



**United Nations**

**Index  
to  
information circulars**

**JANUARY 2008**



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## Introduction

1. The present index to information circulars lists in alphanumeric order by symbol, together with date and subject matter, all circulars that have been issued at United Nations Headquarters since January 2007. The index is issued annually.
2. The index comprises the following sections:
  - (a) Information circulars, by alphanumeric symbol, issued in 2007;
  - (b) Information circulars listed according to subject matter.
3. The index should be read in conjunction with the index to administrative issuances (ST/IC/2008/1), which contains issuances issued under the ST/SGB/- series and the ST/AI/- series.
4. 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.
5. 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 or 917-367-3661.



## Contents

|   | <i>Page</i> |
|---|-------------|
| A. Information circulars, by alphanumeric symbol, issued in 2007 .....        | 1           |
| B. Information circulars listed according to subject matter .....             | 6           |
| I. Buildings, premises and security .....                                     | 6           |
| II. Claims .....  | 6           |
| III. Communications, archives and records .....                               | 6           |
| IV. Conferences .....   | 6           |
| V. Documents and publications .....   | 7           |
| VI. Finance .....   | 7           |
| VII. General office procedures .....  | 7           |
| VIII. Human resources .....   | 8           |
| 1. Administration-staff relations .....                                       | 8           |
| 2. Allowances, entitlements and grants .....                                  | 8           |
| 3. Appeals .....  | 9           |
| 4. Appointments, placement and promotion .....                                | 10          |
| 5. Attendance, leave and working hours .....                                  | 10          |
| 6. Delegation of authority .....  | 10          |
| 7. Disciplinary matters .....   | 10          |
| 8. Duties and obligations .....   | 11          |
| 9. Job classification system .....  | 12          |
| 10. General .....   | 13          |
| 11. Medical and other insurance .....   | 13          |
| 12. Pensions, post-retirement services and employment beyond retirement ..... | 13          |
| 13. Post adjustment .....   | 14          |
| 14. Salary scales and payments .....  | 14          |
| 15. Staff regulations and rules .....   | 14          |
| 16. Training, career development and examinations .....                       | 14          |
| 17. United States taxes .....   | 15          |
| 18. Visas .....   | 15          |
| IX. Library .....   | 15          |

|                                      |    |
|--------------------------------------|----|
| X. Missions .....                    | 16 |
| XI. Organizational structure .....   | 16 |
| XII. Property and supplies .....     | 17 |
| XIII. Protocol .....                 | 17 |
| XIV. Travel and transportation ..... | 17 |

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## Index to information circulars

### A. Information circulars, by alphanumeric symbol, issued in 2007

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| <i>Symbol</i>             | <i>Date issued</i> | <i>Subject</i>   | <i>Remarks</i>                                  |
|---------------------------|--------------------|--|---|
| ST/IC/2006/51/<br>Corr.1  | 10/1/07            | Review of staff claims for dependency benefits for 2004 and 2005             | Expiration date: 31/03/2007                     |
| ST/IC/2000/90/<br>Amend.1 | 12/4/07            | Rental subsidies and deductions: reasonable maximum rent levels for New York | Expiration date: in effect until further notice |
| ST/IC/2001/43/<br>Amend.3 | 10/8/07            | Official travel  | Expiration date: in effect until further notice |

**ST/IC/2008/2**

| <i>Symbol</i>           | <i>Date issued</i> | <i>Subject</i>  | <i>Remarks</i>  |
|-------------------------|--------------------|---|---|
| ST/IC/2007/1            | 1/07               | Index to administrative issuances   | Expiration date: in effect until further notice                                 |
| ST/IC/2007/2            | 1/07               | Index to information circulars  | Expiration date: in effect until further notice                                 |
| ST/IC/2007/3            | 12/1/07            | First day of issue – 2 February 2007: “Flag” stamps series  | Expiration date: 2/03/2007  |
| ST/IC/2007/4            | 12/1/07            | Post adjustment classification for New York   | <b>Superseded by ST/IC/2007/37</b>  |
| ST/IC/2007/5            | 12/1/07            | Revised base salary scale for staff in the Professional and higher categories and staff in the Field Service category | Expiration date: in effect until further notice                                 |
| ST/IC/2007/6            | 12/1/07            | Rates of daily subsistence allowance at New York, Geneva and Vienna   | Expiration date: in effect until further notice. See also ST/AI/1998/3          |
| ST/IC/2007/7            | 12/1/07            | Dependency allowances for staff in the Professional and higher categories and in the Field Service category           | Expiration date: in effect until further notice                                 |
| ST/IC/2007/8            | 23/1/07            | Education grant and special education grant for disabled children   | Expiration date: in effect until further notice                                 |
| ST/IC/2007/9            | 26/1/07            | Payment of 2006 income taxes  | Expiration date: 31/12/2007   |
| ST/IC/2007/10           | 27/2/07            | First day of issue – 15 March 2007: “Endangered Species” series and annual collection folders                         | Expiration date: 15/04/2007   |
| ST/IC/2007/11 and Add.1 | 6/3/07<br>2/8/07   | Designation of special missions or locations for purposes of occasional recuperation break                            | Expiration date: 31/12/2007. See also ST/AI/2000/21, as amended by ST/AI/2004/6 |
| ST/IC/2007/12           | 13/4/07            | First day of issue: 2007 “Coin and Flag” stamp series   | Expiration date: 3/06/2007  |
| ST/IC/2007/13           | 16/4/07            | Rates of reimbursement for travel by private motor vehicle  | <b>Superseded by ST/IC/2007/27</b>  |
| ST/IC/2007/14           | 27/4/07            | 2007 competitive examination for French interpreters  | Expiration date: 31/12/2007. See also ST/AI/1998/7                              |
| ST/IC/2007/15           | 27/4/07            | 2007 competitive examination for French-language translators/précis-writers/verbatim reporters                        | Expiration date: 31/12/2007. See also ST/AI/1998/7                              |
| ST/IC/2007/16           | 1/5/07             | Vanbreda medical, hospital and dental insurance programme for staff members away from Headquarters                    | Expiration date: 31/12/2007   |



