



**UNITED
NATIONS**

FIELD ADMINISTRATION HANDBOOK

**FIELD OPERATIONS SERVICE
OFFICE OF GENERAL SERVICES**

January 1975

**FIELD OPERATIONS SERVICE
OFFICE OF GENERAL SERVICES**

January 1975

FOREWORD

Transmitted herewith is a copy of the revised Field Administration Handbook. The present revision - ST/OGS/L.2/Rev.3 - contains all amendments and revisions issued since the publication of the second revision in December 1965, and, in addition, a number of changes to bring the Handbook up to date. The general purpose of the Handbook has not changed; it has been written primarily as a practical guide in administrative matters for use by political missions and information centres, although it may prove to be useful for other United Nations field offices as well.

Following the practice of previous editions, all recipients of the Field Administration Handbook are invited to submit to the Field Operations Service any suggestions they may have for corrections, changes or additions to the present text.

Robert J. RYAN
Assistant Secretary-General
for General Services

27 January 1975

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INTRODUCTION

1. The Field Administration Handbook has been prepared by the Field Operations Service, Office of General Services, and the Administrative Management Service of the Dept. of Adm. & Management. It is designed to assist United Nations field offices, particularly missions and information centres, for which the Field Operations Service is the channel of administrative communication at Headquarters, in the application of (a) Staff Regulations and Rules, and (b) Financial Regulations and Rules, and to provide brief explanations of administrative policies, procedures and practices affecting them. No attempt has been made to include in the Handbook the actual texts of the Regulations and the Rules which should always be referred to.

2. It is not claimed that the Handbook is comprehensive and contains material that would provide ready solutions for every type of problem that may arise in the field. Field offices are requested to bring to the attention of Headquarters not only such points as are not covered in the Handbook but also instances where the Handbook is not sufficiently clear and can be improved.

3. The Handbook is divided into several broad groupings on a functional basis. These are designated as Parts, each part covering a number of related subjects. Parts bear alphabetical designations (A, B, C, etc.) and page numbers in each Part are preceded by the appropriate alphabetical designation for each reference.

4. After an introductory Part A concerning some basic administrative responsibilities, Part B deals with application of the Staff Rules, and an effort has been made to relate, wherever possible, administrative matters to the pertaining staff rule. Parts C (Finance), E (Representatives), F (Military Observers) and G (Field Service Personnel) contain administrative rulings on clearly defined specific subjects. Where it was not possible to bring administrative matters under the staff rules or under the specific headings, they have been grouped in Part D ("General Services"). Finally, Part H contains three check and reference lists and an index.

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5. In using the Handbook, information centres should particularly keep in mind that they are "established offices," in contrast to missions, which are maintained on a less standardized basis. Accordingly, there are, of necessity, differences in treatment of staff as between information centres and the missions.

6. The subject matter previously dealt with in Field Service General Instructions (FSGI's) has now been incorporated in the new part G (Field Service Personnel); all Field Service General Instructions issued in the past are hereby cancelled.

7. A looseleaf format is employed so that revised and additional pages may be inserted without difficulty. The Field Operations Service will control the distribution of the Handbook and of amending pages.

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PART A

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**FUNCTIONS AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICERS
OF MISSIONS, AND HEADS OF OFFICE IN INFORMATION CENTRES**

1. United Nations missions are normally established or authorized by a principal organ of the Organization which either creates a subsidiary organ (e.g. Security Council commission, Trusteeship Council visiting mission, etc.) for this purpose, or entrusts the responsibility directly to the Secretary-General.
 - (a) In the case of missions composed of representatives of Governments, the Chairman of the body is the titular head of the mission and normally reports to the organ which created the mission. When an individual Commissioner is appointed, he similarly is the head of the respective mission. The Secretary-General usually designates a Principal Secretary who represents the Secretary-General, heads the mission Secretariat, and supervises and directs all the work of the mission staff.
 - (b) In the case of missions (such as certain peace-keeping operations) for which the Secretary-General has direct responsibility, the head of mission (e.g. the Force Commander, Special Representative, Chief of Staff, Chief Military Observer) is normally appointed by, is responsible to, and reports to the Secretary-General. The head of mission in these operations is normally assisted by a Senior Political Officer, who, under the overall authority of the head of mission, has responsibilities concerning the substantive and political functions of the mission.
 - (c) In both types of mission there is generally an Administrative Officer or a Chief Administrative Officer, who, under the overall authority of the head of mission or the Principal Secretary is responsible for all administrative functions, all general and technical conference services relative to the mission's activities, and for providing the requisite administrative support for carrying out the substantive work of the mission efficiently and economically.
 - (d) In certain missions, there is, in addition, a Finance Officer or Chief Finance Officer who, under the overall authority of the Administrative Officer, is responsible for the financial and accounting functions in respect of the mission; in other cases, especially in the smaller missions, the mission Administrative Officer carries both administrative and financial responsibility.

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2. In the case of Information Centres (Information Services or Information Offices) the Director of the Centre (Head of the Service or Head of Office) has overall responsibility both for the substantive and administrative functions. He is generally assisted by a Finance Clerk (or Administrative/Finance Assistant) in the financial and accounting work. In areas where common services arrangements, covering several United Nations offices exist, there is usually a United Nations Administrative Officer or UNDP official who performs the administrative and financial functions for the Information Centre.
3. The mission Administrative Officer, or Head of Office (for Information Centres) is responsible for all administrative and financial certification and for the proper implementation of the rules and instructions issued by the Offices of Financial, Personnel and General Services (Field Operations Service) with respect to the administration and finances of the field office.
4. The normal channel of communication with Headquarters on administrative and financial matters is through the Field Operations Service. The Administrative Officer (or Head of Office for Information Centres) shall submit periodic reports (if necessary, once a week but in any event, once a month) on all administrative and financial matters concerning the field office to the Field Operations Service, which will arrange to obtain and transmit decisions on such matters in the report as require action.
5. In the case of missions, it is the joint responsibility of the Principal Secretary 1/ and the Administrative Officer to ensure that the administrative requirements of Headquarters and the substantive needs of the mission are fully reconciled. This can be achieved through constant mutual consultations between the Administrative Officer and the Principal Secretary, and by the officer or officers designated by them. These consultations are with regard to both the substantive needs of the mission in so far as they may have administrative implications, and with regard to all administrative actions in so far as they affect the manner in which the tasks of the mission are carried out. As a part of these consultations, administrative circulars which in any sense affect the operation of the mission should be discussed with and approved by the Principal Secretary before they are issued.
6. In the case of Information Centres, this responsibility is shared by the Field Operations Service with the Head of the Centre, and the periodic (weekly) administrative reports submitted by the latter, are one means of ensuring close co-ordination between substantive needs of the Centres and administrative requirements.

1/ See Page A-4.

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7. The Finance Officer is responsible to the Administrative Officer for the financial and accounting activities of the mission. These are covered in detail in Part C of this Handbook. He has a special technical relationship to the Office of Financial Services in approving the incurring of obligations and expenditures appropriate to the operation of the mission. In the case of Information Centres, the Finance Clerk maintains the financial and accounting records in accordance with the procedures and instructions established by Headquarters.
8. In case of a difference of opinion between the Principal Secretary and either the Administrative Officer or the Finance Officer as to the proper handling of an item, the Administrative Officer or the Finance Officer, whoever is concerned:
 - (a) shall request a decision in writing from the Principal Secretary, e.g. as to the correctness of a proposed expenditure;
 - (b) shall carry out the instructions of the Principal Secretary, in which case the written instructions will place the responsibility for the specific action on the officer issuing such instructions;
 - (c) shall immediately report the facts to Headquarters; the report shall be made via the Principal Secretary who will forward it to Headquarters with his comments.
9. A certifying officer and, if necessary, alternate certifying officer will be designated to authorize expenditures in the field. The responsibilities of the certifying officer are set out in Financial Rule 110.3 (see also Part C of this Handbook).
10. The certifying officer will normally be the Administrative Officer except in those cases where the Administrative Officer is also the Finance Officer; where this is the case, the certifying officer will be the Principal Secretary or the senior officer specifically designated. In the case of Information Centres, the certifying functions will be performed by the Head of the Office.
11. The Finance Officer (or Finance Clerk in the case of Information Centres) is authorized to make payment against vouchers signed by the certifying officer provided that the payment is in accordance with the effective rules and regulations and funds are available within the amount of the related allotment (approving authority - see Financial Rule 108.9).

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12. All disbursements made in the field on behalf of the United Nations should be signed by two authorized officers designated as certifying and approving officer, respectively. (See Financial Rule 108.11). Normally, these two officials are the Principal Secretary or Administrative Officer and the Finance Officer in the case of missions, and the Head of the Office and Finance Clerk in the case of Information Centres.
 13. Prior to departure from Headquarters the following letters of authority will be issued to the Administrative Officer (or Administrative/Finance Officer) detailed for mission duty:^{2/}
 - (a) Letter of identification from Secretary-General.
 - (b) Authority to sign travel documents, with distribution of specimen signature to branch offices of Thos. Cook and Son.
 - (c) Pouch certifying authority for administration of pouch regulations.
 - (d) Bank signatory authority for drawing on the accounts of the local bank(s) and, if applicable, of a bank at Headquarters.
 - (e) Delegation of certifying authority (or alternate certifying authority).
 - (f) Approving authority (only in cases where the Administrative Officer is at the same time the Finance Officer and another official is the Certifying Officer).
- ^{1/} In this Handbook the term "Principal Secretary" designates, in the case of missions, the Senior Secretariat official who in some missions may have the title of Chief of Staff, Chief Military Observer, Force Commander, Commissioner, etc., and in the case of Information Centres has the title of Director of the Information Centre or Head of the Information Office/Service.
- ^{2/} For Information Centres these letters of authority will be issued to the Head of Office.

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A D D R E S S E S

Listed below are the mail and cable addresses of the field missions:

UNITED NATIONS MILITARY OBSERVER GROUP IN INDIA AND PAKISTAN (UNMOGIP)

Mailing addresses:

1 May - 31 October

UNMOGIP
Shankar Villa
Srinagar, Kashmir
(via India)

Air Shipments:

c/o Chief Administrative Officer
UNMOGIP Headquarters
Attn.: Shipping Officer
P.O. Box 68
Rawalpindi, Pakistan

UNATIONS
SRINAGAR

1 November - 30 April

UNMOGIP
Ayub Mansions
Ayub Hill
Jellum Road
Rawalpindi, Pakistan
or:
P.O. Box 68
Rawalpindi, Pakistan

Sea Shipments:

c/o Chief Administrative Officer
UNMOGIP Headquarters
Attn.: Shipping Officer
P.O. Box 68
Rawalpindi, Pakistan (via Karachi)

UNATIONS
RAWALPINDI

UNITED NATIONS EMERGENCY FORCE (UNEF)

Mailing address:

UNEF
P.O. Box 138
Ismailia, Arab Republic
of Egypt

Air Shipments:

UNEF
c/o Chief Administrative Officer
Movement Control Detachment
Maxim Hotel, Suite 101
86 Hayaikon Street
Tel Aviv, Israel

UNEF
ISMAILIA

Sea Shipments:

UNEF
Chief Administrative Officer
c/o UNEF Movement Control
Port Said
A.R.E.

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UNITED NATIONS DISENGAGEMENT OBSERVER FORCE (UNDOF)

Mailing Address:

UNDOF
c/o Chief Administrative Officer
Athena Villa
P.O. Box 5368
Damascus
Syrian Arab Republic

Air Shipments:

UNDOF
c/o Chief Administrative Officer
P.O. Box 5368
Damascus
Syrian Arab Republic

UNDOF
DAMASCUS

Sea Shipments:

UNDOF
c/o Chief Administrative Officer
Autostrada 69A
Mezzeh, New Damascus
via Port of Latakia (or Tartous
as applicable)
P.O. Box 5368, Damascus, SAR

OFFICE OF THE CHIEF CO-ORDINATOR OF THE UNITED NATIONS PEACE-KEEPING
MISSIONS IN THE MIDDLE EAST

Mailing Address:

c/o UNTSO
P.O. Box 490
Jerusalem
(via Tel Aviv, Israel)

UNATIONS
JERUSALEM

UNITED NATIONS TRUCE SUPERVISION ORGANIZATION IN PALESTINE (UNTSO)

Mailing Address:

UNTSO
P.O. Box 490
Jerusalem
(via Tel Aviv, Israel)

Air Shipments:

UNTSO
Government House
Jerusalem

UNATIONS
JERUSALEM

Sea Shipments:

UNTSO
Government House
Jerusalem
(via Haifa)

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ADDRESSES (cont'd)

UNITED NATIONS SUPPLY DEPOT - Pisa, Italy (UNSD)

Mailing Addresses:

(a) United Nations Supply Depot	(b) U.N. Supply Depot	UNATIONS
Box 581	P.O. Box 323	PISA
APD	56100 Pisa	
New York, N.Y. 09019	Italy	

UNITED NATIONS OFFICES (ECWA AND UNTSO) IN BEIRUT, LEBANON^a

United Nations Office	UNATIONS (ECWA)
United Nations Building	BEIRUT
P.O. Box 4656	
Bir Hassan	
Beirut, Lebanon	

UNITED NATIONS FORCE IN CYPRUS (UNFICYP)

<u>Mailing Address:</u>	<u>Air Shipments:</u>	UNFICYP
UNFICYP	UNFICYP	NICOSIA
P.O. Box 1642	c/o Nicosia Airport	
Nicosia, Cyprus	Cyprus	
	<u>Sea Shipments:</u>	
	UNFICYP	
	Nicosia, Cyprus	
	c/o A.L. Montovani and Sons, Ltd.	
	To: Larnaca, Limassol	
	Or: Famagusta	

REGIONAL OFFICE OF THE UNITED NATIONS COMMISSIONER FOR NAMIBIA

<u>Mailing Address:</u>	<u>Sea and Air Shipments:</u>	UNATIONS
P.O. Box 3550	Regional Representative	LUSAKA
Lusaka, Zambia	Regional Office of the Commissioner	
	for Namibia	
	14 Mulungushi Village	
	Lusaka, Zambia	

^a/ECWA has been temporarily relocated to Amman, Jordan (P.O. Box 35099, Amman; cable address: ECWA AMMAN). UNTSO (ILMAC) is operating in Naqura, Lebanon.

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FIELD OPERATIONS SERVICE
OFFICE OF GENERAL SERVICES

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ADDRESSES (cont'd)

UNITED NATIONS INSTITUTE FOR NAMIBIA

Mailing Address:

P.O. Box 3011
Lusaka, Zambia

UNATIONS
LUSAKA

UNITED NATIONS HEADQUARTERS, NEW YORK

Official Mail and Shipments:

c/o United Nations
New York, N.Y. 10017

Personal Mail

P.O. Box 20
Grand Central Post
Office
New York, N.Y. 10017

UNATIONS
NEW YORK

**FIELD OPERATIONS SERVICE
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A D D R E S S E S (cont'd)

LISTING OF UNITED NATIONS INFORMATION CENTRES/SERVICES

ACCRA

United Nations Information Centre P.O. Box 2339 Accra, Ghana	Officer-in-Charge: Director
	Cable Address: OMNIPRESS ACCRA, GHANA
Street Address: Liberia and Maxwell Roads	Telex: 974 2195
Services to: Ghana, Guinea and Sierra Leone	Telephone: 65511; 65551

ADDIS ABABA

Information Service Economic Commission for Africa P.O. Box 3001 Addis Ababa, Ethiopia	Officer-in-Charge: Chief
	Cable Address: ECA, ADDIS ABABA, ETHIOPIA
Street Address: Africa Hall	Telex: 976 21029: ECA ADDIS
Services to: Ethiopia (Also serves as Information Service for ECA)	Telephone: 444262 447200 Ext. 108 Ext. 206

ALGIERS

United Nations Information Centre P.O. Box 823 Algiers, Algeria	Officer-in-Charge: Acting Director (Services in dual capacity as Res. Rep. of UNDP)
Street Address: 19 Avenue Claude Debussy	Cable Address: ALGOMNIPRESS ALGIERS, ALGERIA
Services to: Algeria	Telex: 936 52824
	Telephone: 64.47.10 (11-12) 64.38.92 64.47.41

FIELD ADMINISTRATION HANDBOOK

SUBJECT:

ADDRESSES (cont'd)

ANKARA

United Nations Information Office
P.K. 407
Ankara, Turkey

Street Address: 197 Ataturk Bulvari

Services to: Turkey

Officer-in-Charge: Director, a.i.
(Serves in dual capacity as Res.
Rep. of UNDP)

Cable Address: ANKOMNIPRESS
ANKARA, TURKEY

Telex: 821 42684

Telephone: 26 54 85 thru. 89

ASUNCION

Centro de Informacion de las
Naciones Unidas
Edificio City, 3er Piso
Casilla Correo 1107
Estrella y Chile
Asuncion, Paraguay

Street Address: Calle Estrella y
Chile

Services to: Paraguay

Officer-in-Charge: Director
(Serves in dual capacity as Res.
Rep. of UNDP)

Cable Address: OMNIPRESS
ASUNCION, PARAGUAY

Telex: 399 218

Telephone: 93-025 thru. 027

ATHENS

United Nations Information Centre
36 Amalia Avenue
Athens 119, Greece

Services to: Cyprus, Greece and
Israel

Officer-in-Charge: Director

Cable Address: ATHOMNIPRESS
ATHENS, GREECE

Telex: 963 215611

Telephone: 3229-624; 3234-208

BAGHDAD

United Nations Information Centre
P.O. Box 2398 Alwiyah
Baghdad, Iraq

Street Address: House No. 167/1
Abu Nouwas Street

Services to: Iraq

Officer-in-Charge: Director

Cable Address: OMNIPRESS
BAGHDAD, IRAQ

Telex: 9432271

Telephone: 99041-2

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ADDRESSES (cont'd)BANGKOK

Information Service
United Nations Economic and Social
Commission for Asia and the Pacific
Sala Santitham
Bangkok, Thailand

Officer-in-Charge: Chief

Cable Address: ESCAP
BANGKOK, THAILAND

Services to: Democratic Kampuchea,
Socialist Republic of
Viet Nam, Laos, Malaysia,
Singapore and Thailand
(Also serves as Information
Service of ESCAP)

Telex: 788 359

Telephone: 818987; 813544

BEIRUT^{b/}

Informations Service
United Nations Economic Commission
for Western Asia
P.O. Box 35099
Amman, Jordan

Officer-in-Charge: Chief

Cable Address: ECWA AMMAN
JORDAN

Services to: Jordan, Kuwait, Lebanon,
Syrian Arab Republic (Also
serves as Information Service
of ECWA)

Telephone: 6313 thru. 6317

BELGRADE

United Nations Information Centre
P.O. Box 157
Belgrade, Socialist Federal Republic of
Yugoslavia, Yu-11001

Officer-in-Charge: Director
(serves in dual capacity as
Res. Rep. of UNDP)

Street Address: Svetozara Markovica 58

Cable Address: OMNIPRESS
BELGRADE
YUGOSLAVIA

Services to: Albania, Yugoslavia

Telex: 862 11393

Telephone: 642-655

b/ Temporarily relocated to Amman.

**FIELD OPERATIONS SERVICE
OFFICE OF GENERAL SERVICES**

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ADDRESSES (cont'd)

BOGOTA

Centro de Informacion de las
Naciones Unidas
Apartado Postal 6567
Bogota, Colombia

Street Address: Calle 10 No. 3-61,
Bogota, D.E.

Services to: Colombia, Ecuador and
Venezuela

Officer-in-Charge: Director
(Serves in dual capacity as
Res. Rep. of UNDP)

Cable Address: OMNIPRESS
BOGOTA, COLOMBIA

Telex: 396 44316

Telephone: 43-22-05; 43-66-17
42-16-06

BUCHAREST

United Nations Information Centre
16 Rue Aurel Vlaicu
Bucharest, Socialist Republic of
Romania

Services to: Romania

Officer-in-Charge: Director

Cable Address: OMNIPRESS
BUCHAREST
ROMANIA

Telephone: 125623; 125639; 127591

BUENOS AIRES

Centro de Informacion de las
Naciones Unidas
Marcelo T. De Alvear 684, 3rd Floor
Buenos Aires, Argentina

Services to: Argentina, Uruguay

Officer-in-Charge: Acting Director

Cable Address: OMNIPRESS
BUENOS AIRES
ARGENTINA

Telex: 390 122512

Telephone: 31-4239; 31-4532

BUJUMBURA

United Nations Information Centre
Boite Postale 1490
Bjumbura, Republic of Burundi

Street Address: Avenue de la Poste et
Place Jungers

Services to: Burundi

Officer-in-Charge: Director
(Serves in dual capacity as
Res. Rep. of UNDP)

Cable Address: OMNIPRESS
BUJUMBURA, BURUNDI

Telex: 977 78

Telephone: 3018

**FIELD OPERATIONS SERVICE
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SUBJECT:

ADDRESSES (cont'd)**CAIRO**

United Nations Information Centre
Boite Postale 262
Cairo, Arab Republic of Egypt

Street Address: Sh. Osoris
Tagher Building
(Garden City)

Services to: Arab Republic of Egypt,
Saudi Arabia, Arab
Republic of Yemen

Officer-in-Charge: Acting Director

Cable Address: OMNIPRESS
CAIRO, A.R.E.

Telex: 927 2034

Telephone: 25153; 20959
30682 (Director)
25152 (Information Assistant)

COLOMBO

United Nations Information Centre
P.O. Box 1505
Colombo, Republic of Sri Lanka

Street Address: 204 Buller's Road
Colombo 7

Services to: Sri Lanka

Officer-in-Charge: Director
(Serves in dual capacity as Res.
Rep. of UNDP)

Cable Address: OMNIPRESS
COLOMBO
SRI LANKA

Telex: 954 1210

Telephone: 82281; 85287/8

COPENHAGEN

United Nations Information Centre
37 H.C. Anderson's Boulevard, DK 1553
Copenhagen V, Denmark

Services to: Denmark, Finland, Iceland,
Norway and Sweden

Officer-in-Charge: Director

Cable Address: OMNIPRESS
COPENHAGEN, DENMARK

Telex: 855 19821

Telephone: (01) 12 21 20

FIELD OPERATIONS SERVICE
OFFICE OF GENERAL SERVICES

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ADDRESSES (cont'd)

DAKAR

Centre D'Information des Nations Unies
Boite Postale 154
Dakar, Republic of Senegal
Street Address: 2 Avenue Roume
Services to: Gambia, Guinea-Bissau,
Ivory Coast, Mauritania
and Senegal

Officer-in-Charge: Director
Cable Address: OMNIPRESS
DAKAR, SENEGAL
Telex: 962 676
Telephone: 262-21; 502-04(UNDP)

DAR ES SALAAM

United Nations Information Centre
P.O. Box 9224
Dar Es Salaam, United Republic of
Tanzania
Street Address: Matasalamat Building
Services to: Malawi, Uganda and United
Republic of Tanzania

Officer-in-Charge: Director
(Serves in dual capacity as
Res. Rep. of UNDP)
Cable Address: OMNIPRESS
DAR ES SALAAM
TANZANIA
Telex: 975 41284
Telephone: 27518; 25374

GENEVA

Information Service
United Nations Office at Geneva
Palais des Nations
1211 Geneva 10
Switzerland
Services to: Bulgaria, Federal Republic
of Germany, Holy See,
Hungary, Poland, Portugal,
Spain and Switzerland

Officer-in-Charge: Director
Cable Address: OMNIPRESS
GENEVA
SWITZERLAND
Telex: 845 22212: UNATIONS GVEA
845 22344: UNATIONS GVEB
Telephone: 33-10-00; 33-20-00;
33-40-00; 34-60-11

ISLAMABAD

United Nations Information Centre
P.O. Box 1107
Islamabad, Pakistan
Street Address: Bungalow No. 24
Ramna - 6/3
88th Street
Services to: Pakistan

Officer-in-Charge: Director
Cable Address: OMNIPRESS
ISLAMABAD
PAKISTAN
Telex: 952 886
Telephone: 23465

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FIELD ADMINISTRATION HANDBOOK

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ADDRESSES (cont'd)

KABUL

United Nations Information Centre
P.O. Box 5
Kabul, Republic of Afghanistan

Officer-in-Charge: Director
(Serves in dual capacity as Res.
Rep. of UNDP)

Street Address: Shah Mahmoud Ghazi Watt
Services to: Afghanistan

Cable Address: UNDEVPRO
KABUL
AFGHANISTAN

Telephone: 24437

KATHMANDU

United Nations Information Centre
P.O. Box 107
Lainchaur, Lazimpat
Kathmandu, Kingdom of Nepal
Services to: Nepal

Officer-in-Charge: Director
(Serves in dual capacity as Res.
Rep. of UNDP)

Cable Address: UNDEVPRO
KATHMANDU, NEPAL

Telex: 947 206

Telephone: 11757; 11939; 11944; 14989

KHARTOUM

United Nations Information Centre
P.O. Box 1992
Khartoum, Democratic Republic of
the Sudan

Officer-in-Charge: Director

Cable Address: OMNIPRESS
KHARTOUM, SUDAN

Street Address: Plot No. 1(9)
Block 5D East
Nigumi Street

Telex: 970 214

Services to: Sudan and Somalia

Telephone: 77816; 73772 (Director)

KINSHASA

United Nations Information Centre
Boite Postale 7248
Kinshasa, Republic of Zaire
Street Address: Building Deuxième
Republique
Boulevard du 30 Juin

Officer-in-Charge: Director

Cable Address: OMNIPRESS
KINSHASA
REPUBLIC OF ZAIRE

Services to: Zaire

Telex: 968 267: UNDEVPRO KIN

Telephone: 30.503
30.400

FIELD OPERATIONS SERVICE
OFFICE OF GENERAL SERVICES

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ADDRESSES (cont'd)

LAGOS

United Nations Information Centre
P.O. Box 1068
Lagos, Nigeria

Street Address: 17 Kingsway Road
Ikoyi

Services to: Nigeria

Officer-in-Charge: Director

Cable Address: OMNIPRESS
LAGOS, NIGERIA

Telex: 961 21372

Telephone: 51838

LA PAZ

Centro de Informacion de las
Naciones Unidas
Apartado Postal 686
La Paz, Bolivia

Street Address: Edificio "Santa Isabel"
Avenida Arce No. 2525
Second Floor

Services to: Bolivia

Officer-in-Charge: Director
(Serves in dual capacity as
Res. Rep. of UNDP)

Cable Address: OMNIPRESS
LA PAZ, BOLIVIA

Telex: 356 0030

Telephone: 58598

LIMA

Centro de Informacion de las
Naciones Unidas
Avenida Arenales 815
Apartado Postal 4480
Lima, Peru

Street Address: Avenida Arenales 815

Services to: Peru

Officer-in-Charge: Director

Cable Address: OMNIPRESS
LIMA, PERU

Telex: 394 25375

Telephone: 326534
325985

LOME

United Nations Information Centre
Boite Postale 911
Lome, Togo

Street Address: Rue Albert Sarraut
Coin Avenue de Gaulle

Services to: Dahomey and Togo

Officer-in-Charge: Director
(Serves in dual capacity as
Res. Rep. of UNDP)

Cable Address: OMNIPRESS
LOME, TOGO

Telex: 986 5261

Telephone: 35-83; 23-06

**FIELD OPERATIONS SERVICE
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A D D R E S S E S (cont'd)

Officer Outposted in Brussels

United Nations Information and
and Liaison Office
c/o UNHCR
11A, Rue Van Eyck
1050 Bruxelles, Belgique
(Temporary Address)

Telephone: 649-01-51

PORT MORESBY

United Nations Information Centre
P.O. Box 472
Port Moresby, Papua New Guinea

Services to: Papua New Guinea
British Solomon Islands

Officer-in-Charge: Director

Cable Address: OMNIPRESS
PORT MORESBY
PAPUA NEW GUINEA

Telephone: 2164; 2165

Street Address: Granville House
3rd Floor
Cuthbertson Street
Port Moresby
Papua New Guinea

Telex: UNP POM 22197

**FIELD OPERATIONS SERVICE
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ADDRESSES (cont'd)LONDON

United Nations Information Centre
14/15 Stratford Place
London, W1N 9AF

Officer-in-Charge: Acting Director

Cable Address: OMNIPRESS
LONDON, ENGLAND

Services to: Ireland, Netherlands
and United Kingdom

Telex: 851 23737; 23737 UNICUR G
Telephone: 01-629-3816

LUSAKA

United Nations Information Centre
c/o UNDP
P.O. Box 1966
Lusaka, Republic of Zambia

Officer-in-Charge: Director

Cable Address: c/o UNDEVPRO
LUSAKA, ZAMBIA

Services to: Botswana, Namibia,
Swaziland and Zambia

Telex: 965 4273
Telephone: 82865 thru. 8

MANILA

United Nations Information Centre
P.O. Box 2149
Manila, Philippines

Officer-in-Charge: Director
(Serves in dual capacity as Res.
Rep. of UNDP)

Street Address: Metropolitan Bank
Building
(ground floor)
6813 Ayala Avenue
Makati, Rizal

Cable Address: OMNIPRESS
MANILA, PHILIPPINES

Telex: 722 2250/51: UNATIONS

Services to: The Philippines

Telephone: 86-40-11 through 86-40-25
(direct line); 86-33-66

MEXICO CITY

Centro de Informacion de las
Naciones Unidas
Presidente Mazaryk No. 29, 7th Floor
Mexico 5 D.F. (Colonia Polanco)

Officer-in-Charge: Director

Cable Address: MEXOMNIPRESS
MEXICO CITY, MEXICO

Services to: Cuba, Dominican Republic
and Mexico

Telex: 383 1771055

Telephone: 25-01-364

FIELD OPERATIONS SERVICE
OFFICE OF GENERAL SERVICES

FIELD ADMINISTRATION HANDBOOK

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ADDRESSES (cont'd)

MONROVIA

United Nations Information Centre
P.O. Box 274
Monrovia, Liberia

Officer-in-Charge: Director
(Serves in dual capacity as
Res. Rep. of UNDP)

Street Address: LBDI Building
Main Road Congstown

Cable Address: OMNIPRESS
MONROVIA
LIBERIA

Services to: Liberia

Telex: 4334

Telephone: 26032

MOSCOW

United Nations Information Centre
No. 4/16 Ulitsa, Lunacharskogo 1
Moscow, U.S.S.R.

Officer-in-Charge: Acting Director

Cable Address: MOSOMNIPRESS
MOSCOW, U.S.S.R.

Services to: Byelorussian SSR
Ukrainian SSR, USSR

Telephone: 241-28-94 (Secretariat)
241-94-91 (Director)
241-25-37 (Dep. Director)
241-57-16 (Info. Asst.)
241-28-51 (Admin. Asst.)

NAIROBI

United Nations Information Centre
P.O. Box 30218
Nairobi, Republic of Kenya

Officer-in-Charge: Director

Cable Address: UNDEVPRO
NAIROBI, KENYA

Street Address: Electricity House,
11th Floor
Harambee Avenue

Telex: 963 22265

Telephone: 32182 and 32183

Services to: Kenya

NEW DELHI

United Nations Information Centre
55 Lodi Estate
New Delhi - 110003, India

Officer-in-Charge: Director

Cable Address: OMNIPRESS
NEW DELHI, INDIA

Services to: India, Kingdom of Bhutan

Telex: 953 2611; 953 3331

Telephone: 690410
623439 (Director)

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SUBJECT:

ADDRESSES (cont'd)

PARIS

Centre d' Information des Nations Unies Officer-in-Charge: Director
1, Rue Miollis
75732 Paris Cedex 15, France

Cable Address: PAROMNIPRESS
PARIS, FRANCE

Services to: Belgium, France and
Luxembourg

Telex: 842 204147 UNOCENTRE PARIS

Telephone: 577 16-10 (Switchboard)
306 43-25 (Director)

Officer outposted in Brussels

United Nations Information and
Liaison Office
108 Rue d'Arlon
1040 Brussels, Belgium

Officer-in-Charge: Chief

Cable Address: BRUSOMNIPRESS
BRUSSELS
BELGIUM

Telephone: 513-85-88; 513-85-87
736-47-20 (Chief)

PORT MORESBY

United Nations Information Centre
P.O. Box 472
Port Moresby, Papua New Guinea

Officer-in-Charge: Director

Cable Address: OMNIPRESS
PORT MORESBY
PAPUA NEW GUINEA

Street Address: Granville House
3rd Floor
Cuthbertson Street

Telex: UNP POM 794 22197

Services to: Papua New Guinea and
British Solomon Islands

Telephone: 2164; 2165

PORT OF SPAIN

United Nations Information Centre
P.O. Box 130
Port of Spain, Republic of Trinidad
and Tobago

Officer-in-Charge: Officer-in-Charge
(Serves in dual capacity as Acting
Res. Rep. of UNDP)

Cable Address: OMNIPRESS
PORT OF SPAIN
TRINIDAD AND TOBAGO

Street Address: 15 Keate Street

Services to: Bahamas, Barbados, Grenada,
Guyana, Jamaica and
Trinidad and Tobago

Telex: 387 257

Telephone: 62-34813
62-37338

FIELD OPERATIONS SERVICE
OFFICE OF GENERAL SERVICES

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ADDRESSES (cont'd)PRAGUE

United Nations Information Centre
Panska 5
110 00 Prague, Czechoslovak Socialist
Republic

Services to: Czechoslovakia and German
Democratic Republic

Officer-in-Charge: Acting
Director

Cable Address: OMNIPRESS
PRAGUE
CZECHOSLOVAKIA

Telephone: 221431; 221432

RABAT

United Nations Information Centre
"Casier ONU"
Rabat, Kingdom of Morocco

Street Address: Angle Charia Moulay
Hassan et Zankat Assafi

Services to: Morocco

Officer-in-Charge: Director

Cable Address: OMNIPRESS
RABAT, MOROCCO

Telex: 933 31952 - UNDEVPRO

Telephone: 315.91
203.46
271.34
335.05
324.86

RANGOON

United Nations Information Centre
28A, Manawhari Road
Rangoon, Socialist Republic of the
Union of Burma

Services to: Burma

Officer-in-Charge: Acting
Director

(Serves in dual capacity
as Res. Rep. of UNDP)

Cable Address: OMNIPRESS
RANGOON, BURMA

Telex: 713 2023

Telephone: 31390; 15004

RIO DE JANEIRO

United Nations Information Centre
Rua Cruz Lima 19, Group 201
Flamengo
Rio de Janeiro, Brazil

Services to: Brazil

Officer-in-Charge: Director

Cable Address: OMNIPRESS
RIO DE JANEIRO
BRAZIL

Telex: 021 21345

Telephone: 2-45/3000
2-45/1424

**FIELD OPERATIONS SERVICE
OFFICE OF GENERAL SERVICES**

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FIELD ADMINISTRATION HANDBOOK

SUBJECT:

ADDRESSES (cont'd)

ROME

United Nations Information Centre
Palazzetto Venezia
Piazza San Marco 50
Rome, Italy

Officer-in-Charge: Acting Director

Cable Address: OMNIPRESS
ROME, ITALY

Services to: Italy and Malta

Telex: 843 61181

Telephone: 689.907; 678.0140

SAN SALVADOR

Centro de Informacion de las
Naciones Unidas
Apartado Postal 2157
San Salvador, El Salvador

Officer-in-Charge: Director

Cable Address: OMNIPRESS
SAN SALVADOR
EL SALVADOR

Street Address: 6a - 10a Calle Poniente
1833

Telex: 301 20148

Services to: Belize, Costa Rica,
El Salvador, Guatemala,
Honduras, Nicaragua and
Panama

Telephone: 22-4393
22-4536
23-7980

SANTIAGO

Information Service
United Nations Economic Commission
for Latin America
Edificio Naciones Unidas
Avenida Dag Hammarskjold
Santiago, Chile

Officer-in-Charge: Chief

Cable Address: UNATIONS (ECLA)
SANTIAGO, CHILE

Telex: (RCA) 332 295: UNATIONS SGO

Services to: Chile
(Also serves as Information
Service of ECLA)

Telephone: 48.50.61

SYDNEY

United Nations Information Centre
Post Office Box 4045
Sydney, N.S.W. 2001
Australia

Officer-in-Charge: Director
(Also serves as Res. Rep. of
UNICEF/UNHCR)

Cable Address: OMNIPRESS
SYDNEY, AUSTRALIA

Street Address: 77 King Street

Telex: 790 25777 UNSYD

Services to: Australia, Fiji and
New Zealand

Telephone: 29-2151

FIELD ADMINISTRATION HANDBOOK

SUBJECT:

ADDRESSES (cont'd)

TANANARIVE

United Nations Information Centre
Boite Postale 1348
Tananarive, Democratic Republic of
Madagascar

Street Address: 26, Rue de Liege

Services to: Madagascar

Officer-in-Charge: Director
(Serves in dual capacity as
Res. Rep. of UNDP)

Cable Address: UNDEVPRO
TANANARIVE
MADAGASCAR

Telex: 983 22345

Telephone: 219-07; 234-90

TEHERAN

United Nations Information Centre
P.O. Box 1555
Teheran, Iran

Street Address: Off Takhte Jamshid
12 Kh. Bandar Pahlavi

Services to: Iran

Officer-in-Charge: Director

Cable Address: TEHOMNIPRESS
TEHERAN, IRAN

Telex: 951 2397

Telephone: 649281 thru. 9
641799 (Director)

TOKYO

United Nations Information Centre
Shin Ohtemachi Building, Room 450
2-1 Ohtemachi 2-Chome
Chiyodaku
Tokyo, Japan

Services to: Japan

Officer-in-Charge: Director

Cable Address: TOKOMNIPRESS
TOKYO, JAPAN

Telex: 781 J28334; TKOPI

Telephone: 211-1026 thru. 9

TUNIS

United Nations Information Centre
Boite Postale 863
Tunis, Tunisia

Street Address: 61 Boulevard Bab Benat

Services to: Libyan Arab Republic and
Tunisia

Officer-in-Charge: Director
(Also serves as Res. Rep. of
UNDP)

Cable Address: OMNIPRESS
TUNIS, TUNISIA

Telex: 934 469 via TAP-Tunis
(French Press Cables)

Telephone: 260.203; 260.024

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OFFICE OF GENERAL SERVICES**

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ADDRESSES (cont'd)

VIENNA

Information Service	Officer-in-Charge: Director
United Nations Industrial Development Organization	Cable Address: UNIDO
P.O. Box 707	VIENNA
A-1011, Vienna, Austria	AUSTRIA
Street Address: Lerchenfelderstrasse 1	Telex: 847 75612
A-1070, Vienna	Telephone: 4350.0
Services to: Austria	
(Also serves as Information Service of UNIDO)	

WASHINGTON

United Nations Information Centre	Officer-in-Charge: Director
1028 Connecticut Ave., N.W.	Cable Address: OMNIPRESS
Suite 714	WASHINGTON, D.C.
Washington, D.C. 20006, U.S.A.	(USA)
	(Cable address for use outside the U.S. only)
	Telex: 89506 UN INFOCEN WSH
	Telephone: (202) 296-5370

YAOUNDE

United Nations Information Centre	Officer-in-Charge: Director
Boite Postale 836	(Serves in dual capacity as Res. Rep. of UNDP)
Yaounde, United Republic of Cameroon	Cable Address: OMNIPRESS
Services to: Cameroon, Central African Republic and Gabon	YAOUNDE, CAMEROON
	Telex: 978 8304
	Telephone: 22-50-43

**FIELD OPERATIONS SERVICE
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SUBJECT: DURATION OF SERVICE IN A MISSION OFFICE
OR IN AN INFORMATION CENTRE

1. Selection of staff for assignment to a mission - other than Field Service personnel - is effected by the Office of Personnel Services in co-operation with Field Operations Service.

2. The Office of Personnel Services maintains a roster of secretaries, typists and clerks who wish to be considered for mission service. Staff members interested in mission assignments may apply to the Office of Personnel Services by filling out the form on the reverse side of the information circular entitled "Mission Service Rosters - Secretaries, Typists and Clerks", which is issued annually in the series ST/ADM/SER.A.

3. To qualify for a mission assignment, applicants are normally required to be at least 23 years old and to hold a permanent appointment. Staff members will be cleared by the Medical Service prior to such assignment.

4. Application for service with a mission carries no expectancy of such service; nor will it in any way preclude assignment to mission duty for staff who have not specifically applied for such service.

5. Subject to the exigencies of the service and to the anticipated duration of the mission, the general guidelines followed by the Office of Personnel Services in deciding upon a minimum period of service in the field are:

(a) For missions where accompanying dependents are permitted:

two years if dependents accompany or join the staff member at the expense of the Organization or if the staff member has no eligible dependents; one year if existing eligible dependents do not accompany or join the staff member at the expense of the Organization.

(b) For missions where accompanying dependents are not permitted:

one year if the staff member has no eligible dependents; nine months if he has dependents who otherwise would be eligible to accompany him.

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While these periods will have general applicability, adjustments can be made to meet unusual circumstances involved in the nature of a specific mission. Similarly, the Office of Personnel Services may adjust the period in any individual case in order to meet requirements of the particular situation. In the event of a change in conditions on a mission affecting the possibility of dependents being present, the Office of Personnel Services may arrange for appropriate adjustments in the minimum service periods of the staff members concerned.

Transfers between Missions

6. A staff member may be reassigned from one mission to another mission during his mission service. In such cases, the time spent at both missions shall count towards the total minimum service requirement. The Office of Personnel Services shall adjust service requirements as necessary to meet circumstances where accompanying dependents are involved.

Information Centres

7. In the case of Information Centres, normally, only staff in the professional category and above are assigned to the Centre from Headquarters or from other offices away from Headquarters. In such cases, the duration of the assignment is determined at the time it begins in the light of the actual needs and circumstances. In general, the duration is not less than one and not more than four years. Selection and movement of staff is effected by the Office of Personnel Services in consultation with the External Relations Division, OPI, and Field Operations Service.

8. General Service staff are not normally assigned for a tour of duty with Information Centres. Where this is necessary in the interests of the Organization the detailed conditions of service related to the assignment are determined in each case in consultation between the Offices of Financial and Personnel Services, and Field Operations Service and OPI.

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STANDARDS OF CONDUCT

1. The standards of conduct of staff assigned to Missions or Information Centres are the same as those applicable to staff generally. They are laid down in Article I of the Staff Regulations, and in the "Report on Standards of Conduct in the International Civil Service" (document COORD/CIVIL SERVICE/5), prepared by the International Civil Service Advisory Board (ICSAB). Chapter VI, paragraphs 44 through 49 of the ICSAB Report, dealing with conduct of staff members serving away from Headquarters, is particularly important for staff assigned to missions and information centres.

2. Staff members may be held responsible for the conduct of any dependents who have accompanied or joined them in the area of the field office.

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PRIVILEGES AND IMMUNITIES

1. On 13 February 1946 the General Assembly approved the Convention on the Privileges and Immunities of the United Nations. The text of the Convention is included as No. 4 in Volume 1 of the United Nations Treaty Series.

2. Staff members may enjoy additional privileges and immunities in the field to the extent that such are granted by the local government, by agreement with the United Nations. Whenever staff assigned to field offices enjoy the privileges and immunities under the Convention the following directives should be observed:

- (a) The Principal Secretary and the Administrative Officer or the Head of the Office shall see that the import of articles exempt from the payment of customs duties is handled at all times with restraint and that this privilege is exercised only to meet the established requirements of the staff. All requests for import of excessive quantities of articles by one or more staff members and for unusual items should be referred to Headquarters for prior approval.
- (b) Except as allowable under laws of the state into which articles have been imported, recipients shall under no circumstances sell, barter, exchange or give away articles received under exemption from customs duties. In cases of doubt, a reference must be made to the Field Operations Service for advice. However, with the approval of the Head of the Office, a recipient may, by way of exception, make an outright gift of a limited quantity of articles received free from customs duties in case such gift is used in reciprocation of social obligations incurred, which cannot be reciprocated properly otherwise.

3. In general, where exemption from customs duties is granted by the government, the privilege shall be extended only to staff members detailed to or internationally recruited for the mission, and to military observers, and not to local staff.

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PROTOCOL (FLAGS, EMBLEM)

1. The United Nations Flag Code and Regulations, as amended by the Secretary-General on 11 November 1952, was republished in January 1968 as ST/SGB/132. (The Flag Code is made available to all field offices on request).

To further clarify some of the regulation under the flag code:

- (a) The United Nations flag should in principle be flown at half-mast
 - (i) Upon the death of a Head of State or Head of Government of a Member State. In such cases it should be noted that the flag is flown at half-mast at United Nations Headquarters, at the United Nations Office at Geneva and only at United Nations offices located in that Member State which has lost its Head of State or Head of Government.
 - (ii) On the death of ex-Presidents of the General Assembly and ex-Secretaries-General of the United Nations.
 - (iii) On the death of recognized world leaders having significant connexion with the United Nations as determined in each case by the Secretary-General.
- (b) The United Nations flag in principle should be displayed on vehicles only when the vehicle is being used by the Secretary-General of the United Nations, his personal representative on an official visit or by the head of one of the Specialized Agencies. There may be certain other occasions when the use of the United Nations flag is appropriate. They would include attendance at United Nations day ceremonies or similar ceremonies in connexion with official anniversaries or "days" (i.e. World Health Day) established by the Specialized Agencies. Further, the flag may be displayed when the Principal Secretary or Head of the Office is representing the United Nations at a state occasion at the request of Headquarters or when paying an official call on a senior government official.

In emergency situations, the Secretary-General may announce special arrangements which may include inter alia instructions regarding the use of the United Nations flag by **staff members for identification** purposes. In such special circumstances, the necessary authorization for the use of the United Nations flag and related instructions will be issued by Field Operations Service or through the Head of the United Nations office in the area.

Indiscriminate display of the United Nations flag on vehicles is inconsistent with the spirit, if not the letter of the United Nations flag code, and as a practical matter tends to detract from rather than add to the stature of the United Nations in the area.

(For requisitioning of flags, see the chapter on flags in part D of the Handbook.)

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PROTOCOL (FLAGS, EMBLEM) (cont'd)

2. With regard to the name and emblem of the United Nations, General Assembly Resolution 92 (I) invites Member States to adopt legislation to protect the indiscriminate use of the name and emblem of our Organization. A number of Member States have indeed enacted legislation to implement this General Assembly Resolution.

In practice that has developed over the years the following criteria have been observed:

- (a) Any display of the UN emblem, flag or name must be in such a manner as not to mislead the public to believe that such presentation signifies either official origin of the presentation or official approval of such presentation if such is not the case;
- (b) to eliminate presentation of UN symbols or name if objectionable on aesthetic grounds.

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ARRANGEMENTS FOR THE PROTECTION OF PERSONNEL AND PROPERTY
OF THE FAMILY OF ORGANIZATIONS OF THE UNITED NATIONS

Introduction

1. These arrangements have been agreed by the organizations of the United Nations family to assure the security and protection of their personnel and property in emergency situations arising from political and other crises, including natural disasters.

Co-ordination

2. The executive head of each organization covered by these arrangements will appoint a co-ordinator at its headquarters to ensure the necessary liaison.^{1/} It will be the responsibility of the Secretary-General of the United Nations, either directly or through UNDP, to keep the co-ordinators informed of decisions of the Secretary-General with regard to the security and protection of the organizations' personnel and property in countries where they have such personnel or property.

Designated Official

3. The Secretary-General, in consultation with the executive heads of the other organizations, will designate one senior official to undertake special responsibilities for the security and protection of the organizations' personnel and property in each country to which such personnel are assigned. The Designated Officials are at present:

Chile.	Executive Secretary, ECLA
Cyprus	Special Representative of the Secretary-General, UNFICYP
Egypt	Force Commander, UNEF
Ethiopia	Executive Secretary, ECA
Israel	Chief of Staff, UNTSO
Kenya	Executive Director, UNEP
Lebanon	Executive Secretary, ECWA
Syria	Force Commander, UNDOF
Thailand	Executive Secretary, ESCAP
All other countries and territories	Resident/Regional Representative, UNDP

^{1/} The Secretary-General of the United Nations has designated the Assistant Secretary-General for General Services as his co-ordinator at headquarters.

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The Chief of Staff, UNTSO, has been given overall responsibility for planning the security and protection of personnel and property of the UN organizations in the Middle East. The Chief Military Observer, UNMOGIP, who is the designated official for UNMOGIP staff, will co-ordinate their security arrangements with the UNDP Resident Representative.

4. Organizations will co-operate fully with the designated officials with regard to all matters concerning the security and protection of personnel and property and will ensure that the directions of the designated officials are followed by their personnel in times of emergency.

Responsibility for Security

5. The primary responsibility for the security and protection of personnel, their families and property and of the organizations' property against disturbances in the host country rests with the host government. This responsibility flows from every Government's normal and inherent function of maintaining order and protecting persons and property within its jurisdiction. In the case of the international organizations and their officials and property, the Government is considered to have a special responsibility under the Charter of the United Nations or the Government's agreements with individual organizations.

6. Thus, under Article 105 of its Charter, the United Nations is entitled to enjoy such privileges and immunities as are necessary for the fulfilment of its purposes. The other organizations in the United Nations family and their staff enjoy similar privileges and immunities under their respective constitutional instruments. Officials of the organizations are entitled under the same provisions to enjoy such privileges and immunities as are necessary for the independent exercise of their functions. Further, within the territory of any country which has acceded to the Conventions on the Privileges and Immunities of the United Nations and of the Specialized Agencies, officials of the organizations "shall be given, together with their spouse and relatives dependent on them, the same repatriation facilities in time of international crisis as diplomatic envoys". The Conventions further stipulate that the premises of the organizations are "inviolable" and that their property, wherever located and by whomsoever held, is immune from "... any form of interference ..."

It is, however, recognized that in the event of an abrupt change of the host Government, and particularly in cases where civil disorder may ensue, the security factor will be uncertain. In such instances, the Designated Officials will endeavour to co-ordinate actions with the International Red Cross and, to the extent feasible and desirable, with diplomatic missions of foreign countries, keeping the Secretary-General apprised of the situation.

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7. The organizations will facilitate the tasks of the host governments in the discharge of their obligations by making appropriate supporting arrangements.

8. The Secretary-General, acting on behalf of all organizations, will determine in each case the nature and extent of supporting arrangements required, based on his analysis of any given situation.

9. The protection that will be afforded by the host government in no way impairs the responsibilities of personnel to the organizations they serve and in particular the requirement that they shall not seek nor receive instructions from any government or authority external to the organization which they serve. If they are given instructions by authorities of the host country relative to security or protection which differ from those of the designated official, he should be informed immediately. Within these limitations, the organizations' personnel should co-operate with the host government and the organizations in their efforts to assure the security and protection of themselves, their dependants and their property.

10. If facilities are offered by a government other than the host government, the designated official should be consulted before the facilities are accepted.

Maintenance of Operations

11. The operations of the organizations will continue to be carried out insofar as this is appropriate in the light of the security measures taken by the host government and the supporting arrangements decided by the Secretary-General. Particularly in the case of natural disasters, it may be essential to continue these operations. If the effectiveness of any such operation is impaired because of public disturbances, the designated official should be informed.

Personnel of the Organizations

12. For the purposes of these arrangements, the personnel of the organizations of the United Nations family are:

- (a) all persons in the employ of the organizations except those who are locally recruited and paid by the hour;

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- (b) experts on missions for the United Nations; and
- (c) the spouses and dependants of the persons referred to in (a) and (b).

The provisions of security plans concerning evacuation to a safe haven at the organizations' expense, and the provisions of paras. 15 (c) and 27 below concerning compensation, do not apply to staff or dependants whom the organizations have no obligation to repatriate. These provisions may be applied to such persons only in the most exceptional cases in which their security is endangered, or their property is lost or damaged, as a direct consequence of their employment by the organizations.

Assistance to other persons

13. The organizations may lend assistance, when possible, for the protection of persons in the area falling within one of the categories listed below. Any travel or financial assistance given to such persons will be on a reimbursable basis, except when organizations are obligated to provide travel.

- (a) Persons attending organizations' meetings on official invitation;
- (b) Non-nationals of the host country working in co-operation with the organizations under such arrangements as service with non-governmental or other voluntary organizations, with sub-contracted projects, or with certain bilateral technical assistance groups with which organizations have entered into special agreements or arrangements;
- (c) Locally-recruited non-nationals of the host country whom the organizations have no obligation to repatriate;
- (d) Dependants of persons referred to in (a), (b) and (c) above;
- (e) Relatives and dependants of UN personnel as defined in para. 12, who are not covered by the provisions thereof;
- (f) Non-nationals of the host country who are domestic servants of UN personnel as defined in para. 12, or who are visiting such personnel privately;
- (g) Non-nationals of the host country in receipt of a fellowship from an organization.

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Functions of Designated Officials

14. The designated official, acting in consultation with the representative or senior official of each other organization in the country, will maintain liaison with the Government of the host country on matters concerning the security and protection of the organizations' personnel and property and will be responsible to the Secretary-General:

- (a) for the observance of these arrangements and of the security plan for his area;
- (b) for keeping the Secretary-General informed of developments in the country which may have a bearing on the security and protection of the organizations' personnel and property;
- (c) for the implementation of any arrangements decided by the Secretary-General in support of the host government's measures for the security and protection of the organizations' personnel and property;
- (d) for keeping the local representative or senior official of each organization informed of all security measures being taken in the country; and
- (e) for taking action short of evacuation to a safe haven area in an emergency when he has been unable to communicate with the Secretary-General, except that when it is anticipated that complete breakdown of communications is imminent in the emergency area, the Designated Official is authorized to use his best judgement in carrying out the evacuation to a safe haven area and report to the Secretary-General immediately thereafter.

Routine Precautionary Measures

15. The designated official in each country should, as a matter of routine, take the following precautionary measures:

- (a) Establish a security plan in consultation with the representative or senior official of each organization in the country and submit it to the Secretary-General for approval. A model plan comprises the following five phases:

- | | | |
|-----------|---|-------------------------------|
| Phase I | - | Precautionary |
| Phase II | - | Remain at home |
| Phase III | - | Concentration |
| Phase IV | - | Regrouping within the country |
| Phase V | - | Evacuation |

It is recognized that the nature of an emergency may be such that an orderly progression from one phase to the next may not eventuate. The security plan should therefore be considered a flexible one. The plan also envisages appointment by the designated official of wardens/local leaders. (A sample plan will be sent to designated officials);

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- (b) maintain, in the format of Annex A, information on all organizations' personnel, including members of their families, known to be in the country. The representative or senior official of each organization in the country will keep the designated official currently informed with regard to the personnel of his organization and their family members. Every six months, or more often if the circumstances warrant, the designated official will send to the co-ordinator appointed by the Secretary-General at UN Headquarters, in the format of Annex B, a list of the organizations' personnel, indicating details of their family members separately, of each organization in the country. Where the UNDP Resident Representative is the designated official, he will send these lists to UNDP Headquarters;
- (c) obtain lists, in the form of Annex C, of the automobiles, household goods and personal effects of all the organizations' personnel in the area and forward them to the Headquarters of the organization concerned to facilitate the evaluation of claims for compensation if these should arise.* The list should be established as early as possible, revised six months later and annually thereafter or more often if necessary to reflect an accurate up-to-date inventory;
- (d) ensure that the passports, Laissez-Passer, family certificates, health certificates and return transportation tickets, if issued, of all the organizations' personnel, are at all times valid and in good order;
- (e) ensure the availability of confidential means of communication with the Secretary-General at all times.

The provisions of (b), (c) and (d) do not apply to locally-recruited staff members who are nationals of the host country, or to locally-recruited non-nationals of the host country whom the organizations have no obligation to repatriate.

Special Preparatory Measures in Emergencies

16. While an emergency situation may arise without warning, particularly in case of natural disasters, the situation in a country may warrant special preparatory measures being taken.

* WHO does not require such lists for its personnel

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The designated official should, at the earliest moment, inform the Secretary-General that such a possibility may arise, and recommend any ad hoc precautionary measures which may have to be taken immediately to ensure the protection of the organizations' personnel and property. In preparing his report, which should be concise and indicate the position of the host government when appropriate, the designated official should obtain the advice of the representative or senior official of each organization working in the country. In formulating his recommendations, he must balance carefully the need for protection of the organizations' personnel and property against the need to display confidence in the measures taken by the government, and also to continue the operations which the organizations are in the country to undertake.

17. If, on receipt of the report, the Secretary-General considers that the situation so warrants, he may authorize special preparatory measures in support of any measures which the host government may take. This may include granting authority to the designated official:

- (a) to make travel or salary advances available to personnel of the organizations for travel and other emergency expenses incurred in reaching a safe haven. Such advances, in the form of cash or travellers' cheques, should not normally exceed \$100 for staff without dependants in the area, and \$200 for staff with dependants in the area. Such personnel should however be encouraged to have on hand, as a matter of course, sufficient travellers' cheques to cover themselves and their families in case of emergencies;
- (b) to arrange for the safekeeping of automobiles, household goods and personal effects which would be left behind in the event of evacuation of the organizations' personnel;
- (c) to arrange for voluntary departure of family members of the organizations' staff, either as advance travel against an existing entitlement (e.g., separation from service, home leave, education grant) or on a reimbursable basis. If, subsequent to such voluntary departure, the Secretary-General decides upon the evacuation of the personnel of the organizations, the provisions concerning evacuation travel will apply;
- (d) to prepare for possible evacuation.

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18. Where the voluntary departure of family members has been arranged under paragraph 17 (c) above, the Secretary-General may, if he is satisfied upon the advice of the designated official that this is necessary, authorize a staff member to accompany the members of his family, or visit them shortly after their departure, and return to the duty station at the expense of the employing Organization. Only one such journey may be authorized.

19. The Secretary-General may decide, in consultation (if time permits) with the executive heads of the other organizations, that

- (a) no family member should travel to the country concerned;
- (b) no household goods including automobile be transported to the country; and
- (c) no further personnel of the organizations be sent to the country.

Protection of Organizations' Property

20. The designated official should make appropriate arrangements for the protection of the organizations' property which may include:

- (a) evacuating the property;
- (b) storing it in safety;
- (c) entrusting it temporarily to a government department against a proper receipt or to the senior remaining official of the organizations or, as a last resort, to a senior local staff member who will be given responsibility for the safekeeping of documents, files and other official material.

Evacuation

21. When evacuation is decided by the Secretary-General, the designated official will be responsible for ensuring the departure of the organizations' personnel and for determining any necessary priority for their departure. It is in the interest of such personnel to comply with the measures decided by the Secretary-General and the instructions of the designated official. If personnel refuse to comply with instructions of the designated official, particularly with the order to be evacuated, they should be informed by the designated official, in writing where possible, that they do so at their own risk and that it may not be possible to include them in subsequent evacuation arrangements made. They should be clearly informed that the organizations would thereby be relieved of further responsibility for their protection.

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22. When the Secretary-General determines that the situation warrants, he will advise the organizations concerned with regard to the return of personnel and their dependants to the country.

Safe Haven Area

23. The evacuation will in the first instance normally be to a safe haven area designated by the Secretary-General after taking into account all available information and the recommendations of the designated officials in the countries concerned. However, where direct travel to the home country is appropriate, taking into account costs and distances involved, it may be authorized as an alternative to travel to a safe haven area /See footnote 2/ below. The designated official in the safe haven area will be alerted at the earliest possible moment to a possible evacuation to permit local arrangements to be made for the reception and accommodation of the evacuees.

24. Following the evacuation to a safe haven area, a decision must be taken within 30 days with respect to the personnel evacuated:

- (a) for their return to the duty station. In the case of dependants when a staff member returns to the duty station, for their return to the duty station or for their removal^{3/} to an area within convenient distance of the duty station^{3/} (subject to periodic reviews) or to the home country in accordance with (c) below;
- (b) for their temporary or definitive re-assignment;
- (c) for their return to the home country. In the case of personnel evacuated to their home country, the dependants will not return to the duty station unless the staff member is expected to remain in the duty station for at least three months after their arrival and the Secretary-General, after appropriate consultation, has authorized the return of dependants and the employing organization has provided the relevant travel authorization.

Every effort should be made to remove personnel from the safe haven area within 30 days.

2/ If the cost of travel to the home country from the duty station is lower than that to the safe haven, direct travel to the home country should be authorized.

3/ An "area within convenient distance of the duty station" will be designated within the purview of paragraph 24 (a), if necessary. This is an area, region or country other than the home country, situated closely to the duty station.

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25. The designated official in the safe haven area will be responsible for the evacuated personnel in his area; he will be responsible for their reception, for assisting them to find accommodation and for the payment of any subsistence allowance payable to them. The designated official will also lend all possible assistance to persons mentioned in paragraph 13 on a reimbursable basis. All payments made at the safe haven area should be reported in detail to identify amount and type of payment, name of recipient, parent organization and period covered.

26. Personnel of the organizations (as defined in paragraph 12) who have been evacuated on the instructions of the Secretary-General will be paid a daily or monthly allowance. These allowances will be payable in respect of any one dependant for a maximum total period of six months, or until the date on which return travel is authorized, whichever period is shorter.

- (a) The daily allowance will be paid while the ^{4/} personnel are in a temporary evacuation area or in a safe haven area, at the daily subsistence allowance rate appropriate for the locality concerned. The daily allowance will be paid at the full rate for the staff member and at half the rate for each accompanying dependant. If dependants are evacuated unaccompanied by the staff member, the full standard rate will be paid for a spouse or first dependant and half the rate for each additional dependant, until they are joined by the staff member. After 60 days, the "after 60 days rate" of subsistence allowance will be paid.

^{4/} A "temporary evacuation area": Before proceeding to the safe haven area or to the home country, if it is necessary to assemble dependants and/or staff members at one point to prepare for onward transportation to the safe haven area or the home country, that point may be considered as the temporary evacuation area.

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- (b) The monthly allowance will be paid for periods during which dependants are alone in the home country or in an area within convenient distance of the duty station within the purview of paragraph 24(a). The monthly allowance will be based on the standard daily subsistence rate applicable during the first 60 days to the place to which the dependants have been evacuated (including the home country). The monthly rates will be established by the Office of Financial Services of the United Nations after inter-organization consultations.^{5/} The appropriate allowance will be payable as from the date on which travel involved is completed. In the case of dependants normally residing in the area of the duty station who are in the home country at the time the evacuation is ordered, the monthly allowance will be payable from the date on which return travel was scheduled but is not authorized because of the evacuation order. No monthly allowance will be payable when the dependants are joined by the staff member in the home country.

Compensation for loss of, or damage to, personal effects

27. Within the purview of these arrangements, the limit of compensation for loss of, or damage to, personal effects, including household goods, which is attributable to service in connexion with an emergency situation or a disaster is \$7,500 in the case of an official alone and \$12,500 if the official is accompanied by dependants whom the organization has an obligation to repatriate. In addition, compensation will be provided for one automobile up to a limit of \$2,500 including all accessories (Ref.: ST/AI/149/Rev.1).

^{5/} Currently established monthly rates are as follows:

For the first dependant	25 per cent of 30 days' daily subsistence allowance for locality concerned;
For each further dependant (not exceeding two)	one-half of the rate for the first dependant.

The maximum allowance thus becomes 50 per cent of thirty times the daily rate for the locality concerned.

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A N N E X A 1

Agency: _____

Family Name	First Name	Date of Birth	Nationality	UN Identity Card No.
...

[illegible]

4. TELEPHONE NUMBER: (direct line/switchboard)

5. HOME COUNTRY ADDRESS:

6. NEXT OF KIN IN HOME COUNTRY:.....
Name, Address:

7. <u>CHILDREN</u>	UN Id.	Date of	Name and Address	Days and
(a) Child's Name	Card No.	Birth	of School	Hours of
			attended	attendance

(i)
(ii)
(iii)
(iv)
(v)
(vi)
(vii)

(b) Type of School Transport:

(c) Time of Pick-up: Time of Return

1/ It is the staff member's responsibility to advise the designated official of any changes in the information given.

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ANNEX A (CONTINUED)

8. OTHER DEPENDANTS/VISITORS/SERVANTS residing with staff member

Name	Age	Relationship	National- ity	Duration of Visit	Passport No.
------	-----	--------------	------------------	----------------------	-----------------

.....
.....
.....

9. DISABLED/INVALID PERSON(S) who may require special attention
(e.g. pregnancy, diabetes, aged etc.) residing with staff
member (Confidential Note may be given to CMO/Medical Assistant):

.....
.....
(advise your HQ of changes as they occur)

10. NAME AND QUALIFICATIONS OF MEDICALLY TRAINED MEMBERS OF FAMILY:

.....
.....

11. PRIVATELY OWNED VEHICLE

Make	Seating Capacity	Registra- tion No.	Condition	Location of Vehicle	Does spouse (or dependant) drive?
------	---------------------	-----------------------	-----------	------------------------	---

12. FAMILY PASSPORTS

Name	Relation- ship No.	Place of Issue	Date of Issue	Date of Expir.	Valid Visae for
------	-----------------------	-------------------	------------------	-------------------	--------------------

(a)
(b)
(c)
(d)

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ANNEX A (CONTINUED)

15. FAMILY HEALTH CERTIFICATES

Name	Relation- ship	Smallpox	Typhoid	Cholera	Yellow Fever	Others
------	-------------------	----------	---------	---------	-----------------	--------

- (a)
- (b)
- (c)
- (d)
- (e)
- (f)
- (g)
- (h)

16. INVENTORY OF FURNITURE etc. submitted to Agency HQ on:....
to be submitted

17. OTHER RELEVANT INFORMATION: _____
.....
.....

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A N N E X BLIST OF UNITED NATIONS PERSONNEL AND MEMBERS OF
THEIR FAMILIES IN

<u>Name</u>	<u>Nationality</u>	<u>Parent Organiza- tion</u>	<u>Names of Accompanying Dependants</u>	<u>Ages of Children</u>	<u>Duty Station</u>
-------------	--------------------	--------------------------------------	---	-----------------------------	-------------------------

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A N N E X C

I N V E N T O R Y ^{1/}
OF FURNITURE, HOUSEHOLD EFFECTS, AUTOMOBILES AND VALUABLES

Note: Please complete this form in the following order:

I. FURNITURE AND HOUSEHOLD EFFECTS IN:

- | | | |
|------------------|------------------|----------------|
| A. Living Room | F. Bedroom No. 3 | I. Laundry |
| B. Dining Room | F. Bedroom No. 4 | J. Balcony |
| C. Bedroom No. 1 | G. Office | K. Other Rooms |
| D. Bedroom No. 2 | H. Kitchen | L. Garage |

II. AUTOMOBILE(S)

III. VALUABLES

IV. CLOTHING

[illegible]

1/ It is the staff member's responsibility to advise the designated official of any changes in the information given.

2/ State only in currency acquired.

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Item	Description	Place of Purchase	Date of Purchase	Purchase Cost*		Estimated replacement cost
				Local Currency	US \$	

* State only in currency acquired.

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**PART B
APPLICATION OF STAFF RULES**

**FIELD OPERATIONS SERVICE
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PAGE: B-1

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FIELD ADMINISTRATION HANDBOOK

SUBJECT:

HOURS OF WORK
(Staff Rule 101.2)

AND

OFFICIAL HOLIDAYS
(Staff Rule 101.3)

1. The hours of work and official holidays for each field office shall be established with due regard to the local conditions and practice provided that the schedule so established is consonant with the efficient functioning of the office. In keeping with the practice at Headquarters, the official holidays shall be set at eight days per year (and should normally include the national holiday of the country in which the office is located), provided that staff members who wish to avail themselves of days in excess of the eight may do so as a charge against their annual leave.

2. The official holidays established for the office and the hours of work shall be co-ordinated with the practices of other UN offices of UNDP and of the specialized agencies in the area and shall be reported to Headquarters.

3. In addition to the eight official holidays, staff members who are nationals of any country which observes a national day other than that of the country in which the office is located, may be excused from work on that day only (see below). No time "in lieu of" may be taken since this would be contrary to the letter and spirit of the rule.

4. In offices where the normal working hours are extended over a 5 1/2 or 6-day week, absences of less than a consecutive work-week should be charged at the rate of one day for each day of annual or sick leave. However, when an absence extends over a full work-week i.e. 5 1/2 or 6 days) only 5 days of leave should be charged. For some field offices the work consists of 5 1/2 days - staff working on Saturdays for four hours. Where this is the case a staff member who is absent on a Saturday (or, for that matter, on any other day on which he is normally required to work for half a day), and the leave is not taken as part of an absence extending over a full work week, his absence on that day should be charged to only 1/2 day of leave.

5. To assist in the audit of attendance records returned to Headquarters at the end of each leave year, each office should record in the "remarks" column of the individual attendance record the normal hours of work applicable to the staff member concerned, and also list the official holidays.

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HOURS OF WORK
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AND

OFFICIAL HOLIDAYS
(Staff Rule 101.3)

(CONT'D)

6. The list of national days is: 1 January: Cuba, Haiti, Sudan; 4 January: Burma; 11 January: Chad; 26 January: Australia, India; 6 February: New Zealand; 23 February: Guyana; 25 February: Kuwait; 27 February: Dominican Republic; 3 March: Morocco; 6 March: Ghana; 12 March: Mauritius; 17 March: Ireland; 23 March: Pakistan; 25 March: Greece; 4 April: Hungary, Senegal; 16 April: Denmark; 17 April: Syrian Arab Republic; 19 April: Sierra Leone; 25 April: Israel; 26 April: United Republic of Tanzania; 27 April: Togo; 29 April: Japan; 30 April: Netherlands, Sweden; 9 May: Czechoslovakia; 11 May: Laos; 14 May: Paraguay; 17 May: Norway; 20 May: Cameroon; 22 May: Sri Lanka; 25 May: Argentina, Jordan; 31 May: South Africa; 1 June: Tunisia; 2 June: Italy; 10 June: Portugal; 11 June (1974): United Kingdom; 12 June: Philippines; 17 June: Iceland; 23 June: Luxembourg; 26 June: Madagascar; 30 June: Zaire; 1 July: Burundi, Canada, Rwanda; 4 July: USA; 5 July: Venezuela; 6 July: Malawi; 10 July: Bahamas; 11 July: Mongolia; 14 July: France, Iraq; 17 July: Afghanistan; 18 July: Spain; 20 July: Colombia; 21 July: Belgium; 22 July: Poland; 23 July: Ethiopia; 26 July: Liberia, Maldive Islands; 28 July: Peru; 1 August: Dahomey; 5 August (1974): Jamaica; 6 August: Bolivia; 7 August: Ivory Coast; 9 August: Singapore; 10 August: Ecuador; 15 August: Congo; 17 August: Gabon, Indonesia; 23 August: Romania; 25 August: Uruguay; 31 August: Malaysia, Trinidad and Tobago; 1 September: Libyan Arab Republic; 3 September: Qatar; 6 September: Swaziland; 7 September: Brazil; 8 September: Malta; 9 September: Bulgaria; 15 September: Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua; 16 September: Mexico; 18 September: Chile; 22 September: Mali; 23 September: Saudi Arabia; 26 September: Yemen; 30 September: Botswana; 1 October: China, Cyprus, Nigeria; 2 October: Guinea; 4 October: Lesotho; 6 October: Egypt; 7 October: German Democratic Republic; 9 October: Khmer Republic, Uganda; 10 October: Fiji; 12 October: Equatorial Guinea; 14 October: Democratic Yemen; 21 October: Somalia; 24 October: Zambia; 26 October: Austria, Iran; 29 October: Turkey; 1 November: Algeria; 3 November: Panama; 7 November: Byelorussian SSR, Ukrainian SSR, USSR; 18 November: Oman; 22 November: Lebanon; 28 November: Mauritania; 29 November: Albania, Yugoslavia; 30 November: Barbados; 1 December: Central African Republic; 2 December: United Arab Emirates; 5 December: Thailand; 6 December: Finland; 7 December: Ivory Coast; 11 December: Upper Volta; 12 December: Kenya; 16 December: Bahrain; 17 December: Bhutan; 18 December: Niger; 28 December: Nepal; (For Federal Republic of Germany, call local embassy).

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SUBJECT:

HOURS OF WORK
(Staff Rule 101.2)

AND

OFFICIAL HOLLIDAYS
(Staff Rule 101.3)

(CONT'D)

7. If the United Nations field office is officially informed by the local diplomatic or consular representative of any change in the date to be observed as the National Day of their country, staff members of that nationality shall be informed by the Mission Administrative Officer that they may be exempted from work on the altered date.

