



24 August 2023

Administrative instruction

Mobility

The Under-Secretary-General for Management Strategy, Policy and Compliance, pursuant to section 4.2 of Secretary-General's bulletin [ST/SGB/2009/4](#), for the purpose of implementing staff regulation 1.2 (c) and taking into consideration Article 101 of the Charter of the United Nations, hereby promulgates the following:

Section 1

Purpose

The managed geographical mobility exercise in the United Nations Secretariat facilitates lateral geographic reassignment of staff to rotational encumbered positions. The exercise is intended to promote the development of skills and foster an understanding of the diverse mandates of the Organization through experience and service in a variety of duty stations.

Section 2

Definitions

The following definitions apply for the purposes of the present instruction:

- (a) *Compendium*: the list of mobility-related job openings for encumbered rotational positions circulated for an exercise;
- (b) *Duty station occupancy*: the period of time that a staff member has served at a duty station in a rotational position on an appointment other than a temporary appointment, without changing duty stations;
- (c) *Exercise*: procedures for lateral reassignments to rotational encumbered positions of participating staff members as described in the present administrative instruction;
- (d) *Geographical move*: service as a staff member in the Secretariat for a continuous period of at least one year, following service in the Secretariat as a staff member at a different duty station for a continuous period of at least one year. The two periods of service are not required to be continuous (i.e. without a break in service);
- (e) *Maximum duty station occupancy limit*: the maximum period of time that a participating staff member who has entered into duty on or after the effective date of the present instruction may serve in a rotational position at a duty station of the Secretariat. The maximum duty station occupancy limit for rotational positions is five



years for duty stations classified as H and A, four years for duty stations classified as B to C, three years for duty stations classified as D and E family duty stations and two years for duty stations classified as D and E non-family duty stations, as established by the International Civil Service Commission (ICSC);¹

(f) *Non-rotational position*: a position that requires an advanced or specialized level of expertise, knowledge and qualifications in a technical field and for which there is no comparable position at the same level in another duty station of the Secretariat, as designated by the head of entity,² in consultation with the Assistant Secretary-General for Human Resources, who may review those designations for consistency within the Secretariat, or any other position in the Secretariat that has existed for less than three years or is not expected to continue to be funded for at least one year or longer;

(g) *Participating staff member*: A staff member who is required to participate or who opts in to participating in an exercise;

(h) *Rotational position*: any position in the Secretariat that has existed for three years or longer, that is expected to continue to be funded for one year or longer and that is not designated by the head of entity as a non-rotational position. A rotational position is normally a position that exists in multiple duty stations and its profile, in terms of functions, qualifications, experience, competencies, expected contribution, level of responsibility and outputs, is generally similar to those of multiple positions across the Secretariat;

(i) *Special constraints*: circumstances based on criteria defined in the annex to the present instruction that limit a staff member's ability to participate in an exercise.

Section 3

Scope

3.1 The present administrative instruction applies to staff members in the Professional and higher category and in the Field Service category holding an appointment other than a temporary appointment who:

(a) Entered into duty on or after the effective date of the present instruction and who encumber a rotational position. Staff members re-employed on or after the effective date of the present instruction will be subject to the present instruction. However, staff members who were initially appointed prior to the effective date of the present instruction but are reinstated in accordance with provisional staff rule 4.17 are not required to participate in an exercise;

(b) Entered into duty before the effective date of the present instruction and who choose to opt in to an exercise in accordance with the provisions of subsections

¹ The International Civil Service Commission has placed all duty stations in one of six categories, H and A to E. H duty stations are headquarters and similarly designated locations where the United Nations has no development or humanitarian assistance programmes, or locations in countries that are members of the European Union. A to E duty stations are field duty stations. Hardship categorization assesses the overall quality of life at a duty station. In determining the degree of hardship, consideration is given to local conditions of safety and security, health care, education, housing, climate, isolation and the availability of the basic amenities of life. Duty stations are categorized on a scale of difficulty from A to E, with A being the least difficult.

² In accordance with [ST/SGB/2019/2](#), as may be amended or revised, "head of entity" means the head of a department or an office, including an office away from Headquarters; the head of a special political or peacekeeping mission; the head of a regional commission; a resident or regional coordinator; or the head of any other unit tasked with programmed activities.

6.7 to 6.9 of the present instruction. Such staff members do not become subject to mandatory mobility or to the maximum duty station occupancy limit.

