirmation.

#### *Rule 207.5*

##### ROUTE AND MODE OF TRAVEL

(a) All travel at the expense of the Organization shall be by a route and mode as prescribed by the Secretary-General.

(b) Travel shall be by the most direct and economical route and mode of transportation unless it is established to the satisfaction of the Secretary-General that the use of an alternative route or mode is in the best interests of the Organization.

(c) Travel subsistence allowance or other entitlements, including travel time, shall be limited to that allowable for a journey by the approved route and mode of travel. Project personnel who make other arrangements for personal convenience must obtain advance approval to do so and pay all additional costs themselves.

#### *Rule 207.6*

##### STANDARDS OF ACCOMMODATION

(a) For official travel, accommodations shall be provided in accordance with the following standards:

- (i) When the approved travel is by air, it shall normally be by economy class.
- (ii) When approved travel is by sea, it shall normally be by a standard next below first class.
- (iii) In the case of official travel by train, project personnel shall be provided with appropriate first-class accommodations, including, where necessary, suitable sleeper or other facilities.
- (iv) Dependants authorized to travel at United Nations expense shall be allowed accommodations similar to those of project personnel.

(b) Project personnel who elect higher standards of accommodation either for themselves or for their dependants shall bear the additional costs entailed; conversely, if project personnel elect to travel



by lower standards of accommodation, the Organization shall pay only for accommodations actually used.

#### *Rule 207.7*

##### TRAVEL BY AUTOMOBILE

(a) Project personnel who are authorized to travel by privately-owned automobiles shall be reimbursed for actual mileage on the basis of operating costs in the area in which the travel is undertaken. The mileage rate and the appropriate minimum distance for the calculation of the travel subsistence allowance shall be established by the Secretary-General from time to time.

(b) The total mileage rate reimbursement and travel subsistence allowance, which project personnel may claim in respect of a journey, shall be limited to the maximum travel expenses admissible had the journey been performed by the most economical route and mode of travel prescribed under Rules 207.5 and 207.6.

(c) The mileage rate established under (a) above shall be payable only to one of two or more persons travelling together on the same journey and in the same automobile.

#### *Rule 207.8*

##### PURCHASE OF TICKETS

(a) All tickets for transportation involving official travel for project personnel and their entitled dependants shall be purchased by the United Nations in advance of the actual travel. In special circumstances, the individual may be authorized to make the arrangements himself and claim subsequent reimbursement from the Organization.

(b) When project personnel request a standard of accommodation in excess of that prescribed under Rule 207.6, or are authorized, for reasons of personal preference or convenience, to travel by other than the approved route or mode of travel prescribed under Rule 207.5, they shall be required to pay any additional costs entailed before the United Nations provides them with the necessary tickets.

#### *Rule 207.9*

##### INITIAL AND RETURN TRAVEL OF DEPENDANTS

(a) Subject to the conditions laid down in these rules and others as may be prescribed by the Secretary-General from time to time, the United Nations shall pay the initial and return travel expenses of recognized dependants of project personnel in intermediate or long-term status to and from the duty station when the following circumstances obtain:

(i) The individual is (a) assigned to an official duty station for not less than one year; or (b) his assignment after a shorter

period is extended so that the total period is not less than one year; or (c) following his own travel to visit dependants under Rule 207.12, the individual is to remain in service at an official duty station for at least ten months from the date of his return to the field.

- (ii) The dependants are expected to remain in the mission area for at least six months during the individual's service there;
- (iii) The Secretary-General has decided that there are no special circumstances or local conditions which preclude project personnel being accompanied by their dependants; and
- (iv) The individual assumes responsibility for the costs of living, accommodation and medical care for his dependants.

(b) The Secretary-General may approve travel based on a shorter period than that specified in (a) (i) and (ii) above if, in his view, the circumstances warrant it.

(c) All authorized travel of dependants under this Rule shall be by the most direct and economical route.

#### *Rule 207.10*

#### TRAVEL OF DEPENDANTS ON CHANGE OF OFFICIAL DUTY STATION

The conditions in Rule 207.9 shall govern the travel of dependants on change of official duty station of project personnel.

