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SECRETARY GENERAL'S BULLETIN

## STAFF RULES

APPLICABLE TO DISPATCHERS AND GUIDES  
IN THE VISITORS SERVICE AT HEADQUARTERS

New York, 1959



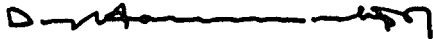
ST/SGB/Staff Rules/4  
31 December 1958

**SECRETARY-GENERAL'S BULLETIN**

To: Members of the Staff of the United Nations

Subject: STAFF RULES APPLICABLE TO DISPATCHERS AND  
GUIDES IN THE VISITORS SERVICE AT HEADQUARTERS

Staff Rules 401.1 through 412.7 are hereby amended with effect from 1 November 1958. These rules apply to staff members specifically engaged for full-time service as Dispatchers or Guides in the Visitors Service at Headquarters.



Dag HAMMARSKJÖLD  
Secretary-General

NOTE ON THE STAFF RULES APPLICABLE TO  
DISPATCHERS AND GUIDES AT HEADQUARTERS

The Staff Rules applicable to Dispatchers and Guides (rules 401.1 through 412.7) are to be read in conjunction with the Staff Regulations of the United Nations.

The Staff Regulations are enacted by the General Assembly. They embody the fundamental conditions of service and the basic rights, duties and obligations of the United Nations Secretariat.

The Secretary-General, as the Chief Administrative Officer, provides and enforces such Staff Rules, consistent with the principles expressed in the Staff Regulations, as he considers necessary.

Rules 401.1 through 412.7 are numbered to show their relationship with the Articles of the Staff Regulations. Thus rule 401.3 deals with a subject covered by Article I of the Regulations; rule 406.2 deals with a subject covered by Article VI of the Regulations; and rule 412.1 deals with a subject covered by Article XII of the Regulations.

The Articles of the Staff Regulations are:

ARTICLE	TITLE	RULES
I	Duties, Obligations and Privileges	401.1 - 401.6
II	Classification of Posts and Staff	-
III	Salaries and Related Allowances	403.1 - 403.5
IV	Appointment and Promotion	404.1 - 404.8
V	Annual and Special Leave	405.1 - 405.2
VI	Social Security	406.1 - 406.3
VII	Travel and Removal Expenses	-
VIII	Staff Relations	408.1
IX	Separation from Service	409.1 - 409.8
X	Disciplinary measures	410.1
XI	Appeals	411.1
XII	General Provisions	412.1 - 412.7

## STAFF RULES 401.1 - 412.7

### Applicable to

### Dispatchers and Guides in the Visitors Service

#### Rule 401.1 Applicability

Staff Rules 401.1 through 412.7 are applicable to full-time staff members specifically engaged as Dispatchers or Guides for the Visitors Service.

#### Rule 401.2 Assignment

Dispatchers and Guides are not entitled to reassignment to other offices or activities of the United Nations, nor are they subject, without their agreement, to such reassignment.

#### Rule 401.3 Hours of Work

(a) The regular tour of duty shall be 40 hours a week, consisting of five eight-hour days, with an interruption for lunch. The Secretary-General shall prescribe working schedules, including the interruption for lunch.

(b) Dispatchers and Guides shall be required to work beyond the regular tour of duty whenever requested to do so.

#### Rule 401.4 Official Holidays

(a) Official holidays shall be New Year's Day (1 January), Washington's Birthday (22 February), Memorial Day (30 May), Independence Day (4 July), Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November), Christmas Day (25 December), and one further day during the Christmas season designated each year by the Secretary-General. When one of these days falls on a Saturday or Sunday, the following Monday shall be observed as a holiday in lieu thereof.

(b) Dispatchers and Guides who are nationals of any country which observes a national day may be excused from work on that day.

#### Rule 401.5 Outside Activities and Interests

(a) Dispatchers and Guides shall not engage in any continuous or recurring outside occupation or employment without the prior approval of the Secretary-General.

(b) No Dispatcher or Guide may be actively associated with the management of, or hold a financial interest in, any business concern

if it were possible for her to benefit from such association or financial interest by reason of her official position with the United Nations.

