



United Nations

**Index
to
administrative issuances**

JANUARY 2006

Introduction

1. The present index to administrative issuances lists in alphanumeric order by series symbol, together with date and subject matter, all issuances at United Nations Headquarters that were current as at 31 December 2005. It also includes a subject index and an alphabetical index. The index is issued annually.*
2. The index comprises the following sections:
 - (a) **ST/SGB/- series.** These bulletins promulgate Regulations adopted by the General Assembly, establish Financial Rules, Staff Rules and the organizational structure of the Secretariat and contain important decisions of policy. They are issued by the Secretary-General and remain in effect from a given date until specifically amended or abolished;
 - (b) **ST/AI/- series.** These administrative instructions prescribe instructions and procedures for the implementation of Secretary-General's bulletins, and they also set forth office practices and procedures to be applied in more than one department of the Secretariat. These instructions remain in effect from a given date until specifically amended or abolished;
 - (c) **Subject and alphabetical indexes.** The subject and alphabetical indexes provide the information needed to locate issuances on specific subjects.
3. Copies of the index are available through official distribution. The index is also archived in the optical disk system, and is included in the Human Resources Handbook.
4. Comments and suggestions concerning this publication would be appreciated. They should be addressed to the Chief, Policy Support Unit, Division for Organizational Development, Office of Human Resources Management, room S-2590, United Nations, New York, NY 10017. They can also be sent by fax to 212-963-1068.

* The index to information circulars is contained in ST/IC/2006/2.

1 January 2006

Contents

	<i>Page</i>
A. Administrative issuances, by alphanumeric symbol	1
I. Issuances under Secretary-General's bulletin ST/SGB/1997/1*	1
1. Secretary-General's bulletins (ST/SGB/2005/1-)	1
2. Secretary-General's bulletins (ST/SGB/2004/-)	3
3. Secretary-General's bulletins (ST/SGB/2003/-)	4
4. Secretary-General's bulletins (ST/SGB/2002/-)	5
5. Secretary-General's bulletins (ST/SGB/2001/-)	6
6. Secretary-General's bulletins (ST/SGB/2000/-)	6
7. Secretary-General's bulletins (ST/SGB/1999/-)	7
8. Secretary-General's bulletins (ST/SGB/1998/-)	7
9. Secretary-General's bulletins (ST/SGB/1997/-)	8
10. Administrative instructions (ST/AI/2005/1-)	8
11. Administrative instructions (ST/AI/2004/-)	9
12. Administrative instructions (ST/AI/2003/-)	9
13. Administrative instructions (ST/AI/2002/-)	10
14. Administrative instructions (ST/AI/2001/-)	10
15. Administrative instructions (ST/AI/2000/-)	11
16. Administrative instructions (ST/AI/1999/-)	12
17. Administrative instructions (ST/AI/1998/-)	12
18. Administrative instructions (ST/AI/1997/-)	13
II. Issuances under Secretary-General's bulletin ST/SGB/100	13
1. Secretary-General's bulletins (ST/SGB/-)	13
2. Administrative instructions (ST/AI/-)	16
B. Subject index to administrative issuances	22
I. Buildings, premises and security	22
1. Buildings and premises	22

* On 1 June 1997 a new system for administrative issuances entered into force in accordance with Secretary-General's bulletin ST/SGB/1997/1.

2. Garage	22
3. Passes	22
4. Safety	22
5. Security	22
II. Claims	23
III. Communications, archives and records	23
1. Archives and records	23
2. Communications, correspondence and mailing	23
3. Pouch	23
IV. Conferences	24
V. Documents and publications	24
1. General	24
2. Regulations for the control and limitation of documentation	24
VI. Finance	25
1. Financial arrangements	25
2. General	25
3. Financial regulations and rules	26
4. Revenue-producing activities	26
5. Trust funds and special accounts	26
VII. General office procedures	26
VIII. Human resources	27
1. Administration-staff relations	27
2. Allowances, entitlements and grants	28
3. Appeals	29
4. Appointments, placement and promotion	29
5. Attendance, leave and working hours	31
6. Delegation of authority	31
7. Duties and obligations	31
8. Job classification system	32
9. General	32
10. Medical and other insurance	33
11. Pensions, post-retirement services and employment beyond retirement	33
12. Post adjustment	34

13. Salary scales and payment	34
14. Staff regulations and rules	34
15. Training, career development and examinations	34
16. United States taxes	35
17. Visas	35
IX. Library	35
X. Missions	35
XI. Organizational structure	36
1. General	36
2. Institutes	36
3. Secretariat departments and units	36
4. Secretariat boards and committees	37
5. Units servicing voluntary programmes	39
XII. Property and supplies	39
1. Property control	39
2. General	39
XIII. Protocol	39
XIV. Travel and transportation	40
1. Automobiles, baggage and customs	40
2. Expenses	40
3. General	40
C. Alphabetical index to administrative issuances	41

A. Administrative issuances, by alphanumeric symbol

I. Issuances under Secretary-General's bulletin ST/SGB/1997/1*

1. Secretary-General's bulletins (ST/SGB/2005/1-)

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2005/1	1/05	Amendments to the 100 series of the Staff Rules (ST/SGB/2002/1)	See also ST/SGB/2002/1, as amended by ST/SGB/2003/1, ST/SGB/2004/1, ST/SGB/2005/14 and Corr.1 and Corr.2, ST/SGB/2005/6
ST/SGB/2005/2	1/05	Amendments to the 200 series of the Staff Rules (ST/SGB/2002/2)	See also ST/SGB/2002/2, as amended by ST/SGB/2003/2, ST/SGB/2004/2 and ST/SGB/2005/14 and Corr.1 and Corr.2
ST/SGB/2005/3 and Corr.1	1/05 4/5/05	Staff Rules - Rules 301.1 to 312.6 governing appointments for service of a limited duration	See also ST/AI/2001/2, as amended by ST/AI/2004/5 and ST/AI/2005/4
ST/SGB/2005/4	28/2/05	Senior Review Group	
ST/SGB/2005/5	15/3/05	Staff Regulations	
ST/SGB/2005/6	29/3/05	Amendment to staff rule 106.2	
ST/SGB/2005/7	13/4/05	Designation of staff members performing significant functions in the management of financial, human and physical resources	
ST/SGB/2005/8	13/4/05	Organization of the Department of Management	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2005/9	2/5/05	Organization of the Department for General Assembly and Conference Management	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2005/10	2/5/05	Establishment of a Senior Advisory Board on Services to the Public	
ST/SGB/2005/11	29/4/05	Organization of the Secretariat of the Economic and Social Commission for Asia and the Pacific	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2005/12	29/4/05	Organization of the Secretariat of the Economic Commission for Africa	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2005/13	5/5/05	Management Performance Board	

* On 1 June 1997 a new system for administrative issuances entered into force in accordance with Secretary-General's bulletin ST/SGB/1997/1.

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2005/14 and Corr.1 Corr.2	6/5/05 19/5/05 27/6/05	Amendments to staff rules 106.2, 106.3, 109.10, 206.3 and 206.7	See also ST/SGB/2002/1, ST/SGB/2002/2 and ST/SGB/2005/6
ST/SGB/2005/15	24/5/05	Publications Board	
ST/SGB/2005/16	22/8/05	New mechanisms to strengthen the executive management of the United Nations Secretariat	See also ST/SGB/1997/5
ST/SGB/2005/17	12/9/05	Integrity awareness initiative	
ST/SGB/2005/18	7/9/05	Oversight Committee	
ST/SGB/2005/19	25/11/05	Financial disclosure and declaration of interest statements	
ST/SGB/2005/20	28/11/05	Prevention of workplace harassment, sexual harassment and abuse of authority	
ST/SGB/2005/21	19/12/05	Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations	
ST/SGB/2005/22	29/12/05	Ethics Office - establishment and terms of reference	

2. Secretary-General's bulletins (ST/SGB/2004/-)

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2004/1 and Corr.1	1/04 27/4/04	Amendments to the 100 series of the Staff Rules (ST/SGB/2002/1)	See also ST/SGB/2002/1, as amended by ST/SGB/2003/1, ST/SGB/2005/1, ST/SGB/2005/14 and Corr.1 and Corr.2, ST/SGB/2005/6
ST/SGB/2004/2	1/04	Amendments to the 200 series of the Staff Rules (ST/SGB/2002/2)	See also ST/SGB/2002/2, as amended by ST/SGB/2003/2 ST/SGB/2005/2 and ST/SGB/2005/14 and Corr.1 and Corr.2
ST/SGB/2004/5	15/3/04	Organization of the United Nations Office at Vienna	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 and ST/SGB/2004/6
ST/SGB/2004/6	15/3/04	Organization of the United Nations Office on Drugs and Crime	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 ST/SGB/2004/5,ST/SGB/240 and ST/SGB/388
ST/SGB/2004/8	7/4/04	Organization of the Office of Human Resources Management	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2004/9	1/6/04	Independent inquiry into the oil-for-food programme	
ST/SGB/2004/10	28/5/04	Authority of the United Nations Population Fund in matters relating to human resources	
ST/SGB/2004/11	9/8/04	Payment of insurance proceeds under the malicious acts insurance policy	
ST/SGB/2004/12	11/8/04	Organization of the Department for Disarmament Affairs	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2004/13	24/9/04	Personal status for purposes of United Nations entitlements	
ST/SGB/2004/15	29/11/04	Use of information and communication technology resources and data	

3. Secretary-General's bulletins (ST/SGB/2003/-)

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2003/1 ST/SGB/2003/1/ Corr.1(French only)	1/03 6/3/03	Amendments to the 100 series of the Staff Rules (ST/SGB/2002/1)	See also ST/SGB/2002/1, as amended by ST/SGB/2004/1 and Corr.1, ST/SGB/2005/1 and ST/SGB/2005/14 and Corr.1 and Corr.2 and ST/SGB/2005/6
ST/SGB/2003/2	1/03	Amendments to the 200 series of the Staff Rules (ST/SGB/2002/2)	See also ST/SGB/2002/2, as amended by ST/SGB/2004/2, ST/SGB/2005/2 and ST/SGB/2005/14 and Corr.1 and Corr.2
ST/SGB/2003/4	24/1/03	Flexible working arrangements	
ST/SGB/2003/6	23/4/03	Office of the Special Adviser on Africa	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2003/7	9/5/03	Financial Regulations and Rules of the United Nations	See also ST/AI/2004/1
ST/SGB/2003/9	11/8/03	Non-smoking policy at United Nations Headquarters, New York	
ST/SGB/2003/11	19/8/03	United Nations Nobel Peace Prize Memorial Fund	
ST/SGB/2003/13	9/10/03	Special measures for protection from sexual exploitation and sexual abuse	See also ST/SGB/1999/13 and ST/SGB/253
ST/SGB/2003/14	25/10/03	Policy on breastfeeding	
ST/SGB/2003/16	21/11/03	Organization of the Office of Programme Planning, Budget and Accounts	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2003/17	21/11/03	Information and Communications Technology Board	See also ST/AI/2005/10 and ST/SGB/2004/15
ST/SGB/2003/18	1/12/03	Policy on HIV/AIDS in the workplace	See also ST/SGB/1999/17
ST/SGB/2003/19	9/12/03	Basic security in the field: staff safety, health and welfare (interactive online learning)	

4. Secretary-General's bulletins (ST/SGB/2002/-)

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2002/1	1/02	Staff Rules - 100 series	See also ST/SGB/2003/1 and Corr.1 (French only), ST/SGB/2004/1 and Corr.1, ST/SGB/2005/1 and ST/SGB/2005/14 and Corr.1 and Corr.2
ST/SGB/2002/2	1/02	Staff Regulations of the United Nations and Staff Rules 200.1 to 212.7 applicable to Technical Assistance Project Personnel	See also ST/SGB/2003/2, ST/SGB/2004/2, ST/SGB/2005/2 and ST/SGB/2005/14 and Corr.1 and Corr.2
ST/SGB/2002/5	23/4/02	Introduction of a new staff selection system	See also ST/AI/2002/4 (as amended by ST/AI/2005/8)
ST/SGB/2002/6	23/4/02	Central Review Bodies	
ST/SGB/2002/7	16/5/02	Organization of the Office of Internal Oversight Services	See also ST/SGB/273
ST/SGB/2002/8	5/6/02	Evacuation procedures for the United Nations Headquarters complex	
ST/SGB/2002/9	18/6/02	Regulations governing the status, basic rights and duties of Officials other than Secretariat Officials, and Experts on Mission	See also ST/SGB/2002/13
ST/SGB/2002/11	27/9/02	Amendment to Secretary-General's bulletin on the Organization of the Secretariat of the United Nations (ST/SGB/1997/5)	See also ST/SGB/1997/5 and ST/SGB/2005/16
ST/SGB/2002/12	15/10/02	Office of the Ombudsman - appointment and terms of reference of the Ombudsman	
ST/SGB/2002/13	1/11/02	Status, basic rights and duties of United Nations staff members	See also ST/SGB/2002/9
ST/SGB/2002/14	22/11/02	Organization of the secretariat of the United Nations Human Settlements Programme	See also ST/SGB/2000/13 and ST/SGB/2000/13/Corr.1 (French only)
ST/SGB/2002/15	3/12/02	Staff-Management Coordination Committee	
ST/SGB/2002/16	27/12/02	Organization of the secretariat of the Economic and Social Commission for Western Asia (ESCWA)	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2002/17	31/12/02	Amendment to the Secretary-General's bulletin on the implementation of the report of the Panel on United Nations Peace Operations - filling of new posts (ST/SGB/2001/4)	See also ST/SGB/2001/4
ST/SGB/2002/18	31/12/02	New nomenclature for staff of the United Nations	

5. Secretary-General's bulletins (ST/SGB/2001/-)

ST/SGB/2001/4	12/4/01	Implementation of the report of the Panel on United Nations Peace Operations - filling of new posts	See also ST/SGB/2002/17
ST/SGB/2001/7	28/8/01	Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements	