#### *Rule 207.11*

#### TRAVEL ON HOME LEAVE (See also Rule 205.2)

(a) Home leave travel shall consist of one round trip at United Nations expense between the official duty station and the home country and may be authorized every two years provided that, for the first home leave, project personnel have completed at least twenty-two months of continuous service after initial appointment. For the second and each succeeding home leave, the entitlement of such leave shall not be granted before twenty-four months of continuous service have elapsed since the date of departure from previous home leave, or the anniversary date of initial appointment, whichever of these dates is later.

(b) Eligible dependants shall consist of recognized dependants who travelled to the mission area at United Nations expense and who have been in the mission area for at least six months prior to departure on home leave. Children born in the mission area shall be regarded as eligible dependants for the purpose of this Rule.

(c) The grant of home leave shall be subject to the conditions that:

- (i) Project personnel return to the duty station for at least six additional months if they are not accompanied by their dependants;

- (ii) Project personnel return to the duty station for at least ten months and the dependants for at least six months if dependants return with them at the expense of the Organization;
- (iii) Project personnel shall remain in their home countries for at least two weeks;
- (iv) The amount of travel time, the route and mode of travel shall be determined by the Secretary-General.

(d) Credit towards home leave shall accrue as from the date of departure from the home country to enter on service, or the date of departure on a previous home leave, whichever of these dates is later.

(e) Project personnel may be required to take home leave in connexion with other official travel, including travel on change of duty station, due regard being paid to the interests of the individual and his family.

(f) Project personnel who do not take home leave shall not receive any payment in lieu of the travel expenses, nor shall they be credited with additional annual leave in lieu of travel time.

#### *Rule 207.12*

#### TRAVEL TO VISIT DEPENDANTS

(a) Project personnel in intermediate or long-term status who have dependants for whom a travel entitlement exists shall be entitled to travel to visit their dependants at the expense of the Organization and subject to the conditions that:

- (i) They have completed at least twelve months' continuous service after appointment or since departure on their last home leave journey, whichever is later. In exceptional circumstances, the Secretary-General may either shorten or extend this period;
- (ii) They have not exercised the entitlement for the travel of any of their dependants (inclusive of education grant travel) during the preceding twelve months;
- (iii) It is expected that they will continue to serve outside their home country for a further six months;
- (iv) They remain for at least two weeks with their dependants;
- (v) The amount of travel time, the route and the mode of travel shall be determined by the Secretary-General;
- (vi) The travel costs payable by the Organization shall not exceed the costs of travel to their place of home leave, except where the authorized travel is to a former duty station.

(b) Travel to visit dependants shall not be authorized in the calendar year in which home leave falls due.

(c) Except for allowable travel time, the leave involved will be charged to annual leave.

(d) On return from such travel to the official duty station, the travel expenses of dependants shall not be paid by the Organization unless the individual is expected to continue in service for at least a further period of ten months, and dependants remain at the duty station for at least six months.

(e) Project personnel may be required to exercise entitlements to travel to visit dependants in conjunction with travel on official business or change of duty station, due regard being paid to the interests of the individual and his family.

#### *Rule 207.13*

#### EDUCATION GRANT TRAVEL

(a) Project personnel who have appointments of substantially more than one year's duration, normally eighteen months or longer, and whose children attend an educational institution outside the country or area of the duty station shall be entitled to travel expenses of one return journey each scholastic year for each child between the educational institution and the duty station.

(b) Such travel expenses shall not be paid if in the opinion of the Secretary-General the requested journey is unreasonable, either because of its timing in relation to other authorized travel of project personnel or their dependants, or because of the brevity of the visit in relation to the expenses involved. Specifically, education grant travel shall not be authorized:

- (i) During the first six months of the appointment of project personnel or within six months of the last travel on home leave or travel to visit dependants;
- (ii) When it is not expected that project personnel will remain at the duty station for at least six months (uninterrupted by travel on home leave or travel to visit dependants) beyond the date on which the child would arrive in the mission area.