3.2 The lateral reassignment of participating staff members through the exercise will be undertaken on the basis of the continuing needs of the Organization and against rotational positions that are funded from the regular budget, the support account and peacekeeping operations budget and other extrabudgetary resources, including voluntary contributions. Heads of entity will ensure that positions included in the compendium have existed for three years or longer and are expected to continue to be funded for one year or longer.

3.3 Irrespective of the date of appointment, staff members who are within five years of the mandatory age of separation or who have undergone at least seven geographical moves are not required to participate in an exercise.

3.4 Positions that are subject to abolishment will not be included in the compendium.

3.5 Only encumbered rotational positions will be included in the compendium. In the event that participating staff members vacate their rotational positions during the administration of the exercise, the staff members will no longer be considered for lateral reassignment through that exercise. However, their rotational positions will remain available in the compendium for the lateral reassignment of other participating staff members.

3.6 The procedures of the staff selection system as established in administrative instruction [ST/AI/2010/3/Rev.2](#), entitled “Staff selection system”, as may be amended or revised, will continue to apply to vacant positions. An encumbered rotational position included in the compendium that becomes vacant at the conclusion of an exercise will be advertised through a job opening in accordance with the staff selection system.

3.7 The following positions will not be included in the compendium, and staff members encumbering the following positions are neither required nor permitted to opt in to an exercise:

- (a) Vacant positions that are not part of an exercise and that are governed by administrative instruction [ST/AI/2010/3/Rev.2](#) on the staff selection system, as may be amended or revised;
- (b) Positions at the Assistant Secretary-General and Under-Secretary-General levels;
- (c) Positions in the General Service and related categories that are subject to local recruitment, including but not limited to National Professional Officers;
- (d) Positions encumbered by staff members selected by the Secretary-General in line with the procedures for selection to the Executive Office of the Secretary-General;³ including positions in the Office of the Secretary-General;
- (e) Positions of the Chief and Deputy Chief of the Protocol and Liaison Service;
- (f) Positions encumbered by active-duty Military Officers or Police Officers seconded from Member States;
- (g) Resident coordinator positions;
- (h) Positions encumbered by Junior Professional Officers;

³ General Assembly resolution [51/226](#), part II, paragraph 5.

(i) Positions encumbered by staff members holding appointments with service limited to an entity;

(j) Positions filled by means of the appointment and reassignment during the first five years of service of staff members serving against a P-2 or P-3 language position, following a competitive examination under staff rule 4.16, who are subject to the provisions of the administrative instruction setting out special conditions for recruitment or placement of candidates successful in a competitive examination for positions requiring special language skills;

(k) Positions filled by means of selection and appointment under the young professionals programme governed by administrative instruction [ST/AI/2012/2/Rev.1](#) and [ST/AI/2012/2/Rev.1/Amend.1](#), entitled “Young professionals programme”, as may be amended or revised, and the lateral reassignment of staff recruited following a competitive examination pursuant to staff rule 4.16 under the managed reassignment programme governed by administrative instruction [ST/AI/2001/7/Rev.2](#), entitled “Managed Reassignment Programme for staff in the Professional category at the P-2 level recruited through the national competitive examination, the General Service to Professional category examination or the Young Professionals Programme”, as may be amended or revised;

(l) Positions in non-Secretariat organizational units that are administered by the United Nations Secretariat;

(m) Positions blocked for staff on secondment or loan to a separately administered United Nations fund, programme or specialized agency or organization of the United Nations system.

Section 4 **General provisions**

4.1 The exercise is initiated annually by the circulation of two compendiums, as follows:

(a) One compendium for staff members in the Professional and higher categories, up to and including the D-2 level;

(b) One compendium for staff members in the Field Service category.

4.2 Participating staff members will normally be laterally reassigned through an exercise to another position, for which they are deemed eligible and suitable, at another duty station.

4.3 Staff members shall not retain a lien on the position they vacate following their reassignment in an exercise to another position.

4.4 Participating staff members in an exercise may also apply and be considered for vacant positions advertised in accordance with administrative instruction [ST/AI/2010/3/Rev.2](#) on the staff selection system, as may be amended or revised. In the event that, at the time of their lateral reassignment in an exercise, participating staff members receive an offer of appointment to another position, they should decide which position to accept as soon as possible thereafter.

4.5 Participating staff members in an exercise may also apply and be considered for temporary positions advertised in accordance with administrative instruction [ST/AI/2010/4/Rev.2](#) on the administration of temporary appointments, as may be amended or revised. However, a temporary assignment does not suspend or restart the maximum duty station occupancy limit, except as provided in subsection 6.3 (b).