(c) A Dispatcher or Guide who has occasion to deal in her official capacity with any matter involving a business concern in which she holds a financial interest shall disclose the measure of that interest to the Secretary-General.

(d) The mere holding of shares in a company shall not constitute a financial interest within the meaning of this rule unless such holding constitutes a substantial control.

(e) Dispatchers and Guides shall not, except in the course of official duties or with the prior approval of the Secretary-General, perform any one of the following acts, if such act relates to the purposes, activities, or interests of the United Nations:

- (i) Issue statements to the press, radio or other agencies of public information;
- (ii) Accept speaking engagements;
- (iii) Take part in film, theatre, radio or television productions;
- (iv) Submit articles, books or other material for publication.

#### Rule 401.6

##### Membership in Political Parties and Political Activities

(a) Membership in a political party is permitted provided that such membership does not entail action, or obligation to action, contrary to Staff Regulation 1.7. The payment of normal financial contributions shall not be construed as an activity contrary to Staff Regulation 1.7.

(b) In any case of doubt as to the interpretation or application of Staff Regulation 1.7 and the present rule, the Dispatcher or Guide concerned shall request a ruling from the Secretary-General.

#### Rule 403.1

##### Salaries, Salary Increments and Staff Assessment Plan

(a) The salary scales and conditions of salary increments for Dispatchers and Guides shall be those set forth in Appendix A. Salaries of Dispatchers and Guides shall be subject to the Staff Assessment Plan under Staff Regulation 3.3.

(b) "Salaries and emoluments" subject to staff assessment as used in Staff Regulation 3.3 means:

- (i) Salary under Rule 403.1, including overtime compensation, and compensation in lieu of notice under Rule 409.3.
- (ii) Payments under separation, including termination indemnity, payment for accrued annual leave and service benefit.
- (iii) Compensation equivalent to salary and allowance under Rule 406.3.

#### Rule 403.2

##### Overtime and Compensatory Time Off

(a) Dispatchers and Guides who are required to work in excess of forty hours during any one work week shall be compensated for the overtime hours worked at the rate of one and a half times the regular salary rate.

(b) Work required to be performed on an official holiday shall be compensated by the granting of compensatory time off equal to the number of hours of overtime worked.

(c) Overtime payments shall be reckoned to the nearest hour and work periods of less than one-half hour shall not be considered.

Rule 403.3  
Retroactivity of Payments

A Dispatcher or Guide who has not been receiving an allowance, grant or other payment due to her shall not be entitled to receive retroactively such allowance, grant or other payment unless she has made written claim within one year following the date on which she would have been entitled to the initial payment.

Rule 403.4  
Dependency Allowances

(a) The following definitions shall govern the payment of dependency allowances:

- (i) A dependent spouse shall be a spouse whose occupational earnings, if any, do not exceed an amount established by the Secretary-General for staff at Headquarters for this purpose.
- (ii) For the purposes of the Staff Regulations and the Staff Rules, a "child" shall be the unmarried child of a staff member, under the age of 18 years, or, if the child is in full-time attendance at a school or university (or similar educational institution), under the age of 21 years. If the child is totally and permanently disabled the requirements as to school attendance and age shall be waived. A child shall be recognized as dependent for purposes of Staff Regulation 3.4 when the staff member provides continuing support and submits a claim certifying to this effect, provided that where divorce or legal separation has occurred and the child does not reside with the staff member, dependency allowance will be payable only where the staff member submits satisfactory documentary evidence that she has assumed responsibility for the continuing support of the child.
- (iii) A dependent parent, dependent brother or dependent sister shall be a parent, an unmarried brother or an unmarried sister of whose financial support the staff member provides one half or more, and in any case at least twice the amount of the dependency allowance; provided that the brother or sister is under the age of 18 years, or, if in full-time attendance at a school or university (or similar educational institution), under the age of 21 years. If the brother or sister is totally and permanently disabled, the requirements as to school attendance and age shall be waived.