(c) Where attendance is for less than two-thirds of the scholastic year, travel expenses shall not normally be payable.

(d) Transportation expenses shall not normally exceed the cost of a journey between the home country and the duty station. Travel subsistence allowance and transit allowance shall not be paid in the case of education grant travel.

#### *Rule 207.14*

#### TRAVEL ON SEPARATION FROM SERVICE

On separation from service, the travel expenses of project personnel shall be paid to the place from which they were recruited or to the place recognized as home for the purpose of home leave. Should project personnel, on separation, wish to go to any other place, payment of travel expenses shall not exceed the maximum amount that would have been payable on the basis of direct return transportation to the place of recruitment or home leave.

### *Rule 207.15*

#### TERMINAL EXPENSES

(a) For each authorized outward journey and for each authorized return journey actually undertaken, project personnel may claim actual expenses up to the equivalent of \$6.00 for terminal expenses; this includes expenses on taxi-cabs or other means of public conveyance, transfers of baggage and other expenses incidental to arrival at and departure from the terminal.

(b) If the travel of dependants is authorized by the United Nations, project personnel may claim up to the equivalent of \$2.00 for terminal expenses on behalf of each such dependant for each outward and for each return journey actually undertaken.

(c) At intermediate officially-authorized stop-overs, actual expenses as described in (a) above may be claimed up to the equivalent of \$6.00 for project personnel.

### *Rule 207.16*

#### DAILY SUBSISTENCE ALLOWANCE WHILE IN TRAVEL STATUS

(a) Subject to the provisions of Rule 203.9 and except during travel by sea, project personnel shall, when authorized to travel on official business, receive an appropriate daily subsistence allowance which may vary from area to area. Except as provided in Rules 207.15 and 207.19, any expenditures incurred in excess of the daily subsistence allowance shall be borne by project personnel.

(b) Daily subsistence allowance under (a) above shall not be paid in the case of project personnel in short-term status who are already in receipt of a daily subsistence allowance under Rule 203.9 (a). Such personnel when travelling on official business outside the mission area shall receive the daily subsistence allowance at the rate applicable to the area in which they are in travel status.

(c) When dependants are authorized to travel at United Nations expense, project personnel shall be paid an additional daily subsistence allowance on behalf of each such dependant at one half the rate applicable to project personnel, provided that no such allowance shall be payable in respect of travel by sea and travel undertaken in connexion with the education of children under Rule 207.13.

(d) The Secretary-General may establish a special rate for daily subsistence allowance in cases where he deems it appropriate, such as assignments to conferences or seminars etc.

### *Rule 207.17*

#### COMPUTATION OF THE DAILY SUBSISTENCE ALLOWANCE WHILE IN TRAVEL STATUS

(a) Except during travel by sea, the daily subsistence allowance shall be paid at the rates and under the conditions prescribed in

Rule 207.16 each calendar day or fraction thereof exceeding twelve hours during which project personnel or their dependants are in official travel status, provided that a full day's allowance at the appropriate rate shall be paid for the day on which travel is commenced and that no allowance shall be paid for the day on which travel is concluded; and provided further that not more than three days' subsistence allowance shall be paid in respect of any journey other than on official business.

(b) Where travel is by sea, a full day's allowance at the appropriate rate shall be paid for the day of arrival at the port of disembarkation provided that the traveller remains in official travel status for more than twelve hours thereafter. No allowance shall be paid for the day on which embarkation takes place. This payment shall be in addition to the transit allowance under Rule 207.18.

(c) No allowance shall be paid when a traveller returns to his official duty station within twelve hours after departure.

(d) When it is necessary for the purpose of computing the amount of daily subsistence allowance payable to specify the "hour of departure" and the "hour of arrival", these shall be considered as the time when the train, vessel, or airplane used by the traveller actually departs from or arrives at its terminal.

#### *Rule 207.18*

#### EXPENSES WHILE IN TRANSIT BY SEA

(a) Project personnel authorized to travel by sea other than when on home leave shall be entitled to a transit allowance instead of the daily subsistence allowance under Rule 207.16. This allowance is a fixed amount designed to cover such expenditures as project personnel are normally obliged to incur on board ship.