Section 5

Designation of non-rotational positions

5.1 Heads of entity designate the non-rotational positions in their entities in consultation with the Assistant Secretary-General for Human Resources, who may review those designations for consistent application of the criteria set out in section 2 of the present instruction.

5.2 The first set of non-rotational positions will be designated prior to the launch of the first exercise.

5.3 Heads of entity should review their lists of non-rotational and rotational positions on an annual basis, in preparation for each exercise, in consultation with the Assistant Secretary-General for Human Resources.

5.4 When the review results in a change in designation from non-rotational to rotational, the counting of the staff member's duty station occupancy, for the purpose of mandatory participation in an exercise, will start from the effective date of the change. The present subsection applies only to staff members who entered into duty on or after the effective date of the present instruction.

Section 6

Participation in an exercise

6.1 Upon reaching the applicable maximum duty station occupancy limit, staff members are required to participate in the next scheduled exercise.

Calculation of maximum duty station occupancy limit for staff members who entered into duty on or after the effective date of the present instruction

6.2 When a staff member serving in a rotational position is appointed to another rotational position through a selection process under administrative instruction [ST/AI/2010/3/Rev.2](#) on the staff selection system, as may be amended or revised, at the same duty station and before the expiration of the staff member's maximum duty station occupancy limit, the staff member's duty station occupancy will restart from the date of the appointment to the new position. The staff member's duty station occupancy will restart only once for that duty station as from the date of the appointment to the new position.

6.3 Continuous periods of service of one year or longer in certain instances do not count towards a staff member's duty station occupancy. The duty station occupancy in the following instances is suspended and only resumes upon the staff member's return to the position previously held in the releasing entity or upon conclusion of the full-time release:

- (a) Special leave with or without pay;
- (b) Temporary assignment to another position at a different duty station;
- (c) Secondment or loan to a separately administered United Nations fund, programme or specialized agency or organization of the United Nations system at the same duty station, pursuant to the terms and conditions of the Inter-Organization Agreement concerning Transfer, Secondment or Loan of Staff among the Organizations Applying the United Nations Common System of Salaries and Allowances, except as follows:
 - (i) If a staff member on secondment or on loan returns to the parent entity in a position at the same level with different functions, the calculation of the duty station occupancy will start anew;

(ii) If a staff member moves on secondment or loan to a separately administered United Nations fund, programme, or specialized agency or organization of the United Nations system at a different duty station, pursuant to the terms and conditions of the Inter-Organization Transfer Agreement, the duty station occupancy will start anew upon the staff member's return to their prior positions in their releasing entity;

(d) Service as a staff representative elected to serve on the executive bodies of the Staff Union of the Economic Commission for Africa, the Staff Association of the Economic Commission for Latin America and the Caribbean, the Staff Council of the Economic and Social Commission for Asia and the Pacific, the Staff Council of the Economic and Social Commission for Western Asia, the United Nations Field Staff Union, the United Nations Staff Union (New York), the Staff Union of the United Nations Office at Geneva, the Staff Union of the United Nations Office at Nairobi and the Staff Union of the United Nations Office at Vienna and the United Nations Office on Drugs and Crime, whether the staff member is granted full-time or part-time release.

6.4 Staff members who fall under subsections 6.3 (a) to (c) will not be eligible to participate in an exercise until they have returned to their releasing entity.

6.5 In the event of a change by ICSC in the hardship classification of a duty station, the staff member's applicable maximum duty station occupancy limit will be based on the lower or the higher of the hardship classifications at any time during which the staff member encumbered a position at that duty station, subject to the needs of the staff member, in order to allow the staff member to decide to either participate earlier or delay participation in an exercise. Such staff members will communicate their decision in writing to the head of entity.

Opting in to mobility for staff who entered into duty before the effective date of the present instruction

6.6 Staff members who entered into duty before the effective date of the present instruction and who choose to opt in to an exercise in accordance with the provisions of sections 6.7 to 6.9 of the present instruction do not become subject to mandatory mobility or to the maximum duty station occupancy limit.

6.7 The Assistant Secretary-General for Human Resources will notify staff members that they may choose to participate in an exercise.

6.8 Staff members with more than five years of service before the mandatory age of separation may choose to participate in an exercise by so informing their head of entity in writing within seven days of the date of the opt-in notice.