6. Secretary-General's bulletins (ST/SGB/2000/-)

ST/SGB/2000/4	24/1/00	Organization of the United Nations Office at Geneva	
ST/SGB/2000/5	7/2/00	Organization of the secretariat of the Economic Commission for Latin America and the Caribbean	
ST/SGB/2000/6	17/2/00	Organization of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	
ST/SGB/2000/8	19/4/00	Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation	
ST/SGB/2000/9	15/5/00	Functions and organization of the Department of Peacekeeping Operations	
ST/SGB/2000/10	15/5/00	Organization of the Department of Political Affairs	
ST/SGB/2000/11	22/5/00	Visa Committee	
ST/SGB/2000/13 ST/SGB/2000/13/ Corr.1 (French only)	22/9/00 5/12/00	Organization of the United Nations Office at Nairobi	See also ST/SGB/1999/21 and ST/SGB/2002/14

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2000/15	1/12/00	Regulations for the United Nations Dag Hammarskjöld Medal	See also ST/SGB/119 and Amend.1
ST/SGB/2000/16	13/12/00	Abolition of obsolete administrative issuances	See also ST/SGB/1999/11

7. Secretary-General's bulletins (ST/SGB/1999/-)

ST/SGB/1999/4	20/5/99	Family and child support obligations of staff members	See also ST/AI/2000/12
ST/SGB/1999/6	8/6/99	Commission for Historical Clarification	
ST/SGB/1999/8	22/6/99	Organization of the Office for the Coordination of Humanitarian Affairs	
ST/SGB/1999/9	24/6/99	Steering Committee for the Improvement of the Status of Women in the Secretariat	See also ST/SGB/282 and ST/AI/1999/9
ST/SGB/1999/10	30/6/99	Organization of the Department of Public Information	
ST/SGB/1999/11	30/6/99	Abolition of obsolete administrative issuances and information circulars	See also ST/SGB/2000/16
ST/SGB/1999/13	6/8/99	Observance by United Nations forces of international humanitarian law	
ST/SGB/1999/15	13/10/99	Organizational competencies for the future	See also ST/SGB/1998/6
ST/SGB/1999/17	30/11/99	United Nations personnel policy on HIV/AIDS	
ST/SGB/1999/18	15/12/99	Performance Appraisal System	See also ST/AI/2002/3
ST/SGB/1999/19	20/12/99	Departmental focal points for women in the Secretariat	See also ST/SGB/282 and
ST/SGB/1999/21	21/12/99	Organization of the secretariat of the United Nations Environment Programme	See also ST/SGB/2000/13 and ST/SGB/2000/13/Corr.1 (French only)

8. Secretary-General's bulletins (ST/SGB/1998/-)

ST/SGB/1998/1	15/1/98	Organization of the secretariat of the United Nations Conference on Trade and Development	
ST/SGB/1998/3	23/2/98	Organization of the secretariat of the Economic Commission for Europe	
ST/SGB/1998/6	31/3/98	Building the future	See also ST/SGB/1999/15

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/1998/9	27/4/98	Organization of the Office of the United Nations High Commissioner for Refugees	
ST/SGB/1998/11	1/6/98	Organization of the Office of Central Support Services	
ST/SGB/1998/18	3/12/98	Organization of the Executive Office of the Secretary-General	

9. Secretary-General's bulletins (ST/SGB/1997/-)

ST/SGB/1997/1	28/5/97	Procedures for the promulgation of administrative issuances	
ST/SGB/1997/2	28/5/97	Information circulars	
ST/SGB/1997/3	8/9/97	Senior Management Group	See also ST/SGB/2005/16
ST/SGB/1997/5	12/9/97	Organization of the Secretariat of the United Nations	See also ST/SGB/2002/11 and ST/SGB/2005/16
ST/SGB/1997/8	15/9/97	Organization of the Office of Legal Affairs	
ST/SGB/1997/9	15/9/97	Organization of the Department of Economic and Social Affairs	
ST/SGB/1997/10	15/9/97	Organization of the Office of the United Nations High Commissioner for Human Rights	

10. Administrative instructions (ST/AI/2005/1-)

ST/AI/2005/1	29/3/05	Administrative instruction amending administrative instruction ST/AI/1999/13 (Recording of attendance and leave)	See also ST/AI/1999/13
ST/AI/2005/2	6/5/05	Family leave, maternity and paternity leave	
ST/AI/2005/3	6/5/05	Sick leave	
ST/AI/2005/4	6/5/05	Administrative instruction amending administrative instruction ST/AI/2001/2	See also ST/AI/2001/2 and ST/AI/2004/5
ST/AI/2005/5	31/5/05	Administrative instruction amending administrative instruction ST/AI/400	See also ST/AI/400 and ST/SGB/1997/1
ST/AI/2005/6	31/5/05	Administrative instruction amending administrative instruction ST/AI/1997/6	See also ST/SGB/1997/1 and ST/AI/1997/6
ST/AI/2005/7	27/6/05	Administrative instruction amending administrative instruction ST/AI/2000/20	See also ST/SGB/1997/1 and ST/AI/2000/20
ST/AI/2005/8	13/7/05	Administrative instruction amending administrative instruction ST/AI/2002/4	See also ST/SGB/1997/1 and ST/AI/2002/4

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2005/9	26/7/05	Administrative instruction amending administrative instruction ST/AI/2003/7	See also ST/AI/2003/7
ST/AI/2005/10	8/8/05	Information and communication technology initiatives	See also ST/SGB/2003/17 and ST/SGB/2004/15
ST/AI/2005/11	31/8/05	Administrative instruction amending administrative instruction ST/AI/2000/9	See also ST/SGB/1997/1 and ST/AI/2000/9
ST/AI/2005/12	8/11/05	Medical clearances and examinations	See also ST/SGB/1997/1 and ST/SGB/2003/18

11. Administrative instructions (ST/AI/2004/-)

ST/AI/2004/1	8/3/04	Delegation of authority under the Financial Regulations and Rules of the United Nations	See also ST/SGB/1997/1
ST/AI/2004/2	24/6/04	Education grant and special education grant for children with a disability	See also ST/SGB/1997/1, ST/AI/2000/6 and ST/AI/2002/1
ST/AI/2004/3	29/9/04	Financial responsibility of staff members for gross negligence	See also ST/SGB/1997/1 ST/AI/2000/11 and ST/AI/371
ST/AI/2004/4	17/12/04	Administrative instruction amending administrative instruction ST/AI/2000/16	See also ST/SGB/1997/1 and ST/AI/2000/16
ST/AI/2004/5	22/12/04	Administrative instruction amending administrative instruction ST/AI/2001/2	See also ST/SGB/1997/1, ST/AI/2001/2, as amended by ST/AI/2005/4
ST/AI/2004/6	22/12/04	Administrative instruction amending administrative instruction ST/AI/2000/21	See also ST/AI/2000/21

12. Administrative instructions (ST/AI/2003/-)

ST/AI/2003/1	27/1/03	Administrative instruction amending ST/AI/2000/1 (Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills)	See also ST/AI/2000/1
ST/AI/2003/2	30/1/03	Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances	See also ST/AI/372
ST/AI/2003/3	21/3/03	Special post allowance for field mission staff	
ST/AI/2003/4	21/3/03	Administrative instruction amending ST/AI/401 (Personnel arrangements for the Office of Internal Oversight Services)	See also ST/AI/401

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2003/5	19/5/03	Property management and inventory control at United Nations Headquarters	See also ST/AI/374
ST/AI/2003/7	30/10/03	Competitive examination for recruitment to the Professional category of staff members from other categories	See also ST/AI/2005/9
ST/AI/2003/8	13/11/03	Retention in service beyond the mandatory age of separation and employment of retirees	
ST/AI/2003/9	7/1/04	Administrative instruction amending administrative instruction ST/AI/1998/3	See also ST/AI/1998/3

13. Administrative instructions (ST/AI/2002/-)

ST/AI/2002/2	7/2/02	Administrative instruction amending ST/AI/2000/20 (Official travel)	See also ST/AI/2000/20 and ST/AI/2005/7
ST/AI/2002/3	30/3/02	Performance appraisal system	See also ST/SGB/1999/18
ST/AI/2002/4	23/4/02	Staff selection system	See also ST/SGB/2002/5, ST/SGB/2002/6 and ST/AI/2005/8
ST/AI/2002/5	7/6/02	Administrative instruction amending administrative instruction ST/AI/1997/6	See also ST/AI/1997/6 and ST/AI/2005/6
ST/AI/2002/6	27/9/02	Life insurance	
ST/AI/2002/8	27/12/02	Official hospitality	

14. Administrative instructions (ST/AI/2001/-)

ST/AI/2001/1	8/2/01	Currency and modalities of payment of salaries and allowances	
ST/AI/2001/2	15/3/01	Appointments of limited duration	See also ST/SGB/2005/3 and Corr.1, ST/AI/2004/5 and ST/AI/2005/4
ST/AI/2001/3	4/5/01	Administrative instruction amending ST/AI/259/Rev.10 (Salary differential)	See also ST/AI/259/Rev.10
ST/AI/2001/4	5/6/01	Disposal of computer equipment at United Nations Headquarters	
ST/AI/2001/5	22/8/01	United Nations internet publishing	
ST/AI/2001/6	24/7/01	Administrative instruction amending ST/AI/342 (Guidelines for the preparation of host government agreements falling under General Assembly resolution 40/243)	See also ST/AI/342

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2001/7	28/8/01	Managed Reassignment Programme for Junior Professional Staff	See also ST/AI/2003/7 (as amended by ST/AI/2005/9)
ST/AI/2001/9	7/12/01	Administrative instruction amending ST/AI/2000/2 (Mobility and hardship allowance)	See also ST/AI/2000/2

15. Administrative instructions (ST/AI/2000/-)

ST/AI/2000/1	12/1/00	Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills	
ST/AI/2000/2	10/3/00	Mobility and hardship allowance	See also ST/AI/2001/9
ST/AI/2000/3	4/4/00	Overtime compensation for staff members in the Field Service category at established missions	
ST/AI/2000/4	5/4/00	Sabbatical leave programme	
ST/AI/2000/5	15/5/00	Repatriation grant	
ST/AI/2000/6	25/5/00	Special entitlements for staff members serving at designated duty stations	
ST/AI/2000/8	13/9/00	Dependency status and dependency benefits	
ST/AI/2000/9	19/9/00	United Nations internship programme	See also ST/AI/2005/11
ST/AI/2000/10	21/9/00	Medical evacuation	
ST/AI/2000/11	12/10/00	Recovery of overpayments made to staff members	See also ST/AI/2004/3
ST/AI/2000/12	25/10/00	Private legal obligations of staff members	See also ST/SGB/1999/4
ST/AI/2000/13	25/10/00	Outside activities	
ST/AI/2000/14	9/11/00	Coordination of action in cases of death of staff members: Travel and transportation in cases of death or health-related emergency	
ST/AI/2000/15	27/11/00	Family visit travel	See also ST/AI/2000/20 (as amended by ST/AI/2002/2 and ST/AI/2005/7)
ST/AI/2000/16	5/12/00	Rental subsidies and deductions	See also ST/AI/2004/4
ST/AI/2000/17	11/12/00	Assignment grant	
ST/AI/2000/19	18/12/00	Visa status of non-United States staff members serving in the U.S.A, members of their household and their household employees, and staff members seeking or holding permanent resident status in the U.S.	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2000/20	22/12/00	Official travel	See also ST/AI/2002/2 and ST/AI/2005/7
ST/AI/2000/21	22/12/00	Occasional recuperation break	

16. Administrative instructions (ST/AI/1999/-)

ST/AI/1999/1	1/2/99	Delegation of authority in the administration of the Staff Rules	See also ST/SGB/151 and ST/AI/234/Rev.1 and Amend.1
ST/AI/1999/2	13/5/99	Language proficiency and language incentives	
ST/AI/1999/6	28/5/99	Gratis personnel	
ST/AI/1999/7	25/8/99	Consultants and individual contractors	See also ST/SGB/177, ST/AI/295 and Amend.1 and ST/AI/296 and Amend.1
ST/AI/1999/9	21/9/99	Special measures for the achievement of gender equality	See also ST/SGB/282
ST/AI/1999/13	9/11/99	Recording of attendance and leave	See also ST/AI/2005/1
ST/AI/1999/15	23/11/99	Excess baggage, shipments and insurance	
ST/AI/1999/16	28/12/99	Termination of appointment for reasons of health	
ST/AI/1999/17	23/11/99	Special post allowance	

17. Administrative instructions (ST/AI/1998/-)

ST/AI/1998/1	28/1/98	Payment of income taxes to United States tax authorities	
ST/AI/1998/2	21/1/98	Reimbursement for travel by private motor vehicle	
ST/AI/1998/3	23/1/98	System of daily subsistence allowance	See also ST/AI/2003/9
ST/AI/1998/4	10/2/98	Competitive examinations for the placement of General Service and related categories in particular occupational groups	
ST/AI/1998/7	23/3/98	Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category	
ST/AI/1998/9	6/10/98	System for the classification of posts	
ST/AI/1998/9/ Corr.1 (English only)	29/12/98		

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
18. Administrative instructions (ST/AI/1997/-)			
ST/AI/1997/1	20/8/97	Conditions under which staff members may take national competitive recruitment examinations	See also ST/SGB/210
ST/AI/1997/4	30/9/97	Upgrading of substantive and technical skills	See also ST/SGB/1998/6
ST/AI/1997/6	20/10/97	Mission subsistence allowance	See also ST/AI/2002/5 and ST/AI/2005/6
II. Issuances under Secretary-General's bulletin ST/SGB/100			
1. Secretary-General's bulletins (ST/SGB/-)			
ST/SGB/Financial Rules/2	9/12/75	Financial Rules of the Fund of the United Nations Environment Programme	
ST/SGB/Staff Rules/Appendix D/Rev.1	1/1/66	Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations	
Rev.1/Amend.1	8/1/76		
ST/SGB/UNFICYP/1	25/4/64	Regulations for the United Nations Peacekeeping Force in Cyprus	
ST/SGB/UNHHSF/Financial Rules/3 (1978)	1/78	Special annex for the United Nations Habitat and Human Settlements Foundation (series 300) to the Financial Regulations and Rules of the United Nations (series 100)	
ST/SGB/103/Rev.1	6/80	Rules governing compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations	
ST/SGB/107/Rev.6	25/3/91	Rules governing payment of travel expenses and subsistence allowances in respect of members of organs or subsidiary organs of the United Nations	
ST/SGB/119	30/7/59	Regulations for the United Nations medal	See also ST/SGB/2000/15
ST/SGB/119/Amend.1	10/63		
ST/SGB/125/Rev.1	21/5/63	Latin American Institute for Economic and Social Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
ST/SGB/125/Rev.1/Amend.1	31/12/63		
ST/SGB/125/Rev.2 (Spanish only)	27/2/64		