FIELD ADMINISTRATION HANDBOOK

SUBJECT:

CHANGE OF OFFICIAL DUTY STATION AND INTERAGENCY LOANS
(Staff Rules 101.4 and 101.5)

1. In describing and recording movements of staff, the terms "transfer", "assignment", "detail", "loan", and "secondment" are sometimes interchangeably and perhaps loosely used in official administrative correspondence and even in Personnel Action (P-5) and Personnel Payroll Clearance Action (P-35). A brief definition of the five above-mentioned terms is set forth below for the information and guidance of all administrative staff.

(a) Transfer is the movement of a staff member from one office or department of the UN Secretariat to another for an indefinite period of time. A transferred staff member does not retain any administrative line with the releasing office or department, which has no obligation to reabsorb him or her at a later date. The term "transfer" is also used to describe the movement of a staff member from one organization of the common system (i.e. specialized agency) to another for an indefinite period of time. A complete definition of the inter-agency transfer and its implications may be found in the "Inter-Organization Agreement" concerning transfer, secondment or loan of staff.

(b) Assignment is the movement of a staff member from one office or department of the UN Secretariat to another or from a regular post (100 series) to a project personnel post (200 series) for a limited period of time. During the period of the assignment the releasing office or department remains responsible for reabsorbing the staff member. Assignment therefore implies the blocking or earmarking of a post in the releasing office or department.

(c) Secondment is the movement of a staff member from one organization of the common system to another for a fixed period time. During the secondment of a UN staff member, the releasing office or department within the UN Secretariat remains responsible for the staff member's reabsorption at the expiration of secondment. A complete definition of the inter-agency secondment and its implications may be found in the "Inter-Organization Agreement". The term "secondment" is also used to describe the status of national civil servants who are released by their governments to serve with the UN Secretariat for a specified period of time.

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(Staff Rules 101.4 and 101.5)

(d) Detail is the movement of a staff member from an office or department of the UN Secretariat to a designated mission (i.e. UNFICYP, UNTSO, etc.) for a limited period of time. During the detail the releasing office or department remains responsible for the reabsorption of the detailed staff member.

(e) Loan is the movement of a staff member from one office or department of the UN Secretariat to another for a limited period of time, normally not exceeding one year during which the staff member continues to encumber his post in the releasing department, which remains responsible for his or her reabsorption. A loan is called reimbursable if the staff member's salary and related costs are to be reimbursed to the releasing office by the recipient and non-reimbursable if the staff member's services are offered free of charge by the releasing office. The term "loan" is also used to describe the movement of a staff member from one organization to another for a limited period of time not exceeding one year. A complete definition of the inter-agency loan and its implications may be found in the "Inter-Organization Agreement".

2. It should be clear that once the movement of a staff member has been defined and approved by the Office of Personnel Services at Headquarters, the proper terminology must be used by all administrative staff concerned in describing and recording the action. A move approved as a transfer should therefore be recorded as such and not as a "transfer for two years".

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SUBJECT:

Outside Activities and Interests

(Staff Rule 101.6)

1. Administrative Instruction ST/AI/190 sets out the policy guidelines and procedural arrangements for the consideration of requests by staff members to engage in activities outside their official work.
2. All requests shall be referred to Field Operations Service before any activities, as described in the Staff Rule, are undertaken.

FIELD ADMINISTRATION HANDBOOK

SUBJECT:

Local Staff of Missions and Information Centres
(Staff Rules 103.2 and 103.4)

1. General

(a) The basic principle with regard to the conditions of local staff members of missions and information centres is that they are all governed by the Staff Regulations and by the appropriate staff rules; in most cases this will be the 100 series with the remaining local staff recruited under the 300 series. Letters of appointment shall be issued to all local staff recruited under the 100 or 300 series of staff rules with appropriate Personnel Action (P.5) Forms. Newly recruited staff shall complete the Personal History (P.11) Form. Copies of all letters of appointment and of the related P.5 and P.11 forms will be transmitted by the missions and Information Centres to Field Operations Service for the latter's record and for on-forwarding to the Personnel Data Unit of the Office of Personnel Services.

(b) The local staff members in the same duty station shall be governed by the same conditions of service; thus, where there is an Information Centre or UNDP office or an established office of another organization applying the common system of conditions of service, the staff of a mission in that particular duty station should follow the general practice in so far as it is consistent with the Staff Regulations and Staff Rules. Variations from normal practice should be reported to Headquarters.

(c) In application of the above principles the Office of Financial Services has issued schedules of salaries and allowances for staff in the General Service category for all duty stations at which there are currently missions and Information Centres. Where applicable the local salary scales indicate the rates of language-, dependency- and non-resident's allowances payable to local staff. Where possible the entitlement to annual leave should be at the rate established for other categories of UN staff, i.e. at 2½ days per month in full pay status and Staff Rule 105.1 (f) should not be applied.

(d) Local staff of missions and Information Centres do not normally participate in the group medical insurance plans but are covered by the medical expense assistance plan (under Appendix E to the Staff Rules) (see page D-40).

(e) The rules covering compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations in Appendix D to the Staff Rules apply to local staff but the provisions of the appendix should be examined carefully to see whether they apply in a particular case. Under Section I, Article 1 (b) of

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SUBJECT:

Local Staff of Missions and Information Centres (cont'd)
(Staff Rules 103.2 and 103.4)

Appendix D staff members who are locally recruited under an applicable national social security scheme may be excluded from Appendix D coverage.

(f) The conditions of service of United Nations staff members - including compensation for illness, accident or death attributable to service - are, in principle, not subject to national legislation in the various duty stations. No Worker's Compensation Policy under the national legislation of any duty station should therefore be taken out in respect of any United Nations staff member: for exceptional cases prior Headquarters' approval is required. Compensation in cases which in certain national legislation come under the Worker's Compensation is governed, so far as the UN staff are concerned, by Staff Regulation 6.2, Staff Rule 106.4 and Appendix D to the Staff Rules.

(g) The mission Administrative Officer or the Head of Office may issue administrative instructions as deemed necessary governing the service of local staff but nothing in these instructions shall be contrary to or inconsistent with the text or intent of the Staff Regulations and Rules.

2. Manning Tables

(a) Missions

Whereas manning tables for Headquarters staff detailed to new missions and for staff internationally recruited for these missions will be established by the Office of Financial Services, general authority for recruitment of local staff will be given to the Principal Secretary and/or Administrative Officer based on the mission's staffing requirements in the field within the financial limits established. As soon as circumstances permit the Administrative Officer will submit to Field Operations Service his requirements for local staff with a proposed manning table based on the local salary scale.

(b) Information Centres

Whereas the posts in the Professional Category are normally filled by the assignment of staff from Headquarters, Geneva or another established office, the General Service posts which are established in manning tables issued in consultation with the Office of Public Information and Field Operations Service, are as a rule filled by local recruitment. Information Centre personnel

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SUBJECT:

Local Staff of Missions and Information Centres (cont'd)
(Staff Rules 103.2 and 103.4)

receive a fixed-term, probationary or permanent appointment under the United Nations Staff Rules if they occupy a post on the authorized manning table for that Centre. The decision as to the type and duration of appointment rests with Headquarters on the basis of the recommendation from the Head of the Centre. Such recommendations must be forwarded to Field Operations Service for screening and subsequent transmittal to the Office of Personnel.

Personnel not occupying manning table posts may receive (or hold, in the case of those already under contract) short-term appointments under the United Nations Staff Rules, as outlined on Page B-10.

3. Recruitment and Personnel Action

(a) Missions

(i) Where a local salary schedule has not been established the mission Administrative Officer in consultation with other United Nations and Specialized Agency offices in the area, shall make recommendations for Headquarters' approval.

(ii) In the case of missions of short duration, where a local salary schedule for the area has not already been established, the mission Administrative Officer may establish ad hoc rates of remuneration for locally recruited staff based on the best prevailing rates for similar personnel in the area of the mission; alternatively, he may engage local personnel as casual labour to be compensated at a daily rate when actually employed; no notice of termination or resignation will be required when casual labour is no longer required.

(iii) In the case of new missions of a duration of three months or longer the Administrative Officer is authorized to make ad hoc arrangements for recruitment of local staff or to engage local personnel on a casual labour basis during a relatively short initial period with the understanding that as soon as practical appointments under the appropriate Staff Rules will be issued in accordance with the principles outlined above under 1. "General". Whenever local conditions make the introduction of recruitment of local personnel under the 100 and 300 series inadvisable or, for practical reasons, virtually impossible - which may be the case in large missions operating in various locations - the Administrative Officer will request Field Operations Service for extension of the initial ad hoc arrangements. Field Operations Service will then contact the Office of Personnel Services to arrange for the establishment of a suitable procedure for the employment of local personnel taking into consideration the mission's requirements and the interests of the local personnel.

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SUBJECT:

Local Staff of Missions and Information Centres (cont.)

(Staff Rules 103.2 and 103.4)

- (iv) For local staff recruited under the 100 and 300 series, P.5 forms will be prepared by Field Operations Service based on information furnished by missions for the following actions: appointment, promotion and re-classification, dependency allowance, language allowance, non-resident's allowance, second within-level increment (Staff Rule 103.8 (b)) and separation. No P.5's shall be issued for general salary increases (resulting from a revision of local salary scales) and regular within-level increments.
- (v) The letter of appointment for local mission staff will normally be issued on form P.73 (indefinite appointment); it should be prepared in triplicate: original for staff member, one copy to be forwarded to Field Operations Service, and one copy for the records of the mission. At the time the local staff member signs the letter of appointment he should also be requested to complete P.2 form (designation of beneficiary).
- (vi) In order to make certain that locally recruited staff clearly understand the terms of the letter of appointment it is desirable that all such employees be handed a translation into their own language of the letter of appointment. They should be asked to read it and should be given any explanation that may be required. It is recommended that local staff be advised that they are not entitled to any benefits or allowances beyond those provided in the letter of appointment and in the Staff Regulations and applicable Staff Rules.
- (b) Information Centres
- Headquarters Appointments (Probationary or Fixed Term - Subject to Staff Rules 100 Series)
- (i) The Director of the Centre is required to initiate recruitment and to submit the necessary documentation for review by Headquarters when a manning table vacancy exists. The Director may recommend a level at which the appointment is to be offered but the final decision in this matter rests with Headquarters and is taken on the basis of the candidate's educational qualifications and past experience. The actual offer of appointment is made on behalf of the Assistant Secretary-General, Office of Personnel Services, and is forwarded to the Director of the Centre through the administrative report for transmittal to the candidate.

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Local Staff of Missions and Information Centres (cont.)
(Staff Rules 103.2 and 103.4)

The documentation required by Headquarters before a firm offer of appointment may be made is as follows:

1. a current fully completed personnel history of the candidate on form P.11;
2. a copy of the candidate's birth certificate or other document relevant to the verification of the date of birth, plus copy of marriage certificate, if appropriate, and copies of birth certificates of dependent children. If documents are in a language other than English, French, or Spanish, they must be accompanied by translations;
3. letters of reference obtained by the Director from former employers on performance and functions and three letters of character reference from other persons not related to the candidate (paragraph 30, form P.11 refers; submit on form P.38);
4. pre-employment medical examinations report (original only, on forms MS.2 and MS.4) with chest X-rays in a sealed cover addressed to the United Nations Medical Service and marked "Confidential";
5. recommendation from the Head of Office for appointment and level of appointment in the local salary schedule;
6. P.1 Personnel Induction Questionnaire;
7. verification of scholastic diplomas;
8. P.2 Beneficiary Form;
9. P.84 Status Report and Request for Payment of Dependency Allowance.

(ii)

For Headquarters appointments, the Information Centre's Director has authority to issue Local Payment Authorizations (LPA) for (a) general salary increases (implementation of revised salary scales) (b) within-level increments (except second increments to staff serving under probationary appointments - Staff Rule 103.8(b)) and (c) children's allowances. (Children's allowances are paid up to a maximum of six children in all duty stations at the rate established by the Office of Financial Services. Dependency allowances for more than six children, for a spouse and for secondary dependants are only paid if the Office of Financial Services considers that local practice justifies this. In this case, the salary scales will indicate the amount of the allowances to be paid).

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Local Staff of Missions and Information Centres (Cont'd)
(Staff Rules 103.2 and 103.4)

- (iii) Local Payment Authorizations will be initiated by the Centre's Director but only after receipt of specific authorization from Headquarters in the form of a processed P.5 or other appropriate instruction, in the following cases:
- (a) appointments
 - (b) promotions and reclassifications
 - (c) non-residence allowance
 - (d) language allowance
 - (e) second within-level increment (see above).
- (iv) Local Payment Authorizations covering separations will be prepared by Headquarters on the basis of the information provided by the Centre Director except that the number of the LPA will be assigned by the Centre through special notation to that effect on the separation memorandum.

Local Appointments

The Director of the Centre may engage local personnel on a temporary basis for short periods of time at a gross salary not to exceed the entrance salary of the appropriate level in the local salary scale. He may do this without prior approval from Headquarters, provided that (a) there is a vacant established post in the Centre's local manning table, or alternatively, (b) funds are available in the Centre's sub-allotment for the Temporary Assistance account.

The appropriate contractual arrangements to be made are as follows:

(i) Fixed-Term Appointments (Form P.70)

Centre Directors who are recruiting to fill a vacant established post on the Centre's approved manning table are authorized to issue a Fixed-Term Appointment Letter (Form P.70) subject to the 100 Series of the Staff Rules, upon receipt of a preliminary medical clearance from the local UN Examining Physician.

The Fixed-Term Appointment Letter (Form P.70) may be issued locally for a maximum period of three months on a month to month basis. Since continued appointment beyond an initial three-month period must be approved by Headquarters, the documentation listed

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(Staff Rules 103.2 and 103.4)

on B-9, 1 through 9, should be submitted to Headquarters as soon as the Director has decided to recommend the staff member's retention. Normally, the required documentation should be received at Headquarters no later than two months after the staff member's entry on duty.

(ii) Temporary Appointment for a Short Term (Form P.72)

The Short-Term Local Appointment Letter, Form P.72, should be issued when employment is to be authorized on a temporary basis for a limited period of from one to three months. Although Directors may occasionally use this type of Appointment to fill vacant Established Posts temporarily if they wish to pursue their efforts to recruit other candidates who may be better qualified for continued employment, it is expected that a Short-Term Appointment Letter (Form P.72) would be issued primarily when temporary assistance is being authorized per (b) above.

The gross salary which is subject to staff assessment is to be stated at the monthly rate.

Staff members who receive Short-Term Appointments (P.72), will be subject to the 300 Series of the Staff Rules. Consequently, they are not entitled to receive Dependency Allowances (Rule 303.4) and in view of the limitations upon their period of service, would not acquire an entitlement to annual leave (Rule 305.1). Other differences between the 100 and 300 Series of the Staff Rules should also be noted.

Staff under consideration for Headquarters appointments are to submit the documentation listed on B-9, 1 through 9 including a pre-employment medical examination report, and are to be advised that the terms of the local appointment do not represent a commitment on the part of Headquarters regarding possible continuing employment.

Staff who are not under immediate consideration for Headquarters appointments must nevertheless take a minimal medical examination, including chest x-rays prior to local appointment and ensure that the Director of the Centre receives a statement from the Examining Physician confirming that the results have been satisfactory. In these cases the results of the medical examination are to be retained in the files of the Examining Physician.

Upon appointment, staff are to complete a "Personnel Induction Questionnaire" (Form P.1) and receive a copy of the applicable Staff Rules (300 Series).

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- (iii) A locally issued Letter of Appointment should be covered by a locally issued Personnel Action (form P.5). The Centre Director or the Head of Office concerned is authorized to sign the P.5 on behalf of the Assistant Secretary-General, Office of Personnel Services. He is also authorized to sign as Certifying Officer in the space provided (Item 11 of the form) provided that Certifying Authority for the Centre's accounts has been delegated to him.

The instruction with regard to providing the local staff member with a translation of the letter of appointment (last paragraph under (a) above) applies also to local staff of Information Centres.

When staff hired locally separate before being given a Headquarters appointment a local payment authorization should be issued* reflecting such separation. Although the P.5 personnel action which the Centre completes upon initial appointment does in fact indicate the expiration date of the appointment, separate documents for both appointment and separation actions are required by the Office of Personnel Services.

* (and forwarded to Headquarters)

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Local Staff of Missions and Information Centres (Cont'd)
(Staff Rules 103.2 and 103.4)

4. Salaries, Grade and Step

- (a) Salaries of local staff are established on the basis of the gross salary in the local General Services salary scales issued for the area by Headquarters, and are subject to the Staff Assessment plan. Salary payments for local staff of Information Centres are made by the Centre on the basis of the local salary scale issued by the Office of Financial Services.
- (b) Salaries shall be paid in local currency on the basis of special salary rosters (see pages C-32 and C-33).
- (c) On initial appointment, locally recruited staff should be offered the salary corresponding to step 1 of the appropriate level. Where the Head of the Office or the mission Administrative Officer feels that the qualifications and previous experience of a particular candidate warrant a higher step, he should submit the case with full justification to the Field Operations Service for obtaining a decision.
- (d) Revisions of a local salary scale which have a retro-active effective date shall be applicable to all staff in service on or after the date when the new scale has been approved. Such revisions are not applicable to staff who have left the service prior to the date of approval.

5. Local Income Tax

Locally recruited staff of field offices employed in member states of the United Nations shall be exempt from local income taxation. When exemption from income tax should not be granted by the local government and the United Nations therefore is obligated to reimburse the local staff members for such tax - under Section 18 (b) of the Convention on the Privileges and Immunities of the United Nations - the Mission Administrative Officer shall attempt to solve the problem by referring the government authorities concerned to the relevant section of the aforementioned Convention. If not successful, he will report the matter to Field Operations Service. The matter will then normally be solved through the intermediary of the Permanent Mission of the country concerned.

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Local Staff of Missions and Information Centres (cont.)
(Staff Rules 103.2 and 103.4)

6. Official Travel

If local personnel are required to undertake journeys in the performance of their official duties they should be reimbursed for expenses incurred in such travel. Such reimbursement should include transportation costs and a subsistence allowance to be determined by the mission Administrative Officer. In establishing the allowance rate the Administrative Officer will, where possible, consult with the office of the Resident Representative in order to co-ordinate the allowance rate. Generally, the rate subsistence allowance should not be more than 60 percent of the daily subsistence rate for the area for clerical and secretarial staff and 40 percent for chauffeurs for each night spent away from the official duty station. The payment of the subsistence allowance is designed to cover lodging, meals and other necessary expenses during travel.

7. Special Service Agreements (Form P.77)

- (a) This type of contract is used to engage persons on an hourly, daily or weekly basis for a maximum period of four weeks. Special Service Agreements may also be issued for periods of from one to twelve months, provided the prior approval of Headquarters has been given in each case.
- (b) Employees engaged under Special Service Agreements receive an agreed hourly, daily, weekly or monthly fee (not subject to Staff Assessment) in full consideration for services rendered. Since these employees are not staff members and are, therefore, ineligible for any of the benefits or allowances which are given to staff members under the Staff Rules, it is most important to take all relevant factors, particularly local laws governing similar employment (vacation or sick leave laws, dependency benefits, etc.) into account before issuing the Special Service Agreement, which should contain the following information:
 - (i) Date, name and address of the employee;
 - (ii) Description of the services to be rendered, and where they are to be performed;
 - (iii) Duration of the Agreement and Termination Notice Period;
 - (iv) Amount of the fee, stated at the weekly, daily or hourly rate as appropriate;
 - (v) Account to be charged.

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SUBJECT:

Local Staff of Missions and Information Centres (Cont'd)
(Staff Rules 103.2 and 103.4)

- (c) Upon issuing the Special Service Agreement the following points are to be noted:
- (i) A Special Service Agreement is a contractual arrangement between the United Nations and a person engaged to perform a specified service and is not a Letter of Appointment under the Staff Regulations.
 - (ii) The person entering into such an agreement has the legal status of an independent contractor and is not considered in any respect as being a staff member of the UN.
 - (iii) The rights and obligations of the person employed under a Special Service Agreement are strictly limited to the terms and conditions of the agreement.
 - (iv) The person employed under a Special Service Agreement is not entitled to any payment subsidy compensation or benefit, except as expressly provided in the agreement.
 - (v) Holders of Special Service Agreements are not normally covered under Appendix D. It is current practice to extend the application of Appendix D to holders of Special Service Agreements only when the performance of their obligations under such agreements calls for travel at United Nations expense.
 - (vi) Special Service Agreements are intended to be used only where specific services are to be performed. Recourse to Special Service Agreements is not justified when the nature of the work is continuous and would normally call for appointment to a post under the Staff Regulations and Rules.

8. Special Contractual Arrangements

Special Service Agreements may also be used to engage the services of a person who employs supporting staff and equipment provided that the services thus engaged are essentially of a personal nature. This type of contractual arrangement is used at Information Centres for such varied functions as translations and other expert services as well as for cleaning services. However, the guidance of Field Operations should be sought whenever this type of arrangement is contemplated.

9. Inter-agency Transfers

Under the Inter-organization Agreement concerning transfers, the written consent of staff members, including local staff members, is required before such a transfer (e.g. to and from the local UNDP Office) can be effected. Where transfer of a staff member to

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Local Staff of Missions and Information Centres (Cont'd)

(Staff Rules 103.2 and 103.4)

and from an Information Centre is contemplated prior clearance of Headquarters shall be obtained.

10. Voluntary Help

Although from time to time Missions and especially Information Centres, may receive offers of voluntary help, it is pointed out that it is the policy of the Office of Personnel Services not to permit voluntary work for any of the United Nations regular activities.

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SUBJECT:

NON-RESIDENT'S ALLOWANCE
(Staff Rule 103.5)

1. The purpose of the non-resident's allowance is to enable the necessary General Service staff to be attracted and retained. While it will help to meet extra costs incurred by non-residents and enable them to maintain a reasonable standard of living under the special conditions of the area, these considerations are subordinate to the basic purpose of attracting and retaining staff not available otherwise in the area of the duty station. The conditions of eligibility for the allowance are set out in Staff Rule 103.5

2. The amount of the non-resident's allowance for each duty station is fixed by the Office of Financial Services, taking into account the recommendations of the heads of all United Nations offices in the area. The amount of the allowance is established at its net value and is therefore not subject to staff assessment. It does not increase automatically with increases in the cost of living and is only changed if this becomes necessary in order to attract or retain staff.

3. The non-resident's allowance for the duty station is not payable if a mission subsistence allowance is being paid for the same duty station. However, a staff member who receives a non-resident's allowance at his official duty station will continue to receive it during any period when he is detailed from his official duty station on a mission assignment. This non-resident's allowance is then payable concurrently with mission subsistence allowance.

4. Locally recruited staff of Information Centres and missions are not normally eligible for the non-resident's allowance. In certain circumstances, however, where qualified local nationals are not available, the allowance may be authorized in the case of a locally recruited staff member who is neither a national nor a permanent resident of the country of the duty station nor the spouse of such a national or permanent resident. Authorization will only be given in individual cases when the heads of the United Nations offices in the area have been consulted on the general availability of qualified local staff and when the Offices of Financial and of Personnel Services have agreed that payment of the allowance is essential to attract and retain the necessary qualified staff.

FIELD ADMINISTRATION HANDBOOK

SUBJECT:

LANGUAGE ALLOWANCE

(Staff Rule 103.6)

1. A language allowance is payable to:

(a) staff in the General Service category or its equivalent on the local salary schedule, and

(b) staff in the Field Service below level FS-6,

who demonstrate proficiency in the use of two or more official languages of the United Nations. The official languages are Arabic, Chinese, English, French, Spanish, and Russian. No language allowance is given for knowledge of a working language of the Secretariat, i.e. English or French, in addition to the staff member's mother tongue, if the latter is not also an official language of the United Nations. Tests for language proficiency are usually administered twice a year, and announced to the staff through an information circular. Locally recruited staff in the General Service category are eligible for the allowance under the same conditions as detailed staff, provided they are not employed on a short-term basis; persons employed on a casual labour basis are not eligible to receive this allowance.

2. Field Offices may make recommendations to Field Operations Service for conducting local language courses. The recommendation shall indicate the language(s), number of staff expected to join the course, duration of course, teachers' fees, etc. Field Operations Service shall consult with the Offices of Personnel and Financial Services before approval for establishing a language course is given. Generally, language courses at field office will be authorized only for those staff members who are required to have a second or third working language for the proper performance of their duties.

3. The language allowance has been established at a flat rate, and is included in the pensionable remuneration; the amount is net, i.e. not subject to staff assessment. An additional language allowance at 50% of the established rate is payable to entitled staff who meet the requirements in a third language.

4. In addition to the language allowance payable to staff in the General Service and Field Service categories, General Assembly Resolution 2480 B (XXIII) requested the Secretary-General to take steps relating to the language proficiency of staff in the Professional category and above. The grant of salary increments at shorter intervals and the introduction of knowledge of a second language as one of the conditions for promotion have now been implemented: ST/ADM/SER.A/1578 and ST/AI/207 refer.

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SUBJECT:

POST ADJUSTMENT

(Staff Rule 103.7)

1. Having regard to the considerable variations in the cost of living as between the duty stations where the United Nations and specialized agencies have offices, a system of post adjustments applied to salaries of staff has been evolved, which seeks to provide international staff at duty stations all over the world with comparable standards of living. The adjustment has a direct relation to the cost of living, with the base (100) established as New York.

2. Periodic (time to time) surveys of the cost of living at individual duty stations are made by the United Nations Statistical Office, and on the basis of the information gathered through such surveys, the Office of Financial Services establishes the post adjustment for the particular duty station. Schedules of post adjustment classifications for the various duty stations are from time to time published by the Office of Financial Services. During the course of such surveys, international staff at the field offices may be asked to complete questionnaires on rent of housing accommodations, household expenses, etc. to supplement data gathered by direct pricing surveys of foodstuffs, clothing, etc. The Mission Administrative Officer or Head of the Office will be advised when such surveys are contemplated, and asked to arrange for the questionnaire being completed by international staff serving in the area.

3. The Secretary-General will designate those areas where staff in the Professional category and above will be subject to the post adjustment and assignment allowance (Staff Rule 103.22) system. He will also designate those missions where a mission subsistence allowance (Staff Rule 103.21) will be payable. The post adjustment is payable in local currency. A post adjustment for the mission area and the mission subsistence allowance cannot be drawn at the same time (see 6 (b)).

4. Internationally recruited staff in the General Service category and Field Service staff who are always considered to be internationally recruited, will be subject to the mission subsistence allowance system on all missions. Locally recruited General Service staff are not entitled to a mission subsistence allowance.

5. Where staff in the Professional category and above are assigned to an Information Centre, unless the duration of the assignment is relatively short, they will be placed on the post adjustment system, and will draw the post adjustment established for the area as part of their salary and allowances.

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SUBJECT:

POST ADJUSTMENT (CONT'D)

(Staff Rule 103.7)

6. Implementation

- (a) Post adjustment for staff assigned to a mission with a change of duty station under the post adjustment/assignment allowance system
 - (i) Professional staff assigned for one year or more shall receive the post adjustment applicable to the mission duty station effective the date of arrival in the mission area with cancellation of the Headquarters post adjustment as of the same date. The mission post adjustment shall be payable in the field in local currency on the basis of semi-monthly rosters.
 - (ii) The mission post adjustment will be cancelled with reinstatement of Headquarters post adjustment effective the date of the return of professional staff to Headquarters. However, when a staff member is taking annual and/or home leave en route to Headquarters, the effective date shall normally be the day on which he could have returned to Headquarters if he had travelled by direct route from the mission area.
 - (iii) Field Operations Service shall initiate the necessary P.5 actions to cover the above outlined post adjustment payments; the actions for mission assignment may be covered on the same P.5 form if practical as far as the applicable effective date is concerned.
- (b) Post adjustment for staff assigned to a mission without a change of duty station under the mission subsistence allowance system

All staff in the professional category assigned to a mission shall continue to receive the post adjustment at their normal duty station, during the period of mission service.
- (c) Post adjustment for staff upon transfer and change of official duty station
 - (i) Staff Rule 103.7 (e) (i) provides that: "A staff member who is assigned to a duty station classified lower in the schedule of post adjustments than the duty station in which he has been serving may continue to receive for a reasonable period the post adjustment applicable to the latter while the members of his

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POST ADJUSTMENT (CONT'D)

(Staff Rule 103.7)

immediate family (spouse and children) remain at the duty station."

(ii) The Rule clearly refers to a "reasonable period" while the family members remain at the duty station. Granting the higher post adjustment is intended as a financial aid to a staff member assigned to a new duty station at the time in which his family may not find it convenient to follow e.g. because such a move may dislocate the continuity of the studies of his children or for other personal reasons. It is not intended to encourage a staff member to maintain a second household at the duty station from which he has been transferred.

(iii) Therefore, in all cases where the staff member has established that there were valid reasons for the exercise of this discretion, the period for which the higher rate of post adjustment may be granted shall not exceed six months unless the authority of the Office of Personnel Services has been obtained, and shall, in all cases, cease on the date of departure of his immediate dependants to the new duty station.

(7) Where a staff member assigned to a field office away from Headquarters, is provided with housing free of charge or at a lower rental than the average cost used in calculating the post adjustment index, a deduction from the monthly salary may be effected; conversely, where a staff member pays the prevailing commercial rental which is substantially more than the average rental cost used in calculating the post adjustment index, a monthly rental subsidy may be paid to him. Staff Rules 103.7 (f), 103.18 (b) (iv) and Administrative Instruction ST/AI/195 refer.

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SALARY AND WAGE INCREMENTS
(Staff Rule 103.8)

1. The mission Administrative Officer or the Head of the Office shall notify the Field Operations Service, if necessary by cablegram, whenever the service of a staff member in the mission has not been satisfactory and does not justify the awarding of a salary increment. Since the withholding of a salary increment reflects either on the performance or conduct of the staff member as evaluated by his superiors, it must be justified in writing. A special report must be made by the staff member's supervisor concerning his service during the period preceding the recommendation. The report must contain a brief statement and evaluation of the staff member's service and relate directly to the facts requiring the action. The staff member must be notified and shown the report evaluating his service and must be given the opportunity to rebut the said report in accordance with the provisions of paragraph 13 of ST/AI/115 (see "periodic reports"). The withholding of the salary increment shall cover the full increment period and a reinstatement cannot have effect before the lapse of the time limit for the earning of a salary increment at the level in question. A notation of this should be clearly made in the relevant P/5 action. An appropriate comment should also be included in the staff member's next Periodic Report.

2. In accordance with Staff Rule 103.8(b), where the case of a staff member on Probationary Appointment is under review for the grant of a Regular or Permanent Appointment, the award of the within-grade salary increment will be withheld until the review has been completed and a decision taken.

3. Locally recruited staff of Missions and of Information Centres holding Fixed-Term, Probationary or Regular Appointments are also eligible for within-grade salary increments to be processed locally, subject to satisfactory performance.

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SPECIAL POST ALLOWANCE
(Staff Rule 103.11)

1. A special post allowance for a staff member selected for assignment to a field office may be authorized:

- (a) prior to his departure from Headquarters; or,
- (b) upon recommendation of the Principal Secretary and/or the Administrative Officer or Head of the Office after a staff member has served at least sixty days in the field.

2. The approval of the Offices of Personnel and Financial Services is required for the grant of the allowance; the Office of Personnel Services shall establish the eligibility to the allowance and determine the effective date of payment. The recommendation for a special post allowance received from the field shall be forwarded to the Offices of Personnel and Financial Services by the Field Operations Service.

3. The effective date for the special post allowance to be granted shall be the date the staff member arrives in the mission area, unless the staff member is already in the mission area when the allowance is approved. In the latter case the effective date shall be the first of the month following the date on which the allowance was approved.

4. In principle, a special post allowance shall be discontinued as of the date on which the staff member leaves the mission area or completes his assignment. For payroll calculation, the effective date will be the following first day or sixteenth day of the month. This payroll arrangement shall not, however, alter the staff member's regular travel entitlements.

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SUBJECT:

OVERTIME AND COMPENSATORY TIME OFF

(Staff Rule 103.12)

1. Locally recruited staff may receive payment for overtime worked, provided that such payment is in accordance with local practice and that overtime payments are computed on the basis of a scale of salaries and wages.

2. The following general principles apply at Headquarters in respect of compensation for overtime work; field offices may use these principles as a guide in their day-to-day operations (See also ST/AI/221):

(a) Overtime at Headquarters means time worked in excess of the scheduled work day or in excess of the scheduled work week or time worked on official holidays, provided that such work has been authorized by the proper authority.

(b) The scheduled work day at Headquarters means the duration of the working hours in effect at the time on any day of the scheduled work week, less one hour for a meal.

(c) The scheduled work week at Headquarters consists of the five working days assigned to the staff member during seven consecutive calendar days.

(d) Compensation shall take the form of an equal amount of compensatory time off for overtime in excess of the scheduled work day up to a total of eight hours of work on the same day. Subject to the exigencies of the service, such compensatory time off may be given at any time during the four months following the month in which the overtime takes place.

(e) Compensation shall take the form of an additional payment for overtime in excess of a total of eight hours of work of any day of the scheduled work week, or when it takes place on the sixth or seventh day of the scheduled work week.

(f) Compensation for overtime shall take the form of an additional payment when it takes place on an official holiday, provided that the Secretary-General may require all staff members at Headquarters to work on a holiday that falls during a period of exigency. In that event, he shall set another working day to be observed as the holiday, and the holiday falling during the period of exigency shall be treated as a normal working day.

(g) The additional payment referred to in subparagraphs (e) and (f) above shall be made at the rate of one-and-one-half times the aggregate of the staff member's base salary or wage and his language and non-resident's

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SUBJECT:

OVERTIME AND COMPENSATORY TIME OFF (CONT'D)

(Staff Rule 103.12)

allowances, if any, provided that all additional payments for overtime shall be subject to a ceiling equivalent to the rate payable to a staff member with a base salary at step X of the principal (G-5) level of the General Service category; additional payments for overtime made to eligible staff members at higher salary rates shall be at the rate of one-and-one-half times the base salary of step X of the principal (G-5) level of the General Service category.

(h) Compensation for overtime shall be reckoned to the nearest half-hour; casual overtime of less than one half-hour on any day during the scheduled work week shall be disregarded. A staff member who is required to work on the sixth or seventh day of the week or on an official holiday shall receive no less than four hours of overtime compensation.

(i) In the interests of the health of the staff and the efficiency of the service, supervisors shall not require a staff member to work more than 40 hours of overtime during any one month, except where unusual exigencies of the service so require.

(j) A staff member who is not excused from work on his national day will not thereby be regarded as having worked overtime; he will not be granted another day off.

3. The formula for computing overtime payments is as follows:

$$\frac{\text{Annual Salary}}{2088} = \text{Hourly rate}$$

The figure of 2088 represents paid working hours per year and is arrived at as follows--365 days per year less 104 days (Saturdays and Sundays) times 8 (working hours per day) equals 2088. The fact that a field office does not work a five-day week or an eight-hour day does not affect the formula. The formula is not affected by the eight official holidays as such a holiday, if it falls on a working day, is a paid holiday. As to "Annual Salary", the amount to be used is the annual rate for the particular level and step, including language and non-resident's allowance, if applicable.

4. Payments for overtime work are not made to staff in the professional category and above, or other staff detailed to the field office. Such staff may, however, be allowed compensatory time off at the discretion of the Principal Secretary of Head of the Office, subject to the exigencies of the service.

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SUBJECT:

SALARY ADVANCES
(Staff Rule 103.14)

1. All salary advances to international staff must receive prior Headquarters approval before they are granted. If there is insufficient time (at least two weeks) to obtain such approval and the advance is authorized locally by the Administrative Officer or Head of Office, Headquarters should immediately be informed, either by cable or by the next administrative report.

2. Requests for salary advances for staff in the Professional category or above or whose salary is paid through the Headquarters payroll shall be transmitted to Field Operations Service by administrative report or by cablegram (depending upon the urgency) and contain the following information:

- (a) Amount;
- (b) Method of payment; i.e., at Headquarters through deposit to a personal account with a bank, with indication of name, location (if necessary, branch office) and account number, or in the field through payment in local currency or in U.S. dollar instruments (cheque or traveller's cheque);
- (c) Balance of accrued annual leave as of the end of the preceding month;
- (d) Schedule of recovery;
- (e) Reasons for request.

For details of bookings to be made see page C.35.

3. Before proceeding on approved annual leave involving an absence of two or more pay days, local mission staff and General Service staff of Information Centres whose salaries are not paid through the Headquarters payroll may receive a salary advance in the amount that would fall due for payment during the anticipated period of absence. Such advances may be authorized without referral to Headquarters but must be recovered on the actual pay days involved.

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SALARY ADVANCES (CONT'D)
(Staff Rule 103.14)

4. Emergency salary advances to locally-recruited mission staff or General Service staff of Information Centres may be authorized by the Mission Administrative Officer or the Head of the Office and paid in the field. Such advances shall not, normally exceed 80% of the equivalent of accrued annual leave and shall be recovered from the staff member within three months.

5. During the period of recovery of the advance, no annual leave shall be granted to the staff member which would reduce the balance of his unused annual leave below the amount needed to cover the outstanding advance.

6. For the purposes of this instruction, circumstances not affecting the welfare of the staff member or his dependants* shall not be considered an emergency.

7. For further reference please see "mission subsistence allowance advances" and "statement on advances recoverable locally" in part C of this Handbook.

*(Spouse, children, mother, father, brother and sister).

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SUBJECT:

DEDUCTIONS

(Staff Rule 103.18 (b))

1. There is no limitation in the Staff Rules on recovery of sums improperly paid to a staff member. Recovery must be governed by the facts of each case, and non-recovery in one case provides no precedent for waiver in another. Recovery of overpayments is not governed by Rule 112.3 but by the general principle that a staff member does not acquire title to an amount which has been paid to him by error and which would result in his unlawful enrichment.

2. Overpayment may result from a simple error in computation, from an error in the facts on which the decision was based, or from an erroneous decision based on a wrong interpretation of the rule. Again, the facts may indicate culpability of the staff member by commission, omission, or by deliberate inaction when discovering the overpayment. On the other hand, his position may indicate no trace of bad faith.

3. Recovery has to be effected on the basis of a decision duly notified to the staff member, but any proposal for waiving total or partial recovery should take into account the above considerations and any consideration of hardship which recovery may create to the staff member, bearing in mind the amount to be recovered in relation to the staff member's **level and salary**.

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SUBJECT:

EDUCATION GRANT
(Staff Rule 103.20)

1. Education grant benefits apply to Field Service personnel and to other internationally recruited staff as well as to staff who are considered locally recruited at their official duty station when detailed to a mission from outside the area of the mission, provided that in each case the staff member is not a national of the country of the duty station.

2. The conditions and procedures for the payment of education grant are set out in Administrative Instruction ST/A1/181 as revised. The appropriate forms shall be forwarded through Field Operations Service for determination of entitlement by the Office of Personnel Services. It is most important to attach to the P.45 form the following supporting documents, with a translation into English or French if necessary:

- (a) the certificate of school attendance indicating the exact dates on which the school year began and ended, as well as the dates of the child's attendance (form P.41)
- (b) receipted school bills

3. Requests for an advance against the education grant shall be forwarded through Field Operations Service on form P.27 prior to, or within two months after, the beginning of the school year. Such advances are recovered by deduction from the staff member's salary payments unless a claim for the grant is made three months after the end of the school year.

4. Applications for education grant travel shall be forwarded through Field Operations Service on form P.66. Education grant travel may be authorized even though no education grant is paid other than the \$500 for board, if the child is in full-time attendance for two-thirds of the year at a school outside the duty station. Education grant travel shall be by air at student rates when available. Otherwise it shall be by air economy or tourist class. While no education grant travel will be permitted for periods of less than two weeks, the three-month period between education grant travel and other authorized travel may be reduced in appropriate cases on request through Field Operations Service to the Office of Personnel Services.

5. Payment of education grant and education grant advances shall be made in local currency when the staff member sends his child to a school in the mission area. When the child attends a school outside the country of the mission payment may be effected in U.S. dollars.

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SUBJECT:

MISSION SUBSISTENCE ALLOWANCE
(Staff Rule 103.21)

1. General

- (a) The subsistence allowance or per diem which is paid to staff on temporary assignments comprises the total contribution of the United Nations towards the additional living expenses incurred as a consequence of the assignment.
- (b) For temporary assignments of very short duration, it is considered that an allowance, which is equivalent to the cost of food and lodging, including any service charge or taxes, at first class commercial (but not luxury) restaurants and hotels, plus a percentage for incidentals such as tips, laundry and transportation, will meet the objective of covering the additional living expenses which are incurred by the traveller.
- (c) In establishing subsistence allowance rates, it is assumed that a staff member's out-of-pocket expenses tend to be lower on long assignments than on short assignments. Thus, the extra expenses would tend to be lower, on a daily basis, for an assignment of four months than for an assignment of two weeks. Similarly, the extra expenses incurred when on an assignment of one year would tend to be less than when on an assignment of four months. A further assumption which has been made in establishing mission subsistence allowance rates is that the added costs will be relatively less for a staff member without dependents than for a staff member with dependents.
- (d) Subsistence allowances for each field office area are established by the Office of Financial Services. In connexion with the establishment of these allowances or reviewing their adequacy, the Office of Financial Services arranges (through Field Operations Service) to obtain periodically from the field offices detailed information on hotel rates, meal costs and other incidental costs (such as laundry, tips, local public transportation facilities). Form F.14 is used in such cases, and the field office is required to submit the completed form to the Field Operations Service whenever called upon to do so.

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MISSION SUBSISTENCE ALLOWANCE (CONT'D)

(Staff Rule 103.21)

- (e) The subsistence allowance rate established by the Office of Financial Services will be reduced as follows if board and/or lodging is provided by the United Nations, by a Government or by a related institution free of charge:

- (i) Reduced by 50% if accommodation only is provided.
- (ii) Reduced by 30% if meals only are provided.
- (iii) Reduced by 80% if both accommodation and meals are provided.

Administrative Instruction ST/AI/137, as revised, refers.

2. Types of mission subsistence allowance

- (a) There will be two systems under which a mission subsistence allowance will be paid to eligible staff members:
- (i) A daily mission subsistence allowance, payable during the initial period (usually 30 days) of a staff member's service on the mission or for the entire duration of the mission (normally not beyond twelve months), as the Secretary-General may determine;
 - (ii) A monthly mission subsistence allowance payable after the initial period of service if the Secretary-General decides that the conditions of the mission justify the establishment of such allowance (see page B-19). This allowance includes both a fixed and a variable element. The amount of the fixed element depends on whether or not the staff member has dependants. The variable element changes according to the salary level of the staff member and the post classification of the duty station to which he is assigned, as well as whether or not the staff member has dependants. The monthly mission subsistence allowance rates for staff without dependants are about 2/3 of the rates for staff with dependants. These rates are established, revised and announced by the Assistant Secretary-General, (Controller), Office of Financial Services.

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MISSION SUBSISTENCE ALLOWANCE (CONT'D)
(Staff Rule 103.21)

- (b) When staff members are assigned to an office under the monthly mission subsistence allowance system, they will receive in addition to (a) i. above a daily mission subsistence allowance for 30 days for each eligible dependant, authorized to accompany the staff member at United Nations expense, immediately following the dependant's arrival at the duty station.
 - (i) This allowance will be payable at one-half the rate applicable to the staff member.
 - (ii) Such payments shall only be made once during any tour of duty in a particular mission area.
 - (iii) This allowance will not be payable in connexion with education grant travel.
- (c) Staff Rule 107.20(c)(ii) and (iii) dealing with installation grant provides for extension of the period during which the allowance is payable (up to 90 and 75 days) and for payment of lump sum of \$600.- and \$300.- resp.. In this connexion, reference is made to Administrative Instruction ST/AI/184 as revised. Staff members in the Field Service and General Service categories are not entitled to payment of installation allowance as such since they will be receiving the monthly mission subsistence allowance. Both categories of staff, however, who have taken up their mission assignment after 1 Sept. 1973 are entitled to extension of payment of daily mission subsistence allowance for periods of up to 90 and 75 days and payment of a lump sum of \$600.- and \$300.- (both additional payments to be considered as additional per diem) whenever and wherever staff members in the Professional category and above with regard to payment of installation allowance are entitled to the extension and the lump sum under Staff Rule 107.20 (c)(ii) and (iii). Headquarters will designate the mission area where the additional payments will apply, and establish the conditions for payment, e.g. verification by the Mission Administrative Officer that staff assigned to the mission are not in a position to secure permanent accomodation within a certain initial period.

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The provisions for payment of this additional per diem will also apply to a Field Service staff member whose dependants have been authorized by FOS to accompany the staff member to his duty station at U.N. expense notwithstanding Staff Rule 107.3(a)(vi) or who has paid for the travel of his dependants and claims reimbursement upon completion of one year's service providing that the conditions of Staff Rule 107.3(a)(iii) have been met, i.e., that the dependants have resided at the duty station for at least six months.

- (d) The P.5 covering detail of a staff member to a mission shall indicate whether mission subsistence allowance is payable at the single or at the dependency rate.
- (e) Special rates for both the daily and the monthly mission subsistence allowance, if the latter is applicable to the mission, may be established for the Principal Secretary. When the Principal Secretary is absent from the mission and the Deputy Principal Secretary becomes Acting Principal Secretary for a period of fifteen calendar days or more, the Acting Principal Secretary will receive the subsistence allowance for that period at the rate and under the conditions established for the Principal Secretary. This rule will apply only when the mission manning table includes a post for a deputy Principal Secretary, and a staff member regularly occupies that post.
- (f) Locally recruited mission staff may be paid a reasonable subsistence allowance for duration of their services with the mission, if their home at the time of appointment is beyond commuting distance from their official duty station.

3. Rates of mission subsistence allowance during travel and leave

- (a) When en route from his official duty station to the mission area to serve with the mission or while he is returning from the mission area to his official duty station the staff member shall be paid the appropriate travel subsistence allowance as per

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Staff Rule 107.15. A mission subsistence allowance will not be paid concurrently with any such travel. The mission allowance rate shall apply as from the day the staff member arrives in the mission area irrespective of the hour of arrival. The mission subsistence allowance shall be payable through the date prior to departure from the mission area; as from the day of departure the travel subsistence allowance rate as per Staff Rule 107.15 shall apply.

- (b) When a staff member is travelling on official business within the mission area and has been receiving the daily allowance, he will continue to be paid this allowance. In addition, he may be reimbursed on an actual expense basis for accommodations in the mission area, if he has not been able to release them.
- (c) While travelling outside the mission area in the course of a mission assignment, a staff member who has been receiving the daily mission subsistence allowance will be paid the appropriate travel subsistence allowance under the provisions of Staff Rule 107.15, and may be reimbursed on an actual expense basis for accommodation in the mission area if he has not been able to release it. He will not be eligible for travel subsistence allowance should he return on official business to his regular duty station for a temporary period.
- (d) When a staff member is receiving a mission subsistence allowance at the daily rate, he shall continue to receive the allowance;
 - (i.) During periods of annual leave not exceeding one and one-half days in each completed month of mission assignment. (This does not apply retroactively once the daily rate arrangement no longer applies and the staff member has been placed on the monthly rate system; nor, when the staff member takes annual leave on completion of the mission service);
 - (ii.) During periods of sick leave, if the staff member is hospitalized, the allowance shall be

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reduced to 30% of the appropriate daily rate. In addition, the staff member may be reimbursed on an actual expense basis, for retained accommodations in the mission area if he has not been able to release them.

Mission subsistence allowance at the daily rate shall not continue to be paid during periods of absence on home leave or on maternity leave. For this purpose, home leave is as defined in Staff Rule 105.3.

- (e) When a staff member who is receiving the monthly allowance has a change of duty station assignment within the mission area, he will on the occasion of not more than two changes of station per annum, be paid the daily mission allowance at the appropriate rate for the first thirty days of his assignment to the new station and will then revert to the monthly mission allowance basis.
- (f) When a staff member who is receiving the monthly allowance is travelling on official business within or outside the mission area, he will be paid the appropriate daily subsistence allowance and, in addition, he will continue to receive the monthly mission subsistence allowance for a period not exceeding 30 days if he is unable to release his regular accommodations. Payment of the monthly allowance to cover the cost of double accommodations shall only be effected for assignments scheduled not to last longer than thirty days. Staff members travelling on assignments originally anticipated not to exceed thirty days, which however do extend beyond the thirty days period, will be entitled only to the monthly allowance to cover the cost of double accommodations for the first thirty days. Staff proceeding on assignments which are anticipated to exceed thirty days will not be entitled to double accommodations payment and, consequently, should make the necessary arrangements concerning their regular mission quarters prior to their departure. When such a staff member returns on official business to his regular duty station for a temporary period and it is anticipated that he will

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return to the mission, travel subsistence allowance may be paid for the period of official duty at the regular duty station. The following special rule has been established for Field Service Staff. Field Service staff members travelling on official business within the mission area shall receive the appropriate daily subsistence allowance and, in addition, the monthly subsistence allowance as long as they are away from their duty station and if they are unable to release their regular accommodations. Field Service staff members travelling on official business outside the mission area shall receive the appropriate daily subsistence allowance and, in addition, the monthly subsistence allowance for the first 30 days; after 30 days they will receive the daily subsistence allowance and will be reimbursed for accommodations in the mission area if they have not been able to release them.

- (g) When a staff member is being paid a monthly mission allowance, he will continue to receive the allowance during the periods of annual, sick, home or maternity leave, or during any period he may be hospitalized, provided that the Administrative Officer is satisfied that he is unable to release his regular mission accommodations during any such period and that immediately after such absence he will return to the mission duty station; except that in case of an absence from the mission area for a period of thirty days or more, the Organization will reimburse the staff member for the cost of the retained accommodations for the entire period of absence on an actual expense basis, so long as this does not exceed the monthly allowance.

4. Method of Payment and Computation of Mission Subsistence Allowance

- (a) The mission subsistence allowance shall be paid in semi-monthly installments in local currency at the mission site on the basis of rosters certified by the Mission Administrative Officer. Up to two weeks of this allowance may be advanced to a staff member on approval of the Administrative Officer.
- (b) The standard practice for computation of partial month payments of subsistence allowances which are established as fixed monthly rates shall be to divide the monthly rate by

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the actual number of days in the particular month.

- (c) Beginning with the date of arrival in the mission area, all periods during which an allowance is received, whether in the form of travel subsistence allowance while travelling away from the mission area, or in the form of mission subsistence allowance, will apply against the initial period during which allowance is payable at the daily rate, excluding any periods when no allowance is received.

5. Rates of Mission Subsistence Allowance Payable to Members of Same Family

- (a) When two staff members attached to the same mission marry each other, their entitlements to mission subsistence allowance shall be so modified that the staff member at the higher salary level will receive the allowance at the rate for a staff member with dependants, while his (or her) spouse will cease to receive any mission subsistence allowance. This modification in entitlement shall be given effect from the date of marriage.
- (b) When a staff member and a military observer attached to the same mission marry each other, both persons will continue to be entitled to their respective mission subsistence allowance, with the understanding, however, that the allowance for the staff member will be payable at the single rate.

6. Payment of Mission Subsistence Allowance Upon Separation

- (a) In the case of mission personnel returning to their home country upon separation, final travel claims should be settled, wherever possible, in the field, prior to departure from the mission area. Travel subsistence allowance, transit allowance (if applicable) and terminal allowance shall be estimated on the basis of the authorized itinerary and a notation that final settlement has been made shall be made on the final pay and clearance certificate (form FOS.13).
- (b) Whenever final settlement cannot be made in the field, e.g. when travel tickets are to be purchased by the traveller en route, an amount up to 80% of the estimated entitlement may be advanced with the balance payable when the final travel claim is submitted to the field upon completion of travel.

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7. Allowance for Retained Accommodations

Where an allowance for retained accommodations is authorized, it is payable only to staff who have returned or are expected to return to their original duty station; the allowance is not payable to such staff members as Field Service Officers who have been reassigned from one mission to another mission as they will normally no longer be required to retain accommodations at the previous duty station. When payment of the allowance is authorized, receipted bills or other supporting evidence of the actual expenditures incurred for retaining accommodations should be submitted and computation of the entitlement will be effected on a day-to-day basis; no receipted bills are required to substantiate expenditures incurred at the place to which travel was effected. The cost of retained accommodations shall include the actual rental plus the actual cost of utilities for which the staff member must pay during his absence, excluding wages of domestic servants. The total cost shall not be in excess of the mission subsistence allowance which would have been payable if no travel had been undertaken.

8. Schedule of Mission Subsistence AllowanceGeneral:

(a) For daily rates: The rates published in the circulars issued by the International Civil Service Commission under Schedule of Daily Subsistence Rates and the Administrative Instruction (ST/AI/137/Amend.5):

- (i) Staff P-5 and below: daily rates as per above circulars.
- (ii) Staff at D-1 and D-2 levels: daily rates as per above circulars plus 15% subject to establishment of maximum rates.
- (iii) Under-Secretaries-General, Assistant-Secretaries-General: daily rates as per above circulars plus 40% subject to establishment of maximum rates and reduction after 60 days.

While increases of 15 and 40 per cent apply, the rates shall be rounded to the nearest dollars - 50 cents or more to be rounded upward.

(b) For monthly rates: The rates published by the Office of Financial Services in the Transmittal Memorandum under Schedule

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of Monthly Mission Allowances for Field Service personnel and detailed General Service Staff. These rates are also applicable to Professional Staff and above categories as follows:

Rates for P-1	= FS-5 or G-5
" " P-2	= FS-6
" " P-3/P-5	= FS-7
" " D-1/D-2	= FS-7 plus 15 per cent
" " ASG/USG	= FS-7 plus 25 per cent

UNMOGIP: 1. Daily and monthly mission subsistence allowances are applicable to all internationally recruited staff including those in Professional category and above.

2. Special arrangement for Chief Military Observer.

UNTSO: 1. System of post adjustment, installation grant and assignment allowance applies to reassigned staff in Professional category and above.

2. For all other internationally recruited staff:

(a) Daily mission subsistence allowance for first 30 days at local currency rates established in subsistence allowance circulars under the heading "First 60 Days."

(b) Monthly mission allowance after 30 days at local currency rates.

3. Special arrangements for Chief of Staff and international staff in Professional category and above specifically recruited for UNTSO.

UNEF: 1. Daily and monthly mission subsistence allowances are applicable to all internationally recruited staff including those in Professional category and above.

2. Daily mission subsistence allowance at local currency rates established on an ad hoc basis by the Office of Financial Services.

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3. Monthly mission subsistence at local currency rates established on an ad hoc basis by the Office of Financial Services.
4. Special arrangements for Force Commander and international staff in Professional category and above specifically recruited for UNEF.

UNFICYP:

1. Daily and monthly mission subsistence allowances are applicable to all internationally recruited staff including those in Professional category and above.
2. Special arrangements for Personal Representative of the S-G, Force Commander and for international staff in Professional category and above specifically recruited for UNFICYP.

UNSD (Pisa)

1. System of post adjustment, installation grant and assignment allowance applies to assigned staff in Professional category.
2. Daily and monthly subsistence allowances are applicable to all other internationally recruited staff.

UNDOF:

1. Daily and monthly mission subsistence allowances are applicable to all internationally recruited staff including those in Professional category and above.
2. Special arrangement for the Force Commander.

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(RATES FOR TEMPORARY ASSIGNMENT TO HEADQUARTERS AND GENEVA)
(Staff Rule 103.21)

1. Administrative Instruction ST/A1/143 as revised establishes special rates for staff members including Field Service personnel, assigned to Headquarters or Geneva from field missions or other offices for periods of less than one year.

These rates have been established for Headquarters and Geneva as follows:

- a) First 60 days
 - Under-Secretary-General and Assistant Secretary-General
 - D-1 and D-2
 - All other staff.
- b) During the next 60 days
 - Under-Secretary-General and Assistant Secretary-General
 - All other staff.
- c) After 120 days
 - Under-Secretary-General and Assistant Secretary-General
 - All other staff, with dependent spouse or dependent child
 - All other staff.

2. The following rates apply to Field Service and detailed General Service staff assigned to Headquarters or to the Geneva Office for periods of one year or more:

a) Headquarters

First 30 days

- the subsistence allowance rate published for the United States of America in the Subsistence Allowance circular under the heading "First 60 days".

Thereafter

- the monthly subsistence allowance for the United States of America as especially established for FS and GS staff.

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(Staff Rule 103.21)

b) Geneva Office

First 30 days

- the subsistence allowance rate in Swiss francs published for Switzerland in the Subsistence Allowance Circular under the heading "First 60 Days".

Thereafter

- the monthly subsistence allowance for Switzerland as especially established for FS and GS staff.

Where applicable, the staff member will receive daily subsistence allowance for eligible dependants as outlined on page B-32 (b).

In the case of staff in the Professional or higher categories assigned to Headquarters for one year or more, the normal arrangements will apply in respect of installation grant, post adjustment, etc.

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CURRENCY FOR PAYMENT OF SUBSISTENCE ALLOWANCE
(Staff Rule 103.21(b))

Except where special instructions apply, both representatives and Secretariat members on United Nations missions in the field will be paid mission subsistence allowance in local currency, provided that the initial travel claim to the mission area and the last two weeks of the mission subsistence allowance on completion of mission assignment may be paid in dollars. Exceptions may be made for periods of official travel or annual leave outside the mission area.

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CLOTHING ALLOWANCE
(Staff Rule 103.21(c))

1. A clothing allowance may be authorized by the Office of Financial Services for staff assigned to service with a mission in a tropical or arctic area. The allowance is primarily designed to assist the staff in the purchase of special clothing. The allowance once paid, is considered to cover a three-year period, and normally, a staff member who has received the allowance in connexion with service with one mission, may not be paid the allowance again, if he should be reassigned to another mission in the same climatic region, within a three-year period. In special circumstances, an exception to the three-year rule may be authorized by the Office of Financial Services.

2. When a clothing allowance is authorized for a particular mission, as a rule this allowance shall be paid by submission of a completed claim in form F.10, prior to the staff member's departure from Headquarters. Since one clothing allowance is allowed for a three-year period, it is suggested that the following statement be included on all F.10's claiming this allowance:

"I hereby certify that I have not received a clothing allowance from the United Nations within the past three years."

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ASSIGNMENT ALLOWANCE
(Staff Rule 103.22)

1. An assignment allowance shall be paid to a staff member in the Professional category and above assigned for a period of one year or more but less than two outside his home country to a mission or an Information Centre under the post adjustment/assignment allowance system.

2. An assignment allowance shall normally be paid to staff assigned for a period of two years or more but less than five years to a mission or Information Centre outside their home country other than Geneva, London, Montreal, New York, Paris, Rome, Vienna or Washington, under the post adjustment/assignment allowance system.

3. An assignment allowance is not normally paid to staff who are assigned for a period of two years or more to one of the following duty stations; Geneva, London, Montreal, New York, Paris, Rome, Vienna or Washington, nor to any other duty station for a period of five years or more or for an indefinite period under the post adjustment/assignment allowance system. In such cases, removal costs will normally be paid under Staff Rule 107.27.

4. The effective dates, P.5 action and method of payment for an assignment allowance are the same as those for the payment of post adjustment (Staff Rule 103.7).

5. If the assignment of staff receiving an assignment allowance at one of the duty stations mentioned in paragraph 2 above is extended beyond two years or if the assignment of staff receiving the allowance is extended beyond five years, the assignment allowance shall cease to be payable from the first of the month following the date on which the staff member is advised of the extension. If the staff member is expected to remain at the duty station for a further two years from such date he shall immediately become entitled to the payment of removal costs to the duty station. In all cases he shall be entitled to the payment of removal costs at the end of the assignment, unless he is then assigned to a new duty station at which an assignment allowance is payable.

6. When a staff member is transferred between two offices, at both of which he is entitled to payment of the assignment allowance, the staff member shall retain entitlement to receive this allowance during the period of travel and/or leave on route

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ASSIGNMENT ALLOWANCE (CONT'D)
(Staff Rule 103.22)

to the new duty station. It is appropriate also to authorize payment in dollars of the assignment allowance which falls due during the travel period. However, the determination regarding the currency of payment will be made by the Office of Financial Services on the basis of the circumstances of each case.

7. Rule 103.22(b) states that an assignment allowance shall not be paid to a staff member for more than five years in respect of service at one duty station. Paragraph (b) of Rule 103.22 does not prevent a staff member from receiving assignment allowance for more than five years in respect of service at one duty station if the service is broken by a bona fide change of duty station. A technical break in service or a short change of duty station designed to re-activate the assignment allowance for a longer period of service at the same duty station would not prevent the application of paragraph (b) of Rule 103.22.

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DEPENDENCY ALLOWANCE
(Staff Rule 103.23)

1. Staff members appointed under the 100 series are required to complete once yearly the relevant parts of form P.84, report on dependency status, to qualify for payment of dependency allowance. The Administrative Officer shall prepare a check list of the forms received - individual forms with names and index numbers for those on the Headquarters payroll, blank forms for other staff - to ensure that all staff members comply with this requirement and that all forms, duly completed, are returned to Headquarters.

2. Entitlement to dependency allowance of locally recruited staff is normally established as part of the local salary scale for the duty station. In the case of locally recruited staff of Information Centres, the dependency allowance shall be payable to General Service staff who are holding fixed-term, probationary or regular appointments; in the case of staff who have a temporary or casual employment relationship with the Office, the allowance shall not be payable unless the contract for the employment of the individual specifically provides for the payment of the allowance.

3. Special attention should be given to claims for dependency allowances for a secondary dependant e.g. a father, mother, unmarried sister or brother. Unless this allowance is provided on the local salary scale, such claim may not be allowed. If provided on the local salary scale, claims for dependency allowance for a secondary dependant will only be accepted if properly justified.

4. Where no local salary scale has been established, locally recruited staff shall be eligible for a dependency allowance provided that (a) payment of the allowance is a clearly recognized custom of the area and is necessary in order that the United Nations meet the best prevailing conditions of employment; (b) their employment is expected to exceed six months; and (c) payment of the allowance is specified in the terms of appointment. The establishment of a scale for such an allowance requires Headquarters' approval.

5. Upon appointment of Headquarters staff, the initial P.5 will usually not include entitlement to dependency allowance since this entitlement is subject to verification of birth certificates, P.84 form, etc. by the Office of Personnel Services. As soon as verification has been completed an amended P.5 will be issued indicating dependency status.

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PROMOTION
(Staff Rule 104.14(f)(iii))

1. Normally once a year all field offices shall be given the opportunity to submit recommendations to Field Operation Service for promotion of their staff. These recommendations shall be made by the Mission Administrative Officer or Head of Office and will be treated confidentially; receipt of recommendations for promotion from field office will be acknowledged by F.O.S.

2. When submitting recommendations the following principles shall be observed:

- (a) A minimum period of service in grade will be established as a normal requirement for consideration for promotion. Any recommendation for promotion without the minimum service will require the reviewing body to consider all other staff members at the level having equal or greater seniority.
- (b) Recommendation shall not be based only on a creditable performance in the present level; normally a staff member must have demonstrated a performance record sufficiently superior to that of his colleagues to merit selection from among them for promotion to a higher level.
- (c) All recommendations for promotion should be accompanied by detailed justification establishing for the information of the reviewing bodies: (a) that the staff member actually occupies a post at the higher level* (b) specific details of the duties of the staff member recommended and (c) those qualities possessed by the staff member which establish his potential to perform at the higher level.

3. It is pointed out that no promotions can be obtained outside of the established arrangements.

4. Effective dates of promotion are dependent on availability of posts but the earliest date staff members may be promoted each year is that which is stated on the Promotion Registers.

5. In order to inform staff in field offices of vacancies which may offer possibilities for promotion Field Operations Service has made arrangements that copies of all circulars of vacancies in the United Nations Secretariat be automatically

* or what prospects there may be of such a post within the current year.

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(Staff Rule 104.14(f)(iii))

forwarded to all missions and centres when issued. The Mission Administrative Officer or Head of Office will see to it that these circulars be brought to the attention of all staff who may be interested.

6. A staff member who believes that his claim for promotion has not received proper and full consideration because of incomplete information transmitted to Headquarters should be informed of the recourse procedure established by the Headquarters information circular concerned.

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MEDICAL EXAMINATION
(Staff Rule 104.15)

1. Staff detailed to field missions or to information centres shall be required to undergo a medical examination prior to proceeding to the field station. Normally staff members on mission duty will not be required to undergo further medical examinations except in connexion with change of duty station, or with the extension of a fixed-term appointment. However, staff may be required to have a medical examination by a U.N. examining physician during the course of their mission assignment if deemed necessary by the Medical Director. These medical examinations shall be reported on standard Medical Service forms to be provided by Headquarters on request:

For pre-placement or initial medical examinations:

MS.2 - Medical Examination

MS.4 - Medical History

For subsequent examinations:

MS.2 - Medical Examination

MS.6 - Periodic Health Examination History

All arrangements for medical examinations shall be made through Field Operations Service.

2. The following rules apply to medical examinations of locally recruited personnel:

- Applicants for locally recruited posts of more than one week's duration will be subject to medical clearance prior to employment in accordance with the following procedures (this rule does not apply to casual labour employed on missions):

(a) Appointments of one week to six months (short-term)

Short-term medical clearance recorded on form MS.1. Medical clearance in such cases may be made by an official UN or specialized Agency Medical Officer, or a UN examining physician in the area. A candidate may be considered medically fit for short-term employment if, in the opinion of the examining physician, he does not present evidence of physical or mental disease which may be a danger either to himself or to others working on the premises. The Medical Clearance Certificates and chest X-rays will be retained in the files of the examining physician.

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(Staff Rule 104.15)

(b) Appointments for more than six months

(i) Examinations are to be carried out by physicians listed in the approved list of UN examining physicians, issued by the UN Medical Service, and the findings recorded on the standard UN (Headquarters) medical examination form MS.2 and MS.4. The examination reports, chest X-ray films (minimum standard size 12" X 15"), and form P.17 are to be forwarded to the Medical Director at Headquarters for medical classification concerning eligibility for employment. It is important that examination reports, including the chest X-ray, carry complete details as to the individual concerned with indication of name and location of the field office, so as to enable the Medical Service to identify incoming reports. The Medical Service shall also be notified when a candidate is no longer under consideration for employment.

(ii) It should be noted that until medical clearance is given by the Medical Director for employment, no other type of appointment is to be offered except short-term.

3. Exit Medical Examinations

It should be noted that medical examinations for local staff and international staff of field missions are no longer required on separation; only military observers are required to undergo an exit medical examination.

4. Periodic Medical Examinations

(a) International and local staff of field offices may take voluntary medical examinations at United Nations expense as follows: every two years for those under 35; every year for those above 45.

(b) These medical examinations are to be carried out by designated United Nations examining physicians who should be requested to submit reports on forms MS.2 and MS.6.

(c) The entitlement for reimbursement of medical examination expenditures in accordance with the above provisions should be determined locally on the basis of records maintained in the Personnel files at each field office.

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MEDICAL EXAMINATION (CONT'D)
(Staff Rule 104.15)

5. Inoculation Schedule

(a) The following inoculation schedule issued by the United Nations Medical Service for field Missions and Information Centres, lists the types of vaccine required for smallpox, typhoid, tetanus, typhus, cholera, plague and yellow fever. It indicates, in each case, the dosage by age group, the amount of vaccine required and, where more than one dose is necessary, the interval between doses. The schedule also indicates, where appropriate, the amount of booster dose by age group and the interval between booster doses.

(b) The schedule should serve as a guide for checking the validity of past inoculations and for determining the need for booster inoculations and doses.

- (c) Note:
- (i) Smallpox and yellow fever inoculations should be given at least two weeks apart (or, if absolutely necessary, both can be done, on the same day, in different arms).
 - (ii) Gamma globulin will be given just before departure and not during a course of other inoculations (in urgent cases, however, it can be given immediately after the last inoculation but not into the same limb).
 - (iii) The Tine test should be given two days before any inoculation.
 - (iv) Oral poliomyelitis vaccine can be given at the same time as these inoculations.

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INITIAL SERIES							
VACCINE	NO. OF DOSES	AGE GROUPS	AMOUNT	INTERVAL BETWEEN DOSES	AGE GROUPS	AMOUNT	INTERVAL BETWEEN DOSES
Smallpox	1	4½ months to adult	One drop	-	Same as initial series	Same as initial series	Every three years
Typhoid or	2	6 months to 10 years	0.25 ml each of 2 doses	One month	6 months to 10 years	0.25 ml	After 3 years (or at any time thereafter regardless of the time elapsed since the series or last booster). After the first booster, further typhoid boosters should be given intradermally (0.1 ml).
		Over 10 years	0.5 ml each of 2 doses	One month	Over 10 years	0.5	
	3	Over 10 years	0.5 ml each of 3 doses	1 week apart (only if nec.)			
Tetanus Toxoid (Adsorbed or AP, National)	3	Infant to 10 years	(Should have DPT)	4-6 weeks between first and second doses: 1 year between 2nd and 3rd doses	Infant to 10 years	(Should have DPT)	After an injury occurs (if more than 12 months since the previous toxoid injection) or after 10 years (or at any time thereafter, regardless of time elapsed since the series or last booster)
		Over 10 years	0.5 ml each of 3 doses I.M.		Over 10 years	0.5 ml I.M.	
Typhus	2	6 months to 10 years	0.25 ml each of 2 doses	One month	6 months to 10 years	0.25 ml	After 1 year following initial series and at yearly intervals so long as there is threat of exposure. (The primary series need never be repeated for booster doses to be effective).
		Over 10 years	0.5 ml each of 2 doses		Over 10 years	0.5 ml	

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VACCINE	NO. OF DOSES	AGE GROUPS	AMOUNT	INTERVAL BETWEEN DOSES	AGE GROUPS	AMOUNT	INTERVAL BETWEEN DOSES
Cholera	2	6 months to 5 years	1st: 0.1 ml 2nd: 0.3 ml	One week to One month	6 months to 5 years	0.3 ml	After 6 months following initial series, and at 6 monthly intervals, as long as danger of infection exists. (The primary series need never be repeated for booster doses to be effective). After the fourth booster, further cholera boosters should be given intradermally (0.2 ml).
		5 years to 10 years	1st: 0.3 ml 2nd: 0.5 ml		5 years to 10 years	0.5 ml	
		Over 10 years	1st: 0.5 ml 2nd: 1.0 ml		Over 10 years	0.5 ml	
Plague	3	Over 10 years Children: see leaflet	1st: 0.5 ml 2nd: 0.5 ml 3rd: 0.2 ml <u>I.M.</u>	One month between 1st and 2nd doses: 1-3 months between 2nd and 3rd doses	Over 10 years	0.2 ml <u>I.M.</u>	Boosters at 6 to 12 monthly intervals while in infected area. (The primary series need never be repeated for booster doses to be effective).
Yellow Fever	1	6 months to adult	0.5 ml	-	6 months to adult	0.5 ml	Every 10 years

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VACCINE	NO. OF DOSES	AGE GROUPS	AMOUNT	INTERVAL BETWEEN DOSES	
Polio-myelitis (oral, live trivalent vaccine)	3	Over 10 years	2 drops, each of 3 doses (using the multi-dose container)	6-8 weeks between 1st and 2nd doses: then, 8-12 months before 3rd dose.	Booster dose, of 2 drops is advisable when more than 5 years have elapsed since the initial completed series (Sabin or Salk vaccine) or previous booster, if a person will be travelling to an area where the risk of poliomyelitis is much greater than in the United States.
Gamma globulin (for the prevention of infectious hepatitis)	1	Over 1 year	2.0 ml <u>I.M.</u>	Gamma globulin is to be given to all travelling to the tropics and sub-tropics (including North Africa and East Mediterranean) who have not already stayed a total of three months, in such areas, within the previous five years.	If someone, making his first visit to the tropics and sub-tropics, remains there, one booster injection (same dose as the initial injection) may be given after six months. If someone goes on another trip to the tropics and sub-tropics, more than six months after gamma globulin has been given, a further injection can be made if that person has not yet stayed at least 3 months in such areas within the past 5 years.

