



**United Nations**

**Index  
to  
information circulars**

**January 2015**

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## Introduction

1. The present index to information circulars lists in alphanumeric order by symbol, together with date and subject matter, all circulars that have been issued at United Nations Headquarters since January 2014. The index is issued annually.
2. The index comprises the following sections:
  - (a) Information circulars, by alphanumeric symbol, issued in 2014;
  - (b) Information circulars listed according to subject matter.
3. The index should be read in conjunction with the index to administrative issuances ([ST/IC/2015/1](#)), which contains issuances issued under the ST/SGB/-series and the ST/AI/- series.
4. Copies of the index are available through official distribution. The index is also archived in the Official Document System, and is included in the Human Resources Handbook.
5. Comments and suggestions concerning this publication would be appreciated. They should be addressed to the Chief, Human Resources Policy Service, Office of Human Resources Management, Secretariat Building, Room S-1911, 19th Floor, New York, N.Y. 10017. They can also be sent by fax to 212-963-3898.

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## Index to information circulars

### A. Information circulars, by alphanumeric symbol, issued in 2014

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2013/4/Amend.2</a>	14/1/14	Membership of the Central Review Board, Committee and Panel at Headquarters	Expiration date: in effect until further notice
<a href="#">ST/IC/2013/33 and Amend.1</a>	4/11/13 13/10/14	Membership of the Senior Review Group	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/1</a>	1/14	Index to administrative issuances	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/2</a>	1/14	Index to information circulars	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/3</a>	16/12/13	Language and communications programme at Headquarters — 2014	Expiration date: 31/12/14
<a href="#">ST/IC/2014/4</a>	10/1/14	Classification of duty stations and special entitlements for staff members serving at designated duty stations	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/5</a>	14/1/14	Membership of the Central Review Board for the Regional Commissions	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/6</a>	24/1/14	Payment of 2013 income taxes	Expiration date: 31/12/14
<a href="#">ST/IC/2014/7</a>	28/1/14	Designation of duty stations for purposes of rest and recuperation	Expiration date: 30/6/14
<a href="#">ST/IC/2014/8</a>	7/2/14	Revised base salary scales for staff in the Professional and higher categories and staff in the Field Service category	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/9</a>	28/2/14	Voluntary supplemental funding mechanism for the Office of Staff Legal Assistance	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/10 and Amend.1</a>	27/2/14 27/5/14	Membership of the Joint Harassment Prevention Boards	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/11</a>	1/4/14	New procedure for checking the status of United States visa applications	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/12/Rev.1</a>	22/9/14	Education grant and special education grant for children with a disability	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/13</a>	24/4/14	Revised salary scales for staff in the General Service and related categories at Headquarters	Expiration date: in effect until further notice

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2014/14</a>	8/5/14	Review of staff claims for dependency benefits for 2013	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/15</a>	12/6/14	Renewal of the United Nations Headquarters-administered health insurance programme, effective 1 July 2014	Expiration date: 30/6/15
<a href="#">ST/IC/2014/16</a>	17/6/14	United Nations sabbatical leave programme for 2015	Expiration date: 31/12/14
<a href="#">ST/IC/2014/17</a>	17/7/14	Classification of duty stations and special entitlements for staff members serving at designated duty stations	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/18</a>	17/7/14	Limitation of automatic forwarding of e-mail messages	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/19</a>	24/7/14	Employment of household employees on G-5 visas	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/20</a> and Add.1	1/8/14 2/9/14	Designation of duty stations for purposes of rest and recuperation	Expiration date: 31/12/14
<a href="#">ST/IC/2014/21</a>	25/7/14	Hourly wage for household employees on G-5 visas	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/22</a>	18/8/14	Working hours during the sixty-ninth session of the General Assembly for staff members at United Nations Headquarters	Expiration date: 31/12/14
<a href="#">ST/IC/2014/23</a>	9/9/14	Arrangements for admission to United Nations Headquarters during the sixty-ninth session of the General Assembly	Expiration date: 15/9/15
<a href="#">ST/IC/2014/24</a>	9/9/14	Arrangements for admission to United Nations Headquarters during the special session of the General Assembly on the follow-up to the Programme of Action of the International Conference on Population and Development beyond 2014, to be held on 22 September, the World Conference on Indigenous Peoples, to be held on 22 and 23 September, the climate change summit to be held on 23 September, the period of the general debate, from 24 to 30 September, and the treaty events ending on 1 October 2014	Expiration date: 6/10/14. See also <a href="#">ST/IC/2013/33</a>
<a href="#">ST/IC/2014/25</a>	15/10/14	Criteria for transfer of household employees on G-5 visas	Expiration date: in effect until further notice