(b) Dispatchers and Guides shall be responsible for notifying the Secretary-General in writing of claims for dependency allowance, and may be required to support such claims by documentary evidence satisfactory to the Secretary-General. They shall be re-

sponsible for reporting to the Secretary-General any change in the status of a dependent affecting the payment of this allowance.

(c) A dependency allowance shall be paid in respect of not more than one dependent parent, brother or sister, and such payment shall not be made when a payment is being made for a dependent spouse.

(d) The rates of dependency allowances shall be thus set out in Appendix A.

Rule 403.5  
Deductions and Contributions

(a) Staff assessment, at the rates and subject to the conditions prescribed in Staff Regulation 3.3, shall be deducted each pay period from the total payments due to each Dispatcher or Guide.

(b) The Secretary-General may make deductions from payments due from the United Nations for indebtedness to the United Nations or for indebtedness to third parties, or for contributions for which provision is made under these rules.

Rule 404.1  
Letter of Appointment

The letter of appointment granted to every Dispatcher and Guide contains expressly or by reference all the terms and conditions of employment. All contractual entitlements of Dispatchers and Guides are strictly limited to those contained expressly or by reference in their letters of appointment.

Rule 404.2  
Effective Date of Appointment

The appointment of every Dispatcher and Guide shall take effect from the date on which she starts to perform her duties.

Rule 404.3  
Notification by Staff Members

Dispatchers and Guides shall be responsible on appointment for supplying the Secretary-General with whatever information may be required for the purpose of determining their status under the Staff Regulations and Staff Rules or of completing administrative arrangements in connexion with their appointments. Specifically, this requirement shall include information on nationality, passport and visa, marital status, dependency status, 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 Staff Regulations and Staff Rules.

Rule 404.4  
Appointment

Dispatchers and Guides shall be engaged on temporary appointments which are for a fixed term and which expire without prior notice on the expiration date specified in the letter of appointment.



Rule 404.5  
Recruitment Status

Dispatchers and Guides shall have the status of locally recruited staff members and shall not be eligible for the allowances and benefits designed for international recruitment.

Rule 404.6  
Nationality

(a) In the application of Staff Regulations and Rules, the United Nations shall not recognize more than one nationality for each Dispatcher or Guide.

(b) When a Dispatcher or Guide has been legally accorded nationality status by more than one State, the staff member's nationality for the purposes of the Staff Regulations and these Rules shall be the nationality of the State with which the staff member is, in the opinion of the Secretary-General, most closely associated.

Rule 404.7  
Family Relationships

(a) Except where another person equally well qualified cannot be recruited, appointment shall not be granted to a person who bears any of the following relationships to a staff member: husband, wife, father, mother, son, daughter, brother or sister.

(b) Staff members who bear any of the relationships specified in (a) above shall not be assigned to serve in the same department if one of the posts is subordinate to the other in the line of authority.

(c) If two staff members marry, the benefits and entitlements which accrue to them, shall be modified as provided in the relevant staff rules; their appointment status shall not, however, be affected.

Rule 404.8  
Medical Examination

Dispatchers and Guides may be required from time to time to satisfy the Chief Medical Officer that they are free from any ailment likely to impair the health of others.

Rule 405.1  
Annual Leave

(a) Dispatchers and Guides appointed for service of more than three months shall accrue annual leave while in full pay status at the rate of six weeks a year. Initial appointment for three months or less shall carry no entitlement to annual leave, provided that in the case of extension or renewal of appointment, the total period of actual service shall be the basis for calculating annual leave credits.

(b) Annual leave may be taken in units of days and half-days. All arrangements as to leave shall be subject to the exigencies of the service which may require that leave be taken by a Dispatcher or Guide during a period designated by the Secretary-General.

(c) Any absence from duty not specifically covered by other provisions in these rules shall be charged to the accrued annual leave

of the Dispatcher or Guide; if she has no accrued annual leave, it shall be considered as unauthorized and pay and allowances shall cease for the period of such absence.

Rule 405.2  
Special Leave

(a) Dispatchers and Guides may be granted special leave, with full or partial pay or without pay, for important reasons for such periods as the Secretary-General may prescribe.