| <i>Symbol</i>            | <i>Date issued</i> | <i>Subject</i>   | <i>Remarks</i>  |
|--------------------------|--------------------|--|---|
| ST/IC/2007/17            | 24/5/07            | After-school recreation and study programme for United Nations children  | Expiration date: 31/12/2007   |
| ST/IC/2007/18            | 21/6/07            | Hourly wage for household employees on G-5 visas   | Expiration date: in effect until further notice   |
| ST/IC/2007/19 and Add.1  | 8/6/07<br>10/8/07  | Classification of duty stations and special entitlements for staff members serving at designated duty stations                     | Expiration date: in effect until further notice   |
| ST/IC/2007/20            | 31/5/07            | Renewal of the Headquarters medical and dental insurance plans effective 1 July 2007 and annual enrolment campaign, 4-29 June 2007 | Expiration date: 30/6/2008  |
| ST/IC/2007/21 and Corr.1 | 15/6/07<br>19/6/07 | 2007 competitive examination for Arabic-language translators   | Expiration date: 31/12/2007. See also ST/AI/1998/7  |
| ST/IC/2007/22            | 21/6/07            | Fireworks display on Wednesday, 4 July 2007  | Expiration date: 5/7/2007   |
| ST/IC/2007/23            | 27/6/07            | Membership of the Senior Review Group  | <b>Superseded by ST/IC/2007/49</b>  |
| ST/IC/2007/24            | 29/6/07            | 2007 competitive examination for English copy-preparers/proofreaders/production editors  | Expiration date: 31/12/2007. See also ST/AI/1998/7 and ST/AI/2000/1, as amended by ST/AI/2003/1 |
| ST/IC/2007/25            | 29/6/07            | 2007 competitive examination for Spanish copy-preparers/proofreaders/production editors  | Expiration date: 31/12/2007. See also ST/AI/1998/7 and ST/AI/2000/1, as amended by ST/AI/2003/1 |
| ST/IC/2007/26            | 12/7/07            | First day of issue – 9 August 2007: “World Heritage – South America” stamps and prestige booklets                                  | Expiration date: 9/9/2007   |
| ST/IC/2007/27            | 17/7/07            | Rates of reimbursement for travel by private motor vehicle   | Expiration date: in effect until further notice. See also ST/AI/1998/2                          |
| ST/IC/2007/28            | 20/7/07            | 2007 competitive examination for editorial assistants (English/French/Spanish)   | Expiration date: 31/12/2007. See also ST/AI/1998/4  |
| ST/IC/2007/29            | 20/7/07            | 2007 competitive examination for Russian editorial assistant   | Expiration date: 31/12/2007. See also ST/AI/1998/4  |
| ST/IC/2007/30            | 20/7/07            | 2007 competitive examination for Chinese editorial assistants  | Expiration date: 31/12/2007. See also ST/AI/1998/4  |

**ST/IC/2008/2**

| <i>Symbol</i>           | <i>Date issued</i>   | <i>Subject</i>  | <i>Remarks</i>   |
|-------------------------|----------------------|---|--|
| ST/IC/2007/31           | 6/8/07               | United Nations sabbatical leave programme for 2008  | Expiration date: 31/12/2008. See also ST/AI/2000/4                     |
| ST/IC/2007/32           | 17/8/07              | Working hours during the sixty-second session of the General Assembly   | Expiration date: in effect until further notice                        |
| ST/IC/2007/33           | 21/8/07              | First day of issue, 6 September 2007: "Humanitarian Mail" stamps  | Expiration date: 6/10/2007   |
| ST/IC/2007/34           | 23/8/07              | United Nations Staff Relief Committee for the Victims of the Earthquake in Peru   | Expiration date: 1/10/2007   |
| ST/IC/2007/35           | 27/8/07              | Arrangements for admission to United Nations Headquarters during the sixty-second session of the General Assembly   | Expiration date: 12/9/2008. See also ST/SGB/259                        |
| ST/IC/2007/36           | 14/9/07              | Additional arrangements for admission to the United Nations Headquarters during the Secretary-General's high-level events on climate change on 24 September, and for the period of the general debate of the 62 <sup>nd</sup> session of the General Assembly, from 25 September through 3 October 2007 | Expiration date: 4/10/2007   |
| ST/IC/2007/37           | 20/9/07              | Post adjustment classification for New York   | Expiration date: in effect until further notice. See also ST/IC/2007/5 |
| ST/IC/2007/38           | 20/9/07              | Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category  | Expiration date: in effect until further notice                        |
| ST/IC/2007/39           | 5/10/07              | Membership of the Classification Appeals Committee for posts in the Professional category   | Expiration date: 1/10/2009<br>See also ST/AI/1998/9                    |
| ST/IC/2007/40           | 11/10/07             | Time off for voting on United States Election Day   | Expiration date: 9/11/2007   |
| ST/IC/2007/41           | 18/10/07             | First day of issue, 25 October 2007: "Space for Humanity" stamps and souvenir sheets and 2007 annual collection folders   | Expiration date: 25/11/2007  |
| ST/IC/2007/42           | 22/10/07             | Language and communications programme at Headquarters --- 2008  | Expiration date: 31/12/2008  |
| ST/IC/2007/43           | 22/10/07             | Visa status while on mission service  | Expiration date: in effect until further notice                        |
| ST/IC/2007/44 and Add.1 | 23/10/07<br>13/11/07 | 2008 national competitive recruitment examinations  | Expiration date: 31/12/2008. See also ST/AI/1997/1                     |
| ST/IC/2007/45           | 24/10/07             | Official holidays for 2008 at United Nations Headquarters   | Expiration date: 31/12/2008  |