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/126 ST/SGB/126/ Amend.1	1/8/63 15/6/73	United Nations Research Institute for Social Development	
ST/SGB/127 ST/SGB/127/ Amend.1	23/9/63 29/4/74	Asian Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
ST/SGB/129	31/12/64	African Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules and procedures	
ST/SGB/132	1/67	United Nations Flag Code and Regulations	
ST/SGB/135	26/12/69	Access to League of Nations archives	
ST/SGB/136	1/2/71	Preservation and disposition of gifts and historical items	
ST/SGB/151	7/1/76	Administration of the Staff Regulations and the Staff Rules	See also ST/AI/234/Rev.1 and Amend.1 and ST/AI/1999/1
ST/SGB/152	4/3/76	Procedure for the establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters	
ST/SGB/160	13/10/77	Planning, preparation and servicing of special conferences	See also ST/AI/342, ST/AI/2000/20 (as amended by ST/AI/2002/2 and ST/AI/2005/7) and ST/AI/2001/6
ST/SGB/172	19/4/79	Staff-management relations: decentralization of consultation procedure	See also ST/SGB/274
ST/SGB/177	19/11/82	Policies for obtaining the services of individuals on behalf of the Organization	See also ST/SGB/283, ST/AI/295 and Amend.1, ST/AI/296 and Amend.1, ST/AI/297 and Add.1, ST/AI/327 and ST/AI/1999/7
ST/SGB/188	1/3/82	Establishment and management of trust funds	See also ST/AI/284, ST/AI/285 and ST/AI/286
ST/SGB/198	10/12/82	Security, safety and independence of the international civil service	See also ST/AI/299
ST/SGB/200/Rev.1	1/10/92	Joint Advisory Committee at Headquarters	
ST/SGB/201	8/7/83	Use of working languages of the Secretariat	See also ST/SGB/212

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/205	14/6/84	Regional Commissions Liaison Office	
ST/SGB/209	21/12/84	Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat	
ST/SGB/210	22/1/85	National competitive examinations	See also ST/AI/1997/1 and ST/AI/2001/7
ST/SGB/212	24/9/85	Use of working languages of the Secretariat	See also ST/SGB/201
ST/SGB/214	17/1/86	International Research and Training Institute for the Advancement of Women	
ST/SGB/230	8/3/89	Resolution of tort claims	
ST/SGB/240	26/6/91	United Nations International Drug Control Programme	See also ST/SGB/2004/6 and ST/AI/388
ST/SGB/242	26/6/91	United Nations archives and records management	See also ST/AI/326 and Corr.1
ST/SGB/251	22/7/92	Establishment and operation of the Central Emergency Revolving Fund	
ST/SGB/253	29/10/92	Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment	See also ST/AI/379
ST/SGB/259	2/7/93	Wearing of grounds passes	See also ST/AI/333 and ST/AI/387
ST/SGB/267	15/11/93	Placement and promotion	
ST/SGB/269	10/1/94	Secure telecommunications equipment	
ST/SGB/273	7/9/94	Establishment of the Office of Internal Oversight Services	See also ST/SGB/2002/7, ST/AI/397, and ST/AI/401 (as amended by ST/AI/2003/4)
ST/SGB/274	28/9/94	Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level	See also ST/SGB/172
ST/SGB/275	22/12/94	Health and Life Insurance Committee at Headquarters	
ST/SGB/276	27/4/95	Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/277	19/5/95	Policy governing assignment to and return from mission detail	See also ST/AI/404
ST/SGB/280 ST/SGB/280/ Amend.1	9/11/95 22/12/95	Suspension of the granting of permanent and probationary appointments	
ST/SGB/282	5/1/96	Policies to achieve gender equality in the United Nations	See also ST/SGB/1999/19 and ST/AI/1999/9
ST/SGB/283	29/8/96	Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions	See also ST/SGB/177

2. Administrative instructions (ST/AI/-)

ST/AI/97/Rev.2	26/2/81	Control of United Nations property covered by personal property receipts	See also ST/AI/374 and ST/AI/2003/5
ST/AI/104	23/8/54	Solicitation of voluntary contributions within the Secretariat	
ST/AI/105	3/9/54	Maintenance of personnel record cards	
ST/AI/108	24/2/55	Annual inspection of official status files	See also ST/AI/292
ST/AI/118/Rev.1	15/1/57	Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	
ST/AI/145/Rev.1	18/6/70	Use of Dag Hammarskjöld Memorial Library building	Paras. 5 and 6; see also ST/AI/387 and ST/AI/416
ST/AI/149/Rev.4	14/4/93	Compensation for loss of or damage to personal effects attributable to service	
ST/AI/155/Rev.2 ST/AI/155/Rev.2/ Amend.1	31/8/90 13/12/90	Personnel payroll clearance action	
ST/AI/189	7/11/69	Regulations for the control and limitation of documentation	
ST/AI/189/Add.1/ Rev.2	1/10/90	Initiation, approval and execution of the United Nations biennial publications programme	
ST/AI/189/Add.2 ST/AI/189/Add.2/ Amend.1	15/9/71 30/4/75	Covers and title pages of publications	
ST/AI/189/Add.3/ Rev.2	17/12/85	Distribution of documents, meeting records, official records and publications	See also ST/AI/271 and ST/AI/341

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/189/Add.4/ Rev.1	20/1/97	Principles governing the exchange of United Nations documents and publications	See also ST/AI/271
ST/AI/189/Add.5/ Rev.2	23/2/87	Stock review and disposal: official records and publications	
ST/AI/189/Add.6/ Rev.4	12/2/96	Attribution of authorship in United Nations documents, publications and other official papers	
ST/AI/189/Add.7	30/9/71	Documentation workload estimates	
ST/AI/189/Add.8/ Rev.1	15/3/77	Requests for document services	
ST/AI/189/Add.9/ Rev.1	26/3/85	Copyright in United Nations publications: general principles, practice and procedure	See remarks below
ST/AI/189/Add.9/ Rev.2	17/9/87	Copyright in United Nations publications: general principles, practice and procedure	Supersedes ST/AI/189/Add.9/Rev.1 on an experimental basis; see also ST/AI/189/Add.27
ST/AI/189/Add.9/ Rev.2/Add.2	25/2/92		
ST/AI/189/Add.10	29/11/72	Mailing of official United Nations documentation	See also ST/AI/271
ST/AI/189/Add.11/ Rev.2	18/8/95	Principles governing United Nations depository libraries	
ST/AI/189/Add.12/ Rev.1	20/1/97	Supply to the United Nations libraries of material not available through the regular distribution channels	
ST/AI/189/Add.13/ Rev.1	22/12/73	Reissue of out-of-stock material	
ST/AI/189/Add.14/ Rev.1	17/9/79	External publishing of United Nations manuscripts	
ST/AI/189/Add.15/ Rev.1	30/6/92	Pricing of United Nations publications	
ST/AI/189/Add.16	7/6/73	Classification and declassification of documents	
ST/AI/189/Add.17	24/6/75	Criteria for the selection of material to be issued as United Nations publications	
ST/AI/189/Add.18	19/1/76	Mention of names of commercial firms in United Nations documents and publications	
ST/AI/189/Add.19/ Rev.1	11/2/97	Newsletters and other information materials in printed or electronic format	
ST/AI/189/Add.20/ Rev.1	11/2/97	Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/189/Add.21	15/1/79	Use of the United Nations emblem on documents and publications	
ST/AI/189/Add.22	1/6/79	Use and disposition of papers and reports of seminars and similar ad hoc meetings	
ST/AI/189/Add.23	24/2/82	Timetable for the planning and submission of documents for sessions of United Nations organs	
ST/AI/189/Add.24	11/12/84	Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications	
ST/AI/189/Add.25/ Rev.1	20/1/97	Guidelines for the publication of maps	
ST/AI/189/Add.26	25/9/89	Guidelines for electronic publishing	See also ST/AI/189/Add.28
ST/AI/189/Add.27	8/11/90	References and acknowledgements	See also ST/AI/189/Add.9/ Rev.2 and Add.2
ST/AI/189/Add.28	14/8/96	Guidelines for publishing in an electronic format	See also ST/AI/189/Add.26
ST/AI/193/Rev.1	24/6/77	Material and package passes	See also ST/AI/309/Rev.2
ST/AI/202	4/6/71	Headquarters Property Survey Board: case report and recommendation form	
ST/AI/205	10/12/71	Library services	See also ST/AI/189/Add.12/ Rev.1
ST/AI/211	4/4/72	Scheduling of meetings and provision of conference services	
ST/AI/222	10/12/74	Procedure to be followed in cases of termination of permanent appointment for unsatisfactory services	
ST/AI/227	25/4/75	Security of valuable articles: lost and found property	
ST/AI/231/Rev.1	23/1/91	Non-reimbursable loans of personnel services from sources external to the United Nations common system	
ST/AI/233	9/12/75	Contributions from non-Member States	
ST/AI/234/Rev.1 ST/AI/234/Rev.1/ Amend.1	22/3/89 14/6/90	Administration of the Staff Regulations and Staff Rules	See also ST/SGB/151 and ST/AI/1999/1
ST/AI/235 ST/AI/235/Corr.1	8/1/76 20/1/76	Death and disability coverage for members of the Joint Inspection Unit	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/242 ST/AI/242/ Amend.1	22/2/77 8/8/95	Establishment of appointment and promotion committees at designated offices away from Headquarters	See also ST/SGB/151 and ST/AI/234/Rev.1 and Amend.1
ST/AI/244/Rev.1	18/7/96	United Nations Bookshop service for staff members	
ST/AI/248 ST/AI/248/ Amend.1	7/7/77 27/6/80	Reimbursement of taxi fares	
ST/AI/259/Rev.10	27/2/89	Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters	See also ST/AI/2001/3
ST/AI/261	12/12/78	Forms management programme	
ST/AI/271	4/2/80	General principles and procedures governing outgoing official United Nations mail at Headquarters	See also ST/AI/189/Add.10
ST/AI/273	4/3/80	Employment of spouses	
ST/AI/274 ST/AI/274/Corr.1 (English only)	30/6/80 27/8/80	Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories	
ST/AI/284	1/3/82	General trust funds	See also ST/SGB/188
ST/AI/285	1/3/82	Technical cooperation trust funds	See also ST/SGB/188
ST/AI/286	3/3/82	Programme support accounts	See also ST/SGB/188
ST/AI/291/Rev.1	18/7/84	Part-time employment	
ST/AI/292	15/7/82	Filing of adverse material in personnel records	See also ST/AI/108
ST/AI/293	15/7/82	Facilities to be provided to staff representatives	
ST/AI/295 ST/AI/295/ Amend.1	19/11/82 5/7/95	Temporary staff and individual contractors	See also ST/SGB/177, ST/AI/296 and Amend.1, ST/AI/297 and Add.1, ST/AI/327 and ST/AI/1999/7
ST/AI/297	19/11/82	Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers	See also ST/SGB/177, ST/AI/295 and Amend.1, ST/AI/296 and Amend.1, ST/AI/327 and ST/AI/1999/7
ST/AI/299	10/12/82	Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families	See also ST/SGB/198

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/308/Rev.1	25/11/83	Establishment of Panels on Discrimination and Other Grievances	
ST/AI/309/Rev.2	18/2/97	Authority of United Nations security officers	See also ST/SGB/259, ST/AI/193/Rev.1 and ST/AI/387
ST/AI/310	20/9/83	Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	See also ST/AI/387
ST/AI/323	27/9/84	Reduction in energy consumption	
ST/AI/326	28/12/84	United Nations archives	See also ST/SGB/242
ST/AI/326/Corr.1	17/1/85		
ST/AI/327	23/1/85	Institutional or corporate contractors	See also ST/SGB/177, ST/AI/295 and Amend.1, ST/AI/296 and Amend.1, ST/AI/297 and Add.1 and ST/AI/1999/7
ST/AI/333	29/11/85	Personal identification cards: Headquarters	See also ST/SGB/259 and ST/AI/387
ST/AI/334	21/5/86	Test for basic word-processing qualifications	
ST/AI/337	15/10/86	Policy on the provision and use of official cars	
ST/AI/342	8/5/87	Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243	See also ST/SGB/160, ST/AI/2000/20 (as amended by ST/AI/2002/2 and ST/AI/2005/7) and ST/AI/2001/6
ST/AI/343	31/7/87	Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters	
ST/AI/343/Corr.1 (French only)	31/8/95		
ST/AI/349	22/4/88	United Nations garage	
ST/AI/351	25/5/88	Assistance and representation by counsel in disciplinary and appeal cases	
ST/AI/351/ Amend.1	28/1/97		
ST/AI/354	27/7/88	Request for rectification of date of birth or of other personal data	
ST/AI/360/Rev.1	15/11/93	Movement of staff from the Field Service category to the Professional category	See also ST/AI/2003/7 (as amended by ST/AI/2005/9)
ST/AI/360/Rev.1/ Corr.1 (English only)	8/12/93		
ST/AI/367	15/10/90	Home leave: change of place of home leave and change of country of home leave	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/368	10/1/91	Instructions governing United Nations diplomatic pouch service	
ST/AI/371	2/8/91	Revised disciplinary measures and procedures	See also ST/AI/2004/3
ST/AI/372	25/9/91	Employee assistance in cases of alcohol/substance abuse	See also ST/AI/2003/2
ST/AI/374	16/1/92	Property records and inventory control under revised definition of non-expendable property	See also ST/AI/97/Rev.2 and ST/AI/2003/5
ST/AI/376	1/6/92	United Nations Exhibits Committee guidelines	See also ST/AI/416
ST/AI/379	29/10/92	Procedures for dealing with sexual harassment	See also ST/SGB/253
ST/AI/387	10/9/93	Security arrangements for admission to United Nations Headquarters	See also ST/SGB/259 and ST/AI/309/Rev.2
ST/AI/388	14/9/93	Personnel arrangements for the United Nations International Drug Control Programme (UNDCP)	See also ST/SGB/2004/6 and ST/SGB/240
ST/AI/394	19/5/94	After-service health insurance	
ST/AI/397	7/9/94	Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery	See also ST/SGB/273
ST/AI/400	22/12/94	Abandonment of post	
ST/AI/401	18/1/95	Personnel arrangements for the Office of Internal Oversight Services	See also ST/SGB/273 and ST/AI/2003/4
ST/AI/404	19/5/95	Assignment to and return from mission detail	See also ST/SGB/277
ST/AI/408	1/8/95	Introduction of staggered working hours at Headquarters	
ST/AI/414	29/3/96	1996 early separation programme	
ST/AI/414/Add.1	3/5/96		
ST/AI/416	26/4/96	Use of United Nations premises for meetings, conferences, special events and exhibits	See also ST/AI/145/Rev.1 (paras. 5 and 6), ST/AI/376 and ST/AI/387