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MEDICAL EXAMINATION (CONT'D)
(Staff Rule 104.15)
(Medical Kits)

6. General

- (a) The United Nations Medical Service has recommended the contents of medical kits for staff members who are going on official travel from Headquarters or other established offices to serve in areas outside Europe and North America. When deemed necessary the U.N. Medical Service may provide individual kits to staff members upon request. Such requests will be indicated by the Administrative Officer on the MS.20 form. The cost will be chargeable to the mission budget. When travelling as a group on a special mission, each staff member in the group will receive an individual kit in addition to the first-aid kit carried by the Administrative Officer as customarily provided in the past.
- (b) The above requirements do not apply to staff members who go on official travel to established missions or other missions where adequate medical facilities exist or where medical kits have already been provided.
- (c) With regard to staff members on official travel from another mission to any country outside of Europe and North America, a medical kit similar to those provided by the United Nations Medical Service should be given.

7. Contents of first-aid kit carried by the Administrative Officer for a special Mission Group

The suggested contents of this medical kit per person is as follows:

(a) Equipment

- 1 Thermometer
- 1 Pair of Scissors (sharp-pointed are the best)
- 1 Box of assorted Band-aids
- 1 Roll of Adhesive Tape (1" wide)
- 3 Safety pins
- 4 Bandages (2" wide)
- 1 Packet of Cotton Wool (4 oz. packet)
- 20 Sterile Gauze Pads (4" x 4")

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(b) Medications

Analgesics - APC or Aspirin tablets.....50 tablets
 Darvon (65 mg capsules).....20 capsules
Antimalarial - Aralen (chloroquine phosphate)
 (250 mg tablets).....30 tablets
Antibiotic - Achromycin (Tetracycline)
 (250 mg capsules)....40 capsules
Fungicide - Desenex ointment 0.9 oz. tube..... 1 tube
Water purification - Halazone tablets.....100 tablets
Antihistamine ointment - Pyribenzamine
 (4 oz. tube)..... 1 tube
Skin injuries - Mercurochrome 2% solution..... 1 bottle
Insect repellent..... 1 bottle

8. Contents of individual kit

The contents of this kit are as follows:

Chloroquine phosphate (250 mg tablets).....30 tablets maximum
Tetracycline (250 mg. capsules).....30 capsules
Desenex (0.9 oz tube)..... 1 tube
Pyribenzamine (1 oz. tube)..... 1 tube
Halazone tablets.....30 tablets

9. Instructions

(a) CHLOROQUINE PHOSPHATE (also known as aralen): 250 mg tablets.

Two tablets of chloroquine phosphate once a week, on the same day, should be taken for two weeks before entering a malarial area (failing this, an initial dose of 1 gram, which is four tablets, may be taken in two divided doses, six hours apart). These tablets must be taken (500 mg a week, which is equivalent to two tablets) during the entire stay in the area, and for at least one week after the last day of exposure: they should be stopped only if medical care is readily available, as "suppressed" malaria may appear whenever any anti-malarial medication is discontinued. Chloroquine should not be taken on an empty stomach. Up to three months' supply is included in the kit: any additional anti-malarial medication must be obtained

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(Staff Rule 104.15)
(Medical Kits)

in the area of assignment. Pregnant women should not take anti-malarial tablets before consulting a physician.

- (b) TETRACYCLINE (also known as achromycin): 250 mg capsules.

If an acute infection (e.g. an upper respiratory or skin infection) develops, and a physician cannot be consulted, tetracycline (one capsule every six hours) can be taken. However, do not continue beyond three days without seeing a doctor. Remember that this antibiotic is useless if one is ill with malaria or a virus infection.

If diarrhoea occurs, it does not necessarily mean that one has bacillary or amoebic dysentery. Non-infectious diarrhoea can arise from overeating, taking strange foods or a change in the chemical content of the water. Simple diarrhoea, resulting in two or three loose bowel movements a day, usually clears up by remaining on a light diet for about forty-eight hours, with a complete absence of fats and alcohol. In all cases of diarrhoea, fluid intake, such as water and tea, must be increased.

If diarrhoea is severe, or continues beyond two days, keep on a light diet, increase fluid intake and take tetracycline (one capsule every six hours). If this treatment is not effective within three days, if vomiting occurs, or if blood appears in the stool, a physician must be consulted.

- (c) PYRIBENZAMINE

To treat insect bites, stings, sunburn and allergic skin reactions (like hives), pyribenzamine cream should be applied.

- (d) DESENEK

This is effective against fungus infections of the skin, such as "athlete's foot". The ointment should be applied twice a day after the affected area has been washed and dried.

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(Medical Kits)

(e) HALAZONE

If boiled or bottled water cannot be obtained, tap water should be treated with halazone: two tablets should be used for each quart of clear water, allowing the solution to stand for thirty minutes before drinking (if the water is cloudy, four tablets should be used for each quart). If there is excessive perspiration, food must be salted more heavily.

(f) MINOR PAIN

For the relief of minor pain (such as headaches), aspirin or APC tablets (2 every four hours) should be effective. More severe pain will require darvon (65 mg. capsule every four or six hours).

(g) MISCELLANEOUS

- (i) It is also recommended that staff member brings any particular medication which either he or someone in his family might need, such as antacids, laxatives, motion sickness pills, or sedatives for insomnia.
- (ii) All persons going to the tropics or sub-tropics for the first time should read the pamphlet "YOUR HEALTH IN THE TROPICS", issued by the UN Medical Service.
- (iii) If you need to consult a doctor, while travelling, contact the nearest U.N. Information Centre or UNDP Office for a recommendation: usually, you will be referred to a local UN examining physician.

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ANNUAL AND SICK LEAVE
(Staff Rules 105.1 and 106.2)

1. All staff members - whether internationally or locally recruited - appointed under the 100 series are entitled to annual and sick leave under Staff Rules 105.1 and 106.2. The provision of Staff Rule 105.1(f) concerning special terms and conditions of annual leave for local staff no longer applies.

2. Short-term staff members appointed (normally for a period not exceeding six months) under the 300 series are not entitled to annual leave (Staff Rule 305.1); for sick leave see Staff Rule 306.2.

3. Employees of the United Nations engaged at an hourly rate or on casual labour basis are not staff members and are not normally entitled to annual and sick leave; however, they may be granted leave at the discretion of the Mission Administrative Officer or Head of Office provided that the grant of such leave is in accordance with local practice.

4. The instructions concerning the recording of time, attendance and leave reporting are set out in administrative instruction ST/AI/221 as amended. The leave cards established at Headquarters shall be used by field offices for recording leave of all Headquarters staff. These cards may also be used for local staff; alternatively, field offices may use for local staff a special card adjusted to their local needs provided all basic leave data are duly recorded.

5. The Headquarters leave cards indicate the legal holidays observed in the New York area. Field Offices shall amend these cards in such a way that they indicate the holidays observed in the local area.

6. Annual leave is earned at the monthly rate of 2½ days and entitled staff members will be credited with this amount for each full calendar month of service. When entitlement credit commences after the first day of a month, two days will be credited for service beginning up to and including the 16th of the month and one day for service beginning later in the month. In separation cases, a reverse formula will apply.*

7. When a staff member is appointed to commence work on the first working day of the month and is therefore paid for the whole month his annual leave credit should likewise accrue at the

*(one day for service ending up to and including the 16th day of the month and two days thereafter)

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full monthly rate of $2\frac{1}{2}$ days even though the first working day of the month comes after the first day of the month.

8. Leave taken by Headquarters staff in the field should be reported monthly to Field Operations Service on form B. (page D-34)

9. Leave reports shall be prepared and be attached to the leave records maintained in the field. However, whenever sick leave requires approval on the basis of a medical certificate - Staff Rule 106.2(a)(vii) and (b) - the sick leave report accompanied by the medical certificate shall be forwarded to Headquarters for certification by the Medical Service. Upon certification it will be returned to the field office for attachment to the staff member's leave record.

10. Upon completion of a staff member's assignment, including the case where a staff member is re-assigned to another field office, the leave record with all pertaining leave reports shall be forwarded to Field Operations Service under cover of the administrative report indicating the balance of annual leave earned by the staff member with cut-off date.

11. With regard to the accumulation of annual leave during mission service it should be noted that home leave taken by Field Service personnel is to be considered as "completion of service with a mission" as meant in Staff Rule 105.1(c) and that the four months period will, therefore, start as from the date of departure on home leave. Reassignment from one mission to another of Field Service staff is not to be considered as "completion of service with a mission" for the interpretation of this Staff Rule.

12. Each staff member, internationally or locally recruited, shall be asked to review and initial his attendance record card at the end of the calendar year and to initial the opening balance of his new card.

- (a) Missions: The old cards of all internationally recruited staff members shall be forwarded to Headquarters with all leave reports stapled to the individual record, together with an alphabetical listing indicating for the individual staff members the balance

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(Staff Rules 105.1 and 106.2)

of annual leave as per 31 December, the number of days of certified sick leave taken during the leave year and the number of uncertified sick leave taken (if no sick leave taken, report "NIL"). The attendance records with leave reports of local staff shall be retained in the field.

- (b) Centres: The procedure outlined under (a) for international staff shall be followed for Headquarters and local staff.

13. Upon completion of field assignment, staff members returning to Headquarters may request annual leave to be taken en route. Such requests will be transmitted by the Administrative Officer or the Head of Office to Field Operations Service which will contact the department concerned for clearance and notify the field office of the decision.

14. The Administrative Officer or Head of Office is responsible for notifying Headquarters, if necessary by cablegram, whenever an overdraft of leave of a staff member appears likely.*

15. Principal Secretaries and Heads of Offices should obtain prior approval from Headquarters before taking extended leave away from the duty station. Administrative Officers planning leave of more than five days away from mission headquarters should similarly clear with Field Operations Service.

16. The official holidays observed at Headquarters will apply to staff members in travel status between Headquarters and any other duty station, to and from a field office and between two field offices. During the period of duty in the field the official holidays for the area will apply to staff members; when a staff member leaves a mission area on annual or home leave and subsequently returns to the same mission the local holidays established for that mission area will apply.

17. Sick leave of staff as a result of serious illness or personal injury shall be immediately reported to Field Operations Service by cablegram. Notification by cablegram shall be made in all cases where a staff member is hospitalized.

*See Staff Rule 105.1 (e) for advance annual leave and Personnel Directive PD/1/70 for extended sick leave.

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18. After exhausting his "sick leave with full pay", a staff member holding a Headquarters appointment may, if he so wishes, supplement his "sick leave with half pay" with half days of annual leave. Headquarters must issue a Personnel Action (P.5) when placing a staff member on "sick leave with half pay". If this sick leave is to be supplemented by annual leave, the P.5 must indicate this fact. If the staff member does not return to duty prior to the exhaustion of the annual leave, a further P.5 is necessary to place him on half-pay status since the date of the next salary increment is then affected. Administrative Officers of Heads of Offices must therefore keep Field Operations Service informed of a staff member's leave status in applicable cases and forward the current leave record card to Headquarters. For further details, see Personnel Directive PD/1/70.

19. Staff Rule 106.2 (d) provides that entitlement to sick leave shall lapse on the final date of a staff member's appointment. This provision has sometimes been misunderstood as requiring a suspension of the right to utilize sick leave entitlement upon the expiration of a fixed-term appointment. Such an interpretation is neither justified by the staff rules nor by principles of good administration. Otherwise, a greater advantage of sick leave would be available to those who are incapacitated at the beginning of their fixed-term appointment than to those who suffer the incapacity towards the end of such appointment irrespective of the length of their service. Staff Rule 106.2 (d) was intended to prevent accrual rather than utilization of sick leave. When a staff member who is on a fixed-term appointment is incapacitated for service by reason of an illness which continues beyond the date of expiration, the case should be referred to Field Operations Service for further action. See Personnel Directive PD/1/67 for additional information.

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HOME LEAVE
(Staff Rule 105.3)

1. Well ahead of the calendar year under review Field Operations Service will establish for each field mission a plan of home leave travel for all eligible staff taking into consideration:

- (a) the staffing requirements of the missions;
- (b) the possibility of replacing staff in conjunction with home leave;
- (c) to the extent possible, the wishes of the individual staff members eligible for home leave.

2. In establishing this home leave schedule Field Operations Service will consult, where necessary, with the Headquarters departments concerned and with the Office of Personnel Services.

3. In the case of Information Centres, where tours of duty are normally for two to four years, Field Operations Services will schedule home leave of eligible staff members in consultation with OPI.

4. Home leave shall normally be arranged at the beginning or end of the mission assignment, particularly when the assignment is for one year. Also, home leave during a person's assignment to a field office shall normally be granted only when it is clearly to the advantage of the Organization to grant it during the course of the assignment and when it is anticipated that the staff member will be returning to the field office for a period of at least six months.

5. In accordance with the provision of Staff Rule 105.3(b) (ii) the services of staff members proceeding on home leave are to continue at least six months beyond the date of their return from home leave. Accordingly, before home leave of personnel on fixed-term appointments (e.g. Field Service staff) is authorized, it is necessary to ascertain that these conditions will be met.

6. A staff member who wishes to resign within six months following the date of his return from home leave should be reminded that under staff rule 107.4(a), he shall not normally be entitled to payment of return travel expenses for himself or his dependants.

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HOME LEAVE (CONT'D)
(Staff Rule 105.3)

7. The dependants of a staff member have no separate entitlement to home leave. They can only travel in conjunction with the approved home leave of the staff member. In exceptional circumstances, dependants may be authorized to travel independently of the staff member. Such cases should be referred to Headquarters for prior approval.

8. For standard and mode of transportation during home leave travel see page B-84.
As of 1 January 1974 staff members shall no longer be entitled to travel on home leave by sea at the expense of the organization. Staff members who wish to travel by sea may do so provided that they are prepared to pay the difference between the air travel entitlement and the cost of travel by sea.

9. Staff Rule 105.3(1) provides that a staff member shall be required to spend a substantial period of leave in his home country. The Office of Personnel Services has established this as at least two weeks to be spent in the staff member's home country. A staff member should be informed of this requirement prior to his departure on home leave and may be asked upon his return from home leave, to furnish satisfactory evidence that this requirement has been fully met.

10. In the case of home leave staff members may be granted a salary advance as outlined on page B-26.

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SUBJECT:

PARTICIPATION IN THE PENSION FUND
(Staff Rule 106.1)

1. Under Article 21 of the Regulations of the United Nations Joint Staff Pension Fund all staff, including locally recruited staff of Missions and Information Centres, will become participants in the Fund upon receiving an appointment for one year or longer, or upon completion of one year of service under shorter appointments (except where participation is excluded in the letter of appointment). New participants shall complete form PENS.A/2 (Designation of Beneficiary) in duplicate and transmit the form to Field Operations Service for forwarding to the Joint Staff Pension Fund. One copy of the form will be stamped and returned to the staff member as proof that the designation of beneficiary has been recorded.

2. Requests of new participants for validation of non-pensionable service under Article III of the Regulations should be directed to the Joint Staff Pension Fund on form PENS.B/2 through Field Operations Service.

3. All field offices are required to submit at the end of the calendar year to Field Operations Service for onforwarding to the Joint Staff Pension Fund a listing of all staff members who have been participants in the Fund during any part of that year with the pertinent data as to pensionable remuneration during the periods of contributory service, the contributions received, the changes in salary rates during the period, periods of leave without pay (LWOP), etc..

4. The calculation of the pensionable remuneration will be made in US dollars (Regulations JSPF Article 1 (p)) as per the exchange rates established by the Office of Financial Services and published by UNDP, on the basis of the following principles:

- (a) if a change in the operational exchange rates occurs on or before the 15th of the month, the new rate will be applied from the first of that month, i.e., the pensionable remuneration for that entire month will be calculated at the new rate;
- (b) if a change in the operational exchange rate occurs on or after the 16th of the month, the new rate will be applied from the first of the following month.

Detailed instructions will be forwarded to field offices before the end of the calendar year under review.

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(Staff Rule 106.1)

5. For the record it is pointed out that the status of associate participant of the JSPF was discontinued effective 1 January 1967.

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SUBJECT:

COMPENSATION CLAIMS
(Staff Rule 106.4)

1. Applicability

Under Article 1 all United Nations staff members including local staff, are covered under Appendix D to the Staff Rules unless certain categories of local staff are expressly recruited under an applicable national security scheme. However, not all persons employed by United Nations fall under the category of staff members. Casual employees e.g. employees engaged on a daily basis in oral arrangement and not under a letter of appointment, and those paid at hourly rates should be considered as employees of the United Nations but not as staff members since the conditions of their employment do not give them any tenure with United Nations. Although such employees are not covered by Appendix D they may have a legitimate claim against the United Nations under the local Workmen's Compensation Law. Whenever this is the case United Nations may voluntarily observe the pertinent provisions of the local law.

2. (a) Before submitting a claim for compensation, the staff member should refer to Appendix D to the Staff Rules, which describes what the entitlements are and the conditions under which compensation may be granted.

(b) Compensation claims should be presented in letter form under the name of the staff member concerned and signed by him whenever possible. Claims should be addressed to the Secretary, Advisory Board on Compensation Claims (ABCC), through the Chief, Field Operations Service. Any further correspondence on the matter will be exchanged directly between the ABCC, the staff member and possibly the Head of Office or the Director of the Information Centre.

3. The information required by the ABCC is as follows:

(a) Personal data

Full name, functional title, duty station and salary level of the claimant, as well as the address where he may be contacted.

(b) Motive of claim

Indicate as precisely as possible the nature of the claim, i.e., reimbursement of medical expenses;

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COMPENSATION CLAIMS (CONT'D)
(Staff Rule 106.4)

compensation for the loss of a bodily member;
total or partial disability; or death benefits.

(c) Attributability

It should be noted that the provisions of Appendix D apply only where injury/illness or death is considered by the Secretary-General to be attributable to the performance of official duty. The occurrence of such injury/illness or death merely while in the employ of the United Nations does not establish attributability. Thus, it is of paramount importance that the claim should contain substantial justification to establish a connection to the actual performance of official duties. This information must be provided in addition to the appropriate information listed below.

With regard to compensation in the case of commuting accidents United Nations has not yet issued any definite statement of policy; claims may be submitted to the ABCC and each case will be considered individually and be decided on the basis of its merits. It is stressed that the onus of proof in each such case rests with the staff member to show that the accident occurred as stated.

(d) Information and documentation requested for claims involving an illness

- i. Diagnosis
- ii. When and where illness was contracted
- iii. Treatment received
- iv. Medical report covering all aspects of illness
- v. When disability is involved, a detailed medical report must be provided. The attending physician may, if he wishes, forward this information under confidential cover directly to the Medical Director at Headquarters
- vi. Expenses: All medical and/or hospital bills must be furnished and listed. Payment will be authorized only when detailed bills are submitted to the Secretary, ABCC. Where necessary, United Nations medical insurance

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(Staff Rule 106.4)

may be used as an emergency measure, but this must be stated and full details supplied, as any insurance payment must be refunded

vii. Indicate period of absence from duty.

(e) Information and documentation requested for claims involving an injury

- i. Nature of injury
- ii. When and how sustained
- iii. Treatment received
- iv. Medical report covering all aspects of the injury. The attending physician may, if he wishes, forward this information under confidential cover directly to the Medical Director at Headquarters
- v. When disability is involved, a detailed medical report must be provided (see paragraph (d)(v) above)
- vi. Expenses (see paragraph (d)(vi) above)
- vii. Copy of the official accident report
- viii. Witnesses' statements, if not included in above accident report
- ix. Any third-party liability? See Article 6 of Appendix D.
- x. Statement from the supervisor that the staff member was on duty at the time of the accident, giving full details.
- xi. Indicate period of absence from duty.

(f) Information and documentation requested for claims involving a loss of earning capacity after separation from United Nations Service

- i. Present employment and salary received
- ii. Employment history and earnings over the past ten years
- iii. If unemployed, what efforts were made to find employment? Copies of applications and reasons for non-acceptance should be provided.
- iv. Medical testimony in support, if not included under paragraphs (d) and (e), (iv) and (v) above.

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COMPENSATION CLAIMS (CONT'D)
(Staff Rule 106.4)(g) Social security information

- i. Is the staff member a participant of the Joint Staff Pension Fund?
- ii. Has reimbursement been claimed under any medical insurance scheme?
- iii. Is the staff member in receipt of any pension or other income from any official source, as the result of the injury/illness?

- (h) In cases involving death, it is assumed that it was preceded by either injury or illness so that appropriate information listed in paragraph (d) or (e) above should be provided. In addition, a copy of the death certificate and autopsy report should be provided.

4. It is expected that all possible assistance in the preparation of a compensation claim will be given by the field office or information centre to a staff member who sustains an injury or illness attributable to service, or to his family in case of death.

5. Following are some important points which need to be stressed in connexion with compensation claims:

- (a) The four-month time limit in submitting the initial claim - Article 12 of Appendix D. The initial claim should be submitted as soon as possible. It is not necessary to wait for the collection of medical bills or other documents before forwarding the claim for compensation to Headquarters. It is important to provide the Advisory Board on Compensation Claims, as early as possible, with such facts of the case as are immediately available.
- (b) In the event of an accident involving injury, the need for a full accident report and witnesses' statements. It is a matter of experience that witnesses, particularly in field offices, often leave the area and are difficult to locate. It is in this area that the Head of Office, and/or Centre Director, can be most helpful as it is almost impossible to expect the victim to collect such statements if he is in a

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COMPENSATION CLAIMS (CONT'D)
(Staff Rule 106.4)

hospital or if there are language difficulties. All statements should be duly authenticated by the Head of Office and/or Centre Director.

- (c) The question of third-party liability is also one which must be ascertained by the Head of Office and/or Centre Director, to ensure that it is taken into account in accordance with Article 6 of Appendix D.
- (d) It should be recognized that these rules apply only to regular staff members. Military observers, members of commissions, committees or similar bodies are covered by other arrangements. In the case of casual daily labourers, such personnel are normally covered by local arrangements, and it is suggested that the Head of Office and/or Centre Director refer each such case to the Field Operations Service for a ruling.

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SUBJECT:

LOSS OF OR DAMAGE TO PERSONAL EFFECTS
(Staff Rule 106.5)

1. Under certain conditions and up to established maxima, a staff member shall be entitled to compensation for loss of or damage to personal effects determined to be directly attributable to performance of official duties on behalf of the United Nations. The implementation of this staff rule is given in Administrative Instruction ST/AI/149/Rev.1. See also Staff Rule 107.22(a). All requests for reimbursement shall be addressed to the Claims Board through Field Operations Service.

2. As to the compensation for single items, the following maxima have been established:

Automobile (and all accessories).....	\$2,500-
Camera (still or movie) and all accessories	\$ 150-
Radio, record player, tape recorder or typewriter	\$ 150-
Watch or binoculars	\$ 75-
Cash	\$ 100-

No compensation will be paid for loss of or damage to more than one each of the articles mentioned above. Compensation in excess of \$500 shall not be paid in respect of any one article, including its appurtenances, with the exception of an automobile.

3. No compensation will be paid for loss or damage to animals; motor cycles, boats, motors of all types and their appurtenances; jewellery, money (except as provided in paragraph 2 above), money instruments, securities, tickets or documents; or all such other articles as in the opinion of the Secretary-General cannot be considered to have been reasonably required by the staff member for normal living under existing circumstances.

4. No sum in excess of \$4,000 shall be paid by way of compensation to any one claimant in respect of any one incident, provided that the maximum allowable compensation shall be \$6,000 in any of the following cases:

- (i) If the spouse or dependent children of the staff member reside with him or her at the duty station; or
- (ii) If the staff member has exercised a removal entitlement to the duty station; or
- (iii) If the staff member has resided at the same duty station for more than five years.

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SUBJECT:

LOSS OF DAMAGE TO PERSONAL EFFECTS (cont'd)
(Staff Rule 106.5)

5. When the loss of or damage to personal effects occurs in an emergency situation resulting from war, civil commotion or natural disaster in field areas where the staff member was obliged to be for the discharge of his or her official duties, the maxima mentioned in paragraph 4 above will be \$7,500 and \$12,500, respectively. The maximum limits for compensation established in paragraphs 4 above and in this paragraph shall apply in addition to compensation in respect of an automobile or its accessories.

6. For further details, refer to ST/AI/149/Rev.1.

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SUBJECT:

MEDICAL EVACUATION; TRAVEL IN HARDSHIP CASES;
TRAVEL TO LEAVE CENTRE
(Staff Rules 107.1(a)(vii) and 107.2(a)(vii))

I. Medical Evacuation

1. A staff member or his eligible dependants accompanying him at the duty station may be paid travel expenses for the purpose of securing proper medical care or treatment when this is necessary because the medical facilities available locally are inadequate. The travel expenses are normally paid to the nearest place, or the place to which travel is most economical, where medical facilities are deemed sufficient. At each field duty station, the nearest place or places where adequate treatment is generally available should be determined in advance by the head of the local office.

2. The payment of travel expenses on medical grounds requires authorization by the Office of Personnel Services on a recommendation made by the head of the local office in consultation with a U.N. Examining Physician in the area. At the same time as the recommendation is sent to the Office of Personnel Services, a medical report prepared, wherever possible, by the U.N. Examining Physician should be addressed under confidential cover to the Medical Director at Headquarters. The medical report should contain the following information:

- (a) a precise and detailed diagnosis of the condition for which an evacuation is requested, indicating how long the condition has existed;
- (b) the reasons for requesting the evacuation;
- (c) the place(s) to which evacuation is possible or desired.

Upon receipt of the report, the Medical Director will advise the Office of Personnel Services whether the medical evacuation is necessary. Approval of the medical evacuation will be notified to the staff member concerned through the head of the local office.

3. In cases where evacuation is considered to be urgent by the physician in attendance, the recommendation and medical information referred to in paragraph 2 above should be sent by cable, to be followed by a full medical report (written by a U.N. Examining Physician) as soon as possible.

4. In emergencies, the head of the local office may, in consultation with the U.N. Examining Physician, proceed with immediate evacuation on his own responsibility explaining in

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MEDICAL EVACUATION; TRAVEL IN HARDSHIP CASES;
TRAVEL TO LEAVE CENTRE (CONT'D)
(Staff Rules 107.1(a)(vii) and 107.2(a)(vii))

writing to the Office of Personnel Services at the earliest opportunity his reasons for taking such action in addition to giving the information referred to above.

5. The arrangements for medical evacuation should be made by the head of the local office in consultation with the U.N. Examining Physician. The essential information concerning the case must be sent in advance by the head of the local office to the medical authority receiving the patient and evacuation should not take place until the medical authority has confirmed that the necessary arrangements for receiving the patient have been made. In particular, the information given should indicate whether hospitalization is necessary and urgent on arrival, whether provision should be made for transport by ambulance, and into which hospital department the patient should be admitted. As far as possible, evacuation should be avoided on a week-end when, as a rule, only emergency services are available in most hospitals. The patient should have with him all the necessary medical documents, which should be issued before his departure by the physician in attendance.

6. On the basis of medical reports obtained from the physician attending the patient at the destination, the Medical Director shall determine when the patient is sufficiently recovered to return to the duty station. The patient must not return to the duty station without approval by the Medical Director.

7. Wherever appropriate, the Office of Personnel Services may, on the advice of the Medical Director, authorize medical evacuation to the staff member's home country as travel on home leave or advanced home leave.

8. The authority of the Office of Personnel Services for the approval of medical evacuation under the provisions of this directive is delegated to the Director of the Division of Personnel Administration.

II. Travel in Hardship Cases

1. In the event of a staff member suffering from a serious illness or injury at the duty station or in the mission area where he is not accompanied by any of his eligible dependants, authorization may be given under rule 107.2(a)(vii) for the

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TRAVEL TO LEAVE CENTRE (CONT'D)
(Staff Rules 107.1(a)(vii) and 107.2(a)(vii))

travel of an eligible dependant to visit the staff member, provided that it has been certified by the Medical Director that the condition of the staff member is such that the presence of the dependant is urgently required and provided further that such travel cannot be covered by the dependant's normal entitlement to travel on initial appointment under rule 107.2(a)(i) or travel in lieu of the staff member's family visit under rule 107.2(a)(viii).

2. In the event of a serious illness or injury, or of death, occurring to a staff member's dependant residing in the home country, the staff member who wishes to travel to the home country on such occasions should avail himself of any entitlement that may fall due with regard to travel on home leave under rule 107.1(a)(iv) or travel on family visit under rule 107.1(a)(v). Travel in such cases will not be authorized under rule 107.1(a)(vii). However, consideration may be given to the granting of advanced home leave in accordance with the provisions of rule 105.3(f). Where the death of a dependant occurs at the duty station or in the mission area and the staff member wishes to accompany the remains to the home country for burial, he may be authorized under rule 107.1(a)(vii) to travel on a round trip for that purpose, provided that such travel cannot be covered by his entitlement to home leave, including advanced home leave.

3. In the event of the death of a staff member, authorization may be given under rule 107.2(a)(vii) to the travel of an eligible dependant for the purpose of attending the burial at the duty station or in the mission area or of accompanying the remains to the home country for burial. Such travel may be authorized for a single or return journey, according to the circumstances and without prejudice to the dependant's normal entitlement to repatriation travel.

4. Any request for travel under the provisions of rule 107.1(a)(vii) or 107.2(a)(vii) in the circumstances described in paragraphs 1-3 above requires prior approval by the Office of Personnel Services.

III. Travel to Leave Centre

Administrative Instruction ST/AI/200 establishes the conditions under which staff members who are assigned to duty stations where conditions of life are particularly difficult, shall

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be entitled to the payment of travel expenses to a suitable
leave centre for the purpose of taking a substantial period of
annual leave.

All requests from the field for medical evacuation and for
travel in hardship cases shall be routed through Field Operations
Service.

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SUBJECT:

OFFICIAL TRAVEL OF DEPENDANTS - MISSION TRAVEL
(Staff Rule 107.3)

1. The United Nations is responsible only for the travel of the staff member and his recognized dependants to the area of the field office, and for their return. This entitlement can be used only once during the assignment.

2. In the case of some missions staff may be required to move from one point to another within the general area of the mission in the course of their official duties. In such cases, the United Nations will not be responsible for the travel costs of dependants if they travel with the staff member. However, in case the Headquarters of the mission itself is changed from one location to another though within the mission area, and the staff member's dependants are expected to remain in the second location for not less than six months (see Staff Rule 107.3(iii)), the United Nations may accept responsibility for the travel of the dependants.

3. The travel of the dependants of representatives and military observers on a political mission is not chargeable to official United Nations funds.

4. In some missions, it may be found possible to eliminate transportation expenses of dependants within the area through the use of local means at the disposal of the mission (aircraft, vehicles) without, however, any extra cost to the United Nations.

5. Notwithstanding the provision of Staff Rule 107.3(a)(vi) Field Operations Service may authorize the travel of dependants of Field Service staff appointed for one year or more.

6. When a Field Service staff member has paid the passage of his wife and/or dependants to the mission area prior to the completion of his year's service, he may claim reimbursement from the United Nations at the end of one year's service. An Administrative Officer in the field, when making payments in cases of this type, should always obtain a written statement from the staff member that he will not resign before at least six additional months of service in the field, and that his dependants will be with him during that period; the Administrative Officer shall, in addition, secure confirmation from Headquarters that the staff member will not be reassigned to another mission in the immediate future. If the field desires the payment to be made at Headquarters, this statement should be forwarded to Headquarters with the staff member's claim.

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OFFICIAL TRAVEL OF DEPENDANTS - MISSION TRAVEL (CONT'D)
(Staff Rule 107.3)

7. Authorization for travel of dependants is subject to the condition that the dependants are expected to remain in the mission area for a minimum period of time. Staff Rule 107.3 is written in terms of expectation; therefore, if a dependant who has travelled to the mission area on the basis of a bona fide expectation of meeting the residence requirement has to leave the area within a lesser period for good reason, his premature departure would not invalidate the authorization for his initial travel to the mission area. Return travel at the expense of the organization can only be justified if it is related to home leave, separation or other travel for which proper authority is received.

8. For duration of mission service of staff member - see page A-21.

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SUBJECT:

AUTHORITY FOR TRAVEL
(Staff Rule 107.6)

1. All travel on official business requires prior approval of the appropriate authority, and a travel authorization on form PT.8 should be prepared. In the case of missions, travel within the mission area may be authorized by the Principal Secretary. Travel outside the mission area requires prior authorization of Headquarters. In the case of Information Centres, a yearly programme for official travel should be prepared and submitted to the Field Operations Service; approval of the annual travel programme will be given through issuance of the sub-allotment to the Centre.
2. All travel authorizations originated by a field office against any account except the field office accounts should be forwarded to Field Operations Service in three copies for obligation at Headquarters. Travel against accounts other than the accounts of the field office requires the prior approval of Headquarters, which will indicate the account to be charged.
3. All travel authorizations originated by an Administrative Officer or Head of Office against a field office account should be forwarded to Field Operations Service in one copy for information only when all payments in connexion with this travel will be made in the field against a field office account and will be reflected only in the field financial statements.
4. Travel authorizations issued by a mission which do not require U.N. Headquarters obligation, are given the mission's own designation and consecutive number. Travel authorizations issued by a mission which are to be obligated at Headquarters will be given in lieu or in addition to the field designation and number, one of the serial numbers allotted to the mission by Field Operations Service for the specific purpose of obligation.
5. All travel authorizations should clearly indicate the amount and method of payment made by the field office in order to permit Field Operations Service to obligate, where necessary, the correct amount at Headquarters.
6. When the total amount of a traveller's claim is not expected to exceed \$100 and when it is certain that the claim will be paid in the current year, the travel authorization need not be obligated at Headquarters. The claim may be charged to the appropriate account as a straight expenditure, thereby avoiding unnecessary paper work.

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SUBJECT:

AUTHORITY FOR TRAVEL (CONT'D)
(Staff Rule 107.6)
(Thos. Cook; Hotel Reservations)

7. When a staff member combines travel on official business with travel on home leave and the deviation from the normal home leave routing as a result of the official duty assignment does not exceed in cost \$100.-, the entire additional charge for the former can be made to the account of travel on home leave.

8. In case of deviations from an established itinerary or mode of travel, the travel authorization should state the entitlement by approved route and mode of travel with stipulation that any excess cost resulting from the deviation will be for account of traveller. The staff member will have to deposit in advance with the agent or carrier the necessary funds for the additional cost over and above his entitlement.

9. Whenever it is anticipated that round-trip air travel will be completed within one year after the date of departure, round-trip tickets may be issued in order to take advantage of a possible reduction in fare.

10. Administrative Officers or Heads of Offices shall whenever possible, make travel arrangements with the local agency of Thomas Cook and Son, or if no branch office of Thomas Cook and Son is established in the local area, with local carriers, and shall settle payment of travel tickets in local currency. Travel arrangements may also be made with an agent or carrier in an adjoining territory if payment in local currency of the field office can be effected.

11. When not otherwise possible, travel arrangements may be made through a Thomas Cook agency in a different city, e.g. in London or Paris for trans-Atlantic sea travel, with billing through Headquarters, in which case it will be necessary to submit three copies of the travel authorization to Headquarters for obligation.

12. When arranging hotel accomodation for staff and dependants the mission Administrative Officer should inquire as to the possibility of securing discounts on the basis of arrangements with Thomas Cook and Son or through local negotiations with hotels frequently used by travelling United Nations officials. Any special hotel rates secured locally shall be reported to Field Operations Service with indication (a) whether the hotel is part of a chain of hotels (e.g. Intercontinental hotels) or government-owned (b) type of discount (flat rate, percentage or otherwise) and any currency restrictions (c) special conditions e.g. reservation required or presentation of U.N. pass on-the-spot sufficient.

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AUTHORITY FOR TRAVEL (CONT'D)
(Staff Rule 107.6)

13. The following chart indicates the normal account to be charged for travel:

A. Mission staff and their dependants

Type of Travel	FS Staff	Detailed Staff	Staff Internationally Recruited for Missions
1. Home Country/Established office to Mission	Receiving Mission	Receiving Mission	Receiving Mission
2. Mission to established office/home country	Dispatching Mission	Dispatching Mission	Dispatching Mission
3. Mission to Mission	Receiving Mission	Receiving Mission	Receiving Mission
4. Home Leave (with return to same mission)	FS Account	Headquarters Account	Dispatching Mission

Note: Whenever home leave is taken in conjunction with re-assignment, the entire travel cost will normally be charged as indicated under 1, 2 or 3 as the case may be.

B. Staff of Information Centres

Type of Travel	Account to be charged
HQ to Centre)	Charge A/C
Centre to Centre)	travel on
Centre to HQ)	transfer
Home Leave	Charge A/C travel on home leave

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SUBJECT:

ROUTE, MODE AND STANDARD OF TRANSPORTATION

(Staff Rules 107.8, 107.9, 107.10)

1. By resolution 3198 (XXVIII) of 18 December 1973, the General Assembly decided that payment by the United Nations of travel expenses of staff shall be limited to the cost of economy class accommodation by air or its equivalent by recognized public transportation via the shortest and most direct route, except for the Secretary-General, Under-Secretaries-General and Assistant Secretaries-General. The resolution provides that, when special circumstances warrant, the Secretary-General may, at his discretion, allow first-class travel. The General Assembly further requested the Secretary-General to report to it annually on the implementation of this resolution.

2. The Head of the Mission may in exceptional circumstances determine that air travel in first class within the mission area is in the best interest of the United Nations; a report giving detailed justification is required at Headquarters.

3. Where sea travel is authorized (e.g. upon completion of mission assignment of one year or longer) and when no accommodations are available in the class next below first class, the Head of the Mission may authorize minimum first class sea accommodations; an explanatory statement covering this action should be submitted to Headquarters as soon as the action has been taken. It is not possible to set standards for establishing when "an appropriate standard next below first class is not available". In this respect, the mission administrative officer may be called upon to make decisions on the spot; however, he shall consult with Headquarters on doubtful cases whenever possible.

4. When travel is authorized and undertaken by sea and air (or road), the maximum fare entitlement for each sector is computed separately (on the basis of sea and air travel, respectively), even if the total amount would exceed the cost of air travel for the entire distance. However, this method of computation should be followed only where both sea and air portions are parts of an authorized itinerary by most direct route. Thus, for travellers returning from Jerusalem to Headquarters, Headquarters will allow to travel to London or Paris by air and transatlantic travel by sea; alternatively, Headquarters will allow sea travel from Beirut or Haifa to New York. However, Headquarters will not consider travel by sea to Greece, Italy or France with subsequent travel by air, rail or road to Paris or London as travel by most direct route; such travel is therefore subject to the maximum of the most direct air economy fare.

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SUBJECT:

ROUTE, MODE AND STANDARD OF TRANSPORTATION (CONT'D)

(Staff Rules 107.8, 107.9, 107.10)

5. For a staff member travelling by authorized sea route all the way via an indirect itinerary, the maximum entitlement is determined by the cost of the sea fare by most direct route.

6. In case the approved route is by air, a staff member may be allowed to travel by sea and/or road subject to service requirements with the understanding, however, that actual transportation costs or mileage allowance plus per diem should not exceed the cost by air route (including the cost of excess air baggage representing the difference between first class and economy class air travel excluding, however, any additional excess air baggage entitlement which may have been established for this particular travel) plus estimated travel per diem. If, in such case, a travel claims is computed on the basis of the actual itinerary with travel per diem based on days actually spent travelling (which will occur only when total costs are below the maximum set out heretofore), this does not in any way imply that annual leave can be computed accordingly. The annual leave remains entirely outside the computation of these travel claims and is to be based always on the approved itinerary, i.e. air.

7. Sea travel may be undertaken on freighters provided such travel is at staff member's request and risk. Travellers should bear in mind that freighters normally carry a maximum of twelve passengers and have no medical doctor on board.

8. Travel of dependants, where authorized at United Nations' expense, shall be by the most direct and economical route, and shall normally be arranged in consultation with the staff member. Where there is a deviation from the direct route, the additional costs shall be met by the staff member though the staff member himself may have been required in the exigencies of service (e.g. briefing or consultations) to take other than the direct route.

FIELD ADMINISTRATION HANDBOOK

SUBJECT:

TRAVEL BY PRIVATE AUTOMOBILE

(Staff Rule 107.11)

1. Staff members who are authorized to use privately-owned automobiles on official travel shall be reimbursed by United Nations at the rate established for each group of countries in accordance with ST/AI/224 and its current amendments.

2. The grouping criteria and the rate for each group are as follows:

<u>Country Group</u>	<u>Cost of gasoline per gallon (U.S.)</u>	<u>Mileage Rate</u>	<u>Km Rate</u>
I	\$0.75 or less	10¢	6.2¢
II	\$0.76 thru. \$1.39	13¢	8.0¢
III	\$1.40 thru. \$2.03	16¢	10.0¢
IV	\$2.04 or more	19¢	11.8¢

3. Since changes are being made rather frequently in country groupings or in the rates, following periodic reviews (every four months) made by the UN/UNDP in accordance with the procedures agreed by CCAQ, the applicable rate(s) may be obtained from the latest amendment of ST/AI/224 or from advance information given in general administrative report item by Headquarters.

4. The rates are designed to cover the operating costs per mile or kilometre such as gasoline, motor oil, and wear and tear in the areas in which the travel is undertaken. The same rates as listed above shall also apply to determine reimbursement to the Organization whenever official vehicles are used for personal and recreational purposes (D-51; E-15; F-39).

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TRAVEL BY PRIVATE AUTOMOBILE (CONT'D)

(Staff Rule 107.11)

3. Travel subsistence allowance at the appropriate rate for each eligible traveller shall be calculated on the basis of a daily minimum distance as follows:

250 miles or 400 kilometres in Europe

350 miles or 560 kilometres elsewhere.

4. The total of mileage rate reimbursement and travel subsistence allowance which staff members may claim in respect of a particular journey by automobile shall be limited to the maximum travel expenses to which they would have been entitled had they and their eligible dependants, if any, travelled by the approved route, mode and authorized standard or accommodation as set out in Staff Rule 107.11(d);

5. Maximum travel expenses for this purpose shall be calculated on the basis of the cost of the fare by air economy class by a direct route, including the cost of excess baggage to the extent of the difference between the free baggage allowance by first class and by air economy class, as well as the appropriate amount for estimated travel per diem. Staff members who are authorized to travel by automobile shall be granted travel time, not chargeable to annual leave, equivalent to the time which would have been required had they travelled by the most direct air route.

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TRAVEL BY PRIVATE AUTOMOBILE (CONT'D)
(Staff Rule 107.11)

6. When travel by automobile is authorized, surface shipment of personal and household goods under Staff Rule 107.21 may be authorized as if travel had been undertaken by air.

7. Reimbursement for authorized travel shall be made at the completion of the journey upon submission of a claim (F.10).

8. Administrative Instruction ST/AI/224 refers.

Attention of staff members is drawn to article 2(b) (iii) of appendix D to the Staff Rules (Rules Governing Compensation in the Event of Death, Injury or Illness Attributable to the Performance of Official Duties) which provides that "the provisions of this sub-paragraph shall not extend to private motor vehicle transportation sanctioned or authorized by the United Nations solely on the request and for the convenience of the staff member".

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SUBJECT:

TERMINAL EXPENSES

(Staff Rule 107.13)

1. Staff Rule 107.13 determines the maximum amount that a staff member may claim for terminal expenses incurred in respect of himself and of each dependant authorized to travel at United Nations expense. Where a journey to or from the duty station covers a number of official stops, the point most distant from the duty station will be regarded as the terminal point and the entitlement will cover expenditures at the two points. The following examples on how to compute the maximum amount which may be reimbursed for terminal expenses to a staff member for himself and one dependant, travelling from various cities, are given by way of illustration:

<u>Itinerary</u>	<u>Staff Member</u> \$	<u>Dependant</u> \$	<u>Total</u> \$
(i) New York/Paris New York/Paris (most distant point)	15	5	20
(ii) New York/Paris/Geneva New York/Geneva (most distant point) Paris	15 <u>8</u> <u>23</u>	5 <u>3</u> <u>8</u>	20 <u>11</u> <u>31</u>
(iii) New York/Paris/Geneva/New York New York/Geneva (most distant point) Geneva/New York Paris	15 15 <u>8</u> <u>38</u>	5 5 <u>3</u> <u>13</u>	20 20 <u>11</u> <u>51</u>
(iv) Addis/Geneva/Paris/New York/London/Vienna/Addis Addis/New York (most distant point) New York/Addis (most distant point) Geneva Paris London Vienna	15 15 8 8 8 <u>8</u> <u>62</u>	5 5 3 3 3 <u>3</u> <u>22</u>	20 20 11 11 11 <u>11</u> <u>84</u>
(v) Santiago/New York/Paris/Geneva Santiago/Geneva (most distant point) New York Paris	8 15 <u>8</u> <u>31</u>	3 5 <u>3</u> <u>11</u>	11 20 <u>11</u> <u>42</u>

2. The maximum reimbursable amount will be paid on the basis of a statement by the staff member on the F.10 that the "terminal expenses paid exceeded the claimed amount."

FIELD ADMINISTRATION HANDBOOK

SUBJECT:

TRANSIT ALLOWANCE
(Staff Rule 107.14(a))

1. The computation of transit allowance for processing of travel claims is as follows:

- (a) In general, the fare for the authorized standard of accommodation should be used as the basis;
- (b) Seven and one-half per cent of the average fare, rounded down to the nearest \$10, should be the transit allowance set for the staff member or military observer provided that the maximum amount for any single journey shall not exceed \$60; sixty per cent of this should be used for each eligible dependant over twelve years of age, and thirty per cent for each eligible dependant under twelve years of age.

2. The above computation should be used as a guide in those cases where specific transit allowances have not been established.

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TRAVEL SUBSISTENCE ALLOWANCE
(Staff Rule 107.15)

1. Travel subsistence allowance is computed in accordance with Administrative Instruction ST/AI/196 as amended. Travel subsistence allowance for a journey of less than 24 hours shall be computed as follows:

- (a) if it involves a night away from the residence: full day's rate;
- (b) otherwise: no allowance for a journey of less than 10 hours, 40% of the allowance for a journey of 10 hours or more.

2. For a journey of 24 hours or longer, travel subsistence allowance shall be computed:

- (a) Full day's allowance for day on which travel begins at the rate applicable to the place of arrival.
- (b) A full day's allowance for each successive period of 24 hours from midnight to midnight (measured by local times, ignoring time-zone differences) at the rate of the place where night is spent.
- (c) No allowance payable for the day on which travel is concluded.

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INSTALLATION GRANT
(Staff Rule 107.20)

1. An installation grant at the appropriate rate in respect of himself and his eligible dependants shall be paid to staff detailed for one year or more to a mission under the post adjustment/assignment system, upon arrival at the duty station in the field and on return to Headquarters upon completion of assignment. Administrative Instruction ST/AI/184, as revised and amended, refers. ST/AI/187 sets out the condition under which the allowance may be paid to General Service staff locally recruited under Staff Rule 104.6.

2. Staff members assigned to Information Centres for a tour of duty will similarly be entitled to the installation grant in accordance with this staff rule.

3. The installation grant in the field shall be paid in local currency. The entitlement to installation grant shall be covered by corresponding P.5 action, initiated by Field Operations Service.

4. The installation grant will normally be computed on the basis of the standard rates published in the daily subsistence allowance circulars during the first 60 days, i.e., on the basis of the local currency rates upon arrival at the field office and on the basis of the US dollar rates upon return to HQ. The level of installation grant will be uniform for all staff in the same location, except that, in respect of regular staff above the P-5 or equivalent level, the grant will be adjusted in accordance with the following formulae:

- (a) The rates for staff at levels D-1 and D-2 shall be the published standard rates plus 15 per cent;
- (b) The rates for Under-Secretaries-General, Assistant Secretaries-General and officials of equivalent rank shall be the published standard rates plus 40 per cent;
- (c) The standard published rates, which are expressed in United States dollars, shall, when increased by 15 per cent or 40 per cent, as appropriate, be rounded to the nearest dollar - 50 cents or more to be rounded upwards.

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INSTALLATION GRANT (CONT'D)
(Staff Rule 107.20)

5. The amount of installation grant payable on account of eligible dependants who travel to the field office subsequent to the staff member's own arrival shall be paid at the rates prevailing at the time of the dependants' arrival time since installation grant is intended to compensate for the extraordinary expenses incurred by the staff member as well as the dependants, immediately following their arrival at the field office.

6. For additional per diem payable in certain areas under special conditions to staff in the Field Service and General Service categories, and corresponding with the lump sum installation allowance payable as per Staff Rule 107.20(c) (iii), please see Mission Subsistence Allowance paragraph 2(c).

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EXCESS BAGGAGE AND UNACCOMPANIED SHIPMENTS
(Staff Rule 107.21)

1. (a) Baggage in excess of the weight or volume carried free of cost by transportation companies is excess baggage. Staff members travelling by air economy class shall be entitled to payment of excess baggage for themselves and their eligible dependants to the extent of the difference between the free baggage allowance by first class and by economy class, normally, ten kilos of excess baggage per traveller. See ST/AI/229 for reimbursement of cost of accompanied excess baggage.

(b) Claims for excess baggage over and above the ten kilos provided to the traveller will NOT be admitted unless prior authorization has been obtained. Such authorization should be obtained from the authority approving the travel, namely the Mission Administrative Officer or Head of Office in case of travel within the area of the mission or Centre, or the Field Operations Service in case of travel outside the area of the field office.

2. (a) The entitlement to shipment of unaccompanied baggage applies to travel to or from a mission assignment of one year or more or to transfers between established offices (i.e. Headquarters to Information Centres) where no entitlement to removal costs exists under Rule 107.27. It does not apply to transfer of unaccompanied baggage within the mission area or the area serviced by an Information Centre. The mission may establish its own rules and set limitations for free transfer of baggage; however, in view of the fact that free transport by aircraft or road, and/or low rates for dispatch by rail are frequently available, limitations on baggage allowances will not often be required.

(b) When travelling by air, representatives and staff members who complete six months or more but less than one year of mission service are entitled to a surface shipment of unaccompanied excess baggage up to a maximum of 100 kgs. or 220 lbs. (22 cubic feet) which may be converted to air freight on the basis of one half of such surface shipment entitlement.

3. The provisions for transportation of accompanied excess baggage and unaccompanied shipments are set forth in Staff Rule 107.21, supplemented by ST/AI/173 (as revised and amended) and apply to staff members and to representatives as appropriate.

4. Entitlements are calculated on the basis of weight or volume, according to the mode of transportation used. Transport of effects by sea is normally computed by volume. Transport by

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EXCESS BAGGAGE AND UNACCOMPANIED SHIPMENTS (CONT'D)
(Staff Rule 107.21)

air and by rail is normally computed by weight. Allowances quoted are on a gross basis and include volume and weight of crating when required. However, when a staff member exceeds his unaccompanied shipment entitlement, he should be debited according to either weight or volume, whichever is to his advantage.

5. Excess baggage will not normally be required in cases where the travel is by sea. However, when the authorized travel is by sea and/or air and/or rail, shipment of personal effects by surface direct to the ultimate destination may be authorized up to the limits specified in Staff Rule 107.21 as supplemented by ST/AI/173.

6. (a) A staff member travelling by air may elect to convert the whole surface shipment to air freight on the basis of the one half rule. In case of conversion to airfreight on home leave or education grant travel, no costs for packing, crating, unpacking and uncrating will be paid but reasonable costs will be paid for cartage of such airfreight shipments of personal effects.

(b) When home leave is taken in conjunction with mission assignment or return to original duty station or in the case of Field Service personnel transferred between missions taking home leave enroute, the provisions of Staff Rule 107.21 (e) and (f) should be treated separately; the entitlement under (e) is therefore in addition to the full entitlement under (f).

7. Allowances for excess baggage for Military Observers are set forth on page F-25.

8. Air Baggage Allowance Within Continental US & Canada:

The weight factor for free baggage allowance has been eliminated by air carriers within the Continental US/Canada. Economy class passengers may now take, within the free allowance, two bags, the first to be within 62 inches (length and height and width) and the second bag within 55 inches (length and height and width). A third bag measuring 45 overall inches may be carried on board if it can be stored under the passenger's seat.

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EXCESS BAGGAGE AND UNACCOMPANIED SHIPMENTS (CONT'D)

(Staff Rule 107.21)

9. Unaccompanied Baggage Entitlement for Dependent Children

Under Staff Rule 107.21 (f), a staff member is entitled to transportation of unaccompanied baggage up to a maximum of 500 kgs. (110 cu. ft.) or 200 kgs. (44 cu. ft.) for a dependent child. When the dependency status of a child ceases and the child is repatriated in accordance with Staff Rule 107.5 (b), a separate unaccompanied shipment may be authorized up to 500 kgs. if the child is the first dependant and 200 kgs. in other cases. Insurance coverage in an amount prorated to the staff member's total previous entitlement may also be provided. However, such shipment and insurance coverage should be treated as an advance against the staff member's total entitlement on subsequent transfer or separation. Therefore, in appropriate cases, the staff member's maximum entitlement to unaccompanied shipment under Rule 107.21 (f) should be reduced by the amount of the advance shipment and the maximum limit of insurance coverage under Rule 107.22 (b) should be reduced by the amount of insurance provided for the advance shipment, except that in the case of repatriation of a child as the first dependant, the staff member's entitlement to insurance coverage on subsequent transfer or separation will be at the single rate of \$2,500.

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INSURANCE OF PERSONAL BAGGAGE
(Staff Rule 107.22)

1. United Nations does not provide insurance to cover accompanied personal baggage; if desired, such insurance should be taken out by the staff member himself.

2. United Nations insurance of unaccompanied personal baggage does not cover articles of special value, as currency, coins, stamps, securities, precious jewelry, furs, firearms, antiques, paintings and other objects of art. If desired, insurance on such articles should be taken out by the staff member himself.

3. The United Nations will arrange for commercial insurance coverage of unaccompanied shipments of personal effects, except for home leave, education grant and family visit travel. Alternatively, the staff member himself may independently arrange for insurance coverage and claim reimbursement of the premium cost within the limits of his entitlement.

4. The limitations established in the staff rule for insurance coverage and the exclusion of articles of special value are applicable whether the organization provides commercial insurance or is self-insured.

5. If the value of the shipment exceeds the limits for insurance coverage established in the staff rule, it is the responsibility of the staff member to inform the insuring office of the excess and his willingness to meet the additional insurance costs.

6. For insurance purposes it is necessary to specify on personal baggage shipping advices not only the value of the shipment but also insurance instructions, as for example: "Headquarters to insure at United Nations expense" or "Headquarters to insure personal recovery" or "Headquarters not to insure". When insurance is to be arranged by Headquarters, the amount stated as the value will be used for insurance purposes. When the value exceeds United Nations specified maximum liability, kindly state "Headquarters insure for full coverage, billing staff member for the difference."

7. The procedure for distribution of shipping advices issued by the missions is as follows:

- (i) When consignee is Headquarters - 3 copies to be pouched to Field Operations Service - one copy to be placed in the shipment.

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INSURANCE OF PERSONAL BAGGAGE (CONT'D)
(Staff Rule 107.22)

- (ii) When consignee is other than Headquarters, 2 copies to be pouched to Field Operations Service - one copy to be placed in the shipment, and one copy to be sent to the consignee.

8. Whenever the field arranges for shipment of personal effects and the notation on shipping advices states either "Headquarters to insure at United Nations expense", or "Headquarters to make personal recovery", a detailed inventory of all effects with separate values should be attached.

9. It should be noted that insurance companies, as a standing practice, cover losses for the full amount only when the insurance completely covers the total value of the personal effects as per the detailed inventory list submitted with the shipping advice. Where, e.g., the shipping advice requests coverage for \$1,000 and the inventory totals \$2,000 (an insurance-cover basis of 50% of the value), a loss of \$500. is covered only up to 50% (\$250) by insurance, and the staff member himself is co-insuring the shipment at that ratio. In the foregoing example (50% insurance coverage) a loss of \$1,000 would be covered by insurance only up to \$500.-, a loss of \$1,500 only by \$750.- etc..

10. No insurance coverage will be provided for unaccompanied shipments in connexion with travel on home leave, education grant travel and family visit travel. Insurance, if desired, should be arranged by the staff member himself, at his own expense. It should also be noted that no marine insurance is provided on parcels received at Headquarters for personnel on duty with a mission, and reforwarded to the mission without charge in conjunction with official UN shipments to the mission. Onforwarding of such parcels is considered as a special service to UN personnel; United Nations does not assume responsibility for damage or loss for such shipments.

11. All shipping advices shall be filled out completely. Particular attention is directed to the space for "account code number" which should be listed to ensure proper distribution of charges. For staff members this is normally the account "travel and subsistence of staff".

12. Inasmuch as baggage is not normally insured on home leave travel, a special notation on the shipping authorization shall be made in cases of combined home leave and reassignment to the effect that insurance is requested because of reassignment.

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INSURANCE OF PERSONAL BAGGAGE (CONT'D)
(Staff Rule 107.22)

13. Description of goods is an important factor in relation to cost; "personal effects" may mean a higher tariff than a classification as "household effects". It is therefore suggested that field offices obtain tariff rates from carriers in order to take advantage, where possible, of lower rates.

14. Shipments of personal baggage being forwarded to Headquarters should be addressed:

"(name of staff member)
c/o Traffic Unit
United Nations
New York, N. Y."

Bills of Lading and other pertinent papers should be airmailed or forwarded by pouch to Field Operations Service for transmittal to the Traffic Unit either through the shipping agent or directly by the mission Administrative Officer. Unaccompanied personal effects should not arrive at Headquarters before the staff member since no clearance can be effected until the traveller arrives and, as a result, all storage, cartage and bonded warehouse charges would be at the staff member's expense.

15. When baggage is forwarded upon completion of mission assignment for personnel not returning to duty at Headquarters (representatives, military observers, staff being terminated) it is recommended that a deposit be obtained from the traveller prior to his departure for the costs of transport and insurance of baggage on the portion which exceeds his entitlement and which cannot be paid until a later date, and that Headquarters be advised on the shipping advice that invoices may be sent to the field for settlement against deposits held locally. If required, Headquarters will indicate the amount of the deposit to be secured, upon receipt of the relevant shipping information.

16. It shall be the responsibility of the shipping office to advise the insuring office of the values of the personal effects being shipped and to obtain from the staff member for transmittal to the insuring office two copies of a valued inventory. This inventory should list every item being shipped; the items should be valued at their replacement costs and should be totalled. Do not submit a "global" inventory such as "one trunk clothes, \$900.00". Further, the values of containers, such as trunks and suitcases, should be listed. Shipments will be insured under staff rules as per the valued inventory except for articles of

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INSURANCE OF PERSONAL BAGGAGE (CONT'D)
(Staff Rule 107.22)

special value, but will not normally be insured without the inventory.

17. Inventories together with a copy of the bill of lading must be submitted to the insuring office before insurance can be provided. This is particularly true for offices or individuals away from the insuring offices. It shall be the responsibility of the staff member to arrange airmailing of these documents to the insuring office.

18. It is essential that the valued inventory be forwarded for arrival at the insuring office before the shipment is effected. If necessary (as in the case of airshipments), the insuring office (in most cases Headquarters Traffic Unit) should be cabled as follows: "Insure unaccompanied effects for (name) total value (dollars) via (air, sea, rail) authorization and allotment (numbers) from (point of origin) to (point of destination)". Upon receipt of this cabled advice insurance coverage will be arranged. Copies of inventory list should be airmailed or pouched to the insuring office without delay.

19. In the case of shipments of personal and household effects the shipping advice should list the pertinent PT.8 plus the allowance granted by United Nations on weight, cubage and insurance. Always list amounts to be collected from the staff member and amounts already paid.

20. For further information reference is made to Administrative Instructions ST/AI/135 and 173, as revised and to the general chapter on "Shipments and Insurance" in Part D of this Handbook.

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HOSPITAL AND MEDICAL EXPENDITURES
(Staff Rule 107.24)

1. A Staff member on detail to a mission shall normally only be reimbursed for the costs of medical treatment and/or hospitalization incurred in the area of his field assignment or while in travel status on official business outside the mission area. Costs of medical treatment undergone outside the mission area may be reimbursed only if the necessary medical facilities were not available in the area and the staff member had to be sent outside the mission area for treatment with advance approval (see Medical Evacuation, page B-75).

2. Reimbursement of medical and hospital expenses under Staff Rule 107.24 is contingent upon the staff being in travel status on official travel. However, since at present all categories of international staff assigned to missions are entitled to subscribe to either the Aetna Plan or the Van Breda Scheme, the staff rule should be interpreted not as a provision for payment of medical expenses irrespective of other group medical protections available to the staff member, but as a supplement to such coverage in order to obviate possible heavy expenditures to the staff member for medical care arising during travel, and which are otherwise unrecoverable.

3. Claims for medical expenses under Staff Rule 107.24 will be processed only after a statement has been obtained from the staff member in which he

- (a) sets out whether or not he was at the time of his illness or injury a participant in one of the Organization's group medical/hospital insurance plans,
- (b) details total medical expenses incurred, amount recovered or recoverable as a result of his participation in such plans or from any other coverage or source,

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(Staff Rule 107.24)

and net claim (he should attach relevant bills or receipts wherever possible).

- (c) The Mission Administrative Officer shall authorize payment only for the amount of actual expenses which are unrecoverable under the group medical insurance plans, irrespective whether the staff member is actually a subscriber to one of these group plans.

4. In any case of severe hardship because of delay in payment by the group medical insurance plan, the normal procedures for an advance may be followed. In the case of staff returning to an established office, this would normally take the form of a salary advance; at missions such advance, where necessary, may be set up as an "accounts recoverable locally" pending final settlement of the claim.

5. Costs of medical treatment and/or hospitalization incurred as a result of illness or accident while on annual or home leave outside the mission area are not reimbursable by United Nations.

6. United Nations is not liable for medical and hospital ~~e~~xpenses in connexion with injuries or illnesses of dependants authorized to travel to and reside in a mission area.

7. Although admittedly certain types of dental treatment of a medical nature, such as infections of the gums and mouth, or even extractions, may reasonably be considered as service-incurred illness or injury, costs for dental treatment will normally be considered the responsibility of the staff member (or member/military observer) concerned and will not be reimbursable by the United Nations.

8. All medicines prescribed by a physician in connexion with illness of a staff member during a mission assignment will be payable by United Nations. Medicines and pharmaceutical products for general use shall, in principle, be procured by the staff members themselves. However, the Health Service in reviewing the medical requirements of each mission may recommend that certain medicines and pharmaceutical products be procured by United Nations for use in the field. The Administrative Officer

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(Staff Rule 107.24)

may request that medicines, not normally procured for a particular mission, be purchased at Headquarters if such medicines are required for use by the staff and are not locally available (or if a substantially superior product is available at Headquarters). Requests to this effect, which should give full details, will then be taken up by Field Operations Service with the Health Service and a requisition will be placed if the items are approved by that Service. At the time, the Medical Service will determine whether the cost of such medicines is to be borne by the United Nations or will have to be recovered from the staff members concerned.

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SUBJECT:

TRANSPORTATION OF DECEDENTS
(Staff Rule 107.26)

1. Staff Rule 107.26 provides that upon the death of a staff member or of his recognized dependant the United Nations shall pay the expense of transportation of the body from the staff member's official duty station or from the place of death to a place to which the staff member or his dependant was entitled to return transportation under staff rule 107.1 or 107.2. The rule also provides that these expenses shall include reasonable costs for preparation of the body.

2. The question of "reasonable costs" has been open to different interpretations and different practices have evolved.

3. The following costs may be reimbursed under the rule:

Removal to chapel	\$ 50
Preparation of remains	75
Casket (minimum)	100
Staff help	225
Hearse for transportation to carrier	75
Burial permit	10
Outside case for air transportation overseas (depending on the laws of the country to which the body is being transported)	75 to 450
Five copies of death certificate (except where the death occurred outside New York City, when the cost would be \$10)	6

Total charge \$616 to \$995

No cost relating to religious or funeral services will be reimbursed.

Transportation of the body will be covered by PT.8 form.

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TRANSPORTATION OF DECEDENTS (CONT'D)
(Staff Rule 107.26)

4. The above costs would be payable where the staff member is entitled to return transportation for himself or for a dependant under Staff Rule 107.1 or 107.2. However, if the family of the deceased decide to have local interment or cremation, reimbursement of costs will be allowed as in paragraph 3 above, excluding the outside case for air transportation overseas.

5. Claims should be submitted for approval to Field Operations Service, which will, if necessary, consult with the Office of Personnel Services.

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TRANSPORTATION OF PRIVATELY-OWNED AUTOMOBILES
(Staff Rule 107.27(d)(v))

1. Administrative Instruction ST/AI/176 establishes the conditions under which staff members in the professional and higher categories may be reimbursed the cost of transporting privately-owned automobiles. Amendment 1 of this Administrative Instruction has extended the entitlement to staff members in the Field Service and General Service categories who meet the conditions set forth in the Instruction.

Reimbursement of transportation costs not exceeding 75% of total costs may be authorized upon assignment to a duty station for a period of two years or more.

2. Annex I to the instruction contains two lists of the countries to which the costs of transportation of such automobiles may be paid. The first list is of countries to which the costs may be paid either on initial appointment or change of official duty station. The second list is of countries to which the costs may be paid only on change of official duty station but not on initial appointment. Annex II contains a list of countries to which payment of the costs of transportation of an automobile may never be paid under this instruction.

3. The entitlement is subject in each case to transportation of the vehicle being reasonable in the circumstances. While some latitude may be allowed with respect to transportation of an automobile to countries listed under Part A of Annex I to the Instruction, the payment of the costs of transportation of an automobile to countries listed under Part B was agreed subject to the phrase "if transportation was reasonable in all the circumstances" being interpreted restrictively.

4. The Instruction specifically requires account to be taken of the age of the automobile, the potential loss on resale if not transported, the relative price of automobiles in the old and new duty stations and any other relevant factors.

5. Authority for approval of transportation of the private automobile will be given through issuance of a PT.8 form which will require the counter-signature or initials of the Personnel Officer concerned to indicate the approval of the Office of Personnel Services.

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TRANSPORTATION OF PRIVATELY-OWNED AUTOMOBILES (CONT'D)
(Staff Rule 107.27(d)(v))

6. It is to be noted that as per paragraph 2(f) the transported vehicle should not be sold within three years of its arrival at the duty station unless the Office of Personnel Services determines that earlier sale is justified, e.g. on the basis of mileage covered and resultant deterioration or of damage suffered in an accident.

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SUBJECT:

RESIGNATION
(Staff Rule 109.2)

NOTICE OF TERMINATION
(Staff Rule 109.3)

TERMINATION INDEMNITY
(Staff Rule 109.4)

1. Locally recruited staff may resign their posts upon giving 30 days' notice in writing or as otherwise provided in the terms of their appointment.
2. The terms of appointment of local staff shall not normally permit payment of a termination indemnity, unless the national law of the country in which the field office is established provides for the payment of such indemnity.
3. Where a staff member detailed from Headquarters or internationally recruited for a mission, or recruited by an Information Centre under a Headquarters appointment, is separated from service (by resignation, or termination or expiry of appointment), form FOS 13 should be completed by the Administrative Officer or the Head of the Office and submitted to the Field Operations Service as soon as possible prior to the staff member's last day of duty together with the letter of resignation addressed to the Office of Personnel Services (where applicable), the leave records completed through the last day of service and accompanied by the relative leave reports of the staff member, and a statement showing the last salary payment made and any advances outstanding from the staff member. On the basis of these documents the Field Operations Service will process the separation, and arrange for final payments to be made to the staff member.
4. In the case of local staff of Information Centres holding a Headquarters' appointment, complete the "Separation Memorandum" form in triplicate on the staff member's last day of duty, obtain the staff member's signature and forward the original and one copy to Field Operations Service together with the staff member's attendance record. Retain the third copy of the memorandum for the Centre's files.
5. Staff members are expected to give advance notice of their resignation as called for by the terms of their appointments. This is 30 days for all staff serving under probationary, fixed-term and regular appointments. Should a staff member be unable to serve during the notice period he may include in his letter of resignation a special request for the waiver of this requirement. The mission Administrative Officer or Head of Office should forward the original of the letter of resignation to Field Operations Service together with his recommendation

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RESIGNATION
(Staff Rule 109.2)

NOTICE OF TERMINATION
(Staff Rule 109.3)
(CONT'D)

TERMINATION INDEMNITY
(Staff Rule 109.4)

regarding acceptance. In this connexion it is pointed out that resignations require the acceptance of the Assistant Secretary-General, Personnel Services, and that the authority to do so on his behalf has not been delegated to missions. Annual leave may not be granted during the notice period except for very brief periods.

6. An advance against the final salary may be made to the staff member if requested, but the amount may not exceed 80% of the entitlement.

7. Termination due to Abandonment of Post

Abandonment of post is not a termination, which is defined in Staff Rule 109.1(b). Abandonment of post is a separation action initiated by the staff member with a clear indication that he does not intend to return to work. The general procedure within the United Nations and the specialized agencies is as follows: The supervisor reports the unauthorized absence to the Executive Officer, who in turn investigates the case and at the same time brings the matter to the attention of the Personnel Officer. The Personnel Officer then keeps close daily contact with the Executive Officer and the Medical Director to see if an acceptable medical certificate has been produced in accordance with Staff Rule 106.2(a). After five working days of unauthorized absence, the Personnel Officer notifies the staff member by cable or registered letter that within a specified reasonable period he is expected to return to work and/or produce adequate and acceptable evidence justifying his absence.

Otherwise, he would be considered as having abandoned his post and separated accordingly. Refusal to accept a registered letter is evidence of delivery. If the staff member does not comply and it becomes evident that he has no intention of returning to work, authorization should be sought from the Assistant Secretary-General, Office of Personnel Services, to record the separation from service of the staff member for abandonment of post. A P-35 action is then initiated. Under Staff Rule 105.1(b) annual leave may not be utilized to cover unauthorized absences and the effective date of separation is the date on which the staff member absented himself without permission, i.e. the first day of unauthorized absence. According to Annex III of the Staff Regulations and Staff Rule 109.5 no termination indemnity or repatriation grant are payable and since the action is not one of termination, no notice of termination or compensation in lieu thereof is necessary.

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SUBJECT:

DISCIPLINARY PROCEDURE AND APPEALS

(Staff Rules 110.3 and 111.4)

1. In the case of staff members serving in offices other than Headquarters or Geneva, disciplinary measures may be applied by the Secretary-General without referral of the matter to a Joint Disciplinary Committee. In accordance with Personnel Directive PD/1/76, the following procedure should be followed by the head of office or mission or the officer-in-charge, and documentation listed below should be forwarded as speedily as possible to the Field Operations Service for transmittal to the Office of Personnel Services for decision by the Secretary-General:

(a) A cable should immediately be sent to the Field Operations Service, informing of disciplinary case involving a staff member. An investigation should be initiated in order to establish the facts. Inquiries should be made of persons having knowledge of the matter. Whenever possible, signed written statements (testimony of witnesses) should be obtained; and any evidence should be preserved;

(b) The staff member should be informed in writing of the allegations of misconduct which caused the investigation and he should be requested to give his version of the matter, to suggest other persons of whom inquiry might be made and to call witnesses on his behalf. Unless circumstances make it clearly impossible to do so, the staff member should be interviewed in person and his statement be taken down in writing and signed by him and he should be given a copy thereof; this shall be without prejudice to the right of the staff member to submit other written statements and other pieces of evidence. As from the time he is informed in writing of the allegations against him, the staff member may avail himself of the advice of another staff member of his choice, present at the same duty station, to assist him in his defence;

(c) With minimum of delay a report should be made by the head of office or mission or the officer-in-charge. The report should include:

- i) an account of the investigation;
- ii) conclusions of fact reached by the head of office or mission or the officer-in-charge;
- iii) his evaluation of the circumstances of the case as a whole;
- iv) statement of such charges as appear to be supported after investigation;
- v) copies of all statements or other evidentiary material obtained in accordance with the provisions of the present circular in the course of the investigation;

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DISCIPLINARY PROCEDURE AND APPEALS

(Staff Rules 110.3 and 111.4)

(d) The complete report should be communicated to the staff member, who should be allowed a reasonable period of time, which should be specified in advance, taking into account the circumstances of the case, to make any answer to the charges or any further submission he may wish to be considered by the Secretary-General prior to a decision on the case;

(e) The complete report together with all submissions by the staff member and other relevant correspondence, if any received by Field Operations Service, will be placed, as speedily as possible, before the Secretary-General for his final decision.