(b) The Secretary-General shall, from time to time, establish the transit allowance payable for specified journeys by sea, taking into account the cost of fares, and the number of dependants accompanying the individual at the Organization's expense.

#### *Rule 207.19*

#### MISCELLANEOUS TRAVEL EXPENSES

Necessary additional expenses, incurred by project personnel in connexion with the transaction of official business while in the performance of authorized travel, shall be reimbursed by the United Nations after completion of travel, provided that the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts which shall normally be required for any expenditures in excess of \$2.00. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

- (i) Hire of local transportation other than that provided for under Rule 207.15;

- (ii) Telephone, telegraph, radio and cable messages on official business;
- (iii) Transfer of authorized baggage by railway express or other appropriate means;
- (iv) Hire of room for official use;
- (v) Stenographic or typewriting services or rental of typewriters in connexion with the preparation of official reports or correspondence;
- (vi) Transportation or storage of baggage or property used on official business;
- (vii) Passport and visa costs.

### *Rule 207.20*

#### EXCESS BAGGAGE AND SHIPMENT OF PERSONAL AND HOUSEHOLD GOODS

(a) Baggage in excess of the weight or size carried without extra charge by the transportation company shall be considered as excess baggage for the purpose of these rules.

(b) Charges for excess baggage shall be reimbursable only where authorized prior to the commencement of travel.

(c) Where baggage is carried without charge by one transportation company but is regarded as excess baggage by a company furnishing onward transportation other than by air, the charges involved may be reimbursed on a certificate from the company making the charge that the baggage was considered as excess.

(d) On appointment, change of duty station or separation, project personnel shall be entitled to reimbursement of expenses in transporting personal and household goods in accordance with the provisions of sub-paragraphs (e) to (h) of this rule.

(e) Project personnel in intermediate or long-term status travelling by air may be authorized:

- (i) Excess baggage by air up to a maximum of 44 lb. (20 kilogrammes);
- (ii) The shipment of personal and household goods by land and/or by sea up to a maximum of 300 kg. (660 lb. or 66 cubic feet) for himself, 300 kg. (660 lb. or 66 cubic feet) for the first recognized dependant and 100 kg. (220 lb. or 22 cubic feet) for each additional dependant authorized to travel at the expense of the Organization, up to a maximum of 900 kg. (1,980 lb. or 198 cubic feet) for the expert and his dependants.
- (iii) The Secretary-General may authorize additional excess baggage by air, where, in his view, the circumstances warrant it: as for example, where shipment by land and/or by sea would involve excessive delay, or where the individual is accompanied by two or more dependants travelling at the expense of the Organization.

(f) Project personnel in short-term status travelling by air may be authorized excess baggage by air up to a maximum of 44 lb. (20 kilogrammes). Where no excess baggage is shipped by air, reimbursement may be made for a shipment by land and/or by sea up to a maximum of 220 lb. (22 cubic feet).

(g) Excess baggage by air, where authorized, will be shipped by air freight rather than as accompanied baggage, whenever it is more economical to do so.

(h) When personal or household goods are shipped by land and/or by sea:

- (i) Storage charges other than those incidental to transportation expenses shall not normally be allowed;
- (ii) Reasonable cost of packing, crating, unpacking and uncrating shall be allowed for shipments within the authorized limits except that costs for servicing of appliances, dismantling or erection of fixtures, or costs of special packing will not be borne by the Organization.

#### *Rule 207.21*

#### INSURANCE

(a) Project personnel shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage. However, compensation may be paid in respect of losses of accompanied personal baggage in accordance with such arrangements as may be in force under Rule 206.5.

(b) In the case of unaccompanied shipments authorized under Rule 207.20, the Organization will arrange for commercial insurance coverage up to the value of \$1,500 for project personnel and \$3,000 for project personnel and dependants who are authorized to travel at the expense of the United Nations. Such insurance coverage shall not include articles of value for which special premium rates are charged. The provision of insurance coverage shall be deemed to relieve the Organization of responsibility for loss or breakage of unaccompanied baggage.

