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**INFORMATION CIRCULAR N° 20**

**Subject: Annual Open Enrolment Period for the United Nations Staff Mutual Insurance Society Against Sickness and Accident (from 1 to 23 May 2003 inclusive)**

1. Purpose: The purpose of the annual open enrolment period is to give staff members who have not been able to join the Society within the statutory time-limit an opportunity to do so. This year the open enrolment period will be from 1 to 23 May 2003 inclusive. Staff members and their immediate family (including children between the ages of 21 and 29 years inclusive who are unmarried and who are continuing their studies, or are not in regular employment and persons who are not direct dependants within the meaning of the Staff Rules, i.e, father, mother, brother or sister), may join the Society by applying for admission within the open enrolment period.
2. Staff members who are on mission or otherwise officially absent during the open enrolment period may submit applications for themselves or members of their family on their return to duty. Such applications will only be considered if submitted within 31 days following the staff member's return to duty. They must be accompanied by a covering note from the staff member's Chief certifying his or her absence and its duration.
3. Conditions for admission: Any staff member holding a permanent, indefinite, probationary or fixed-term appointment may apply for coverage for himself or herself and family members. Staff members holding a temporary contract (300 series of the Staff Rules) may find the conditions for admission in rule III (Membership) of the Society's Internal Rules. However, their family members may not obtain coverage. According to the Statutes and Internal Rules of the Mutual Insurance, the enrolment period does not concern retired staff members nor their family.
4. Application forms can be obtained in room 26-1, Palais des Nations, ext. 73139 or from the Human Resources Management Service of WMO, UNDP, UNICEF, ITC, UNHCR, UNV, UNFCCC and UNCCD.
5. Applications for membership in the Society must reach the Human Resources Management Service of the international organisation to which the staff member belongs within the open enrolment period (from 1 to 23 May 2003) otherwise they will not be considered. Admission to the Society takes place on the date the application form is signed by the staff member. A medical examination is not required.

6. Staff members of the United Nations Office at Geneva can obtain information about the Insurance Society from the Secretariat of the Society every working day from 9:00 am to 12:00 am (room 26-1, Palais des Nations, ext. 73139). Staff members of other organisations should consult their administrative or personnel unit.
7. There is no annual enrolment period for the AETNA group life insurance plan. However, information in this respect may be obtained from the Secretariat of the Group Life Insurance, room 26-1, Palais des Nations, ext. 71371, every working day from 9:00 am to 12:00 am.

*(Signed)* **Bertrand Juppín de Fondaumière**  
Director, Division of Administration