B. Subject index to administrative issuances

I. Buildings, premises and security

1. Buildings and premises

Admission to United Nations Headquarters:
Security arrangements for - ST/AI/387

Dag Hammarskjöld Memorial Library building: Use
of - ST/AI/145/Rev.1 (paras. 5 and 6), ST/AI/387
and ST/AI/416

Energy conservation: see Reduction in energy
consumption

Non-smoking policy at United Nations
Headquarters, New York – ST/SGB/2003/9

Property management and inventory control at
United Nations Headquarters – ST/AI/2003/5

Property Survey Boards – ST/SGB/2003/7
(rule 105.21)

Reduction in energy consumption - ST/AI/323

United Nations Bookshop service for staff
members - ST/AI/244/Rev.1

Use of United Nations premises for meetings,
conferences, special events and exhibits - ST/AI/416
(see also Exhibits Committee guidelines, in section
XI.4, and Security arrangements for admission to
United Nations Headquarters, in section I.5 below)

2. Garage

Garage Review Board - ST/AI/349

Parking rates: see United Nations Garage below

United Nations Garage - ST/AI/349

3. Passes

Grounds passes: Wearing of - ST/SGB/259,
ST/AI/155/Rev.2 and Amend.1 (para. 5), ST/AI/333
and ST/AI/387

Material and package passes - ST/AI/193/Rev.1 and
ST/AI/309/Rev.2

Personal identification cards: Headquarters
(including retired staff) - ST/AI/333 and ST/AI/387

Registration of staff members and affiliates on
Saturdays, Sundays, holidays and after office hours -
ST/AI/310 and ST/AI/387

4. Safety

Basic security in the field: staff safety, health and
welfare (interactive online learning) –
ST/SGB/2003/19

Evacuation procedures for the United Nations
Headquarters complex - ST/SGB/2002/8

Protection against retaliation for reporting
misconduct and for cooperating with duly
authorized audits or investigations –
ST/SGB/2005/21

Security and Safety Service at Headquarters: Testing
for use of illegal drugs and controlled substances –
ST/AI/2003/2

Security, safety and independence of the
International Civil Service - ST/SGB/198

5. Security

Authority of United Nations security officers -
ST/AI/309/Rev.2, ST/AI/387 and ST/SGB/259

Basic security in the field: staff safety, health and
welfare (interactive online learning) –
ST/SGB/2003/19

Material and package passes - ST/AI/193/Rev.1 and
ST/AI/309/Rev.2

Secure telecommunications equipment -
ST/SGB/269

Security and Safety Services at Headquarters:
Testing for use of illegal drugs and controlled
substances – ST/AI/2003/2

Security, safety and independence of the
international civil service - ST/SGB/198 and
ST/SGB/2002/13 (see commentary)
- Reporting of arrest or detention of staff members,
other agents of the United Nations and members of
their families - ST/AI/299

Security arrangements for admission to United
Nations Headquarters - ST/AI/387 (see also
ST/SGB/259 and ST/AI/309/Rev.2)

Security of valuable articles; lost and found
property - ST/AI/227

Use of information and communication technology
resources and data – ST/SGB/2004/15

II. Claims

Advisory Board on Compensation Claims -
ST/SGB/Staff Rules/Appendix D/Rev.1 and
Amend.1

Claims Board - ST/AI/149/Rev.4

Compensation for loss of or damage to personal
effects to service - ST/AI/149/Rev.4

Compensation in the event of death, injury or illness
attributable to the performance of official duties on
behalf of the United Nations: Rules governing -
ST/SGB/Staff Rules/Appendix D/Rev.1 and
Amend.1

Compensation to members of commissions,
committees or similar bodies in the event of death,
injury or illness attributable to service with the
United Nations: Rules governing -
ST/SGB/103/Rev.1

Death and disability coverage for members of the
Joint Inspection Unit - ST/AI/235 and Corr.1

Tort claims: Resolution of - ST/SGB/230

III. Communications, archives and records

1. Archives and records

Access to League of Nations archives - ST/SGB/135

Commission for Historical Clarification -
ST/SGB/1999/6

Gifts and historical items: Preservation and
disposition of - ST/SGB/136

United Nations archives and records management -
ST/SGB/242 and ST/AI/326 and Corr.1
- Secretary-General's private
papers - ST/AI/326 (annex II) and Corr.1
- Secretary-General's records and archives -
ST/AI/326 (annex I) and Corr.1

2. Communications, correspondence and mailing

Confidentiality of mailing lists and registers -
ST/AI/341

Information and Communications Technology
Board - ST/SGB/2003/17

Information and communication technology
initiatives - ST/AI/2005/10

Outgoing official United Nations mail at
Headquarters: General principles and procedures
governing - ST/AI/271, ST/AI/189/Add.10 and
ST/AI/341

Secure telecommunications equipment -
ST/SGB/269

Use of airmail envelopes - ST/AI/271

3. Pouch

Diplomatic pouch service - ST/AI/368

IV. Conferences

Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243 - ST/AI/342 and ST/AI/2001/6 (see also Special conferences below)

Scheduling of meetings and provision of conference services - ST/AI/211 and ST/AI/416

Special conferences: Planning, preparation and servicing of - ST/SGB/160, ST/AI/342, ST/AI/2000/20 (as amended by ST/AI/2002/2 and ST/AI/2005/7) and ST/AI/2001/6

Use of United Nations premises for meetings, conferences, special events and exhibits - ST/AI/416, ST/AI/145/Rev.1 (paras. 5 and 6) and ST/AI/387

V. Documents and publications

1. General

Distribution of documents, meeting records, official records and publications - ST/AI/189/Add.3/Rev.2 and ST/AI/341

Publications Board - ST/AI/2001/5

2. Regulations for the control and limitation of documentation

Attribution of authorship in United Nations documents, publications and other official papers - ST/AI/189/Add.6/Rev.4

Classification and declassification of documents - ST/AI/189/Add.16

Copyright in United Nations publications: general principles, practice and procedure - ST/AI/189/Add.9/Rev.2 and Add.2 and ST/AI/189/Add.27

Covers and title pages of publications - ST/AI/189/Add.2 and Amend.1

Criteria for the selection of material to be issued as United Nations publications - ST/AI/189/Add.17

Depository libraries: Principles governing United Nations - ST/AI/189/Add.11/Rev.2

Distribution of documents, meeting records, official records and publications - ST/AI/189/Add.3/Rev.2 and ST/AI/341

Electronic publishing: Guidelines for - ST/AI/189/Add.26 (see also Publishing in an electronic format: Guidelines for, below)

Exchange of United Nations documents and publications: Principles governing the - ST/AI/189/Add.4/Rev.1

External publishing of United Nations manuscripts - ST/AI/189/Add.14/Rev.1

Initiation, approval and execution of the United Nations biennial publications programme - ST/AI/189/Add.1/Rev.2

Internet publishing: United Nations - ST/AI/2001/5

Mailing of official United Nations documentation - ST/AI/189/Add.10, ST/AI/189/Add.3/Rev.2 and ST/AI/271

Maps: Guidelines for the publication of - ST/AI/189/Add.25/Rev.1

Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat - ST/AI/189/Add.20/Rev.1

Mention of names of commercial firms in United Nations documents and publications - ST/AI/189/Add.18

Newsletters and other information materials in printed or electronic format - ST/AI/189/Add.19/Rev.1

Out-of-stock material: Reissue of - ST/AI/189/Add.13/Rev.1

Pricing of United Nations publications -
ST/AI/189/Add.15/Rev.1

Publishing in an electronic format: Guidelines for -
ST/AI/189/Add.28 (see also Electronic publishing:
Guidelines for, above)

References and acknowledgements -
ST/AI/189/Add.27 and ST/AI/189/Add.9/Rev.2 and
Add.2

Regulations for the control and limitation of
documentation - ST/AI/189

Reissue of out-of-stock material -
ST/AI/189/Add.13/Rev.1

Requests for document services -
ST/AI/189/Add.8/Rev.1

Stock review and disposal of official records and
publications - ST/AI/189/Add.5/Rev.2

Supply to the United Nations libraries of material
not available through the regular distribution
channels - ST/AI/189/Add.12/Rev.1

Timetable for the planning and submission of
documents for sessions of United Nations organs -
ST/AI/189/Add.23

United Nations Internet publishing - ST/AI/2001/5

Use and disposition of papers and reports of
seminars and similar ad hoc meetings -
ST/AI/189/Add.22

Use of the International Standard Book Number
(ISBN) and the International Standard Serial
Number (ISSN) for United Nations publications -
ST/AI/189/Add.24

Use of the United Nations emblem on documents
and publications - ST/AI/189/Add.21

Workload estimates: Documentation -
ST/AI/189/Add.7

VI. Finance

1. Financial arrangements

African Institute for Economic Development and
Planning - ST/SGB/129

Asian Institute for Economic Development and
Planning - ST/SGB/127 and Amend.1

Latin American Institute for Economic and Social
Planning - ST/SGB/125/Rev.1 and Amend.1 and
ST/SGB/125/Rev.2 (Spanish only)

United Nations Research Institute for Social
Development - ST/SGB/126 and Amend.1

2. General

Contributions from non-Member States -
ST/SGB/2003/7 (rule 103.1) and ST/AI/233

Currency and modalities of payment of salaries and
allowances - ST/AI/2001/1

Delegation of authority under the Financial
Regulations and Rules of the United Nations –
ST/AI/2004/1

Designation of staff members performing significant
functions in the management of financial, human
and physical resources - ST/SGB/2005/7

Establishment of a Senior Advisory Board on
Services to the Public – ST/SGB/2005/10

Financial disclosure and declaration of interest
statements - ST/SGB/2005/19

Financial responsibility of staff members for gross
negligence – ST/AI/2004/3

Information and communication technology
initiatives – ST/AI/2005/10

Integrated Management Information System:
definition of responsibility for the implementation
and operation of the system and terms of reference
of the Steering Committee - ST/SGB/276

Non-reimbursable loans of personnel services from sources external to the United Nations common system - ST/AI/231/Rev.1

Official hospitality - ST/AI/2002/8

Official travel - ST/AI/2000/20 (as amended by ST/AI/2002/2 and ST/AI/2005/7)

Overtime compensation for staff members in the Field Service category at established missions - ST/AI/2000/3

Private legal obligations of staff members - ST/AI/2000/12 (see also section VIII.7 below)

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Recovery of overpayments made to staff members - ST/AI/2000/11

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters - ST/AI/259/Rev.10 and ST/AI/2001/3

Salary scales and payments: see section VIII.13 below

Solicitation of voluntary contributions within the Secretariat - ST/AI/104

Taxi fares: Reimbursement of - ST/AI/248 and Amend.1

United States taxes: see section VIII.16 below

3. Financial regulations and rules

Delegation of authority under the Financial Rules - ST/SGB/2003/7, ST/AI/2004/1, ST/SGB/2005/7

Financial Regulations and Rules: Habitat and Human Settlements Foundation (series 300) - ST/SGB/UNHHSF/Financial Rules/3 (1978)

Financial Regulations and Rules of the United Nations - ST/SGB/2003/7 and ST/AI/2004/1

Financial Rules of the Fund of the United Nations Environment Programme - ST/SGB/Financial Rules/2

Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation - ST/SGB/2000/8

Regulations for the United Nations Peacekeeping Force in Cyprus - ST/SGB/UNFICYP/1

4. Revenue-producing activities

Bookshop - ST/SGB/2003/7 and ST/AI/244/Rev.1

Garage parking rates: see United Nations Garage, section I.2, above

5. Trust funds and special accounts

Establishment and management of trust funds - ST/SGB/188

Establishment and operation of the Central Emergency Revolving Fund - ST/SGB/251

General trust funds - ST/AI/284

Programme support accounts - ST/AI/286

Technical cooperation trust funds - ST/AI/285

VII. General office procedures

Administrative issuances:

- Abolition of obsolete - ST/SGB/1999/11 and ST/SGB/2000/16

- Procedures for the promulgation of - ST/SGB/1997/1

Confidentiality of mailing lists and registers - ST/AI/341

Disposal of computer equipment at United Nations Headquarters - ST/AI/2001/4

Electronic publishing: Guidelines for - ST/AI/189/Add.26 and ST/AI/189/Add.28

Exhibits Committee guidelines: United Nations - ST/AI/376

Forms management programme - ST/AI/261

Information and Communication Technology (ICT) resources and data: Use of – ST/SGB/2004/15

Information and communications technology initiatives – ST/AI/2005/10

Information circulars - ST/SGB/1997/2 and ST/SGB/1999/11

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276

Internet publishing: United Nations - ST/AI/2001/5

New nomenclature for staff of the United Nations – ST/SGB/2002/18

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Personnel record cards: Maintenance of - ST/AI/105

Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements - ST/SGB/2001/7

Property management and inventory control at United Nations Headquarters – ST/AI/2003/5