| <i>Symbol</i> | <i>Date issued</i> | <i>Subject</i>  | <i>Remarks</i>  |
|---------------|--------------------|---|---|
| ST/IC/2007/46 | 12/11/07           | 2008 competitive examination for recruitment to the Professional category of staff members from other categories      | Expiration date: 31/12/2008. See also ST/AI/2003/7 and ST/AI/2005/9 |
| ST/IC/2007/47 | 31/8/07            | Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2006 – 30 June 2007 | Expiration date: in effect until further notice                     |
| ST/IC/2007/48 | 21/11/07           | Revised salary scales for staff in the General Service and related categories at Headquarters                         | Expiration date: in effect until further notice                     |
| ST/IC/2007/49 | 13/12/07           | Membership of the Senior Review Group   | Expiration date: in effect until further notice                     |
| ST/IC/2007/50 | 21/12/07           | After-school recreation and study programme for United Nations children   | Expiration date: 30/06/2008   |
| ST/IC/2007/51 | 26/12/07           | New travel regulations for foreign nationals entering Japan   | Expiration date: in effect until further notice                     |

| <i>Symbol</i> | <i>Date issued</i> | <i>Subject</i> | <i>Remarks</i> |
|---------------|--------------------|----------------|----------------|
|---------------|--------------------|----------------|----------------|

## **B. Information circulars listed according to subject matter**

### **I. Buildings, premises and security<sup>1</sup>**

|               |          |   |  |
|---------------|----------|---|--|
| ST/IC/2000/80 | 18/10/00 | United Nations garage: Chairman of the Garage Review Board  | Expiration date: in effect until further notice    |
| ST/IC/2007/35 | 27/8/07  | Arrangements for admission to United Nations Headquarters during the sixty-second session of the General Assembly | Expiration date: 12/9/2008.<br>See also ST/SGB/259 |

### **II. Claims**

|               |         |   |  |
|---------------|---------|---|--|
| ST/IC/2003/50 | 27/8/03 | In memory of colleagues killed in the attack against the United Nations compound in Baghdad on 19 August 2003 | Expiration date: 31/12/2004. See also ST/SGB/2003/11 |
|---------------|---------|---|--|

### **III. Communications, archives and records**

|               |          |   |   |
|---------------|----------|---|---|
| ST/IC/2000/89 | 27/11/00 | Procedures governing the dispatch of personal mail from United Nations offices away from Headquarters | Expiration date: in effect until further notice. See also ST/AI/368 |
| ST/IC/2001/70 | 21/9/01  | Revised rates for telephone and facsimile service using the United Nations global network             | Expiration date: in effect until further notice                     |
| ST/IC/2003/29 | 23/4/03  | Performance controls of United Nations Internet services  | Expiration date: in effect until further notice                     |
| ST/IC/2003/35 | 3/6/03   | Registration of e-mail addresses for delivery of pay slips  | Expiration date: in effect until further notice                     |
| ST/IC/2003/41 | 30/6/03  | Communications and contacts with host country authorities   | Expiration date: in effect until further notice                     |
| ST/IC/2003/64 | 11/12/03 | Personal emergency contact information  | Expiration date: in effect until further notice                     |
| ST/IC/2005/11 | 18/2/05  | Mobile communication devices for official work  | Expiration date: in effect until further notice                     |

### **IV. Conferences**

No information circulars apply at present.

<sup>1</sup> For information circulars on subjects such as arrangements for admission to the premises during sessions of the General Assembly and the fireworks display on 4 July, see section A above.