2. In urgent cases, where the continued service of the staff member during the course of investigation would be incompatible with good administration, a cabled advance recommendation may be made for his suspension under Staff Rule 110.4, giving sufficient details to enable the Secretary-General to take a decision. Suspension in such cases should normally be with pay and shall be without prejudice to the rights of the staff member.

3. Summary dismissal: Where the act attributed to the staff member is obviously incompatible with continued membership of the staff and summary dismissal is recommended under the second part of staff regulation 10.2, a cable recommendation should be urgently followed by the evidentiary material mentioned in paragraph 1 above. In such a case the head of office or mission or the officer-in-charge may suspend the staff member with or without pay, pending communication of the Secretary-General's decision.

APPEALS

(Staff Rule 111.4)

In the case of an appeal by a staff member serving in an office away from Headquarters and Geneva, the procedure is outlined in paragraphs (b) and (c) of the Staff Rule.

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BENEFICIARIES
(Staff Rule 112.5)

1. A beneficiary form in duplicate (form P.2) shall be obtained from all staff members departing from Headquarters on assignment to missions or Information Centres. It will be inserted in the individual's personnel file.

2. For any individuals who do not depart from Headquarters, the Administrative Officer or Head of Office in the field should have same filled out and returned to Field Operations Service.

3. It should be noted that no individual is under compulsion to execute a beneficiary form, nor may it be necessary to do so if provision for the disposition of his estate has been made privately by other means. However, in case no beneficiary form is desired, the individual concerned may be requested to make a statement in writing to this effect.

4. It is suggested that staff members assigned to a field station ascertain whether their original designation of beneficiaries for the Joint Staff Pension Fund and for the Group Life Insurance Plan are similarly correct; any notification of changes should be sent to the secretary of the Pension Fund or to the Insurance Unit, as appropriate.

5. The beneficiary form to be used for representatives on missions is F.142.

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PERIODIC REPORTS
(Staff Rule 112.6)

1. Administrative Instruction ST/AI/115 outlines in general terms the procedure to be followed in preparing Periodic Reports. The following supplementary information is provided with respect to staff serving with missions:

General

- (a) In all cases, a report will be prepared on completion of mission assignment if one has not been submitted within the preceding six months.
- (b) Upon departure of the Principal Secretary and/or Administrative Officer a periodic report shall be submitted on all staff who have served for a substantial period of time under his/their supervision.
- (c) With reference to ST/AI/115, a special report may be submitted on any staff member whenever the Administrative Officer and/or the Principal Secretary believe this is warranted.
- (d) Periodic reports should be prepared by supervisors on the basis of an objective appraisal of a staff member's performance during the period covered by the report. To ensure such objectivity no periodic reports prepared at one mission for a previous assignment shall be forwarded for review to another mission to which the staff member is subsequently assigned. However, at the request of the supervisor a copy of the staff member's fact sheet may be supplied by the Office of Personnel Services.

2. Rating Officers

- (a) For General Service and Field Service staff, except supervisors, the initial rating will be by the immediate supervisor. The Second Reporting Officer will be the Administrative Officer, and the Third Reporting Officer the Principal Secretary. In large missions where this system is not practical different arrangements may be made in consultation with Field Operations Service.
- (b) Supervisors will be rated initially by the Administrative Officer. The Second Reporting Officer will be the Principal Secretary, Section 3 remaining blank. It is

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(Staff Rule 112.6)

understood that for certain professional and Field Service supervisory posts, Second and/or Third Reporting Officers are not available for comment.

- (c) Reports on mission Administrative Officers and Chief Administrative Officers will be made by the Head of the Mission who will complete Sections I and II of the report; Section III is to be completed by the Office of General Services at Headquarters.
- (d) Normally non-U.N. staff personnel will not complete periodic reports on staff. However, it is recognized that in certain instances U.N. staff may be in locations where they will be reporting only to military personnel and/or government representatives with no direct supervision by international U.N. staff. In cases of this nature a non-U.N. person may issue letters of performance or commendation to the mission Administrative Offices who will incorporate the appraisal in a regular periodic report or attach the comments to the completed periodic report.

3. Preparation of Reports

- (a) In completing a periodic report check-boxes should be marked as required. It is not permissible to "bracket" two check-boxes or to alter the rating through the insertion of additional comments or deletion of words. Whenever a supervisor feels that the performance rating under B of the periodic report does not adequately cover the evaluation of a staff member's work, he may give additional comments or add explanatory notes under F of section I.
- (b) Reporting officers should note that recommendations for promotion are of a confidential nature and therefore, such recommendations, or references thereto, should not be included in periodic reports.
- (c) Reports are to be prepared in triplicate. The staff member should sign all copies, retain one, and the Administrative Officer should forward original and one copy to the Field Operations Service.

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(Staff Rule 112.6)

4. Staff to be reported on and periodicity of reports
(except Field Service staff and personnel of
Information Centres)

(a) Staff Members Serving under a Permanent Appoint-
ment

If at the time of the staff member's departure from Headquarters more than half of the two-year period has elapsed since the departmental report, on completion of the staff member's field assignment or on completion of two years' service in the field, whichever is sooner.

If at the time of the staff member's departure from Headquarters, less than half of the two-year period has elapsed since the last departmental report, the mission will prepare the next report on completion of his mission assignment, or on completion of the normal two-year period (anniversary date of appointment), whichever is sooner.

(b) Staff Members serving under a temporary appoint-
ment -

Same procedure as for permanent appointments, based on a one-year period.

5. Field Service Staff

(a) Regular Periodic Reports

Reports will be made at the end of each year of service on personnel serving under fixed term or probationary appointments and at the end of each two years of service for those serving on permanent appointment. The reporting period will be based on the staff member's EOD date. In order to give Headquarters sufficient time to evaluate the staff members for continuing employment, periodic reports on personnel with fixed term or probationary appointments should be submitted two months prior to the expiration of

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(Staff Rule 112.6)

appointment, along with the administrative officer's recommendation concerning future status.

(b) Additional Reports

In addition to the regular periodic reports, interim reports written on the ordinary periodic report form will be made:

- (i) On re-assignment to another mission;
- (ii) When the immediate supervisor is about to leave, provided he has not made a regular report on the staff member in question within the last three months.

(c) Special Reports

In addition to the above, special reports consisting of a statement and evaluation of the relevant facts will be made:

- (i) When there is a decision to withhold the withingrade increase because of unsatisfactory service;
- (ii) When there is a decision or recommendation involving disciplinary action, suspension or termination.

(d) Reporting Form

Until you are advised to the contrary, form P.91 will be used for reporting on FS-5 and above and form P.93 for all other levels of personnel in the Field Service category.

- (e) With reference to item B of form P.93, to achieve a degree of uniformity in rating the following chart should be used in evaluating the performance of Field Service staff.

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	Technical Competence	Industry	Quantity of Work Accomplished	Quality of Work Accomplished	Judgement	Reliability	Initiative	Punctuality	Personal Relations With Others
1. Supervisors	SI	SI	R	SI	SI	SI	SI	SI	SI
2. Radio Technicians	SI	SI	R	SI	R	SI	R	SI	R
3. Radio Operators	SI	SI	R	SI	R	SI	R	SI	R
4. Secretaries	SI	SI	R	SI	R	SI	SI	SI	SI
5. Vehicle Mechanics	SI	SI	R	SI	R	SI	R	SI	R
6. Guards	SI	SI	NA	SI	SI	SI	R	SI	SI

KEY: NA - Not applicable
R - Relevant
SI - Specially important

(f) With reference to item F of form P.93 , missions will be provided with rubber stamps bearing salient features for comment concerning competence of Field Service technical staff. However, the initial rating officers should feel free to add any other relevant information.

6. Information Centres

- (a) The Head of the Office will be responsible for the preparation of periodic reports on the General Service staff of the Centre, and for completing Sections I, II and III of the periodic report forms, except that in the case of "Information Assistants", Section III will be completed by Headquarters.
- (b) The periodic report on the professional staff will originate at Headquarters and will be transmitted to the Head of the Centre for completion of Section I. Sections II and III will then be completed at Headquarters and the form returned to the field for signature of the individual. In the case of the Director of the Centre, Sections I, II and III will be completed at Headquarters and the report sent to that officer for his signature as "staff member".

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 (Staff Rule 112.6)

- (c) To achieve a degree of uniformity in the ratings appearing in item B of the Periodic Report form P.93, the following chart should be used in evaluating the performance of General Service staff at Information Centres:

	Technical Competence	Industry	Quantity of Work Accomplished	Quality of Work Accomplished	Judgement	Reliability	Initiative	Punctuality	Personal Relations With Others
Information Assistants									
Administrative Assistants	SI	SI	R	SI	SI	SI	SI	SI	SI
Senior Secretaries									
Reference Assistants									
Secretaries, Clerks									
Clerk/Typists	SI	SI	R	SI	R	SI	SI	SI	R
Machine Operators									
Messengers	SI	SI	R	SI	R	SI	R	SI	R
Drivers	SI	SI	NA	SI	SI	SI	R	SI	R

KEY: SI - Specially important
 R - Relevant
 NA - Not applicable

- (d) The schedule of submission of Periodic Reports on general service personnel is the following:
- (i) For staff members on probationary appointments or fixed-term appointments of up to two years, a periodic report is due upon completion of the first year of service and at the submission of recommendations regarding future employment.
 - (ii) For staff members on permanent or regular appointment status or fixed-term appointments of more than two years, a periodic report is due every two years.

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(iii) For staff members on short-term appointments, a periodic report is due at the end of the appointment.

(iv) Interim reports will be made in accordance with paragraph 7 of ST/AI/115 when the Information Director or Head of Office is about to leave, unless a regular report has been submitted within the last three months. In addition, special reports will be made when required under paragraph 8 of ST/AI/115.

7. Local Mission Staff

Paragraph 2 of Administrative Instruction ST/AI/115 indicates that periodic reports on local mission staff shall be prepared once every year. However, the Office of Personnel Services has ruled that such periodic reports need be prepared only once every two years.

8. When a staff member is called upon for a period of one month or more to serve in a higher capacity, e.g., as a supervisor, or to perform duties at a level higher than that recognized as appropriate for his grade, a statement to this effect should be made in Section I of the Periodic Report. However, the performance of the staff member at the higher level should be evaluated in the light of the performance normally expected at his regular level unless he is receiving a special post allowance. If he is receiving this allowance, it should be specifically mentioned in the report and his performance should be evaluated in the light of the performance normally expected at the higher level.

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ARRANGEMENTS RELATING TO MILITARY SERVICE

(Appendix C to the Staff Rules)

The following guidelines are provided in clarification of the relevant provisions of Appendix C to the Staff Rules on this subject:

- (a) Under Section 18(c) of the Convention on the Privileges and Immunities of the United Nations, Officials of the United Nations are immune from national service obligations. The term "Officials" for the purpose of the Convention has been interpreted to cover all staff members of the Organization except those who are recruited locally and are assigned to hourly rates. Therefore, all local staff other than those paid at hourly rates are covered by the immunity from national service.
- (b) If such a local staff member is a national of a Member State which has acceded to the Convention and is called for military service, it will be proper for the field office to approach the appropriate government authorities, advising them that under Section 18(c) of the Convention, the staff member is an official of the United Nations and is immune from the national service obligations.
- (c) However, if the staff member volunteers for military service or requests a waiver of his immunity, the matter should be referred to Headquarters for a decision as to whether the staff member should be separated from service or be placed on special leave without pay in accordance with the final paragraph of Appendix C.
- (d) Paragraph (b) through (k) of Appendix C deal with cases where the Member State of which the staff member is a national has not acceded to the Convention or has acceded to it with a reservation in respect of Section 18(c).
- (e) A staff member who is called by such a Member State for national military service will be placed on special leave without pay if he holds a permanent or regular appointment, or be separated from service in other cases, as provided in paragraph (c) of the Appendix. In special cases, the Secretary-General may, on the recommendation of the head of the Mission or Office, decide to request the deferment of a particular staff member from the call for national service, where such deferment is deemed to be necessary in the interests of the United Nations. The request may be made to the local government authorities after it has been approved by Headquarters.

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PART C**FINANCE**

- N. B. In this section the phrase "Finance Officer" applies to the "Head of the Office" for Information Centres, or "the Finance Clerk" acting under his instructions and direct supervision.

In addition to the various provisions contained in the Part C as issued and as amended from time to time, the Assistant Secretary-General, Office of Financial Services may issue financial and accounting instructions relating to detailed questions of the financial and accounting operations, provided that such instructions shall not be inconsistent with the policies set out in this part. Such instructions shall be numbered in a manner that they can be readily identified with the paragraph of this part to which they relate and in which they can be inserted. These instructions will be distributed to those holders of the manual who are affected by the substance of the instructions.

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GENERAL FINANCIAL ADMINISTRATION

The general pattern of financial administration and control of a field office is as follows:

- Budgetary allotments necessary for the operations of the field office are requested by the Field Operations Service based upon estimates arrived at in consultation with the substantive department concerned.
- The Office of Financial Services issues the allotment advice which indicates the maximum amounts authorized for expenditures under the various accounts.
- The Office of Financial Services issues manning tables which provide for the necessary assignment and recruitment of staff of the field office.
- The Field Operations Service receives the allotments and then, in turn, issues sub-allotments to the field under various accounts to meet the expenditures which it is anticipated will be made in the field.
- The Mission Finance Officer or Head of Office is advanced funds* from which expenditures in the field will be made.
- All expenditures in the field are authorized by the designated Certifying Officer and approved by the designated Finance Officer.
- Payments are actually made by the Mission Finance Officer (or Finance Clerk for Information Centres) and recorded in the accounts of the field office.
- The Finance Officer or Head of Office forwards monthly accounts to Headquarters for the attention of Field Operations Service.
- These accounts are subject to audit by the Internal Audit Service, Department of Administration and Management.

* Note: In this part, "funds" is used to denote cash, traveller's cheques, letters of credit or other money credits (e.g. imprests) held in banks.

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GENERAL FINANCIAL ADMINISTRATION (CONT'D)
BUDGET ESTIMATES

- Replenishment of funds expended in the field is made by the Accounts Division, Office of Financial Services, on the basis of the net amount of field expenditures approved and accepted at Headquarters.

BUDGET ESTIMATES

1. The Field Operations Service, in consultation with the substantive department concerned, will prepare the preliminary biennium budgetary estimates for missions. For Information Centres, the budget estimates will be compiled by the Office of Public Information in close consultation with the Field Operation Service and submitted to the Head, Office of Financial Services. Such estimates are based upon requirements reported by the field office in respect of staff, travel, equipment, supplies, communications, translation, documentation, freight and other incidentals. A listing of members (for missions) and the number and qualifications of Secretariat staff needed, and a list of equipment and supplies to be provided by Headquarters or purchased in the field shall also be prepared whenever possible. All this information should be reviewed by the Principal Secretary of the mission, or the Head of the Information Centre.

2. The Field Operations Service, in forwarding the consolidated estimates to the Office of Financial Services, will transmit such observations as to workload data, comparison with previous experience, etc. as may be useful in consideration of the overall estimates. The Field Operations Service will also call attention to any special considerations pertinent to allowances, or conditions of service that require to be taken into account in the compilation of the budget estimates.

3. The estimates, both for expenditures and miscellaneous income, shall be prepared on a gross basis.

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BUDGET ALLOTMENTS

1. Budget allotments are issued to the Field Operations Service. A copy of the allotment advice is forwarded by the Office of Financial Services to the Executive Office of the substantive department concerned (e.g. Office of Public Information for Information Centres, Department of Trusteeship for trusteeship missions etc.).
2. A distribution of the sub-allotments between Headquarters and the field is made by the Field Operations Service, in consultation with the Mission Administrative Officer, or the Directors of the Information Centres, whenever practical.
3. The credits available to Missions for expenditures in the field are only those sub-allotted to the field office, and expenditures may be made in the field for only those categories of goods and services which are provided for in these sub-allotments. The Certifying Officer and Finance Officer are responsible for ensuring that these field credits are not over-spent.
4. In the case of Information Centres, the funds sub-allotted in each account are intended to cover all expenditures incurred, both at Headquarters and in the field. For example, the costs of supplies, equipment, books, subscriptions, insurance and freight incurred by Headquarters on behalf of individual Centres are charged to the relevant sub-allotments issued to those Centres.
5. The Approving Officer is responsible for ensuring that funds are available within the sub-allotments made to the field for expenditures which he is called upon to make. Sub-allotments or credits available for expenditure in the field may only be used for goods or services actually received during the financial year to which they relate. At the end of that year, any unused balance of allotments is necessarily cancelled by Headquarters, in accordance with the applicable Financial Rule.
6. As field offices may, on occasion, have to enter into commitments involving expenditures against official United Nations funds to be made in the future which would affect the availability of allotments, it should be noted that, insofar as the availability of allotments is concerned, these commitments or obligations are just as much a reduction of the allotments as are actual expenditures. Expenditures incurred in the field should be charged to the appropriate allotment account when the goods and services to which they relate are delivered. In the case of commitments proposed to be entered into in the future, a report should be made to establish the necessary obligations (or memorandum accounts).

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BUDGET ALLOTMENTS (CONT'D)

7. The Finance Officer may, on adequate grounds, disallow any proposal for an expenditure. In which case the Certifying Officer shall submit to him such explanations and justifications as he may require. But, where in the opinion of the Finance Officer, there is any serious irregularity in any expenditure, he shall directly refer the matter to the Director, Accounts Division, Headquarters, New York, with a copy to the Field Operations Service.

8. The Finance Officer is responsible for recording and reporting obligations according to the following provisions:

(a) Commitments Resulting in Payments in Field

Every commitment entered into, entailing a probable charge of \$200 or more, shall be obligated.

No obligations shall be set up for regularly paid salaries, wages and per diem.

Travel of members of staff of the field office involving costs of \$200 or more, whether inside or outside the area covered by the field office, shall be obligated by a Travel Authorization (PT.8).

These obligations and their liquidation shall be recorded in memorandum form.

A detailed listing should be prepared at the end of the biennium year, showing obligations for which payment, had not been made but under which services are rendered and/or goods received. This listing should be forwarded to Headquarters for obligation against prior years' expenditures.

(b) Commitments Resulting in Payments at Headquarters

Every commitment entered into, other than individual travel on Travel Authorization (PT.8), entailing a probable charge of \$200 or more, shall be reported immediately to the Field Operations Service at Headquarters together with an estimate of that probable charge. The Field Operations Service will prepare a Miscellaneous Obligation Document for these commitments.

Commitments in this category are, e.g., the hire of aircraft, gas and oil used by aircraft hired, other expenses in connexion with aircraft hired, etc., for which contracts have been negotiated at Headquarters.

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BUDGET ALLOTMENTS (CONT'D)

Actual chargeable flying hours, delivered quantities of gas and oil and other details of services rendered are to be reported in detail with an estimate of the costs involved to the Field Operations Service as soon as those services or quantities have been received.

When Travel Authorizations are issued and payment for the transportation involved is to be made by Headquarters, three copies of the PT.8 are to be forwarded to the Field Operations Service. The Office of Financial Services will then set up the obligation against the Headquarters credits and effect payment to the carrier in due course.

(c) General

If it is impossible to estimate accurately the charges resulting from a commitment entered into, a rough estimate should be made and amended to a more accurate one each time more detailed information about the probable charge becomes known.

All proposals for future expenditures involving a commitment of \$1,000* or more will be embodied in a detailed signed contract, a copy of which shall be sent to Headquarters. Such contracts shall not be entered into until credits have been reserved in the account by the Finance Officer to meet such expenditures. All proposals for future expenditures involving a commitment of \$500 or more shall be referred to Headquarters for prior approval. (See Financial Rule 110.5).

The Finance Officer shall maintain a memorandum record of all such proposals which when approved shall constitute a first charge against the relevant allotments as these are made available.

* The Assistant Secretary-General, Office of Financial Services, may increase this amount if conditions warrant.

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ALLOTMENT ACCOUNTS

1. The Field Operations Service has been delegated certifying authority for the allotments made to Missions and Information Centres with the exception of code "360" Public Information Contract and "540" Public Information Supplies, which are controlled by OPI.

2. Except as indicated, sub-allotment advices will be issued by Field Operations Service setting forth the annual total funds available to each field office within each account.

3. No transfer can be made between sub-allotments by the field office. Such transfer can only be authorized at Headquarters and is made by the Field Operations Service, in consultation with the Office of Financial Services and, when necessary with the Office of Public Information.

4. The present allotment account codes to be used by field offices are established in the current Allotment Account Codes Handbook published in the ST/ADM/L.3 series. The latest revision (Rev.14) also established a new series of object of expenditures codes effective as from 1 January 1974.

The computerized accounting system at Headquarters is based upon a digit coding system whereby the first 8 digits identify the missions or indicate that the field office is an Information Centre, as follows:

UNEF : EF1-22934
UNFICYP : CY1-22610
UNSD : UN1-05740
UNTSO : UN1-05710
UNMOGIP : UN1-05720

All Info. Centres : UN1-27710

The three following digits (9 through 11) indicate the object of expenditures (see paragraph 5 below).

The 12th digit indicates prior years' obligation, where applicable, viz. "1" for the first prior year, "2" for the second year, etc. Where current year's expenditures are concerned - as in most cases - the code should be "0", or the space left blank.

For Information Centres only, three additional digits (13 through 15) should be used to indicate the location of the Centre (for missions this space should be left blank or "000" may be used). The complete identification for all Information Centres is therefore:

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UN1-22710- (3 digits for object of expenditures)-0-thus:

901	Accra	928	Lome
902	Addis Ababa	929	London
903	Algiers	930	Lusaka
904	Asuncion	931	Manila
905	Athens	932	Mexico
906	Baghdad	933	Monrovia
907	Bangkok	934	Moscow
908	Beirut	935	Nairobi
909	Belgrade	936	New Delhi
910	Bogota	937	Paris
911	Bucharest	938	Port Moresby
912	Buenos Aires	939	Port-of-Spain
913	Bujumbura	940	Prague
914	Cairo	941	Rabat
915	Colombo	942	Rangoon
916	Copenhagen	943	Rio de Janeiro
917	Dakar	944	Rome
918	Dar-es-Salaam	945	San Salvador
919	Geneva	946	Santiago
920	Islamabad	947	Sydney
921	Kabul	948	Tananarive
922	Kathmandu	949	Teheran
923	Kartoum	950	Tokyo
924	Kinshasa	951	Tunis
925	Lagos	952	Vienna
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ALLOTMENT ACCOUNTS - SPECIAL MISSIONS AND RELATED ACTIVITIES

5. Special Missions and Related Activities:

(a) The amounts shown on the allotment advice forwarded to each field office under the individual objects of expenditure represent the maximum amount available to that office for that particular item. These amounts cannot be exceeded at any time without prior authorization from Field Operations Service. A review of sub-allotments will normally be made by Field Operations Service on a quarterly basis.

(b) The following represent the object of expenditure code numbers, titles and description of charges with which the officers in the field will mostly be concerned:

<u>Number</u>	<u>Title</u>	<u>Description of Charges</u>
014	Salaries and Wages	Covers salaries and all allowances including overtime and bonus payments of locally recruited staff. Salaries and Post Adjustment allowance of internationally recruited staff are charged to this account by Headquarters.
081	United Nations Military-Overseas Allowances	Where applicable and authorized by OFS e.g. covers daily piastre allowance equivalent to \$1.28 a day paid to military members of UNEF (1973).
089	Staff Assessment	Staff assessment credits related to local staff
100	Common Staff Costs	Covers fringe benefits accruing to staff for dependency allowance, medical subsidies, etc.
130	Education Grant and Related Travel	Self-explanatory. No sub-allotments are issued for this account. Global allotments are maintained at Headquarters.
141	Travel on Home Leave	Covers transportation fares, travel per diem and other travel expenses for home leave authorized during or in conjunction with mission assignment. No sub-allotments are issued for this account. Global allotments are maintained at Headquarters.

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<u>Number</u>	<u>Title</u>	<u>Description of Charges</u>
212	Travel of members	Covers transportation fares and subsistence allowance for accredited members (and their alternates when authorized) including travel incidentals and baggage charges.
242	Travel of staff	Covers staff transportation fares, travel and mission subsistence allowances and miscellaneous travel expense including baggage charges. Also covers mission assignment and installation allowances for professional staff when payable in the field.
251	Travel and Subsistence of Military Personnel	Covers transportation fares and subsistence allowances for military observers including travel incidentals and baggage charges.
394	External Audit	Covers cost incurred by members of Board of Auditors as billed.
410	Rental and Maintenance of Premises	Covers charges for utilities, rentals, contractual services, spare parts, cost of maintenance of premises, fixed installations and radio equipment as well as cost of uniforms for maintenance workers.
432	Operation of Transportation equipment	Covers cost of repair and replacement of parts, contractual repairs and maintenance service, gasoline and oil, lubricants, washing and cleaning, anti-freeze, polish, licence and registration fees, inspection, uniforms for chauffeurs, and other supplies and services in connexion with the upkeep and operation of transportation equipment owned by the UN.
437	Rental of Aircraft	Covers costs of charter of aircraft including positioning and landing charges, also subsistence and clothing allowances for air crew when payable by U.N.

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ALLOTMENT ACCOUNTS - SPECIAL MISSIONS AND RELATED ACTIVITIES (CONT'D)

<u>Number</u>	<u>Title</u>	<u>Description of Charges</u>
440	Communications	Covers cost of postal services, telephone charges (including installation, assembly and rental of equipment) and charges for cable, telegraph, teletype and similar communications services. (See "491" for diplomatic pouch services).
452	Entertainment Expenses	Covers payments or reimbursement of expenses incurred for official entertainment of groups and individuals as specifically authorized by the Office of Financial Services.
473	Rotation of Contingents	Covers expenditures incurred in rotating troops.
474	Rations	Covers costs incurred for feeding troops.
476	Extra and Extraordinary Costs of Contingents	Covers reimbursement to Governments of claims for expense incurred as a result of their participation.
477	Compensation of Contingent-owned Equipment and Supplies	Covers reimbursement to Governments of claims for contingent-owned equipment based on negotiated settlement (at the end of UNEF participation).
478	Death and Disability Awards-Military Contingents	Covers claims reimbursed to Governments as result of settlements effected in connexion with deaths, etc.
	Welfare expenditures	Covers costs incurred for welfare of military personnel in providing
481	Leave Centre	Leave Centre, recreational supplies,
482	Films	films, live shows and personal mail
483	Live Shows	postage.
484	Recreational Supplies	
485	Personal mail Postage	
491	Freight	Covers costs of commercial freight by rail, sea and air including costs of material used in packing and crating goods for shipment, and costs of diplomatic pouch service.

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<u>Number</u>	<u>Title</u>	<u>Description of Charges</u>
492	Insurance	Covers premiums in respect of insurance except where such expenditures are charged to the travel accounts 101, 102, and 112 above as part of the total travel claim.
497	Miscellaneous Claims and Adjustments	Covers costs resulting from settlement of claims as a result of casualties or other third-party claims.
499	Miscellaneous Services	Covers such services of miscellaneous nature as medical services, <u>ex gratia</u> payments, casual labour, insurance not provided for under more definite headings, etc.
510	Stationery, internal reproduction and office supplies	Covers costs of stationery and other expendable office supplies including supplies for internal reproduction such as photostat paper and microfilms, mimeographing supplies, etc. Also, covers costs of library services and supplies including books.
599	Miscellaneous Supplies	Covers such supplies of miscellaneous nature as subscriptions to magazines and periodicals and medical supplies, etc.
610	Furniture, fixtures and equipment	Covers costs of non-expendable equipment such as furniture, office and telecommunications equipment, including initial installation charges. Freight charges in connexion with procurement of this type of equipment shall be charged to the freight account except where they cannot be separately identified.
640	Transportation Equipment	Covers costs of automotive equipment including motorcycles and bicycles and original accessory equipment such as heaters, seat covers, etc.
695	Miscellaneous Equipment	Covers items of equipment of a miscellaneous nature, not covered by other items (e.g. purchase of water coolers).

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ALLOTMENT ACCOUNTS-INFORMATION CENTRES

6. Information Centres:

The following object of expenditures codes, titles and descriptions are given for the information and guidance of those in the field responsible for the preparation of the monthly financial statements of Information Centres.

<u>Number</u>	<u>Title</u>	<u>Description of Charges</u>
014	Salaries and Wages- * Established Posts (Local Posts)	Gross salaries of General Service staff locally recruited and occupying posts on a continuing basis on the established posts allocated to each Centre. (The determining factor in allocating charges is the posts involved and not the contractual status of the staff member).
019	Staff Assessment	Staff Assessment credits related to salary charges to 014.
034	Salaries and Wages Temporary Assistance	Gross Salaries of staff occupying temporary assistance posts as distinguished from established posts. (The determining factor in allocating charges is the post involved and not the contractual status of the staff member).
039	Staff Assessment	Staff Assessment credits related to salary charge to 034.
054	Salaries and Wages- Overtime	Overtime payments not otherwise compensated for regardless of post or type of contract held by the <u>eligible</u> staff member.
059	Staff Assessment	Staff assessment credits related to overtime payments.
111	Dependency Allowance	*
121	Contributions to Joint Staff Pension Fund and other Social Security Plans	*
122	Contributions - Medical Insurance	* Medical expense assistance plan for local staff; Headquarters hospital and medical plan.
125	Medical Examinations	* Cost of (periodic) Medical Examinations.

*See note on page C-13.

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<u>Number</u>	<u>Title</u>	<u>Description of Charges</u>
131	Education Grant	*
132	Education Grant Travel	*
151	Travel on Initial Recruitment	*
152	Travel on Transfer of Duty Station	*
153	Travel on Separation	*
155	Installation Allowance	*Payable in local currency on authority of Headquarters
156	Removal of Household Effects	*
112	Assignment Allowance	*Payable in local currency on authority of Headquarters.
157	Commutation of Annual Leave	*
158	Repatriation Grant	*
159	Indemnity Pay	*
169	Staff assessment	Staff assessment credits related to common staff costs on separation
141	Travel of Staff and Dependents on Home Leave	*
242	Travel of Staff on Official Business	For transportation fares, subsistence allowance and miscellaneous travel expenses in connexion with official travel within the area covered by the Information Centre
411	Rental of Premises	Covers charges for rental payments

* Global accounts maintained at Headquarters. No sub-allotments issued for this account. All other accounts will be covered by sub-allotment advices, copies of which will be sent to each office.

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ALLOTMENT ACCOUNTS-INFORMATION CENTRES (CONT'D)

<u>Number</u>	<u>Title</u>	<u>Description of Charges</u>
415	Miscellaneous Maintenance Services for Premises	Covers charges for maintenance supplies, costs of uniforms for maintenance workers and messengers; cleaning services including payments to cleaners, guards, watchmen, etc. employed under Special Services Agreements
420	Utilities	Utilities for premises, i.e. electricity, water, power, etc.
430	Rental/Maintenance of Equipment and Local Transportation	Covers office equipment and vehicle expenses for repair and replacement of parts, contractual repairs and maintenance services; gasoline; oil and lubricants, washing and cleaning, anti-freeze, polish, license and registration fees, inspection, uniforms for chauffeurs, and other supplies and services in connexion with the upkeep and operation of transportation equipment owned by the United Nations. Also taxi, street car, bus fares and mileage reimbursements within <u>duty city</u>
330	External Translation	Covers cost of translation ordered from outside United Nations resources when necessary.
440	Communications	Covers charges for cables, telephone service, postage and pouches.
450	Hospitality	* (See ST/AI/192) Payable in quarterly instalments to the Head of the Centre, more in form of an allowance rather than as reimbursable expense..

* See note on page C-13

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ALLOTMENT ACCOUNTS-INFORMATION CENTRES (CONT'D)

<u>Number</u>	<u>Title</u>	<u>Description of Charges</u>
490	Freight and Miscellaneous Supplies and Services	Covers charges for freight shipment by rail, sea and air, including costs of material used in packing and crating goods for shipment. Covers supplies and services of a miscellaneous character, such as casual labour or those employed under Special Service Agreements; medical supplies and services. Insurance not otherwise provided for under more definite headings also included. This account is not to be used as an omnibus account, or to supplement existing funds of other specific allotment accounts.
510	Stationery, Internal Reproduction and Office Supplies	Covers costs of stationery and other expendable office supplies including supplies for internal reproduction such as photostat paper and microfilms, mimeographing supplies, etc.
530	Library Books, Supplies and Services	Provides for the purchase of books and periodicals; also costs of binding of publications which are to become an integral part of the library. Includes the purchase of subscriptions to newspapers and periodicals for use in the library.
600	Non-Expendable Equipment	Covers cost of purchase (including installation, if appropriate) of furniture and fixtures, reproduction equipment, telecommunication equipment, vehicles, bicycles, rugs, venetian blinds, lamps, etc.

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REQUESTS FOR ADDITIONAL FIELD CREDITS;
TRANSFER BETWEEN ALLOTMENTS

1. Certifying officers shall ensure that field expenditures do not exceed the allotments issued to cover them even if this would require deferring the acquisition of supplies and services or a reduction in proposed programmes. The status of field allotments should be reviewed monthly on the basis of the progress of actual expenditures and unliquidated obligations against the allotment issued to the field office; normally this review should be made in conjunction with the preparation of the monthly financial statement.
2. Transfer of credits between allotment accounts shall not be made in the field without prior authorization by Headquarters.
3. In the case of Missions where emergency conditions may necessitate the incurring of expenditures and/or obligations in excess of allotments issued in respect of any one account (or accounts), the matter should be reported immediately, if necessary by cablegram, to Field Operations Service with full justification for the requested increase. The Field Operations Service will make such adjustment as is possible between the Headquarters and field sub-allotments or, if necessary, will request additional credits from the Office of Financial Services.
4. In the case of Information Centres, directors should report immediately to Field Operations Service any unavoidable situation which may cause over-expenditure in one or more accounts. To facilitate a review of anticipated over-expenditures, field offices should, in their presentation, make a clear distinction between actual increased service and/or equipment requirements on the one hand and uncontrollable expenditure elements such as effects of changes in exchange rates, level of salaries, etc.
5. Similarly, any anticipated savings should be reported as soon as possible. Field Operations Service will then attempt to redistribute funds between the Centres, in such a way that the most immediate requirements are met.
6. Outstanding obligations retained against allotments of a previous period in accordance with Rule 110.12 shall be reviewed periodically. Obligations reflected in the accounts which, in the opinion of the Finance Officer are no longer valid obligations, shall be cancelled from the accounts forthwith, and the resulting credit surrendered in accordance with the Financial Regulations, unless specified otherwise by the Assistant Secretary-General, Office of Financial Services.

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CERTIFYING OFFICER

1. One or more officers (of senior status) shall be appointed as Certifying Officer by the Assistant Secretary-General, OGS, to authorize expenditures in the field. The Certifying Officer will normally be the Administrative Officer,* except in those cases where the Administrative Officer is also the Finance Officer, as may be the case in smaller missions. When this is the case, the Certifying Officer may be the Principal Secretary or the senior officer specifically designated. The Certifying Officer will be authorized to act in that capacity by the Field Operations Service, and his appointment shall specify the allotment accounts against which he may certify expenditures, and the date from which the appointment will be effective.

2. The responsibility attached to the position of Certifying Officer is a personal one and cannot be re-delegated to another officer.

3. The functions of a Certifying Officer will be to certify as to the correctness of expenditures under the accounts allotted to his control. In so certifying he assumes personal responsibility for ensuring:

- (a) that the transaction is in accord with existing rules and regulations;
- (b) that funds are available within the allotment to meet the costs; and
- (c) that the expenditure is reasonable and in accord with the purpose for which the field credits were given.

4. Alternates may be appointed to act in the absence of the Certifying Officer. The alternate will be personally responsible for individual actions taken by him while acting instead of the Certifying Officer, but the latter will be directly responsible for taking into account the prior actions of his alternate in ensuring that total expenditures remain within allotments for the accounts for which he is responsible.

*In the case of Information Centres, the Certifying Officer will be the Head of the Office.

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CERTIFYING OFFICER (CONT'D)
PROVISION OF FUNDS

5. In the case of missions, should there be a difference of opinion between the Certifying Officer and the Principal Secretary or other responsible senior officer as to the correctness of a proposed expenditure, the Certifying Officer may, if he considers that the particular expenditure calls for such action, request in writing the instructions of the Principal Secretary or other officer. If the Certifying Officer is then instructed to certify, the written instruction will place the responsibility for the specific action on the officer issuing such instruction.

6. The Certifying Officer is primarily responsible for ensuring that the activities of the field office are carried out within the limit of the allotments and in accordance with the pertinent regulations and rules. However, the Finance Officer will retain the authority to question any transaction involving the expenditure of United Nations funds (see "Control of Expenditures").

PROVISION OF FUNDS

PRIOR TO DEPARTURE OF THE MISSION TO THE FIELD

1. All payments made on the account of a mission prior to its departure from Headquarters will be handled through the normal Headquarters procedures and channels. The Finance Officer will not be required to handle funds prior to his departure.

2. Under certain circumstances an advance party, not including the Finance Officer, may precede the main body of a mission. In such cases, a senior officer of the advance party may be advanced monies for necessary expenditures. Such an advance is made as a personal advance to the officer concerned for which he is personally responsible.

3. The Finance Officer will, upon joining the mission, be expected to obtain from the officer a settlement of his account. The Finance Officer will accept any unused funds from the officer, giving him a proper receipt for such funds. Expenditures incurred by the officer will be incorporated by the Finance Officer in his monthly accounts.

4. Necessary official expenditures en route to the seat of the mission, and at the seat of the mission pending the receipt of the initial remittances from Headquarters to the U.S. dollar account (see "Banking Arrangements") will be financed by the use of travellers' cheques or letters of credit. Prior to the departure of the mission, the Finance Officer will consult with the Field Operations Service to determine the amount of such funds which will be required from the

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PROVISION OF FUNDS (CONT'D)

Office of Financial Services. In no case shall such an advance exceed \$5,000 without the approval of the Assistant Secretary-General, Office of Financial Services.

AT THE LOCATION OF THE FIELD OFFICE

5. When the bank accounts have been opened, an initial remittance will be made from Headquarters, usually based on the estimated amount necessary to meet expected requirements for funds during the next two and one-half months. Remittances of funds from Headquarters will be made directly either to the U.S. dollar account or to the local currency account should Headquarters be able to make available such currency without disbursing U.S. dollars. Subsequently, remittances shall normally be made each month in the amount of the previous month's expenditures which was advised to Headquarters by submission of monthly statements of accounts. This will generally take at least 10 days after receipt of monthly statements by Headquarters. However, if the rate of expenditure indicates that the cash balance on hand will be insufficient, it will be incumbent upon the Finance Officer or Head of Office to submit a cable request in order that funds may be made available when required.

HANDLING OF NON-UNITED NATIONS FUNDS

6. Occasionally, a field office may be required to handle non-United Nations funds. These additional funds may relate to staff activities or may be connected indirectly with some activity of the United Nations or its agencies. When this situation arises, the field office will report immediately to the Office of Financial Services through the Field Operations Service on the circumstances and details regarding the funds involved and will request appropriate authority for accepting the responsibility of custody of such funds. Such funds should be accounted for separately from the field office accounts.

7. Upon obtaining approval from Headquarters, the Finance Officer (or Head of Office) will see that copies of accounting forms in respect of the funds shall be annexed to all periodic submissions of accounts in connexion with official funds of the Mission. The Finance Officer or Head of Office is requested to acquaint himself with Financial and Accounting Instructions dealing specifically with this subject.

8. Under no circumstances should these non-United Nations funds be deposited in the official bank accounts of the mission. A separate bank account should be opened for such purpose whenever necessary.

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PROVISION OF FUNDS (CONT'D)

RECEIPT OF FUNDS

EXCHANGE TRANSACTIONS

9. No field office is authorized to start negotiations or make arrangements for accepting local currencies in exchange for other currencies without prior approval by the Assistant Secretary-General, Office of Financial Services.

RECEIPT OF FUNDS

1. General

- (a) All receipts will be deposited in the bank daily (see "Travellers' Cheques" for exception as regards travellers' cheques). Cash receipts may not be used to finance current cash expenses. Deposits must be supported, whenever possible, by an official bank deposit slip or credit advice, duly signed by the bank.
 - (i) All U.S. dollar receipts are to be deposited in the dollar bank account.
 - (ii) All other receipts are to be deposited in the local currency bank account.
- (b) Any receipts in currencies other than U.S. dollars or the currency of the country in which the mission is located are, under the above rule, to be deposited in the local currency account. The rate of exchange at which the receipt is deposited will be shown on the deposit slip, and certified by the bank.

2. Accounting for Receipts

- (a) An official form of receipt must be issued in respect of all cash received and must be completed in all details. Receipt forms, which will be supplied by Headquarters, are printed in pad form and pre-numbered consecutively, in triplicate. The original will be issued to the payer, one copy will be sent to Headquarters with the monthly reports, and the third copy retained in the receipt book at the seat of the mission.

All numbers will be accounted for in the monthly reports, and in cases where a number has been cancelled or spoiled, the original as well as the duplicate will be sent to Headquarters.
- (b) Each receipt will be entered in the Journal of Receipts and Disbursements in their proper numerical sequence.
- (c) It should be noted that remittances from Headquarters will be entered in the same manner as other receipts, except that the

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RECEIPT OF FUNDS (CONT'D)
BANKING ARRANGEMENTS

original and one copy of the receipt form will be sent to Headquarters with the monthly accounts.

- (d) All receipts must be officially signed by the Finance Officer or by the Cashier should there be an individual acting as such. In the latter case, the receipt should also be approved by the Finance Officer. In the case of Information Centres, the receipts shall be signed by the Head of the Office.
- (e) If cash is received by a person who is not authorized to issue an official receipt, he should (i) issue a provisional receipt immediately, (ii) transmit the moneys to a person authorized to issue an official receipt, and (iii) arrange for an official receipt to be issued to the payer promptly.
- (f) All cash receipts must be promptly deposited in the appropriate bank account within 24 hours from the time of their receipt.

BANKING ARRANGEMENTS

GENERAL

1. To provide for the day-to-day operational expenditures of a field office, the Office of Financial Services (Treasury) arranges to open an account with a local bank in the name of the United Nations. Where necessary, a U.S. Dollar account and a local currency account are opened.
2. Based on the recommendation of the Field Operations Service, the Office of Financial Services designates the Officer(s) in the field office who are authorized to operate the bank account(s); the office also arranges to inform the bank of the names of these officer(s) and to furnish the bank with specimen signatures of the designated officer(s).
3. Banking arrangements for a mission are normally made prior to the departure of the mission from Headquarters. If it is not possible to open the account prior to departure, the Finance Officer, in consultation with the Principal Secretary, will cable to the Field Operations Service the name of a suggested bank. The bank account will be opened by cable and confirmed by letter. In accordance with the Financial Regulations and Rules, only the Secretary-General can name the banks in which United Nations funds may be kept, and only the Head, Office of Financial Services may open official accounts in these banks.
4. In recommending the name of a bank, it should be noted that as a general rule it is desirable to bank with a branch of the national

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BANKING ARRANGEMENTS (CONT'D)

bank of the country in which the mission is located. Other criteria are the international and national standing of the bank and its convenience to the mission.

5. One of the particular points that the Finance Officer should clear with the bank is that no impediment will be placed on the free movement of funds from the dollar account to the local currency account (see below) and vice versa. Should the bank be unable to assure this, the matter should be taken up with the local exchange control authorities. Headquarters should be advised of all such negotiations and their results.

Note: Official funds may not be deposited in personal bank accounts.

BANK ACCOUNTS

6. Normally, two bank accounts will be maintained:

- (a) A U.S. dollar account to which will be credited remittances received from Headquarters in U.S. dollars.

Withdrawals from this account will be restricted to:

- the conversion of dollars into local currency for transfer to the local currency account (see below)
- the conversion of dollars into currency of other countries to which official travel is authorized; or
- the payments for service or supplies, etc. to firms in other countries.
- under specific authority, the purchase of dollar travellers' cheques for use in official travel outside the country of the seat of the mission.

Note: Rules regarding the use of dollar travellers' cheques are given under "Travellers' Cheques."

- (b) A local currency account for expenses within the country in which the seat of the mission is located.

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BANKING ARRANGEMENTS (CONT'D)OPERATION OF BANK ACCOUNTS

7. The Finance Officer shall report to Headquarters all costs involved in the conversion of foreign currency. An official bank exchange memorandum shall be obtained in respect of all currency purchases and attached to the monthly accounts.

Note: As a rule, large balances should not be carried in the local currency account. Transfers from the dollar account should be limited to immediately anticipated expenditures. In some cases it has been found necessary to transfer from the dollar account only the amounts required for specific expenditures as they are made. A bank statement should always be obtained showing the rate of exchange and the amounts of the U.S. dollars converted and the amount of local currency purchased.

OPERATION OF BANK ACCOUNTS1. CHEQUE SIGNATORIES

When an official account has been opened with a bank designated by the Secretary-General, signatories on that account are designated by the Assistant Secretary-General, Office of Financial Services. The original designation of signatories is normally made at the same time that the account is opened. Changes in the panel of signatories require both approval and "re-designation" by the Office of Financial Services. Only the designated officials are authorized to sign cheques or give instructions to the bank. This authority is a personal one and cannot be delegated. Headquarters should promptly be advised in advance of any circumstances which require an alteration in the panel of signatories so that the alteration may be effected.

2. CHEQUES

(a) Bank cheque-blanks will be furnished by the bank. Cheques should be pre-numbered by the bank and all numbers must be accounted for by the Finance Officer. If a cheque is spoiled or voided it should be clearly marked to that effect and sent to Headquarters along with the monthly accounts. In cases where cheques are cancelled (voided), the established accounting procedure requires a reversal of the original entries. Bank cheques must be kept in a safe place accessible only to the Finance Officer of Head of Office.

(b) Dollar cheques for conversion into local currency must be supported by an official slip duly signed by the bank. This slip should show the dollar amount converted, the rate of exchange applied and the amount of local currency deposited to the account.

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REPORTS ON BANK ACCOUNTS

DISBURSEMENT OF FUNDS

REPORTS ON BANK ACCOUNTS

1. The report on bank accounts will be submitted together with the other reports which are required as set out under "Reports to Headquarters".

2. The report on the bank accounts shall comprise:

- (a) Banker's monthly statement showing the transactions recorded in the accounts during the month as well as the balances on hand in each account as at the close of business on the last day of the month.

Wherever possible, the banks should be asked to return, together with the monthly statements, all cheques cashed during the month for transmission to Headquarters. If this is not feasible, the numbers of all cheques paid by the bank must be inserted on the bank statements, when the bank reconciliation is made.

- (b) Reconciliation of bank accounts (see "Procedure for Bank Reconciliation").

DISBURSEMENT OF FUNDS

1. As a general rule, all disbursements will be made by cheque, with the exception of minor payments which do not exceed the equivalent of \$50.00 which may be made from a petty cash fund (see "Petty Cash Fund"). In some cases unusual circumstances or local customs may require that most payments be made in cash. Where these conditions apply, the Finance Officer may make disbursements in cash, provided that he obtains signed receipts from all payees and that he advises Headquarters of the conditions that make such action necessary. The list of such payments must be submitted with the monthly accounts.

2. All disbursements, including per diem payments, shall be made in local currency (except as provided under "Banking Arrangements"), unless specific authority is obtained from Headquarters to the contrary.

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PETTY CASH FUND
CURRENCY EXCHANGE RATE

ESTABLISHMENT

PETTY CASH FUND

1. At the discretion of the Finance Officer, a petty cash fund in local currency may be established. Holdings in cash, however, should always be restricted to minimum requirements, and should, as a rule, not exceed the equivalent of \$300.--. This amount can be increased with the approval of the Office of Financial Services.

2. Petty cash funds entrusted to an individual by the Finance Officer must be operated on an imprest basis, i.e., a fixed round sum is given to the petty cashier and replenishments are subsequently made to bring the petty cash to its initial amount on the basis of proper documentation. Miscellaneous cash receipts should not be deposited in the petty cash funds.

OPERATION

3. Payments from the petty cash fund will be limited to the equivalent of \$50.00 in any one case, and will be made against disbursement vouchers signed by the Certifying Officer and the Finance Officer. Except where unusual circumstances apply, large payments in cash do not fall into the category of petty cash, and any petty cash fund which may be established should not be expected to meet these larger requirements. Funds should be drawn separately from the bank to cover such expenditures.

4. The Finance Officer will enter the summary of replenishments of the petty cash in the Journal of Receipts and Disbursements. All disbursements from the petty cash fund must be supported by receipts or receipted invoices, etc., as in the case of regular expenditures.

5. Payments for the purchase of non-expendable supplies must not be made from a petty cash fund.

CURRENCY EXCHANGE RATE
(see Financial Rule 111.6)

The rates of exchange applicable to all official transactions are established by the Office of Financial Services. These are normally the same as the current UNDP rates of exchange which are issued under the symbol UNDP/PROG/XR/--, copies of which are furnished to field offices. Special book rates of exchange, other than the UNDP rates, may be established by the Office of Financial Services in certain cases. Where such special rates are established, they shall apply to all official United Nations transactions.

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TRAVELLERS' CHEQUES

Travellers' cheques shall not be used by Information Centres to finance expenditures. In the case of special missions, their use may be specifically authorized. In such instances, the following points should be noted:

- (a) Detailed records should be maintained of all travellers' cheques acquired from Headquarters including serial numbers, amounts of individual cheques and dates of acquisition. This information is a prerequisite for recovery in case of loss, theft or forgery;
- (b) Travellers' cheques should, wherever possible, be cashed at a bank or agency of the firm issuing the travellers' cheques, not with private individuals. In each case, a properly certified exchange slip should be obtained showing the rate at which the travellers' cheques were cashed, and the total amount of local currency received;
- (c) The detailed records mentioned in (a) above and any unused travellers' cheques should be placed in safekeeping with the bank where the accounts are maintained. Travellers' cheques should not be used to finance expenditures once accounts have been opened;
- (d) On completion of the mission, any travellers' cheques remaining unused should be remitted to the Treasury at Headquarters, and an official receipt obtained. This receipt should be attached to the final accounts for the mission.

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CONTROL OF EXPENDITURES - GENERALPAYMENTS - GENERALCONTROL OF EXPENDITURES - GENERAL

1. The Finance Officer (approving officer) is authorized to make payments against vouchers signed by the Certifying Officer provided that the payment is in accordance with the effective rules and regulations and within the amount of the related allotment. If credits are not available in the appropriate allotment to meet a proposed expenditure, the Finance Officer should advise the Certifying Officer, and the Certifying Officer is responsible for obtaining any required increase in the allotment.

2. The financial administration of the United Nations is governed by the Financial Regulations established by the General Assembly, and the Financial Rules established by the Secretary-General. The Regulations are by their nature the broad policy directives, and the Rules are primarily designed for the larger Headquarters operations. The Finance Officer must study these rules and regulations and be completely familiar with them. In addition, he should also acquaint himself with the Financial Accounting Instructions issued by the Office of Financial Services. These documents represent the latest interpretations of the United Nations Financial Regulations and Rules, changes and revision of the current accounting practices, as well as new administrative decisions on matters that have a financial implication. A set of these documents should be readily available at all times in the field office for reference whenever necessary. The Finance Officer should not hesitate to write to Headquarters for advice if any of these rules and instructions cannot be applied to local conditions or if a new ruling by the Office of Financial Services is necessary.

3. Other Secretary-General's Bulletins and several of the Administrative Instructions will also hold special interest for the Finance Officer, and the Field Operations Service will furnish copies of these as necessary.

PAYMENTS - GENERAL

1. "Payments" refers to the actual disbursements of funds.

2. Payments made by the Finance Officer will fall into three main categories: 1) Budgetary Expenditures, 2) Advances, and 3) Inter-Office Charges.

3. Rules regarding "Budgetary Expenditures" are discussed in various subsequent sections under specific categories of expenditures, as are "Advances" which might be made under certain of those categories. As regards "Inter-Office Charges", see that section of this Part.

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PAYMENTS - GENERAL (CONT'D)
INTER-OFFICE CHARGES

4. The Finance Officer will make payments for services rendered or goods supplied against vouchers properly signed by the Certifying Officer provided that:

- the payment is in accordance with the rules and regulations and instructions governing the United Nations finances;
- credits are available in the appropriate field allotment to be charged with the expenditure; and
- expenditure is reasonable and in accord with the purposes for which the allotment was made.

5. For rules regarding the currency in which payments will be made, see "Disbursement of Funds".

INTER-OFFICE CHARGES

1. Cases may arise where the Finance Officer or Head of Office will be required to make payments which are not budgetary charges to his own accounts, or advances to the staff of the mission, but rather advances or expenditures made on behalf of other United Nations offices.

2. The major features of the rules covering such transactions are:

- (a) Payments are to be made on behalf of another office only upon receipt of "request for payment" from that office.
- (b) Headquarters must be promptly informed of inter-office payments by inter-office voucher (see "Inter-Office Voucher" for details of the use of the inter-office voucher form F.38).
- (c) No charges should be made to Headquarters in respect of postage, freight, cartage and express, air freight, telephone and cable charges (including onward transmission costs of messages from United Nations radio network) except where the charges are recoverable from a staff member, third party or Specialized Agency in the amount of over \$10.00, or are covered by a specific authorization or instruction from Headquarters given over the signature of an officer authorized by the Office of Financial Services.

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- (d) Minor charges normally recoverable from another United Nations office, specialized or relief agency, UNDP should be absorbed locally; it is suggested that no charges be made of less than \$10.00. Where personal charges are incurred by staff members or other individuals or where another agency on behalf of which payments are made has an office in the area, reimbursement should be obtained on the spot and the transaction handled as a "local account receivable".
- (e) Memoranda and cables received from Headquarters departments authorizing payments on behalf of Headquarters must indicate approval of the Assistant Secretary-General, Office of Financial Services, or one of his duly authorized officers, and must indicate the Headquarters account to be charged.
- (f) Payments on behalf of an office other than Headquarters will be passed to Headquarters in the monthly accounts, and Headquarters will in turn take the necessary action to charge the office which has directed the payment. Full details must be given in the inter-office voucher charging Headquarters, including the allotment account to be charged. Documentary references, such as copies of cables, letter or memoranda and if possible duplicate copy of the disbursement vouchers and other relevant documents, must be attached.
- (g) If full information cannot be quoted, then no charge may be made; therefore, no item may be included in an inter-office voucher without the required references. Payments made without prior authority to charge to Headquarters must be absorbed within the "local" accounts; however, if a payment of a material amount has to be made in a case of emergency, without prior authorization, the relevant charge may be carried in "local accounts receivable" pending receipt of proper authorization from Headquarters.
- (h) When requesting another field office to make a purchase or payment on his behalf, the Finance Officer must advise the paying mission of the number of his allotment account which is to be charged.
- (i) Supplies furnished from stocks are not to be charged. If items are specially purchased for Headquarters, then only when the cost involved amounts to \$50.00 or more should it be charged.

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INTER-OFFICE CHARGES (CONT'D)

- (j) For cheques sent to Headquarters for collection, Headquarters will, in due course, credit the mission by inter-office voucher. The Finance Officer should therefore treat the item as "account recoverable locally" in the meantime until the receipt of the credit by inter-office voucher from Headquarters. The same procedure applies to the request for Headquarters to make a payment on behalf of the field office.
- (k) Receipts (e.g. from sale of publications, sale of furniture and other equipment declared surplus, local government contributions, etc., and interest earned on bank accounts) should be credited to Headquarters by inter-office voucher.
- (l) When Headquarters is asked to make a payment on behalf of the field office, a "Request for Payment" (Form F.4), one for each bank, should be prepared and sent in duplicate. Headquarters will charge the mission by inter-office voucher after payment has been effected. Pending the charge by Headquarters inter-office voucher, the mission can carry the credit in its "local accounts recoverable (and payable)" accounts.

3. The above procedures are applicable at Information Centres which have been authorized to maintain separate Imprest accounts since they may be required to make payments on behalf of other offices.

4. Certifying Officers at Information Centres where accounts are maintained by UNDP or other offices, should ensure that the monthly Inter-Office Voucher submitted by the paying office includes the expenditures chargeable to the Information Centre accounts only, (i.e. accounts on the approved list for which Certifying authority has been delegated to the Director of the Centre.)

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SALARIES AND WAGES**1. PERSONNEL OF ESTABLISHED OFFICES WHO ARE TEMPORARILY DETAILED
TO A MISSION**

- (a) The Finance Officer will not be required to compute the salaries or wages of personnel of this category, or to maintain pay records for such staff. The pay of such staff will be calculated at the established office from which he has been detailed or transferred on the basis of personnel actions, P-5's, processed by the Office of Personnel. The amounts earned will be paid into a personal bank account designated by the staff member. If the staff member requires money in excess of his mission subsistence allowance it may be possible for the Administrative/Finance Officer to make arrangements with the Bank, under which the latter will directly cash (in local currency) personal dollar cheques of staff. Where such arrangements are not possible, the Finance Officer is authorized to cash personal cheques of the staff member, provided that personal cheques cashed in any two week period shall not exceed \$500. in the case of any one staff member.
- (b) When cashing such cheques the Finance Officer will pay the staff member the local currency equivalent of the dollar amount of the cheque, at the UNDP rate of exchange on the day the cheque is cashed. To cash such cheques the Finance Officer will process a disbursement voucher payable to the staff member, noting in the description the cheque or cheques he is cashing. The entries in the Journal of Receipts and Disbursements will be a credit to local currency cash or bank, as the case may be, and a debit to the dollar account maintained for the mission. The cheque should then be deposited in the mission dollar account. If the dollar account is not held at a local bank, the Finance Officer will debit Headquarters account. In this case, the cheques should be sent by pouch to Headquarters with proper entries in the Journal of Receipts and Disbursements - debiting Accounts Recoverable Locally (Collection of Cheques - New York) and crediting Dollar Account - pending receipt of an Inter-Office Voucher from Headquarters.
- (c) Under no circumstances will the Finance Officer deposit the cheques in his own bank accounts. Cheques thus cashed should be made payable to the United Nations, not to the Finance Officer.

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SALARIES AND WAGES (CONT'D)

- (d) Another method by which a staff member may receive money in the field is through the use of a salary assignment. Once the staff member has determined what his continuing requirement in local currency in the field will be, he may request a salary assignment on form FOS.9 submit it to the established office from which he has been detailed or transferred. When this request is approved by the appropriate officers at the established office, the Finance Officer will be directed to pay in local currency the equivalent of a fixed dollar amount every two weeks and charge Headquarters. This is a regular inter-office transaction. It is not anticipated that many such transactions will take place, since the cheque-cashing procedure is more flexible. Changes in salary assignments to the field will be accepted only once every six months, unless emergency circumstances warrant a change in a shorter interval.
2. PERSONNEL INITIALLY APPOINTED FOR SERVICE WITH A MISSION WHO ARE RECRUITED FROM OUTSIDE THE GENERAL AREA
- (a) The salary earned by staff in this category will be paid by Headquarters. Payments will be calculated on the basis of properly approved personnel actions, and payrolls will be prepared every month (with mid-month advances) in accordance with Headquarters procedure. All payroll records concerning the salary allowances, deduction for Staff Assessment Plan, pension fund deductions, etc. will be maintained in the Office of Financial Services.
- (b) A staff member may elect to have his net salary paid into a personal bank account in New York. In this case, the individual must complete arrangements for salary assignment prior to leaving New York - or if recruited in some other area, must arrange for a salary assignment approved by the Administrative Officer and the Finance Officer in the field. The same procedures for cashing personal cheques as stated for personnel of established offices will apply.
3. PERSONNEL INITIALLY APPOINTED FOR SERVICE WITH A MISSION WHO ARE RECRUITED FROM THE GENERAL AREA
- (a) Payments to this category of staff will be made by the Finance Officer on the basis of the appropriate letter of appointment and time and attendance reports certified by the Certifying Officer.

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- (b) Payments to this category will be made on payroll rosters prepared by the Finance Officer and certified by the Certifying Officer. Payments will be made in local currency only.
- (c) The payroll rosters should give all the pertinent details such as period covered, the monthly salary, amount due, advance recovered if any, net payment, etc. The personal signature of each individual payee must be included to indicate that payment was actually received by him.
- (d) The method whereby one employee signs for, and receives, the pay on behalf of one or more of his colleagues must not be accepted, except in cases of emergency. However, in such cases a written authorization from the absent employee must be submitted by the payee.

4. GOVERNMENTAL REPRESENTATIVES AND THEIR STAFF

No payments of salary will be made to Governmental representatives or their staffs, except on specific authority of Headquarters.

5. STAFF OF INFORMATION CENTRES

- (a) Salaries of staff (professional category and above) assigned to Information Centres for a tour of duty, are paid in the following manner:-
 - (i) the U.S. dollar portion of the salary is paid into the staff member's bank account in the United States of America, through special arrangements made by the Payroll Section at Headquarters,
 - (ii) the local currency portion of the salary is drawn on the local payroll of the Information Centre, in accordance with payment-authorization given in each case by Headquarters.
 - (iii) where there is any change from this pattern, Field Operations Service will advise the Head of the Office.

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- (b) Salaries of locally-recruited staff will be paid locally in accordance with instructions by the Field Operations Service.

6. SALARY PAYMENT PROCEDURE AT HEADQUARTERS

- (a) Listed below for guidance of field offices is the method of computing salaries at Headquarters. In order to determine the daily and monthly salary rates the annual salary is divided by 261 (the number of working days in a year) and 12 respectively. The monthly salary represents $261/12$ or 21.75 days' salary. In the case of new entrants and when computing terminal payments, the actual number of days worked during the month will be paid for, but not more than 21.75.
- (b) A mid-month advance is made at Headquarters in an amount equivalent to approximately one half of the normal monthly net salary rounded to a multiple of \$10. Mid-month salary advances are not recalculated on the occasion of each change in salary but are adjusted once a year for all staff.
- (c) It is standing Headquarters practice to incorporate in the normal mid-month advance for December an additional advance of approximately one half of the regular mid-month advance provided there are no deductions in excess of the end-month cheque.

7. REPRESENTATION ALLOWANCE

The representation allowance where authorized by P.5 action is payable:

- (i) either in monthly installments by the Payroll Section at Headquarters as part of staff member's salary,
- (ii) or semi-annually in lump sums in the field on or about 1 January and 1 July for the January/June and July/December periods respectively.

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SALARY ADVANCES

(See also page B-26)

(Applicable to Missions)

1. PERSONNEL OF ESTABLISHED OFFICES ASSIGNED TO A MISSION

The Finance Officer should not make any salary advances to personnel of this category. If staff in this category require funds in excess of the mission per diem, their personal cheques may be cashed by the Finance Officer as set out above. A staff member may apply to Headquarters for approval of a salary advance in accordance with the Staff Rules. Requests should be submitted to Headquarters by the Mission Administrative Officer in the administrative report or, if necessary by cablegram.

2. GOVERNMENTAL REPRESENTATIVES AND THEIR STAFFS

As stated above, no payments of a salary nature shall be made to Governmental representatives or their staffs, except on specific authority of Headquarters.

3. ADVANCES - GENERAL

Any salary advance made in the field will normally be made in local currency. Such advances will be calculated on the basis of U.S. dollars at the current book rate of exchange, and the equivalent of the dollar amount will be recovered (where the advance is to be recovered locally). Salary advances may be paid in U.S. dollars when a staff member detailed from an established office is departing from the area, either on completion of assignment or on home leave.

4. ADVANCES PAYABLE IN THE FIELD FOR RECOVERY THROUGH HEADQUARTERS

Advances payable in the field to be recovered through Headquarters payroll should be IOV'd to "Headquarters Account UN 164-01 (Salary Assignments)". The Payroll Section will make a Journal Voucher debiting Account No. UN 113-02 (Salary Advance) and crediting Account No. UN 164-01 at the time the salary advance is authorized. The transaction will be completed when the IOV from the Field quotes Account No. UN 16401 (Salary Assignments).

5. ASSIGNMENT ALLOWANCE

Assignment allowances which are to be paid in local currency shall be authorized by the Office of Financial Services (Payroll Section). The amount payable and the appropriate Headquarters account to be charged will be included in their Monthly Payment Orders which are distributed approximately ten days before the end of each month to the respective field offices.

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SUBSISTENCE ALLOWANCE PAYMENTS - GENERAL

(Applicable to missions only)

1. Subsistence allowance payments form one of the larger categories of expenditures with which the Finance Officer will be concerned. These payments may be divided into two categories:

- Travel subsistence allowance earned while actually travelling (T.S.A.);
- Mission subsistence allowance payable while the payee is on duty with a mission and not travelling outside the mission area (M.S.A.).

Example: Staff member "A" proceeds from Headquarters to mission site to join the mission - from the time of his departure till his arrival at mission site, T.S.A. above applies; as soon as he arrives, M.S.A. above applies.

"A" is assigned to an observer team going into the mountains to investigate a reported border incident - M.S.A. above applies.

"A" is sent to Geneva for a week on official business - from the time of his departure from mission site until his return to mission site, T.S.A. above applies.

"A" returns to Headquarters - from the time of his departure from mission site to the time of his arrival at Headquarters, T.S.A. above applies.

2. The rates for the above types of subsistence allowance are calculated as follows:

- All travel subsistence allowance payments will be governed by the standard per diem rates prescribed in Administrative Instruction ST/AI/137 as amended from time to time.
- All mission subsistence allowance payments will be governed by the special per diem rates established for the mission. In the absence of any special rates, the normal rates set forth in Administrative Instruction ST/AI/137 will apply.

3. Payments of mission subsistence allowances must be supported

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(Applicable to missions only)

by a per diem roster. This roster must show all relevant details. It must contain the signature of each individual payee to indicate that payment was actually received by him. Where payment is made by cheque to an individual, the cheque number must be stated in lieu of the personal signature. The payment can be made either monthly or bi-monthly. However, experience indicates the latter is more convenient to the staff members.

4. Mission subsistence allowance payments are handled on a local currency basis (unless other specific arrangements are approved by Headquarters) and paid after they have been earned. Such allowances are not pre-obligated. For example, staff assigned to a mission from Headquarters will normally carry Travel Authorizations on which there is no note made of estimated mission subsistence allowance or of authorized total payments in this category. That does not mean that these payments will not be made, but simply means (i) that the estimated mission allowance has not been obligated at Headquarters, and (ii) that mission allowance payments made on the basis of allowances earned are directly chargeable to allotments which have been made to the field for administration in the field.

5. In case of emergency or special needs, staff members can be given an advance of the mission subsistence allowance. However, the Finance Officer shall recover such advance by deduction from the earned allowance through the per diem roster as subsistence is earned.

6. When the system of assignment allowances and post adjustments applies in lieu of the mission subsistence allowance pattern, the Finance Officer will be given full instructions on a special basis.

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SETTLEMENT OF TRAVEL CLAIMS - TRAVEL SUBSISTENCE ALLOWANCE

1. SETTLEMENT OF INITIAL TRAVEL CLAIMS

(a) Missions

- (i) The Finance Officer will settle travel claims submitted by staff assigned to the mission as regards the trip to the mission, when such claims have been approved by the Administrative Officer. All staff members concerned are required to submit their claims within one week after their arrival in the area. Form F. 10 should be used by the staff members concerned for such purpose.
- (ii) In the settlement of these claims, the Finance Officer will pay the staff member for travel subsistence allowance earned while en route. The rules for calculation of this allowance and the rates at which the allowance is earned are governed by Chapter VII of the United Nations Staff Rules, and related Administrative Instructions. (Further details regarding the reimbursement of transportation expenses, e.g. cost of fare, baggage charges and other incidental expenses can be found in the section on "Settlement of Travel Claims".)
- (iii) The travel allowance paid in the settlement of these claims will be charged by the Finance Officer to the allotment "Travel and Subsistence of Staff". Settlement can be made either in local currency or in U.S. dollars as the staff member may desire.
- (iv) Normally, Headquarters will make no advances against travel subsistence allowance that will be earned en route. If such an advance is made, it will be entered in the appropriate space in the staff member's Travel Authorization (Form PT.8) and charged by Headquarters to a clearing account by inter-office voucher. On receipt of this advice, the Finance Officer will debit his "Advances Recoverable Locally" account and credit Headquarters. The Finance Officer should recover any such advance by deduction from the claim, charging the gross allowance earned to the appropriate budget account, and crediting "Advances Recoverable Locally" with the amount of the deduction.

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SETTLEMENT OF TRAVEL CLAIMS - TRAVEL SUBSISTENCE ALLOWANCE (CONT'D)(b) Information Centres

- (i) Travel claims in respect of Professional Officers assigned to Information Centres, wherever the claim concerns travel initially authorized by Headquarters through the issue of a Travel Authorization (PT.8), must be submitted to Headquarters (Field Operations Service) for audit and payment.
 - (ii) However, claims in respect of official travel within the local area for which the Head of the Office made arrangements may be settled locally, payments being charged to the allotments for official travel for the Centre.
2. SETTLEMENT OF TRAVEL CLAIMS FOR COMPLETED TRIPS ON MISSION BUSINESS - TRAVEL SUBSISTENCE ALLOWANCE
- (i) For purposes of illustration, it will be assumed that a staff member has been sent from mission site to Geneva on official business for a period of one week.
 - (ii) The Certifying Officer will complete a Travel Authorization, Form PT.8, for the staff member. On this PT.8 will be shown, among other items, the estimated per diem which will be earned during the trip, based on travel subsistence allowance rates.
 - (iii) Against this estimated travel allowance, the Finance Officer may, on the approval of the Certifying Officer, make an advance to the traveller, not to exceed 80% of the estimated travel subsistence allowance. This advance may be made in the currency of the country to which the traveller is proceeding or, where two or more countries are involved, in U.S. dollars, preferably in travellers' cheques. When such an advance is made it will be entered in the appropriate space on the PT.8, and treated as an advance locally recoverable on the Journal of Receipts and Disbursements.

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SETTLEMENT OF TRAVEL CLAIMS - TRAVEL SUBSISTENCE ALLOWANCE (CONT'D)

- (iv) A later section covers the question of making travel allowance advances to United Nations Officers carrying bona fide travel authorizations who may pass through the seat of the mission. For this immediate purpose, the Finance Officer should note that the traveller will be able to draw advances against his estimated allowance (not to exceed in total that estimated allowance) from United Nations offices. Any advances which another office might make against a travel authorization issued by the mission will be entered in the space provided therefor in the PT.8 and will be charged through to Headquarters on inter-office voucher transmitted by the office making the advance.
- (v) When the staff member returns to the mission site on completion of authorized travel, he must submit his travel claim on Form F.10. This claim must be approved by the Certifying Officer prior to payment. As regards the allowance portion of the claim, the Finance Officer will calculate the allowance actually earned on the basis of the rules in Chapter VII of the Staff Rules and Administrative Instructions. He will deduct the amounts advanced by him or by other offices, as indicated on the PT.8, and pay the difference (together with other items which may be reimbursable to the staff member as discussed under the paragraph on Transportation). The amount of allowance earned on the trip will be charged to the travel account and corresponding credits will be to cash or advances recoverable locally, as may be appropriate. Any miscellaneous expenses reimbursed to the staff member should be charged to the appropriate accounts of the field office budget.

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MISSION SUBSISTENCE ALLOWANCE PAYMENTS
(Applicable to missions only)

1. As noted previously, mission subsistence allowance payments in the mission area will usually be governed by special rates established for the specific mission. In the absence of such special rates, normal travel subsistence rates (See: ST/AI/137 as amended from time to time) will apply. The Field Operations Service is responsible for advising the mission of staff members who are entitled to receive mission subsistence. This can be done by appropriate notation on the Travel Authorization on P.5 form or by special instructions to the Administrative and/or Finance Officer.
2. All subsistence allowance payments will be made on the basis of vouchers certified by the Administrative Officer as to the eligibility of the staff member to receive the allowance to be paid.
3. Subsistence allowance payments made to staff members will be charged to the account of "Travel and Subsistence of Staff". Subsistence allowance payments made to the governmental representatives or delegates on the mission, where authorized will be charged to "Travel and Subsistence of Members".