Publishing in an electronic format: Guidelines for - ST/AI/189/Add.28 (see also Electronic publishing: Guidelines for, above)

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Secretary-General's bulletins: see Administrative issuances above

Secure telecommunications equipment - ST/SGB/269

Treaties and international agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to - ST/SGB/2001/7

Working languages of the Secretariat - ST/SGB/201 and ST/SGB/212

VIII. Human resources

1. Administration-staff relations

Independent inquiry into the oil-for-food programme- ST/SGB/2004/9

International civil service: Security, safety and independence of the - ST/SGB/198
- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Joint Advisory Committee at Headquarters - ST/SGB/200/Rev.1

Joint Appeals Board:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Joint Disciplinary Committee:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

- Revised disciplinary measures and procedures - ST/AI/371

Office of the Ombudsman - ST/SGB/2002/12

Panels of Counsel - ST/AI/351 and Amend.1

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1

Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level - ST/SGB/274

Staff representatives: Facilities to be provided to - ST/AI/293

Staff-Management Coordination Committee - ST/SGB/2002/15

Staff-management relations: decentralization of consultation procedure - ST/SGB/172 and ST/SGB/274

Steering Committee for the Improvement of the Status of Women in the Secretariat:
- Membership - ST/SGB/1999/9
- Policies to obtain gender equality in the United Nations - ST/SGB/282 and ST/AI/1999/9

2. Allowances, entitlements and grants

Assignment grant - ST/AI/2000/17

Coordination of action in cases of death of staff members: Travel and transportation in cases of death or health-related emergency - ST/AI/2000/14

Dependency status and dependency benefits - ST/AI/2000/8

Early separation programme: 1996 - ST/AI/414 and Add.1

Education grant and special education grant for disabled children - ST/AI/2004/2 (see also Special entitlements for staff members serving at designated duty stations below)

Home leave: change of place of home leave and change of country of home leave - ST/AI/367

Mission subsistence allowance - ST/AI/1997/6 (as amended by ST/AI/2002/5 and ST/AI/2005/6)

Mobility and hardship allowance - ST/AI/2000/2 (as amended by ST/AI/2001/9)

Non-resident's allowance: see Rental subsidies and deductions below

Occasional recuperation break - ST/AI/2000/21 (as amended by ST/AI/2004/6)

Official hospitality - ST/AI/2002/8

Personal status for purposes of United Nations entitlements – ST/SGB/2004/13

Reimbursement for travel by private motor vehicle - ST/AI/1998/2

Reimbursement of costs of basic medical examinations for family members: see Special entitlements for staff members serving at designated duty stations below

Rental subsidies and deductions - ST/AI/2000/16 (as amended by ST/AI/2004/4)

Repatriation grant - ST/AI/2000/5

Salaries and allowances: Currency and modalities of payment - ST/AI/2001/1

Salary differential for General Service staff in the Language Text-Processing Unit, Department of General Affairs and Conference Services – ST/AI/2001/3

Scheme of social security for the staff - ST/SGB/2002/1, as amended by ST/SGB/2005/14, Corr.1 and Corr.2, ST/SGB/2005/6 (staff rules 106.1-106.6)

Special entitlements for staff members serving at designated duty stations - ST/AI/2000/6

Special post allowance - ST/AI/1999/17
 - Special post allowance for Field Mission staff - ST/AI/2003/3

Subsistence allowance:

- Mission subsistence allowance - ST/AI/1997/6 (as amended by ST/AI/2002/5 and ST/AI/2005/6)
 - System of daily subsistence allowance - ST/AI/1998/3 (as amended by ST/AI/2003/9)

Threshold percentage for the purpose of calculating rental subsidies: see Rental subsidies and deductions above

United Nations Nobel Peace Prize Memorial Fund – ST/SGB/2003/11

3. Appeals

Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Classification Appeals Committees: see System for the classification of posts in section VIII.8 below

Disciplinary measures and procedures: Revised - ST/AI/371

Grievance panels: see Panels on Discrimination and Other Grievances below

Joint Appeals Board:

- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Joint Disciplinary Committee:

- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1
 - Revised disciplinary measures and procedures - ST/AI/371

Office of the Ombudsman - appointment and terms of reference of the Ombudsman - ST/SGB/2002/12

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Representation by counsel in disciplinary and appeals cases: Assistance and - ST/AI/351 and Amend.1

Revised disciplinary measures and procedures - ST/AI/371

Special Advisory Board - ST/SGB/2002/1 (rule 109.1)

4. Appointments, placement and promotion

Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories - ST/AI/274 and Corr.1 (English only)

Appointments of limited duration - ST/SGB/2005/3 and Corr.1 and ST/AI/2001/2 (as amended by ST/AI/2004/5 and ST/AI/2005/4)

Assignment to and return from mission detail: Policy governing - ST/SGB/277 and ST/AI/404 (see also section X below)

Central Review Board - ST/SGB/2002/6

Central Review Committee - ST/SGB/2002/6

Central Review Bodies at designated offices away from Headquarters - ST/SGB/2002/6

Central Review Panel - ST/SGB/2002/6

Central Review Bodies - ST/SGB/2002/6, ST/SGB/2003/1 (for vacancies posted after 1 May 2002)

Competitive examination for recruitment to the Professional category of staff members from other categories - ST/AI/2003/7 (as amended by ST/AI/2005/9)

Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category - ST/AI/1998/7

Competitive examinations for the placement of General Service and related categories in particular occupational groups - ST/AI/1998/4

Consultants and individual contractors - ST/AI/1999/7

Consultants and participants in advisory meetings - ST/SGB/177 and ST/AI/296 and Amend.1 (see also Policies for obtaining the services of individuals on behalf of the Organization below)

Contractors: Institutional or corporate - ST/SGB/177 and ST/AI/327

Employment of spouses - ST/AI/273

Gratis personnel - ST/AI/1999/6

Implementation of the report of the Panel on United Nations Peace Operations - filling of new posts - ST/SGB/2001/4 (as amended by ST/SGB/2002/17)

Managed Reassignment Programme for Junior Professional Staff - ST/AI/2001/7

Medical clearances and examinations - ST/AI/2005/12

Movement of staff from the Field Service category to the Professional category - ST/AI/360/Rev.1 and Corr.1 (English only) (see also Competitive examination for recruitment to the Professional category, section VIII.15 below)

Part-time employment - ST/AI/291/Rev.1

Performance Appraisal System - ST/SGB/1999/18 and ST/AI/2002/3

Placement and promotion - ST/SGB/267 and ST/AI/2002/4 (as amended by ST/AI/2005/8)

Policies for obtaining the services of individuals on behalf of the Organization - ST/SGB/177

- Consultants and individual contractors - ST/AI/1999/7

- Consultants and participants in advisory meetings - ST/AI/296 and Amend.1

- Institutional or corporate contractors - ST/AI/327

- Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers - ST/AI/297 and Add.1

- Temporary staff and individual contractors - ST/AI/295 and Amend.1 (see also Use of "when actually employed" contracts below)

Policies to achieve gender equality in the United Nations - ST/SGB/282, ST/SGB/1999/19 and ST/AI/1999/9

Prevention of workplace harassment, sexual harassment and abuse of authority – ST/SGB/2005/20

Promotion policy and review: see Placement and promotion above

Recruitment procedures for Professional staff – ST/AI/2002/4 (as amended by ST/AI/2005/8)

Retention in service beyond the mandatory age of separation and employment of retirees – ST/AI/2003/8

Senior Review Group - ST/SGB/2005/4

Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills - ST/AI/2000/1 (as amended by ST/AI/2003/1)

Special measures for the achievement of gender equality - ST/AI/1999/9, ST/SGB/282 and ST/SGB/1999/19

Special post allowance - ST/AI/1999/17

- Special post allowance for field mission staff – ST/AI/2003/3

Staff selection system - ST/SGB/2002/5 and ST/AI/2002/4 (as amended by ST/AI/2005/8)

Suspension of the granting of permanent and probationary appointments - ST/SGB/280 and Amend.1

Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers - ST/SGB/177 and ST/AI/297 and Add.1

Temporary staff and individual contractors - ST/SGB/177 and ST/AI/295 and Amend.1

Termination of appointment for reasons of health - ST/AI/1999/16

Termination of permanent appointment for unsatisfactory services: Procedure to be followed - ST/AI/222

Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions - ST/SGB/283

5. Attendance, leave and working hours

Abandonment of post - ST/AI/400 (as amended by ST/AI/2005/5)

Breastfeeding, policy on: ST/SGB/2003/14

Certification of sick leave: see sick leave and Recording of attendance and leave below

Family leave, maternity leave and paternity leave - ST/AI/2005/2

Home leave: change of place of home leave and change of country of home leave - ST/AI/367

Introduction of staggered working hours - ST/AI/408

Jury duty: see Recording of attendance and leave below

Occasional recuperation break - ST/AI/2000/21 (as amended by ST/AI/2004/6)

Recording of attendance and leave - ST/AI/1999/13 (as amended by ST/AI/2005/1)

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours - ST/AI/310 and ST/AI/387

Release of staff members in bad weather or other conditions: see Recording of attendance and leave above

Sabbatical leave programme - ST/AI/2000/4

Sick leave – ST/AI/2005/3

Upgrading of substantive and technical skills - ST/AI/1997/4 and ST/SGB/1998/6

Working hours: Introduction of staggered working hours at Headquarters - ST/AI/408
- Flexible working arrangements - ST/SGB/2003/4

6. Delegation of authority

Administration of the Staff Regulations and Staff Rules - ST/SGB/151, ST/AI/234/Rev.1 and Amend.1 and ST/AI/1999/1

Authority of the United Nations Population Fund (UNFPA) in matters relating to human resources – ST/SGB/2004/10

Delegation of authority under the Financial Rules - ST/SGB/2003/7, ST/AI/2004/1 and ST/SGB/2005/7

Designation of staff members performing significant functions in the management of financial, human and physical resources - ST/SGB/2005/7

7. Duties and obligations

Assignment to and return from mission detail: Policy governing - ST/SGB/277 and ST/AI/404 (see also section X below)

Basic rights and duties of United Nations staff members: Status - ST/SGB/2002/13
- Regulations governing the status, basic rights and duties other than Secretariat Officials and Experts on Mission - ST/SGB/2002/9

Family and child support obligations of staff members - ST/SGB/1999/4 and ST/AI/2000/12

Financial disclosure and declaration of interest statements - ST/SGB/2005/19

Financial responsibility of staff members for gross negligence – ST/AI/2004/3

Gifts: see Preservation and disposition of gifts and historical items below

Integrity awareness initiative – ST/SGB/2005/17

Obligations of staff members - ST/SGB/2005/19, ST/SGB/1999/4 and ST/AI/2000/12

Outside activities - ST/AI/2000/13

Preservation and disposition of gifts and historical items - ST/SGB/136

Private legal obligations of staff members - ST/AI/2000/12 (see also Obligations of staff members above)

Procedures for dealing with sexual harassment - ST/AI/379 (see also ST/SGB/253)

Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment - ST/SGB/253 and ST/AI/379

Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations – ST/SGB/2005/21

Rectification of date of birth or of other personal data: Request for - ST/AI/354

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Special measures for protection from sexual exploitation and sexual abuse – ST/SGB/2003/13

Status, basic rights and duties of United Nations staff members - ST/SGB/2002/13
- Regulations governing the status, basic rights and duties other than Secretariat Officials and Experts on Mission - ST/SGB/2002/9

8. Job classification system

System for the classification of posts - ST/AI/1998/9 and Corr.1 (English only)

9. General

Annual inspection of official status file - ST/AI/108 (see also Official status files below)

Bookshop service for staff members: United Nations - ST/AI/244/Rev.1

Breastfeeding, policy on – ST/SGB/2003/14

Currency and modalities of payment of salaries and allowances - ST/AI/2001/1

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

Filing of adverse material in personnel records - ST/AI/292 (see also Official status files below)

Financial responsibility of staff members for gross negligence – ST/AI/2004/3

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276

International civil service: security, safety and independence of the - ST/SGB/198
- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Laissez-passer - ST/AI/155/Rev.2 and Amend.1 (para. 5)

Official hospitality - ST/AI/2002/8

Official status files - ST/AI/108 and ST/AI/292

Performance Appraisal System - ST/SGB/1999/18, and ST/AI/2002/3

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Personnel record cards: Maintenance of - ST/AI/105

Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment - ST/SGB/253 (see also ST/AI/379)

Rectification of date of birth or of other personal data: Request for - ST/AI/354

Sexual harassment: Procedures for dealing with - ST/AI/379 (see also Promotion of equal treatment of men and women in the Secretariat above)

Smoking at United Nations Headquarters – ST/SGB/2003/9

Special measures for protection from sexual exploitation and sexual abuse – ST/SGB/2003/13

Staff relief committees, United Nations: see Solicitation of voluntary contributions within the Secretariat, section VI.2 above

Taxi fares: Reimbursement of - ST/AI/248 and Amend.1

Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances – ST/AI/2003/2

United Nations personnel policy on HIV/AIDS - ST/SGB/1999/17 and ST/SGB/2003/18

Wearing of grounds passes - ST/SGB/259, ST/AI/333 and ST/AI/387

Working hours: Introduction of staggered - ST/AI/408
- Flexible working arrangements – ST/SGB/2003/4

Working languages of the Secretariat - ST/SGB/201 and ST/SGB/212

10. Medical and other insurance

After-service health insurance - ST/AI/394

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

Health and Life Insurance Committee at Headquarters - ST/SGB/275

Life insurance - ST/AI/2002/6

Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters - ST/AI/343 and Corr.1 (French only)

Payment of insurance proceeds under the malicious acts insurance policy – ST/SGB/2004/11

Personal status for purposes of United Nations entitlements – ST/SGB/2004/13

Reimbursement of costs of basic medical examinations for family members: see Special entitlements for staff members serving at designated duty stations in section VIII.2 above

Rules governing compensation in the event of death injury or illness attributable to the performance of official duties on behalf of the United Nations - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances – ST/AI/2003/2

11. Pensions, post-retirement services and employment beyond retirement

After-service health insurance - ST/AI/394

Personal identification cards for retired staff members - ST/AI/333 and ST/AI/387