| <i>Symbol</i>                         | <i>Date issued</i> | <i>Subject</i>  | <i>Remarks</i>                                  |
|---------------------------------------|--------------------|---|---|
| <b>V. Documents and publications</b>  |                    |   |   |
| ST/IC/2002/70                         | 1/11/02            | Availability to Secretariat officials of official documents and publications  | Expiration date: in effect until further notice |
| ST/IC/2006/33                         | 21/8/06            | Revised procedures for picking up official documents processed by the Host Country Affairs Section of the United States Mission to the United Nations | Expiration date: in effect until further notice |
| <b>VI. Finance<sup>2</sup></b>        |                    |   |   |
| ST/IC/2002/13                         | 28/2/02            | Budget constraints and support service reductions   | Expiration date: in effect until further notice |
| <b>VII. General office procedures</b> |                    |   |   |
| ST/IC/1997/11                         | 4/2/97             | Electronic mail – directory maintenance and automatic message deletion  | Expiration date: in effect until further notice |
| ST/IC/1999/14                         | 9/2/99             | Guidelines for ergonomic workstations and work with computers   | Expiration date: in effect until further notice |
| ST/IC/2002/73                         | 1/11/02            | United Nations health and life insurance Internet site  | Expiration date: in effect until further notice |
| ST/IC/2003/29                         | 23/4/03            | Performance controls of United Nations Internet services  | Expiration date: in effect until further notice |
| ST/IC/2003/35                         | 3/6/03             | Registration of e-mail addresses for delivery of pay slips  | Expiration date: in effect until further notice |
| ST/IC/2003/41                         | 30/6/03            | Communications and contacts with host country authorities   | Expiration date: in effect until further notice |
| ST/IC/2003/64                         | 11/12/03           | Personal emergency contact information  | Expiration date: in effect until further notice |
| ST/IC/2005/11                         | 18/2/05            | Mobile communication devices for official work  | Expiration date: in effect until further notice |
| ST/IC/2006/33                         | 21/8/06            | Revised procedures for picking up official documents processed by the Host Country Affairs Section of the United States Mission to the United Nations | Expiration date: in effect until further notice |

<sup>2</sup> For information circulars on United Nations stamps, see section A above.

| <i>Symbol</i>                                 | <i>Date issued</i>             | <i>Subject</i>  | <i>Remarks</i>   |
|---|--------------------------------|---|--|
| <b>VIII. Human resources</b>                  |                                |   |  |
| <b>1. Administration-staff relations</b>      |                                |   |  |
| No information circulars apply at present     |                                |   |  |
| <b>2. Allowances, entitlements and grants</b> |                                |   |  |
| ST/IC/2000/90 and<br>Corr.1<br>Add.1          | 5/12/00<br>27/6/01<br>12/12/06 | Rental subsidies and deductions   | Expiration dates: in effect until further notice. See also ST/AI/2000/16, (as amended by ST/AI/2004/4) and ST/IC/2001/90 |
| ST/IC/2001/90                                 | 6/11/01                        | Threshold percentage for the purpose of calculating rental subsidies  | Expiration date: in effect until further notice. See also ST/AI/2000/16 and ST/IC/2000/90 and Corr.1 and Add.1           |
| ST/IC/2003/50                                 | 27/8/03                        | In memory of colleagues killed in the attack against the United Nations compound in Baghdad on 19 August 2003 | Expiration date: 31/12/2004. See also ST/SGB/2003/11   |
| ST/IC/2005/25                                 | 12/5/05                        | Education grant and special education grant for children with disability                                      | Expiration date: in effect until further notice. See also ST/AI/2004/2 and ST/AI/2000/6                                  |
| ST/IC/2006/60                                 | 28/12/06                       | Relocation grant (lump-sum option for unaccompanied shipments) – Rates  | Expiration date: in effect until further notice  |
| ST/IC/2007/6                                  | 12/1/07                        | Rates of daily subsistence allowance at New York, Geneva and Vienna   | Expiration date: in effect until further notice. See also ST/AI/1998/3, as amended by ST/AI/2003/9                       |
| ST/IC/2007/7                                  | 12/1/07                        | Dependency allowances for staff in the Professional and higher categories and in the Field Service category   | Expiration dates: in effect until further notice. See also ST/AI/2000/8 and ST/AI/2000/8/Amend.1                         |
| ST/IC/2007/8                                  | 23/1/07                        | Education grant and special education grant for disabled children   | Expiration date: in effect until further notice. See also ST/IC/2005/25, ST/AI/2004/2 and ST/AI/2000/6                   |

| <i>Symbol</i>            | <i>Date issued</i> | <i>Subject</i>   | <i>Remarks</i>  |
|--------------------------|--------------------|--|---|
| ST/IC/2007/19 and Add.1  | 8/6/07<br>10/8/07  | Classification of duty stations and special entitlements for staff members serving at designated duty stations | Expiration date: in effect until further notice. See also ST/AI/2000/6          |
| ST/IC/2007/27            | 17/7/07            | Rates of reimbursement for travel by private motor vehicle   | Expiration date: in effect until further notice. See also ST/AI/1998/2          |
| ST/IC/2007/37            | 20/9/07            | Post adjustment classification for New York  | Expiration date: in effect until further notice                                 |
| <b>3. Appeals</b>        |                    |  |   |
| ST/IC/2000/28            | 25/4/00            | Membership of the New York General Service Classification Appeals and Review Committee                         | Expiration date: 25/4/2002. See also ST/AI/1998/9 and Corr.1 (English only)     |
| ST/IC/2000/28/<br>Add.1  | 12/7/00            | Membership of the New York General Service Classification Appeals and Review Committee                         | Expiration date: 25/4/2002. See also ST/AI/1998/9 and Corr.1 (English only)     |
|                          |                    |  | Expiration date: 25/4/2002  |
| Add.2                    | 17/8/01            | Membership of the New York General Service Classification Appeals and Review Committee                         | Expiration date: 31/7/2002  |
| Add.3                    | 1/7/02             | Membership of the New York General Service Classification Appeals and Review Committee                         | Expiration date:<br>31/12/2002  |
| Add.4                    | 20/9/02            | Membership of the New York General Service Classification Appeals and Review Committee                         | Expiration date: 30/6/2003  |
| Add.5                    | 27/12/02           | Membership of the New York General Service Classification Appeals and Review Committee                         | Expiration date: in effect until further notice                                 |
| Add.6                    | 19/8/03            | Membership of the New York General Service Classification Appeals and Review Committee                         |   |
| ST/IC/2004/4             | 12/1/04            | Conflict resolution in the United Nations Secretariat  | Expiration rate: in effect until further notice                                 |
| ST/IC/2005/47 and Corr.1 | 9/9/05<br>25/10/05 | Joint Appeals Board  | Expiration date: in effect until further notice. See also ST/AI/351 and Amend.1 |
| ST/IC/2006/42            | 5/10/06            | Composition of the Panel on Discrimination and Other Grievances at Headquarters                                | Expiration date: in effect until further notice                                 |
| ST/IC/2007/39            | 5/10/07            | Membership of the Classification Appeals Committee for posts in the Professional category                      | Expiration date: 1/10/2009<br>See also ST/AI/1998/9                             |