(c) In the case of personal and household goods shipped at the expense of the Organization under Rule 207.20, project personnel shall furnish, prior to shipment, an inventory of all articles shipped (contents as well as containers such as suitcases) and the replacement value of each article in United States dollars in the shipment.

#### *Rule 207.22*

#### TRAVEL ADVANCES

Project personnel authorized to travel shall provide themselves with sufficient funds for all current expenses by securing an advance of funds, if necessary. A reasonable advance of funds against the estimated reimbursable travel expenses may be made to project



personnel for expenses authorized under these rules in respect of themselves and their dependants. An advance of funds shall be considered reasonable if it is not less than \$50.00 nor more than 80 per cent of the estimated reimbursable expenditures. If, in the course of official travel, project personnel have earned in subsistence allowance an amount equal to the amount advanced, they may be advanced the balance of the estimated reimbursable expenditures.

#### *Rule 207.23*

#### TRANSPORTATION OF DECEDENTS

Upon the death of project personnel or of a recognized dependant, the United Nations shall pay the expenses of transportation of the body from the place of death to a place to which they are entitled to return transportation under Rule 207.1 or 207.9. These expenses shall include reasonable costs for preparation of the body.

#### *Rule 207.24*

#### LOSS OF ENTITLEMENT TO TRAVEL AND REMOVAL EXPENSES

(a) The Secretary-General may reject any claim for payment or reimbursement of travel or removal expenses which are incurred by project personnel in contravention of any provisions of these rules.

(b) Project personnel who resign before completing one year of service or within six months following the date of return from home leave or travel to visit dependants shall not be entitled to payment of travel expenses on separation for themselves or their dependants.

(c) Entitlement to return travel and removal expenses shall cease if travel has not commenced within six months after the date of separation from service.

(d) When return travel is delayed by project personnel for personal convenience, any resulting cost of revalidating the return portions of tickets shall be borne by project personnel.

(e) The Secretary-General may authorize exceptions to (b) and (c) above if he is satisfied that there are compelling reasons for so doing.

## Chapter IX

### SEPARATION FROM SERVICE

#### *Rule 209.1*

##### RESIGNATION

(a) A resignation within the meaning of these rules is a separation initiated by the individual.

(b) Unless otherwise specified in their letters of appointment, three months' written notice of resignation shall be given by project personnel having programme appointments, and thirty days' written notice of resignation shall be given by project personnel having fixed-term appointments. The Secretary-General may, however, accept resignations on shorter notice.

#### *Rule 209.2*

##### TERMINATION

(a) A termination within the meaning of these rules is a separation initiated by the Organization other than: (i) a retirement, or (ii) a summary dismissal for serious misconduct, or (iii) a separation as a result of the expiration of a fixed-term appointment on the due date.

(b) A separation as a result of expiration of a fixed-term appointment shall take place automatically and without prior notice on the expiration date specified in the letter of appointment.

(c) The Secretary-General may, at any time, terminate the appointments of project personnel in accordance with the provisions of Regulation 9.1 (c).

#### *Rule 209.3*

##### ABOLITION OF POSTS AND REDUCTION OF ESTABLISHMENT

On the completion of a particular assignment or if the necessities of the service require abolition of a post or reduction of the staff, the holder of a programme appointment shall be given first consideration over other project personnel for such suitable posts as may be vacant within technical assistance projects, due regard being had in all cases to relative competence, to integrity and to length of service. Project personnel on programme appointments shall have no entitlement for consideration for posts outside the project personnel category.

#### *Rule 209.4*

##### NOTICE OF TERMINATION

(a) Project personnel whose programme appointments are to be terminated shall be given not less than three months' written notice of such termination. Other project personnel whose appointments are to be terminated prior to the expiration date specified in the letter of appointment shall be given not less than a month's written notice of termination or such notice as may be otherwise stipulated in their letters of appointment.

(b) In lieu of the notice period, the Secretary-General may authorize compensation calculated on the salary with post adjustment, dependency benefits and service benefit or repatriation grant which the individual would have received had the date of termination been at the end of the notice period.