Retention in service beyond the mandatory age of separation and employment of retirees - ST/AI/2003/8

Scheme of social security for the staff - ST/SGB/2002/1 as amended by ST/SGB/2005/14, Corr.1 and Corr.2 (staff rules 106.1-106.6), and ST/SGB/2005/6

12. Post adjustment

See index to information circulars (ST/IC/2006/2)

13. Salary scales and payments

Conference and other short-term staff - ST/SGB/2005/3 and Corr.1

Currency and modalities of payment of salaries and allowances - ST/AI/2001/1

Field Service category - ST/SGB/2002/1 (as amended by ST/SGB/2003/1, ST/SGB/2004/1 and Corr.1, ST/SGB/2005/1, ST/SGB/2005/6 and ST/SGB/2005/14 and Corr.1 and Corr.2)

General Service and related categories - ST/SGB/2002/1 (as amended by ST/SGB/2003/1, ST/SGB/2004/1 and Corr.1, ST/SGB/2005/1, ST/SGB/2005/6 and ST/SGB/2005/14 and Corr.1 and Corr.2)

Language teachers - ST/SGB/2002/1 (as amended by ST/SGB/2003/1, ST/SGB/2004/1 and Corr.1, ST/SGB/2005/1, ST/SGB/2005/6, ST/SGB/2005/14 and Corr.1 and Corr.2)

Overtime compensation for staff members in the Field Service category at established missions - ST/AI/2000/3

Professional and higher categories - ST/SGB/2005/5

Recovery of overpayments made to staff members - ST/AI/2000/11

Salary differential for General Service staff in the language text-processing units in the Text-

Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters - ST/AI/259/Rev.10 and ST/AI/2001/3

Security Service - ST/SGB/2002/1 (as amended by ST/SGB/2003/1, ST/SGB/2004/1 and Corr.1, ST/SGB/2005/1), ST/SGB/2005/6, ST/SGB/2005/14 and Corr.1 and Corr.2

Special post allowance for field mission staff - ST/AI/2003/3

14. Staff regulations and rules

Administration of the Staff Regulations and Staff Rules - ST/SGB/151, ST/AI/234/Rev.1 and Amend.1 and ST/AI/1999/1

Staff Regulations - ST/SGB/2005/5

Staff Rules:

- Conference and other short-term service - ST/SGB/2005/3 and Corr.1

- Rules governing compensation - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

- Secretariat personnel

(series 100) - ST/SGB/2002/1 (as amended by ST/SGB/2003/1, ST/SGB/2004/1 and Corr.1, ST/SGB/2005/1, ST/SGB/2005/6 and ST/SGB/2005/14 and Corr.1 and Corr.2)

- Technical assistance project personnel (series 200) - ST/SGB/2002/2, (as amended by ST/SGB/2003/2, ST/SGB/2004/2, ST/SGB/2005/2 and ST/SGB/2005/14 and Corr.1 and Corr.2)

- Staff Rules 301.1 to 312.6 governing appointments for service of a limited duration (300 series) - ST/SGB/2005/3 and Corr.1

15. Training, career development and examinations

Building the future - ST/SGB/1998/6 and ST/SGB/1999/15

Competitive examination for recruitment to the Professional category of staff members from other categories - ST/AI/2003/7 (as amended by ST/AI/2005/9) (see also Managed Reassignment Programme for Junior Professional Staff below)

Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category - ST/AI/1998/7

Competitive examinations for the placement of General Service and related categories in particular occupational groups - ST/AI/1998/4

Conditions under which staff members may take national competitive recruitment examinations - ST/AI/1997/1

Integrity awareness initiative – ST/SGB/2005/17

Internship programme: United Nations - ST/AI/2000/9, (as amended by ST/AI/2005/11)

Language proficiency and language incentives - ST/AI/1999/2

Managed Reassignment Programme for Junior Professional Staff - ST/AI/2001/7

National competitive examinations - ST/SGB/210 and ST/AI/1997/1 (see also Managed Reassignment Programme for Junior Professional Staff above)

New nomenclature for the staff of the United Nations - ST/SGB/2002/18

Organizational competencies for the future - ST/SGB/1999/15

Placement and promotion - ST/SGB/267 and ST/AI/2002/4 (as amended by ST/AI/2005/8) - Policies to achieve gender equality in the Secretariat - ST/SGB/282, ST/SGB/1999/19 and ST/AI/1999/9

Sabbatical leave programme - ST/AI/2000/4

Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills - ST/AI/2000/1 (as amended by ST/AI/2003/1)

Upgrading of substantive and technical skills - ST/AI/1997/4 and ST/SGB/1998/6

Word-processing qualifications: Test for basic - ST/AI/334

16. United States taxes

Payment of income taxes to United States tax authorities - ST/AI/1998/1

17. Visas

Visa Committee - ST/SGB/2000/11

Visa status of non-United States staff members serving in the United States, members of their household and their household employees, and staff members seeking or holding permanent resident status in the United States - ST/AI/2000/19

IX. Library

Dag Hammarskjöld Memorial Library building: Use of - ST/AI/145/Rev.1 (paras. 5 and 6)

Establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters: Procedure for the - ST/SGB/152

Library services - ST/AI/205

Supply to the United Nations libraries of material not available through the regular distribution channels - ST/AI/189/Add.12/Rev.1

Use of United Nations premises for meetings, conferences, special events and exhibits - ST/AI/416 (see also Security arrangements for admission to United Nations Headquarters in section I.5 above)

X. Missions

Assignment to and return from mission detail: Policy governing - ST/SGB/277 and ST/AI/404

Medal: Regulations for the United Nations (for award to military personnel) - ST/SGB/119 and Amend.1

Medal: Regulations for the United Nations Dag Hammarskjöld (posthumous award to members of peacekeeping operations who have lost their lives) - ST/SGB/2000/15

Medical evacuation - ST/AI/2000/10

Mission subsistence allowance - ST/AI/1997/6 (as amended by ST/AI/2002/5 and ST/AI/2005/6)

Movement of staff from the Field Service category to the Professional category - ST/AI/360/Rev.1 and Corr.1 (English only) (see also Competitive examination for recruitment to the Professional category, section VIII.15 above)

Observance by United Nations forces of international humanitarian law - ST/SGB/1999/13

Overtime compensation for staff members in the Field Service category at established missions - ST/AI/2000/3

Payment of insurance proceeds under the malicious acts insurance policy – ST/SGB/2004/11

Policy governing assignment to and return from mission detail - ST/SGB/277

Special post allowance for field mission staff - ST/AI/2003/3

United Nations Peacekeeping Force in Cyprus: Regulations for - ST/SGB/UNFICYP/1

XI. Organizational structure

1. General

Building the future - ST/SGB/1998/6 and ST/SGB/1999/15

Organization of the Secretariat of the United Nations - ST/SGB/1997/5 (as amended by ST/SGB/2002/11 and ST/SGB/2005/16)

Organizational competencies for the future - ST/SGB/1999/15

Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat - ST/SGB/209

2. Institutes

African Institute for Economic Development and Planning - ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women - ST/SGB/214

Latin American Institute for Economic and Social Planning - ST/SGB/125/Rev.1 and Amend.1 and ST/SGB/125/Rev.2 (Spanish only)

United Nations Research Institute for Social Development - ST/SGB/126 and Amend.1

3. Secretariat departments and units

Central Support Services: Office of - ST/SGB/1998/11 and ST/SGB/2005/7

Centre for Human Settlements (Habitat): United Nations - ST/SGB/2002/14

Conference on Trade and Development: Secretariat of the United Nations - ST/SGB/1998/1

Dag Hammarskjöld Library: see Public Information: Department of, below

Disarmament Affairs: Organization of the Department of - ST/SGB/2004/12

Drugs and Crime: Organization of the United Nations Office on - ST/SGB/2004/6; ST/SGB/240 - Personnel arrangements for the United Nations

Ethics Office – establishment and terms of reference
- ST/SGB/2005/22

International Drug Control Programme - ST/AI/388

Economic and Social Affairs: Department of -
ST/SGB/1997/9

Economic and Social Commission for Asia and the
Pacific: secretariat of the - ST/SGB/2005/11

Economic and Social Commission for Western Asia:
secretariat of the - ST/SGB/2002/16

Economic Commission for Africa: secretariat of
the - ST/SGB/2005/12

Economic Commission for Europe: secretariat of
the - ST/SGB/1998/3

Economic Commission for Latin America and the
Caribbean: secretariat of the - ST/SGB/2000/5

Environment Programme: secretariat of the United
Nations - ST/SGB/1999/21

Executive Office of the Secretary-General -
ST/SGB/1998/18

General Assembly and Conference Management:
Organization of the Department for -
ST/SGB/2005/9

High Commissioner for Human Rights: Office of
the United Nations - ST/SGB/1997/10

High Commissioner for Refugees: Office of the
United Nations - ST/SGB/1998/9

Humanitarian Affairs: Office for the Coordination
of - ST/SGB/1999/8

Human Resources Management: Office of -
ST/SGB/2004/8 and ST/SGB/2005/7

Internal Oversight Services: Office of -
ST/SGB/2002/7, ST/SGB/273, ST/AI/397 and
ST/AI/401 (as amended by ST/AI/2003/4)
- Establishment of - ST/SGB/273

- Personnel arrangements - ST/AI/401 (as amended
by ST/AI/2003/4)

- Reporting of inappropriate use of United Nations
resources and proposals for the improvement of
programme delivery - ST/AI/397

Legal Affairs: Office of - ST/SGB/1997/8

Management: Department of – ST/SGB/2005/8 and
ST/SGB/2005/7

Office at Geneva: United Nations - ST/SGB/2000/4

Office at Nairobi: United Nations - ST/SGB/2000/13

Office at Vienna: Organization of the United
Nations - ST/SGB/2004/5

Peacekeeping Operations: Department of -
ST/SGB/2000/9

Political Affairs: Department of - ST/SGB/2000/10

Programme Planning, Budget and Accounts: Office
of - ST/SGB/2000/8, ST/SGB/2003/16 and
ST/SGB/2005/7

Public Information: Department of -
ST/SGB/1999/10 and ST/AI/376

Regional Commissions Liaison Office -
ST/SGB/205

Relief and Works Agency for Palestine Refugees in
the Near East: Secretariat of the United Nations -
ST/SGB/2000/6

Special Adviser on Africa: Office of the -
ST/SGB/2003/6

4. Secretariat boards and committees

Advisory Board on Compensation Claims -
ST/SGB/Staff Rules/Appendix D/Rev.1 and
Amend.1

Central Review Board - ST/SGB/2002/6

Central Review Committee - ST/SGB/2002/6

Central Review Panel - ST/SGB/2002/6

Central Examinations Board: see Competitive examination for recruitment to the Professional category of staff members from other categories in section VIII.15 above

Central Review Bodies – ST/SGB/2002/6

Claims Board - ST/AI/149/Rev.4

Classification Appeals Committees: see System for the classification of posts in section VIII.8 above

Departmental focal points for women in the Secretariat - ST/SGB/1999/19

Exhibits Committee guidelines: United Nations - ST/AI/376

Garage Review Board - ST/AI/349

Health and Life Insurance Committee at Headquarters - ST/SGB/275

Independent Inquiry Committee (Independent inquiry into the oil-for-food programme) – ST/SGB/2004/9

Information and Communications Technology Board - ST/SGB/2003/17

Information and communication technology (ICT) initiatives (ICT Committees) - ST/AI/2005/10

Integrated Management Information System Steering Committee - ST/SGB/276

Joint Advisory Committee at Headquarters - ST/SGB/200/Rev.1

Joint Appeals Board:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Joint Disciplinary Committee:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1
- Revised disciplinary measures and procedures - ST/AI/371

Management Performance Board – ST/SGB/2005/13

Office of the Ombudsman - appointment and terms of reference of the Ombudsman – ST/SGB/2002/12

Oversight Committee – ST/SGB/2005/18

Panels of Counsel - ST/AI/351 and Amend.1

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1

Policy Committee and Management Committee – ST/SGB/2005/16

Project Review Committee – ST/AI/2005/10

Property Survey Board - ST/SGB/2003/7 (rule 105.21) and ST/AI/202

Publications Board - ST/AI/2001/5

Senior Advisory Board on Services to the Public: Establishment of a – ST/SGB/2005/10

Senior Management Group - ST/SGB/1997/3 (See also ST/SGB/1997/5 and ST/SGB/2005/16)

Senior Review Group - ST/SGB/2005/4

Special Advisory Board - ST/SGB/2002/1 (rule 109.1)

Specialized Board of Examiners: see Competitive examination for recruitment to the Professional category of staff members from other categories in section VIII.15 above

Staff-Management Coordination Committee - ST/SGB/2002/15

Steering Committee for the Improvement of the Status of Women in the Secretariat:
 - Membership - ST/SGB/1999/9
 - Policies to achieve gender equality in the United Nations - ST/SGB/282 and ST/AI/1999/9

Tort Claims Board - ST/SGB/230

Visa Committee - ST/SGB/2000/11 and ST/AI/2000/19

Working Group on Internet Matters: see United Nations Internet publishing in section V.2 above

Working Group on Relations between Non-governmental Organizations and the Secretariat and United Nations Programmes - ST/SGB/209

5. Units servicing voluntary programmes

African Institute for Economic Development and Planning - ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women - ST/SGB/214

Latin American Institute for Economic and Social Planning - ST/SGB/125/Rev.1 and Amend.1 (English only) and ST/SGB/125/Rev.2 (Spanish only)

United Nations International Drug Control Programme - ST/SGB/2004/6, ST/SGB/240 and ST/AI/388

United Nations Research Institute for Social Development - ST/SGB/126 and Amend.1

XII. Property and supplies

1. Property control

Control of United Nations property covered by personal property receipts - ST/AI/97/Rev.2

Disposal of computer equipment at United Nations Headquarters - ST/AI/2001/4

Electronic publishing: Guidelines for - ST/AI/189/Add.26 (see also Publishing in an electronic format: Guidelines for, in section V.2 above)