| <i>Symbol</i>   | <i>Date issued</i>  | <i>Subject</i>  | <i>Remarks</i>   |
|---|---------------------|---|--|
| <b>4. Appointments, placement and promotion</b>           |                     |   |  |
| ST/IC/2000/86   | 14/11/00            | Multilingualism   | Expiration date: In effect until further notice                          |
| ST/IC/2005/17   | 11/3/05             | Staff selection system  | Expiration date: in effect until further notice                          |
| ST/IC/2006/32 and Add.1                                   | 17/8/06<br>11/12/06 | Membership of the Central Review Board, Committee and Panel at Headquarters | Expiration date: in effect until further notice. See also ST/SGB/2002/6  |
| ST/IC/2007/49   | 13/12/07            | Membership of the Senior Review Group                                       | Expiration date: in effect until further notice. See also ST/SGB/2005/4  |
| <b>5. Attendance, leave and working hours<sup>3</sup></b> |                     |   |  |
| ST/IC/2005/8  | 26/1/05             | Implementation of the change in the annual leave cycle                      | Expiration date: in effect until further notice. See also ST/SGB/2004/16 |
| ST/IC/2007/31   | 6/8/07              | United Nations sabbatical leave programme for 2008                          | Expiration date: 31/12/2008. See also ST/AI/2000/4                       |
| ST/IC/2007/45   | 24/10/07            | Official holidays for 2008 at United Nations Headquarters                   | Expiration date: 31/12/2008  |
| <b>6. Delegation of authority</b>                         |                     |   |  |
| No information circulars apply at present                 |                     |   |  |
| <b>7. Disciplinary matters</b>                            |                     |   |  |
| ST/IC/2002/25   | 29/4/02             | Practice of the Secretary-General in disciplinary matters, 2000-2002        | Expiration date: in effect until further notice. See also ST/SGB/2000/14 |
| ST/IC/2004/4  | 12/1/04             | Conflict resolution in the United Nations Secretariat                       | Expiration rate: in effect until further notice                          |
| ST/IC/2004/28   | 26/7/04             | Practice of the Secretary-General in disciplinary matters, 2002-2003        | Expiration date: in effect until further notice. See also ST/SGB/2000/14 |

<sup>3</sup> For information circulars on subjects such as working hours during sessions of the General Assembly and time off for voting on United States election day, see section A above.



| <i>Symbol</i>                    | <i>Date issued</i> | <i>Subject</i>  | <i>Remarks</i>   |
|----------------------------------|--------------------|---|--|
| ST/IC/2005/19                    | 24/3/05            | Reporting of suspected misconduct   | Expiration date: in effect until further notice                          |
| ST/IC/2005/51                    | 30/8/05            | Practice of the Secretary-General in disciplinary matters, 1 January 2004 – 30 June 2005                              | Expiration date: in effect until further notice                          |
| ST/IC/2006/20                    | 30/5/06            | Joint Disciplinary Committee  | Expiration date: in effect until further notice                          |
| ST/IC/2006/48                    | 31/7/06            | Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2005 – 30 June 2006 | Expiration date: in effect until further notice                          |
| ST/IC/2007/47                    | 31/8/07            | Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2006 – 30 June 2007 | Expiration date: in effect until further notice                          |
| <b>8. Duties and obligations</b> |                    |   |  |
| ST/IC/1997/90                    | 26/12/97           | Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles]         | Expiration date: in effect until further notice                          |
| ST/IC/2002/38                    | 14/6/02            | Privileges and immunities – Requests by local authorities to interview staff  | Expiration date: in effect until further notice. See also ST/SGB/2002/13 |
| ST/IC/2003/17                    | 11/3/03            | Our core values prohibit discrimination and harassment  | Expiration date: in effect until further notice. See also ST/SGB/2002/13 |
| ST/IC/2004/31                    | 6/8/04             | Permanent residence in the United States of America---waiver of rights, privileges, exemptions and immunities         | Expiration date: in effect until further notice. See also ST/AI/2000/19  |
| ST/IC/2004/38                    | 9/9/04             | Host country travel regulations – Iraqi nationals   | Expiration date: in effect until further notice                          |
| ST/IC/2004/39                    | 9/9/04             | Procedures regarding citations for motor vehicle infractions  | Expiration date: in effect until further notice                          |
| ST/IC/2005/15                    | 8/3/05             | Host country travel regulations – Libyan nationals  | Expiration date: in effect until further notice                          |
| ST/IC/2005/19                    | 24/3/05            | Reporting of suspected misconduct   | Expiration date: in effect until further notice                          |
| ST/IC/2005/59                    | 31/10/05           | Host country travel regulations – Russian nationals   | Expiration dates: in effect until further notice                         |
| ST/IC/2005/66                    | 14/12/05           | Preparations for a possible transit strike  | Expiration date: in effect until further notice                          |