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METHOD OF PAYMENT OF MISSION SUBSISTENCE ALLOWANCE

(Applicable to missions only)

1. Mission subsistence payments are not made in addition to post adjustment.
2. Mission subsistence allowance payments should be made on the fifteenth and last day of each month.
3. The Finance Officer will prepare on Form F.140 a roster of the staff entitled to receive mission subsistence for the past two weeks. The Certifying Officer will certify the roster and its covering voucher to the effect that the staff listed have been on duty and are entitled to receive payment. The roster should be completed in duplicate, the original of which will be sent to Headquarters with the monthly accounts. See also the section on "Per Diem Roster".
4. The rules regarding calculation of mission subsistence allowance, i.e., calculation in half-days, etc., will be the same as those governing the calculation of travel subsistence allowance. In general, mission subsistence allowance payments will be calculated at the rate per day multiplied by the number of days the staff member is on duty and shall include payment for non-working days, as long as the staff member is in the mission area.
5. However, if a monthly or flat subsistence allowance rate has been established for the mission, then the payments will be calculated at the monthly rate in the proportion of the number of days the staff member is on duty as it bears to the total number of days of the month concerned.
6. The payment of mission subsistence allowance begins from the date of his reporting for duty to the mission and ends on the day before his departure.

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MISSION SUBSISTENCE ALLOWANCE ADVANCES
(Applicable to missions only)**1. WHILE ON REGULAR DUTY IN MISSION AREA**

Occasions may arise where a staff member will urgently need an amount of money in excess of his regular pay. If the amount of money is required for purposes which are expected to be covered by the mission subsistence allowance, such as advance payment for lodging, and can be reasonably recovered from estimated future mission allowance accruals, the Certifying Officer may certify an advance to be recovered locally. However, as staff members concerned will be able to cash personal cheques, it is expected that such advances will seldom be made.

Note: Any local advances, salary or allowance, will be made on the basis of the U.S. dollar amount advance converted into local currency at the rate of exchange established in the Headquarters. Regardless of the method of repayment, i.e., either by deduction or by repayment in local currency, the equivalent of the dollar amount advanced will be recovered. For example, a staff member needs the equivalent of \$100 urgently and the Certifying Officer approves the advance. On the day the advance is made the exchange rate is 10 local currency = U.S.\$1.00. Therefore, the Finance Officer gives the staff member 1,000 local currency, but maintains a record that the advance was the equivalent of U.S. \$100. Assume on one hand that the advance is to be recovered by deduction in ten weeks at \$10 per week. If the normal per diem entitlement were \$70 per week, per diem payments to the staff member for the next ten weeks would be on the basis of \$60 per week. On the other hand, assume that the staff member wishes to repay in local currency and that an inflation of the local currency takes place with the result that the rate of Headquarters also changed accordingly, e.g., to 15 = \$1.00. He offers to repay 1,000. This is not sufficient. As the advance was based on U.S. \$100, so must the recovery be based on U.S. \$100. Therefore, the repayment would have to be 1,500.

2. HANDLING OF MISSION SUBSISTENCE ALLOWANCE ADVANCES MADE BY HEADQUARTERS, BUT TO BE RECOVERED IN THE FIELD

When a staff member leaves Headquarters on a mission, he

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MISSION SUBSISTENCE ALLOWANCE ADVANCES (CONT'D)
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may receive a mission subsistence allowance advance. Normally, Headquarters will not make such advances, but if, because of unusual circumstances, such an advance is made, the following will apply. Such advances are charged to a clearing account and will be advised to the Finance Officer for recovery in the field by deductions from accruing mission subsistence allowances. The basis of recovery is a matter of judgement but, generally, the advance should be recovered as soon as possible in a manner which will not cause undue hardship to the staff member.

Example: A staff member receives an advance of \$300 prior to his departure from Headquarters. This advance is reported to the Finance Officer for recovery. The mission subsistence per diem rate is \$10, or \$70 per week. It is anticipated that he will be on duty with the mission for three months. A reasonable recovery might be, in this case, \$30 per week for ten weeks unless, of course, the staff member is willing to repay the advance at a higher rate.

3. GENERAL "DON'Ts" REGARDING MISSION SUBSISTENCE ALLOWANCE ADVANCES

- Don't make a general practice of making advances.
- Don't make a mission subsistence advance to a staff member who already has an outstanding advance of that type.
- Don't try to recover advances in a manner which would force the staff member into requesting further advances.
- Don't handle advances in a manner which leaves the staff member still owing money at the time of his departure from the mission.

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TRAVEL SUBSISTENCE ADVANCES TO UNITED NATIONS
OFFICERS NOT ON THE STAFF OF THE FIELD OFFICE

1. Cases may arise where a staff member of the United Nations, or another officer with a valid United Nations Travel Authorization may pass through the seat of the field office in the course of his travel. In such cases the officer may request an advance against his travel subsistence allowance. The Finance Officer or Head of Office is authorized to make such an advance if the Travel Authorization (Form PT.8) provides for such advances, and the previous advances that the traveller has received as indicated on the PT.8 do not, with the advance being requested, exceed the total estimated allowance as noted on the PT.8. However, there may also be cases in which a staff member may need advance in excess of the total estimated allowance in the PT.8. In this case, prior approval from Headquarters should be obtained before making the advance.

2. Advances will be made in local currency, unless the advance is requested to cover anticipated expenses in other countries, in which case the advance may be made in U.S. dollars or in the currency or currencies of the country or countries to be visited. The amount of the advance will be entered in the space provided therefor in the PT.8, and an inter-office voucher will be processed and forwarded to Headquarters noting the office from which the PT.8 was issued.

Example: A staff member is travelling from Headquarters to Beirut to attend a conference of the United Nations Educational, Scientific and Cultural Organization. He has a PT.8 issued by Headquarters on which the estimated per diem is \$600. He drew \$200 at Headquarters and \$200 at Geneva, which advances have been entered on the PT.8. He stops at a mission site and requests an advance against his PT.8. The Finance Officer may advance up to the limit stipulated in Staff Rule 107.23 and charge Headquarters on inter-office voucher for the advance made. He must also enter the amount of the advance on the PT.8.

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MISSION SUBSISTENCE ALLOWANCE PAYMENTS AND ADVANCES TO
GOVERNMENTAL REPRESENTATIVES OR MEMBERS OF THE MISSION
(Applicable to missions only)

The Certifying Officer and the Finance Officer of a mission will be specifically advised of the members or the representatives of the mission and their alternates to whom subsistence payments may be made. Subsistence payments or advances to those designated officials will be made in the same manner as for the staff, as has been explained in the foregoing sections of this chapter. For further details, see ST/SGB/107 as revised on "Rules Governing Payment of Travel Expenses and Subsistence Allowances in Respect of Members of Organs or Subsidiary Organs of the United Nations".

Note: The Finance Officer will not make subsistence payments or advances to any staff of the representatives or members of the mission except on direct authorization from Headquarters. The fact that an accredited member or his alternate is entitled does not automatically imply that an advisor he has brought with him is entitled or can be considered an alternate without specific notification from Headquarters.

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TRANSPORTATION**TRANSPORTATION OF HEADQUARTERS STAFF TO AND FROM THE MISSION**

1. As a general rule, the agency of Thomas Cook and Son at Headquarters will provide staff members proceeding to a field office with one-way airtickets. Only in the case of a short assignment, e.g. assignment to a visiting mission, will staff members be given round-trip tickets. It is then each staff member's responsibility to pass the ticket provided him to the mission's Administrative Officer for safekeeping.

2. Where it does occur that transportation to the mission was purchased by the staff member, the charge will normally be to Headquarters on an inter-office voucher.

**TRANSPORTATION FOR OFFICIAL DUTY TRIPS IN CONNEXION WITH THE MISSION
WORK**

3. Where it is necessary for a staff member to make an official duty trip in connexion with the mission's work, the Certifying Officer will prepare and certify a Travel Authorization (PT.8) against which he will purchase a ticket. It may not, in many cases, be convenient to purchase the return ticket, and in some cases the traveller may have to purchase his outgoing ticket.

4. Where the ticket has been purchased by the Organization, payment will be made to the travel agency or the transportation company on the basis of a billing by the company. Where the ticket is purchased by the traveller, reimbursement will be made to him on the basis of a travel claim submitted by him, and supported by the cancelled ticket or a receipt from the carrier.

5. Where the staff member is expected to purchase his own return ticket, he should either be given an open PT.8 for submission to a travel agency duly authorized by Headquarters in exchange for a ticket; or he should arrange, if appropriate, for the travel office of the Office to which he is proceeding to purchase the ticket against his PT.8 and charge the mission. In these cases, the PT.8 should carry a specific request to the other travel office to provide return transportation. When PT.8's are used, payment will be made by Headquarters, which will be billed directly by the company. In such cases, three copies of the PT.8 must be sent to Headquarters when issued.

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TRANSPORTATION (CONT'D)

6. Making cash advances to a staff member for the purpose of purchasing transportation must be avoided unless there is no other way to handle it. Such an advance where made, would be liquidated against the travel claim later submitted by the traveller.

INFORMATION CENTRES

7. In the case of Information Centres, transportation for staff assigned to the Centre or departing from the Centre on completion of assignment will be arranged by Headquarters. These arrangements would generally be made through Thos. Cook at Headquarters, and may involve an authorization to a local travel agent or "carrier" to issue tickets to the staff member. Headquarters may also, on occasion, issue a travel authorization (PT.8) to the staff member, leaving him to arrange his travel with the local office of Thos. Cook or other travel agent in case Thos. Cook has no office in the locality.

8. Travel on official business outside the area of the Information Centre and travel on home leave will be handled in the same manner.

9. In the case of trips within the area serviced by the Information Centre, the Centre Director may make arrangements locally, provided that adequate funds are available in the sub-allotment issued for this purpose and that the travel falls within the framework of a general travel programme for the year prepared by the Centre Director and approved by the Office of Public Information. In these cases, the expenditures will be directly charged to the relevant allotment accounts for the Centre.

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SETTLEMENT OF TRAVEL CLAIMS - TRANSPORTATION CHARGESSETTLEMENT OF INITIAL TRAVEL CLAIMS

1. When settling the travel claim of a staff member, the Finance Officer will see to it that the claim is submitted on Form F.10, completely filled in, in all details, and duly approved and certified for payment. A copy of the relevant PT.8 (with amendments, if any) must be attached to each travel claim, when such PT.8 is not to be used for further travel. In addition, the traveller shall submit with the F.10 form all unused travel tickets or stubs as well as the MCO back covers with any unused excess baggage coupons and excess baggage receipts.

COST OF FARES

2. It would be exceptional for the staff member to have purchased his own transportation to the seat of the mission. If he did so, he should include the cost thereof on his initial travel claim and support the claim with the cancelled portion of his ticket in order that reimbursement may be made. The PT.8 issued by Headquarters to cover the trip will have included an estimate of the travel costs which was obligated at Headquarters and this portion of the claim should be charged to Headquarters on inter-office voucher.

3. It may occur that although Headquarters did purchase a ticket, the routing was changed, or some other circumstances occurred which required that the traveller bear a certain expense for costs of fares. For example, assume that "A" was given a ticket from New York to a mission site via air but, due to weather conditions, was grounded in Rome. It might be that he would have to purchase his own ticket on a different airline from Rome to the mission. The cost of that ticket would be reimbursable and could, under the PT.8, be charged to Headquarters. On the other hand, if the amount involved is small, it may be more convenient for the Finance Officer to absorb it in his own "Travel and Subsistence of Staff" account. In either case, he should obtain from the staff member the unused portion of the ticket and return it to Headquarters with details regarding the case so that Headquarters may obtain a refund from the airline. If the routing is changed by the staff member for his own convenience, then the provisions of the current Administrative Instruction on the subject are applicable as to the maximum UN liability for transportation costs by a route other than the approved route. A change in the standard of accommodations for an indirect route will also affect the maximum UN liability.

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SETTLEMENT OF TRAVEL CLAIMS-TRANSPORTATION CHARGES (CONT'D)
DEALINGS WITH COMMON CARRIERS

INCIDENTAL COSTS

4. Staff Rules 107.13 and 107.19 prescribe the provisions regarding the reimbursement to the traveller of certain incidental travel costs which may be incurred. The amount reimbursed in this respect is chargeable to the "Travel and Subsistence of Staff" account. In order to avoid minor inter-office adjustments, such payments may be made and charged to the field office's accounts.

5. In the reimbursement of these incidental expenditures, the Finance Officer should require from the traveller all reasonable supporting documentation in the nature of receipts, etc., unless the amount involved is less than \$3.00 or the situation is such that receipts cannot be easily obtained, e.g. taxi fares.

SETTLEMENT OF TRAVEL CLAIMS FOR COMPLETED TRIPS

6. Travel claims for completed trips will be handled in the same manner as settlement of initial travel claims except that the question of inter-office charges will not usually arise.

DEALINGS WITH COMMON CARRIERS

1. It will be the responsibility of the Administrative Officer or Head of Office to make any required arrangements with travel agencies especially authorized by Headquarters. In the absence of such agency or its representatives at the seat of the mission, he may deal with the local airlines, railway companies, etc., as required.

2. PT.8's must be signed by an authorized officer. This will usually be the Administrative Officer or the Head of Office - it should not be the Finance Officer. PT.8's are somewhat like blank cheques and, therefore, must not be signed in blank.

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HIRING OF TRANSPORTATION ON CONTRACTUAL BASIS,
TAXI FARES, AND RENTHIRING OF TRANSPORTATION ON A CONTRACTUAL BASIS

Occasions may arise where it will be necessary to hire local transportation on a contractual basis; for example, the hiring of a river-boat, or the hiring of two cars complete with drivers for local use of the mission at so much per day or for a flat fee, etc. Such contracts will be negotiated by the Administrative Officer who will provide the Finance Officer with the signed agreement. Bills submitted by the company providing the service may be paid by the Finance Officer if approved by the Certifying Officer and if in agreement with the terms of the contract.

TAXI FARES

Taxi fares paid by a staff member in the cause of official business may be reimbursed upon the submission of a claim therefor on form F.10 or on Imprest Cash Voucher (for sums of less than \$25) approved by the Certifying Officer. The question of reimbursement of taxi fares in connexion with official duty trips will be handled as "incidental costs". It may not be possible to get receipts for all taxi fares paid. Reimbursement will have to be gauged by the general reasonableness of the amount being claimed.

RENT

1. The Administrative Officer or the Head of the Office will negotiate the agreements, where required, for the rental of necessary official accommodations; and payment will be made against bills rendered by the renting agency or individuals and approved by the Certifying Officer. All such bills will be checked against the contract for the space before processing and approving these bills for payments.

2. Contracts (or leases) for the rental of office space will be concluded by the Administrative Officer or the Head of the Centre. Five copies of all such contracts should be sent to Headquarters for purposes of record. The contracts must invariably provide for a "diplomatic clause" which would permit cancellation of the lease before the expiry of the full term in the event that such cancellation is necessary in the over-all interest of the Organization.

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MAINTENANCE OF PREMISES AND EQUIPMENT

1. In some cases the rental agreement may provide for the cleaning of the office space, and the various other housekeeping services. If so, the payment of rent will cover the maintenance of the premises.

2. In other cases, however, it may be necessary to make separate arrangements for the maintenance of the premises. If this is done by the hiring of local recruits for regular work, the payments to them would be in the nature of wages and should be charged to "Salaries and Wages". On the other hand, if cleaning and custodial services are engaged on a part-time basis or on the basis of a fixed fee per job, the charge would be to the account "Rental and Maintenance of Premises". In the latter instance the special service agreement should be used.

3. If the payments are in the nature of wages, they will be handled on the Temporary Assistance payroll. If they are of the contractual nature, payments will be made against bills rendered. In either case, the payroll or the voucher must be signed by the Certifying Officer.

4. Unless the sub-allotments for the particular field office specifically provide for an account for the maintenance of furniture, fixtures and equipment, all charges in this respect should be made against the "Rental and Maintenance of Premises" account.

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PURCHASE OR RENTAL OF FURNITURE AND EQUIPMENT

1. Purchase of furniture and equipment will be handled as other procurement of goods. Payments will be made against bills rendered and approved by the Certifying Officer.

2. However, there may be occasions that rental of furniture and equipment is more practical and a deposit is required by the vendor. In this case, the deposit is to be debited to the account "Advance Recoverable Locally" to be liquidated at the time of the refund of deposit by the vendor. The monthly rent paid for the use of furniture and equipment should be charged to the account "Rental of Premises".

3. It is expected that the Administrative Officer, the Procurement Officer and Finance Officer or the Head of Office for Information Centres, will exercise their judgement in purchases of this type. For example, if it is possible to rent such equipment and the mission is to be of short duration, then renting would probably be the best decision. A general rule cannot be established. It is simply noted that the mission should not acquire a large amount of non-expendable equipment that will have to be disposed of in a short period of time. Details of the rental contract must be provided, a copy of which should be sent to Headquarters to support future payments. Payments would be made against bills rendered and on vouchers properly approved. In no case may furniture, etc., be purchased unless an allotment has been made for that purpose.

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LIGHT, HEAT, WATER, POWER
TELEPHONES

LIGHT, HEAT, WATER, POWER

Payments in respect of utilities will be made against bills rendered by the company furnishing the service, or fuel in the case of heat. These payments will be charged to the account "Rental of Premises". Any deposits made for electric or water meters should be charged to the account "Advances Recoverable locally".

TELEPHONES

1. Telephone bills will be paid against the bills rendered and vouchers approved by the Certifying Officer, particularly as to the official nature of toll calls. Telephone expenses will be charged to the account "Communications", and deposits to the account "Advances Recoverably Locally".

2. Where personal toll calls are paid in the first instance by the Finance Officer, he shall recover the cost of the call from the staff member who made the call. Where a telephone bill contains recoverable charges, the Finance Officer may pay the entire bill, charging the appropriate allotment account for the portion of the bill that represents official calls and charging "Advance Recoverable Locally" for the portion of the bill that represents personal calls, the cost of which will be recovered.

3. The Administrative Officer or Head of Office should establish appropriate control procedures in respect of long-distance telephone calls.

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CABLESFREIGHT, CARTAGE AND EXPRESSCABLES

1. Cables will be paid for either:

- as sent, by the officer sending the cable, or
- on the basis of billings.

2. In the first case above, the Finance Officer may reimburse the staff member for official cables originally paid for by the staff member. Reimbursement would normally be made in cash from the Petty Cash Fund, against a petty cash voucher completed by the payee and approved by the Certifying Officer. The Finance Officer should require a copy of the cable sent to support the payment.

3. In the second case above, payments will be made to the cable company on the basis of billings. As a matter of checking these invoices, it would be useful to have a cable book which contains a copy of every cable sent and which can be used to test check the invoice.

4. Any personal cables which might be paid for in the first instance by the Finance Officer, but subject to recovery from the staff member, will be handled as personal telephone calls.

FREIGHT, CARTAGE AND EXPRESS

Local freight, cartage and express charges will usually be small (under \$50.00) and may be paid from the Petty Cash Fund on petty cash vouchers approved by the Certifying Officer. Bills or sales tickets should be obtained, if possible, as supporting documentation for the payments. If the payment is for more than \$50.00, or if payment is not made at the time of delivery, the payment will be made by cheque against a bill rendered by the company furnishing the service.

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PURCHASE OF NEWSPAPERS, MAPS

Maps or newspaper subscriptions may be paid for out of Petty Cash in cases where the expenditure is under \$50.00. Payments will be made against bills rendered and on vouchers properly approved. If an account is provided specifically for this purpose, the charge will be to that account. Otherwise, the charge will be to "Miscellaneous Supplies and Services".

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STATIONERY AND OFFICE SUPPLIES; CARDS**1. Stationery and Office Supplies**

Stationery and office supplies will be paid for against bills rendered and on vouchers properly approved. The charge will be to "Stationery, Internal Reproduction and Office Supplies". In case of a large order, a purchase order should be issued to the vendor. Payment will be made upon the vendor's submission of an invoice, together with the purchase order issued by the Administrative Officer.

2. Cards and Complimentary Slips used by Information Centres and Missions

Due to the considerable expansion of the activities of the Organization and the increase in the number of offices located throughout the world, Senior Mission/Centre Officials are authorized the following expenditures in connexion with cards and complimentary slips:

(a) Visiting or Calling Cards: The cost of printing cards for senior officials at Centres or Missions should be considered an official expense. Individuals concerned may be reimbursed for a limited number of such cards.

(b) Invitation Cards: As is the practice at Headquarters, blank invitation cards which bear the seal of the United Nations and which are completed for the occasion may be stocked by the local office and charged as an official expense.

(c) Greeting Cards: Senior officials at Centres and Missions may charge the Organization for greeting cards in instances where the greeting cards carry the printed name and title of the officer and are sent for purely official purposes through regular channels.

(d) Complimentary Slips: Slips for use by Senior officials as a cover in forwarding letters, documents and information material may also be considered an official expense.

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MISCELLANEOUS SERVICES

1. The account titled "Miscellaneous Services" is provided to cover items for which no appropriate allotment has been made. It should not be used as a catch-all. Charges should always be identified with the proper allotment account.

2. An example of the type of expense which might go in this account would be bank charges on transfers of money, the purchase of clothing (on specific approval of Headquarters) for the particular area, etc.

3. Payments of this nature will be made against bills rendered and on vouchers properly approved, and brief details of the expenditure charged to this account must be given on the disbursement voucher.

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HOSPITALITY

1. Hospitality expenses shall be incurred only with the written approval of Headquarters (Field Operations Service) in respect of "group hospitality", and the approval of the Mission Administrative Officer or Head of the Office in respect of entertainment of individuals.

In all cases, participation by staff shall be restricted to the absolute minimum. Except for the most important negotiations, hospitality expenses shall not be incurred for the entertainment of salesmen, representatives of vendors, lessors or contractors.

2. Group hospitality involves a large function that is planned for official purposes, where the expenses would be met from official funds and charged to the allotment account for "Hospitality". This type of function requires the prior Headquarters approval. The Head or Administrative Officer of the field office should submit a request for such a function to the Field Operations Service together with a list of guests and the names of the hosts.

3. Casual official entertainment (individual entertainment) will normally be offered by the Head of the Office or such other senior member of the Office as has been duly authorized. Claims for reimbursement of expenses on casual official entertainment should be submitted on form F.10 and approved by the Head of the Office.

4. In the case of Information Centres, funds for hospitality will be allotted to the Head of the Centre and paid in quarterly instalments. The Head of the Office will be responsible for planning and extending hospitality for the year in the light of the total funds available to his Centre. Neither the maximum rates nor the restrictions on casual entertainment will apply. The Head of the Office will report semi-annually to Field Operations Service on the general nature of the hospitality extended and the general categories of persons entertained, using the special form provided for this purpose.

5. In the case of United Nations special missions, the funds allotted for hospitality will be apportioned by the officer designated for this purpose, normally the Administrative Officer, who will be responsible for co-ordinating and planning the extension of hospitality within the limits of the total funds made available. Neither the maximum rates nor the restrictions on casual entertainment will apply. The officer designated for this purpose will report semi-annually, or at the end of the mandate of the mission or commission concerned if it is a shorter period, to Field Operations Service on the general nature of the hospitality extended and the general categories of persons entertained, using the special form provided for this purpose.

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HOSPITALITY (CONT'D)
EX GRATIA PAYMENTS

6. The cost of printing invitation cards in connexion with individual's hospitality has always been borne by that individual, as it is considered as falling within the items of expenses of the hospitality for which the allowance is granted.

7. As a guide you may refer to ST/A1/192.

EX GRATIA PAYMENTS

1. Ex gratia payments are payments authorized in cases where although there is no legal obligation on the part of the Organization, there may be a moral obligation which renders it desirable in the interests of the Organization for some payment to be made.

2. No ex gratia payments may be made by a field office without specific written authorization from Headquarters through the Field Operations Service.

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LOSSES OF CASH AND OTHER PROPERTY OF THE ORGANIZATION

1. In the case of a loss of cash or negotiable instruments (cheques, cheque-books, etc.) a report should immediately be made to the Office of Financial Services through the Field Operations Service. The report shall indicate the nature and details of the loss, and the result of any investigations made locally by the Administrative Officer or Head of Office.

2. Where the loss is one of property, a report should similarly be made to the Field Operations Service. Simultaneously, the matter should be placed before the Local Survey Board (where one has been established) for consideration and recommendation on further action.

3. The final decision as to the write-off of the losses is with the Assistant Secretary-General for Financial Services, who will also determine whether any recoveries should be made from the person(s) responsible for the loss.

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ACCOUNTING FORMS AND PROCEDURES - GENERAL

1. The Finance Officer or Head of Office is responsible for maintaining proper accounting records for the financial operations of the field office. To assist him in this work, certain forms have been designed. Every effort has been made to simplify this task, and the following sections attempt to explain the use of the accounts forms. Wherever possible, it is essential that the Finance Officer should spend some time with the Office of Financial Services and the Internal Audit Service at Headquarters prior to assuming his duties in order to familiarise himself with the accounting procedures.

2. Accounting documents should normally be typed. Where this is not possible, they must be filled out in ink or indelible pencil. Neatness in the completion of accounting documents is very important.

3. When filling out the prescribed accounting forms, complete details must be given, especially in the various voucher forms. Transactions that may seem sufficiently clear to the Finance Officer because of his personal knowledge of the details will not be so clear to the accounts examiners at Headquarters unless such details are given. If there is obscurity regarding a receipt or payment, it will be queried at Headquarters, and time-consuming correspondence will result.

4. The basic accounting documents (journals and ledgers) for any particular field office will depend upon its size, duration and complexity. The next section describes the documents and procedures involved in maintaining accounts for larger, long-range missions which utilize a special typewriter equipped with "dual-feed". This makes it possible to insert one or more sheets of paper in the typewriter in two different ways - from the back (the normal method of insertion in typewriters) and from the front - so that the "front-feed" copies may be removed without interfering with the "back-feed" copies. Various account sheets may be inserted in the typewriter and constitute a chronological journal of all the postings typed on the accounts sheets.

5. The documents and procedures involved when the "dual-feed" system is not utilized, as in the case of visiting Trusteeship missions, are described elsewhere. A simplified system for the preparation of the monthly accounts by the Information Centres is set out on pages C-72 et seq.

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THE "DUAL-FEED" ACCOUNTING SYSTEM
(Not applicable to Information Centres)

The three basic forms utilized under the "dual-feed" system for missions are the following:

1. The Account Sheet (Ledger Sheet - Form F.152)

(a) This form gives the record of all transactions for the month under a single account number (one sheet for each account number). Further, space has been provided in the heading of the form for accumulating, month by month, allotments and expenditures, and for drawing the unused balance on allotment for each allotment account.

(b) The guiding principle of the system is that any transaction must be posted on the journal through the ledger sheets. With the exception of the opening and closing balances, there is no direct typing on the journal itself.

(c) It is therefore necessary to use, in addition to the ledger sheets corresponding to each individual allotment account, the following ones:

- (i) UN 159-14 - Clearing Account with Headquarters
- (ii) Accounts Receivable or Payable Locally
- (iii) Remittances from Headquarters
- (iv) Transfer of Funds (Usually from Dollars to Local Currency)
- (v) Petty Cash Posting Account.

(d) It should be noted that the Petty Cash Posting Account is used to record the replenishment of the Petty Cash Fund and must, therefore, always be in balance. The ledger sheet is debited by the credit of the Bank Journal at the time the Petty Cash is replenished and immediately credited by the debit of the Petty Cash Journal.

2. The Journal (Form F.153)

(a) This is a copy of all the account sheets with the postings in chronological order. Two journals must be used, one for petty cash postings and one for bank and miscellaneous postings, which may at the same time be used as a record for petty cash and bank accounts.

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(b) The opening balance entries are made by taking the actual reconciled bank balances from the statement of Cash Reconciliation for the previous month and posted directly as indicated above.

3. The Monthly Report (Form F-64)

This is a summary of totals and balances taken from the ledger sheets and journals.

4. Procedure

- (a) The posting will be daily or periodic, whichever is most practical for the Field Office, but all postings must be made in chronological order. The appropriate headings on the ledger sheets should always be typed before posting so as to ensure that a wrong ledger sheet is not used for subsequent postings.
- (b) When ready for posting, copies of the journal should be inserted through the "back-feed". These copies should be covered with a sheet of carbon paper, leaving the numbers on the extreme left side of the journal sheet visible. When the paper is adjusted, it should be brought into position for typing on the first unused line. The appropriate ledger sheet is then inserted through the "front-feed" so that the first unused line on this form overlaps the first unused line of the journal. Entries will continue to be made until such time as a new account number occurs, when the ledger sheet is changed.
- (c) When no "Disbursement Voucher" is issued and the original document (invoice, receipt, etc.) is used as the supporting voucher, it is necessary to give an explanation of the transaction as well as the name of the payee under the column headed "Description".
- (d) If the payment or receipt is in U.S. dollars, the columns on the left side of the ledger sheet are used; if in local currency, the right side is used.
- (e) The first box under the column headed "Beginning" indicates the amount allotted to the Field at the beginning of the month, the figure in the first box in the second line gives the total accrued expenditure for the current year up to the preceding month.
- (f) Having made all the postings for the month the amounts posted on each ledger sheet are totalled and the balance of local currency amounts

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converted to U.S. dollars. This total is brought over to the Dollar Columns on the left of the form and added to any prior dollar amount.

- (g) It should be noted, as an exception to this, that when local currency entries are made on the Clearing Account ledger sheet (Account 159-14-x), the corresponding dollar equivalent must be entered in the appropriate column on the left-hand side of the ledger sheet for each individual entry. On all allotment accounts the total dollar amount of expenditures for the month is brought forward under the heading "additional for month" and a new balance on allotment drawn.
- (h) After the journals have been totalled and the new balances on bank accounts and petty cash drawn, the next step is to transfer the figures from the account sheets and the journals, to the monthly statement. The total of all allotment accounts must be cross-proofed to ensure that there are no arithmetical errors and that the same total appears in the debit and credit under "Headquarters Account".

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The alternative system for missions is based upon the following forms:

1. Journal of Receipts and Disbursements (Form F.137)

The Journal of Receipts and Disbursements is the basic accounting document of the mission under this system. All receipts and disbursements must be entered in this Journal.

The Journal is to be prepared in duplicate, and typed if possible. When the mission deals with no more than one local currency, only one Journal has to be maintained, as it covers the U.S. dollar account, the local account, and local currency cash in hand. Additional journals must be maintained for additional currencies.

Column 1 provides space for entering the date of the transaction, as entries should always be made on the date of transaction, not accumulated for later posting.

In Column 2 should be entered the voucher number.

The third column is for a description of the transaction. This description should be as brief as possible and normally only one line should be used. The name of the payee or payer is most preferable. If not, a brief description of the nature of the transaction will suffice.

Columns 4 and 5 are provided for entering receipts of disbursements in cash in local currency. It should be noted that as the Finance Officer is instructed to deposit all receipts on the day of receipt, there will probably be no entries in Column 4 other than those receipts to cash in hand which the Finance Officer himself transfers from the local currency bank account. Casual receipts in local currency will be deposited and entered in Column 6 and 14 with necessary conversion entries in Columns 8 and 9.

Columns 6 and 7 are provided for entry of receipts to and disbursements from the local currency bank account.

Column 8 is provided for the entry of the rate of exchange stated on page C-25, when showing conversions from dollars to local currency, and vice versa. It will be noted that in the absence of a fixed book rate of exchange established by Headquarters, an "average" rate would be used. It is desired that this average rate be calculated

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as follows:

- when the first remittance is made, \$1,000 are converted at 40 local currency to \$1 - the exchange rate is set at 40;
- \$500 are spent in local currency at 40 to 1;
- \$1,000 are converted at 60 local currency to \$1 - the new book rate is calculated as follows:

The balance of \$500 from the first conversion
at 40 to 1 = 20,000 local currency;

\$1,000 new conversion
at 60 to 1 = 60,000 local currency

\$1,500 = 80,000 local currency

$80,000 + 1,500 = 53.333$ - New book rate of exchange

This can also be shown as a conversion schedule which the Finance Officer may maintain:

Conversion	\$1,000	40	40,000
Expenditures	500	40	20,000
	\$ 500	40	20,000
Conversion	<u>1,000</u>	60	<u>60,000</u>
(calculate rate)	\$1,500	53.333	80,000

etc.

Column 9 is used to show the U.S. dollar equivalent of local currency transactions as calculated with the book rate of exchange.

Column 10 is provided for the entry of the allotment account code for budgetary expenditures or the inter-office voucher number for inter-office transactions.

Columns 11 and 12 are for maintaining a contra account to the Finance Officer's imprest account maintained at Headquarters.

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All items which increase the imprest funds for which the Finance Officer is responsible will be entered as a credit to Headquarters - for example, a remittance from Headquarters or a transfer of an advance from Headquarters for collection by the Finance Officer. All items which decrease the responsibility of the Finance Officer are entered as a debit to Headquarters, such as a budgetary expenditure or an expenditure on behalf of another office. A local advance which is recoverable locally does not affect this account.

Columns 15 and 16 are for the entry of advances made and amounts recovered against such advances.

Column 17 is a check column provided to ensure that all local advances are posted to the proper cards.

The following are some sample entries for the Journal of Receipts and Disbursements which may further assist the Finance Officer in his use of this form:

Sample Entries in "Journal of Receipts and Disbursements"

- | | |
|---|--|
| 1. Remittance of \$10,000 from Headquarters. | Debit \$10,000 in column 11 and credit \$10,000 in column 14. Place name of bank in column 3. |
| 2. Conversion of \$2,000 to local currency at 40 L.C. to \$1. | Debit 80,000 in column 6. Post rate in column 8 and dollar equivalent in column 9. Credit \$2,000 in column 12. |
| 3. Inter-office voucher from Headquarters charging mission with advance made to Smith by Headquarters of \$300. | Debit column 15 with \$300 and credit column 14 with \$300. Also post \$300 on Smith's "Advance Card" and indicate card posted by checking column 17. |
| 4. Recovery of advance from Smith \$100 in travellers' cheques. | Issue receipt. Debit \$100 in column 11 and credit \$100 in column 16. Also post receipt on Smith's card and indicate card posted by checking column 17. |

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- | | |
|--|--|
| 5. Recovery of advance from Smith \$100 in personal cheque on New York bank account. | Issue receipt. Debit \$100 in column 11 and credit \$100 in column 16. Post on Smith's card and check in column 17. |
| 6. Recovery of advance \$100 from Smith's fifteen days' per diem paid on roster at \$20 per day. | Record full per diem earned of \$300 by debiting this sum in column 13. Show account number in column 10. Then, if paid in local currency by cheque, credit the local currency equivalent of \$200 in column 7, show rate of exchange in column 8, and enter \$200 in column 9. Credit \$100 in column 16. Post on Smith's card and check column 17. |
| 7. Withdrawal of \$400 in local currency from bank for petty cash, exchange rate at 40 L.C. to \$1. | Debit column 4 with \$400 and credit column 7 with \$400. Post exchange rate of 40 in column 8 and \$10 in column 9. No other entries. |
| 8. Payment of 120 L.C. for a cable, paid in local currency by voucher from petty cash, exchange rate at 40 L.C., to \$1. | Post date and number of voucher in columns 1 and 2 respectively. Describe purpose of payment and/or name of payee in column 3. Credit 120 in column 5, post rate in column 8, and dollar equivalent in column 9. Place account number in column 10, and debit Headquarters in column 13 by \$3. |
| 9. Payment of 40,000 in local currency on per diem roster, by cheque, exchange rate at 40 to 1. | Credit column 7 by 40,000, post rate in column 3 and \$1,000 in column 9. Post account number in column 10 and charge Headquarters \$1,000 in column 13. |

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10. Sale of surplus equipment with approval of Headquarters for 2,000 local currency. Issue receipt, post date, voucher number, and description in columns 1, 2 and 3. Debit column 6. If cash received deposit in bank. Post prevailing rate of exchange in column 8 and dollar equivalent in column 9. Credit the dollar value to Headquarters in column 14. This credit is coded usually to Miscellaneous Income. Send IOV to Headquarters immediately.
11. Payments on behalf of Headquarters and duly authorized by letter or cable from Headquarters. Credit columns 5, 7 or 12 for the amount paid and debit Headquarters in column 13. Send IOV to Headquarters immediately.
12. Deposit with Electric Co. of cheque in local currency for 800, exchange rate at 40 to 1. Credit 800 in column 7, post rate in column 8, and \$20 in column 9. Debit \$20 in column 15 and open advance card in name of Company. Check column 17.
13. Second conversion of \$1,000 to local currency at 60 L.C. to \$1. Cash at Bank balance on this date, say 2,000 L.C. which had been converted at 40 to 1. Obtain exchange certificate from bank, and insert name of bank in column 3. Debit 60,000 in column 6, post rate and dollar equivalent in columns 8 and 9 respectively. Credit \$1,000 column 12. Prepare conversion schedule, and cost all subsequent disbursements at average rate, in this case 59.
14. Refund in local currency 600 from "X" Company. Cost of unused tickets purchased locally. Issue receipt. Post date and voucher number in columns 1 and 2. Insert name of company in column 3. Debit 600 in column 4. Show rate of exchange 60 in column 8 and enter \$10 in column 9. Credit \$10 to Headquarters in column 14.

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15. Conversion of \$100- Issue receipt for the \$100-Debit personal cheque of staff same amount in column 11 and credit member to local currency 4,000 L.C. in column 7. Place name at rate of 40 L.C. to \$1. of staff member in column 3.

2. Summary of Expenditure by Allotment Accounts (Form F.23)

(a) This form is specially designed for analysis purposes. The allotment account numbers and titles would be entered as headings to the various amount columns, and from column 10 in the Journal of Receipts and Disbursements; the various budgetary expenditures will be listed in the appropriate columns. The totals of the various columns in the analysis plus the total payments made on behalf of other offices should equal the total charges in column 13. The analysis should be made in U.S. dollars, not local currency. Enter in the IOV column not only payments made on behalf of Headquarters but also receipts and payments made by Headquarters on behalf of the mission.

(b) A sheet much the same as this might be maintained currently as a memorandum account to show the status of the various allotments so that the Certifying Officer and the Finance Officer can determine that credits are available in the various accounts. The credits made available in the various accounts would be entered in, say black ink at the top of each pertinent column. Expenditures would be entered in red ink and estimated obligations in pencil. The total credits minus the expenditures and the obligations would indicate the balance available in each account. When an obligation is liquidated, the pencil entry could be erased and the expenditure entered in red ink. As noted previously, it is not required that the Finance Officer submit records of obligations and balances of allotments as a part of his monthly reports, but they should be maintained for his own security.

(c) The Finance Officer will be required to submit monthly an analysis of expenditures for the preceding month by allotment accounts.

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ACCOUNTING SYSTEMS FOR INFORMATION CENTRES

1. Accounting System to be used by UNDP Field Offices which provide Administrative Support Services to Informations Centres

The field office at the end of each month, prepares and submits the following reports to Headquarters:

- (a) Form F.27, Local Currency Payroll - Original and three copies: Original and one copy with the UNDP accounts; one copy with advance accounts to Field Operations Service; one copy for Centres' files.
- (b) Form PT.107, Non-Expendable Property Report - Original and three copies: Original and one copy with advance accounts to Field Operations Service; one copy with the UNDP accounts; one copy for Centres' files.
- (c) Form F.139, General Disbursement Voucher - Original and two copies: Original with the UNDP accounts; one copy with the advance accounts to Field Operations Service; one copy for Centres' files.
- (d) Form F.138, Cash Disbursements and Receipts Journal - Original and two copies: Original with the UNDP accounts; one copy with copies of Disbursement Vouchers and supporting documents with advance accounts to Field Operations Service; one copy for Centres' files.
- (e) Form F.128, Voucher for Miscellaneous Purposes - Original and two copies: Original with UNDP accounts; one copy with advance accounts to Field Operations Service; one copy for Centres' files.
- (f) Form F.38, Inter-Office Voucher - Original and two copies: Original with UNDP accounts; one copy with advance accounts to Field Operations Service; one copy for Centres' files.

2. The accounting system of self-reporting Information Centres:

With a view to simplifying the procedure, only the following

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forms need be filed by the field office:

- (a) Cash Disbursements and Receipts Journal (Form F.138) - covering receipts and disbursements, petty cash fund, local currency and U.S. dollar bank accounts, accompanied with all attachments as mentioned under 3b below;
- (b) Cash and Bank Reconciliation (F.141) for U.S. dollar and local currency bank accounts;
- (c) Report on Non-Expendable Property (PT.107);
- (d) Request for Imprest Replenishment (F.133);
- (e) List of Advances Recoverable Locally (F.136).

3. The Cash Disbursements and Receipts Journal (hereinafter referred to as Cash Journal), is essentially a combination of the petty cash and bank account journals. To complete this form, the Information Centre shall take the following steps:

- (a) Post continuously and currently in the respective columns of the Cash Journal all relevant information from the Disbursement and Petty Cash Vouchers, Receipts and Headquarters Inter-Office Vouchers such as date, cheque number, Disbursement or Receipt voucher number and the particulars of the payment or receipt involved;
- (b) Enter the daily receipts and payments in the relative columns under the categories of petty cash, bank accounts and ARL account;
- (c) indicate the relative allotment account codes of these receipts and payments in the column (15), and write down "Hqs. A/C" in the same column in the case of items concerning Headquarters' Accounts.

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- (d) When the receipts or payments refer to Advances Recoverable Locally, enter immediately after completing step (3b), the amount advanced or recovered in the relative columns under the category of 'Advances' according to the types of currency involved;
- (e) In event of non-cash items, such as the travel advance received by an Information Centre staff member at Headquarters or freight charge owed by same to Headquarters, etc., simultaneous receipt and disbursement entries shall be made, upon the receipt of Headquarters Inter-Office Voucher, in the U.S. dollar account columns as if they were cash items, as shown in the following example:

	<u>Receipt</u>	<u>Disbursement</u>
Headquarters' Account	\$300.-	
A.R.L. a/c (John Doe)		\$300.-

i.e., enter in the Cash Journal \$300.- in column 9 and quote the reference account given by Headquarters in column 15 and on the line below enter \$300.- in columns 10 and 13. This posting of a non-cash item will not affect the cash position in the bank account inasmuch as the simultaneous entries of the same amount in both the receipt (credit) and disbursement (debit) sides of the journal will offset each other. The same principle should be followed when liquidating the outstanding advance which a staff member is unable to repay the Information Centre prior to his departure. Needless to say, when charging Headquarters for collection in this case, a complete reversal of the entry cited in the above-mentioned sample will have to be employed.

- (f) The first entry for a month records the balances of each category of the accounts (petty cash, local currency in bank, dollars in bank, ARL a/c in local currency and in dollars) all on the first line. At the end of the month, the balance of each category of these should be ascertained. The total of each bank balance and its outstanding cheques should equal the bank balance shown in the bank statements. The petty cash should also be counted and then checked with the balance of the Cash Journals.

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- (g) As soon as the Centre has completed the reconciliation with the bank statements, the Cash Journal is ready for submission to Headquarters. It is expected that this process can be completed within 24 hours after receipt of the bank statements.
- (h) As regards the preparation of vouchers, the practice of using a rubber stamp on the invoices has been discontinued. Instead, the standard Disbursement Voucher, Form F.139, will be used in all cases.

4. (a) With respect to the Request for Imprest Replenishment (form F.133) the present simplified version of the form is designed in order to facilitate calculation of the replenishment of the Imprest given to each Information Centre. Space is provided for the Centre to indicate whenever U.S. dollar replenishment may be required.

(b) It is relatively easy to complete the Imprest Replenishment form immediately after the closing of the Cash Journal. As soon as this form arrives at Headquarters together with the monthly accounts, steps are taken by the Accounts Division to remit the requested amount. The institution of this new procedure is designed to speed up the processing of replenishment, and it is expected that each Centre will receive its replenishment within 2 weeks after the submission of the monthly statements to Headquarters, thus eliminating the need for imprest cash advances in excess of the authorized level.

5. (a) As regards the List of Advances Recoverable Locally (F.136), the present form provides for posting the advances made and recovered according to the type of currencies involved. This would obviate the necessity of converting local currency advances to dollars by the Information Centre. The only exception to this procedure is with respect to the dollar based salary or travel advances given to and repaid by the staff members in which case the dollar equivalent at the time the advance is given and at the time the repayment is made shall be recorded in the dollar column in the Cash Journal in accordance with the Financial Rules. This will automatically be reflected in the list of Advances Recoverable Locally at the end of the month.

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(b) It is emphasized that in spite of the elimination of certain forms the Advances Recoverable Locally and the preparation of the List of Advances Recoverable Locally will remain the responsibility of each Centre. Each Centre should actively pursue the liquidation of these advances.

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RECEIPTS FORM (FORM F.108) (ACTS ALSO AS RECEIPT VOUCHER)

1. Several pads of official receipts will be obtained by the Finance Officer (or Head of Office) from the Office of the Controller. These receipts are prenumbered and will be signed for by the Finance Officer, who must eventually account for all numbers.

2. The use of receipts is explained to some degree in the section entitled "Receipt of Funds". It is repeated here that a receipt on the prescribed form must be made out for every cash receipt, including remittances from Headquarters. They do not have to be made out for receipts of funds by one account to the local currency account or for the local recovery of advances by deduction from earned payments.

3. As for details, it will be noted that the receipt form reads, "Received from dollars" where the amount received will be written out; and that there is a space in the lower left-hand corner for the entry of the amount in figures: "\$_____". If the receipt is in dollars, no alteration is necessary. If the receipt is in some other currency, simply cross out the word "dollars" and the symbol "\$" and indicate the currency of the receipt.

4. Also it will be noted that there is no specific space in the form for a "receipt voucher" number. This can be added below the receipt number.

5. In completing the receipt, be certain to indicate clearly the purpose of the receipt in the space provided under "In payment of _____".

6. If a mistake is made on the receipt, do not correct it by erasures or writing over. Void the three copies clearly (saving them for the purpose of accounting for the numbers by sending all three copies to Headquarters with the monthly accounts) and make out a new one.

7. Receipt vouchers should be typed, or in any case completed in ink or indelible pencil.

8. "Self-Accounting" Information Centres may from time to time be required to account for cash proceeds from the sale of UN publications, stamps, etc., for credit to Headquarters. These proceeds should be reported to Headquarters by means of the "Advance Notification" form at the time the funds are received.

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DISBURSEMENT VOUCHER (FORM F.139)

1. The Disbursement Voucher Form (F.139) will be used by the Finance Officer for all disbursements other than the settlement of individual travel claims.

2. The Disbursement Voucher will be completed in triplicate. The original will be sent to Headquarters with the monthly accounts, together with the supporting documentation. The duplicate will be retained by the Finance Officer, and the triplicate could be given to the payee if requested.

3. As regards the form itself the following should be noted:

- (a) If the payment is made in cash, the word cash should be written in the "Cheque No." space; otherwise the cheque No. should be entered;
- (b) The "description" should show clearly what the payment is for;
- (c) Only the last three digits of the allotment account number need be entered in the column "Account No."; if the payment is one on behalf of another office, or an advance recoverable locally, the details should be shown in the "description" space (including the inter-office voucher No. where applicable) and the "Account Number" column left blank;
- (d) The local currency amounts of the expenditures will be entered in the "amount" column, totalled in that column, the total converted into the U.S. dollar equivalent and entered in the space provided therefore, at the book rate of exchange on the day of the transaction, which rate is to be shown in the space marked "Rate". A dollar disbursement would be shown only in the "amount" column.

4. In addition, the Finance Officer is advised to take note of the following points:

- (a) Disbursement Vouchers must be certified and approved for payment, only by the authorized officers. The official certifying and approving officers are those who have been duly designated by the Office of Financial Services. Vouchers approved or certified by any other officials cannot be accepted.

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- (b) Disbursement Vouchers must be supported by appropriate and complete documentation (i.e., payees' receipts or receipted invoices, etc.). Purchase orders and receiving reports must be submitted where applicable.
- (c) Invoices must be checked for arithmetical accuracy before payment is made. (Extensions, footings, etc., must be correct.) Due attention must also be given to sales discounts normally allowed for prompt payment.
- (d) Account numbers shown on the Disbursement Vouchers must be properly coded in accordance with the account number indicated in the relevant allotment advices.
- (e) Disbursement Vouchers must be consecutively numbered for the particular month. For example, the first vouchers for June would be 6-1, 6-2; for July 7-1, 7-2, etc. All relevant supporting documents must also be numbered consecutively following the same series of the D.V. numbers.
- (f) If a disbursement voucher is for a down-payment or a partial settlement, this fact must be so indicated on it. If the voucher covers the final payment of an outstanding balance, the voucher numbers of previous payments must be cited on it.

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VOUCHER FOR REIMBURSEMENT OF EXPENSES (FORM F.10)

The Voucher for the Reimbursement of Personal Expenses will be completed by the individual requesting reimbursement and will be used only for the settlement of individual travel claims. It will be prepared and distributed as is the Form F.139.

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INTER-OFFICE VOUCHER (FORM F-38)

See also Section entitled "Inter-Office Charges".

1. The Finance Officer will prepare in triplicate Inter-Office Vouchers on form F-38 to record a payment or receipt on behalf of Headquarters or other offices which have specifically requested that payments be made through the office preparing the IOV's. These forms will be serially numbered with an identifying symbol for the paying office. The original will be sent by pouch or airmail as soon as possible after the payment or receipt is effected. It is to be noted that IOV's should not be sent to Headquarters, nor entered in the accounts at the end of the month before receipt or payment has actually been made. The Internal Audit Service requires that Missions submit regularly, at the end of each month, a complete set of these IOV's, in numerical sequence, with their monthly statements. These IOV's should be entered in a ledger sheet and totalled, and these totals should appear in the appropriate line of the monthly financial statements. In numbering the IOV, if a number has been omitted or used in error, mention of this should be made in the IOV ledger sheet so that all numbers are duly accounted for as voided or used.

2. The following details should be noted in the completion of this form:

- (a) The "Description" must be complete and must include the account number of the office to be charged, together with appropriate reference to the letter or other document requesting the disbursement.
- (b) The amounts entered in the "Amounts" column will be the dollar amounts involved. Where the disbursement is made in local currency, the amount of local currency involved and the book rate of exchange on the day of the transaction will be shown in the "Description" space.
- (c) In so far as entries on the Journal of Receipts and Disbursements are concerned, show all budgetary expenditures as a charge to Headquarters. This does not mean that Inter-Office Vouchers have to be processed for each budgetary expenditure. Inter-Office Vouchers are used only where the disbursement is specifically ordered by another office.
- (d) To enable Headquarters to make prompt posting to the correct account, copies of cables, letters, or memoranda,

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INTER-OFFICE VOUCHER (FORM F.38) (cont'd)

and if possible duplicate copy of the disbursement or receipt vouchers and other relevant documents should be attached. Where applicable, the serial number of the payment request form, the account code number and/or obligating document number (PT-, P.O.-, MOD-, etc.) should also be quoted.

- (e) When crediting Headquarters by IOV the corresponding amount shall be listed on line 32 - Clearing account for Month - of the Monthly Report (F.64). In order to avoid a duplicate credit the amount shall not be reported on line 35 - Miscellaneous Income - of form F.64.
- (f) No IOV's shall be issued to cover charges against prior years' obligations but payments shall be shown on form F.64 with sufficient information as to allotment code and obligating document number to enable Headquarters to record such payments in the relevant MJV vouchers.

3. Inter-office adjustments in the accounts must be effected through the Headquarters clearing account, unless payments are treated as "Advances Recoverable - Locally".

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PER DIEM ROSTER (FORM F.140)
(applicable to Missions only)

1. The per diem roster will be used to document payments of mission subsistence allowances. The instructions for the use of the form are printed on the reverse side of the form. When the roster has been completed, a disbursement voucher will be prepared for the total amount involved in the payments, and will be handled as other disbursement vouchers in so far as the entries in the accounts are concerned.

2. It is noted that the reverse side of the form contains an instruction to the effect that per diem will be paid only to those staff members or other personnel duly authorized to receive the allowance by a Travel Authorization or other written authorization from the Field Operations Service.

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FINAL PAY AND CLEARANCE CERTIFICATE (FORM FOS.13)

1. This form will be used to advise Headquarters of the pay and allowance status of staff members who have completed their assignment at the field office; it should be completed in quadruplicate. The original and duplicate should be forwarded to Headquarters, the triplicate retained by the Finance Officer and the last copy given to the staff member. These forms are to be completed concurrently with the action taking place, duly signed by the staff member concerned, and sent immediately to Headquarters. They do not form a part of the monthly reports to Headquarters.

2. The following details are also to be noted:

- (a) A Final Pay and Clearance Certificate will be completed for any staff member leaving the field.
- (b) As regards item 2, only in unusual cases should any balance be due to/from the United Nations. In terminations, no balances will be left open. Where a balance is shown, the U.S. dollar amount will be entered.
- (c) As regards item 3, the same rules as given for item 2 above apply.
- (d) Item 4. Leave card. This should be attached to the Headquarters copy of Final Pay and Clearance Certificate for transmission to Field Operations Service.

3. The form used by Information Centres for the above purpose is the "Separation Memorandum" and is reproduced locally as required from a sample provided by Field Operations Service.

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CASH AND BANK RECONCILIATION (FORM F.141)

1. The bank should be instructed to submit monthly statements, as of the last day of the month. Some banks return with these statements all cheques on which payments have been made by the bank during the month. In other cases, the bank statement indicates the number, the date and the name of the payee in behalf of whom a cheque has been cashed by the bank.

2. The transactions recorded in the bank statements should be checked against the Journal of Receipts and Disbursements and the Bank Reconciliation statement should be prepared on form F.141, reconciling the balance reported by the bank with the balance shown on the Journal of Receipts and Disbursements. The various steps in effecting the reconciliation are:

- (a) Check that the total of cheques issued and paid by the bank equals the charges shown in the bank's statement.
- (b) Check the amount of each paid cheque returned from the bank against the corresponding item in the appropriate Disbursements column of the Journal.
- (c) Where banks do not follow the practice of returning paid cheques with the bank statement but, instead, record on the statement the number and/or payee of each cheque, the details on the bank statement should be checked directly against the Journal of Receipts and Disbursements.
- (d) Check each credit on the bank statement against the corresponding item in the Receipts Column.
- (e) If the bank statement contains a charge or a credit of which there is no record in the Field Office accounts, ascertain the nature of the item, and, if it appears to be acceptable, make the necessary entry in the accounts. The commonest items of this type are bank service charges, etc. If the item is not properly chargeable (e.g., if the bank has charged a cheque drawn by another customer, or credited a deposit in error), instruct the bank to reverse that entry in the ensuing month's statement, and explain the item in the reconciliation statement. Steps must be taken to make certain that the bank does reverse the item in the next month's statement.

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- (f) The items in the Disbursements Column against which no corresponding paid cheque has been received from the bank should represent outstanding cheques which have not been presented to the bank for payment. However, these items should be examined in order to verify that this is the case, as it is possible, for example, that an item may represent a cheque which has been cancelled after issuance, in which case a correction must be made on the Record of Receipts and Disbursements. The outstanding items should then be listed and the total entered in the appropriate space on the Bank Reconciliation Statement.
- (g) If there are any cash-received items in the Field Office accounts for which no credit is shown on the bank statement, the reason for this must be ascertained, and the amounts entered in the Bank Reconciliation Statement under the caption "Deposits Not Credited by Bank", with the necessary explanation on a separate sheet to be attached to the Bank Reconciliation Statement. The following are examples of items which would fall under this category:
- (i) A deposit made on the last day of the month may not have been credited by the bank until the beginning of the ensuing month. In this case, explain the item as a "Deposit not credited by bank".
 - (ii) A deposit has been credited by the bank to another customer, in which case the bank must be asked to correct the error in the next month, and the item explained as "Bank failed to credit".
 - (iii) Cash received at the Field Office has not been deposited in the bank. In this case, the deposit must be made immediately, and the amount shown on the Bank Reconciliation Statement with the explanation "Field Office failed to deposit".

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LOCAL CURRENCY PAYROLL (F.27)

1. In the event that standard forms are unsuitable or unavailable, the payrolls can be prepared on columnar paper.

2. A payroll is a supporting document, and must be covered by a disbursement voucher which summarizes the transaction - "As per payroll attached" - and gives the proper distribution of the charges and credits.

3. Payrolls for locally recruited staff may be prepared as required by local custom, but if there are no circumstances which require a different treatment, it is suggested that locally recruited staff be paid on the 16th and last day of each month. As regards payments to such staff, the salaries will normally be stated in local currency, the payrolls prepared in local currency, and each column total converted to dollars at the bottom of the column. In the event of deduction of salary advances through the payroll, these should be shown in a separate column.

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NON-EXPENDABLE PROPERTY REPORT (FORM PT.107)

Note: For definition of non-expendable property see pages D-1 and following.

1. At the end of each month, the Administrative Officer will complete, in cooperation with the Finance Officer, the Non-Expendable Property Report. All non-expendable supplies acquisitioned or disposed of during the month should be included. The form itself is self-explanatory. However, the following points should be emphasized:

- (a) An "x" should be typed in the proper columns in order to show whether the item concerned is a new acquisition or has been disposed of.
- (b) A similar mark should also be placed in the proper column concerning the method used for acquisition or disposition.
- (c) The items should be briefly described showing colour, shape and dimensions as well as material for proper identification. The manufacturer's serial number should also be listed if possible.
- (d) In the column of document reference, relevant information such as disbursement voucher number, purchase order number, shipping advice number, letter or memorandum number with respect to the acquisition or disposition should be included.
- (e) In case of disposition, reference should be made to the date and the number of the decision of the Property Survey Board, correspondence with Headquarters, and receipt voucher number, if any.
- (f) Any other information which may assist Headquarters in identifying these items or may indicate the circumstances in which these acquisitions or dispositions have been effected should be inserted in the "Remarks" column.

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NON-EXPENDABLE PROPERTY REPORT (FORM PT.107) (cont'd)

(g) Acquisition or disposal of library material should be reported, but underneath all other non-expendable property, separately headed "Library Material".

2. The forms should be typed in quadruplicate, with three copies to be forwarded to Headquarters together with the monthly financial accounts and statements, and a copy for the mission file.

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SUBJECT:

MONTHLY REPORT (FORM F.64)

1. This form consists of two parts. The upper part of the form shows the situation of each allotment account as well as the balance of the allotment. The Finance Officer, after completing all columns, should examine the balance of each allotment account carefully. If there is any indication that the balance is inadequate for the remaining part of the year, he should advise the Mission Administrative Officer immediately of the position and ask for additional sub-allotments in order to avoid possible deficit. The lower part of the form is entitled "Headquarters Account". In this section, the total monthly expenditures of allotment accounts should be entered in the proper space in the "debit" column and the net balance of the IOV's entered in the proper "debit" or "credit" column as the case may be. The net amount to be replenished from Headquarters as per bank accounts should be entered in the "credit" column. The total of the debit column should equal the total of the credit column.

2. Occasions may arise where there may be a small discrepancy in the totals of these two columns. In such case, the Finance Officer should first double check the accounts in order to ensure that there are no mistakes in the posting or arithmetical errors. If, in the absence of such errors, the small difference still remains, it can then be attributed to loss or gain of exchange. Such difference should then be entered in the proper debit or credit side so that both columns will be balanced.

3. The completion of this form is the final step in the filing of the financial accounts of the field office. Four copies of this form should be typed, three for Headquarters and one to be kept in the files of the field office.

4. (For Missions only, not for Information Centres)

In order to speed up monthly replenishments of the mission's imprest cash fund, the original F.64 shall be forwarded separately under cover of the Administrative Report to Field Operations Service in an envelope marked "To Accounts Division, for replenishment action". The Finance Officer shall ensure that the F.64 form contains a complete summary by account of the amounts received and disbursed in the field concerned, as well as the transactions made by IOV on behalf of other offices. Two other copies of form F.64 will be submitted with the field accounts in the usual way.

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LIST OF ADVANCES RECOVERABLE LOCALLY (FORM F.136)

1. As a basic principle, it should always be remembered that official funds shall not be used to meet personal expenses of staff.

2. Salary and mission subsistence advances shall be kept to the minimum and recoveries shall be effected promptly. Where an individual account has been outstanding for three months or more, a report shall be made to Headquarters, explaining the reasons for the delay in settling it.

3. At the end of each month, a listing should be prepared by the Finance Officer showing the details of accounts under Advance Recoverable Locally. No formal form for missions has been developed by Headquarters for this purpose. Information Centres should use form F.136. However, past experience indicates its contents should specify the following: the balance by name of each individual account at the beginning of the month, current entries (debit or credit), voucher numbers, the balance of each individual account at the end of the month, and remarks (explanations for accounts overdue should be inserted here). The Finance Officer should forward the list together with the monthly reports to Headquarters (see Section on "Reports to Headquarters"). In order to ensure the correctness of this statement, the Finance Officer should check the total of the balances of all accounts "Advances Recoverable Locally" with the balance shown in the Journal, both of which should be equal.

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REPORTS TO HEADQUARTERS

1. Each month the records for the transactions during the past month will be sent to Headquarters, attention of the Field Operations Service under cover of an administrative report item, for onforwarding to the Director, Accounts Division, Office of Financial Services. They will be subject to Headquarters' auditing and also serve as the basis of Headquarters' replenishment of the imprest funds of the mission.

2. These records must be dispatched from the mission not later than the 10th of the month following the month covered.

3. It will have been noted in the various sections on the use of forms that all forms are to be prepared at least in duplicate. The records to be sent to Headquarters will consist of the originals of the following forms for the month covered:

- The Journal of Receipts and Disbursements;
- Summary of Expenditures by Allotment Accounts or Accounts Sheets;
- Receipts. Send all duplicates, with originals regarding remittances from Headquarters;
- All disbursement vouchers;
- Payrolls and per diem rosters;
- Bank reconciliation statements together with their supporting documents;
- Monthly report;
- Non-expendable property report showing acquisitions and disposals of non-expendable supplies during the month;
- Statement on Advances Recoverable Locally.

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YEAR END CLOSING

At the end of each year the Finance Officer will forward his December accounts as for any other month. In addition, the following information must be provided:

- (a) An inventory of non-expendable equipment as at 31 December;
- (b) A statement showing all outstanding commitments for goods which have been received, or services which have been rendered, but for which payment has not been made, as at 31 December. The Finance Officer should clear up as many of these items as possible before 31 December, but any that are not settled must be reported to Headquarters with sufficient information and explanation of their validity so that obligations against current budgetary credits may be carried forward. Headquarters will immediately issue the necessary obligating documents, a copy of which will be sent to the mission for reference when payment is made in the succeeding year and charged to Headquarters. If there are no outstanding obligations, then a signed statement to that effect should be submitted.
- (c) The bank must be requested to send direct to Headquarters a statement of balances in the United Nations accounts as at 31 December. For this purpose all cash on hand will be deposited on the last working day of the year, so that the bank statement as of that date will reflect the deposit.
- (d) A detailed listing should be submitted in triplicate of outstanding advances to be recovered locally, indicating the dates when the advances were given and for each advance outstanding for more than 60 days, why advance was given and why it was not recovered. The report should include not only salary and mission allowance advances but also advances as rent for retained accommodations, travel advances, payments to third parties on behalf of staff members, charges against vendors or governments, etc. It is desirable to reduce the outstanding local advances (or advances recoverable locally or local accounts receivable) to their very minimum by obtaining settlement of accounts prior to year end.
- (e) A detailed listing in triplicate is also required for any accounts payable as at 31 December.
- (f) Any receivables considered irrecoverable are to be presented in detail in triplicate with complete explanation of the charge and of all efforts made for collection, so that Headquarters can determine whether or not their write-off can be approved.

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SUBJECT:

YEAR END CLOSING (cont'd)

- (g) A report detailing the use of funds expended under the hospitality sub-allotment during the last six months of the financial year by mission officials, and by Directors of Information Centres. Field Operations Service has provided Information Centres with a special form for this purpose.

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SUBJECT:

FINAL CLOSING OF ACCOUNTS

(on closure of the activities of the field office)

1. The Finance Officer is responsible for closing the accounts of the field office when it is finally terminated. He will settle, as far as possible, all outstanding items in the field. On his return to Headquarters he will complete the settlement of the accounts.

2. All cash in the Petty Cash Fund should be deposited in the bank on the last day the Finance Officer is in the field. The Finance Officer should then withdraw any travellers' cheques he had placed in safekeeping and/or purchase sufficient travellers' cheques to cover the estimated expenses for the return trip.

3. In finally closing bank accounts, it is recommended that the procedure below be followed:

- (a) - request bank to transfer balance in local currency account, if any, to dollar account;
- (b) - prepare journal voucher covering conversion under (a);
- (c) - request bank to remit entire dollar balance to "United Nations, Attention: Treasurer, New York";
- (d) - secure bank statements showing conversion from local currency to dollar account, final balance in dollar account and remittance to Headquarters;
- (e) - prepare journal voucher, crediting cash for total balance dollar account, debiting appropriate clearing account with actual remittance to Headquarters, with debit of possible bank charges to appropriate budget account;
- (f) - issue inter-office voucher debiting Headquarters Clearing account with amount of actual remittance; original and copy of this inter-office voucher to be attached to journal voucher under (e).

4. The Administrative Officer will usually be responsible for the disposal of any unused supplies or equipment which are the property of the United Nations, under specific authority or instructions from Headquarters. Any cash receipts from the disposal of such property will be handled as other receipts and deposited in the bank. In cases where non-expendable property is handed over by the Mission Administrative/

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FINAL CLOSING OF ACCOUNTS (CONT'D)

Finance Officer to another United Nations office, an itemized record of the transfer should be prepared in triplicate, the original being sent to Headquarters, one copy to the receiving office, the third copy being retained by the Mission Administrative Officer.

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PART D

GENERAL SERVICES

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SUBJECT:

PROCUREMENT OF SUPPLIES

(Financial Rules 110.16 through 110.24)

1. The Administrative Officer (or Head of Office) shall submit the requirements of the field office for equipment and supplies to Field Operations Service for procurement by Headquarters when these cannot be purchased in the field. The requisition should indicate why Headquarters procurement is requested, e.g., non-availability in the local area, high local prices or unsatisfactory quality on the local market, and should give full details of the items required (e.g., spare part numbers), accompanied, if necessary, by a sketch of the items to be ordered. Estimates of field office requirements shall be given sufficiently in advance so that shipment may be effected by sea, thereby avoiding expenditures for airfreight. For this purpose, it is recommended that the Administrative Officer (or Head of Office) regularly survey the requirements in sufficient time to prepare requisitions on the basis of 6 months' requirements.

2. In general, the Administrative Officer (or Head of Office) shall attempt to meet the requirements for expendable supplies locally. He should check local prices against Headquarters prices and normally, if the local price on the articles does not exceed 200% of the Headquarters price and the estimated dollar volume of the items concerned does not exceed \$500 in the six-month period, procurement should be made locally.

3. Requests for procurement of non-expendable equipment and supplies should be referred for decision to Field Operations Service, which will check the budgetary provisions, availability of items in another field office or area depot, standardization requirements, and general advisability of procurement. In case of approval, Field Operations Service shall arrange for procurement at Headquarters or authorize the field office to purchase locally.

4. Before requesting authority to purchase non-expendable supplies, the Administrative Officer (or Head of Office) should consider the possibilities of acquisition by other means, e.g., by loan from a governmental or commercial agency or by rental. In case of loan or rental, an agreement in writing shall be made and a copy forwarded to Headquarters.

5. The general principles on which property will be considered as non-expendable, expendable or special item are as follows (Re: ST/AI/208/Amend.1):

- (a) Non-expendable property. Non-expendable property includes all items of property or equipment with an original purchase cost of \$250.00^a/ or more per

^a/Effective 1 January 1976. For UN Information Centres, the \$100 minimum dollar value, instead of \$250, remains in force until further notice.

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PROCUREMENT OF SUPPLIES (CONTINUED)

unit, exclusive of additional charges such as freight, insurance, etc., whose life expectancy is five years or more. However, if the relevant procurement and/or shipping documents show only a purchase cost which includes such additional charges, the inclusive cost may be used as the purchase cost. The subject items should be movable. This does not exclude equipment which is bolted down, but would exclude items built into the premises which could not be moved if the premises were vacated.

Property records and controls will be maintained for the above items.

- (b) Expendable property. Expendable property includes all items of property or equipment with:
- (i) an original purchase cost of less than \$250.00_{b/}.
 - (ii) an original purchase cost of \$250.00_{b/} or more, but with a life expectancy of less than five years, except those items which are included under the terms of sub-paragraph (c) below in respect of special items.

Field Operations Service will indicate to the Administrative Officer (or Head of Office) to maintain property records and controls for expendable property in the field when such controls are deemed necessary for the efficient management of the office or operation concerned.

- (c) Special items. Notwithstanding the above, certain items of property or equipment described in sub-paragraph (b) (i) and (ii) above are considered as special items for which property records and controls are required to be maintained. The special items include:
- (i) attractive items such as cameras and other photographic or recording equipment, technical instruments, silver dining-ware, etc., or
 - (ii) Non-consumable items such as office equipment, office furniture, filing cabinets, office machines, etc..

b/ See footnote a/ on page D-1.

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All offices away from Headquarters have been provided with a listing of property to be classified as special item, viz. list B for missions and list C for Information Centres.

6. The Administrative Officer (or Head of Office) must carefully investigate whether a charge has been made for taxes. The position should be taken that the United Nations is not taxable. In case of challenge the matter should be referred to Headquarters. Normally, exemption from all customs and duties on items purchased should be obtained, and the Administrative Officer (or Head of Office) should contact the local customs authorities for information, and request the forms necessary to obtain these exemptions. Exemptions of this type will also apply to purchases of gasoline, oil, and other fuels and purchases of heavy equipment, e.g. automobiles. Likewise, exemptions from municipal or national taxes and special "government rates" on charges for utilities, e.g. telephone and telegraph services, may be obtained.

7. The Assistant Secretary-General for General Services will delegate his authority to the Administrative Officer (or Head of Office) as the "Authorized Officer" in the field under Financial Rule 110.16 (b).

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PROCUREMENT OF SUPPLIES - VOR PROCEDURE

1. An expediting procedure has been authorized to permit the expeditious procurement and supply of spare parts for vehicles in various field locations at missions or in Information Centres based on an emergency due to the "VOR" Status (Vehicle Off Road) of transportation due to lack of specific spare part or component part. The VOR procedure is deemed only as an emergency procurement procedure for vehicle spare parts and is not to be considered as a substitute for the normal procurement and supply procedures detailed under Page D-1 and following of the Field Administration Handbook. The purpose of the VOR procedure is to expedite the procurement and supply of spare parts for vehicles in various field offices and Information Centres as mentioned hereunder.

2. The VOR procedure is applied only to cases where other ways and means, including procurement from local sources, are not successful and where the degree of the emergency of such procurement and supply is considered reasonable from operational and economical points of view of the overall management.

3. Requisitions submitted by field offices to Field Operations Service for VOR processing should not list more than two component parts or up to ten items essential to repairing the required component spare part. An improper application of this procedure may easily cause an unwarranted increased workload on Purchase and Transportation staff and also an unwarranted additional expenditure. Good management and planning of operation and maintenance of vehicles are essential as a prerequisite to this procedure.

4. Field missions or Information Centres will submit VOR requisitions to Field Operations Service for consideration and processing under this newly established VOR procedure. Complete supporting justification should be appended to the requisition to assist Field Operations Service in reaching a determination to approve or disapprove the requisition for VOR processing. The Field Operations Service will determine, after examining the requisitions and the supporting justifications, whether the VOR procedure will be used. If approved for VOR procedure, the requisition will be signed and identified with a red overstamp in large bold type "VOR". The requisition together with explanatory justification, if necessary, will be forwarded to the Purchase and Transportation Service for expeditious handling. In order that Purchase and Transportation

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may move as quickly as possible on its procurement action, items listed on VOR requisitions (as for all other requisitions) should contain exact information and complete specifications of spare parts required including part number. Model number, type, serial number, etc., of vehicle involved is essential for efficient procurement action. VOR requisitions will be given expeditious handling by Purchase and Transportation Service and will be shipped to requisitioning mission or office by fastest means of transportation possible. The Field Operations Service will advise the mission or office as soon as Purchase and Transportation Service has completed action on each VOR requisition.

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FLAGS

1. Headquarters will provide upon request, United Nations and member state flags for use by field offices. When requisitioning flags the desired size should be indicated. Current sizes are:

Stock Number	Type	Size
16-F-8500	United Nations	12" x 18"(vehicle flag)
16-F-8540	"	3' x 5'
16-F-8580	"	5' x 7 1/2'
16-F-8620	"	6' x 9'
16-F-8650	"	12' x 18'
16-F-8020	Member State	3' x 5'
16-F-8030	"	4' x 6'

2. There is no objection on the part of the Organization to the loan of spare U.N. flags which may be on hand in the field office for use by governments, and civic or government institutions, on appropriate occasions. However, it is contrary to established policy to supply U.N. flags for regular display purposes by United Nations offices.