Internet publishing: United Nations - ST/AI/2001/5

Material and package passes - ST/AI/193/Rev.1

Official cars: Policy on the provision and use of - ST/AI/337

Property management and inventory control at United Nations Headquarters - ST/AI/2003/5

Property records and inventory control under revised definition of non-expendable property - ST/AI/374

Property Survey Board - ST/SGB/2003/7 (rule 105.21) and ST/AI/202

Secure telecommunications equipment - ST/SGB/269

Use of information and communication technology resources and data - ST/SGB/2004/15

2. General

Information and Communications Technology Board - ST/SGB/2003/17

Information and communication technology (ICT) initiatives - ST/AI/2005/10

Reduction in energy consumption - ST/AI/323

XIII. Protocol

Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs - ST/AI/118/Rev.1

United Nations Flag Code and Regulations - ST/SGB/132

XIV. Travel and transportation

1. Automobiles, baggage and customs

Excess baggage, shipments and insurance - ST/AI/1999/15 (see also Special entitlements for staff members serving at designated duty stations below)

Reimbursement for travel by private motor vehicle - ST/AI/1998/2

2. Expenses

Medical evacuation - ST/AI/2000/10

Mission subsistence allowance - ST/AI/1997/6 (as amended by ST/AI/2002/5 and ST/AI/2005/6)

Special entitlements for staff members serving at designated duty stations - ST/AI/2000/6

System of daily subsistence allowance - ST/AI/1998/3 (as amended by ST/AI/2003/9)

Terminal expenses: see Official travel below

Travel claims: see Official travel below

Travel expenses and subsistence allowances:
- Members of organs or subsidiary organs of the United Nations - ST/SGB/107/Rev.6

3. General

Coordination of action in cases of death of staff members: Travel and transportation in cases of death or health-related emergency - ST/AI/2000/14

Education grant travel - ST/AI/2004/2 (see also Special entitlements for staff members serving at designated duty stations in section VIII.2 above)

Family visit travel - ST/AI/2000/15 and ST/AI/2000/20 (as amended by ST/AI/2002/2 and ST/AI/2005/7)

Home leave: change of place of home leave and change of country of home leave - ST/AI/367

Official travel - ST/AI/2000/20 (as amended by ST/AI/2002/2 and ST/AI/2005/7)

Personal status for purposes of United Nations entitlements – SG/SGB/2004/13

Standard of accommodation: Travel time and rest stopovers - see Official travel above

Travel advances - see Official travel above

Visas: see section VIII.17 above

C. Alphabetical index to administrative issuances*

	<i>Page</i>
Abandonment of post	31
Access to League of Nations archives	23
Accommodation: Standard of - see Official travel	
Administration of the Staff Regulations and Staff Rules	31, 34
*Administration-staff relations	27
Administrative instructions: see Administrative issuances	
Administrative issuances	26
Admission to United Nations Headquarters	22
Advisory Board on Compensation Claims	23, 37
African Institute for Economic Development and Planning	25, 36, 39
After-service health insurance	33
Airmail envelopes: Use of	23
Alcohol/substance abuse: Employee assistance in cases of	32
*Allowances, entitlements and grants	28
Annual inspection of official status file	32
*Appeals	29
Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories	29
Appointments of limited duration	29
*Appointments, placement and promotion	29-31
*Archives and records: Communications,	23
Arrest or detention of staff members, other agents of the United Nations and members of their families: see Security, safety and independence of the international civil service	
Asian Institute for Economic Development and Planning	25, 36, 39
Assignment grant	28
Assignment to and return from mission detail: policy governing	29, 31, 35
Assistance and representation by counsel in disciplinary and appeals cases	29
Assistance in cases of alcohol/substance abuse: Employee	32
*Attendance, leave and working hours	31
Attribution of authorship in United Nations documents	24
*Authority: Delegation of	31
Authority of United Nations security officers	22
Authority of the United Nations Population Fund (UNFPA) in matters relating to human resources	31
*Automobiles, baggage and customs	40
*Baggage and customs: Automobiles,	39
Basic rights and duties of United Nations staff members: Status,	31
Basic security in the field: Staff safety, health and welfare (interactive online learning)	22
Boards: see Organizational structure	
Bookshop: United Nations	26, 32
Breastfeeding: Policy on	31, 32
*Buildings, premises and security	22
Building the future	34, 36

* Indicates heading in subject index to administrative issuances.

	<i>Page</i>
*Career development and examinations: Training,	34
Cars: Official	39
Central Emergency Revolving Fund: Establishment and operation of the	26
Central Examinations Board: see Competitive examination for recruitment to the Professional category of staff members from other categories	
Central Review Bodies	29, 38
Central Review Board	29, 37
Central Review Committee	29, 37
Central Review Panel	29, 38
Central Review Bodies at designated offices away from Headquarters	29
Central Support Services: Office of	36
Centre for Human Settlements, United Nations	36
Certification of sick leave: see sick leave	
Child support obligations of staff members: Family and	31
*Claims	23
Claims Board	23, 38
Classification and declassification of documents	24
Classification Appeals Committees: see System for the classification of posts	
Commission for Historical Clarification: see Archives and Records	
*Communications, archives and records	23
*Communications, correspondence and mailing	23
Compendium of job opportunities: see Managed Reassignment Programme for Junior Professional Staff	
Compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations	23
Compensation for loss of or damage to personal effects attributable to service	23
Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations	23
Competitive examinations	30, 35
Competitive examinations for the placement of General Service and related categories	30
Computer equipment at United Nations Headquarters: Disposal of	27, 39
Conditions under which staff members may take national competitive recruitment examinations	35
Conference and other short-term staff	34
Conference on Trade and Development: secretariat of the United Nations	36
Conference Management: Organization of the Department of General Assembly and -	37
*Conferences	24
Confidentiality of mailing lists and registers	23, 27
Conservation: Energy – see Reduction in energy consumption	
Consultants	30
Contractors: institutional or corporate	30
Contributions from non-member States	25
Control of United Nations property covered by personal property receipts	39
Coordination of action in cases of death of staff members: Travel and transportation in cases of death or health-related emergency	28, 40
Copyright in United Nations publications	24
*Correspondence and mailing: Communications,	23

	<i>Page</i>
Covers and title pages of publications	24
Criteria for the selection of materials to be issued as United Nations publications	24
Currency and modalities of payment of salaries and allowances	25, 32, 34
*Customs: Automobiles, baggage and	39
Dag Hammarskjöld Memorial Library: see Department of Public Information	
Dag Hammarskjöld Memorial Library building: Use of	22, 35
Daily subsistence allowance: System of	29, 40
Death and disability coverage for members of the Joint Inspection Unit	23
Death of staff members: Coordination of action in cases of	28, 40
*Delegation of authority	31
Delegation of authority under the Financial Regulations and Rules of the United Nations	25, 26, 31
Department for Disarmament Affairs	36
Department of Economic and Social Affairs	37
Department for General Assembly and Conference Management: Organization of the -	37
Department of Management	37
Department of Peacekeeping Operations	37
Department of Political Affairs	37
Department of Public Information	37
Departmental focal points for women in the Secretariat	38
Dependency status and dependency benefits	28
Deposit of salary: Direct - see Currency and modalities of payment of salaries and allowances	
Depository libraries	24
Designation of staff members performing significant functions in the management of financial, human and physical resources	25, 31
Diplomatic pouch service	23
Disarmament Affairs: Organization of the Department for	36
Disciplinary measures and procedures: Revised	29
Disposal of computer equipment at United Nations Headquarters	27, 39
Distribution of documents, meeting records, official records and publications	24
*Documents and publications	24-25
Document services: Requests for	25
Drugs and Crime: Organization of the United Nations Office on	36
Drug Control Programme: United Nations International	36
*Duties and obligations	31
Early separation programme	28
Economic and Social Affairs: Department of	37
Economic and Social Commission for Asia and the Pacific: secretariat of the	37
Economic and Social Commission for Western Asia: secretariat of the	37
Economic Commission for Africa: secretariat of the	37
Economic Commission for Europe: secretariat of the	37
Economic Commission for Latin America and the Caribbean: secretariat of the	37
Education grant and special education grant for disabled children	28
Education grant travel	40
Electronic publishing	24, 27, 39

	<i>Page</i>
Emblem on documents and publications: Use of the United Nations	25
Emergency Relief Coordinator: see Office for the Coordination of Humanitarian Affairs	
Employee assistance in cases of alcohol/substance abuse	32, 33
Employment: Part-time	30
*Employment beyond retirement: Pensions, post-retirement services and	33
Employment of spouses	30
Energy conservation	22
*Entitlements and grants: Allowances,	28
Environment Programme: secretariat of the United Nations	37
Establishment and maintenance of branch libraries and reference centres	35
Establishment and management of trust funds	26
Establishment and operation of the Central Emergency Revolving Fund	26
Establishment of a Senior Advisory Board on Services to the Public	25, 38
Ethics Office – establishment and terms of reference	37
Evacuation: Medical	36, 40
Evacuation procedure	22
*Examinations: Training, career development and	34
Excess baggage, shipments and insurance (see also Special entitlements for staff members serving at designated duty stations)	40
Exchange of United Nations documents and publications	24
Executive Office of the Secretary-General	37
Exhibits Committee guidelines	27, 38
*Expenses	40
Expenses: Terminal - see Official travel	
External publishing of United Nations manuscripts	24
Family and child support obligations of staff members	32
Family leave, maternity leave and paternity leave	31
Family visit travel	40
Field Service category:	34
Mission subsistence allowance	28, 36, 40
Movement to Professional category	30, 36
*Salary scales and payments	34
Filing of adverse material in personnel records	32
*Finance	25-26
*Financial arrangements	25
Financial disclosure and declaration of interest statements	25, 32
*Financial Regulations and Rules	26
Financial Regulations and Rules of the United Nations	26
Financial Regulations and Rules: Habitat and Human Settlements Foundation	26
Financial responsibility of staff members for gross negligence	25, 32
Financial Rules of the Fund of the United Nations Environment Programme	26
Flag Code and Regulations: United Nations	39
Flexible working arrangements	31
Forms management programme	27
*Garage	22
Garage Review Board	22, 38
Gender equality: Policies to achieve	30

	<i>Page</i>
General Assembly and Conference Management: Organization of the Department for -	37
*General office procedures	26
General Service and related categories	34
General trust funds	26
Gifts and historical items: preservation and disposition of	23, 32
Gratis personnel	30
Grievance panels: see Panels on Discrimination and Other Grievances	
Grounds passes: wearing of	22
Guidelines for the preparation of host government agreements	24
Hardship allowance: Mobility and	28
Health and Life Insurance Committee at Headquarters	33, 38
High Commissioner for Human Rights: Office of the United Nations	37
High Commissioner for Refugees: Office of the United Nations	37
HIV/AIDS: see United Nations personnel policy on	
Home leave: change of place of home leave and change of country of home leave	28, 31, 40
Hospitality: Official	26, 28, 32
Host Government agreements falling under General Assembly resolution 40/243: Guidelines for the preparation of	24
Household goods: Storage of personal effects and - see Excess baggage, shipments and insurance	
*Human resources	27-35
Human Resources Management: Office of	37
Human Rights: Office of the United Nations High Commissioner for	37
Human Settlements: United Nations Centre for	36
Humanitarian Affairs: Office for the Coordination of	37
Identification cards: Personal	22, 33
Implementation of the report of the Panel on United Nations Peace Operations—filling of new posts	30
Improvement of programme delivery: see Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery	
Independent Inquiry Committee (Independent inquiry into the oil-for-food programme)	27, 38
Information and Communications Technology Board	23, 38, 39
Information and communication technology initiatives	23, 25, 27, 39
Information and communication technology resources and data: Use of	23, 27, 39
Information circulars	27
Initiation, approval and execution of the United Nations biennial publication programme	24
*Institutes	36
Insurance: Excess baggage, shipments and	39
*Insurance: Medical and other	33
Integrated Management Information System	25, 27, 32, 38
Integrity awareness initiative	32, 35
Internal Oversight Services: Office of	37
International agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and	27
International civil service: security, safety and independence of the	27, 32
International Drug Control Programme: United Nations	37
International humanitarian law: Observance by United Nations forces of	36

	<i>Page</i>
International Research and Training Institute for the Advancement of Women	36, 39
International Standard Book Number (ISBN) and International Standard Serial Number (ISSN) for United Nations publications: Use of the	25
Internet publishing: United Nations	24, 27, 39
Internship programme: United Nations	35
Introduction of staggered working hours	31
Inventory control: Property records and	39
Issuances: Administrative	26
*Job classification system	32
Joint Advisory Committee at Headquarters	27, 38
Joint Appeals Board	27, 29, 38
Joint Disciplinary Committee	27, 29, 38
Joint Inspection Unit: Death and disability coverage for members of the	23
Jury duty: see Recording of attendance and leave	
Laissez-passer	32
Language proficiency and language incentives	35
Language teachers	34
Latin American Institute for Economic and Social Planning	25, 36, 39
League of Nations archives: Access to	23
Leave: Home	28, 31, 40
*Leave and working hours: Attendance,	31
Leave for: Upgrading of substantive and technical skills	31, 35
Legal Affairs: Office of	37
Legal obligations of staff members: Private	26, 32
Libraries: Depository	24
*Library	35
Library services	35
Life insurance	33
Life Insurance Committee at Headquarters: Health and	33, 38
Lost and found property: Security of valuable articles	23
*Mailing: Communications, correspondence and	23
Mailing lists and registers: Confidentiality of	23, 27
Mailing of official United Nations documentation	24
Malicious acts insurance policy: Payment of insurance proceeds under the	33, 36
Managed Reassignment Programme for Junior Professional Staff	30, 35
Management: Department of	37
Management Group: Senior	38
Management Performance Board	38
Maps: Guidelines for the publication of	24
Material and package passes	22, 39
Maternity leave: Family leave and paternity leave	31
Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat	24
Medal: Regulations for the United Nations (for award to military personnel)	36