| <i>Symbol</i> | <i>Date issued</i> | <i>Subject</i>  | <i>Remarks</i>                                  |
|---------------|--------------------|---|---|
| ST/IC/2006/10 | 31/1/06            | Host country travel regulations – Vietnamese nationals  | Expiration date: in effect until further notice |
| ST/IC/2006/19 | 23/5/06            | Licensing procedures for non-United States citizens   | Expiration date: in effect until further notice |
| ST/IC/2006/30 | 16/8/06            | Outside activities  | Expiration date: in effect until further notice |
| ST/IC/2006/31 | 16/8/06            | Honours, gifts or remuneration from outside sources   | Expiration date: in effect until further notice |
| ST/IC/2006/33 | 21/8/06            | Revised procedures for picking up official documents processed by the Host Country Affairs Section of the United States Mission to the United Nations | Expiration date: in effect until further notice |
| ST/IC/2007/51 | 26/12/07           | New travel regulations for foreign nationals entering Japan   | Expiration date: in effect until further notice |

### 9. Job classification system

|                         |          |   |   |
|-------------------------|----------|---|---|
| ST/IC/2000/28           | 25/4/00  | Membership of the New York General Service Classification Appeals and Review Committee    | Expiration date: 25/4/2002. See also ST/AI/1998/9 and Corr.1 (English only) |
| ST/IC/2000/28/<br>Add.1 | 12/7/00  | Membership of the New York General Service Classification Appeals and Review Committee    | Expiration dates: 25/4/2002   |
| Add.2                   | 17/8/01  | Membership of the New York General Service Classification Appeals and Review Committee    | Expiration date: 25/4/2002  |
| Add.3                   | 1/7/02   | Membership of the New York General Service Classification Appeals and Review Committee    | Expiration date: 31/7/2002  |
| Add.4                   | 20/9/02  | Membership of the New York General Service Classification Appeals and Review Committee    | Expiration date: 31/12/2002   |
| Add.5                   | 27/12/02 | Membership of the New York General Service Classification Appeals and Review Committee    | Expiration date: 30/6/2003  |
| Add.6                   | 19/8/03  | Membership of the New York General Service Classification Appeals Committee               | Expiration date: in effect until further notice                             |
| ST/IC/2007/39           | 5/10/07  | Membership of the Classification Appeals Committee for Posts in the Professional Category | Expiration date: 1/10/2009<br>See also ST/AI/1998/9                         |

| <i>Symbol</i>  | <i>Date issued</i> | <i>Subject</i>  | <i>Remarks</i>  |
|--|--------------------|---|---|
| <b>10. General<sup>4</sup></b>   |                    |   |   |
| ST/IC/1999/111   | 29/12/99           | Mental health – Medical and employee assistance facilities  | Expiration date: in effect until further notice. See also ST/AI/372   |
| ST/IC/2007/50  | 21/12/07           | After-school recreation and study programme for United Nations children   | Expiration date: 30/06/2008   |
| <b>11. Medical and other insurance</b>   |                    |   |   |
| ST/IC/1997/90  | 26/12/97           | Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles]                       | Expiration date: in effect until further notice   |
| ST/IC/1999/111   | 29/12/99           | Mental health – Medical and employee assistance facilities  | Expiration date: in effect until further notice. See also ST/AI/372   |
| ST/IC/2002/63 and Amend.1  | 27/9/02<br>14/7/03 | United Nations group life insurance plan  | Expiration dates: in effect until further notice. See also ST/AI/2002/6   |
| ST/IC/2004/4   | 12/1/04            | Conflict resolution in the United Nations Secretariat   | Expiration date: in effect until further notice   |
| ST/IC/2005/55  | 4/10/05            | New claims administration service from Aetna for medical services rendered outside the United States of America                     | Expiration date: in effect until further notice. See also ST/IC/2006/22   |
| ST/IC/2006/21  | 31/5/06            | United Nations group life insurance plan  | Expiration date: in effect until further notice. See also ST/AI/2002/6 and ST/IC/2002/63  |
| ST/IC/2007/20  | 31/5/07            | Renewal of the Headquarters medical and dental insurance plans effective 1 July 2007 and annual enrolment campaign, 4 –29 June 2007 | Expiration date: 30/6/2008. See annex 9 to the circular for insurance carrier addresses and telephone numbers for claims and benefit inquiries. |
| <b>12. Pensions, post-retirement services and employment beyond retirement</b> |                    |   |   |
| ST/IC/2007/38  | 20/9/07            | Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category            | Expiration date: in effect until further notice. See also ST/IC/2007/5 and ST/IC/2007/37  |

<sup>4</sup> For information circulars on subjects such as Staff Day and United Nations staff relief committees, see section A above.