(b) Dispatchers and Guides shall not accrue service credits toward sick, annual and maternity leave, or towards service benefit during full months of special leave with partial pay or without pay. Periods of less than one calendar month of such leave shall not affect the ordinary rates of accrual; nor shall continuity of service be considered broken by periods of special leave.

Rule 406.1  
Joint Staff Pension Fund

Dispatchers and Guides shall participate in the United Nations Joint Staff Pension Fund in accordance with the Regulations of the Fund.

Rule 406.2  
Sick Leave

Dispatchers and Guides who are incapacitated from the performance of their duties by illness or injury or whose attendance is prevented by public health requirements will be granted sick leave in accordance with the following provisions:

(a) All sick leave must be approved on behalf of the Secretary-General.

(b) Dispatchers and Guides shall be granted sick leave credit at the rate of 1 1/2 working days for each month of continuous contractual service. A Dispatcher or Guide holding an appointment of more than three months' duration whose attendance is prevented by illness or injury or by public health restrictions for a continuous period of more than five working days, may be granted for the absence in excess of five working days, sick leave additional to that provided above up to a maximum of 18 working days for each full year of total contractual service.

(c) Subject to the conditions provided in this rule, sick leave credits shall be available at any time during service. While all entitlement to sick leave shall lapse when a staff member separates from the service, sick leave which has been appropriately granted under this rule shall not be recovered if the staff member separates from the service before the date upon which the sick leave entitlement was calculated.

(d) Except with the approval of the Secretary-General, no Dispatcher or Guide may be granted sick leave for a period of more than three consecutive working days without producing a certificate from a duly qualified medical practitioner, to the effect that she is unable to perform her duties and stating the nature of the illness, and the probable duration of incapacity. Such certificate shall,

except in circumstances beyond the control of the staff member, be produced not later than the end of the fourth working day following the initial absence from duty. On receipt of such certificate, the Secretary-General shall decide whether sick leave should be granted.

(e) After a Dispatcher or Guide has taken periods of non-certified sick leave totalling seven working days within a contractual year, any additional sick leave within that year shall either be supported by a medical certificate, or be deducted from annual leave or charged as special leave without pay.

(f) A Dispatcher or Guide shall immediately notify the United Nations Health Service of any case of contagious disease occurring in her household or of any quarantine order affecting her household. A Dispatcher or Guide who, as a result of these circumstances, is directed not to attend the office shall receive her full salary and other emoluments for the period of authorized absence.

Rule 406.3  
Compensation for Death, Injury or other  
Disability Attributable to Service

Dispatchers and Guides shall be entitled to compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the United Nations, in accordance with the provisional rules set forth in Appendix D to the Staff Rules.

Rule 406.4  
Maternity Leave

(a) Dispatchers and Guides will be expected to be able to perform their duties for the full period of the appointment. However, should a Dispatcher or Guide become unable to perform her regular duties by reason of pregnancy, if she would have served continuously for one year at the anticipated time of confinement she may be granted two months of special leave on half-pay, and subsequently, at her request, be granted special leave without pay for the balance of her absence. If a Dispatcher or Guide is placed on alternative work because of pregnancy, the period of this alternative employment will be deducted from the two months of special leave on half pay which would otherwise have been available to her.

(b) A Dispatcher or Guide who would not have served continuously for one year at the anticipated time of confinement shall be granted her accumulated annual leave and subsequently, at her request, be granted special leave without pay for the balance of her absence.

(c) Return to duty after leave for maternity shall be approved by the United Nations Medical Officer on the basis of a medical certificate.

(d) These provisions shall operate within the period of the appointment.

Rule 408.1  
Staff Relations

Dispatchers and Guides shall be included in the provisions of Rule 108.1 on Staff Council, and Rule 108.2 on Joint Advisory Committee, which are set forth in Appendix B.

Rule 409.1  
Termination

(a) A termination within the meaning of the Staff Regulations is a separation initiated by the United Nations, other than separation on full compensation for disability, and summary dismissal for serious misconduct.