6.9 The head of entity will review the staff member's eligibility in accordance with the present instruction and advise the staff member.

6.10 Staff members who opt in to an exercise may only opt out of the same exercise prior to the circulation of the compendium by informing their head of entity in writing. The head of entity will inform the Office of Human Resources of the Department of Management Strategy, Policy and Compliance.

6.12 A staff member who opts in to an exercise is normally expected to serve the entire maximum duty station occupancy limit at the new duty station prior to opting in to another exercise. However, staff members serving in New York, Geneva and Vienna may opt in to an exercise if they have completed two years of service at any of those duty stations by the opt-in deadline.

Confirmation of participation in an exercise and inclusion of positions in the compendium

6.13 The head of entity will inform each staff member in writing of the inclusion of the position they encumber in the compendium and of their participation in an exercise.

**Section 7
Special Constraints Panel**

In accordance with the annex to the present instruction, the Special Constraints Panel considers requests from participating staff members who believe that they have special constraints that limit their participation in an exercise.

**Section 8
Establishment of the compendium**

Heads of entity will prepare the mobility-related job openings and send them to the Assistant Secretary-General for Human Resources for inclusion in the compendium.

**Section 9
Submission of expressions of interest**

9.1 The compendium will be circulated to participating staff members for expressions of interest in positions, with a deadline of 30 calendar days from the date of circulation of the compendium.

9.2 Participating staff members shall express interest in a minimum of 3 and a maximum of 10 positions at their grade level. Participating staff members must express interest in positions at duty stations other than the duty station at which they currently serve and are required to express interest in at least one position located in a duty station with a classification that differs from that of their current duty station. Staff members are encouraged to carefully consider all mobility-related job openings in the compendium.

9.3 The expression of interest shall normally include the staff member's personal history profile, the staff member's two most recent performance evaluation reports and the staff member's preferences for the positions, in order of preference. However, a lack of performance evaluation reports does not prevent staff members from participating in an exercise.

9.4 In the event that participating staff members do not express an interest in any position or are not determined to be suitable for any of the positions for which they had expressed interest, the Office of Human Resources will identify potential positions at other duty stations for which they will be considered.

**Section 10
Determination of staff member suitability**

10.1 The Office of Human Resources will submit to heads of entity all expressions of interest received for their mobility-related job openings in the compendium.

10.2 Heads of entity will review, within the deadline established for the exercise, all expressions of interest and indicate to the Office of Human Resources the staff members who they have determined are suitable for their positions, in order of preference. If heads of entity do not provide their preferences within the established deadline, all staff members who expressed interest will be considered to be suitable and to be equally ranked.

10.3 As the exercise results in lateral reassignments, heads of entity may administer competency-based interviews and/or other assessments, but are not required to do so.

Section 11

Matching process

11.1 The Office of Human Resources matches participating staff members with positions in the compendium. This matching process takes into account the preferences expressed by the staff member and those expressed by heads of entity, as well as any other operational needs and objectives of the Organization as determined by the heads of entity in consultation with the Assistant Secretary-General for Human Resources.

11.2 The preferences expressed by heads of entity and any other operational needs and objectives of the Organization take precedence over the preferences of staff members.

11.3 In the event that the Office of Human Resources is unable to match a staff member with a position in which the staff member has expressed interest, the staff member may be matched with another position in the compendium in which the staff member had not expressed interest but for which the head of entity has determined the staff member to be suitable.

11.4 When the Assistant Secretary-General for Human Resources approves a request from a staff member regarding a special constraint and the staff member remains a participant in the exercise, the Office of Human Resources will take into account the special constraint in matching the staff member with a position for which the staff member has expressed interest and for which the staff member is deemed suitable. If no such position is available, the Office will examine alternative options in consultation with the staff member.

11.5 The Office of Human Resources provides to heads of entity the outcome of the matching process.

Section 12

Lateral reassignment authority and decision

Following consideration of the outcome of the matching process, and in accordance with their delegation of authority, heads of entity decide on the reassignment of participating staff members against the positions listed in the compendium and located in their entities, up to and including the D-1 level. With respect to reassignment at the D-2 level, heads of entity submit their recommendations to the Secretary-General for decision.

Section 13

Notification and implementation of the reassignment decision

13.1 Participating staff members will be informed of their reassignment, by means of an automated notification from Inspira, within 14 calendar days after the reassignment decision is made.