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2014/26</a>	15/10/14	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2013 to 30 June 2014	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/27</a>	6/11/14	Internet filter upgrade	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/28</a>	19/11/14	Recent developments concerning the response of the Government of the United States of America to the Ebola epidemic: exit and entry screening of travellers	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/29</a>	18/12/14	Revised procedures for obtaining a driver's licence and testing requirements for licences with a "motorcycle endorsement" for non-United States citizens	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/30</a>	24/12/14	Official holidays for 2015 at United Nations headquarters	Expiration date: 31/12/15

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

### **I. Buildings, premises and security**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2000/80</a>	18/10/00	United Nations garage: Chairman of the Garage Review Board	Expiration date: in effect until further notice
<a href="#">ST/IC/2009/29</a>	10/8/09	No smoking policy at United Nations Headquarters premises	Expiration: in effect until further notice
<a href="#">ST/IC/2014/23</a>	9/9/14	Arrangements for admission to United Nations Headquarters during the sixty-ninth session of the General Assembly <sup>1</sup>	Expiration date: 15/9/15

### **II. Claims**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2009/24</a>	4/6/09	Review of staff claims for dependency benefits for 2006, 2007 and 2008	Expiration date: in effect until further notice
<a href="#">ST/IC/2013/3</a>	16/1/13	Review of staff claims for dependency benefits for 2009, 2010 and 2011	Expiration date: in effect until further notice

<sup>1</sup> For additional information circulars on arrangements for admission to the premises during sessions of the General Assembly, see section A.

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2013/26</a>	11/10/13	Review of staff claims for dependency benefits for 2012	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/14</a>	8/5/14	Review of staff claims for dependency benefits for 2013	Expiration date: in effect until further notice

### III. Communications, archives and records

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2000/89</a>	27/11/00	Procedures governing the dispatch of personal mail from United Nations offices away from Headquarters	Expiration date: in effect until further notice. See also <a href="#">ST/AI/368</a>
<a href="#">ST/IC/2001/70</a>	21/9/01	Revised rates for telephone and facsimile service using the United Nations global network	Expiration date: in effect until further notice
<a href="#">ST/IC/2003/29</a>	23/4/03	Performance controls of United Nations Internet services	Expiration date: in effect until further notice
<a href="#">ST/IC/2003/35</a>	3/6/03	Registration of e-mail addresses for delivery of pay slips	Expiration date: in effect until further notice
<a href="#">ST/IC/2003/41</a>	30/6/03	Communications and contacts with host country authorities	Expiration date: in effect until further notice
<a href="#">ST/IC/2003/64</a>	11/12/03	Personal emergency contact information	Expiration date: in effect until further notice
<a href="#">ST/IC/2005/11</a>	18/2/05	Mobile communication devices for official work	Expiration date: in effect until further notice
<a href="#">ST/IC/2009/26</a>	6/7/09	Issuance of Secretary-General's bulletins, administrative instructions and information circulars following the promulgation of the amended Staff Regulations and new Provisional Staff Rules	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/18</a>	17/7/14	Limitation of automatic forwarding of e-mail messages	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/27</a>	6/11/14	Internet filter upgrade	Expiration date: in effect until further notice

### IV. Conferences

No information circulars apply at present.

## V. Documents and publications

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2002/70</a>	1/11/02	Availability to Secretariat officials of official documents and publications	Expiration date: in effect until further notice
<a href="#">ST/IC/2006/33</a>	21/8/06	Revised procedures for picking up documents processed by the Host Country Affairs Section of the United States Mission to the United Nations	Expiration date: in effect until further notice
<a href="#">ST/IC/2009/26</a>	6/7/09	Issuance of Secretary-General's bulletins, administrative instructions and information circulars following the promulgation of the amended Staff Regulations and new Provisional Staff Rules	Expiration date: in effect until further notice