(b) The Secretary-General may at any time terminate the appointment of a Dispatcher or Guide, if the necessities of the service require abolition of the post or reduction of the staff, if the services of the individual concerned prove unsatisfactory, if she is, for reasons of health, incapacitated for further service or for such other reason as may be specified in the letter of appointment.

(c) In the event of abolition of post or reduction of staff, Dispatchers and Guides shall have no entitlement to any assignments other than the ones for which they were recruited.

Rule 409.2  
Resignation

(a) A resignation within the meaning of the Staff Regulations is a separation initiated by a staff member.

(b) Unless otherwise specified in their letters of appointment, Dispatchers and Guides shall give thirty days' written notice of resignation. The Secretary-General may, however, accept resignations on shorter notice.

Rule 409.3  
Notice of Termination

(a) A Dispatcher or Guide whose appointment is to be terminated shall be given not less than thirty days' written notice of such termination or such notice as may otherwise be stipulated in her letter of appointment.

(b) In lieu of the notice period, the Secretary-General may authorize compensation calculated on the basis of the salary and allowances which the staff member would have received had the date of termination been at the end of the notice period.

Rule 409.4  
Termination Indemnity

(a) In accordance with Annex III to the Staff Regulations, and subject to paragraph (c) hereunder, Dispatchers and Guides whose appointments are terminated prior to the expiration date specified in the letter of appointment shall be paid five days' indemnity pay for each month of uncompleted service.

(b) Indemnity pay shall be calculated on the basis of the staff member's base salary at the time of termination.

(c) No indemnity payments shall be made to:

A staff member who resigns, except where termination notice has been given and the termination date agreed upon;

A staff member who has a temporary appointment for a fixed term which is completed on the expiration date specified in the letter of appointment;

A staff member who is summarily dismissed;

A staff member who abandons her post.

#### Rule 409.5

##### Expiration of Fixed-Term Appointments

(a) A temporary appointment for a fixed-term shall expire automatically and without prior notice on the expiration date specified in the letter of appointment.

(b) Separation as a result of the expiration of any such appointment shall not be regarded as a termination within the meaning of the Staff Regulations and Rules.

#### Rule 409.6

##### Commutation of Annual Leave

If, upon separation, a Dispatcher or Guide has accrued annual leave, she shall be paid in lieu thereof a sum of money equivalent to her salary for the period of such accrued leave, up to a maximum of sixty working days.

#### Rule 409.7

##### Service Benefit

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

(a) The rate of service benefit applicable to a staff member during service in his home country shall apply to Dispatchers and Guides, in accordance with their status as local recruits under Rule 404.5.

(b) "Service" for the purpose of calculating service benefit shall be counted from the effective date shown in the Letter of Appointment as the commencement date of service benefit.

(c) "Salary" for the purpose of service benefit shall mean the salary under Rule 403.1 at the time of separation.

#### Rule 409.8

##### Certification of Service

Any Dispatcher or Guide who so requests shall, on leaving the service of the United Nations, be given a statement relating to the nature of her duties and the length of her service. On her written request, the statement shall also refer to the quality of her work and her official conduct.

#### Rule 410.1

##### Disciplinary Measures

Rule 110.1 on Joint Disciplinary Committee, Rule 110.2 on Composition of the Joint Disciplinary Committee, Rule 110.3 on Disciplinary Measures, Rule 110.4 on Suspension Pending Investigation, and Rule 110.5 on Joint Disciplinary Committee Procedures, which are set forth in Appendix C, shall apply to Dispatchers and Guides.

### Rule 411.1

#### Appeals

Rule 111.1 on Joint Appeals Board, Rule 111.2 on Composition of the Joint Appeals Board, and Rule 111.3 on Procedures of the Joint Appeals Board, which are set forth in Appendix C, shall apply to Dispatchers and Guides.

### Rule 412.1

#### Amendment of Staff Rules

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

### Rule 412.2

#### Financial Responsibility

Any Dispatcher or Guide 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 her negligence or of her having violated any regulation, rule or administrative instruction.