3. Upon request Headquarters will make available the name of suppliers of U.N. flags who will accept payment in local currency.

4. Headquarters will supply Information Centres with the standard miniature flag for display purposes.

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CONTRACTS

1. All proposals for future expenditures involving a commitment of \$500. or more shall be referred to Headquarters (Field Operations Service) for advice.

2. All proposals for future expenditures involving a field commitment of \$1,000. or more will be embodied in a detailed signed contract, which shall be sent to Field Operations Service in five copies wherever possible.

3. Five copies of all local contracts and leases shall be forwarded to Field Operations Service for recording and safe-keeping by the Registry at Headquarters.

4. Rental agreements for premises, regardless of total annual amount, should always be embodied in a detailed, signed contract, which shall be sent to Field Operations Service.

5. All contracts involving commitments totalling \$20,000. or more require approval of the Hq. Committee on contracts (Financial Rule 110.17 refers); the Assistant Secretary-General for **General Services**, may, with the concurrence of the Office of Financial Services, set a higher limit for specific missions without the necessity of submitting commitments to the Contracts Committee for prior approval.

6. Field offices are required to establish a system whereby Headquarters will be advised of the status of each contract as follows:

- (a) at the anniversary period: to advise if the contract is (i) to remain in force (ii) to be renewed or (iii) completed;
- (b) at the end of each calendar year: to forward a listing of all contracts giving the following details: (i) CON number (ii) field reference number (iii) type of contract (iv) anniversary period and (v) if the contract is to be terminated or remain in force.

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BUILDING CONTRACTS - AWARDS

Building contracts involving likely commitments of the equivalent of \$10,000.00 or over must be referred to the Committee on Contracts at Headquarters prior to their award (Financial Rule 110.17 refers).

The procedures set forth hereinafter should be followed by field offices in all such cases:

1. Set up "ad hoc" Building Committee.
2. Determine availability of funds - obtain confirmation from Headquarters through Field Operations Service that provision was included in the current budget for such a project.
3. Obtain proposals from local firms for services of an architect to:
 - (a) draw up design and construction specifications;
 - (b) formulate invitation to bid form;
 - (c) evaluate bids and recommend award;
 - (d) formulate contract instrument;
 - (e) supervise construction;
 - (f) accept completed work on behalf of the United Nationsand submit proposals to Headquarters for approval together with draft contract.
4. If practical, advertise contract to the public in the form of a tender notice in local newspapers. Otherwise, despatch "invitations to bid" to as many construction firms as can be located in the area, which are known or determined to have sufficient capacity and technical skills to handle the contract. Maintain record of firms tendering or invited to submit bids.
5. Set firm date for opening of bids in public, i.e., interested parties are authorized to attend the opening should they so desire.
6. At opening, prepare "abstract" of bidding.
7. Require architect to submit detailed evaluation of bids and his recommendation for presentation to and consideration by the "ad hoc" Building Committee.

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8. Submit recommendation of the Committee to Headquarters for approval together with:
 - (a) copy of specifications and invitation to bid;
 - (b) evaluation including list of firms invited, details of method of advertising, and list of firms submitting bids;
 - (c) copies of bids;
 - (d) recommendation of "ad hoc" Building Committee;
 - (e) draft contract.
9. Ensure that in the formulation of the specifications the following are taken into account:
 - (a) building access and egress;
 - (b) surroundings;
 - (c) furnishings;
 - (d) electrical, gas and plumbing, fixtures and fittings;
 - (e) hardware;
 - (f) utilities and sewage.
10. Do not permit any work to be started without the prior authorization of Headquarters.

The foregoing should also be used as a guide when letting contracts for building construction costing less than the equivalent of \$10,000.00, and which do not require reference to the Committee on Contracts.

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PROPERT SURVEY ACTION

I. Purpose

It is the purpose of this instruction to describe the procedures to be used in accounting for deficiencies in property and in accounting for and disposing of surplus or unserviceable property and to identify the parties responsible for ensuring compliance with these procedures. (For instruction in respect of cash or negotiable instruments see C-61).

II. Authority

Authority for instituting these procedures derives from Financial Rule 110.34.

III. General

1. Subject to the provisions in pages D-1 through D-2, complete and accurate records must be kept of all United Nations supplies, equipment and other property received, on hand, issued, sold or otherwise disposed of. The records must show separately:

- (a) the supplies, equipment or other property belonging to the United Nations and/or
- (b) the supplies, equipment or other property entrusted to the charge of the United Nations.

The records so maintained must in all cases indicate the officer accountable for these supplies, equipment or other property in question.

2. The officer accountable for supplies, equipment or other property must report promptly on the nature and cause of any discrepancy or deficiency that may arise or may become known through stock-taking, inventory-check or other means and, in this way, initiate remedial action. Such reports should be made by the Administrative Officer or Head of Office to the

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Local Property Survey Boards, at locations where they exist, or directly to Headquarters in other instances. Each loss or damage to property should be immediately reported, whatever the cause. Cases of property becoming unserviceable due to normal wear and tear or due to obsolescence should also be reported. The same applies to property which becomes surplus to operating requirements and to any stock or inventory overage.

3. Depending on the category as defined in V below under which each case may fall, the circumstances will be investigated and considered, and appropriate action decided upon by

- (a) an Administrative Officer (or Head of Office), on his own (category AW cases), or
- (b) a duly designated official acting upon advice and recommendation of a Local Property Survey Board (category A cases), or
- (c) jointly by the ASG for Financial Services and ASG for General Services acting upon the advice and recommendation of the Headquarters Property Survey Board (category SB cases).

4. The level at which the decision is taken will be determined on the basis of the financial limits established in VI below.

5. The action outlined above is called "property survey". Action in respect of a specific instance of deficiency or surplus will be known as a "property survey case". (Also see VI(2) below).

IV. Local Property Survey Boards

(1) Responsibilities

The Local Property Survey Boards are responsible for discharging, within their respective areas and subject to these rules, the functions similar to those discharged by the Headquarters Property Survey Board under the terms of Financial Rule 110.32.

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(2) Composition

The Local Property Survey Board shall normally consist of three staff members appointed by the head of the mission or office. The members shall consist of the Finance Officer, Legal Officer and Administrative Officer of the mission or office. In large missions having an Assistant Administrative Officer, this Officer may be appointed a member in lieu of the Chief Administrative Officer.

The Chairman shall be the Administrative Officer. In case of smaller missions or offices which do not have all of the officers referred to, the head of mission or office will appoint the members of the Board at his discretion and designate a chairman. The membership of the Board shall be communicated to Headquarters Property Survey Board through Field Operations Service.

In instances where military personnel serve with a mission, the Local Property Survey Board may be augmented by one military member of commissioned rank, normally the Chief Logistics Officer. When the circumstances of a case involve deficiencies arising from possible negligence or misconduct on the part of military personnel, the membership of the board for that case shall include a military member of commissioned rank from the Contingent whose personnel is involved. This officer shall be designated by the Commanding Officer of the Contingent.

A Secretary shall be designated to serve the Local Property Survey Board. The Secretary shall prepare cases for presentation to the Local Property Survey Board as well as to the Headquarters Property Survey Board in instances where cases exceed in value the limitation of authority of the Local Property Survey Board.

V. Categories of Cases

Property Survey cases are divided into three categories to facilitate handling. The categories will be designated as "SB" cases, "A" and "AW" cases as follows:

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(1) Category "SB" cases will be as follows:

- a) those cases which exceed the Local Property Survey Board's authority for final decision under financial limits established in paragraph VI below and require Headquarters Property Survey Board's action.
- b) all cases involving surcharges against staff members or others dealt with by the Local Property Survey Board, regardless of the value of the items involved which should be reported to Headquarters Property Survey Board for the final decision of the ASG for Financial Services in accordance with Financial Rule 110.15(b).

(2) Category "A" cases will be those cases which are reviewed by a Local Property Survey Board and on which the head of a mission or office has been delegated authority to take financial decisions in accordance with Financial Rule 110.34 and subject to the financial limits established in paragraph VI below.

(3) Category "AW" cases will be those cases of expendable property on which the head of mission or office may make final decision without Property Survey Board review. The term "write-off" should be used only in the sense of "writing-off from the property records" and not as a particular method of disposal of property.

VI. Established Financial Limits for Category "A" and Category "AW" Cases

(1) In accordance with the instrument of "Delegation of Authority" that has been issued to each head of mission or office having Local Property Survey Board, the following financial limits are established for those missions or offices:

Financial Limits - Category "A" Cases

UNFICYP	-	\$2,000
UNTSO	-	\$2,000
UNMOGIP	-	\$1,000
UNEF	-	\$2,000
UNDOF	-	\$2,000

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Financial Limits - Category "AW" Cases

UNFICYP	-)	
UNTSO	-)	
UNMOGIP	-)	\$ 100
UNEF+UNDOF	-)	
Information)	
Centres	-)	

(2) The financial limits should be understood to apply to each individual property survey case, as defined in III(5) above, and not to the individual items of property included in any particular survey case. Thus, a case involving disposal of a single vehicle could fall within the established category "A" limit while disposal of several vehicles would exceed that limit, requiring classification in category "SB". Similarly, a case concerning two unserviceable chairs with an inventory value of \$40 each would fall within the established category "AW" limit while three such chairs to be disposed of at the same time would exceed this limit. There should be no division of larger cases into several smaller cases in order to evade the financial limits.

VII. Numbering of Property Survey Cases

(1) "SB" and "A" Cases

The Secretary will maintain records of each case brought before the Local Property Survey Board. The cases will be numbered consecutively from one upwards. The numbering will be carried over from one year to the next throughout the existence of the mission or office. "SB" and "A" (since they both require action by the Local Property Survey Board) will carry a prefix composed of the initials by which the office or mission is known, a slash and the letters "SB" or "A" followed by a slash and the serial number, e.g. UNMOGIP/SB/632 or UNMOGIP/A/512.

(2) "AW" Cases

The numbering system for "AW" cases will be similar to that in VII(1) above except that the prefix will consist of the initials of the mission or office, a slash and the letters "AW" followed by a slash and the serial number, e.g. UNFICYP/AW/123.

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The personnel responsible for maintaining the records of "AW" cases are as follows:

- (a) In missions or offices having a Local Property Survey Board, the Secretary will maintain such records.
- (b) In missions or offices with no Local Property Survey Board and to which write-off authority is delegated, the head of office or mission will be responsible for ensuring that records are kept.

VIII. Procedure for Administrative Write-Off (AW) Cases

(1) Mission or Office without Local Property Survey Board including Information Centres

The head of the mission or office will ensure that:

- a) each loss or damage of property is thoroughly investigated;
- b) a file is opened and the cases numbered as prescribed in VII (2);
- c) the property is identified and the quantity and inventory value of each item is shown. If the inventory value is not known, a sound estimate must be shown;
- d) the circumstances of the loss or damage, including where appropriate a statement as to the person(s) responsible are recorded in writing (for cases involving surcharges against staff members and others, see para XIII below);
- e) the decision and the reasons therefor are recorded;
- f) the disposition action is promptly taken and recorded;
- g) report is made to Headquarters via Field Operations Service;
- h) the complete file is retained for reference and for audit purposes.

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The report to Headquarters will be made post-facto semi-annually and will consist of a recapitulation of cases acted upon during that period. The recapitulation will contain in columnar fashion the case number, the quantity and description of the articles involved, the action decided upon (discard, sale, destruction), the inventory value of each article and, in respect of each category of disposition, the total value of the articles written-off.

(2) Mission or Office with Local Property Survey Board

The procedure will be the same as in VIII(1) above except that:

- (a) the authorities involved may be delegated except that the head of office or mission is required to approve personally the action decided upon;
- (b) the Administrative Officer (through the Secretary of the Local Property Survey Board) shall be responsible for the establishment and completeness of the file;
- (c) the Secretary of the Local Property Survey Board will be responsible for submitting semi-annually to Headquarters the recapitulation of "AW" cases completed in the preceding six months. This report will be a section of an overall report on property survey actions.

IX. Procedure for "A" Cases

Procedures may vary in detail among missions and offices. Internal routing of property survey cases will be left to the discretion of the head of mission or office. However, satisfactory property survey action will include the elements described below:

(1) Discovery and report

Any person having responsibility for United Nations property as defined in III (2) should report loss or damage to the head of mission or office, the Administrative Officer or the Secretary of the Local Property Survey Board.

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(2) Identification

The Administrative Officer or other accountable officer should ascertain and show in writing the extent of the loss, identify the articles and show their inventory value (or, if not available, the best estimate of the value), identification numbers and date property was acquired.

(3) Preparation of the Case

The Secretary of the Local Property Survey Board will prepare the case, presenting in an orderly fashion all the facts necessary for judicious consideration of the case by the Board. The following information should be recorded:

- a) Quantity: Indicate the number of items for disposition in each descriptive category.
- b) Description: Give short description of the property (e.g. "typewriter, Remington Rand"; "desk, wood"; "automobile, Chevrolet Biscayne, 1969 Sedan, 20,000 miles").
- c) Identification: List manufacturer's serial number (for vehicles, the chassis number). If none, list identification number used in United Nations property records, if such exists.
- d) Year of purchase: Indicate year property was purchased (i.e. received from vendor).
- e) Inventory value: Indicate cost at time of purchase, as shown in inventory records.
- f) Nature of the survey case: Each survey case may have resulted from any of the causes listed below. It is therefore important that appropriate identification should be given with detailed explanation if necessary.
 - (i) wear
 - (ii) scheduled replacement
 - (iii) surplus
 - (iv) loss
 - (v) damage
 - (vi) theft
 - (vii) vehicle accident
 - (viii) inventory discrepancy
 - (ix) other (please specify)

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- g) Summary of the case: Describe circumstances and, if applicable, give a summary of investigation as detailed below:
- (i) For Vehicle Accident Cases:
POINTS TO BE COVERED IN REPORT
1. Indicate:
 - a) to and from where the vehicle was travelling;
 - b) whether it was on official business;
 - c) if vehicle was not on official business, reason why it was being used;
 - d) date, time and location of accident;
 - e) violation of traffic regulation(s) and/or administrative instruction(s).
 2. State the conditions of:
 - a) the weather;
 - b) the road(s);
 - c) the driver's physical condition;
 - d) the vehicle itself naming any faulty parts, e.g., tires, brakes.
 3. Summarize statements made by:
 - a) all persons involved in the accident;
 - b) witnesses;
 - c) investigators.
 4. Summarize points made in the police report.
 5. The report should also include:
 - a) the estimated financial loss caused by the damage to the vehicle;
 - b) a recommendation regarding financial liability (to whom the amount should be assessed, i.e., the staff member, other party or parties, or the United Nations).

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REQUIRED ATTACHMENTS TO THE REPORT

1. Signed statements by:
 - a) the driver of the vehicle;
 - b) the driver(s) of other vehicle(s) involved in the accident;
 - c) persons (other than the drivers) in any of the other vehicles;
 - d) witnesses at the scene of the accident.
 2. A copy of the police report or, if none has been issued, a statement by a police official that the accident had been reported.
 3. Correspondence between the field office and:
 - a) the local insurance company;
 - b) the insurance company of the driver(s) of the other vehicle(s) involved in the accident.
 4. A sketch of local situation at place of accident on Form FOS 17 or other suitable form.
- (ii) For Loss, Theft or Damage Cases: Provide full details in the case, summarizing the salient points made by persons, witnesses and investigators involved and indicating who was responsible, whether there was negligence and what effort was made to recover the lost or stolen property. Where applicable and available, attach police report, signed statements of persons and any witnesses involved, United Nations Security Report, etc. Make recommendation as to the degree of responsibility by a staff member or possible violation by a staff member of any regulation, rule or administrative instruction. Where negligence or wilful conduct is found to have been the cause, make recommendation on the amount of any financial assessment which should be made against the staff member. Make recommendation as to fault and as to any financial assessment which should be made against other party.

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(iii) For Wear, Surplus or Other Cases: Give a brief explanation to substantiate the recommendation for disposal. Where item is for sale, the purchaser will be responsible for any custom duties or taxes levied.

- (h) Investigation by Local Property Survey Board: As detailed in 3(g) above, thorough investigation should be made into the cause of the loss.

The Local Property Survey Board may in addition delegate one of its members to make a physical inspection of a case submitted to it for survey, or if the case warrants it, the entire Board will make such an inspection. In large missions having a full-time inspector or inspection team, the Board may accept the report of such inspector or inspectors. The inspectors may be civilian and/or military as circumstances warrant. The findings of an inspection shall be recorded and this report shall become a part of the case file.

(4) Recommended disposition by the Local Property Survey Board

- (a) After full consideration of all aspects of the cases, the Board will agree upon a recommendation for disposition. The recommendation will be either for repair or for disposal. The recommended methods for disposal may be as follows:

- (i) Sale;
- (ii) Trade-in;
- (iii) Transfer to other UN office or mission;
- (iv) Cannibalization for re-use of parts;
- (v) Destruction;
- (vi) Gift to government or government agency or some other non-profit organization or sale at nominal price;
- (vii) Discard.

- (b) The Local Property Survey Board will indicate in its recommendation the degree of responsibility attaching to any person who is accountable to the United Nations for any loss or damage. (For cases involving surcharges, see paragraph XIII below).

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PROPERTY SURVEY ACTION (CONT'D)**(5) Minutes**

(a) The Secretary will be responsible for preparing the minutes of the meetings of the Local Property Survey Board. The meetings of the Board shall be numbered consecutively starting with one from the inception of the Board. The minutes for each meeting shall show the name of the mission or office, the number of the meeting, the date on which the meeting was held, the names and official positions of those attending and, in sufficient detail to be understood by a reasonable person not connected with the mission or office, a report of the proceedings and recommendations of the Board. This document shall be signed by the Secretary, all members of the Board and approved by the head of the mission or office. After the recommendations of the Board have been duly approved, they will be reproduced and distributed to interested parties.

(b) If the Secretary plans to use initials or other abbreviations in the minutes to identify organizations, titles or property, he should spell out the full name the first time it appears, place the initials or abbreviations to be used in parenthesis immediately following, then use the initials or abbreviations throughout the rest of the report.

(6) Disposition

Upon receipt of the approved recommendation of the Local Property Survey Board, the disposal of the items should be promptly arranged by the Administrative Officer (or Head of Office) within the prescribed financial limits applicable to each mission or office.

(a) Sale (outright)

If any property is to be disposed of by sale, it is the responsibility of the Administrative Officer (or Head of Office) to sell the articles involved for the best available price. The sale will be made after competitive bidding in accordance with Financial Rule 110.35 or without competitive bidding following the Local Property Survey Board recommendations as outlined in the

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same rule. Articles should usually be sold on an "as is" "where is" basis, with the United Nations making no claims or guarantees of the condition of the articles.

(b) Trade-in

Surplus property will be traded in if the exchange of the property in partial or full payment for new articles will be of greater advantage to the United Nations than the sale of surplus property and separate purchase of new articles. Trade-in decisions should be finalized before new purchase whenever possible.

(c) Transfer to other UN Mission or Office

Cases involving any property which has been declared surplus by a Local Property Survey Board and may be usable elsewhere by the United Nations, shall be reported to the Field Operations Service through the medium of the Administrative Report. The Field Operations Service will consider the use of such property in other missions or offices and will, if practical, issue instructions regarding transfers. If a transfer is not practical, the Field Operations Service will instruct the mission or office to proceed with disposal in accordance with the recommendation of the Local Property Survey Board.

(d) Cannibalization for re-use of parts

All equipment which is declared unserviceable or surplus, where local difficulties of disposal by sale exist, shall be cannibalized, if the parts can be economically used, and then the unusable remainder disposed of locally in accordance with procedures prescribed herein.

(e) Destruction

Disposal by destruction may be required because it is required by law or by the nature of the property. It shall be carried out in the most practical manner

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dictated by the type of articles involved and with due regard to all safety precautions, under the supervision of the Administrative Officer (or Head of Office). A certification of destruction shall be issued by the Administrative Officer (or Head of Office) containing the date of destruction, the manner in which destruction took place and the signatures of the person executing the act and one witness. A copy of the certificate of destruction should be submitted to the Headquarters Property Survey Board.

(f) Gift to Government or Government Agency or some other non-profit Organization or Sale at nominal price

If disposal as outlined in (a) through (d) above has not been found possible, surplus goods or unusable property may be disposed of by gift, or sale at a nominal price to a government, government agency or other non-profit organization if this action serves the best interests of the United Nations.

Note: In case of disposition by sale or gift, all United Nations markings must be removed.

(g) Discard

Discard is the disposition of materials which cannot be disposed of in any of the methods described above.

Note: The term "discard" should not be confused with "write-off" since the latter is used only in the sense of writing-off from the property records and not as a particular method of disposal of property.

(h) Disposal of military combat equipment

All military combat equipment which is required to be disposed of locally shall in all instances be rendered unusable and sold locally as junk or scrap.

(7) Reporting

In accordance with Financial Rule 110.34(b), copies of the minutes of the Local Property Survey Board shall be submitted to

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Field Operations Service for transmission to the Headquarters Property Survey Board at the end of each month.

X. Procedure for "SB" Cases

(1) All cases which require the consideration by Headquarters Property Survey Board should be prepared on form "HQSB.1" entitled "Headquarters Property Survey Board Case Report and Recommendation". This form contains "instructions for completing case report and recommendation" which are self-explanatory. The completed form with appropriate recommendation should be submitted through Field Operations Service for the Headquarters Property Survey Board's consideration. Supply of form HQSB.1 is available through Field Operations Service. Whenever the space allotted on form HQSB.1 is not sufficient to cover all required information, a separate attachment should be prepared and the indication "See Annex I" be inserted under item 11 of the form.

(2) After the case is approved at Headquarters, a copy of the form will be returned to the originating office indicating the final action to be taken.

(3) The Minutes of Local Property Survey Board Meetings shall be forwarded with the Administrative Report to Field Operations Service for transmission to the Headquarters Property Survey Board. Cases which have been referred to Headquarters by this method require all the pertinent documentation as outlined on the reverse of form HQSB.1. This should include such items as provisional condemnation certificates, medical or food hygiene officer certificates and police reports where relevant.

XI. Implementation of Property Survey Action

(1) The recommendations for the disposal of property shall be carried out as soon as practicable after receipt of the recommendation of the Headquarters Property Survey Board. When decision was taken within the financial limitations of the Local Property Survey Board, or in "AW" cases where authority has been delegated to the head of office, prompt action shall be taken upon these decisions upon the publication of Local Property Survey Board Minutes or upon the decision of the head of office.

(2) Whenever the decision of the Board cannot be implemented within three months, the head of office will notify Field Operations Service of the reason for the delay.

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XII. Other Offices, Missions and Information Centres

Offices, Missions and Information Centres that are not covered under the preceding provisions owing to the nature of the mission or office or limitations of staff shall submit all cases to the Headquarters Property Survey Board for consideration. The head of each office shall assemble all the facts relating to surplus or deficiencies of the Organization's property and based upon a full investigation and inspection, recommend method of disposal to the Headquarters Property Survey Board through Field Operations Service. Submission shall be prepared on form HQSB.1 as described in X(1) above.

XIII. Cases Involving Surcharges - Financial Rule 110.15(b)

Financial Rule 110.15(b), in regard to the writing-off of losses of property, stipulates that the final determination as to all surcharges to be made against staff members or others as the result of losses will be made by the ASG for Financial Services. Consequently, the procedure set out below should be followed by the head of office or Local Property Survey Board with a view to determining, pursuant to the terms of Staff Rule 112.3, whether the financial loss suffered by the United Nations results from negligence on the part of staff members or from their having violated any regulation, rule or administrative instruction.

- (i) Where there is no Local Property Survey Board, the head of office will have the occurrence investigated and forward a full report together with all relevant documentation (see IX (3) (g)) to the Headquarters Property Survey Board through the Field Operations Service. The report should include the evaluation of the head of the office as to the degree of negligence involved and, taking into account all circumstances, including the amount of the loss and the salary of the staff member, a suggestion as to the financial assessment that should be made against the negligent party.
- (ii) At missions or offices where there are Local Property Survey Boards, the Local Board will follow the procedure outlined in (i) above and will treat the case as an "SB" case forwarding its minutes, including its opinion and suggestion, to Headquarters Property Survey Board through the Field Operations Service.

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- (iii) In order to determine the degree of negligence, consideration should be given as to whether the loss or damage was caused through the lack of reasonable care or the violation of any regulation, rule, administrative instruction, local law or traffic regulation. While considering each case on its merits, consideration should always be given to the circumstances of previous cases and decisions with a view to ensuring consistency and equality of treatment among staff or mission members.
- (iv) In the determination of the amount to be assessed, consideration should be given to the condition of the article, its age, its original cost, the amount by which it had depreciated in value at the time of the loss. Purchase and Transportation Service should be requested to set the depreciation and current value figures so that Headquarters Property Survey Board and the Local Property Survey Boards can take these into account.
- (v) Cases involving non-staff members, such as members of delegations, military personnel, and other parties should be dealt with on the basis of the criteria used for staff members, to the extent possible.

XIV. Proceeds from Sale of Surplus Property

Financial Rule 110.37 stating that the proceeds from the sale of surplus property shall be taken into account as miscellaneous income, is based on Financial Regulation 7.1 which confirms the principle of gross budgeting for the United Nations regular budget. Any revenue from the sale of equipment (and supplies) is to be treated as miscellaneous income and cannot be applied against the purchase price of the new equipment which replaces the equipment being sold. The General Assembly wishes to authorize the purchase of each piece of equipment by making provision for this in the appropriations it approves. In case of trade-in, the trade-in allowance is to be treated as miscellaneous income unless in the budget presentation to the General Assembly the cost of new equipment is presented at cost less trade-in allowance, and the General Assembly concurred in appropriations calculated on that basis.

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SUBJECT:

INVENTORY AND ANNUAL CHECK OF NON-EXPENDABLE PROPERTY
(Financial Rule 110.26)

Note: See also pages C-88, D-1 and D-2.

1. A detailed inventory of all non-expendable and "special item" supplies and equipment as of 31 December should be prepared and submitted to the Field Operations Service, once every year, at the time of the year-end closing of the accounts of the field office. Such inventories will be submitted on form PT.41 in triplicate, to Headquarters. After a check with Headquarters' records maintained in the Purchase and Transportation Service, one copy of the inventory will be returned to the field office for record. For the purpose of this operation, non-expendable property is as defined on page D-1.

2. The year-end inventory should include property whether acquired through Hdq., purchased locally or on loan or permanently transferred from any other office. Items on loan as well as equipment surveyed but still present, should be listed separately. Wherever possible the stock numbers as per the Field Catalogue should be listed together with (a) full description (b) serial and/or decal numbers (c) quantity (number of units) (d) acquisition cost in U.S. dollars, or if unavailable, estimated current value (e) for vehicles: model and year (f) PT 107 reference for items acquired through the year under review (See C.88).

3. With regard to information as to cost or value of the items (par. 2d above), in case the original acquisition cost of an item is not known the amount giving the current estimated value should be preceded by the symbol "E" (for "estimated"). This value should remain assigned to the article for the rest of its useful life.

4. Every effort should be made to ensure that the total value of all items listed in the annual report present an accurate reflection of the cost invested by the organization in the equipment. This cost should be segregated, where possible, as to original source of financing, e.g. regular budget, trust funds or donation.

5. Similar inventories should also be prepared at the time when there is a change in incumbency of the post of Administrative Officer, or Head of Office. Inventories taken at these times will be signed both by the incoming and outgoing officers, who will certify to the fact that a physical inventory check of the non-expendable property items has been made.

6. In the event there has been a change in incumbency of Administrative Officer or Head of Office within 90 days of the year-end, and an inventory check has been made, a separate inventory check to correspond with the year-end closing of the accounts is not necessary.

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SUBJECT:

INFORMATION ON MOVEMENT OF PERSONNEL

1. The Administrative Officer shall inform Field Operations Service by cablegram of all arrivals and departures to and from the mission area of United Nations personnel, including dependants, also dependants whose travel is not payable by the United Nations.

2. The Administrative Officer shall inform Headquarters of the movement of senior United Nations personnel in any area where an Information Centre is located. This information will then be communicated by the Office of Public Information to the various Information Centres concerned and will assist in placing the facilities of the Centres at the disposal of senior staff members.

3. In the case of all staff members returning to Headquarters upon completion of mission assignments, arrival details should be communicated to Field Operations Service whenever available. This is particularly important for non-United States staff members who will receive clearance facilities for entering the United States of America when arrival details are known approximately ten days before the scheduled arrival date. (See Customs and Immigration clearances, page D-76).

4. It is likewise necessary that the United Nations Office at Geneva be advised of the travel of senior United Nations officials from a mission area to Geneva, so that the Swiss customs authorities may ensure that the appropriate courtesies are extended upon entering Switzerland. Advice with complete arrival details is to be sent by letter or cablegram to the Chief, Purchase, Transportation and General Operations Branch of the Geneva Office, at least ten days in advance of scheduled arrival in Switzerland.

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UNITED NATIONS LAISSEZ-PASSER, UN CERTIFICATE

UN FAMILY CERTIFICATE, NATIONAL PASSPORTS AND VISAS

1. UNITED NATIONS LAISSEZ-PASSER

Under Article VII of the Convention on the Privileges and Immunities of the United Nations, a United Nations Laissez-Passer may be issued to officials of the United Nations, including those **assigned** to missions. The term "officials" in this context is construed to mean full time staff members on the regular payroll of the United Nations who have taken the oath of office. These Laissez-Passers shall be recognized and accepted as valid travel documents in the territories of such Member States as have accepted the relevant provisions of the Convention on Privileges and Immunities of the United Nations.

- (a) For staff members holding permanent appointments, the validity of laissez-passer will be for any period up to five years with the exception that when it is known or expected that a permanent appointee shall be separated from service before the lapse of 5 years, e.g. he or she is retiring, the validity shall be extended only until the date of such separation from service. These considerations apply to renewals of laissez-passer as well. For staff members holding probationary appointments, the validity of laissez-passer shall be for an initial period of two years. For staff members holding fixed-term appointments, the validity of laissez-passer shall be for a period sufficient to cover the duration of the appointment and the time required for travel on separation, but not more than two years for the initial issuance.
- (b) It is incumbent upon all officers certifying and transmitting these applications for issuance (form PT.65) or renewal (form PT.16) of laissez-passer, to insert therein the appropriate number of years for which the validity of the document is desired.
- (c) In the application/renewal forms the Certifying Officers should ensure that appropriate words are deleted in the column which reads "Type of Appointment PERMANENT/FIXED-TERM" both in the case of new applications and renewals.

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UN FAMILY CERTIFICATE, NATIONAL PASSPORTS AND VISAS (CONT'D)

- (d) The Laissez-Passer can only be used for official travel, i.e. travel paid for by United Nations, including home leave.
- (e) Field offices may be authorized to handle the renewal of the blue laissez-passer for staff assigned to that office, in which case they will be provided with the appropriate stamp and supply of PT.16 forms. For each application original and one copy of the PT.16 form shall be completed, original to be retained in the field office, copy to be forwarded to the office where L.P. was originally issued. For duration of extension and completion of the form see paragraph 1(a), (b) and (c) above. A laissez-passer should not be renewed when it is more than 10 years old or when it has not enough blank pages left for affixing of visas.
- (f) The inclusion of the names of dependants in laissez-passers should be made only at Headquarters or at Geneva. In unusual situations (e.g. where there would be insufficient time to send the travel document to Headquarters or Geneva) ad hoc cabled authorization for inclusion of the names of dependants may be given to the field office when full information concerning the dependant(s) has been supplied.
- (g) Immediately upon receipt of a laissez-passer staff members should make a separate record of the number, date and place of issue for possible future reference.

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UN FAMILY CERTIFICATE, NATIONAL PASSPORTS AND VISAS (CONT'D)

2. UNITED NATIONS CERTIFICATE

(a) Unlike the laissez-passer, the UN Certificate is not a legal travel document but serves to certify that the bearer is travelling on official business on behalf of the United Nations. United Nations experts who are:

- (i) on the regular payroll of the United Nations or Specialized Agencies and are
- (ii) subject to the Staff Regulations and Rules and
- (iii) have taken the oath of office

are normally provided with laissez-passer. However some experts who do not qualify for a laissez-passer, but are required to perform a mission for the United Nations shall be issued with UN Certificates by virtue of which they shall be accorded such privileges and immunities as are necessary for the independent exercise of their functions during the period of their mission, including the time spent on journeys in connexion with their missions.

(b) Consultants and persons holding Special Service Agreement do not generally qualify for Laissez-Passer but are furnished with UN Certificates instead.

(c) This Certificate is normally valid for one year. Applications for the United Nations Certificate should be submitted on Form PT.64. Generally this certificate cannot be revalidated. Hence if an extension is required, a fresh application should be submitted with two passport-size photographs.

3. UNITED NATIONS FAMILY CERTIFICATE

(a) A United Nations Family Certificate is not a legal travel document but merely serves to identify the holder as a dependant of a United Nations official named therein. As a rule a family certificate will only be issued to dependants of a United Nations official who are undertaking a given journey provided that:

- (i) the travel is authorized at UN expense;
- (ii) separate travel of the staff member's dependants has been duly authorized (in the case of education grant travel such special authorization is not required);
- (iii) it is believed that the absence of this certificate is likely to cause considerable hardship.

(b) Only in very exceptional cases will a family certificate be issued under circumstances which do not fulfill all the above requirements.

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(c) Applications for UN Family Certificates should be submitted on form PT.39. Two passport-size photographs must accompany the application. If two or more in a family are travelling together, two group photographs are required and particulars of each dependant shall be inscribed in one document.

(d) This certificate is normally valid for one year and will not generally be revalidated.

4. RESPONSIBILITY OF ADMINISTRATIVE OFFICERS AND STAFF MEMBERS

Administrative Officers shall normally assist in the renewal of national passports and in securing visas in the field. Every staff member assigned to a field office is responsible for ensuring that his national passport and the laissez-passer are valid at all times. Where these documents require revalidation, the matter should be brought to the attention of the Administrative Officer or Head of Office sufficiently in advance for assistance in securing revalidation. In case no consular facilities exist in the area or in adjoining territories, such requests may, exceptionally, be referred to Headquarters for the necessary action.

5. US VISAS

Requests for the issuance or renewal of G-4/G-5 visas for staff proceeding from a field office to Headquarters, their dependants and household employees, shall be transmitted to the Field Operations Service with an indication of place and country of the United States consular office where, and approximate date on which issuance is requested. Requests for G-5 visas for household employees shall be submitted on form PT. 62, in duplicate, signed on both sides; the staff member's attention should be drawn to the requirements listed on the reverse side of form PT.62.

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UNITED NATIONS LAISSEZ-PASSER, UN CERTIFICATE,
UN FAMILY CERTIFICATE, NATIONAL PASSPORTS AND VISAS (CONT'D)6. LOSS OF LAISSEZ-PASSER

In the event of the loss of a laissez-passer, the following action should be taken:

(a) Action by the staff member concerned:

- (i) Immediately notify the Administrative Officer or Head of Office.
- (ii) Submit a written report indicating, if possible, number of the document, date of issue, where and when the document was lost, the circumstances in which the document was lost and the action, if any, taken by the staff member locally to trace the document.

(b) Action by the Administrative Officer or Head of Office:

- (i) Immediately cable the Field Operations Service reporting the loss of the laissez-passer, its number and date of issue, and the name of the holder.
 - (ii) Report the loss to the local authorities (Ministry of Foreign Affairs).
 - (iii) Submit promptly a detailed report to the Field Operations Service transmitting the information in (i) above, and the outcome of any investigations made locally to trace the document.
 - (iv) In case a new laissez-passer is required to be issued to the staff member concerned, have the staff member complete the application form PT.65 and submit it to the Field Operations Service with two passport-size pictures.
- (c) Field Operations Service will transmit the report from the Administrative Officer or Head of Office through the Travel Unit (Purchase and Transportation Service) to the Office of Legal Affairs for further action.
- (d) Field Operations Service shall be advised immediately when a lost laissez-passer has been recovered.

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STANDARD MONTHLY REPORT FORMS

1. Missions:

Administrative Officers are required to maintain records permitting them to submit at the end of each month, or whenever requested by Headquarters, the following standard reports:

- Form A Staff Listing (3 copies; if aircraft available-5)^{1/}
- B Leave Report (3 copies)
- C Travel Report (2 copies)
- E Documents and Forms (2 copies)
- F Meetings and Conferences (1 copy)
- G Military Observers (3 copies)
- H Report on Usage of Aircraft (3 copies)
- I Attendance record for Representatives and Alternates for Per Diem Eligibility (1 copy)
- Vehicle report indicating total mileage covered with breakdown between duty and liberty mileage.

"NIL" reports shall be submitted in order to keep Headquarters records complete.

The above forms should be reproduced locally.

^{1/} If the mission has aircraft assigned to it, two additional copies of the Staff Listing are required for purposes of obtaining insurance coverage on personnel using aircraft.

2. Information Centres:

Centres are required to submit quarterly on the appropriate form a complete listing of all staff members whether on Headquarters or local appointment; a separate listing is required for personnel employed on special service agreements. The forms should be signed by the centre director and submitted in triplicate.

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INSURANCE1. General

Staff members are not entitled to any benefits which may accrue under the commercial insurance policies taken out by United Nations, e.g. insurance of staff travelling on commercial aircraft and on aircraft chartered for specific field missions. Such coverage has been taken for the purpose of re-insurance to the United Nations in respect of its potential liability for death or injury attributable to the performance of official duties by staff members (Appendix D to Staff Rules). In order to enable Headquarters to cover by special insurance certain increased risks, administrative officers shall report to Headquarters whenever air travel is scheduled to be undertaken by mission staff (in the performance of their official duties) on other than commercial or specifically chartered aircraft.

2. Insurance on premises, equipment, etc.

Purchase of insurance on premises, equipment, etc. should, in principle, be avoided. However, should local practices or peculiar circumstances, in the opinion of the Administrative Officer or Head of Office, warrant the purchase of insurance, prior authority should be obtained from the Field Operations Service.

Shipments of organizational property shall be covered by commercial insurance whenever the value is \$ 250. or more. Shipments of organizational property valued at less than \$ 250. will not be insured; however, inasmuch as Headquarters maintains a record of the loss experience on these self-insured shipments, claims against the carrier should be filed in the usual manner.

3. Group Insurance Plans:

See for medical/hospital/dental insurance:
page D-36 and following

See for life insurance: page D-36 and following

4. Insurance of Shipment of Personal and Household Effects:

Page B-94 and following.

5. Insurance of Vehicles: Page D-41 and following.6. Insurance of Shipments: Page D-93 and following.

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**GROUP INSURANCE PLANS
(Staff Regulation 6.2)**

1. The following group insurance plans are available to non-short-term staff on the Headquarters payroll and to staff of the Washington, DC Information Centre (Staff Regulation 6.2):
 - (i) AETNA Plan (covering base benefits and major medical benefits) in combination with Associated Hospital Service (AHS or Blue Cross);
 - or (ii) Health Insurance Plan of greater New York (HIP) in combination with Associated Hospital Service (AHS or Blue Cross) and Aetna Major Medical Insurance (MM); not for staff away from the Headquarters area;
 - or (iii) Van Breda Plan, covering medical, hospital and dental benefits; only for staff outside the USA;
 - (iv) Group Health Insurance (GHI), the dental plan; not suitable for staff under the Van Breda Plan.
 - (v) Aetna Group Life Insurance Plan.
2. Newly appointed staff members may apply for membership in one or more of the above plans within **31 days** after entering on duty. Normally, no applications for membership will be accepted later than **31 days** following appointment but for membership in the health insurance plans (not group life insurance) a staff member may join the insurance plan during a subsequent enrolment campaign, usually held once a year. During the annual enrolment campaign staff members may also change from one medical plan to another plan. As far as the Headquarters Group Medical Plans are concerned, it is customary to inform staff in the field of the annual enrolment campaign and to invite applications for those who were eligible for these plans. It is not mandatory for field personnel to select the Van Breda Plan and anybody in the field interested in joining the Headquarters plan may do so and will be sent, upon request, the appropriate application forms for enrolment during the campaign period.
3. The responsibility for obtaining insurance coverage and for making changes in coverage rests solely with the staff member. However, the Mission Administrative Officer is responsible for furnishing newly appointed eligible personnel with information on the Group Life and Health insurance plans. In case a newly appointed staff member does not want to avail himself of the opportunity to enrol in one of the plans the Administrative Officer shall obtain from him a written statement to this effect in duplicate; one copy of this statement shall be forwarded to Field Operations Service.

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GROUP INSURANCE PLANS (CONT'D)
(Staff Regulation 6.2)

4. Staff assigned to Missions and Information Centres may continue their participation in the above plans through regular payroll deductions except participants in HIP/AHS/MM since the coverage under HIP does not extend to locations away from New York. Upon assignment to a field office for three months or longer participants in HIP/AHS/MM will normally transfer to Aetna /AHS or Van Breda Plans. Upon their return to Headquarters they may revert to the HIP/AHS/MM Plan within one month of their return or in the case of staff members who transferred to the AETNA/AHS Plan, they may remain in that plan. However, in the case of staff members who transferred to the Van Breda Plan, they must revert to HIP/AHS/MM or AETNA/AHS as coverage under Van Breda does not extend to the USA. Insurance coverage may be discontinued upon detail to a mission; application for re-installment of coverage may be made within one month after return to Headquarters.
5. The Group Life Insurance policy does not include any provision denying liability for the death of a staff member occurring directly as the result of war. Insurance under the Group Life policy is payable regardless of the cause of death. However, the accidental death and dismemberment policy contains several exclusions and among these is war or any act of war. Participants in the Group Life Insurance Plan are covered for an amount established in relation to their pensionable remuneration. For those staff members whose increase in pensionable remuneration places them in a higher insurance bracket, insurance coverage will be automatically increased unless a waiver of automatic increase is signed by the staff member.
6. In case of transfer from the Headquarters payroll to another United Nations office and during periods of leave without pay, the insurance coverage ends; upon completion of the period of leave without pay it is not automatically renewed. The staff member may check with Headquarters concerning the possibility of temporary continuance.
7. The insurance coverage normally ceases at the end of the month during which employment is terminated (Van Breda coverage continues for one month beyond the separation date), except for certain after service health, dental and life benefits for those who had at least 10 years' contributory participation in the group plans. See ST/AI/172 as amended, with addenda, for details. Within one month from the date the insurance coverage ceases, the former staff member may exercise a right for conversion to a direct payment contract with AETNA/AHS, Aetna Life Insurance, HIP/AHS and GHI. The major medical portion of the plan is not offered to staff members for conversion. There is no conversion privilege under the Van Breda Plan.

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GROUP INSURANCE PLANS (CONT'D.)

8. Method of submitting claims for medical insurance

Headquarters staff members insured under AETNA/AHS who are temporarily away from Headquarters are to follow the procedures outlined below in submitting claims for medical and hospital expenses:

Hospital expenses - no specific AHS form required

- (a) Pay your hospital bill.
- (b) Secure receipted bill, showing the following -
 - (i) Date of admission and date of discharge
 - (ii) Room and board charges
 - (iii) Details of other services furnished, and itemized charges.
- (c) Get a signed statement from your doctor or the hospital, preferably the latter, stating the diagnosis for which you were hospitalized and any pertinent clinical information in this connexion.
- (d) Furnish the name of the family representative and the certificate number of your contract.
- (e) Furnish the name of the patient.
- (f) Send all of the above information, preferably, to -
 - The Insurance Unit, Room 3706
 - United Nations
 - New York, N.Y. 10017

or for those staff members who prefer to deal directly with Blue Cross, to
Blue Cross of Greater New York
622 Third Avenue
New York, N.Y. 10017

Medical expenses - submit on AETNA claim form

- (a) Pay your doctor's bill.
- (b) Secure a receipted bill from the doctor.
- (c) Complete the subscriber's part of the Aetna claim form.
Have the doctor complete and sign his part.
- (d) Indicate on the claim form that payment is to be made to the contract holder.
- (e) Send all of the above information, preferably, to -

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GROUP INSURANCE PLANS (CONT'D.)

The Insurance Unit, Room 3706
United Nations
New York, N.Y. 10017

or, for those staff members who prefer to deal directly with Aetna:
the address is on the back of the claim form.

Where in exceptional cases no Aetna claim forms are available or where it is difficult to arrange for completion of the forms by the attending physician, Aetna will consider substantiating documentation in any form which gives the surgical procedure or diagnosis for medical care, and which details the procedure or procedures performed or the other services rendered.

NB: Separate claims should be made out for hospitalization and for Aetna.

Van Breda Plan (Hospital, Medical and Dental Claims)

- (a) Pay medical and hospital bills and attach written evidence of payment with full details.
- (b) Complete form OTC.61 and attach in sealed envelope marked "confidential" the bills and supporting evidence mentioned under (a).
- (c) Forward claim directly to J. Van Breda and Co., Plantin en Moretuslei 295, 2200 Antwerp, Belgium.
- (d) Payment will be made by cheque in US dollars to be forwarded to subscriber with copy of processed form.

9. Payment of claims to United Nations

When in exceptional cases the United Nations pays medical or hospital bills for staff members, reimbursement may be made to the United Nations rather than the staff member by attaching the following statement to the claim:

"In regard to the attached claim, I hereby authorize
.....to make payment on my behalf to -
(Name) : UNITED NATIONS - Treasury
(Address) : New York, N.Y., U.S.A.

Name of Subscriber
Name of Patient
Certificate Number
Employer's Name
Date

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GROUP INSURANCE PLANS (CONT'D)

(The blank section in the first part of the above waiver form should be filled in with the name of the appropriate organization).

10. Locally recruited staff of field offices, except the Washington Information Centre, cannot participate in the Headquarters Group Insurance plans. For locally recruited staff of missions and Information Centres the Medical Expense Assistance Plan (ST/SGB/Staff Rules/Appendix E) applies except in areas where local group plans have been established (e.g. Mexico, Paris) or where staff members participate in their national health schemes. This Plan shall be administered locally by the Mission Administrative Officer who, when necessary, will consult with the Head of the Mission and will co-ordinate the implementation of the Plan with other United Nations offices in the area. The forms provided for in Appendix E are to be reproduced locally.

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INSURANCE OF UNITED NATIONS VEHICLES

1. General; insurance coverage at Headquarters or in the field:

- (a) In accordance with a General Assembly Resolution all automotive vehicles owned or operated by the United Nations shall be covered by third party liability insurance. No Commercial insurance is carried against damage to United Nations vehicles. Third party liability insurance on automotive vehicles operated in the field may be taken out by Headquarters in which case the vehicles will be included in the worldwide automobile liability insurance coverage at present arranged with the Commercial Insurance Company of Newark, N.J., through the American International Underwriters Company, Policy No. 808.2206. Alternatively, Headquarters may authorize the field office to arrange for local insurance coverage if, in the opinion of Headquarters, local insurance facilities are considered adequate; a copy of the local policy should be forwarded to Field Operations Service.
- (b) The Headquarters third party liability insurance covers all United Nations drivers irrespective of their status (local chauffeurs, Headquarters staff members, military observers, assigned drivers from the local government properly licensed as United Nations personnel) on the one condition that they have received proper authorization to use the United Nations vehicle; where insurance is arranged in the field, similar coverage must be taken out.

2. Local transportation hired on contractual basis:

If local transportation is hired on a contractual basis (not taxicab but other automotive vehicles which will be operated under the name of the United Nations), the Administrative Officer should satisfy himself that the hiring company carries adequate (in the light of local custom) third party risk insurance. If not, it should be required to do so, or local insurance arrangements made. If local insurance is not available, Headquarters should be requested to include these vehicles in the worldwide insurance plan.

3. Coverage under worldwide policy:

For vehicles shipped from Headquarters or purchased in the field Field Operations Service shall be notified immediately when such vehicles are put into operation so that Headquarters can arrange for the necessary insurance coverage as of that date. Similarly, Headquarters should be notified when vehicles are no longer utilized in the field so that insurance may be cancelled. However, in large missions it will not always be practical to report

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daily on acquisition and disposal of all individual vehicles, and under the Headquarters worldwide policy vehicles owned or operated by the United Nations are covered without the necessity of keeping the insurance company informed of daily changes in the number and type of vehicles (and their locations). The insurance premium which is a multiple of the number of vehicles covered for a given calendar year will be determined by the number of vehicles held by the field offices on the preceding 1 December with readjustment at the end of the calendar year as required. Exceptionally however, dates of acquisition and disposal of buses to be used for the transport of third parties will have to be reported to Headquarters as soon as possible.

4. Compulsory local insurance coverage:

- (a) Where national laws make it mandatory that automobile insurance against risks of third party liability be carried by operators of automobiles United Nations will comply with such requirements as there may be in regard to the insurance of vehicles and take out the insurance necessary in the mode prescribed; the local office will recommend whether, in the light of the relevant requirements of the national laws of the countries concerned, it will be possible to use the worldwide automobile insurance maintained by the United Nations alone, or whether local insurance coverage should be obtained instead, or in addition to the worldwide insurance.
- (b) A special situation may exist in large missions, e.g. UNTSO and UNEF, where UN-owned and non-owned vehicles operate without restriction in more than one country or territory. Where this is the case, local insurance would, normally, be without justification, and the vehicles will be covered only by the worldwide insurance policy.
- (c) Generally speaking, national laws will in all likelihood make compulsory only insurance against risks of third party liability; should insurance against other risks as well be made necessary, the United Nations will normally comply with the laws in force and take out such insurance as may be required.

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- (d) Whenever United Nations vehicles are covered against risks of third party liability under a local policy required by national law, a copy of the local policy should be forwarded to Headquarters. The local policy should be purchased for the minimum limits of liability required since, if the vehicle is also covered under the worldwide scheme, that scheme insures for amounts beyond the coverage of the local policy.
5. Reporting of accidents covered under worldwide policy:
- (a) When United Nations vehicles are insured for third party liability at Headquarters, the following information should be transmitted to Field Operations Service in the case of all accidents, regardless of severity and irrespective of whether local coverage exists:
- (a) Date of accident
 - (b) Name of claimant
 - (c) Name of vehicle operator
 - (d) Location of accident
 - (e) Local representative contacted
 - (f) Description of how the accident occurred
 - (g) Estimated cost of third party damage.
- This should be done in conjunction with, and not in place of, contacting the local agent, who may be ready to render all necessary and immediate assistance.
- (b) The reporting of the motor vehicle accident should be made on the form issued by the American International Underwriters. The supply of this form may be obtained through Headquarters.
- (c) Since the Commercial Insurance Company of Newark, New Jersey is a member of the American International Underwriters Group its local claim representatives are either officers of settling agents of the group. In countries which do not have a local representative, claims should be reported directly to Headquarters for action. In order to facilitate the processing of claims in those areas where the American International Underwriters Group has neither an office nor a settling agent, the underwriters have agreed to authorize the United Nations to settle locally third party claims up to a sum not exceeding

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the equivalent of US \$500 without prior correspondence with the insurance carrier. Such settlements are to be based upon the legal responsibility of the United Nations; in other words, they may be negotiated only when the United Nations is clearly at fault, in the considered judgement of the Mission Administrative Officer. Full details of the local settlement should be forwarded to Field Operations Service, with accident reports, pertaining IOV and release form for any such local settlement effected.

(d) A suggested form of release follows:

For and in consideration of _____ ()
paid to _____ by United Nations, _____
me, us corporation, etc. name of individual or
_____ hereby release the United Nations from all manner of
corporation, etc.
action or actions that either _____ or
name of individual or corporation, etc.
_____ heirs may have as a result of an accident on
his, her, their, etc.
_____ at _____ by _____
date place vehicle, no., etc.

Witness

Signature

Date

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6. Reporting of accidents covered by local insurance company:

In case of accident copy of the notification of the local insurance company should be forwarded to Headquarters.

When local insurance has been taken out that insurance is the primary carrier. All claims which do not exceed the limitations of coverage of the local carrier are the liability of that carrier. Only claims which exceed the limits of the local coverage would be payable, where appropriate, by the Headquarters insurance company. In other words, there is no contribution by the American International Underwriters unless the claim exceeds the limits of the local coverage.

7. Reporting to ABCC and Headquarters Property Survey Board:

Whenever a motor vehicle accident involves personal injury to United Nations personnel the procedure covering the submission of a claim for compensation through the Advisory Board on Compensation Claims (ABCC) described on page B-68 and following should also be followed.

In addition where damage to UN property is involved, property survey action may be required, as outlined on page D.10 and following.

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DOCUMENTATION

1. Field Offices (except Information Centres) are required to forward by pouch to Headquarters the following copies of all official documents produced in the field:

- 10 of documents in English;
- 7 of documents in other languages than English.

Documents referred to here are the documents prepared by the mission secretariat in connection with the regular meetings of representatives (or observers) on the mission (working papers, summary records, draft resolutions, reports, etc.).

2. In addition, 2 copies of all official documents in whatever language produced should be sent to the Librarian, United Nations, Palais des Nations, Geneva.

3. Requests submitted by missions for documentation from Headquarters shall be routed through Field Operations Service. In formulating their regular requirements, missions shall limit the number of copies and languages requested to a minimum in order to reduce the high cost of pouching documents from Headquarters to the mission. Field Operations Service shall regularly pouch to field offices questionnaires relating to documentation of forthcoming sessions of the General Assembly, the Security Council, the Economic and Social Council, the Trusteeship Council, etc., and the regular distribution to field offices of documents will be based on the questionnaires completed by the field offices.

4. The Mail Operations Unit of the Communications, Archives and Record Service is authorized to mail documents only by request of the Publishing Service. As an exception, the mail operations unit may process mail items containing single lightweight documents when these are not a duplication of regular distribution patterns. ST/A1/189 and addenda refer.

**FIELD OPERATIONS SERVICE
OFFICE OF GENERAL SERVICES**PAGE: D-46ADATE: Dec. 1976**FIELD ADMINISTRATION HANDBOOK****SUBJECT:****MENTION OF NAMES OF COMMERCIAL FIRMS IN UNITED NATIONS,
DOCUMENTS AND PUBLICATIONS**

1. The names of commercial firms and industrial enterprises (hereinafter referred to as "firms") other than research organizations and government-operated undertakings may not be mentioned in official United Nations documents and publications, except that:

(a) If the author of a paper or article reproduced in a United Nations document or publication is affiliated with a firm, he may, where appropriate, be so identified in the note or foot-note designating the author;

(b) A firm may be identified by names where it is given credit for a photograph or figure used with its permission, it being understood that the photograph or figure may not be used if it implies endorsement or criticism of the firm by the United Nations;

(c) When reference is made to a process that bears a firm name, the process may be designated by name;

(d) When a legislative body requests the Secretary-General to prepare a study on a specific question (such as apartheid or transnational corporations) that must by its nature involve reference to specific firms, the names may be mentioned.

2. The names of firms should be obliterated from photographs and other artwork reproduced in United Nations documents or publications, except in cases where they are used by express permission of the firm under the exception given in paragraph 1 (b) above.

3. When, for any acceptable reason, the name of a firm is given in a document or publication, the document or publication should, in appropriate cases, bear a disclaimer (normally in an explanatory note) to the effect that mention of any firm or licensed process does not imply endorsement by the United Nations.

4. Exceptions to the rule other than those stated above may be made only with the express permission of the Chairman of the Publications Board. To obtain such permission, the unit of the Secretariat responsible for the document should submit a request to the Chairman of the Publications Board, indicating the reason for the proposed exception. The request should be accompanied by an indication of the views thereon of the director of the division concerned and of the appropriate editorial unit. The request should be submitted as early as possible in order to avoid delay in the issuance of the document (Ref.: ST/AI/189/Add.18).

5. In the case of Information Centres, such request should be forwarded to the Office of Public Informations. In the case of Field Missions, the request should be forwarded to the Field Operations Service.

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USE OF UNITED NATIONS VEHICLES AND AIRCRAFT

1. Principles

- (a) Vehicles and aircraft are provided by the United Nations to a field office for the purpose of ensuring adequate transportation for the performance of official duties. The United Nations, however, as a matter of courtesy often permits mission members, Military Observers, staff members and other persons in direct relationship with the United Nations to travel for non-official purposes in its vehicles and aircraft.
- (b) In regulating the non-official use of the United Nations vehicles and aircraft, the following principles and practices on United Nations liability as they relate to passengers thereon should be kept in mind.
- (c) The United Nations provides compensation for injuries or death attributable to the performance of official duties for:
 - (i) members of the staff;
 - (ii) military observers; and
 - (iii) members of commissions and committees who receive a subsistence allowance from the United Nations.

The United Nations will determine in each case whether injury or death of persons in any of these categories, occurring as a result of transportation furnished by the Organization, should be regarded as service-incurred and subject to compensation.

- (d) All other categories of persons who from time to time are transported in United Nations vehicles or aircraft are not entitled to compensation under the staff rules applicable to service-incurred injury or death. Passengers in these categories would have a claim against the Organization only in cases where the Organization would be held responsible for injury or death caused to them in accordance with principles applicable to carriers offering free carriage to selected individuals in similar circumstances.

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- (e) The Organization has taken insurance for its protection against legal liabilities which it may incur, including liability towards passengers not covered by the compensation scheme. If the Organization is legally liable for injury or death sustained by a passenger not covered by the compensation scheme, the insurance companies are required to meet claims arising from such injury or death, except claims from any such passenger who is a member of the family of the authorized driver of the vehicle involved in the accident from which the claim arises.
- (f) No attempt is made to deprive passengers of their right in the appropriate circumstances to claim damages against the United Nations. Therefore, the use of a release form exempting the Organization from liability for injuries or death arising from transportation is not sanctioned.
- (g) Premiums paid by the United Nations are related to the casualty rate, and it is in the interest of the Organization to limit, insofar as it is practical to do so, the number of potential claimants by placing certain restrictions on the categories of persons who may travel for non-official purposes in United Nations vehicles and aircraft.

2. Rules for non-official travel

- (a) Non-official travel in United Nations vehicles or aircraft may be authorized providing it does not interfere with the efficient functioning of the mission. The use of UN vehicles for welfare should be controlled and utilized for group activities or special sight seeing tours. However, at no time shall any UN vehicle be modified or in any way changed for purposes of welfare. Under no circumstances shall UN vehicles be made available to staff (or military observers and members) for such purposes as hunting expeditions.
- (b) "United Nations vehicles or aircraft" shall be understood to mean vehicles or aircraft operated by the United Nations or under its responsibility, regardless of whether they are owned by governments or commercial firms.

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- (c) Travel authorized under (a) above shall be travel in United Nations vehicles or aircraft operated by, and under the direct control of, a qualified person authorized by the United Nations to operate vehicles or aircraft. In no instance shall any vehicle or aircraft be loaned to, or permitted to be operated under the direct control of, any other person.
- (d) Persons who have a direct relationship to the United Nations may undertake non-official travel in United Nations vehicles or aircraft. In addition to mission personnel, the following persons shall be considered to have such a direct relationship:
 - (i) dependants of the members and military observers and staff of the mission;
 - (ii) official guests of the mission;
 - (iii) staff of specialized agencies;
 - (iv) personnel, other than United Nations personnel, travelling in connexion with United Nations business;
 - (v) air crew members.
- (e) Other categories of persons are not permitted to travel in United Nations vehicles and aircraft except on individual trips as indicated below -
 - (i) Vehicles: The Mission Administrative Officer may exceptionally, in compelling circumstances, permit non-authorized persons to travel in United Nations vehicles.
 - (ii) Aircraft: Non-authorized persons may be permitted to travel in United Nations aircraft only after prior Headquarters approval has been obtained; such approval will be given only in exceptional and compelling circumstances. In emergency cases where there is no time to obtain prior Hq. approval, the senior United Nations official in the mission area may grant such approval; the approval given shall be immediately reported to Field Operations Service by cable.
- (f) As far as travel by mission aircraft is concerned, the designation of the categories of passengers authorized to use the aircraft is the responsibility of the senior United Nations official in the mission area who will normally delegate the responsibility for coordinating the demands on the aircraft

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and its scheduling to the Mission Administrative Officer. However, it is pointed out that morale flights are not authorised if they exceed the time that is generally provided for daily use without cost. Morale flights exceeding that time may be authorised by the senior United Nations official but the individuals participating in same must pay for the additional cost involved.

3. Implementation

- (a) The Administrative Officer shall issue appropriate instructions for official and non-official travel in United Nations vehicles and aircraft. These instructions shall contain a recommendation to utilise seat belts in vehicles whenever they are available. In the light of local conditions, account should be taken of necessary trips to schools, hospitals or physicians, shopping and recreational trips. Local instructions may include a procedure covering reimbursement of cost of gasoline, overtime of local chauffeurs, etc., in case of non-official travel in United Nations vehicles. Copies of the administrative instructions issued by each mission must be sent to the Field Operations Service at Headquarters.
- (b) A local record in the nature of a daily log book should be maintained for each UN vehicle. This record should show the hour, object of the trip, name of passenger(s) as well as the mileage at the beginning and the end of each trip. The record should also indicate the gasoline and oil purchased. At the end of each month a brief summary should be prepared which would show gasoline consumption, mileage and average mileage per gallon or kilometer per litre of gasoline for the period under review. These records should be reviewed and initialled periodically by the Mission Administrative Officer and Centre Director, and they should be retained locally.
- (c) The Administrative Officer shall issue an instruction outlining the duties of local drivers covering e.g. routine inspection of the vehicles assigned to them - checking petrol, oil, water, tyres - washing, cleaning and garaging of vehicles, reporting of accidents and malfunctioning, display of United Nations vehicle flags, maintenance of records - daily log book, trip tickets, purchase of POL, etc. The instruction shall stress the careful handling of vehicles under all circumstances and the obligation to observe the local traffic rules at all times.

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4. Reimbursement for use of United Nations owned vehicles

- (a) United Nations vehicles are provided for official use only and additional vehicles are not budgeted for other purposes. Their use for liberty or recreation should accordingly be limited to only those instances where vehicles are temporarily not required for official purposes. Such use which should be minimized as far as possible, will be on a reimbursable basis. The factors used in determining reimbursement to individuals for the use of their private vehicles for official purposes are identical to those applicable to the personal use of vehicles by individual staff members and reimbursement to the United Nations should be at the same rate.
- (b) Reimbursement for liberty or recreational mileage in official United Nations vehicles, (and according to local practice driven by officially assigned drivers) will be at the same rate as that authorized for reimbursement of the use of a privately owned vehicle for official duty. (Staff Rule 107.11 and FAH Page B-86).
- (c) The revenue thus derived for the use of official UN-owned vehicles for liberty or recreational purposes is credited to the account for Operation and Maintenance of Transportation Equipment.
- (d) As the use of United Nations owned vehicles for liberty or recreation purposes is solely on the request, for the convenience and at the cost of the individual, travel on such occasions is not covered by the provisions governing compensation in the event of death or injury attributable to service with the United Nations.

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DRIVING OF VEHICLES BY UNITED NATIONS PERSONNEL

1. In general, it is the policy of the Organization to have all United Nations vehicles, including locally-rented cars, driven by chauffeurs recruited locally. However, in the case of missions, at the discretion of the Administrative Officer, and where local conditions justify it, a departure may be made from this general policy.

2. Under Staff Rule 112.3, any staff member may be required to reimburse the United Nations either partially or in full for any financial loss suffered by the United Nations as a result of his negligence or of his having violated any regulation, rule or administrative instruction. The principle of financial responsibility is applicable to staff driving official United Nations vehicles.

3. When loss of or damage to United Nations property occurs (see page D-10), the Headquarters Property Survey Board will consider each accident as it arises and in particular cases where negligence of the driver is disclosed, the Board may recommend recovery of the whole or part of the expense occasioned to the United Nations from the staff member (or military observer) responsible.

4. When driving United Nations vehicles or privately owned cars in circumstances where privileges and immunities may be invoked on his behalf by the United Nations, a staff member has a responsibility to drive within the speed limits prescribed by law. When he is exceeding the permitted speed, there always remains a doubt whether the accident would have occurred if he had been complying with the law.

5. In circumstances where privileges and immunities may be invoked, a person may be liable to disciplinary action including possible termination. There should be a clear rule made known to all persons who may drive on missions that they have a responsibility to observe traffic laws and regulations and particularly speed laws and that they will be subject to disciplinary action if they do not comply.

6. Local drivers or United Nations personnel (including Military Observers) responsible for transporting an unauthorized person in a United Nations official vehicle do so at their own risk and may have to bear, in addition to disciplinary action, civil and financial responsibility in case of an accident involving injury to or death of the passengers.

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7. With regard to financial liability for fines resulting from traffic offences committed by drivers of United Nations vehicles in the course of the performance of their official duties, the Office of Legal Affairs has ruled that there is, so far as the Convention on Privileges and Immunities is concerned, no difference between driver employees of the United Nations and military drivers loaned to the United Nations.

8. In the absence of any special action or application under the Convention on Privileges and Immunities, the following principles govern:

(a) Drivers employed by United Nations
(International or locally recruited);

- (i) The United Nations may reimburse or pay fines imposed in cases where the offence is considered by the appropriate certifying officer of the United Nations to be a direct consequence of the performance of official duties.
- (ii) No reimbursement or payment may be made for fines imposed in cases where there have been flagrant violations attributable to the driver's own negligence or faulty performance, such as passing a red light, exceeding legal speed limits, reckless driving, driving under the influence of alcohol, etc..

(b) Drivers on loan to the United Nations
(military or civilian):

Decisions in individual cases shall be based on customs and practices followed by military or civilian authorities in the area with respect to their comparable personnel.

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9. Safe Driver Bonus Award

- (a) A regular driver of a United Nations motor vehicle who has not been involved during any calendar year in an automobile accident for which he is considered to be to blame, and who has not been convicted of any moving violation during that year, may qualify for a safe-driver bonus on 31 December of each calendar year.
- (b) Drivers who have been employed more than six months at 31 December, but less than a year, may receive a bonus prorated to the number of months served. Drivers who have not been employed for a full six months at 31 December shall not be eligible for the bonus.
- (c) The amount of the award for each driver shall be one-quarter month's salary at the existing level and step of the driver concerned, payable in local currency.
- (d) An annual report summarizing the payments made to the qualified drivers should be submitted to Field Operations Service immediately after the end of each calendar year.
- (e) It is suggested that field offices intending to introduce this scheme should first consult the Field Operations Service at Headquarters.

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SAFETY STANDARDS FOR VEHICLES

Listed below are the safety standards (with pertaining list of unsafe acts of driving) as developed by Headquarters;

1. Street or Alley Intersection Collision

- a. Driving too fast through intersection
- b. Failure to slow down and look over cross traffic
- c. Running through changing traffic lights
- d. Starting on changing lights before cross traffic cleared
- e. Failure to make complete stop for stop sign or red light
- f. Attempting to pass another vehicle at an intersection
- g. Making a left turn directly across path of approaching vehicle
- h. Making too wide right or left turns
- i. Making right or left turn from improper traffic lane
- j. Failure to signal turn or stop

2. Ran Into Vehicle Ahead

- a. Following too closely behind vehicle ahead
- b. Driving too fast on slippery pavements (slide on ice, snow, loose gravel, oil, etc.)
- c. Driving vehicle with defective brakes
- d. Driving too fast for poor visibility (overdriving, headlights, rain, etc.)

3. Collision with Vehicle Behind

- a. Failure to watch and maintain proper clearances behind when backing
- b. Backing from an alley or driveway into a busy street without due regard for approaching vehicles
- c. Let car roll backwards while shifting gears on a hill
- d. Failure to slow down gradually and signal an intended change in pace in due time
- e. Following too closely behind the vehicle ahead to be able to warn car behind of an emergency stop

4. Passing

- a. Attempting to pass when the approaching vehicle was too close
- b. Cutting back too soon after passing
- c. Driving too fast and too close to parked cars (hit car starting out from curb)

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- d. Driving too fast through congested street
 - e. Failure to allow enough clearance when passing other car or stationary object
 - f. Attempting to pass at an intersection
 - g. Attempting to drive through too narrow opening in traffic
5. Other Vehicle Passing
- a. Failure to watch traffic behind when starting out from curb
 - b. Failure to slow down when the passing car must cut over quickly
 - c. Failure to watch traffic behind when changing traffic lane
6. Pedestrian
- a. Passing too fast and too close to pedestrians in the street
 - b. Failure to slow down for children at play or riding bicycles ahead
 - c. Failure to watch out for pedestrians when passing stopped cars, buses, or street cars
 - d. Driving too fast to be able to see pedestrians walking along edge of highway at night
 - e. Failure to slow down and watch for pedestrians when passing parked cars
 - f. Failure to watch for pedestrians when backing into or out of parking space
7. Physically Unfit to Drive
- a. Driving for too long a time in one stretch or when too tired
 - b. Driving when under influence of alcohol or drugs
8. Head on Collision
- a. Failure to stay on own side of road
 - b. Attempting to pass when the approaching vehicle was too close
 - c. Attempting to pass on a curve or crest of a hill
 - d. Driving too fast around a curve
 - e. Driving too fast on slippery pavement

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SAFETY STANDARD FOR VEHICLES (CONT'D)

9. Hit While Parked

- a. Parking with one end protruding into the street or vehicle too far from the curb
- b. Double parking

10. Runaway Vehicle

Failure to turn wheel into the curb, set brakes and leave car in gear when parking on a hill

FIELD ADMINISTRATION HANDBOOK

SUBJECT:

CLASSIFICATION OF VEHICLE ACCIDENTS

Accidents involving motor vehicles are classified at Headquarters into four groups. In dealing with vehicle accidents field offices may follow the same classification.

- | | |
|---------------------------|--|
| CLASS A
(not at fault) | Includes all accidents in which the UN vehicle is standing still, parked at the curb or in any other position where it has a legal right to be; rear-end collisions in which other cars run into the rear of UN vehicles while the latter are standing still; all other cases under similar circumstances, but excluding accidents in which the vehicle is in motion. This class shall include any case where the UN driver is blameless beyond a question of doubt. |
| CLASS B
(not at fault) | Includes accidents in which the UN vehicle is in motion, but where it is decided that prevention was beyond the control of the UN driver. |
| CLASS C
(at fault) | Includes accidents in which the blame was evenly divided or where the chief responsibility rested with a person or persons other than the UN driver. This class includes all cases in which it is believed that the UN operator failed to exercise preventive measures within his control. |
| CLASS D
(at fault) | Includes all cases in which it is decided that the responsibility rests chiefly or wholly upon the UN driver, including violation of traffic regulations and Local Transportation instructions, unsafe or bad conduct, and other acts of similar character. |

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BOARD OF ENQUIRY

1. In the case of fatal accidents or other serious accidents in a mission area, the Principal Secretary shall, in addition to the regular reports forwarded to Headquarters by the Administrative Officer, appoint a Board of Enquiry consisting of three responsible individuals, which should meet as soon as possible and report on the accident generally, giving in particular:

- a) date, time and place of accident;
- b) names of all persons present;
- c) details of duty being performed at time of accident;
- d) reports of witnesses;
- e) fullest obtainable medical report or information;
- f) names of all persons injured, distinguishing between the United Nations staff and others;
- g) report of any pending proceedings or actual findings of local courts.

The report shall be accompanied by the comments of the Principal Secretary.

2. In the case of Information Centres, the Head of the Office will make a prompt report to the Field Operations Service in case of serious accidents involving staff members.