	<i>Page</i>
Medal: Regulations for the United Nations Dag Hammarskjöld	36
*Medical and other insurance	33
Medical evacuation	35, 40
Medical examinations for family members: Reimbursement of costs of basic - see Special entitlements for staff members serving at designated duty stations	
Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters	33
Medical clearances and examinations	30
Mention of names of commercial firms in United Nations documents and publications	24
Mission subsistence allowance (see also Allowances, entitlements and grants)	28, 36, 40
*Missions	35
Mobility and hardship allowance	28
Movement of staff from the Field Service category to the Professional category	30, 36
National competitive examinations	35
New nomenclature for staff of the United Nations	27, 35
Newsletters and other information materials in printed or electronic format	24
Nobel Peace Prize Memorial Fund, United Nations	29
Non-governmental organizations and the United Nations Secretariat: Policies and procedures governing the relationship between	36
Non-reimbursable loans of personnel services from sources external to the United Nations common system	26
Non-resident's allowance: see Rental subsidies and deductions	
Non-smoking policy at United Nations Headquarters, New York	22
*Obligations: Duties and	31
Obligations of staff members	32
Observance by United Nations forces of international humanitarian law	36
Occasional recuperation break	28, 31
Office at Geneva: United Nations	37
Office at Nairobi: United Nations	37
Office at Vienna: United Nations	37
Office on Drugs and Crime: Organization of the United Nations	36
Office for the Coordination of Humanitarian Affairs	37
Office of Central Support Services	36
Office of Human Resources Management	37
Office of Internal Oversight Services	37
Office of Legal Affairs	37
Office of Programme Planning, Budget and Accounts	37
Office of the Special Adviser on Africa	37
Office of the United Nations High Commissioner for Human Rights	37
Office of the United Nations High Commissioner for Refugees	37
*Office procedures: General	26
Official cars	39
Official hospitality	26, 28, 32
Official status files	33
Official travel	26, 40
Ombudsman, Office of the	28, 29, 38
Organization of the Secretariat of the United Nations	36

	<i>Page</i>
Organizational competencies for the future	35, 36
*Organizational structure	36-39
Out-of-stock material: Reissue of	24
Outgoing official United Nations mail at Headquarters	23
Outside activities	32
Overpayments made to staff members: Recovery of	26, 34
Oversight Committee	38
Oversight Services: Office of Internal	37
Overtime compensation for staff members in the Field Service category at established missions	26, 34, 36
Package passes: Material and	22, 39
Panel on United Nations Peace Operations - filling of new posts: Implementation of the report of the	30
Panels of Counsel	28, 38
Panels on Discrimination and Other Grievances	28, 29, 38
Parking rates: see United Nations garage	
Part-time employment	30
*Passes	22
Paternity leave: Family leave and maternity leave	31
Payment of income taxes to the United States tax authorities	35
Payment of insurance proceeds under the malicious acts insurance policy	33, 36
Peacekeeping Operations: Department of	37
*Pensions, post-retirement services and employment beyond retirement	33
Performance Appraisal System	30, 33
Personal identification cards	22, 33
Personal status for purposes of United Nations entitlements	28, 33, 40
Personnel payroll clearance action	26, 27, 33
Personnel policy on HIV/AIDS: United Nations	33
Personnel record cards: maintenance of	27, 33
Placement and promotion	30, 35
Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat	36
Policies for obtaining the services of individuals on behalf of the Organization	30
Policies to achieve gender equality in the United Nations	30
Policy Committee/Management Committee	38
Policy governing assignment to and return from mission detail	36
Political Affairs: Department of	37
*Post adjustment	34
*Post-retirement services and employment beyond retirement: Pensions,	33
*Pouch	23
*Premises and security: Buildings,	22
Preservation and disposition of gifts and historical items	32
Prevention of workplace harassment, sexual harassment and abuse of authority	30
Pricing of United Nations publications	25
Private legal obligations of staff members (see also Duties and obligations)	26, 32
Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level	28
Procedures for the promulgation of administrative issuances: see Administrative issuances	
Procedures of the Senior Review Group for the filling of posts at the Director (D-2) and higher levels: see Senior Review Group	

	<i>Page</i>
Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements	27
Programme delivery: see Reporting of inappropriate use of United Nations resources and proposals for improvement of	
Programme Planning, Budget and Accounts: Office of	37
Programme support accounts	26
Project Review Committee	38
*Promotion: Appointments, placement and	29-31
Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment	32, 33
Promotion policy and review: see Placement and promotion	
*Property and supplies	39
Property management and inventory control at United Nations Headquarters	22, 27, 39
Property records and inventory control under revised definition of non-expendable property	39
Property Survey Board	22, 38, 39
Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations	22, 32
*Protocol	39
Public Information: Department of	37
*Publications: Documents and	24-25
Publications Board	24, 38
Publishing: Electronic	24, 27, 39
Publishing in an electronic format: guidelines for	25, 27
Reassignment Programme for Junior Professional Staff: Managed	30, 35
Recording of attendance and leave	31
*Records: Archives and	23
Recovery of overpayments made to staff members	26, 34
Recruitment procedures for Professional staff	30
Rectification of date of birth or of other personal data: request for	32, 33
Recuperation break: Occasional	28, 31
Reduction in energy consumption	22, 39
Reference centres: Establishment and maintenance of branch libraries and	35
References and acknowledgements (in United Nations publications and documents)	25
Refugees: Office of the United Nations High Commissioner for	37
Regional Commissions Liaison Office	37
Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	39
Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	22, 31
*Regulations and Rules: Financial	26
Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation	26
*Regulations and Rules: Staff	34
*Regulations for the control and limitation of documentation	24-25
Regulations for the United Nations Dag Hammarskjöld medal	35
Regulations for the United Nations medal	35
Regulations for the United Nations Peacekeeping Force in Cyprus	26
Reimbursement for travel by private motor vehicle	28, 40
Reimbursement of costs of basic medical examinations for family members: see Special entitlements for staff members serving at designated duty stations	

	<i>Page</i>
Reissue of out-of-stock material	25
Release of staff members in bad weather or other emergency conditions: see Recording of attendance and leave	
Relief and Works Agency for Palestine Refugees in the Near East: United Nations	37
Relief committees, United Nations staff: see Solicitation of voluntary contributions within the Secretariat	
Rental subsidies and deductions	28
Repatriation grant	28
Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery	26, 27, 29, 32
Representation by counsel in disciplinary and appeals cases	29
Requests for documents services	25
Retention in service beyond the mandatory age of separation and employment of retirees	30, 34
*Revenue-producing activities	26
Revised disciplinary measures and procedures	29
Rules: Financial Regulations and	26
*Rules: Staff Regulations and	34
Rules governing compensation in the event of death, injury or illness	33
Sabbatical leave programme	31, 35
*Safety	22
Salaries and allowances: Currency and modalities of payment of	28
Salary: Direct deposit of - see Currency and modalities of payment of salaries and allowances	
Salary differential for General Service staff in the language text-processing units in the Text-Processing Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters	26, 28, 34
*Salary scales and payments	34
Scheduling of meetings and provision of conference services	24
Scheme of social security for the staff	28, 34
Secretariat of the United Nations: Organization of the	36
*Secretariat boards and committees	37-38
Secretariat buildings: see Buildings, premises and security	
*Secretariat departments and units	36-37
Secretariat of the Economic and Social Commission for Asia and the Pacific	36
Secretariat of the Economic and Social Commission for Western Asia	36
Secretariat of the Economic Commission for Africa	37
Secretariat of the Economic Commission for Europe	37
Secretariat of the Economic Commission for Latin America and the Caribbean	37
Secretariat of the United Nations Conference on Trade and Development	36
Secretariat of the United Nations Environment Programme	37
Secretariat of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	37
Secretary-General: Executive Office of the	37
Secretary-General's bulletins: see Administrative issuances	
Secretary-General's records and archives: see United Nations archives and records management	
Secure telecommunications equipment	22, 23, 27, 39
*Security	22
Security arrangements for admission to United Nations Headquarters	23
Security of valuable articles	23

	<i>Page</i>
Security and Safety Service at Headquarters: Testing for use of illegal drugs and controlled substances	23, 33
Security, safety and independence of the: International civil service	23, 27, 32
Security service	34
Senior Advisory Board on Services to the Public: Establishment of a	38
Senior Management Group	38
Senior Review Group	30, 38
Sexual harassment: Procedures for dealing with	32, 33
Shipments and insurance: Excess baggage, (see also Special entitlements for staff members serving at designated duty stations)	39
Sick leave	31
Skills: Upgrading of substantive and technical	31, 35
Smoking at United Nations Headquarters	33
Social security for the staff: Scheme of	28, 33
Solicitation of voluntary contributions within the Secretariat	26
Special Adviser on Africa: Office of the	37
Special Advisory Board	29, 38
Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills	30, 35
Special conferences: the planning, preparation and servicing of	24
Special entitlements for staff members serving at designated duty stations	28, 40
Special measures for protection from sexual exploitation and sexual abuse	32, 33
Special measures for the achievement of gender equality	30
Special post allowance	29, 30
Special post allowance for field mission staff	29, 34, 36
Specialized Board of Examiners: see Competitive examination for recruitment to the Professional category of staff members from other categories	
Split shipments: see Excess baggage, shipments and insurance	
*Staff Regulations and Rules	34
Staff regulations	34
*Staff relations: Administration -	27-28
Staff relief committees, United Nations: see Solicitation of voluntary contributions within the Secretariat	
Staff representatives: facilities to be provided	28
Staff rules	34
Staff selection system	30
Staff-Management Coordination Committee	28, 38
Staff-management relations	28
Standard of accommodation: see Official travel	
Status, basic rights and duties of United Nations staff members	32
Steering Committee for the Improvement of the Status of Women in the Secretariat	28, 39
Stock review and disposal of official records and publications	25
Studies programme: see Upgrading of technical and substantive skills	
Subsistence allowance	29, 39
Substance abuse: Employee assistance in cases of alcohol/	32
*Supplies: Property and	39
Supply to the United Nations libraries of material not available through the regular distribution channels	25, 35
Support Services: Office of Central	36
Suspension of the granting of permanent and probationary appointments	31
System for the classification of posts	32
System of daily subsistence allowance	40

	<i>Page</i>
*Taxes: United States	35
Taxi fares	26, 33
Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers	31
Technical cooperation trust funds	26
Technology Board: Information and Communications	23, 39
Telecommunications equipment: Secure	22, 23, 27, 39
Temporary staff and individual contractors	31
Terminal expenses: see Official travel	
Termination of appointment for reasons of health	31
Termination of permanent appointment for unsatisfactory services: procedure to be followed	31
Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances	33
Threshold percentage for the purpose of calculating rental subsidies: see Rental subsidies and deductions	
Time, attendance and leave recording: see Recording of attendance and leave, and Family leave, sick leave and maternity leave	
Timetable for the planning and submission of documents for sessions of United Nations organs	25
Tort Claims Board	39
Tort claims: resolution of	23
*Training, career development and examinations	34
Transportation of privately owned automobiles: see Excess baggage, shipments and insurance	
*Travel and transportation	40
Travel expenses and subsistence allowances	40
Treaties and international agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to	27
*Trust funds and special accounts	26
Unaccompanied shipments and insurance coverage for personnel effects and household goods: see Excess baggage, shipments and insurance	
United Nations archives and records management	23
United Nations Bookshop service for staff members	22
United Nations Centre for Human Settlements (Habitat)	36
United Nations Conference on Trade and Development	36
United Nations emblem on documents and publications: Use of	25
United Nations Environment Programme: secretariat of the	37
United Nations Flag Code and Regulations	40
United Nations forces: see Observance by United Nations forces of international humanitarian law	
United Nations garage	22
United Nations High Commissioner for Human Rights: Office of the	37
United Nations High Commissioner for Refugees: Office of the	37
United Nations International Drug Control Programme	36
United Nations Internet publishing	25
United Nations internship programme	35
United Nations Nobel Peace Prize Memorial Fund	29
United Nations Office at Geneva	37
United Nations Office at Nairobi	37

	<i>Page</i>
United Nations Office at Vienna	37
United Nations Office on Drugs and Crime: Organization of the	36
United Nations Peace Operations - filling of new posts: Implementation of the report of the Panel on	30
United Nations Peacekeeping Force in Cyprus: Regulations for the	26, 36
United Nations personnel policy on HIV/AIDS	33
United Nations Population Fund (UNFPA), authority in matters relating to human resources	31
United Nations premises for meetings, conferences, special events and exhibits: Use of	22, 24, 35
United Nations Relief and Works Agency for Palestine Refugees in the Near East: secretariat of the	37
United Nations Research Institute for Social Development	25, 36, 39
United Nations Staff Relief Committees: see Solicitation of voluntary contributions within the Secretariat	
United Nations Web sites: see United Nations Internet publishing	
*United States taxes	35
*Units servicing voluntary programmes	39
Upgrading of substantive and technical skills	31, 35
Use and disposition of papers and reports of seminars and similar ad hoc meetings	25
Use of airmail envelopes	23
Use of Dag Hammarskjöld Memorial Library building	22
Use of information and communication technology resources and data	23, 27, 39
Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications	25
Use of the United Nations emblem on documents and publications	25
Use of United Nations premises for meetings, conferences, special events and exhibits	22, 24, 35
Use of United Nations resources and proposals for improvement of programme delivery: Reporting of inappropriate	26, 27, 29, 32
Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions	31
Visa Committee	35, 39
Visa status of non-United States staff members serving in the United States	35
*Visas	35
Voluntary contributions within the Secretariat: Solicitation of	26
*Voluntary programmes: Units servicing	39
WAE contracts: see Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions	
Wearing of grounds passes	22, 33
Weather, Release of staff members in bad: see Recording of attendance and leave	
Web sites, United Nations: see United Nations Internet publishing	
Women in the Secretariat:	
Special measures for the achievement of gender equality	30
Steering Committee for the Improvement of the Status of Women in the Secretariat	28, 38
Word-processing qualifications - Test for basic	35
Working group on relations between Non-Governmental Organizations and the Secretariat and United Nations Programmes	39

Page

*Working hours: Attendance, leave and	31
Working hours: Introduction of staggered working hours at Headquarters	31, 33
Working languages of the Secretariat	27, 33
Workload estimates: Documentation	25

06-21304 (E) 200106

*** 0621304 ***