### Rule 412.3

#### Liability Insurance

In accordance with Resolution 22 (1) (E) of the 31st Plenary Meeting of the General Assembly, staff members who own or drive motor cars 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 from damage to the property of others, caused by their cars.

### Rule 412.4

#### Staff Members' Beneficiaries

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

(b) In the event of the death of a staff member, all amounts standing to her credit will be paid to her nominated beneficiary or beneficiaries subject to application of the Staff 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 a staff member will upon her death be paid to her estate.

### Rule 412.5

#### Service and Conduct Reports

The service and conduct of Dispatchers and Guides shall be the subject of reports made from time to time by their supervisors. Such reports, which shall be shown to the staff members, shall form a part of their permanent cumulative record.

Rule 412.6  
Proprietary Rights

All rights, including title, copyright and patent rights, in any work performed by a Dispatcher or Guide as part of her official duties, shall be vested in the United Nations.

Rule 412.7  
Effective Date of Staff Rules

Staff Rules 401.1 through 412.7 shall be effective 1 November 1958.

Appendix A

HEADQUARTERS

Salary Rates for Dispatchers and Guides

Monthly Gross Salaries - Subject to Staff Assessment

Effective 1 January 1959

	<u>Gross</u> \$	<u>Net</u> \$
<u>Dispatchers</u>		
Step I	357	(303)
Step II	378	(321)
Step III	404	(343)
<u>Guides</u>		
Step I	294	(250)
Step II	315	(268)

Increments: Salary increments within the levels shall be effective on the first day of the pay period in which six months of uninterrupted satisfactory service are completed. No increment shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency Allowances:

Dependent spouse	\$300 net per annum
Dependent child except for first child of a widowed or divorced staff member	\$250 net per annum  \$400 net per annum
Secondary dependent	\$200 net per annum



## Appendix B

### STAFF RULES 108.1 AND 108.2

#### Rule 108.1 Staff Council

(a) The Staff Council shall be consulted, through its elected officers composing the Staff Committee, on questions relating to staff welfare and administration, including policy on appointments, promotions and terminations, and on salaries and related allowances, and shall be entitled to make proposals to the Secretary-General on behalf of the staff on such questions.

(b) Except for instructions to meet emergency situations, general administrative instructions or directions on questions within the scope of paragraph (a) shall be transmitted in advance to the Staff Committee for consideration and comment before being placed in effect.

(c) The Staff Council at Headquarters shall be composed of 39 to 41 representatives elected on the basis of approximately equal electoral units. Any member of the staff shall be eligible for election to the Staff Council.

(d) Polling Officers elected by the Staff shall be responsible for dividing the Departments of the Secretariat into electoral units on the basis of the organizational chart of the Secretariat. The Staff Council shall obtain the approval of the Secretary-General for any rearrangement of electoral units. The polling Officers shall organize annually the election of members of the Staff Council in such a way as to insure the complete secrecy and fairness of the vote.

(e) Staff members in established offices away from Headquarters may select representatives to make on their behalf proposals to the Secretary-General regarding matters covered by Regulation 8.1 (a) and Regulation 8.2.

#### Rule 108.2 Joint Advisory Committee

(a) The joint administrative machinery provided for in Regulation 8.2 shall consist of a Joint Advisory Committee composed as follows:

- (i) A chairman selected by the Secretary-General from a list proposed by the Staff Council;
- (ii) Three members and three alternates representing the Staff Council;
- (iii) Two members and two alternates representing the Secretary-General.

(b) Additional representatives either of the Staff Council or of the Secretary-General may be invited from time to time to participate in the Committee's discussion of particular problems.

(c) The Secretary-General shall designate a suitably qualified staff member to act as Secretary to the Joint Advisory Committee

and shall arrange for such clerical or other services as may be necessary for the Committee's proper functioning.

(d) Special joint committees to advise on special problems may be set up as the occasion arises.

(e) Instructions or directives embodying proposals made by the Joint Advisory Committee with the endorsement of the Staff Council representatives shall be regarded as having satisfied the requirements of paragraphs (a) and (b) of Rule 108.1.