| <i>Symbol</i>  | <i>Date issued</i> | <i>Subject</i>  | <i>Remarks</i>   |
|--|--------------------|---|--|
| <b>13. Post adjustment</b>                               |                    |   |  |
| ST/IC/2007/37  | 20/9/07            | Post adjustment classification for New York   | Expiration date: in effect until further notice  |
| <b>14. Salary scales and payments</b>                    |                    |   |  |
| ST/IC/2005/37  | 26/7/05            | Employment of household employees for whom a G-5 visa has been requested or obtained  | Expiration date: in effect until further notice. See also ST/IC/2007/18                  |
| ST/IC/2007/5   | 12/1/07            | Revised base salary scale for staff in the Professional and higher categories and staff in the Field Service category                   | Expiration date: in effect until further notice  |
| ST/IC/2007/18  | 21/6/07            | Hourly wage for household employees on G-5 visas  | Expiration date: in effect until further notice  |
| ST/IC/2007/37  | 20/9/07            | Post adjustment classification for New York   | Expiration date: in effect until further notice  |
| ST/IC/2007/38  | 20/9/07            | Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category                | Expiration date: in effect until further notice. See also ST/IC/2007/5 and ST/IC/2007/37 |
| ST/IC/2007/48  | 21/11/07           | Revised salary scales for staff in the General Service and related categories at Headquarters   | Expiration date: in effect until further notice  |
| <b>15. Staff regulations and rules</b>                   |                    |   |  |
| ST/IC/2000/75  | 27/9/00            | Index to the Staff Regulations and Rules  | Expiration date: in effect until further notice  |
| <b>16. Training, career development and examinations</b> |                    |   |  |
| ST/IC/2000/86  | 14/11/00           | Multilingualism   | Expiration date: in effect until further notice  |
| ST/IC/2001/98  | 7/12/01            | Competitive examination for recruitment to the Professional category of staff members from other categories [Central Examination Board] | Expiration date: 31/12/2002. See also ST/AI/2003/7                                       |
| ST/IC/2001/98/<br>Add.1                                  | 7/7/03             | Competitive examination for recruitment to the Professional category of staff members from other categories [Central Examination Board] | Expiration date: in effect until further notice. See also ST/AI/2003/7                   |
| ST/IC/2006/59  | 8/1/07             | Language Proficiency Examinations, May 2007   | Expiration date: 31/12/2007  |

| <i>Symbol</i>                  | <i>Date issued</i>   | <i>Subject</i>  | <i>Remarks</i>  |
|--------------------------------|----------------------|---|---|
| ST/IC/2007/42                  | 22/10/07             | Language and communications programme at Headquarters --- 2008  | Expiration date: 31/12/2008   |
| ST/IC/2007/44 and Add.1        | 23/10/07<br>13/11/07 | 2008 national competitive recruitment examinations  | Expiration date: 31/12/2008. See also ST/AI/1997/1                      |
| ST/IC/2007/46                  | 12/11/07             | 2008 competitive examination for recruitment to the Professional category of staff members from other categories                                  | Expiration date: 31/12/2008. See also ST/AI/2003/7 and ST/AI/2005/9     |
| <b>17. United States taxes</b> |                      |   |   |
| ST/IC/2007/9                   | 26/1/07              | Payment of 2006 income taxes  | Expiration date: 31/12/2007   |
| <b>18. Visas</b>               |                      |   |   |
| ST/IC/2001/27                  | 10/4/01              | Visa status in the United States of America   | Expiration date: in effect until further notice. See also ST/AI/2000/19 |
| ST/IC/2004/8                   | 27/1/04              | United States Visitor and Immigrant Status Indicator Technology (US-VISIT)  | Expiration date: in effect until further notice                         |
| ST/IC/2004/14                  | 24/3/04              | Filing of petitions for special immigrant classification and/or applications for lawful permanent resident status in the United States of America | Expiration date: in effect until further notice                         |
| ST/IC/2004/31                  | 6/8/04               | Permanent residence in the United States of America---waiver of rights, privileges, exemptions and immunities                                     | Expiration date: in effect until further notice. See also ST/AI/2000/19 |
| ST/IC/2005/37                  | 26/7/05              | Employment of household employees for whom a G-5 visa has been requested or obtained  | Expiration date: in effect until further notice. See also ST/IC/2007/18 |
| ST/IC/2006/24                  | 15/6/06              | Revalidation of official "G" visas  | Expiration date: in effect until further notice                         |
| ST/IC/2007/18                  | 21/6/07              | Hourly wage for household employees on G-5 visas  | Expiration date: in effect until further notice                         |
| ST/IC/2007/43                  | 22/10/07             | Visa status while on mission service  | Expiration date: in effect until further notice                         |

**IX. Library**

No information circulars apply at present.