13.2 Participating staff members who are laterally reassigned to a position will normally assume the functions of that position within two calendar months from the date of notification of the reassignment decision.

13.3 The heads of the releasing and receiving entities will inform the Assistant Secretary-General for Human Resources of any staff member's failure to take up their duties within the time frame specified in subsection 13.2.

13.4 If staff members do not comply with the reassignment decision, they will be subject to the appropriate administrative or disciplinary measures.

Section 14

Participating staff members who are not reassigned as a result of the matching process

14.1 If a participating staff member is not reassigned by a head of entity to a position in the compendium, the Assistant Secretary-General for Human Resources may, in consultation with heads of entity and the participating staff member:

(a) Reassign the participating staff member to a position at the same level with functions commensurate with the staff member's competencies, skills and experience, normally at the same duty station;

(b) Allow the participating staff member to remain in the staff member's current position if no other participating staff member has been reassigned to that position through the exercise.

14.2 Participating staff members who were reassigned or allowed to remain in their current position pursuant to subsection 14.1 above, and who were recruited on or after the effective date of the present instruction, will be required to participate in the next exercise.

Section 15

Final provisions

15.1 The present administrative instruction will enter into force on 1 October 2023.

15.2 Administrative instruction [ST/AI/2016/1](#) and [ST/AI/2016/1/Amend.1](#) are hereby superseded.

Annex

Special Constraints Panel

Responsibilities

1. The Special Constraints Panel reviews requests by participating staff members who consider that they are either unable to participate or that their participation in an exercise may be limited, owing to:

(a) Medical reasons attributable to the staff member or to one or more of the staff member's spouse, children, parents or secondary dependents;

(b) Compelling personal circumstances whereby a change of duty station would create undue difficulty;

(c) Operational needs of the Organization.

2. The Special Constraints Panel is accountable to the Assistant Secretary-General for Human Resources.

Composition

3. The Special Constraints Panel is composed of members and their alternates nominated by management and of an equal number of members and their alternates nominated by the staff representative bodies. Staff at any level in the Professional and higher categories, up to and including the D-2 level, and in the Field service category holding an appointment under the Staff Regulations and Rules of the United Nations, other than a temporary appointment, and who have been recruited following a competitive process, including a review by a review body under staff rule 4.15 or a competitive examination under staff rule 4.16, are eligible to be appointed as members or alternates of the Panel.

4. All members and alternates of the Special Constraints Panel will be appointed by the Assistant Secretary-General for Human Resources following a written request for nominations sent from the Assistant Secretary-General to heads of entity. When appointing members and alternates to the Panel, the Assistant Secretary-General will make every effort to ensure balanced representation, taking into consideration factors such as geography, gender, the official working languages of the Organization and other diversity-related characteristics, and proportionate representation of the entities of the Secretariat.

5. All nominations will be cleared by the Administrative Law Division of the Office of Human Resources of the Department of Management Strategy, Policy and Compliance to ensure that nominated staff members are not subject to disciplinary proceedings and have never been the subject of a disciplinary measure. Nominated staff members who are confirmed to be subject to disciplinary proceedings or to have been the subject of a disciplinary measure will not be appointed to the Special Constraints Panel.

6. The Assistant Secretary-General for Human Resources will designate one member as the Chair and another member as the alternate Chair.

7. Members of the Special Constraints Panel and their alternates will be appointed for a term of two years, with the possibility of an extension for a third year at the discretion of the Assistant Secretary-General for Human Resources. Members of the Panel and their alternates will not be reappointed within one calendar year after their membership ends. The Assistant Secretary-General for Human Resources has discretionary authority to replace a Panel member or alternate at any time, with a reasoned and documented record.

8. Upon appointment, the members of the Special Constraints Panel and their alternates will be reminded of their responsibilities regarding conflicts of interest in accordance with staff regulation 1.2 (m) and staff rule 1.2 (p). For each Panel meeting, if a member is unable to attend, the member's alternate will attend in place of the member. At the beginning of each Panel meeting, the members and any alternates attending the meeting will be asked to disclose any possible conflict of interest and recuse themselves, as needed. The minutes of the Panel meetings will record that process of disclosure.

9. A human resources officer from the Office of Human Resources will serve in an ex officio capacity as the secretary of the Special Constraints Panel.

10. The Special Constraints Panel will designate one member as a focal point and another member as an alternate focal point, to ensure that the gender perspective is taken into consideration during the Panel's consideration of requests.