## Appendix C

### STAFF RULES 110.1 THROUGH 110.5 AND 111.1 THROUGH 111.3

#### Rule 110.1

##### Joint Disciplinary Committee

A Joint Disciplinary Committee is established and shall be available to advise the Secretary-General at his request in disciplinary cases involving staff members serving at Headquarters; a comparable Committee shall be established in the European Office. In cases referred to it, the Committee shall advise the Secretary-General what disciplinary measures, if any, should be taken.

#### Rule 110.2

##### Composition of the Joint Disciplinary Committee

(a) The Joint Disciplinary Committee at Headquarters shall consist of three members as follows:

- (i) A chairman, selected from a panel appointed annually by the Secretary-General after consultation with the Staff Committee;
- (ii) One member appointed annually by the Secretary-General;
- (iii) One member elected by the Staff.

The staff shall elect annually by ballot three staff members, one from each of the following groups:

Group I. Staff below Associate Officer level or in corresponding salary levels;

Group II. Staff in Associate Officer level through Second Officer level or in corresponding salary levels;

Group III. Staff in First Officer level through Director.

The member to sit on the Committee in any case shall be from the group to which the staff member concerned belongs.

(b) Alternates shall be selected in the same manner as the members; an alternate shall serve during the consideration of any case for which a member is unavailable, or disqualified under paragraph (c) below, provided that alternates to the member elected by the staff shall serve in the order in which they received votes in such election.

(c) The members of the Joint Disciplinary Committee shall be eligible for reappointment or re-election.

(d) A member may be removed from the panel of chairmen by the Secretary-General after consultation with the Staff Committee; the member and the alternates appointed by the Secretary-General may be removed by the Secretary-General; the member and the alternates elected by the staff may be removed by a two-thirds majority vote of the Staff Council.

(e) The Chairman of the Joint Disciplinary Committee at the request of either party may disqualify any staff member or alternate member from the consideration of a specific case, if in his opinion such action is warranted by the relation of such member or alternate

to the staff member whose case is to be considered. The Chairman may also excuse any member from the consideration of a specific case.

Rule 110.3  
Disciplinary Measures

(a) Disciplinary measures under the first paragraph of Staff Regulation 10.2 shall consist of written censure, suspension without pay, demotion or dismissal for misconduct, provided that suspension pending investigation under Rule 110.4 shall not be considered a disciplinary measure.

(b) Except in cases of summary dismissal, no staff member serving at Headquarters shall be subject to disciplinary measures until the matter has been referred for advice to the Joint Disciplinary Committee; provided that referral to the Joint Disciplinary Committee may be waived by mutual agreement of the staff member concerned and the Secretary-General.

(c) Written censure shall be authorized by the Secretary-General and shall be distinguished from reprimand of a staff member by a supervisory official. Such reprimand shall not be deemed to be a disciplinary measure within the meaning of this rule.

Rule 110.4  
Suspension Pending Investigation

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

Rule 110.5  
Joint Disciplinary Committee Procedure

(a) In considering a case the Joint Disciplinary Committee shall act with maximum dispatch. Normally, proceedings before the Committee shall be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing, but without delay. The Joint Disciplinary Committee shall make every effort to send its report to the Secretary-General within two weeks after being convened.

(b) The Joint Disciplinary Committee shall permit a staff member to arrange to have his case presented before it by any other staff member serving at Headquarters.

Rule 111.1  
Joint Appeals Board

(a) A Joint Appeals Board is established to consider and advise the Secretary-General regarding appeals filed under the terms of Staff Regulation 11.1 by staff members serving at Headquarters.

(b) In case of termination or other action on grounds of inefficiency or relative efficiency, the Board shall not consider the substantive question of efficiency, but only evidence that the decision has been motivated by prejudice or by some other extraneous factor.

(c) Where its competence is in doubt, the Joint Appeals Board itself shall decide.

(d) The Joint Appeals Board may make recommendations to the Secretary-General should it desire to change the procedures regarding appeals as set forth in these rules.

