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5 May 1972

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

The salary rates for Dispatchers and Guides at Headquarters published in appendix A of ST/SGB/Staff Rules/4/Rev.2/Amend.3 are hereby cancelled and superseded with effect from 1 April 1972.



Kurt WALDHEIM
Secretary-General

Appendix A. Salary rates for Dispatchers and Guides (Headquarters)

MONTHLY GROSS SALARIES—SUBJECT TO STAFF ASSESSMENT

Effective 1 April 1972

<i>Type of post</i>	<i>I</i> \$	<i>II</i> \$	<i>III</i> \$
Guides			
Gross	665.00	694.00	726.00
Net	552.80	562.18	586.18
Half-time Guides			
Gross	332.50	347.00	363.00
Net	276.40	281.09	293.09
Dispatchers			
Gross	761.00	803.00	846.00
Net	612.42	643.92	675.50

Increments

Salary increments within the levels shall be effective on the first day of the pay period in which the satisfactory service requirements are completed as follows:

Guides	6 months
Dispatchers	12 months

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.

Allowances

Non-resident's allowance:

Not entitled.

Language allowance:

Not entitled.

Dependency allowances:

	<i>Net per annum</i> \$
Dependent spouse	450
Dependent child	250
Secondary dependant	200
For widowed or divorced staff member:	
First child	400
Other children	250

Reserve Guides shall be paid by the day in accordance with the above rates.

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 ensure 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.