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SUBJECT:

SYSTEM OF REPORTING ON ADMINISTRATIVE
MATTERS; CORRESPONDENCE

1. As stated in Part A, the Administrative Officer should submit regularly, but not less frequently than once a month, an administrative report to the Field Operations Service. There is therefore, no need to submit weekly "nil" reports to Headquarters when there is nothing to report or only routine acknowledgments to be made. Administrative reports serve as the complete record for all administrative transactions between Headquarters and a mission or centre. Therefore, all administrative communications shall be recorded in the administrative report and only essential confidential matters shall be dealt with in separate memoranda; original of these memoranda shall be forwarded with one copy attached.
2. Utmost discretion in security classification of communications (secret, code, confidential and personal) should be made; over-classification dilutes quality and impairs efficiency.
3. Every effort should be made to keep administrative reports short, concise and to the point. Memoranda should not normally exceed 1½ pages.
4. The number and the length of cablegrams should be reduced to a minimum. This applies to both cables sent commercially and communications sent over the UN network. The volume of the UN network traffic has an important cumulative effect on the man hours of communication officers required for Headquarters, Geneva and other relay stations. Normally, all administrative matters should be dealt with in administrative reports. Only if the time element does not allow for effective handling of a matter, may a cablegram be used, eliminating any complimentary terminology. All cables originating from the field shall be numbered consecutively starting with the first cablegram in each calendar year.
5. It is not necessary to add the name of Headquarters officials for whom cables are intended since Field Operations Service will arrange for distribution of copies of incoming cables to the interested departments as required. However cables concerning staff members should include full names (first and last names).
6. Administrative reports shall be prepared by the Administrative Officer (or Head of Office) on ditto masters, in order to enable Field Operations Service to effect without difficulty a distribution of the reports to all Headquarters offices concerned. The reports shall be numbered consecutively starting with the first report in each calendar year. For easy reference the name of the field office, the number and date should be inserted at the top of all pages.

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MATTERS; CORRESPONDENCE (CONT'D)**

In order to allow sufficient marginal space for comments, explanations, etc., the administrative report shall leave a left marginal space of one and one-half inches from the edge of the page and paragraph text margin indentation beginning at two inches. A right margin of one inch should be allowed on each page.

7. The field administrative reports with all enclosures shall be forwarded under sealed envelope to the Field Operations Service, marked "confidential". Reports from Information Centres should be addressed to the attention of the "Centres Administrative Unit". The name of the dispatching field office should be clearly marked on the envelope.

8. Drafting, secretarial and typing instructions concerning the handling of official correspondence are given in the "Correspondence Manual", issued as ST/AI/102. Although this manual is directed primarily to Headquarters' need, the broad policies and procedures are of general applicability; it is expected that field offices will follow the instructions, suitably adapted to local practice. Specifically the objectives given in the correspondence manual re "cables" and "punctuation and paragraphing" should be scrupulously observed. (See also G-22).

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SUBJECT:

DIPLOMATIC POUCH SERVICE

1. In the interests of efficient conduct of business, a diplomatic pouch service for carrying important mail communications and documents from Headquarters to the field offices and vice-versa has been established. At Headquarters, arrangements have been made with the U.S. Department of State for the pouch service to field offices; the Communications, Archives and Records Service of the Office of General Services has made (or makes, in the case of new field offices) the necessary arrangements with the governments concerned for the pouch service from the field to Headquarters.

2. As a general rule, pouch services between field offices are not established.

3. The granting of diplomatic mail privileges to the United Nations by governments is a "courtesy of trust" and diplomatic mail is considered to comprise only mail matter related to the official business of the United Nations.

4. Diplomatic Pouch Certifying Officers are appointed by the Assistant Secretary-General for General Services, on the nomination of the Principal Secretary, in the case of political and trusteeship missions, and the Head of the Office, in the case of Information Centres. The pouch Certifying Officer is responsible for:

- (a) all necessary arrangements for the clearance of incoming and outgoing diplomatic pouches;
- (b) certifying to the contents of the pouches, in particular ensuring that the pouch service is used only for the transmission of official United Nations mail, documents and other material required for official business; and
- (c) taking measures to ensure compliance with diplomatic mail practices.

5. ST/AI/174 as amended sets out the instructions governing United Nations diplomatic pouch service and diplomatic mail, and pouch Certifying Officers should thoroughly familiarize themselves with these instructions.

6. In order to facilitate a more effective tracing of delayed diplomatic pouches, field offices should cable Field Operations Service whenever pouches from Headquarters do not arrive on time.

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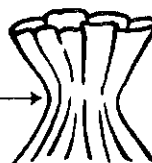
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DIPLOMATIC POUCH SERVICE (CONT'D)

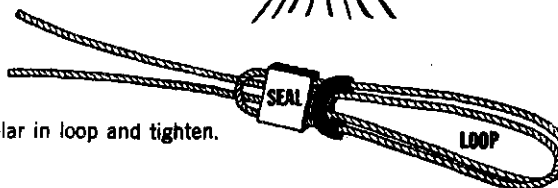
7. The diplomatic pouch service is usually sent by air-freight weekly (or oftener if the nature of business so requires). Consequently, field offices should invariably ensure that the pouch is not used to transmit bulky documents unless these are urgently required by Headquarters. The pouch Certifying Officer shall be present (in person) at the sealing or opening of every pouch.

HOW TO SEAL A BAG

- ① Gather top of bag to form collar.



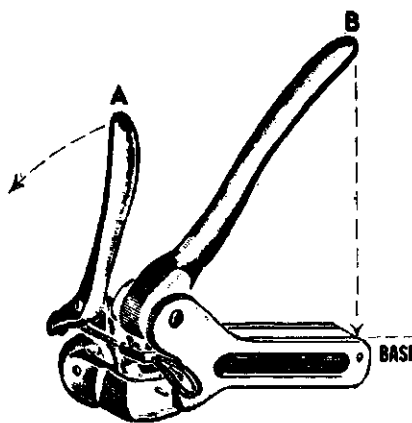
- ② Insert bag collar in loop and tighten.



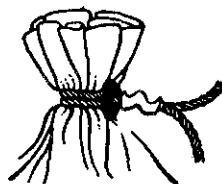
- ③ Place seal and string across mouth of clamp of sealing tool (see illustration).

- ④ Depress handle A three or four times until loop is sufficiently taut to secure bag collar.

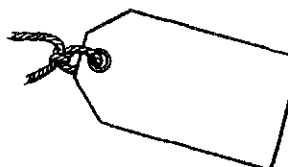
- ⑤ Depress handle B towards base until seal is secure on string.



- ⑥ Release handles A and B.
(result should appear as illustrated)



- ⑦ Thread string through hole in tag and tie with common knot.



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FIREARMS

1. The procurement or the possession of private firearms, except shotguns or sporting rifles for hunting purposes, is inadvisable and contrary to the interests of the United Nations. Such procurement or possession is therefore forbidden. However, this instruction does not apply to firearms issued to military personnel by their own service, which are the property of the service concerned and subject to return in accordance with its regulations.

2. The possession of shotguns or sporting rifles for hunting purposes shall be in accordance with the laws of the country to which the staff member has been assigned. It is the personal responsibility of each staff member to familiarize himself with the applicable laws and, whenever necessary, to obtain a license for possession of the aforesaid firearms. If a lack of knowledge of the laws has resulted in the possession of privately-owned shotguns or sporting rifles without license, the staff member must immediately take necessary steps to obtain such a license.

3. Any staff member who possesses personal weapons other than under conditions specified herein will be required to deposit them with the Administrative Officer of the mission for safekeeping until the staff member's departure from the mission area or until the staff member complies with the applicable laws of the country. The care, such as cleaning and oiling, of personal weapons is the responsibility of the staff member concerned who will arrange to recover the weapon from the Administrative Officer whenever required for that purpose. Should the staff member choose to legally dispose of any personal weapon, clearance must first be obtained from the Administrative Officer.

4. The procurement, lending, gift or sale of a firearm, including a shotgun or a sporting rifle, by any staff member to the local people under any circumstances may be considered as an act of serious misconduct entailing disciplinary action.

5. United Nations staff are issued UN-owned firearms only on the express authority of United Nations and only after it has been established that this is necessary in the performance of official duties.

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FILES AND RECORDS**A. GENERAL****1. Responsibilities**

- (a) All incoming, outgoing and internal communications which are not personal and which relate to the work of the United Nations are considered to be the official correspondence of the United Nations. Some of this correspondence may have a purely local and passing interest; others may have a more permanent interest. It is necessary that the correspondence should be properly classified and filed in an orderly manner in order to facilitate the work of the office. Periodically, the office files should be reviewed and such records which have no lasting value disposed of; others retained in the office or transferred to Headquarters for permanent custody.
- (b) The United Nations Communications, Archives and Records Service--Office of General Services at Headquarters is charged with the responsibility for proper preservation of all records of the Organization, including those of Field Offices and Missions until such time as they are evaluated and transferred into permanent custody of Archives or disposed of. It is important, therefore, that questions concerning the official correspondence of the Organization are referred promptly to Headquarters if necessary and that no files or papers are disposed of or transferred to Headquarters without prior clearance by Headquarters.
- (c) The Head of the office or the Administrative Officer is responsible for organising a registry system suited to the special needs of the field office. A senior clerk should be placed in charge of receiving incoming correspondence, registering and relating it to any previous correspondence, routing it to the officer responsible for acting on it, dispatching outgoing correspondence and ultimately filing

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both the incoming and outgoing correspondence. Depending on the workload, the clerk may have one or more assistants.

2. Security of Records

The attention of all staff in overseas offices is drawn to Staff Regulation 1.5 regarding the divulging of information, and to the instructions in Part IV, Section 29 of the Correspondence Manual, in respect of the security of records. Special security arrangements should be made for confidential files and access to them should be restricted to authorized officials.

B. ORGANIZATION AND MAINTENANCE OF CURRENT RECORDS

1. Types of Files

Each office should maintain the following files:

- (a) A series of subject files to cover the activities of the office (substantive and administrative) (see para. 4). Confidential files should be opened as necessary.
- (b) Personnel files of staff members, including locally recruited staff, military observers, delegates, etc. and applicants for employment. All personnel files are considered confidential.

2. Indexes

In addition to the subject and personnel files, it will be useful to maintain index cards as suggested below to facilitate the tracing of previous communications on a particular subject matter or from a particular individual:

- (a) Index to Incoming Communications - Details of important communications should be entered on index cards, a separate card being maintained for each addressor on which is entered brief details of communications and the number of the file into which they are placed (see specimen at Appendix A).

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- (b) Index to Outgoing Communications - A chronological file of copies of outgoing communications provides a ready and convenient reference aid. In this file, copies of outgoing communications from the same official or unit are arranged chronologically and filed in one folder, the folders for all addressors being arranged alphabetically in the file cabinet.
- (c) Separate chronological files for Incoming and Outgoing Cables - When an office is served by the UN radio network, it will not normally be necessary for the registry clerk to maintain indexes in respect of cables transmitted via the UN network as these can be readily traced from the copies maintained by the Field Service communications staff.

In smaller field offices where the volume of correspondence may not be very heavy, an alternative to the index cards would be separate logs of incoming and outgoing correspondence. The logs for incoming communications would show the details of the communications (sender, the addressee, the date and a brief indication of the subject), the file it relates to and the person to whom it was sent by the registry clerk for action. The log for outgoing communications could indicate similar details for the outgoing communications.

3. Control of Subject Files

- (a) File Folders - (see Appendix B) - In all offices, each file folder should bear a conspicuous reference to the mission, etc. This is most important in order to ensure that records can be readily identifiable when they are forwarded to Headquarters for temporary retention or permanent custody.
- (b) Charge-out of Files - A simple charge-out record (see Appendix C) should be maintained in the file cabinet when any file is charged out to another office. It is

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normally most practical to use a folder for this purpose as this can be used for the filing of any pending papers when the file is not in the records centre.

- (c) Inventories - At least once a year an inventory of files should be taken to ensure that no files have been lost.

C. CLASSIFICATION OF SUBJECT FILES

4. System

In some of the smaller offices, the volume of correspondence and the nature of the files are so limited that it may well be possible to arrange the subject files in simple alphabetical order. However, it is just as easy at the beginning, and much more efficient in the long run, to build up subject files which are numbered in accordance with the subject classification system used by the Registry at Headquarters. This system provides room for the development of detailed subject breakdown according to the specific needs of each office and does not require any greater complexity than is required for the subjects in which each Field office is concerned. The main features of the Headquarters system are:

- (a) There is a division into the following eleven main subject series as designated by the abbreviation of its title:

<u>Subject Series</u>	<u>Symbol</u>
Administrative Services	AD
Economic Matters	EC
Finance	FI
Legal Matters	LE
Organization	OR

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- | <u>Subject Series</u> | <u>Symbol</u> |
|--------------------------------|---------------|
| Personnel | PE |
| Political and Security Matters | PO |
| Public Information | PU |
| Social Matters | SO |
| Technical Assistance | TE |
| Trusteeship | TR |
- (b) Each series is broken down to a few sub-series (secondary subjects), which are in turn broken down again (tertiary subjects).
- (c) The numerical designation of these breakdowns is decimal, e.g., the number of the overall subject "Finance" is FI 000. The sub-series "Financial Control" is FI 100 and the further breakdown "Accounts and Accounting" is FI 110. The decimal system is prescribed only to the third breakdown.
- (d) Any breakdown beyond the third is opened after a slash in consecutive order, e.g., FI 110/1, FI 110/2, FI 110/10. If a further breakdown is necessary, it is opened after a second slash: FI 110/1/1, FI 110/10/1.
- (e) Material classified as policy and general - Administrative correspondence, including papers on administrative matters appearing in substantive series, which is of a policy and procedural nature, (e.g. rulings and decisions, interpretations of rules, individual cases setting precedents) is separated from correspondence of a general or routine nature. When both a "policy and procedure" and a "general" file have to be opened on the same subject, the "policy and procedure" file carries the suffix "P&P" and the "general" file carries the suffix "GEN". The indication "general" is used only when the subject has a "policy and procedure" file opened.
- (f) Case Files - The application of the subject to a specific source or type, e.g., organization, place, name, etc. is designated by adding the name (or its abbreviation) at the end of the subject number.

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(g) Cross-Referencing of Correspondence

Correspondence is cross-referenced when it concerns two or more individuals or subjects. The necessary number of copies are made of a communication or record mentioning more than one individual or subject so that a copy may be placed in the relevant file. Correspondence pertaining to individuals which also concern the subject files are also cross-referenced.

D. MAINTENANCE OF PERSONNEL CASE FILES

5. Control of Personnel Case Files

- (a) Personnel File Folders - In all offices, each file folder should bear the name of the individual concerned; family name first, then followed by given names. A notation should be placed on the file folder as to the status of the individual; e.g. staff member, local staff, military observer, delegate, etc., or applicant (see Appendix F). This information is most important in order to ensure that records are readily identifiable when forwarded to Headquarters for processing.
- (b) Charge-out of Personnel Files - A simple charge-out record (see Appendix G) should be maintained in the file cabinet when any personnel file is charged-out to another office.

6. Filing System

- (a) Official Status File - Contains administrative correspondence and forms pertaining to an individual staff member (including local staff), military observers and delegates. Personnel action forms and special service agreements are filed on the left-hand side of the file folder and all other relevant records filed on the right-hand side of the file.
- (b) Privileged Confidential Files - Contains information which the Secretary-General would not wish disclosed to the staff member or United Nations bodies. It usually includes material such as communications from Member Governments and replies thereto, letters from

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persons given as references, and documents of internal consultations relating to administrative decisions. This file should only be opened on receipt of specific instructions from the Officer-in-Charge or the Administrative Officer.

A cross-reference sheet (see Appendix H) indicating that a Privileged Confidential file has been opened should be filed and maintained as the top record on the right-hand side of the Official Status file. Each Privileged Confidential file should be clearly marked "PRIVILEGED CONFIDENTIAL" on the front cover of the file folder

- (c) Application File - Contains form applications and related correspondence on candidates prior to appointment. On appointment, the file is converted to an official status file.

The above files are normally the three groups of personnel case files which may be maintained by field offices.

7. Access to Personnel Records

Personnel files may be charged out only to staff members who have been authorized to receive them. Lists of officials authorized to withdraw personnel files should be prepared by the Officer-in-Charge. Authorized officials are responsible for their safekeeping and their return to the file room.

8. Security of Records

An official should be designated to be responsible for the maintenance, control and security of the files. The files should be maintained in a secure location which should be properly locked during off hours. A minimum number of authorized staff should have keys to the room. There should be instructions in writing about the security measures and access to the files, both during working and non-working hours.

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INACTIVE RECORDS

1. General

In order to ensure that space, storage and file equipment are utilized properly and economically, field offices should take steps to prevent any large accumulations of records by initiating disposals of those records which are inactive and which have served their usefulness to the field offices.

2. No records may be destroyed or transferred to Headquarters except with the prior authorization of the Chief, Communications, Archives and Records Service and in accordance with established procedures. Responsibility for authorizing the transfer or destruction of records has been delegated to the Chief of Records Retirement, such responsibility to be exercised in concurrence with the Chief of the Archives Section and the responsible officials of the office which created or accumulated the records in question.

3. Preliminary Disposal Recommendations

The records maintained by field offices, generally speaking, fall into two broad categories:

(a) Records duplicated at Headquarters, comprising communications to and from Headquarters

Since the records maintained at Headquarters will be retained for the required periods (permanently if appropriate) obviously those kept in field offices have no value to Headquarters. Records in this category held in the field will be approved for disposal upon request from the field office and advice that these have served their purpose and are no longer required. Though this category of records is duplicated at Headquarters, it should be borne in mind that among them there may be important correspondence pertinent to procedural and/or policy decisions, or to the functioning of the field office. Such papers should be separated and kept at the field office, so long as the field office is in operation.

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RECORDS RETENTION AND DISPOSAL (CONT.)(b) Records not duplicated at Headquarters

These records which may cover either administrative or substantive matters comprise mainly communications between the field office and/or local or regional addresses of which no copies were sent to Headquarters.

(i) Administrative Records

These Administrative Records which may be of value because they establish a procedural precedent or relate to an important or unique aspect of the work of the office should be recommended for transfer to Headquarters. Routine Administrative Records which have become obsolete should be recommended for disposal in accordance with the procedures described in paragraph 4 below.

(ii) Substantive Records

These records reflect the objectives and basic policies of the United Nations as carried out by the field office in its day-to-day operations and are considered to be of historic value. They should be examined with a view to permanent preservation and recommended for transfer to Headquarters when they are no longer required in the field.

4. Schedules for the Disposal and Retention of Records

Field offices are advised, before they begin to review their inactive records, to examine carefully the latest Headquarters Records Disposal Schedules which will serve as a guide in determining the required retention period for the various type records maintained on a common basis. These Schedules are issued as a separate brochure and distributed to Heads of Offices. They are, of course, geared to Headquarters requirements, i.e., the Departments', Auditors', Archives', etc. and are based on the common pattern of disposals established through the years. Copies of Headquarters Disposal Schedules may be obtained from Archives Section, Communications, Archives and Records Service, Office of General Services, Headquarters.

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Heads of offices will no doubt bear in mind that in many instances a field Office's need to refer to inactive records may exceed that established for Headquarters purpose or local regulations may warrant their retention for even longer periods than those required by statutes of limitations at Headquarters.

5. Procedures

(a) Disposal of Records

To expedite approval for the disposal of records considered to have no further value to the United Nations, the office proposing the disposal should list these on Disposition of Records Form CR 130 (See Appendix E), and forward three copies to Headquarters. The lists will then be examined at Headquarters and the office concerned will be notified of further action to be taken.

(b) Transfer of Records

All requests for authorization to transfer inactive records to Headquarters should be submitted to Headquarters in memorandum form accompanied by a complete listing (in triplicate) on Form CR 130 (9-67).

6. Transfer of Records to Headquarters at the Close of a Field Office

At the close of the field office, records not duplicated at Headquarters should be transferred to Headquarters where they may be retained for future reference and gradually weeded for archival or historical material. Headquarters should receive timely advice of the shipment of these records which should include number of packages, volume of records (linear feet), complete listing of records and method of shipment.

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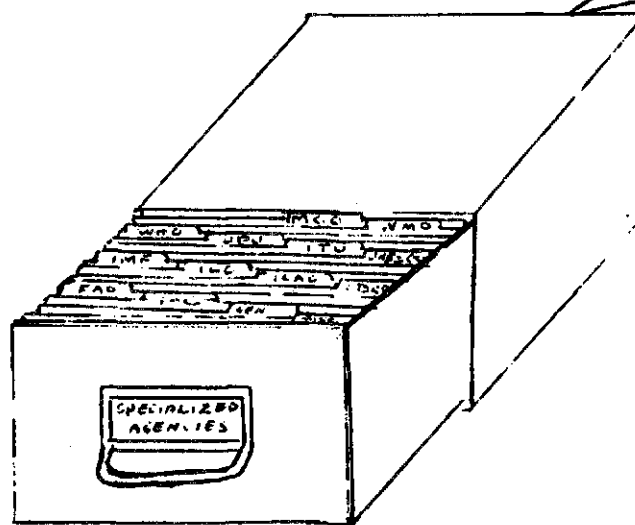
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APPENDIX A

INDEX CARDS

FROM: IMF			
FROM: ILO			
FROM: ICAO			
FROM: IERD			
FROM: FAO			
DATE	FROM/TO	SUMMARY	FILE NUMBER
17 JAN.	NARAIN/LEONARD	IAS/ST/58/6	ECA.420/1/1

INDEX CARD
TRAY



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APPENDIX B

FILE COVER

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APPENDIX C

[illegible]

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ORGANIZATION

OR 000

Charter and Constitution	OR 100
Membership of States	OR 200
Organizational Structure, Relationship and Co-ordination	OR 300
Representation and Meetings	OR 400
Protocol	OR 500

ADMINISTRATIVE SERVICES

AD 000

Planning and Provision of Administrative Services	AD 100
Communications and Records	AD 200
Documents, Publications and Library Services	AD 300
Travel and Transportation	AD 400
Buildings, Equipment and Supplies	AD 500
Contracts, Insurance and Claims	AD 600

FINANCE

FI 000

Financial Control	FI 100
Budgeting	FI 200
Contributions and Extra-Budgetary Income	FI 300
Handling and Custody of Funds	FI 400
Salaries and Allowances	FI 500

PERSONNEL ADMINISTRATION

PE 000

General	PE 100
Duties, Obligations and Privileges	PE 200
Appointment and Movement of Personnel	PE 300
Leave, Social Security and Welfare	PE 400
Staff Relations and Appeals	PE 500
Salaries and Allowances - See: FINANCE	

LEGAL MATTERS

LE 000

Development and Codification of International Law	LE 100
Depositary Functions of the Secretary-General and Registration and Publication of Treaties	LE 200
Privileges, Immunities and Legal Status of the United Nations and Specialized Agencies	LE 300
Judgements and Opinions of the International Court of Justice	LE 400

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Measures to Maintain World Peace and Security	PO 100-
International Incidents and Disputes	PO 200
<u>SOCIAL MATTERS</u>	SO 000
Social Development	SO 100
Human Rights	SO 200
Population	SO 300
Narcotic Drugs	SO 400
Relief and Rehabilitation	SO 500
Educational, Cultural, Health and Labour Questions	SO 600
<u>ECONOMIC MATTERS</u>	EC 000
General	EC 100
Economic Development	EC 200
Natural Resources	EC 300
Fiscal and Financial Questions	EC 400
Transport and Communications	EC 500
Cartography	EC 600
Trade and Industry	EC 700
<u>TRUSTEESHIP AND NON-SELF-GOVERNING TERRITORIES</u>	TR 000
General	TR 100
Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples	TR 200
Transmission of Information by Administering Powers	TR 300
Petitions and Communications	TR 400
Oral Statements and Hearings	TR 500
Scholarships	TR 600
<u>PUBLIC INFORMATION</u>	PU 000
Dissemination of Information	PU 100
Public Relations Activities	PU 200

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TE 000

General

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Fields of Assistance, Responsibilities and
Participation

TE 200

Programme Organization and Activities

TE 300

Machinery and Special Programme of Assistance

TE 400

Research and Technical Literature related to
the Programmes of Assistance

TE 500

Programme of Technical Co-operation

TE 600

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APPENDIX E

<p>CR.130(9-67) DISPOSITION OF RECORDS: FIELD OFFICES</p> <p>Office of Origin: _____</p> <p>Responsible Official: _____ Title: _____</p>		<p>ARCHIVES & RECORDS RETIREMENT</p> <p>Control No. _____</p> <p>Approved: _____ (Archivist)</p> <p>Date: _____</p>	<p>FIELD OFFICES: Proposed Dispositions</p>	<p>A & R R REMARKS</p>
Item No.	DESCRIPTION or TITLE	INCLUSIVE DATES	LINEAR FEET	

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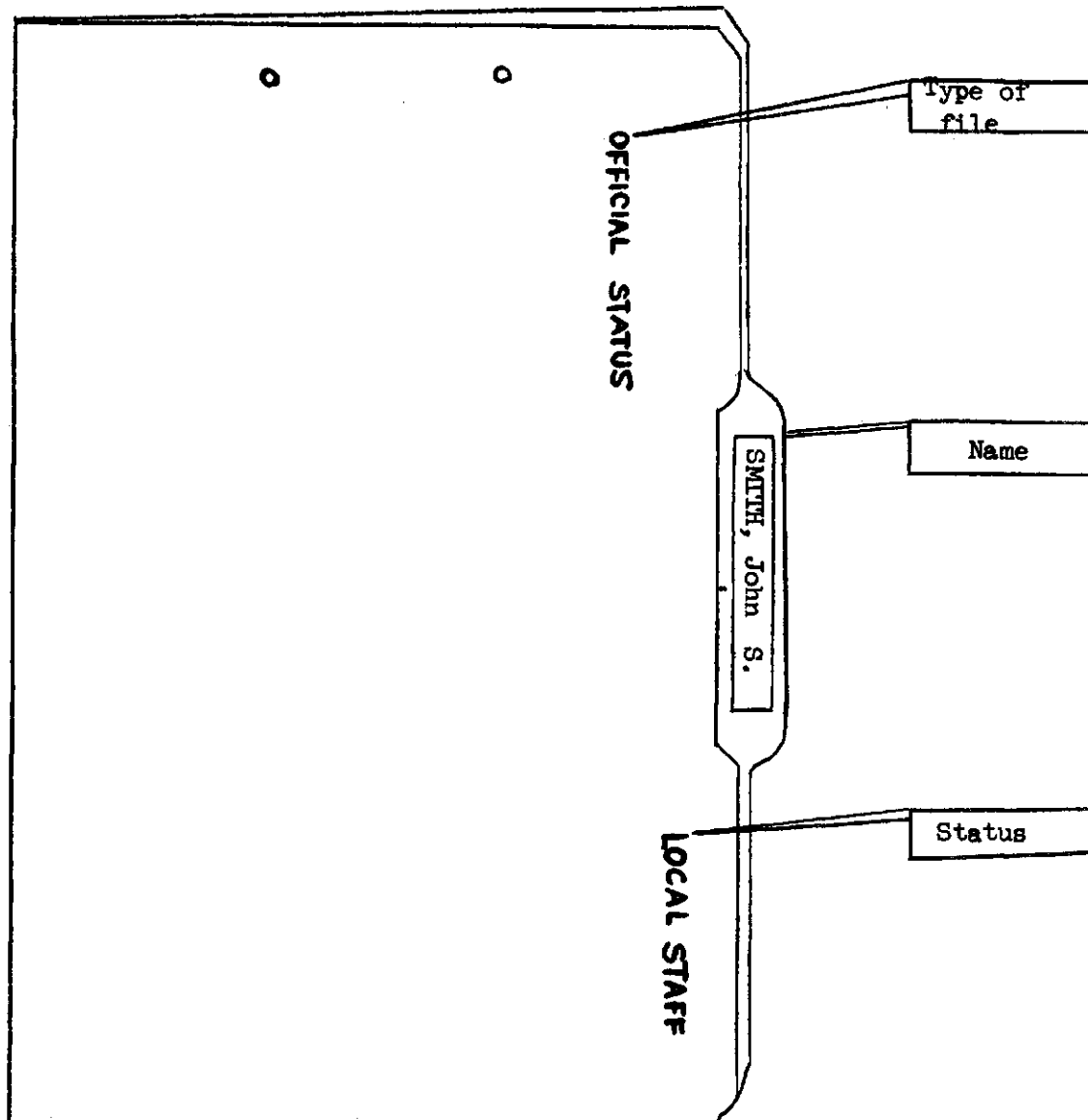
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APPENDIX F



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APPENDIX H

PERSONNEL FILES

CROSS REFERENCE SHEET

The following Confidential Section has
been opened for this file:

<u>Section</u>	<u>Date Opened</u>	<u>Initials</u>
Privileged Confidential	_____	_____

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CUSTOMS AND IMMIGRATION CLEARANCES (UNITED STATES)

1. When the dates of arrival into the United States are not already known to the Travel Unit, Travellers on official business or home leave (with G-4 or G-5 visas) arriving from areas outside the United States are requested to inform the Travel Unit of their anticipated arrival at least 10 days prior to their arrival to permit notification of the United States Immigration and Customs authorities. Such information should consist of point of entering United States territory (New York, Honolulu, Anchorage, Miami, etc.), date of arrival, name of carrier, flight number, nationality and names of accompanying dependants. The United States Immigration and Customs officials will facilitate United Nations travellers' entry only if notified in sufficient time by the Travel Unit. In cases of emergency New York clearances can be arranged at shorter notice, but such cases should be confined to an absolute minimum. For other entry point, the full 10 days notice is essential.

2. United States citizens and travellers holding immigration visas are not entitled to special clearance through Customs and Immigration.

3. Instructions for free entry into the United States of baggage and effects of staff holding G.4 visas are given in Administrative Instruction ST/AI/169.

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PERSONAL MAIL

1. Forwarding of personal mail from Headquarters to field offices.

a) Properly addressed first-class personal letter mail received at Headquarters for personnel on duty with field offices will normally be reforwarded by the Communications, Archives and Records Service by diplomatic pouch. Personal printed matter may also be included in the diplomatic pouch; however, depending on minimum charges, such printed matter may be sent by special printed matter pouch or by air parcel. So that the routing of mail may be as automatic and as accurate as possible, it is recommended that such mail be addressed as follows: "Mr. J. Smith, name of field office, P.O. Box 20, Grand Central Post Office, New York, N. Y. 10017." Personal mail dispatched by pouch will not be listed on the "summary of enclosures".

b) As soon as a staff member leaves Headquarters on assignment to a field office or returns to Headquarters, Field Operations Service will notify the Communications, Archives and Records Service of the change of address; it is, however, not the responsibility of Field Operations Service to sort and distribute mail to the various field offices, and for this reason, such mail will not normally be listed in the administrative report.

c) If personal mail received at Headquarters contains the name of a division and/or a room number, or indicates a certain mission (for instance Laos or ESCAP Bangkok) it is automatically forwarded by Communications, Archives and Records Service to the place or mission indicated. In such case no check is made against the standing instructions issued by Field Operations Service to Communications, Archives and Records Service, and the mail is automatically routed to the address indicated on the envelope. It should be understood that the Mail Operations Unit has neither time nor personnel to check off the correctness of the address on all personal mail delivered at Headquarters. It follows from the above that a staff member assigned to a field office has the obligation to see to it that clear and detailed instructions be given to banks, relatives, business relations, friends, etc. for the proper addressing of mail so that such personal mail directly reaches the addressee without being forwarded to an address which is no longer valid.

2. Special privileges re dispatch of personal mail to and from field missions (not applicable to Information Centres).

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SUBJECT:

PERSONAL MAIL (CONT'D)

- a) Personal letters to or from staff members in the field may be included in the diplomatic pouches. Such mail will bear United Nations postage stamps only when forwarding outside of the Headquarters area is required. Internally distributed mail, therefore, will not require any postage.
- b) Pouch usage is limited to letter mail, film and urgently needed health supplies prescribed by a physician and as further described in ST/AI/174.
- c) Dutiable articles, printed matter and packages are not to be carried except in special circumstances when permission is granted by a pouch certifying officer.

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LETTERS OF COMMENDATION

1. As a general rule, the Office of Personnel does not include in the files of staff members letters of commendation relating either to a very short period of time or to a task which is part of a staff member's normal duties. For example, a photographer may be commended for work well done in the reproduction of a map. This is, nevertheless, considered part of his normal duties and should be remembered when a periodic report is prepared concerning that individual's performance; but it is not necessary that a letter be included in the staff member's personnel file.

2. There are, however, cases in which letters of commendation are included in the personnel file of staff members. This is done when the letter in question covers a reasonably long period of time (periodic reports are not normally prepared for a period of less than six months); a staff member may work for a certain supervisor for less than six months in which case an opportunity should be given to that supervisor to express his views on the staff member's performance. Also included in staff members' personnel files may be letters of commendation concerning tasks which are outside their normal duties.

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SUBJECT:

US INCOME TAXES

1. Salary received by staff members who are subject to income tax by United States taxing authorities (US nationals and non-US nationals holding immigrant visas) are taxed on a gross basis. Taxable earnings from the United Nations will thus include gross salary plus post adjustment and allowances. The staff assessment, which is the difference between "net" and "gross" salary, will automatically be included as income and will be used by staff members and the United Nations in computing both estimated taxes and final taxes due, and will be included on the annual United Nations statement of taxable earnings (Form F.42) for such staff members concerned at the end of the calendar year.

2. Detailed instructions relevant to the payment of United States taxes (Federal, State and City) with explanatory booklets, pertaining tax forms and outlining the procedure for claiming reimbursement, are distributed by information circular each calendar year to all staff members concerned. The particular attention of staff members is drawn to:

- (a) the paragraphs dealing with income taxes of staff serving at offices away from Headquarters;
- (b) the paragraph dealing with Social Security Tax since staff members are entitled to exclude for this purpose income earned while physically serving outside the United States.

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GIFTS AND HISTORICAL ITEMS

1. ST/SGB/136 establishes responsibility for the disposition, preservation and use or display of articles and items of historical significance originating from the work of the United Nations or accepted on behalf of the United Nations, and of gifts or awards when such gifts are required to be transferred to the custody of the United Nations.

2. All Field offices are required to inform Field Operations Service when such articles or items have been received; instructions for their disposition will then be issued. In this connexion reference is made to Staff Regulation 1.6, text of which is quoted below:

"REGULATION 1.6: No staff member shall accept any honour, decoration, favour, gift or remuneration from any Government excepting for war service; nor shall a staff member accept any honour, decoration, favour, gift or remuneration from any source external to the Organization, without first obtaining the approval of the Secretary-General. Approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the terms of regulation 1.2 of the Staff Regulations and with the individual's status as an international civil servant."

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SUBJECT:

UNIFORMS FOR LOCAL STAFF

1. Certain categories of local personnel, e.g. chauffeurs, guards, maintenance workers, etc., may be provided with uniforms at U.N. expense, in accordance with local practice. The uniform equipment issue includes trousers, shirts and/or jacket, necktie, head gear, and, depending on climatic conditions, overcoat or raincoat. Shoes are not normally considered as part of the free uniform issue. The exact type of uniform shall be established by the local office; it shall not be similar to the uniform of Field Service personnel although it should preferably be of the same colour so that both groups may readily be distinguished as United Nations personnel.

2. The Administrative Officer or Head of Office shall establish local rules for the issuance and control of uniform items, including life expectancy of the various items. For guidance, reference is made to the life expectancy of uniform items, as applicable to Field Service personnel. See Chapter Field Service Personnel under "uniforms". In each mission the life expectancy of uniform items shall be determined by the Administrative Officer who shall take into account local conditions.

Special Note for Information Centres:

Where the administration of the Centre is closely coordinated with that of the local UNDP office, and the policy of UNDP differs from that outlined above, Field Operations Service should be notified.

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**OATH OF OFFICE
(Staff Regulations 1.9 and 1.10)**

All staff members, including local staff members, shall subscribe to the oath or declaration as per staff regulation 1.9. Reference form P.34. In field offices the oath or declaration shall be made before the mission Administrative Officer or the Information Centre Director. In missions where there is a Chief Administrative Officer the oath or declaration shall be made before the latter or the Deputy Chief Administrative Officer.

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SHIPMENTS AND INSURANCE OF SHIPMENTS

1. Instructions on shipping procedures and marine insurance are given in ST/AI/135. For details on shipments and insurance of personal baggage under Staff Rules 107.21 and 107.22, see page B-94 in Part B of this Handbook.
2. Weight and cubic footage should be marked on cases of all outgoing shipments and both be checked against the carrier's bill of lading. All relevant details should be inserted on the shipping advice.
3. Receipted shipping advices should be returned to the dispatching office upon receipt of the shipments concerned. The receipted shipping advice properly closes the case file or purchase order and it is therefore essential - and required by the External Auditors - that shipping advices be properly acknowledged and returned with acknowledgement of receipt.
4. In case of suspected loss or damage or pilferage, receipts should only be signed with the corresponding "exception" clearly noted, and a claim should be filed against the carrier as per the instructions listed on the reverse side of the shipping advice, as follows:
 - a) Air Shipments - Loss or Damage (7 Days): Claims to be filed in writing against all air carriers within 7 days after release of shipment from custody of the air carrier (i.e., from the time a receipt is signed by a UN official or his agent).
 - b) Air Shipments - Non-Delivery (14 Days): Claims to be filed in writing against air carriers within 14 days from the expected arrival date of the aircraft.
 - c) Surface Shipments (one month): Claims to be filed in writing against carriers as soon after delivery by the carrier as damages are noted.
5. If any questions arise as to the subsequent action to be taken, the field office should contact immediately Field Operations Service by cablegram for further instruction.

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SHIPMENTS AND INSURANCE OF SHIPMENTS (Cont'd)

6. Insurance on the shipment of property belonging to the Organization and/or personal or household effects of staff is arranged as follows:

- a) Geneva will insure:
 - (i) All shipments to Geneva from any point in the world
 - (ii) All shipments from Geneva to any point in the world (except to Headquarters area).
- b) Headquarters, New York, will insure:
 - (i) All shipments to Headquarters area from any point in the world.
 - (ii) All shipments from Headquarters area to any point in the world (except to Geneva).
 - (iii) All shipments from any one point in the world to any other point (except Geneva).
- c) UNIDO, Vienna will insure:
 - (i) All shipments to Vienna except from Headquarters and Geneva.
 - (ii) All shipments from Vienna except to Headquarters and Geneva.

7. All United Nations shipments are covered by an open marine policy; however, the minimum insurable value of shipments of organizational property has, at present, been set at \$250.-; this amount may be modified by Headquarters from time to time. Agents to be contacted in case of claims are listed on the reverse side of the shipping advice covering the shipment and instructions given on the shipping advice should be carefully observed.

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8. Regular marine insurance coverage on official shipments and on transportation of unaccompanied personal effects, ceases upon delivery of the goods at the final destination or 15 days after discharge. (30 days if destination is outside port limits, 60 days in South America or 7 days in the Philippines), whichever is earlier. Whenever insurance coverage beyond these dates or for storage prior to shipment or after delivery is required, special extension should be requested from Headquarters.

9. As far as shipment of vehicles purchased through United Nations is concerned, the marine policy extends coverage from the point of delivery by the vendor to the port of discharge of the ocean vessel and up to 72 hours after the time of discharge or until delivery to the consignee, whichever occurs first. Where the consignee is outside the port area and the vehicle(s) is (are) shipped inland by a forwarding agent aboard truck, rail or barge, the shipment is considered to be in due course of transit and is covered by the marine policy. Coverage would cease upon the occurrence of any purposeful interruption within control of the assured or his agent and also upon commencement of any over the road transport of the vehicle(s). If coverage is in continuance up to final destination, it will terminate immediately upon delivery. Any delay in taking delivery would be understood as a purposeful interruption, therefore, immediate delivery must be taken at ultimate destination. Any insurance coverage required beyond the point where coverage under the marine policy detaches is the responsibility of the consignee.

10. Vehicles purchased through Specialized Agencies are not covered by this policy.

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SHIPMENTS AND INSURANCE OF SHIPMENTS (Cont'd)

11. Procedure for filing insurance claims

a) If the claim exceeds \$200., contact one of the agents of the Insurance Company listed on the back of the Shipping Advice. If there is no agent listed, a Lloyd's agent should be contacted. Some agents will make settlements directly, while others will only execute the survey report, which should be forwarded, with any other documentation to Headquarters in order that the claim may be presented to the Insurance Company. The charges (if any) for the survey report and for the preparation of any repair estimates should be paid by the consignee. They will become part of the claim. If possible, the packing should be retained until after the survey is made. Any repairs may be carried out after the survey report is completed.

b) If the claim is less than \$200.-, send a statement of the value of missing items and/or any repair bills with any other receipts or documentation to Headquarters for direct presentation of the claim. In this instance a survey report is not required. The repairs can be made without waiting for the claim to be settled.

c) If the claim involves a non-delivery, a short-landed certificate should be obtained and forwarded to Headquarters with the claim. If a carrier is reluctant to furnish a short-landed certificate immediately in order that they may trace missing items, copies of any correspondence should be forwarded indicating that the carrier is trying to locate the missing cases and a claim of loss should be filed against the carrier (within 14 days of the scheduled arrival of the aircraft in case of airshipment).

d) If an entire shipment is missing, all original bills of lading should be sent to Headquarters for processing of the claim.

e) When reporting lost or missing items from a shipment, it should be indicated if the containers show any signs of pilferage or if the material appears to have been short-shipped.

f) Errors made by vendors do not represent an insurance claim. The details should be submitted separately to Headquarters to take up the problem directly with the vendor.

g) When presenting a claim to any agent, specifically advise if payment is desired in United States currency.

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**PART E
REPRESENTATIVES**

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SUBJECT:

INTRODUCTION

1. This part contains administrative rules and directives for Administrative and Finance Officers in respect of government Representatives who are members of organs or subsidiary organs of the United Nations, such as Visiting Missions, Plebiscite Commissions, Commissions of Inquiry, etc., which operate in the field and for which administrative responsibility is assigned to the Field Operations Service.

2. Rules and directives in this part supplement the information pertaining to the operation of United Nations Missions given in the preceding and following parts of this Handbook.

3. Any questions not specifically covered in this part of the Handbook should be referred to Headquarters for decision.

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DEFINITION AND STATUS OF REPRESENTATIVES

1. Representatives who are members of organs or subsidiary organs of the United Nations may be:

- (a) Government officials or nationals appointed in their individual personal capacity by the United Nations General Assembly or Security Council to participate in or serve on a particular U.N. organ or subsidiary organ established by the General Assembly, or
- (b) Designees of the Governments of the U.N. Country Members, if General Assembly or Security Council left the selection of a Representative to the discretion of a Government of the Country Member participating in the U.N. organ or subsidiary organ. In this latter case, credentials of the Representative selected by his Government are presented in writing by the respective Government to the United Nations Secretary-General.

2. It is a prerogative of the General Assembly, Security Council or of the Representatives constituting an organ or subsidiary organ to select a chairman or president and vice-chairman or vice-president and other ranks, if so required, under the terms of reference or by the nature of the task.

3. In all cases the members of the U.N. organs and subsidiary organs remain as Representatives of their governments during participation in or service on a particular organ or subsidiary organ. As such they shall draw no salaries or other regular payments from United Nations except for subsistence allowance and travel expenses.

4. The above provisions shall also apply to alternates of Representatives if the pertinent General Assembly or Security Council resolution makes clear provision that alternates are to be considered an integral part of an organ or subsidiary organ.

5. Details of administrative arrangements including budgeting, staffing, travel and supplies, etc., for the U.N. organs and subsidiary organs such as Visiting Missions, Plebiscite and Inquiry Commissions, etc., which operate in the field are prepared by the Field Operations Service in co-operation with the respective

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DEFINITION AND STATUS OF REPRESENTATIVES (CONT'D)

substantive departments of the United Nations Secretariat within the limits of and in accordance with the terms of reference set up by the General Assembly or Security Council in the pertinent resolution approving the existence and composition of such bodies.

6. Specific provisions which pertain to such questions as compensation for death or service incurred disabilities, subsistence allowances, travel expenses, etc., are based on the rules and directives approved by the General Assembly not for each assignment but for all Representatives who become members of organs or subsidiary organs of the United Nations. Such rules differ considerably and in many respects from the rules and regulations approved by the General Assembly for the U.N. staff members as well as from those applicable to Military Observers.

7. In all substantive matters, the Representatives remain fully independent of the United Nations staff and report directly to their Governments and the Secretary-General of the United Nations.

8. In administrative matters connected strictly with their participation in the U.N. organs, they are expected to abide by the pertinent administrative rules and regulations established by the General Assembly. The interpretation and implementation of such rules and regulations is a responsibility of the Principal Secretary and Administrative Officer of the organ or subsidiary organ.

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REQUIREMENTS PRIOR TO UNDERTAKING OF AND DEPARTURE FOR
UNITED NATIONS OPERATION

1. Upon confirmation of the membership of the mission, commission, etc., the Field Operations Service, directly or through the substantive department concerned, will establish contact with the designated Representatives in order to provide them with the following information:

- (a) Living conditions in the area of operation, including data regarding clothing required, housing facilities, health hazards, medical facilities, etc.
- (b) Medical facilities offered by the U.N.
- (c) International health requirements for travelling to the area of operation (Based on the U.N. Medical Service recommendation).
- (d) Passport and visa formalities.
- (e) U.N.-provided travel and baggage arrangements.
- (f) Mail and parcel arrangements.
- (g) Declaration of Dependents (form F.142) and U.N. compensation for death, injury or other service-incurred disability, loss of personal effects, etc.
- (h) Entitlement to payments for subsistence allowance, medical and hospital expenses, etc.

2. If Representatives are present or expected to arrive at the U.N. Headquarters, the administrative briefings may be arranged in groups or individually and U.N. facilities may be used to assist Representatives with medical examination, if desired, and immunizations, passport and visa formalities, travel bookings and shipment of baggage.

3. However, if Representatives cannot be contacted personally, briefing arrangements shall be made by correspondence directly or through the respective Permanent Missions to the United Nations.

4. The Field Operations Service shall be responsible for establishing a personal record file and record card on each Representative and for transmitting the pertinent data to the Administrative Officer of the respective U.N. Mission or Commission.

5. It is the responsibility of the government and of the Representative concerned to verify with medical authorities his physical fitness for participation in the U.N. Mission, Commission, etc., taking into account the information concerning conditions in the area of operation and medical history of the Representative.

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SUBJECT:

ADMINISTRATIVE PROCEDURES UPON ARRIVAL IN AND DEPARTURE FROM
THE MISSION AREA

1. Upon arrival of a Representative in the area of operation the Mission Administrative Officer will ensure that:

- (a) Accommodation has been arranged for the Representative (whether at a hotel or as provided for in the plan of operation).
- (b) Necessary background information on the area of operation was furnished and all arrangements required prior to departure for the area of operation were completed. If this was not the case, the Administrative Officer will attend to such formalities and advise the Field Operations Service of the actions taken, forwarding the pertinent documents to the F.O.S.
- (c) Initial travel claim has been settled and name included on the subsistence allowance roster.

In the case of Visiting Missions or Commissions of short duration when it may prove more expeditious to settle the whole travel claim upon completion of the operation, the Administrative Officer will initiate, as appropriate, weekly or bi-weekly payments of advances against subsistence allowance in accordance with the rates established for the Representatives.

- (d) Medical and other U.N. issued supplies and equipment, if any, have been issued.
- (e) F.O.S. was advised by cable of the Representative's arrival.

2. Upon departure of a Representative from the area on completion of U.N. operation, the Mission Administrative Officer will ensure that:

- (a) Subsistence allowance was paid in full and outward travel claim settled in advance to the point of destination.
- (b) Final Pay and Clearance Certificate (form FOS.13) was completed, (including indication of permanent address of the Representative) and three copies forwarded to F.O.S.
- (c) Travel and baggage arrangements were completed and pertinent travel and shipping authorizations issued.

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ADMINISTRATIVE PROCEDURES UPON ARRIVAL IN AND DEPARTURE FROM
THE MISSION AREA (CONT'D)

- (d) U.N. issued equipment and supplies were recovered and outstanding accounts cleared, if any.
- (e) F.O.S. was advised by cable of itinerary and actual date of departure and ETA at the destination point.
- 3. The Mission Administrative Officer will make the necessary arrangements for meeting Representatives upon arrival and departure.

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SUBJECT:

HOURS OF WORK; ILLNESS; ATTENDANCE RECORD

Hours of Work

1. Representatives are not subject to the U.N. rules and regulations concerning hours of work and official holidays. They are expected, however, to adhere to the working schedule established for their Mission, in order to facilitate its work and to allow for the most economical, administrative and financial planning within budgetary limits approved by the General Assembly for the operation.

Illness

2. All hospital admissions, accidents and serious cases of illness of Representatives shall be reported by the Mission Administrative Officer to the F.O.S., by cable and supplemented if required, by information for the Advisory Board on compensation claims (see page B-68 and following). The information transmitted to the Advisory Board will serve as a basis for consideration of any subsequent claims by a Representative for service-incurred disabilities.

Attendance Record

3. For record purpose and to establish eligibility to subsistence allowance, the Administrative Officer shall maintain monthly attendance record sheets indicating Representatives' presence in the area of operation and their participation in official duties, such as meetings, conferences, etc. (Forms F and I - see page D-34).

4. This latter record is particularly important in those cases in which subsistence allowance is payable to the Representatives only for their participation in such official functions as meetings and conferences and not on a continuous basis for their presence in the area of operation.

5. Record of participation in such meetings and conferences at U.N. Headquarters shall be kept by the substantive departments concerned and furnished to the Field Operations Service for processing of the pertinent payments.

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OFFICIAL TRAVEL, TRAVEL EXPENSES AND SUBSISTENCE ALLOWANCE

1. Payment of travel expenses and of subsistence allowance is governed by the rules of ST/SGB/107, as revised.
2. For all official travel by members serving in an individual capacity undertaken pursuant to ST/SGB/107 the United Nations shall provide the travel tickets. These tickets normally issued by Thos. Cook and Son will be non-transferable with reimbursement only to the United Nations when unused. In exceptional cases, the United Nations will reimburse upon receipt of substantiated claims any authorized expenditures at the completion of the mission.
3. As a standard procedure and to effect economy, one travel authorization covering both initial and return travel shall be issued for all Representatives, except those whose participation in U.N. Mission, Commission, etc., is likely to extend beyond a period of one year.
4. Subsistence allowances will be payable at the completion of the meeting upon certification of attendance by the senior secretariat official concerned, or, alternatively, every two weeks if the meeting is of longer duration, except when it is deemed necessary to make an advance against estimated subsistence allowances.
5. Rates of subsistence allowance for members have been set by Resolution 2491 (XXIII) of the General Assembly dated 21 Dec. 1968, as follows (reference ST/SGB 107 latest revision):
 - (a) While attending meetings away from their normal place of residence or duty station, rates equivalent to standard travel subsistence allowances for staff plus 40%, rounded to nearest dollar and normally payable in local currency, provided that the Secretary-General may establish minimum and maximum rates if he deems it appropriate and may reduce the rates in the event of the provision of board and/or lodging by a host government (see page B-31(e));
 - (b) While attending meetings at the place of residence or duty station, the equivalent of \$10-;
 - (c) While travelling by a direct route, or ship, or plane, or train, the amount of \$8-.
6. Claims for reimbursement of costs of travel tickets, for travel per diem and for travel incidentals shall be submitted on F.10 form.

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SHIPMENT AND INSURANCE OF PERSONAL BAGGAGE

Where travel of members to and from the mission area is involved, the general principles as outlined in Staff Rules 107.21 and 107.22 (pages B-94 through 99) apply, as appropriate, with the exception of Staff Rule 107.22 par.(a) - see page B-73 - as far as compensation in respect of losses of accompanied personal baggage is concerned. Insurance for accompanied baggage, if desired, should be obtained by the Representative himself and the cost of it is not reimbursable by the United Nations.

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SAFEGUARDING OF PERSONAL DOCUMENTS

On arrival in the Mission area, Representatives may hand their passports and other documents of value to the Administrative Officer to be placed in a safe where available. (see page F-31-1)

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SUBJECT:

MEDICAL AND HOSPITAL SERVICES; COMPENSATION IN CASE OF
INJURY OR DEATH

1. The provisional rules governing compensation in case of injury or death are given in ST/SGB/103.
2. To qualify for coverage by the United Nations, the illness or injury must have occurred while the Representative was in the area and be attributable to conditions and hazards peculiar to the area of assignment.
3. The Representative shall report immediately to the Principal Secretary (who in turn informs the Administrative Officer) all cases of illness or injury, regardless of whether medical attention was required.
4. All arrangements for medical and hospital services for Representatives shall be made through the Mission Administrative Officer, who will promptly report to the Field Operations Service all cases of illness or injury. Hospital admissions should be reported by cable.
5. Claims for the medical and hospital services rendered will be settled directly by the Administrative Officer in the field or reimbursed to the Representative upon presentation of all bills certified by him as correct.
6. If the United Nations Medical Director should so request, the Mission Administrative Officer shall furnish him the medical records concerning each of the cases treated.
7. The United Nations shall arrange to provide standard medical supplies such as vaccinations, antibiotics and vitamins prescribed for the Mission area and will reimburse Representatives for all physician-prescribed medicines (except for medicines and pharmaceutical products for general use) in accordance with provisions in paragraph 8, page B-101.
8. The United Nations provides coverage for medical and hospital services only during the period of the Representative's assignment in the area when he is drawing subsistence allowance. The United Nations will not accept responsibility for any medical or hospital expenses on completion or termination

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MEDICAL AND HOSPITAL SERVICES; COMPENSATION IN CASE OF
INJURY OR DEATH (CONT'D)

of the assignment without review by its Advisory Board on Compensation Claims.

9. Claims for medical or hospital expenses arising after completion of assignment, for treatment of illness or injury which is attributed to service with the United Nations, should be submitted to the Field Operations Service Headquarters for consideration and decision by the Advisory Board on Compensation Claims.

10. In advising a member concerning his rights under ST/SGB/103 the Mission Administrative Officer should take care to avoid making any promise or commitment on the part of the United Nations for favourable consideration of the claim.

11. With regard to expenditures for dental treatment, see page B-101(7).

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PRIVILEGES AND IMMUNITIES

The provisions of Article IV of the Convention on the Privileges and Immunities of the United Nations adopted by the General Assembly on 13 February 1946, apply to the Representatives.

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MAIL AND PARCEL ARRANGEMENTS

1. The Representatives shall be entitled to use U.N. Diplomatic Pouch service for their official correspondence with Headquarters and connected with participation in the Mission, Commission, etc.

2. For personal mail, parcels and printed matter material, whatever arrangements made for the U.N. personnel shall also be applicable to the Representatives.

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SUBJECT:

REIMBURSEMENT FOR USE OF UNITED NATIONS OWNED VEHICLES

1. United Nations vehicles are provided for official use only and additional vehicles are not budgeted for other purposes. Their use for liberty or recreation should accordingly be limited to only those instances where vehicles are temporarily not required for official purposes. Such use which should be minimized as far as possible, will be on a reimbursable basis. The factors used in determining reimbursement to individuals for the use of their private vehicles for official purposes are identical to those applicable to the personal use of official vehicles by Representatives and reimbursement to the United Nations should be at the same rate.

2. Reimbursement for liberty or recreational mileage in official United Nations vehicles, (and according to local practice driven by officially assigned drivers) will be at the same rate as that authorized for reimbursement of the use of a privately owned vehicle for official duty.

3. The revenue thus derived from reimbursement by Representatives for the use of official UN-owned vehicles for liberty or recreational purposes is credited to the account for Operation and Maintenance of Transportation Equipment.

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PART F

MILITARY OBSERVERS

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INTRODUCTION

This part, containing rules and directives which are applicable to Military Observers, supplements the information pertaining to the operation of United Nations missions and information services given in the preceding parts of this Handbook. Any questions not specifically covered either in this section or preceding sections of the Handbook should be referred to Headquarters for decision.

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DEFINITION

1. "United Nations Military Observers" are auxiliary personnel placed at the disposal of the United Nations on a loan basis by a government of any Member State at the express request of the United Nations. Such military personnel are not paid salaries directly by the United Nations.

2. For the purpose of the rules and directives given in Part F of the Field Administration Handbook all loaned military personnel whose appointments as United Nations Military Observers have been officially confirmed by the United Nations shall be recognized as such.

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SUBJECT:

SELECTION, ASSIGNMENT AND DURATION OF UNITED NATIONS TOUR OF DUTY

1. Military Observers are selected from the ranks of regular, reserve or retired military officers, who possess the background and qualifications necessary for the assignment. The selection and designation of Military Observers (whether on initial assignment or on rotation) is the responsibility of the Member State which has agreed in advance to furnish such Observers. The confirmation of their designation is subject to approval by the Secretary-General. A written request is made by the Secretary-General to the Permanent Missions of the Member States concerned, indicating the area of assignment, specialty including languages, the desirable rank and the number of Military Observers required to be provided by the respective Member States. Designations made by the governments are reviewed by the Secretary-General, and the acknowledgement to the government sets out the extent to which the government designees have been confirmed by the Secretary-General. These names are thereafter communicated to the Chief of Staff and/or the Chief Military Observer of the mission and to Field Operations Service. The Field Operations Service becomes responsible, thereafter, for all administrative arrangements connected with the assignment and travel of the Military Observer to the mission area. Correspondence with Military Observers both prior to their departure for the mission area and after completion of their assignment will be conducted by the Field Operations Service at United Nations Headquarters or, when necessary, by the Chief of Staff after completion of their assignment. During their tour of duty in the mission area, Military Observers will normally be directed by the Head of Mission to deal with the Administrative Officer directly on administrative and financial matters.

2. As a rule assignments are for a one-year tour of duty, computed from the date of arrival in the mission area. Assignments may be subsequently extended for any length of time subject to agreement between the United Nations and the government concerned.

3. Whenever a Military Observer travels to the mission area by private automobile he shall arrange to report to Mission Headquarters on the date scheduled for his arrival. In case the observer arrives ahead of time the Chief of Staff or Chief Military Observer shall set the date on which the observer's mission assignment commences and the Mission Administrative Officer shall authorize payment of mission subsistence allowance accordingly.

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SUBJECT:

SELECTION, ASSIGNMENT AND DURATION OF UNITED NATIONS TOUR OF DUTY (CONT'D)

4. If upon completion of mission assignment the departure of a Military Observer is delayed because of illness and/or hospitalization the mission Administrative Officer shall continue payment of mission subsistence allowance provided the U.N. physician certified that the observer is not able to undertake his return travel. In case the observer's departure is thus delayed for one week or longer, the matter shall be reported to Field Operations Service.

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SUBJECT:

**ADMINISTRATIVE AUTHORITY, INCLUDING SUPERVISORY
AND DISCIPLINARY ACTIONS**

1. While in the mission area, Military Observers are under the command of the Chief of Staff or the Chief Military Observer to whom they are directly answerable for their conduct and the performance of their duties. The Chief of Staff or the Chief Military Observer represents the Secretary-General and reports directly to him. He is authorized to accord official recognition of service merits of the Observers, as well as to enforce military discipline. Disciplinary action may include cancellation of the United Nations assignment, repatriation of the Observer to his home country and reporting of misconduct to the government concerned. Fines may also be imposed for wilful injuries or damages to persons and/or property, and collected through withholding of part or the whole of the mission subsistence payments due to the Observer.

2. The Chief of Staff or the Chief Military Observer, and under his general authority the Administrative Officer of the mission, will exercise the responsibilities entrusted to them by the Secretary-General with regard to implementation of administrative rules and directives.

3. The Chief of Staff or the Chief Military Observer is not responsible for informing Military Observers of any changes, modifications, etc. in their national military regulations, this being the direct responsibility of Military Observers.

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REQUIREMENTS PRIOR TO DEPARTURE FOR UNITED NATIONS ASSIGNMENT

1. As soon as the Observer's assignment has been confirmed by the Secretary-General, the Field Operations Service will communicate to the Military Observer, directly or through the respective mission to the United Nations, information concerning:

- (a) Living conditions in the mission area, including information regarding clothing and equipment, housing, health hazards and medical facilities, food, etc.;
- (b) Passport and visa formalities;
- (c) International health requirements for travelling to the mission area;
- (d) Travel and baggage arrangements;
- (e) Mail and parcels;
- (f) United Nations compensation, mission and travel arrangements, and;
- (g) Other entitlements and obligations.

2. An observer who prior to departure wishes to arrange for his dependants to join him should request permission from Field Operations Service, indicating full names, ages and nationality of all accompanying dependants. Such permission should be requested before the observer makes any firm travel arrangements for his dependants.

3. An observer who after arrival in the mission desires to have his dependants join him will be required to apply for permission from the Chief of Staff or the Chief Military Observer. Such permission should be requested before the observer makes any firm travel arrangements for his dependants.

4. The United Nations undertakes no responsibility for the presence of dependants of Military Observers in the area. If an observer wishes to have them visit him and his own Government permits him to do so, no preferential treatment will be accorded him on account of such dependants as regards leave, postings, allowance, transportation facilities or passport and visa requirements.

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SUBJECT:

**ADMINISTRATIVE PROCEDURES UPON ARRIVAL IN AND DEPARTURE FROM
THE MISSION AREA**

Arrival

1. On arrival at the mission headquarters the Observer should report to the Chief of Staff or the Chief Military Observer for briefing concerning all aspects of the mission work, his duties and responsibilities. The Mission Administrative Officer will acquaint the Observer with the administrative rules and regulations of the mission and will ensure that the following administrative routine is completed in respect of each Observer who arrives in the mission area:

- (a) The personnel record file and card is established;
- (b) "Designation of Beneficiary" form is completed in duplicate and one copy with passport photograph is forwarded to the Field Operations Service;
- (c) Mission identity card is issued;
- (d) Travel claim is processed and unaccompanied baggage cleared;
- (e) Local or United States bank account is opened, if desired;
- (f) Equipment allowance is paid and appropriate mission insignia issued;
- (g) Membership in the post store and similar facilities are secured.

2. Normally, United Nations Headquarters will ensure that the Observer has requested his proper military authorities before departure for the mission area to forward soonest to the United Nations Medical Director a copy of his medical history and the result of his latest medical examination so that a record of the Observer's physical status upon appointment may be available at the United Nations. If this is not possible, the Field Operations Service will request the Administrative Officer to ensure that the Observer either has taken the necessary steps or does so immediately upon arrival in the mission area. The Administrative Officer will inform the Field Operations Service of his action.

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**ADMINISTRATIVE PROCEDURES UPON ARRIVAL IN AND DEPARTURE FROM
THE MISSION AREA (CONT'D)**

3. The date and place of initial arrival of each Observer in the mission area should be communicated by cable to the Field Operations Service. If the Observer should so request, such information will be transmitted to the person he designates.

Departure

4. The Mission Administrative Officer should ensure that on completion of an Observer's tour of duty the arrangements are made for the following:

- (a) Medical examination, including chest x-ray and medical forms (pages F-16 and 17 refer);
- (b) Issuance of final pay and clearance certificate: form FOS.13 (page C-84 refers). In this respect attention is called to the importance of indicating Observer's home address or the address of his new duty station.
- (c) Issuance of travel authorization and shipping advice.
- (d) Return of mission identity card and issuance of customs clearance certificates, if required.
- (e) Clearance of outstanding accounts and closing of membership in post store, canteen, etc.
- (f) Cable the Field Operations Service concerning the place in the mission area from which the Observer is departing and the date of his departure.

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SUBJECT:

HOURS OF WORK AND OFFICIAL HOLIDAYS; ANNUAL AND SICK LEAVE;
COMPENSATORY TIME OFF; SPECIAL LEAVE OF ABSENCE

1. Hours of Work and Official Holidays

The principles set out on page B-1 of the Field Administration Handbook shall govern the hours of work and official holidays for Military Observers as well. Official holidays for the mission not to exceed eight days per year may be set by the Chief of Staff (or Chief Military Observer) in consultation with the Administrative Officer provided it is understood that should the exigencies of service and the conditions prevailing in the mission area so require, Military Observers shall be available for duty seven days a week.

2. Leave and Compensatory Time Off

- (a) The Chief of Staff (or Chief Military Observer) shall establish the hours of work and official holidays for Military Observers, in consultation with the Administrative Officer. Normally 1 1/2 days of leave per month may be accrued, up to a maximum not to exceed twelve days, on the understanding that it is to be taken as actual leave without any cash compensation in lieu of leave not used.
- (b) At the discretion of the Chief of Staff or the Chief Military Observer, Observers required for duty on a more or less continuous basis of seven days a week including Sundays and official mission holidays may be granted up to six days compensatory time off with mission per diem for each month of such continuous service.
- (c) Compensatory time off is granted to Military Observers in the interests of providing them with opportunities for rest after a specially arduous spell of duty. Consequently, such time off shall normally be taken as soon as possible after completion of the continuous period of service. Compensatory time off cannot be accrued and if not taken during or immediately following the month earned, it will be forfeited.

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- (d) Compensatory time off is a privilege and can only be taken when the exigencies of mission service so permit. It is subject at all times to the discretion of the Chief of Staff or the Chief Military Observer who shall establish appropriate procedures for the advance approval of the Observer's time off, its place, duration, etc.
- (e) Leave and compensatory time off with per diem must be taken within the regular tour of mission service. The tour of service shall not be extended in order to facilitate taking such leave or time off. Observers may, however, be granted up to twelve days of accrued leave and compensatory time off with per diem in the last month of their tour of duty in order to complete all arrangements including travel and baggage formalities, prior to departure from the mission area.

3. Special Leave of Absence

In exceptional circumstances, special leave of absence without mission per diem may be granted to Military Observers. Any request for such leave should be forwarded with the recommendation of the Chief of Staff or the Chief Military Observer to United Nations Headquarters for decision (either by cable or through the Administrative Report).

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MILITARY PAY AND UNITED NATIONS ALLOWANCES

1. Military Pay

During their tour of duty with the United Nations, Military Observers are regarded as being assigned for service with the United Nations, and not seconded. During such assignment, they retain active service status with their own governments, and continue to draw their service salaries through their national military channels. No service salaries are paid to the Observers by the United Nations.

2. United Nations Allowances

The United Nations pays Military Observers only the following allowances during the period of their United Nations assignment:

- (a) Mission subsistence allowance (also referred to as mission per diem) while in the mission area (see page F-12).
- (b) Travel subsistence allowance (also referred to as travel per diem) while in official travel status. Travel subsistence may be supplemented by transit allowance, terminal allowance and incidental travel expenses (see page F-23 paragraph 5).
- (c) Equipment or clothing allowance if and when applicable.

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MISSION SUBSISTENCE ALLOWANCE

1. Allowance Rate

(a) The payment of mission subsistence allowances shall be in accordance with the rates established by the Secretary-General for each mission area. The rates are subject to revision from time to time.

(b) Mission subsistence allowance shall be payable during approved periods of compensatory time-off (CTO) - see pages F-9 and F-10 irrespective whether this CTO is spent in or outside the mission area. However, no allowance shall be payable if the observer spends CTO in his home country.

2. Currency of Payment

(a) At least fifty per cent of the subsistence allowance shall be paid in local currency. The balance may be drawn in United States dollars if permitted by the exchange control regulation both of the Observer's home country and the country where the Observer is stationed.

(b) Subject to the above conditions, Mission Administrative and Finance Officers will assist Military Observers, at their request, in opening a United States dollar bank account and arrange to deposit in such accounts up to fifty per cent of the mission subsistence payments due. Alternatively, a Military Observer may accumulate up to fifty per cent of the total allowance due and draw it in United States dollars or dollar instruments at the end of his assignment. Specific instructions as to the manner of payments, both in local currency and United States dollars, will be issued by the Administrative Officer of each mission.

(c) It is the responsibility of the Observer to adhere to the currency regulations of his home country and the regulations of the country of his assignment. Violations of these regulations will result in the cancellation of the privilege to payments in United States dollars and may be reported to the Observer's government.

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MISSION SUBSISTENCE ALLOWANCE (CONT'D)

3. Reduction and Withholding of Mission Subsistence

(a) Reduction

During confinements to hospital, etc. in the mission area for service incurred illness the mission subsistence allowance shall be reduced by two-thirds.

Reduced per diem rate shall become effective from the day of admission to the hospital. However, if the Observer is unable to relinquish his regular mission accommodation and continues to pay full boarding expenses, the effective day for per diem reduction may be postponed at Mission Administrative Officer's discretion upon verification of pertinent facts.

(b) Withholding

The Administrative Officer may, with the approval of the Chief of Staff or the Chief Military Observer, withhold a portion of the mission subsistence allowance of a Military Observer, to cover the damages to United Nations property.

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CLOTHING AND EQUIPMENT REQUIREMENTS AND ALLOWANCE

Requirements

1. Military Observers shall wear their national (winter or summer) uniforms while on duty. United Nations insignia (badge, armbands and/or shoulder patches, blue scarves) and United Nations berets and caps are issued to Observers on assignment; all Military Observers are required to wear these in conformity with the instructions prescribed for their use in the mission to which they are assigned. Military Observers may on occasions be required to wear a field-work or fatigue uniform (e.g. while conducting investigations or while on duty at an observation post). The Observer may wear civilian clothes while off-duty.

2. Only one (free) issue of United Nations insignia is made to each Observer. Should these be lost through negligence, the Observer will be required to pay the standard fees for subsequent issues.

3. On completion of the assignment, Military Observers may be permitted to retain the United Nations insignia, blue scarves and blue berets issued to them.

4. Special items of equipment, such as cameras, binoculars, etc. are issued to Observers on a loan basis confirmed by individual memoranda receipt. Such equipment should be returned by Observers before departure from the mission area upon completion of tour of duty. Observers will be held financially accountable for losses of these items through negligence.

Clothing/Equipment Allowance

5. In tropical and other areas requiring special equipment or clothing, the United Nations may pay a clothing allowance to the Observers to enable them to procure special clothing and equipment required by reason of service with the mission. This allowance (at present set at \$200) is usually paid in local currency in two installments: the first half upon the Observer's arrival in the mission area, and the second half at the end of six months, when there is a reasonable expectation that the Observer will complete a full year's tour of duty.

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6. An additional allowance of \$100 will be paid to an Observer who, at the expiration of his first year's tour of duty, has been extended for no less than one further year and is reasonably expected to serve out this full additional year (total two years). However, Observers who have extended for terms of less than one year are not eligible even if the total cumulative period of service resulting from piecemeal extensions encompasses a period of two years or more.

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MEDICAL EXAMINATIONS

The following procedures shall be observed with regard to medical examinations for each Military Observer:

1. Upon Assignment

- (a) To ensure that a record of each Military Observer's physical status including his medical history and the result of his latest medical examination undertaken not more than three months before departure for the United Nations assignment is available to the United Nations Medical Director, a set of United Nations medical forms (MS.2 and MS.4) shall be forwarded by the Secretary-General's office to the Permanent Representative of the respective Mission to the United Nations when requesting an appointment or replacement of a Military Observer for completion by the appropriate medical authorities and by the candidate and return to the Secretary-General with the letter of designation.
- (b) In case of any serious contra-indication reported by the Medical Director, the Secretary-General may decline to approve the candidate as Military Observer and request the Permanent Representative to submit a new name. Otherwise the candidate shall be considered medically cleared and Field Operations Service shall be advised in writing by the Medical Director that the complete medical records are available at the United Nations. This information shall in each case be communicated by the Field Operations Service to the Mission Administrative Officer together with a request for any additional data such as for example repeated chest x-ray, completion of an additional form, etc., should this be found necessary by the United Nations Medical Director.

2. During and on Extension of Tour of Duty

Military Observers may be required by the United Nations Medical Director to undergo a medical examination during their assignment in the mission area. In such a case the Mission Administrative

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MEDICAL EXAMINATIONS (CONT'D)

Officer will make the necessary arrangements for examinations. When an Observer's tour of duty is extended for three months or longer, he will be required to undergo a full medical examination upon completion of 12 months' service. The reports on such medical examinations shall be forwarded through the Field Operations Service to the United Nations Medical Director.

3. Upon Departure

The Administrative Officer will arrange for a full medical examination of every Observer before his departure from the mission area upon completion of his tour of duty, unless the last medical examination took place within the preceding three months.

4. Medical Forms and Procedures - Examinations

The following United Nations forms shall be used for medical examinations arranged in the field:

- (i) MS.2 - Medical examination;
- (ii) MS.4 - Medical history.

The comprehensive medical history form MS.4 may be substituted by MS.6 for medical examinations arranged during the Observer's tour of duty or extensions of his tour of duty.

5. Medical Forms and Procedures - Illnesses and Injuries

- (a) Except for minor illnesses not requiring an absence from duty, each case of illness or injury which may affect present or future medical classification of the Observer shall be immediately reported to the Field Operations Service and by cablegram forwarded to Field Operations Service for transmission to: The Secretary of the Advisory Board on Compensation Cases; the United Nations Medical Director, and, for the Military Observer's file at Headquarters. The information will serve as a basis for consideration of any subsequent claims by an Observer for service-incurred disabilities.

