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## **Secretary-General's bulletin**

### **Mandatory learning programme: United Nations Human Rights Responsibilities**

The Secretary-General, for the purpose of renewing the commitment to uphold the responsibilities assigned to the Organization and its staff members by the Charter of the United Nations, the Security Council and the General Assembly with regard to human rights, promulgates the following:

#### **Section 1 Purpose**

The purpose of the present bulletin is to announce the introduction of the course entitled “United Nations Human Rights Responsibilities”, a system-wide, self-administered, online learning programme.

#### **Section 2 Scope**

The present policy applies to all Secretariat staff members, regardless of the type and duration of their appointment with the Organization.

#### **Section 3 Learning programme**

3.1 The learning programme is designed to increase the capacity of United Nations staff to uphold their human rights responsibilities in their daily work and to take appropriate action for the protection of human rights within their functions in accordance with the Charter of the United Nations and the Universal Declaration of Human Rights.

3.2 The learning programme consists of seven modules:

- Module 1: Course introduction and overview
- Module 2: Learning from the past: human rights up front
- Module 3: What are human rights and where do they come from?
- Module 4: United Nations bodies and mechanisms for human rights protection
- Module 5: Human rights responsibilities of United Nations staff
- Module 6: Human rights violations as early warning signs
- Module 7: Taking action for human rights



3.3 Two versions of the course are available:

(a) The full version (modules 1 through 7) is mandatory for staff in the following job networks: Economic, Social and Development Network (DEVNET); Political, Peace and Humanitarian Network (POLNET); Legal Network (LEGALNET); and Public Information and Conference Management Network (INFONET).

(b) The abridged version (modules 1, 2, 3, 5 and 7) is mandatory for staff in the following job networks: Information and Telecommunication Technology Network (ITECNET); Logistics, Transportation and Supply Chain Network (LOGNET); Management and Administration Network (MAGNET); Safety and Security Network (SAFETYNET); and Science Network (SCINET).

3.4 The learning programme is available in the Learning Management System in Inspira. Staff may access the course by searching for “human rights responsibilities” on their Inspira “My Learning” page and selecting the relevant course according to their current job network affiliation.

#### **Section 4 Implementation**

4.1 All staff at all levels and in all duty stations are expected to complete the learning programme. Currently serving staff are expected to complete the programme within six months of issuance of the present bulletin. Newly hired staff members are expected to complete the programme within six months of their entry into service.

4.2 Completion of the learning programme will be tracked and stored in the Learning Management System in Inspira.

4.3 Heads of departments and offices are responsible for ensuring the completion of the learning programme by their staff and others for whom they are responsible. The Office of Human Resources Management is responsible for monitoring compliance through the Learning Management System on the status of completion.

#### **Section 5 Final provisions**

The present bulletin shall enter into force on the date of its issuance.

(Signed) **BAN** Ki-moon  
Secretary-General

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