11. In the event that no nominations are received from representatives of staff within two months of the written request from the Assistant Secretary-General for Human Resources, or should the members or alternates nominated by representatives of staff not participate in meetings of the Special Constraints Panel, the Panel will nevertheless be constituted and discharge its functions in accordance with the provisions of the present instruction.

Functions

12. The Special Constraints Panel reviews the requests received from staff members in accordance with paragraphs 1 and 2 above and will provide its recommendations to the Assistant Secretary-General for Human Resources for decision.

13. When the Special Constraints Panel, in reviewing a staff member's request, considers that the request does not have merit, the Panel will recommend that the staff member participate without limitation in the next scheduled exercise. When the Panel considers that the request has merit, the Panel will provide one or both of the following recommendations:

(a) The staff member should remain at the same duty station for a specified period;

(b) The staff member should be exempt from moving to certain duty stations for a specified period, while remaining available for reassignment to other duty stations.

14. All special constraints requests for medical reasons, including those related to reasonable accommodation for staff members with disabilities provided in accordance with Secretary-General's bulletin [ST/SGB/2014/3](#), entitled "Employment and accessibility for staff members with disabilities in the United Nations Secretariat", as may be amended or revised, will be submitted directly to the Health-Care Management and Occupational Safety and Health Division, which will review requests of staff members on a case-by-case basis and inform the Special Constraints Panel whether a staff member is:

(a) Medically cleared for an assignment at a specified duty station or specified duty stations;

(b) Medically cleared for an assignment at a specified duty station or specified duty stations, subject to medical restrictions or certain accommodations;

(c) Not medically cleared for an assignment at a specified duty station or specified duty stations.

15. For special constraints requests related to medical reasons affecting one or more of the staff member's spouse, children, parents or secondary dependents, the Health-Care Management and Occupational Safety and Health Division will provide the Special Constraints Panel with advice as to the implications of a move to a specified duty station or specified duty stations on the medical conditions of those family members.

16. Staff members who entered into duty on or after the effective date of the present instruction, who are within one year of reaching the maximum duty station occupancy limit and who are expected to participate in the next scheduled exercise, but who consider that they have a special constraint, may seek a review based on one or more of the reasons set forth in paragraph 1 of the present annex. They must submit their requests, including supporting documentation, to the Special Constraints Panel within 30 calendar days from the first day of the month in which they complete their:

- (a) Fourth year in a duty station classified as H and A;
- (b) Third year in a duty station classified as B and C;
- (c) Second year in a duty station classified as D and E family;
- (d) First year in a duty stations classified as D and E non-family.

17. Staff members who opted in to an exercise but who consider that they have a special constraint may seek a review on the basis of one or more of the reasons set forth in paragraph 1 of the present annex. They must submit their requests, including supporting documentation, to the Special Constraints Panel within 30 calendar days from the date on which they had opted in.

18. If staff members consider they have a special constraint that arises after the deadlines mentioned above, they should submit a request to the Special Constraints Panel immediately upon their becoming aware of such a possible constraint, or as soon as reasonably possible.

19. Where a request is based on the operational needs of the Organization, a head of entity and a staff member must submit a joint request for the deferment of participation in an exercise, explaining the reasons for the proposed deferral. The joint request should include a reasoned and documented record of how the lateral reassignment of the staff member to a position at another duty station would negatively affect the successful implementation of a project or activity having a substantial impact on the Organization's operations.

20. All requests and supporting documentation submitted will be kept confidential and will only be used for the purposes of determining the staff member's ability to participate in an exercise.

21. The Special Constraints Panel will make recommendations to the Assistant Secretary-General for Human Resources on the basis of the outcome of the Panel's reviews of the requests received, within 45 calendar days from the date of receipt of the request. When no recommendation is provided before the deadline, the Panel's recommendation will be presumed to be in favour of granting the request.

22. The Assistant Secretary-General for Human Resources will decide on the requests, taking into consideration the recommendations provided by the Special Constraints Panel. Where a request is approved, such approval will apply in respect of the next scheduled exercise only.

23. Heads of entity will inform staff members of the outcome of their requests to the Special Constraints Panel as decided by the Assistant Secretary-General for Human Resources. Such decisions will be reflected in the compendium.

24. In the event a staff member's professional or personal circumstances, including with regard to the health and medical conditions of the staff member or one or more of the staff member's spouse, children, parents or secondary dependents, have changed between the start and the conclusion of an exercise, the staff member may make a request to the Special Constraints Panel.