| <i>Symbol</i>                       | <i>Date issued</i> | <i>Subject</i>  | <i>Remarks</i>  |
|-------------------------------------|--------------------|---|---|
| <b>X. Missions</b>                  |                    |   |   |
| ST/IC/2007/11 and Add.1             | 6/3/07<br>2/8/07   | Designation of special missions or locations for purposes of occasional recuperation break  | Expiration date: 31/12/2007. See also ST/AI/2000/21, as amended by ST/AI/2004/6 |
| <b>XI. Organizational structure</b> |                    |   |   |
| ST/IC/2000/28                       | 25/4/00            | Membership of the New York General Service Classification Appeals and Review Committee  | Expiration date: 25/4/2002. See also ST/AI/1998/9 and Corr.1 (English only)     |
| ST/IC/2000/28/<br>Add.1             | 12/7/00            | Membership of the New York General Service Classification Appeals and Review Committee  | Expiration date: 25/4/2002  |
| Add.2                               | 17/8/01            | Membership of the New York General Service Classification Appeals and Review Committee  | Expiration date: 25/4/2002  |
| Add.3                               | 1/7/02             | Membership of the New York General Service Classification Appeals and Review Committee  | Expiration date: 31/7/2002  |
| Add.4                               | 20/9/02            | Membership of the New York General Service Classification Appeals and Review Committee  | Expiration date: 31/12/2002   |
| Add.5                               | 27/12/02           | Membership of the New York General Service Classification Appeals and Review Committee  | Expiration date: 30/6/2003  |
| Add.6                               | 19/8/03            | Membership of the New York General Service Classification Appeals Committee   | Expiration date: in effect until further notice                                 |
| ST/IC/2000/80                       | 18/10/00           | United Nations garage: Chairman of the Garage Review Board  | Expiration date: in effect until further notice                                 |
| ST/IC/2001/98                       | 7/12/01            | Competitive examination for recruitment to the Professional category of staff members from other categories [Central Examination Board] | Expiration date: 31/12/2002   |
| ST/IC/2001/98/<br>Add.1             | 7/7/03             | Competitive examination for recruitment to the Professional category of staff members from other categories [Central Examination Board] | In effect until further notice. See also ST/AI/2003/7                           |
| ST/IC/2005/47 and<br>Corr.1         | 9/9/05<br>25/10/05 | Joint Appeals Board   | Expiration date: in effect until further notice. See also ST/AI/351 & Amend1    |
| ST/IC/2006/20                       | 30/5/06            | Joint Disciplinary Committee  | Expiration date: in effect until further notice                                 |

| <i>Symbol</i>  | <i>Date issued</i>                                 | <i>Subject</i>  | <i>Remarks</i>   |
|--|--|---|--|
| ST/IC/2006/32 and Add.1                                  | 17/8/06<br>11/12/06                                | Membership of the Central Review Board, Committee and Panel at Headquarters   | Expiration dates: in effect until further notice. See also ST/SGB/2002/6 |
| ST/IC/2006/42  | 5/10/06  | Composition of the Panel on Discrimination and Other Grievances at Headquarters   | Expiration date: in effect until further notice                          |
| ST/IC/2007/39  | 5/10/07  | Membership of the Classification Appeals Committee for Posts in the Professional Category   | Expiration date: 1/10/2009<br>See also ST/AI/1998/9                      |
| ST/IC/2007/49  | 13/12/07   | Membership of the Senior Review Group   | Expiration date: in effect until further notice. See also ST/SGB/2005/4  |
| <b>XII. Property and supplies</b>                        |  |   |  |
| ST/IC/1999/14  | 9/2/99   | Guidelines for ergonomic workstations and work with computers   | Expiration date: in effect until further notice                          |
| ST/IC/2005/11  | 18/2/05  | Mobile communication devices for official work  | Expiration date: in effect until further notice                          |
| <b>XIII. Protocol</b>                                    |  |   |  |
| ST/IC/2003/41  | 30/6/03  | Communications and contacts with host country authorities   | Expiration date: in effect until further notice                          |
| <b>XIV. Travel and transportation</b>                    |  |   |  |
| ST/IC/1997/90  | 26/12/97   | Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles]                             | Expiration date: in effect until further notice                          |
| ST/IC/1999/99  | 29/11/99   | Excess baggage, shipments and insurance   | Expiration date: in effect until further notice. See also ST/AI/1999/15  |
| ST/IC/2000/70  | 21/9/00  | Medical evacuation  | Expiration date: in effect until further notice. See also ST/AI/2000/10  |
| ST/IC/2001/43 and Add.1<br>Amend.1<br>Amend.2<br>Amend.3 | 13/6/01<br>7/2/02<br>27/6/05<br>24/5/06<br>10/8/07 | Official travel   | Expiration dates: in effect until further notice. See also ST/AI/2000/20 |
| ST/IC/2003/40  | 24/6/03  | Transportation of privately owned automobiles: list of countries and territories to which such transportation may be partially reimbursed | Expiration date: in effect until further notice. See also ST/AI/1999/15  |

| <i>Symbol</i>           | <i>Date issued</i> | <i>Subject</i>   | <i>Remarks</i>  |
|-------------------------|--------------------|--|---|
| ST/IC/2004/38           | 9/9/04             | Host country travel regulations – Iraqi nationals  | Expiration date: in effect until further notice                         |
| ST/IC/2004/39           | 9/9/04             | Procedures regarding citations for motor vehicle infractions   | Expiration date: in effect until further notice                         |
| ST/IC/2005/15           | 8/3/05             | Host country travel regulations – Libyan nationals   | Expiration dates: in effect until further notice                        |
| ST/IC/2005/59           | 31/10/05           | Host country travel regulations – Russian nationals  | Expiration dates: in effect until further notice                        |
| ST/IC/2006/10           | 31/1/06            | Host country travel regulations – Vietnamese nationals   | Expiration date: in effect until further notice                         |
| ST/IC/2006/60           | 28/12/06           | Relocation grant (lump-sum option for unaccompanied shipments) – Rates   | Expiration date: in effect until further notice                         |
| ST/IC/2007/6            | 12/1/07            | Rates of daily subsistence allowance at New York, Geneva and Vienna  | Expiration date: in effect until further notice. See also ST/AI/1998/3  |
| ST/IC/2007/19 and Add.1 | 8/6/07<br>10/8/07  | Classification of duty stations and special entitlements for staff members serving at designated duty stations | Expiration dates: in effect until further notice. See also ST/AI/2000/6 |
| ST/IC/2007/27           | 17/7/07            | Rates of reimbursement for travel by private motor vehicle   | Expiration date: in effect until further notice. See also ST/AI/1998/2  |