Rule 111.2  
Composition of the Joint Appeals Board

(a) The Joint Appeals Board at Headquarters shall consist of three members as follows:

(i) A chairman, selected from a panel appointed annually by the Secretary-General after consultation with the Staff Committee;

(ii) One member appointed annually by the Secretary-General;

(iii) One member elected annually by ballot of the staff.

(b) Alternates shall be selected in the same manner as the members; an alternate shall serve during the consideration of an appeal for which a member is unavailable, or disqualified under paragraph (e) below; provided that alternates to the member elected by the Staff who are available shall serve in the order in which they received votes in such election.

(c) The members of the Joint Appeals Board shall be eligible for reappointment or re-election.

(d) A member may be removed from the panel of Chairmen by the Secretary-General after consultation with the Staff Committee; the member and the alternates appointed by the Secretary-General may be removed by the Secretary-General; the member and the alternates elected by the staff may be removed by a two-thirds majority vote of the Staff Council.

(e) The Chairman of the Joint Appeals Board at the request of either party may disqualify any member or alternate member from the consideration of a specific appeal, if in his opinion such action is warranted by the relation of such member or alternate to the staff member whose appeal is to be considered. The Chairman may also excuse any member from the consideration of a specific appeal. No person who has served on the Joint Disciplinary Committee during consideration of a specific case shall serve on the Joint Appeals Board should it consider an appeal relating to the same case.

Rule 111.3  
Procedures of the Joint Appeals Board

(a) A staff member at Headquarters who, under the terms of Regulation 11.1, wishes to appeal an administrative decision, shall as a first step address a letter to the Secretary-General, requesting that the administrative decision be reviewed. Such a letter must be sent within one month from the time the staff member received notification of the decision in writing.

(b) If the staff member wishes to make an appeal against the answer received from the Secretary-General he shall submit his appeal in writing to the Secretary of the Joint Appeals Board within two weeks from the date of receipt of the answer. If no reply has

been received from the Secretary-General within two weeks of the date the letter was sent to him, the staff member shall, within the two following weeks, submit his appeal in writing to the Secretary of the Joint Appeals Board.

(c) An appeal against the Secretary-General's decision on disciplinary action shall be addressed to the Secretary of the Joint Appeals Board within two weeks from the time the staff member received notification of the decision in writing.

(d) An appeal shall not be receivable by the Joint Appeals Board unless the above time limits have been met, provided that the Board may waive the time limits in exceptional circumstances.

(e) Before the Joint Appeals Board undertakes consideration of an appeal, the staff member concerned shall be notified of the composition of the Board.

(f) A staff member may arrange to have his appeal presented to the Joint Appeals Board on his behalf by another member of the Secretariat. He may not, however, be represented before the Board by a person who is not a member of the Secretariat.

(g) The filing of an appeal with the Joint Appeals Board shall not have the effect of suspending action on an administrative decision which is the subject of the appeal.

(h) In considering an appeal the Joint Appeals Board shall act with the maximum of dispatch consistent with a fair review of the issues before it. Normally, proceedings before the Board shall be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing. Such statements as the Board may authorise, having in mind the time limit specified in paragraph (k) below, shall be presented, in one of the working languages, within one week. Any additional statements shall be presented within four working days after being authorised by the Board.

(i) The Board shall have authority to call members of the Secretariat who may be able to provide information concerning the issues before it, and to request the production of documents.

(j) The Joint Appeals Board shall, by majority vote, adopt and submit a Report to the Secretary-General. The Report shall be considered as constituting a record of the proceedings in the appeal, and may include a summary of the matter as well as the Board's recommendation. Votes on the recommendation shall be recorded, and any Member of the Board may have his dissenting opinions included in the Report.

(k) The Board shall submit its report to the Secretary-General within three weeks after undertaking consideration of an appeal. The Board may, however, extend this time limit in exceptional circumstances.

(l) The final decision in the matter, taken by the Secretary-General after the Board has forwarded its Report, shall be notified to the staff member, when at the same time a copy of the Board's recommendation shall be transmitted to him. The Secretary-General's decision and a copy of the Board's recommendation shall also be transmitted to the Staff Committee, except in cases of appeals against disciplinary action.