#### *Rule 209.5*

##### TERMINATION INDEMNITY

(a) Project personnel whose programme appointments are terminated shall be paid termination indemnities in accordance with the provision of annex III (a) to the Staff Regulations. Length of service for the purpose of computation of termination indemnity shall be deemed to include completed months of service in excess of the completed years specified in the schedule contained in annex III (a) to the Staff Regulations.

(b) Project personnel whose temporary appointments for a fixed term are terminated prior to the expiration date specified in the letter of appointment shall be paid termination indemnities in accordance with the provisions of annex III (b) to the Staff Regulations.

(c) Base salary for the purposes of annex III to the Staff Regulations shall mean the annual base salary after application of the staff assessment under Staff Regulation 3.3 and shall exclude all other payments.

#### *Rule 209.6*

##### REPATRIATION GRANT

(a) Upon separation project personnel serving outside their home countries shall be entitled to a repatriation grant in accordance with Regulation 9.4 and annex IV to the Staff Regulations.

(b) The detailed conditions for the payment of the grant are set out in Rule 209.8.

#### *Rule 209.7*

(Cancelled)

CONDITIONS GOVERNING PAYMENT OF  
REPATRIATION GRANT

Payment of repatriation grant under Regulation 9.4 and annex IV to the Staff Regulations shall be subject to the following conditions and definitions:

(a) "Obligation to repatriate" as used in annex IV to the Staff Regulations shall mean obligation to return project personnel and their dependants, upon separation, at the expense of the United Nations, to a place outside the country of the duty station.

(b) "Home country" as used in annex IV to the Staff Regulations shall be determined on the same basis as the country of home leave entitlement under Rule 205.2.

(c) "Service" for the purposes of repatriation grant calculations shall exclude service before 1 January 1958, except in the case of project personnel who held entitlement to repatriation grant before that date. Service prior to 1 January 1951 shall be excluded in all cases. Periods spent in short-term status shall also be excluded.

(d) "Salary" for the purposes of Regulation 9.4 and annex IV to the Staff Regulations shall mean the annual base salary, after application of the staff assessment under Rule 203.4 and shall exclude all other payments.

(e) No payments shall be made to project personnel who abandon their posts, nor to those who are summarily dismissed. Project personnel who reside in their home country while performing their official duties shall not be entitled to repatriation grant upon separation, provided that the Secretary-General may grant a full or a partial repatriation grant, in his discretion, in the case of project personnel who, after service at a duty station outside their home country, are transferred to a duty station within that country.

(f) Dependants within the meaning of annex IV to the Staff Regulations shall consist of a wife, or a dependent husband in respect of whom dependency benefits are payable, or dependent children as defined in Rule 203.7. The repatriation grant shall be paid at the dependency rate to project personnel with dependants regardless of the place of residence of the dependants.

(g) Where both husband and wife are employed by the United Nations or by a specialized agency and each is entitled, on separation, to payment of a repatriation grant, payment shall be made to each, at single rates, in accordance with their respective entitlements, provided that where dependent children are recognized, the first parent to be separated may claim payment at dependency rates. In this event the second parent, on separation, may claim payment at the single rate for the period of qualifying service subsequent thereto; or, if eligible, at the dependency rate for the whole period of his qualifying service, from which shall normally

be deducted the amount of the repatriation grant paid to the first parent.

(h) Loss of entitlement to payment of return travel expenses under Rule 207.24 shall not affect project personnel's eligibility for payment of the repatriation grant.

(i) In the event of the death of project personnel, no payment of repatriation grant shall be made unless there is a surviving widow, dependent widower or one or more dependent children. If there is one such surviving dependant, payment of repatriation grant shall be made at the single rate to such dependant; if there are two or more such surviving dependants, payment of repatriation grant shall be made at the dependency rate and shall be paid to such dependants in such proportions as may have been specified by the deceased, or in the absence of any such designation, in equal proportions.

(j) Payment of repatriation grant shall normally be made in the currency of the established country of residence.