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MEDICAL EXAMINATIONS (CONT'D)

- (b) Field Operations Service shall also arrange for transmittal of all information re illness or injury to the Permanent Mission of the country of the Military Observer with request that the military authorities concerned be advised.

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MEDICAL AND HOSPITAL EXPENSES

1. Entitlement to and Provision of Medical and Hospital Services

(a) Arrangements are made by the United Nations to provide to Military Observers during their assignment in the mission area, coverage for the required medical examinations as well as other medical services and supplies including hospitalization.

(b) To qualify for coverage by the United Nations, the illness or injury must have occurred while the Observer was in the area, either performing his official duties or taking authorized time off and be attributable to conditions and hazards peculiar to the area of assignment.

(c) The Observers are under obligation to report immediately to the Chief of Staff or the Chief Military Observer (who in turn informs the Administrative Officer) all cases of illness or injury, regardless of whether medical attention was required.

(d) All arrangements for medical and hospital services for Military Observers shall be made through the Mission Administrative Officer, who will promptly report to the Field Operations Service all cases of illness or injury. Hospital admissions should be reported by cable.

(e) Medical services may be provided by a physician or a hospital of the Observer's choice, except for United Nations required medical examinations which have to be undertaken with the United Nations designated physicians in the area.

(f) Claims for the medical and hospital services rendered will be settled directly by the Administrative Officer in the field or reimbursed to the Observer upon presentation of all bills certified by him as correct.

(g) If the United Nations Medical Director should so request, the Mission Administrative Officer shall furnish him the medical records concerning each of the cases treated.

2. Medical Supplies

The United Nations shall also arrange to provide standard medical supplies such as vaccinations, antibiotics and vitamins prescribed for the mission area and will reimburse Military

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Observers for all physician-prescribed medicines, except for medicines and pharmaceutical products for general use, in accordance with provisions in paragraph 8, page B-101.

3. Medical and Hospital Expenses After Completion of United Nations Assignment

(a) The United Nations provides coverage for medical and hospital services only during the period of the Observer's assignment in the area when he is drawing mission subsistence allowance. The United Nations will not accept responsibility for any medical or hospital expenses on completion or termination of the assignment without review by its Advisory Board on Compensation Claims. Also no payment or reimbursement shall be made to an Observer for medical and hospital expenses which have been applied for under another medical/hospital benefit service.

(b) Claims for medical or hospital expenses arising after completion of assignment, for treatment of illness or injury which is attributed to service with the United Nations, should be submitted to the Field Operations Service at Headquarters for consideration and decision, in accordance with the provisions for compensation for service-incurred illness or injury (see pages F-28 and 29).

4. Dental Treatment

With regard to expenditures for dental treatment see page B-101(7).

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OFFICIAL TRAVEL AND TRAVEL EXPENSES

1. Travel Arrangements

(a) All authorized official travel of Military Observers, except travel within the mission area, shall be governed by the provisions of Chapter VII of the United Nations Staff Rules in the 100 series. Official travel within the mission area shall be governed by the appropriate administrative instructions established for the particular mission.

(b) Travel arrangements for a Military Observer to and from his place of United Nations assignment shall be made by the United Nations. In exceptional cases, the national government concerned may make arrangements for an initial travel to the mission area against subsequent reimbursement from the United Nations. Any such reimbursement shall be limited to the expenditure the United Nations would have incurred if it had arranged the travel.

(c) When arranging return travel for a Military Observer upon completion of tour of duty, the Mission Administrative Officer should bear in mind that some countries wish to be consulted before return travel arrangements for their military personnel are finalized; in such cases the itinerary with stopovers and contact addresses en route, and ETA home country have to be cleared beforehand with the government concerned.

2. Authority for Travel

(a) On initial assignment of a Military Observer, the Field Operations Service shall issue a travel authorization for the Observer's travel to the mission area from either his last duty station, or place of residence or from the place where his military authorities are located, usually the capital city. On completion of assignment, the Mission Administrative Officer shall issue the travel authorization and make the necessary arrangements for repatriation from the mission area to the point from which initial travel began, or to a new duty station if the travel cost to such a point does not exceed the cost of outward travel.

(b) As a standard procedure, separate travel authorizations shall be issued for the initial and repatriation trips of a Military Observer, each one providing for a one-way ticket.

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OFFICIAL TRAVEL AND TRAVEL EXPENSES (CONT'D)

(c) The United Nations shall not accept responsibility for any costs of revalidation, exchange or loss of the tickets, if the Military Observer, for personal reasons, postpones his travel or fails to complete his repatriation travel or wishes to travel by a route other than that authorized.

3. Route, Mode and Standards of Travel

(a) Travel of Military Observers shall be governed by the administrative instructions issued to establish the route and mode of travel, and the standards of accommodation for staff members.

(b) United Nations will not normally object to travel by indirect route or to travel by sea and/or rail or road, subject to service exigencies provided that prior to the commencement of travel the Observer pays all additional costs in excess of the most direct air travel.

(c) If sea travel is authorized for health reasons, and the United Nations pays all expenses, minimum first-class accommodations may be authorized. Whenever possible, the actual cost of the sea ticket shall be approved by Field Operations Service before the travel authorization is issued.

(d) If the Observer chooses to travel by lower accommodation than to which he is entitled, the United Nations will only pay for the cost of travel based on the lower standard along the most direct route.

4. Travel by Private Automobile

When a Military Observer is authorized to travel by private automobile such travel is subject to provisions of Staff Rule 107.11 and the Field Administration Handbook, page B-86.

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OFFICIAL TRAVEL AND TRAVEL EXPENSES (CONT'D)**5. Travel Subsistence Allowance and Transit Allowance**

(a) While on authorized official travel (except for travel by sea) to and from the mission area, Military Observers shall be paid a daily travel subsistence allowance or travel per diem for each day and part of a day exceeding ten hours. During authorized sea travel, the Military Observer is paid a flat amount of transit allowance instead of travel subsistence allowance.

(b) The travel subsistence is the total contribution of the United Nations towards such expenses as meals, lodging, fees and gratuities to waiters, porters, laundry, personal telegrams and telephone calls and other personal expenses incurred during official travel. The transit allowance is a fixed amount paid to the Military Observer towards expenses normally incurred on board ship (such as gratuities to shipstewards, etc.).

(c) The amount and computation of travel subsistence and transit allowances for Military Observers shall be governed as appropriate by the same rules and regulations which apply to staff members as set in Staff Rules 107.7, 107.11, 107.14, 107.15, 107.18, 107.19 and parts B and C of the Field Administration Handbook.

6. Advances of Travel Per Diem and Transit Allowance

On initial travel to the mission area a Military Observer may be granted up to 80% of estimated travel per diem and/or transit allowance advance at the time his travel arrangements are made. In such cases, the procedure described on page C-47 of the Field Administration Handbook shall be followed. Concerning advances of travel per diem and transit allowance on repatriation travel, see paragraph 9 below.

7. Terminal Allowance

(a) In accordance with Staff Rule 107.13 the terminal allowance is designated to cover expenditures for taxi cabs or other means of public conveyance, transfer of baggage and all other incidental charges at the beginning and terminal points of

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OFFICIAL TRAVEL AND TRAVEL EXPENSES (CONT'D)

the travel, except the cost of sending to residence by railway express or similar agency any authorized heavy baggage which cannot be accommodated in the public conveyance.

(b) Military Observers may claim terminal expenses for each authorized inward and outward journey. This provision shall not apply to the local travel in the mission area where no need of terminal expenses exists.

8. Miscellaneous Travel Expenses

In addition to the travel subsistence and/or transit allowance and the terminal allowance, Military Observers may be reimbursed certain other miscellaneous expenses incurred during official travel as provided for under Staff Rule 107.19.

9. Travel Claims

(a) Travel claims for initial travel of Military Observers shall normally be settled by the Administrative and Finance Officer in the field upon completion of such travel. The settlement will follow the procedure outlined in the Field Administration Handbook, page C-49.

(b) On repatriation travel, it is preferable to pay in advance all the pertinent travel expenses, such as travel or transit allowance and terminal expenses, thus eliminating the need for settlement of the claim by mail after the Observer's return to his home country.

(c) When no tickets can be provided by the United Nations, the Observer may be paid in advance up to two-thirds of the amount calculated as payable by the United Nations under travel entitlement; the balance will be paid on submission by the Observer of a travel claim on completion of his journey, supported by relevant vouchers or receipts. The amount of advance paid to the Observer shall be recorded by the Mission Administrative and Finance Officer on the Observer's travel authorization and final pay and clearance certificate, copies of which shall be forwarded to the Field Operations Service.

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SHIPMENT AND INSURANCE OF PERSONAL BAGGAGE**1. Entitlement**

In order to provide for a shipment of military equipment and personal effects required in the course of United Nations assignment, Military Observers may be authorized at United Nations expense accompanied and/or unaccompanied excess baggage on initial assignment, reassignment or repatriation travels, subject to the following limitations:

- (a) Tour of duty less than six months duration, accompanied baggage up to 20 kgs. or 44 lbs. by air but no unaccompanied shipment by sea.
- (b) Tour of duty of six months or longer but less than one year - 200 kgs. of unaccompanied surface shipment which may be converted to airfreight on the basis of two kilos surface for one kilo airfreight.
- (c) Tour of duty of one year or longer - 750 kgs. of unaccompanied surface shipment which may be converted to airfreight on the basis of the one-half rule.

The above entitlements a) to c) will be in addition to the ten kilos of accompanied air excess baggage representing the difference between the free baggage allowance by first class and air economy class.

Any shipments (accompanied or unaccompanied) in excess of the above limits shall be paid for by the Observer.

- (d) Private automobiles may not be shipped at United Nations expense.

2. Shipping Arrangements

Shipping of Observer's unaccompanied baggage on initial journey shall be made by Thomas Cook at the time and as part of the United Nations paid travel arrangement. If such shipment is arranged and paid for by the Military or Government Authorities or by the Observer himself, the reimbursement up to the entitlement is effected by the United Nations upon presentation of supporting documentation, including Bill of Lading and United Nations Shipping Advice (PT.27 form). Completion of five copies each of the

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Shipping Advice form and of an inventory listing all articles being shipped and the replacement value of each article (suitcase or trunk inclusive) is required for the purpose of insurance and customs clearance. Shipping Advice forms shall be forwarded to the Thomas Cook Office which makes Observer's travel arrangements or to Observers directly if travel arrangements are not made by Thomas Cook.

The Observer should ensure that:

- (a) one copy of inventory is sent with the shipment to facilitate customs clearance;
- (b) two copies each of the inventory and of Shipping Advice with originals of the Bill of Lading are handed or airmailed (registered) to the Mission's Administrative Officer, for customs clearance and collection of baggage;
- (c) two copies each of the inventory and of Shipping Advice with two copies of the Bill of Lading are airmailed to Field Operations Service for insurance coverage, if such is required.

Since it takes usually a considerable time for the unaccompanied baggage to arrive at the destination, shipping arrangements should be completed as early as possible before Observer's departure for United Nations assignment.

Arrangements for the shipment of unaccompanied baggage from the mission area on reassignment or repatriation shall be made in the field by the Administrative Officer in accordance with the Field Administration Handbook, page B-94 and following.

3. Insurance of Unaccompanied Baggage

(a) Marine insurance (including coverage for inland transport) up to \$2,500 value shall be arranged by the United Nations upon receipt in duplicate of the inventory, Shipping Advice and copies of the Bill of Lading. If total value of the shipment exceeds \$2,500 the Observer should indicate on the Shipping Advice whether additional insurance coverage should be arranged at his own expense. (As a rule, Insurance Companies reimburse for the losses on a prorata basis if insurance does not cover full value of the shipment.)

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(b) If marine insurance is arranged not by the United Nations but by Government or Military Authorities, the Observer should see that the General Average Clause is included in the Policy. Reimbursement of charges up to \$2,500 coverage but not in excess of the cost which would have been paid by the United Nations may be claimed upon presentation of supporting documentation.

4. Insurance of Accompanied Baggage

The insurance of baggage accompanying the Observer is his own responsibility and the cost of it is not reimbursable by the United Nations.

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COMPENSATION FOR DEATH, INJURY OR ILLNESS

1. Entitlement

(a) The United Nations provides each Observer with maximum compensation coverage for death, injury or illness which is determined by the Secretary-General to be attributable to the performance of official duties on behalf of the United Nations in the amount of \$20,000 or twice his basic annual salary less allowances, whichever is greater.

(b) This maximum compensation shall be awarded by the Secretary-General under the conditions prescribed above in the event of death or total disability. A proportionate amount shall be awarded in cases of partial disability. No compensation shall be awarded when such death, injury or illness has been occasioned by:

- (i) the wilful misconduct of Military Observer; or
- (ii) Military Observer's wilful intent to bring about death, injury or illness of himself or another.

(c) Death, injury or illness of a Military Observer shall be deemed to be attributable to the performance of official duties on behalf of the United Nations in the absence of any wilful misconduct or wilful intent when:

- (i) the death, injury or illness resulted as a natural incident of performing official duties in the course of United Nations assignment; or
- (ii) the death, injury or illness was directly due to the presence of the Observer in accordance with United Nations assignment in an area involving special hazards to the Military Observer's health or security and occurred as a result of such hazards; or
- (iii) the death, injury or illness occurred as direct result of travelling by means of transportation furnished by, or at the expense of, the United Nations in connexion with performance of official duties only; this provision shall not extend to private motor-vehicle transportation undertaken by the Military Observer or sanctioned or authorized by the United Nations solely on the request and/or for the convenience of the Observer.

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(d) The compensation payable to Military Observers under these rules shall be the sole compensation payable by the United Nations in the respect of death, injury or illness of a Military Observer.

(e) In advising a Military Observer of his rights the Mission Administrative Officer should avoid making any promise or commitment on the part of the United Nations for favourable consideration of a claim.

2. Compensation Claims

(a) The claims for compensation by, or on behalf of, Military Observers shall be submitted to the United Nations Secretary-General by a Military Observer, his dependents or the government concerned within four months of the death or injury or onset of an illness of a Military Observer, provided however that in exceptional circumstances the Secretary-General may accept for consideration a claim made at a later date. The Secretary-General has appointed an Advisory Board on Compensation Claims (ABCC) to review claims filed under these rules and to report to him regarding such claims or appeals filed under these rules. The determination of the injury or illness, and the type and degree of incapacity and of the relevant award, shall be decided on the basis of the documentary evidence and in accordance with the provisions established by the Secretary-General.

(b) Except for payment of reasonable medical and hospital expenses in the field and transportation or burial of the remains in case of death, the United Nations shall not be responsible and shall not pay compensation for death, injury or illness not attributable to the performance of official duties.

(c) Doubtful cases shall be given sympathetic consideration, taking into account all relevant factors, including the possibility that such death, injury or illness could have occurred during the performance of official duties.

3. Compensation Payments and Beneficiaries

(a) In the event of disability attributable to United Nations service, the compensation awarded by the United Nations shall be specifically payable in total to the Observer concerned under the terms of the agreement entered into between the United Nations and the Member Government covering that particular award.

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COMPENSATION FOR DEATH, INJURY OR ILLNESS (CONT'D)

(b) In the event of death in service of the United Nations, the award of compensation would follow a similar procedure, but the payment would be made to the duly designated beneficiary of the Observer subject to the requirements of the law of the Observer's own country; if no beneficiary has been named, the payment will be made to the deceased Observer's estate. In either case, payment will be made by the United Nations through the Member Government of the Observer.

(c) A Military Observer would be at liberty to name his own beneficiary whether the latter be a recognized dependant or not. For this purpose, a form entitled "Designation, Change or Revocation of Beneficiary" (P.2) is furnished to the Observer at the time of his assignment with the United Nations (see Field Administration Handbook, page B-111).

(d) Since computation of United Nations compensation is based on the Observer's salary, (see page F-28, paragraph 1) the amount of his basic annual salary without allowances should be indicated by the Observer in the currency in which the salary is paid, at the bottom of the P.2 form. It is the duty of an Administrative Officer supplying the form to ensure that such information is properly shown before the form is forwarded to the Field Operations Service.

4. Transportation of the Remains upon Death of Observer

(a) Should a Military Observer, entitled to return transportation at United Nations expense, die while serving at a location other than his place of residence or en route to or from the mission area, the United Nations shall pay the return cost of transportation of the remains, including reasonable costs for the preparation of the body.

(b) Upon death of a Military Observer, his national government shall immediately be notified, and all arrangements for the transportation of the remains shall be made in conformity with the practice of the government concerned. For instance, governments may, in accordance with their national or service regulations, request the United Nations to transport the remains to the Observer's official duty station or place of residence in his own country or to any other nearer point recognized as a burial place for their own nationals. Governments may also request a local burial in the mission area; in such an event, the United Nations may, if the government should so request, reimburse the travel costs for an immediate dependant of the deceased Observer to attend the funeral. The decision in each case will be taken separately, and in consultation with Headquarters.

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SAFEGUARDING OF PERSONAL DOCUMENTS AND COMPENSATION FOR LOSS OF PERSONAL EFFECTS**1. Safeguarding of Personal Documents**

(a) On arrival at the mission headquarters, Military Observers may hand their passports to the Administrative Officer for safekeeping. A mission identity card shall be issued to Military Observers for use during service with the mission. Personal documents of value and other valuables, such as Travellers' Cheques, foreign currency, etc., may also be handed over for safekeeping. The Administrative Officer shall issue a receipt for the items handed over to him for safekeeping.

(b) The United Nations shall assume responsibility for the passports handed over for safekeeping. Other personal documents and valuables are kept at the risk of the owner.

2. Compensation for Loss of Personal Effects

(a) Administrative Instruction ST/AI/149 sets out the provisions concerning compensation for loss or theft of personal effects incurred in the course of duty in the mission area. All claims are to be submitted to the Secretary of the Claims Board through Field Operations Service.

(b) Military Observers should be advised not only to take all possible precautions against loss or theft of their personal property, but also to avoid having with them in the mission area expensive cameras, watches, radios, etc., or large amounts of cash including Travellers' Cheques. They should also be advised that, in cases of loss or theft which qualify for compensation under the terms of ST/AI/149, no payment in excess of the following maxima for the following items shall be considered by the United Nations:

Camera (Still or Movie) - \$150.00;
Radio, record player,
typewriter, tape recorder - \$150.00;
Watch, binoculars - \$75.00;
Cash - \$100.00.

These maxima have been established in consultation with the Claims Board, and are subject to revision.

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(c) The United Nations does not accept responsibility for providing compensation for any losses or damage to personal household effects in the mission area, irrespective of whether such losses have occurred as a result of theft, fire, or upon transfer from one post to another in the mission area, even if the transportation for the transfer from one post to another was provided by the United Nations as a courtesy service.

(d) The above interpretation is based on the United Nations position that Military Observers should not encumber themselves with personal household effects in the mission area in view of the emphasis that has been placed on the need for mobility. Moreover the Observers are compensated by receiving a daily mission allowance during their entire tour of duty which should be sufficient to cover hotel accommodations or a furnished flat from which the Observer could move on a short notice.

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LOCAL TRAVEL AND DOUBLE ACCOMMODATION**1. Local Travel**

Official travel undertaken in the mission area is considered as local travel. Local travel is not subject to the travel rules and regulations referred to on page F-21 of the Field Administration Handbook, and shall be governed by separate administrative instructions established in the field for each mission.

2. Double Accommodation

When the exigencies of the service require the Observer to travel on official business within the mission area, the Administrative Officer of the mission may authorize to pay double accommodation expenses not in excess of the Observer's regular daily per diem based on the cost of the retained accommodation provided he is satisfied that the traveller was unable to release his regular accommodation.

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CARRYING OF ARMS

1. Unless specifically instructed by the Chief of Staff or the Chief Military Observer, an ~~Observer will not be required~~ to carry arms while on United Nations assignment. Fire arms required in connexion with the performance of United Nations duties shall be issued to an Observer upon approval by the Chief of Staff or the Chief Military Observer as United Nations property for which the Observer will be accountable.

2. The retention of personal weapons (pistols, revolvers, rifles, shotguns, etc.) by Military Observers while in the mission area shall be subject to the local laws and regulations, and shall be reported to the Chief of Staff or the Chief Military Observer.

In this connexion see also page D-64.

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PRIVILEGES AND IMMUNITIES

1. Privileges and immunities are granted to Military Observers in the interests of the United Nations and not for the personal benefit of the individuals themselves. The Secretary-General shall have the right and the duty to waive the immunity of any Military Observer in any case where, in his opinion, the immunity would impede the course of justice and which can be waived without prejudice to the interests of the United Nations.

2. In terms of the Convention of the Privileges and Immunities of the United Nations, Military Observers shall have the same status as "Experts on Missions for the United Nations".

3. In accordance with Article VI, section 22 of the Convention, "Experts performing missions for the United Nations shall be granted such privileges and immunities as are necessary for the independent exercise of their functions during the period of their missions, including the time spent on journeys in connexion with their missions. In particular they shall be accorded:

- (a) immunity from personal arrest or detention and from seizure of their personal baggage;
- (b) in respect of words spoken or written and acts done by them in the course of the performance of their mission, immunity from legal process shall continue to be accorded notwithstanding that the persons concerned are no longer employed on missions for the United Nations.
- (c) inviolability for all papers and documents;
- (d) for the purpose of their communications with the United Nations, the right to use codes and to receive papers or correspondence by courier or in sealed bags;
- (e) the same facilities in respect of currency or exchange restrictions as are accorded to representatives of foreign governments on temporary official missions;
- (f) the same immunities and facilities in respect of their personal baggage as are accorded to diplomatic envoys."

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CLEARANCE CERTIFICATION ON COMPLETION OF UNITED NATIONS ASSIGNMENT

On completion of their assignment, Military Observers should ensure and so inform the Administrative Officer that all outstanding matters in the mission area are cleared up, prior to their departure. In particular, they should ensure that all personal accounts such as local bank accounts, rentals for accommodation, grocery bills, linen laundry service, servants' wages, club dues, etc. are settled and closed before they leave the mission area. If any such "loose ends" should turn up after the departure of the Observers from the mission area, the matter will be brought to the attention of the Observer through the Field Operations Service in writing by the Administrative Officer. If not settled promptly, it will be referred again to the Field Operations Service for transmittal to the Observer's national authority through the respective Permanent Mission to the United Nations.

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UNITED NATIONS MEDALS AND SERVICE RIBBONS**Establishment, Eligibility and Award**

1. Pursuant to authority confirmed by the General Assembly, the Secretary-General is vested with the power to establish United Nations Medals and Service Ribbons for award to military personnel who are or who have been in the service of the United Nations.
2. At the present time there are three United Nations Medals in existence: the Korean Medal, the United Nations Medal and the Medal for the United Nations Emergency Force (1956-1967).
3. The United Nations Medal has been approved for issue to eligible personnel of the United Nations Emergency Force established in October 1973.
4. The establishment, eligibility and award of each medal is controlled by specific regulations issued for each medal. Whereas the award for the Korean and the United Nations Emergency Force Medals is limited strictly to military personnel who formed parts of the Korean and Emergency Force (1956-1967), the Regulations for the United Nations Medal provide that the Secretary-General shall from time to time, as appropriate, designate:
 - (a) the period of service with each such organ which shall be required as qualifying service for the purpose of these regulations;
 - (b) the personnel of each such organ who shall be deemed to be military personnel for the purposes of the Regulations.
5. In addition to the medal for service in Korea and the United Nations Emergency (1956-1967), the Secretary General has designated the following organs in respect with which the United Nations Medal and Service Ribbon shall be awarded:
 - (a) United Nations Truce Supervision Organization in Palestine (UNTSO)
 - (b) United Nations Military Observer Group in India and Pakistan (UNMOGIP)
 - (c) United Nations Observer Group in Lebanon (UNOGIL)

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- (d) Organisation des Nations Unies au Congo (ONUC)
- (e) United Nations Temporary Executive Authority (UNTEA-West Irian)
- (f) United Nations Yemen Observation Mission (UNYOM)
- (g) United Nations Force in Cyprus (UNFICYP)
- (h) United Nations Emergency Force (UNEF), established in October 1973.
- (i) United Nations Disengagement Observer Force (UNDOF)
- (j) United Nations India Pakistan Observation Mission (UNIPOM)

6. All awards of the medal and the service ribbon shall be subject to the approval of the national governments concerned.

7. The administrative procedures to be followed in respect of the issue of medals and service ribbons shall be agreed upon between the Secretary-General and the national governments concerned.

8. Under the provision of Article VII of the Regulations for the United Nations Medal, the Chief of Staff or the Chief Military Observer may be designated on behalf of the Secretary-General to issue United Nations Medals and Service Ribbons to eligible Military Observers serving under his command.

9. The regulations for the United Nations Medal are published under reference number ST/SGB/119.

10. **Award of Medals in Exceptional Cases**

Chapter IV, Paragraph 3, of the Regulations for the United Nations Medal reads as follows:

"Exception to designations under 1(b) and (c) of this regulation may be made by the Secretary-General in individual cases in order to establish eligibility not otherwise existing where he believed circumstances so warrant."

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However, there are some exceptions for which the award appears automatic, i.e.

- (a) posthumous award
- (b) service-incurred injuries and evacuation, and
- (c) individual withdrawal requests by the governments for service reasons (not personal or compassionate) within ten days of the authorized award period.

In this connexion, the Secretary-General has authorized the Head of the Mission (Commander, Chief of Staff or Chief Military Observer) to approve and arrange the award of the medal in such cases, with only a post facto report to the UN Headquarters of the action taken. Copies of this report should be sent to this Service through the Chief Administrative Officer of the Mission for audit and statistical computation.

The above authority is also extended to the Head of the Mission (Commander, Chief of Staff or Chief Military Observer) to issue to himself a medal in accordance with the established regulations.

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REIMBURSEMENT FOR USE OF UNITED NATIONS OWNED VEHICLES

1. United Nations vehicles are provided for official use only and additional vehicles are not budgeted for other purposes. Their use for liberty or recreation should accordingly be limited to only those instances where vehicles are temporarily not required for official purposes. Such use which should be minimized as far as possible, will be on a reimbursable basis. The factors used in determining reimbursement to individuals for the use of their private vehicles for official purposes are identical to those applicable to the personal use of official vehicles by Military Observers and reimbursement to the United Nations should be at the same rate.

2. Reimbursement for liberty or recreational mileage in official United Nations vehicles, (and according to local practice driven by officially assigned drivers) will be at the same rate as that authorized for reimbursement of the use of a privately owned vehicle for official duty.

3. The revenue thus derived from reimbursement by Military Observers for the use of official UN-owned vehicles for liberty or recreational purposes is credited to the account for Operation and Maintenance of Transportation Equipment.

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INTRODUCTION

1. Upon recommendation by the Secretary-General the General Assembly adopted a resolution in November 1949 according to which the Secretary-General had authority to establish a United Nations Field Service "to provide certain technical services to United Nations Field Missions". The technical services provided are in the field of security, telecommunications, transportation and general administration (stenographic services, finance, etc.). Field Service personnel are appointed under the 100 Series Staff Rules which include several provisions especially applicable to this category of staff. In accordance with Staff Rule 103.1 the salary scales, including salary increments, dependency and language allowances, are set forth in Appendix B of the Staff Rules.
2. Field Service staff members are recruited primarily for service with field missions and, when assigned to such missions, they are administered by Field Operations Service. This Service handles assignment and reassignment of Field Service personnel on the basis of the existing manning tables and staffing requirements of the field missions.
3. The functional titles held by Field Service staff members may be categorized as follows:

Security Officer	FS.2/3/4
Secretary	FS.3/4
Administrative Clerk	FS.3
Procurement Clerk	FS.3
Radio Officer	FS.3/4
Finance Clerk	FS.3
Registry Clerk	FS.3/4
Vehicle Mechanic	FS.3/4
Administrative Assistant	FS.4/5
Travel Officer	FS.4/5
Registry Assistant	FS.4
Procurement Assistant	FS.4
Finance Assistant	FS.4

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Radio Technician	FS.4/5
Administrative Aide	FS.5
Radio Supervisor	FS.5
Registry Officer	FS.5
Finance Officer	FS.5
Vehicle Maintenance Supervisor	FS.5
Chief Radio Technician	FS.5/6
Chief Communications Officer	FS.6/7
Chief Finance Officer	FS.6/7
Chief Transport Officer	FS.6/7
Administrative Officer	FS.6/7

4. After service with one or more field missions, Field Service personnel may be assigned for temporary duty to established offices (Headquarters, Geneva, Vienna or to the place where an Economic Commission has been established); normally such assignments will be limited to personnel with at least three years of satisfactory service in the field who meet the requirements for service at the established office; reassignment will be effected normally on a voluntary basis.

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5. In the course of their assignments Field Service personnel may be called upon to perform a great variety of tasks. Experience has shown that it is essential that all staff members in the Field Service category be qualified and experienced drivers of vehicles. Qualifications of all newly appointed Field Service personnel on this point should be examined upon initial assignment; if necessary, arrangements should be made, as convenient, for training the staff who lack this experience.

Uniforms1. General

- (a) The United Nations Field Service uniform has been designed so that Field Service personnel may be readily recognized as international civil servants especially appointed for service with United Nations Missions for the purposes outlined in the foregoing chapter.
- (b) In principle, Field Service personnel are required to wear the complete Field Service uniform with the appropriate emblems, insignias and patches at all times while on duty within the mission area. Uniforms or parts of the uniform issue are normally not to be worn off-duty or outside the mission area.
- (c) The Mission Administrative Officer shall issue detailed administrative instructions concerning the proper attire and the wearing of uniforms throughout the year or during the different seasons, the issue and replacement of the various uniform items, taking into consideration the special requirements of the mission area and its climatic conditions. As an exception he may exempt certain categories of Field Service personnel from wearing the uniform and allow them to wear civilian clothes when climatic conditions, special assignments or other special circumstances prevailing in the mission area, would make wearing of uniform impossible, impractical, or where it would serve no useful purpose. Conversely, the Administrative Officers may by administrative instruction regulate the wearing of uniforms off-duty or outside the mission area when warranted.

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2. Composition

- (a) Subject to adjustment for specific mission areas by local administrative instruction the standard Field Service uniform shall be composed as follows:

(i) Throughout the year

- (1) Blue shirt with circular patch "United Nations", white on blue, affixed to left sleeve, and rectangular patch "Field Service" affixed below it;
- (2) UN collar insignia;
- (3) Black belt with buckle;
- (4) Black shoes plus dark blue/grey socks (not part of uniform issue)
- (5) Trenchcoat, blue-grey

and, in addition

(ii) During winter season

- (1) Blue-grey jacket (wool);
- (2) Blue-grey trousers (wool);
- (3) Blue tie with UN clasp;
- (4) Uniform cap with blue cover and UN emblem;

or

(iii) During summer season

- (1) Blue jacket (if required)
- (2) Blue trousers (wool dacron)
- (3) Blue windbreaker
- (4) Uniform cap with white cover and UN emblem

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- (b) Sunglasses, shoes and socks and underwear are not part of the uniform issue and should be provided by the staff member himself.
- (c) When engaged in technical duties or truck driving, Field Service personnel may wear coveralls or a laboratory coat, provided by United Nations; detailed rules to be given by local administrative instruction.
- (d) During cold spells protective items such as sweaters may be worn under the uniform as long as good appearance and neatness are not affected.
- (e) The blue scarf may be worn with the summer uniform (or with coveralls or laboratory coat) only when due to weather conditions wearing of the blue tie would be uncomfortable; the mission Administrative Officer may issue a ruling on this point to ensure uniformity. Under no circumstances will summer uniforms (or coveralls and laboratory coat) be worn with open neck shirts.
- (f) Under no circumstances will the design of uniforms be changed or uniforms be worn without emblems, collar insignia, patches or the stripes removed, or with any other alterations of the original pattern or composition of the issued items.

3. Scale of issue

- (a) The chart reproduced below indicates the uniform items provided by United Nations to Field Service personnel by category, with pertaining life expectancy. The numbers of equipment items made available to Field Service, and especially their life expectancy, are given for guidance only since it is understood that in certain mission areas high temperatures, great humidity or limited laundry and dry cleaning facilities may make it necessary to increase the number of issues to the individual Field Service staff members and to shorten the life expectancy of certain items. Whenever the Headquarters chart is thus adjusted to local conditions a copy shall be sent to Field Operations Service for information purpose.
- (b) The stock catalogue numbers given on the chart apply to the items of issue irrespective of size, thereby following the present Headquarters practice. When ordering certain items quote description, stock number and, if applicable, exact sizes required.

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<u>Stock Number</u>	<u>Description</u>	<u>Life Expectancy (in mos.)</u>	<u>FS Security</u>	<u>FS Radio</u>	<u>FS Transport</u>	<u>FS Adm.</u>
12-B-440	Bag, duffel	Perm.	1	1	1	1
12-B-800	Belt, waist, web, 1- $\frac{1}{4}$ ", black, buckle	24	1	1	1	1
12-B-840	Belt, waist, web, 1- $\frac{1}{4}$ ", white with buckle	24	2	-	-	-
12-C-600(1)	Cap, black visor, with blue-grey cover	24	1	1	1	1
12-C-750	Clasp, tie, UN Emblem	24	1	1	1	1
12-C-2400	Cover, cap, rain	12	1	1	1	1
12-C-2500(2)	Cover, cap, twill, white	12	2	2	2	2
12-C-2700(3)	Coverall, mechanic (special issue)	24	2	2	2 (4)	-
12-G-1840(5)	Gloves, winter	24	1	1	1	1
12-O-1905	Ornament, cap	Perm.	1	1	1	1
12-I-1800	Insignia, collar, UN Emblem	24	4	4	4	4
No number issued	Jacket, cotton, summer	24	3	3	3	3
12-J-1000	Jacket, gabardine, winter	24	2	2	2	2
12-N-800	Necktie, wool, dark blue	24	4	4	4	4
12-O-2500 (6)	Trenchcoat, blue-grey	36	1	1	1	1
12-P-280	Patch, shoulder, Field Ser- vice		As required (9)			
12-P-350	Patch, shoulder, United Nations		As required (9)			
12-R-800(7)	Raincoat, black/dark blue (special issue)	24	1	1	1	1
12-S-2000(8)	Shirt, cotton, long sleeves	24	4	4	4	4
12-S-2500	Shirt, tropical worsted	24	6	6	6	6

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Stock Number	Description	Life <u>Expectancy</u> (in mos.)	FS <u>Security</u>	FS <u>Radio</u>	FS <u>Transport</u>	FS <u>Adm.</u>
12-D-5000	Stripe, Service black braid, 1/4" wide, 2" long		As required (9)			
12-T-1900	Trousers, summer, blue-grey	24	3	3	3	3
12-T-2600	Trousers, winter, blue- grey	24	2	2	2	2

- (1) Caps, black visor, with blue-grey cover in following sizes:

12-C-600: 6 5/8, 6 3/4, 6 7/8, 7, 7 1/8

7 1/4, 7 3/8, 7 1/2, 7 5/8, 7 3/4

- (2) Covers, caps, twill, white, in following sizes:

12-C-2500: 6 5/8, 6 3/4, 6 7/8, 7, 7 1/8

7 1/4, 7 3/8, 7 1/2, 7 5/8, 7 3/4

- (3) Coveralls, mechanics, in following sizes:

12-C-2700: large, medium, small

- (4) Normal issue 2, may be increased to 4 for Field Service Transportation officers FS/4 and below

- (5) Gloves, winter, in following sizes:

12-G-1840: large, medium

- (6) Trenchcoat, blue-grey, in following sizes:

12-O-2500: 35S, 35R, 36S, 36R, 36L, 37R, 38R, 38L
39S, 39R, 39L, 40S, 40R, 40L, 41R, 42S
42R, 42L, 44R, 44L

- (7) Raincoat, black/dark blue, in following sizes:

12-R-800: 36S, 36R, 36L, 38S, 38R, 38L, 40S, 40R
40L, 42S, 42R, 42L, 44R, 44L

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- (8) Shirts, cotton, long sleeves, in following sizes:

12-S-2000:	<u>Neck size</u>	<u>Sleeve Length</u>
	13 1/2	32
	14	32
	14	33
	14	34
	14 1/2	32
	14 1/2	33
	14 1/2	34
	14 1/2	35
	15	31
	15	32
	15	33
	15	34
	15	35
	15 1/2	32
	15 1/2	33
	15 1/2	34
	15 1/2	35
	15 1/2	36
	16	32
	16	33
	16	34
	16	35
	16	36
	16 1/2	33
	16 1/2	34
	16 1/2	35
	16 1/2	36
	17	33
	17	34
	17	35

- (9) Stripes and both types of patches will be issued as required together with pertaining coats, jackets, etc. Similarly, extra buttons will be made available as required.

4. Requisitioning of uniform supplies

- (a) The mission Administrative Officer shall submit once or twice yearly to Field Operations Service his requirements under cover of the Administrative report, based on the estimated

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strength of the Field Service staff in his area and on the life expectancy of the various equipment items as per the established scale, as adjusted to special mission conditions. The order should be placed well ahead of time to allow for sea shipment to the area. All items received shall be listed on mission stock record sheets, form FOS 12. In larger missions it will be necessary to designate one staff member to set up and control the inventory of Field Service uniform items and to maintain a record of all items issued and returned for re-issue or survey, for all individual Field Service staff members. The mission Administrative Officer shall at regular intervals ascertain that records of uniform items on hand, and issued, are kept in good order and shall spot-check the inventory of the various items against the stock record sheets.

- (b) The two columns of form FOS 12 "received from" and "shipped to/used for" will show the name of the staff member who has returned re-issuable items to stock or received replacement items from stock.
- (c) When items are received from Headquarters the word "Hq" will be entered under "received from" and the shipping advice number entered in the "remarks" column. When items are received from or shipped to another mission the name of the mission will be shown in the aforementioned columns and the number of the shipping advice entered in the "remarks" column.

5. Re-issuable items

- (a) All items listed on the chart are re-issuable, i.e. after completed use by one Field Service staff member they may be issued to another staff member if still in serviceable condition. The only items of the chart which are considered non-reissuable are:

- 12-B-800 - belt, black, with buckle;
- 12-B-840 - belt, white, with buckle;
- 12-C-2400 - cover, cap, rain;

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12-C-2500 - cover, cap, twill, white;
12-G-1840 - gloves, winter;
12-N-800 - necktie, wool, dark blue;
12-S-2000 - shirt, cotton, long sleeves.

- (b) Used uniform items returned to stock shall be inspected to determine life expectancy. Items which have more than 6 months life expectancy will be re-issued. When the life expectancy is less than 6 months, they may be surveyed.
- (c) Whenever the Local Survey Board is called upon to rule on the disposal of uniform items, the material should be inspected by an independent officer not concerned with their control or issue. The Headquarters Property Survey Board has recommended that local survey boards adopt the procedure followed at Headquarters to the effect that used clothing (after removal of all UN insignia and emblems) be donated to local non-profit organizations. Under no circumstances should replaced equipment items be forwarded to Headquarters unless specifically authorised.

6. Issuance, re-issuance and return of uniform items

- (a) Upon initial appointment each Field Service staff member shall be provided with all items in accordance with the scale of issue; he shall sign the individual record card for receipt. Where necessary, he shall be referred to a local tailor for adjustment of clothing items; the cost of necessary alterations will be borne by United Nations upon authorization by the staff member in charge of issuance.
- (b) All re-issuable items will be issued for the period indicated (life-expectancy). Individual staff members receiving such equipment will become responsible for the same upon receipt of issue. All items must be returned by the staff member at the end of the period indicated, in order to obtain a replacement issue.
- (c) All non-reissuable items are "expendable"; however, the staff member is responsible for such items to the extent that they

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must be returned by him in order to obtain reissue, if replacement is required before the life expectancy has been exhausted.

- (d) Upon a staff member's separation all re-issuable items are to be returned to the field office. When such items are not returned and have not reached normal life expectancy, a charge is to be made against the staff member (see below).
- (e) Non-reissuable items may be retained by the staff member.

Charges for re-issuable items

- (f) The charges for re-issuable items which are not returned upon a staff member's resignation, or which are lost by a staff member through his misuse or negligence - to be determined by the Local Survey Board will be calculated on the basis of the original purchase price, less a proportion of the actual time the item was used, against the normal life expectancy of the item involved, e.g.

Purchase price of Trenchcoat	\$60
Life expectancy	36 months
Actual time in use	18 months
Residual value to be reimbursed:	50% of purchase price: \$30

7. Service stripes and rosettes

- (a) Service stripes will be worn by Field Service personnel to indicate length of service. Field Service personnel will be entitled to wear one stripe of black braid for every five years of completed service. The stripes, 1/4" wide and 2" long, will be affixed on the outside of the left sleeve of the uniform jacket, horizontally, 3 1/2" from the cuff, the stripe not completely encircling the sleeve. Additional stripes will be affixed 1/4" above the previous stripe(s).
- (b) Field Service rosettes established for individual field missions may be worn by all Field Service personnel who have completed the minimum period of service with the mission concerned (normally three months). They will be affixed on the flap of the left breast pocket of the jacket in a row 1/4" below the top of

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the pocket, spaced 1/8" apart. During the summer season rosettes may be worn on the left uniform shirt breast pocket affixed in the same way as on the jacket. Rosettes will not be issued automatically but the individual Field Service staff member shall apply through the mission Administrative Officer, who will forward the application to Headquarters for determination of staff member's eligibility.

- (c) Apart from the service stripes and rosettes no other decorations, ribbons or marks of distinction will be worn on the Field Service uniform.

8. Cleaning and maintenance

- (a) The costs of laundry, dry-cleaning, pressing and repairs required to maintain the neatness of the issued uniform items will be borne by the mission provided the work is arranged through or authorised in advance by the designated official, who will ensure that proper measures are taken to protect the items against improper handling and cleaning procedures. If possible, the mission Administrative Office will arrange for contractual services with a local dry-cleaning establishment.
- (b) At Headquarters uniforms are dry-cleaned every two weeks and pressed every alternate week. The mission Administrative Officer may adopt a similar schedule where Field Service personnel are wearing their uniforms continuously.

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NETWORK**1. General**

(a) The United Nations network originated during the late 1940's and early 1950's in response to emergency situations involving the United Nations in the Middle East, in Kashmir and in Korea. The present network still largely covers the same original area, running from New York to Geneva, from there to Jerusalem, Rawalpindi and Nicosia, from Rawalpindi to Bangkok, with a few "spur" lines along the way to other cities.

(b) Resolution 26 adopted by the International Telecommunication Union (ITU) at the Plenipotentiary Conference held in Buenos Aires in 1952 restricts the traffic handled on the UN point-to-point system to United Nations business and prohibits the use of United Nations network facilities for the normal communications traffic of the specialized agencies in competition with commercial carriers. Resolution 26 was re-affirmed by ITU at its conference in Montreux in 1965. This Resolution, however, does not exclude the use of the United Nations network by specialized agencies for any project related to United Nations and United Nations Development Programme (UNDP) activities. It is also to be noted that the ITU does not object to use of the network by specialized agencies, either free of charge or at specified rates, in case of emergency. For this purpose, cases of "emergency" may be defined as situations of a temporary nature where either there are no commercial channels serving points with which a specialized agency desires to communicate or the existing channels offer facilities which are inadequate to provide the quality of service which the agency requires for the due performance of its work.

(c) ITU regulations prohibit interconnexion of a "common carrier" link run by one of the public service communications organizations and a "private" link and do not permit transmission of messages by one organization at rates less than those agreed upon internationally. However, information may be passed over a section of the network to destinations that are not on the network, provided that a separate message originates at the last point of the network

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for transmission over the outside communication service. In order to use the facilities of the UN network to the greatest possible extent, all messages destined for points not serviced by the network should be routed to the closest point on the network for onward transmission by commercial means; at those points they will be delivered to local telegraph companies for retransmission. Transmission charges by local telegraph companies will be billed to the mission originating the cable by account numbers and IOV'd to Headquarters on a monthly basis (one single IOV).

(d) During the past years the volume of traffic over the UN network has gradually increased. The present-day level may justify a follow-up of the New York-Geneva leased channel arrangements with other leased telex channels, e.g. between Geneva and such points as Paris and Rome. Whenever such replacement of UN communications equipment by commercial telex connexions would be put into effect, the UN equipment thus replaced would be maintained on a standby basis for possible future use as required for emergency communications. This practice would be in line with UN policy not to rely exclusively on commercial channels for its worldwide communications system.

(e) Following this principle, United Nations intends also to maintain at all times a stock of SSB (Single Side Band) or other simple to operate radio equipment and store it at strategic points for use as needed when the United Nations is invited by a country to use it in the event of a national disaster, or is invited to send a peacekeeping mission. Accepting invitations for this purpose, United Nations will continue its present policy to accept only such invitations if it is agreed in advance by the countries involved that UN may bring in and operate its own communications equipment, as required.

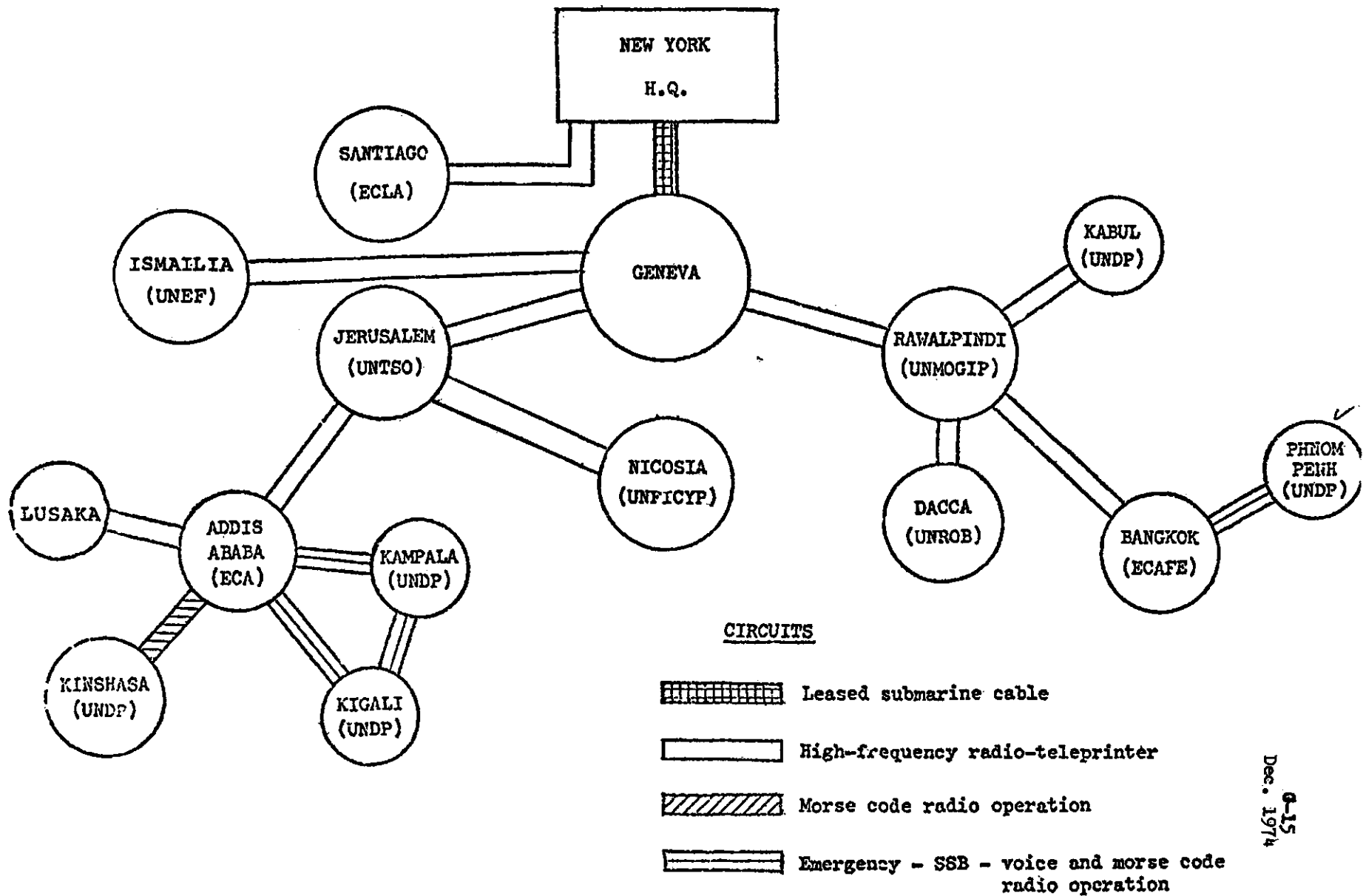
2. Scope of Network

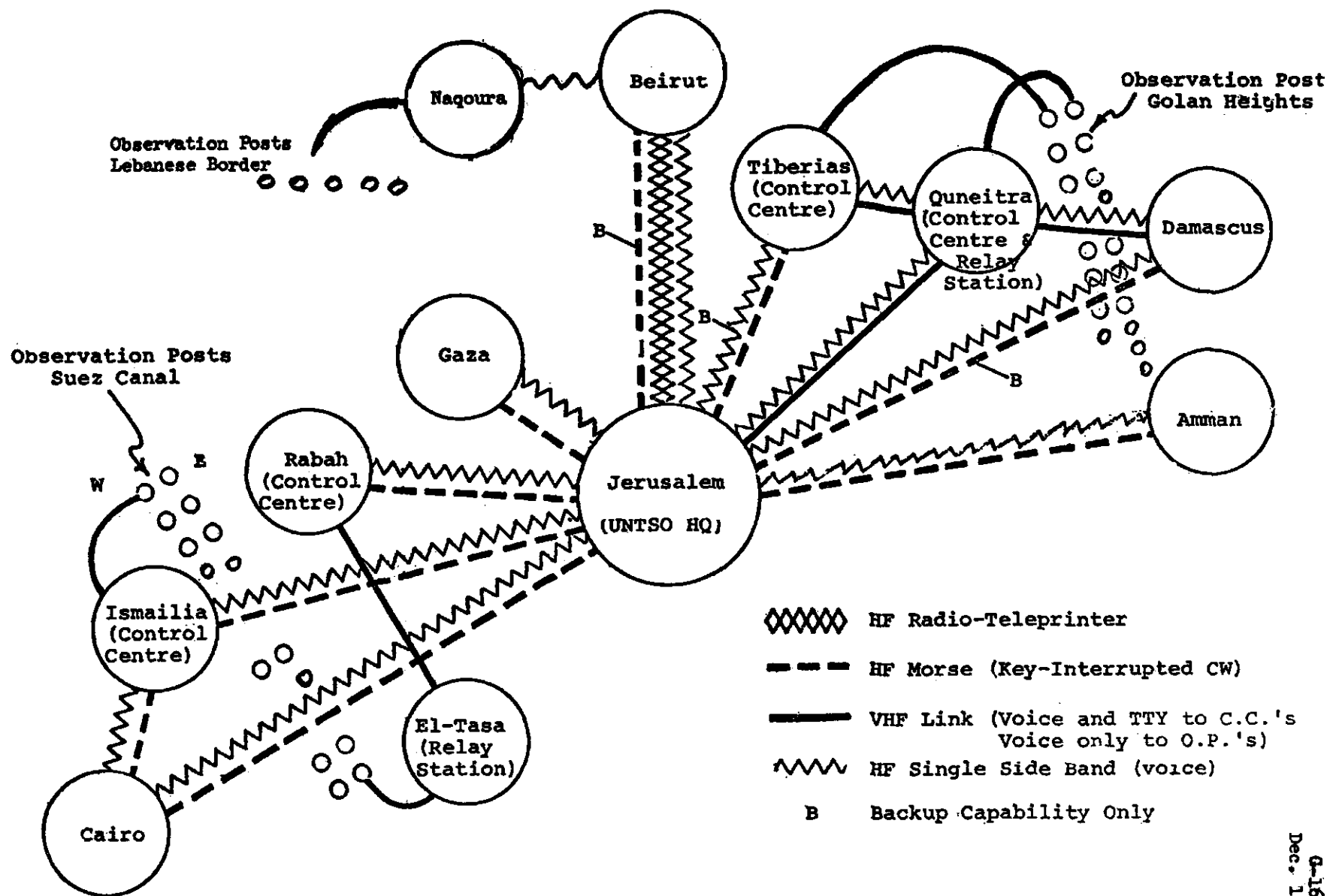
(a) As outlined in the previous paragraph, the existing UN Telecommunications System has evolved more in response to individual emergencies than as a result of preplanned organization of a world-wide network.

(b) At its present strength, we list the following connexions:

UNITED NATIONS TELECOMMUNICATIONS SYSTEM

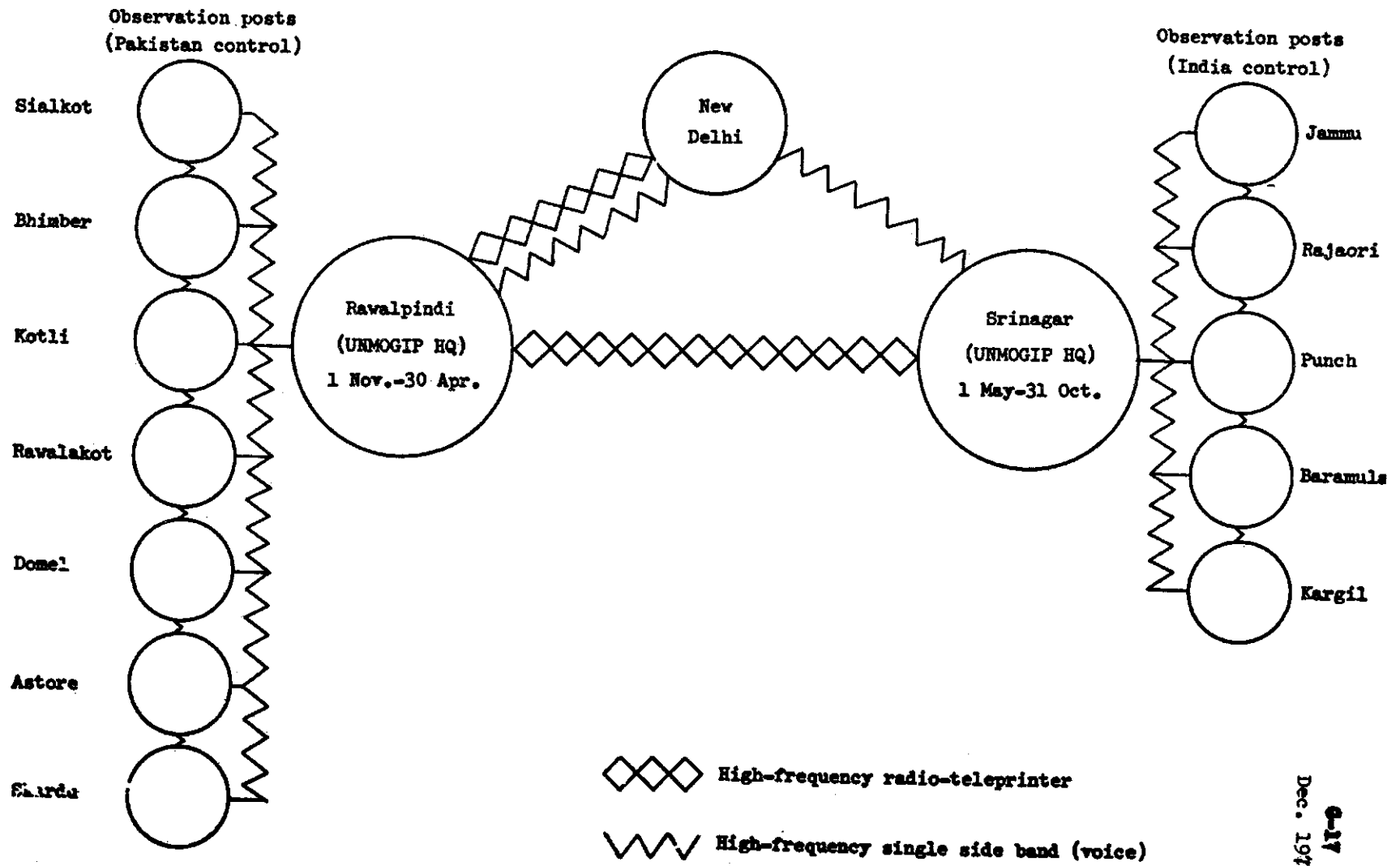
UNITED NATIONS NETWORK





UNTSO - JERUSALEM LOCAL NETWORK

UNMOGIP LOCAL NETWORK



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3. Supply Depot

(a) The United Nations Supply Depot (UNSD) in Pisa which has been in operation since November 1956 serves as a central depot for a certain quantity of such items as radio equipment and spare parts, generators (as well as vehicles, office equipment and misc. stores). Its objective is to assure speedy delivery of supplies and equipment to existing and newly-established field missions, as and where required. The depot serves as a focal point for the supply to all field missions of communications (and other) equipment.

(b) Because of financial restrictions the Pisa Depot can normally only be stocked with a supply of equipment for small operations or with an initial supply for a large operation. The equipment accumulated in the Depot has come mainly from missions and peace-keeping forces that have completed their operations.

(c) Requisitions for communications equipment have to be submitted to Headquarters for approval on form PT.72 with all relevant details. If approved, Field Operations Service will instruct Pisa to arrange for shipment to the field mission concerned.

4. Frequencies

(a) The Office maintained by Field Operations Service in Geneva is responsible for forwarding to the I.F.R.B. (International Frequency Registration Board) of the I.T.U. (International Telecommunication Union) all requests and information concerning frequencies to be used by the United Nations Network. All requests for use of new frequencies are to be submitted on the appropriate "Notification Form for Use of New Frequencies". This form will be used for any proposed changes in frequency usage (except seasonable changes of already registered frequencies), new stations, stations to be discontinued, new or changed call signs, etc.. Any basic changes, including the testing of new frequencies, will be subject to approval by HQ. prior to action in the field. Where necessary, advice forwarded to HQ. will confirm that proposed changes have been coordinated with the appropriate local government agency concerned.

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(b) Headquarters shall be informed by field stations of any frequencies no longer required for their operation.

5. Call Signs

The ITU has assigned to the UN network call signs from the allocated block 4UA through 4UZ of the international series and these call signs can only be used on the various frequencies assigned to the United Nations.

6. Transmission Schedules

GENEVA)
UNEF) 24 Hours coverage
UNTSO*)
UNFICYP)

UNMOGIP - Rawalpindi - Geneva:

Mo: 0200-1230;
1600-2000;
Tue/Fri: 0000-1230;
1600-2000;
Sa: 0000-1230;
Su: 0300-0800;

Rawalpindi - Bangkok:

Mo: 0300 till cleared;
call back option Bangkok;
0800 till cleared;
Tue/Sa: 0200 till cleared;
0800 till cleared;
Su: 0400 till cleared.

(All times GMT)

7. Priority Classification

(a) The following priority classifications must be used by all UN network stations:

*including UNDOF

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PN - PRIORITE NATIONS. This is the top priority classification to the exclusion of all other traffic.

S - Urgent, for operational and administrative matters normally requiring action within one hour of receipt. In the cable itself the indication "most immediate" or "immediate" may be inserted depending on circumstances.

F - Routine, for operational and administrative matters not requiring urgent attention.

LTF - Comparable to "night-letter".

SVC - Service, for use by Communications Sections only and only on matters pertaining to communications.

Listed below are samples of cables with indication of priority, as outlined above, under PN through LTF:

YN 135 PN JERUSALEM 411/408 12 1335Z=

PRIORITENATIONS

UNATIONS

NEWYORK =

UNTSO 379

YN 137 S JERUSALEM 315/313 12 1345Z =

STATPRIORITE

UNATIONS

NEWYORK =

M O S T I M M E D I A T E

UNTSO 381

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YN 136 S JERUSALEM 317/315 12 1340Z =

ETATPRIORITE

UNATIONS

NEW YORK =

UNTSO 380 IMMEDIATE

YN 134 S JERUSALEM 411/408 12 1335Z =

ETATPRIORITE

UNATIONS

NEWYORK =

UNTSO 378

YN 138 F JERUSALEM 129/125 12 1347Z =

ETAT

UNATIONS

NEWYORK =

UNTSO 382

YN 139 JERUSALEM 117/115 12 1348Z =

LTF

UNATIONS

NEWYORK =

UNTSO 383

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(b) The top priority classification reserved for use by the United Nations is **PRIORITE NATIONS**. This is for the exclusive use of heads of missions only and must be restricted to messages of vital importance and emergencies, such as an outbreak of hostilities. If the use of this priority is abused the I.T.U. has the right to rescind this very important privilege.

(c) Each mission shall indicate by administrative instruction what designated officials are authorized to sign outgoing cables within the mission area including during emergency situations where the normally authorized official cannot be reached. In such cases the senior officer available may be authorized to sign an outgoing cable provided he clearly mentions on the copy of the outgoing cable that his efforts to locate the normally authorized official have remained unsuccessful.

(d) Personal telegrams are not normally to be accepted for transmission over the U.N. network. In exceptional cases forwarding of personal telegrams may be authorized by the Head of Office or the Administrative Officer of the mission.

8. Drafting of Radio Communications

(a) The mission Administrative Officer shall establish by administrative instruction local rules for the preparation, transmission and recording of radio messages, with special reference to the following action requirements for outgoing communications: (a) issuance of consecutive number; (b) drafter's name or initials; (c) priority classification; (d) distribution of copies; (e) security classification; (f) clearances; (g) authority to release radio message; (h) indication of number of groups (words); (i) date and time of filing; date and hour of transmission; (j) name of person who transmitted message.

(b) The drafter of outgoing messages will deliver them in duplicate to the radio station. The original will be kept at the station and the copy returned to the drafter with proper markings after message has been transmitted.

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(c) Incoming messages will be prepared in as many copies as are required for distribution - original will be forwarded to the addressee and one copy filed at the radio station.

(d) Each radio station will keep two separate sets of files; one for outgoing and the other for incoming messages. At the end of the day all messages sent and received shall be put in the respective files. At the end of the month the files should be reassembled and the messages permanently filed for future reference.

(e) The station files should be kept under lock and key when radio personnel is not present at the station.

(f) Following Headquarters practice, punctuation in radio messages should be held to a minimum and omitted whenever possible. The following punctuation marks are admissible and may be used in all messages (and not be indicated in full words): . (period); , (comma); - (dash); / (slant or oblique); () (brackets). The following punctuation marks and signs should always be indicated in full words: colon, semi-colon, quote and unquote, query, number, and, percent, dollars, pounds.

(g) When more than one subject is dealt with in a telegram each subject should be indicated by a triple letter e.g. AAA, BBB, etc.. Where separate paragraphs occur within a single subject, the word "PARA" should be used.

(h) All messages must be accepted for onward routing by relaying stations notwithstanding mutilations. When mutilations in a text occur sender should be asked to repeat. If mutilations still exist after this repetition, messages are to be relayed in toto inserting after the words "mutilations checked with _____ date _____, time _____".

For United Nations Telex Offices: see yellow pages of HQ. Telephone Directory;

For cable addresses of U.N. Information Centres: see pages A-8 and following.

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For cable addresses of U.N. Development Programme
field offices: see Field Directory Circular
UNDP/ADM/FD/2/ latest revision
(All "UNDEVPRO").

9. Traffic Record

(a) For statistical and record purposes all U.N. radio stations shall maintain records on traffic on the following forms of which form FS.6 and FS.10 should be submitted monthly to Field Operations Service at Headquarters (single copy):

FS.5: Radio Station Log.

FS.6: Monthly Communication Report. This form provides space for five stations in separate columns. In case of missions with more than five stations, necessary additional sheets will be used; total wordage refers to total for the particular stations on the sheet, not for the entire mission net. Only the last sheet will show the total IN/OUT wordages for the entire net.

FS.10: Monthly Summary - External Traffic

(b) Form FS.10 provides details for the U.N. Agency traffic and serves as the basis of the distribution of charges to be established periodically by Field Operations Service.

(c) Copies of radio messages between the field station and Headquarters/Geneva should be retained in the mission area for at least one year. With regard to copies of inter-mission communications and of internal mission traffic, the mission Administrative Officer will determine in consultation with the Principal Secretary for what period of time they are to be retained. Disposal of copies of radio communications no longer to be retained shall be effected by burning in the presence of a responsible United Nations official who will draw up a detailed report covering the action taken.

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**CHECK-LIST OF ARRANGEMENTS IN CONNEXION WITH
THE OPENING OF A MISSION OFFICE**

1. Authority for the establishment of the mission and its terms of reference (Resolution of General Assembly, Security Council, Trusteeship Council or other organ calling for the establishment of the mission).
2. Name of the mission, its duration (where defined by the terms of reference).
3. Location and geographical area covered by the mission.
4. Designation of the substantive department responsible for the mission, and channel of communication with the Secretary-General.
5. Composition of the mission:
 - (a) Representatives
 - (b) Military Observers
 - (c) Experts, Consultants or Advisers
 - (d) Secretariat (including language personnel where necessary).
6. Designation of the Head of the mission and/or Principal Secretary, the Administrative and/or Finance Officer.
7. Preparation of the budget (inclusive of manning tables) for the mission, clearance with substantive department and Office of Financial Services, and the allotment of funds to cover the expenditures of the mission.
8. Selection of staff - substantive, secretarial, conference, language services, and Field Service staff.
9. Terms of assignment for Secretariat staff including the setting of mission per diem rates by the Office of Financial Services.
10. Travel arrangements for the mission and the mission secretariat to proceed to the field.
11. Establishment of the field office:
 - (a) Selection of office space - mission Administrative

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(cont'd)

Officer to conduct negotiations with the local government authorities or other appropriate local personalities to secure free of rent or on a lease office space required. The Administrative Officer will sign the agreements for the use of the space.

- (b) Furnishing the office. The mission Administrative Officer to arrange to rent or acquire locally furniture and equipment required for the office. Headquarters will advise (on request) on type of office equipment and the possibility of obtaining the required items from stock or from another location.
- (c) Opening of bank accounts. The Office of Financial Services, on request from the Field Operations Service, will designate the bank signatories.
- (d) Manning tables for the mission secretariat covering international staff detailed from Headquarters or Geneva and local staff.
- (e) Establishment of local salary rates, where these do not already exist. The mission Administrative Officer will make recommendations for Headquarters approval, in cases where salary rates for a particular location are not already established.
- (f) Recruitment of local staff. Office of Personnel Services will arrange for a delegation of authority to the mission Administrative Officer in respect of the appointment of locally recruited staff.
- (g) Procurement of stationery and office supplies for the office.
- (h) ~~Arrangements~~ to be made by the mission Administrative Officer for registering a cable address, a postal address (post box number) and the installation of telephones as necessary for the office.
- (i) Arrangements to be made by the mission Administrative Officer with the appropriate local government officials for a diplomatic pouch service with Headquarters. Headquarters will designate the pouch certifying officers for operating this service.
- (j) Shipping, freight, local transportation.
- (k) Headquarters will decide on the desirability of establishing a United Nations field service operated radio link.

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12. Privileges and Immunities under the United Nations Convention (the Principal Secretary of the mission should discuss this subject with the Office of Legal Affairs at Headquarters.)

13. Arrangements for regular reports to Headquarters both on substantive and administrative matters.

14. Arrangements for code, if required.

15. Arrangements for travel authority for mission Administrative Officer (Thos. Cook & Son).

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ST/SGB/Financial Rules/1/	Financial Regulations and Rules
ST/SGB/Staff Rules/1/	Staff Regulations and Rules 100 Series
ST/SGB/Staff Rules/1/Rev.2/ Index	Index to Staff Rules
ST/SGB/Staff Rules/3/	Staff Rules 300 Series (short-term)
ST/SGB/Staff Rules/ Appendix D	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 E	Medical expense assistance plan for General Service and other local staff of designated United Nations offices
ST/SGB/103	Provisional rules governing compen- sation to members of commissions, committees or similar bodies in case of injury or death attributable to services with the United Nations. (See also ST/A1/119)
ST/SGB/107	Rules governing payment of travel expenses and subsistence allowances in respect of members of organs or subsidiary organs of the United Nations.
ST/SGB/114	Service with United Nations missions.
ST/SGB/119	Regulations for the United Nations medal.
ST/SGB/132	The United Nations flag rule and regulations.
ST/SGB/136	Preservation and disposition of gifts and historical items.

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ST/AI/102	Correspondence manual
ST/AI/115	Periodic reports
ST/AI/119	See ST/SGB/103
ST/AI/131*	Time, attendance and leave recording
ST/AI/135	Shipping procedures and marine insurance
ST/AI/137	System of daily subsistence allowance
ST/AI/143	Assignments of staff to Hq. and to Geneva from other offices for periods of less than one year.
ST/AI/149	Compensation for loss of or damage to personal effects.
ST/AI/150	Mode and standards of travel.
ST/AI/169	Free entry of baggage and effects into the United Nations.
ST/AI/170	Use of misc. charges orders.
ST/AI/172	After-service health insurance coverage. (See Add. 2 for dental coverage)
ST/AI/173	Excess baggage, unaccompanied shipments, insurance and storage.
ST/AI/174	Instructions governing UN diplomatic pouch service.
ST/AI/176	Transportation of privately owned automobiles.
ST/AI/181	Education grant.
ST/AI/184	Installation grant.

*Changed to ST/AI/221

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ST/AI/187	Installation grant for General Service staff.
ST/AI/190	Outside activities of members of the Secretariat.
ST/AI/192	Official hospitality.
ST/AI/195	Rental subsidies and deductions.
ST/AI/196	Computation of the travel subsistence allowance.
ST/AI/200	Travel expenses in connexion with annual leave from designated duty station.
ST/AI/207	Language proficiency of staff in the Professional category and above.
ST/AI/215	Family visit travel.
ST/AI/216	Certifying officers.
ST/ADM/SER. A/892	Information for United Nations travellers.
COORD/Civil Service/5	Report on standards of conduct in the International Civil Service.
ST/LEG/2	UN Convention on Privileges and Immunities.
ST/ADM/L.3	Allotment Account Codes Handbook.
JSPB/G.4	Regulations of the United Nations Joint Staff Pension Fund.
UNDP/ADM/FD/2	Field Directory.
UNDP/PROG/XR/-	Rates of exchange.

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(1) Office of Financial Services

F.4	Request for payments.
F.7	Misc. obligation document (MOD)
F.10	Voucher for Reimbursement of Expenses
F.14	Questionnaire on room and meal costs.
F.22 and F.22/A	Attendance Record Card.
F.23	Summary of Expenditure by Allotment Accounts.
F.27 and F.27/A	Local currency payroll (missions)
F.38	Inter-office voucher (missions)
F.56	Reimbursement voucher for Official Travel of Representatives of Member States.
F.64 and F.64/A	Statement of Accounts; Status of Allotments.
F.71	Leave Report.
F.82	Request for Salary Advance.
F.108	Field Office Receipt.
F.128	Voucher for miscellaneous purposes.
F.133	Request for Imprest Replenishment (Info. Centres)
F.136	List of advances recoverable locally (Info. Centres)
F.137	Journal of Receipts and Disbursements (missions)
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F.142	Declaration of dependants (members, Commissioners, Committees, etc.)
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(2) Office of Personnel Services

P.1	Personnel Induction Questionnaire.
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P.5	Personnel action.
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P.17	Notification of request for pre-placement medical examination.
P.27	Request for advance against the Education Grant.
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P.41	Certificate of attendance and costs for education grant.
P.45	Request for Payment of Education Grant.
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P.70	Letter of Appointment - Fixed-term; 100 series.
P.72	Letter of Appointment - Short-term; 300 series.
P.73	Letter of Appointment - indefinite; 100 series (mission and Info. Centre)
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P.84	Report on Dependency Status.
P.88	Letter of appointment - regular appt; 100 series.
P.89	Letter of appointment - probationary appt; 100 series.
P.91	Periodic Report (Professional and above)*
P.93	Periodic Report (Gen. Service and Field Serv. up to FS-4)

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(3) Medical Service

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MS.6	Periodic Health Examination History.
MS.20	Examination and Immunization card.

(4) Office of General Services

CR.18	Diplomatic Pouch Tags (mission to Hq.)
CR.32	Diplomatic Pouch - Summary of Enclosures.
CR.130	Disposition of Records: Field Offices.
PT.5	Request for removal of G.4/G.5 visa status.
PT.8	Travel Authorization.
PT.16	Application for Renewal of Blue Laisser-Passer.
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PT.39	Application for United Nations Family Certificate.
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FOS.6 *	Monthly Communication Report.
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