#### *Rule 209.9*

#### COMMUTATION OF ACCRUED ANNUAL LEAVE

If, upon separation, project personnel have accrued annual leave, they shall be paid in lieu thereof a sum of money equivalent to the amount which they would have been entitled to receive in the form of base salary for the period of such accrued leave up to a maximum of 45 days in the case of service of two years or less, or 60 days in the case of longer service.

#### *Rule 209.10*

#### RESTITUTION OF ADVANCE ANNUAL AND SICK LEAVE

(a) On separation, project personnel who have taken advance annual or sick leave beyond the amount actually earned and accrued while in service shall be required to make restitution for such advance leave by means of a cash refund.

(b) The Secretary-General may waive this requirement if he is satisfied that there are compelling reasons for doing so.

Chapter X  
DISCIPLINARY MEASURES

*Rule 210.1*

DISCIPLINARY MEASURES

In any case involving possible disciplinary action, the Secretary-General may establish, on an ad hoc basis, machinery to advise him before any decision is taken.

*Rule 210.2*

SUSPENSION PENDING INVESTIGATION

If a charge of misconduct is made against an individual and the Secretary-General so decides, the individual may be suspended from duty, with or without pay, during investigation, the suspension being without prejudice to the rights of the individual.

## Chapter XI

### APPEALS

#### *Rule 211.1*

### APPEALS

In case of any appeal against an administrative decision alleging the non-observance of terms of appointment, including all pertinent regulations and rules, or against disciplinary action, the Secretary-General shall establish on an ad hoc basis administrative machinery to advise him.

#### *Rule 211.2*

### ADMINISTRATIVE TRIBUNAL

Project personnel shall have the right to appeal to the United Nations Administrative Tribunal in accordance with the provisions of that Tribunal's Statute.

## Chapter XII

### GENERAL PROVISIONS

#### *Rule 212.1*

##### AMENDMENT OF, AND EXCEPTIONS TO, STAFF RULES

(a) These rules may be amended by the Secretary-General in a manner consistent with the Staff Regulations.

(b) Exceptions to these rules may be made by the Secretary-General provided that such exception is not inconsistent with any Staff Regulation, and provided further that it is agreed to by the individual directly affected and is, in the opinion of the Secretary-General, not prejudicial to the interests of other project personnel.

#### *Rule 212.2*

##### FINANCIAL RESPONSIBILITY

Project personnel may be required to reimburse the United Nations either partially or in full for any financial loss suffered by the United Nations as a result of their negligence or of their having violated any regulation, rule or administrative instruction.

#### *Rule 212.3*

##### LIABILITY INSURANCE

Project personnel who own or drive automobiles shall carry public liability and property damage insurance in an amount adequate to insure them against claims arising from injury or death to other persons or damage to the property of others, caused by their automobiles.

#### *Rule 212.4*

##### BENEFICIARIES

(a) At the time of appointment, project personnel shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Secretary-General. It shall be the responsibility of project personnel to notify the Secretary-General of any revocations or changes of beneficiaries.

(b) In the event of the death of the individual, all amounts standing to his credit will be paid to his nominated beneficiary or beneficiaries subject to application of these rules. Such payment shall afford the United Nations a complete release from all further liability in respect to any sum so paid.



(c) If a nominated beneficiary does not survive or if a designation of beneficiary has not been made or has been revoked, the amount standing to the credit of the individual will upon his death be paid to his estate.

#### *Rule 212.5*

### RETROACTIVITY OF PAYMENTS

Project personnel who may not have been receiving any allowances, grants or other payments due under these rules shall not be entitled to receive such allowances, grants or other payments retroactively, unless a written claim has been submitted within one year of the date when the initial payment would otherwise have been due.

#### *Rule 212.6*

### PROPRIETARY RIGHTS

All rights, including title, copyright and patent rights, in any work performed by project personnel as part of their official duties, shall be vested in the United Nations.

#### *Rule 212.7*

### EFFECTIVE DATE OF RULES

Except as otherwise provided by the Staff Regulations or by the provisions of specific rules, Rules 200.1 to 212.7 inclusive shall be effective 1 January 1966. They shall supersede all previous rules applicable to project personnel.