## VI. Finance

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2002/13</a>	28/2/02	Budget constraints and support service reductions	Expiration date: in effect until further notice
<a href="#">ST/IC/2013/36</a>	31/12/13	United Nations policy framework for International Public Sector Accounting Standards	Expiration date: in effect until further notice

## VII. General office procedures

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/1997/11</a>	4/2/97	Electronic mail — directory maintenance and automatic message deletion	Expiration date: in effect until further notice
<a href="#">ST/IC/1999/14</a>	9/2/99	Guidelines for ergonomic workstations and work with computers	Expiration date: in effect until further notice
<a href="#">ST/IC/2002/73</a>	1/11/02	United Nations health and life insurance Internet site	Expiration date: in effect until further notice
<a href="#">ST/IC/2003/29</a>	23/4/03	Performance controls of United Nations Internet services	Expiration date: in effect until further notice
<a href="#">ST/IC/2003/35</a>	3/6/03	Registration of e-mail addresses for delivery of pay slips	Expiration date: in effect until further notice
<a href="#">ST/IC/2003/41</a>	30/6/03	Communications and contacts with host country authorities	Expiration date: in effect until further notice

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2003/64</a>	11/12/03	Personal emergency contact information	Expiration date: in effect until further notice
<a href="#">ST/IC/2005/11</a>	18/2/05	Mobile communication devices for official work	Expiration date: in effect until further notice
<a href="#">ST/IC/2006/33</a>	21/8/06	Revised procedures for picking up documents processed by the Host Country Affairs Section of the United States Mission to the United Nations	Expiration date: in effect until further notice
<a href="#">ST/IC/2013/17</a>	17/5/13	Changes to the I-94 form (arrival/departure record) for United Nations staff and dependents	Expiration date: in effect until further notice
<a href="#">ST/IC/2013/34</a>	14/11/13	United States revised policies and procedures concerning the authorization of utility tax exemption for the United Nations Secretariat and its eligible staff members	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/11</a>	1/4/14	New procedure for checking the status of United States visa applications	Expiration date: in effect until further notice

## **VIII. Human resources**

### **1. Administration-staff relations**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2014/9</a>	28/2/14	Voluntary supplemental funding mechanism for the Office of Staff Legal Assistance	Expiration date: in effect until further notice

### **2. Allowances, entitlements and grants<sup>2</sup>**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2013/25</a>	30/8/13	Rental subsidies and deductions	Expiration date: in effect until further notice. See also <a href="#">ST/AI/2013/2</a>
<a href="#">ST/IC/2006/60</a>	28/12/06	Relocation grant (lump-sum option for unaccompanied shipments) — Rates	Expiration date: in effect until further notice

<sup>2</sup> For the information circular on special entitlements for staff members serving at designated duty stations, see section A.

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2011/15</a>	26/5/11	Threshold percentage for the purpose of calculating rental subsidies	Expiration date: in effect until further notice. See also <a href="#">ST/AI/2013/2</a> and <a href="#">ST/IC/2013/25</a>
<a href="#">ST/IC/2011/6</a> and Corr.1	8/3/11	Dependency allowances for staff in the Professional and higher categories and in the Field Service category	Expiration date: in effect until further notice. See also <a href="#">ST/AI/2011/5</a>
<a href="#">ST/IC/2009/8</a>	19/1/09	Post adjustment classification for New York	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/14</a>	8/5/14	Review of staff claims for dependency benefits for 2013	Expiration date: in effect until further notice. See also <a href="#">ST/IC/2013/26</a>
<a href="#">ST/IC/2013/6</a>	21/1/13	Rates of daily subsistence allowance in New York, Geneva and Vienna	Expiration date: in effect until further notice. See also <a href="#">ST/AI/2014/2</a>
<a href="#">ST/IC/2014/12/Rev.1</a>	22/9/14	Education grant and special education grant for children with a disability	Expiration date: in effect until further notice. See also <a href="#">ST/AI/2011/4</a> , Amend.1 and Amend.2, <a href="#">ST/AI/2000/6</a> and Amend.1

### 3. Appeals

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2011/17</a>	7/6/11	Membership of the New York General Service Classification Appeals Committee	Expiration date: in effect until further notice. See also <a href="#">ST/AI/1998/9</a> and Corr.1 (English only)
<a href="#">ST/IC/2004/4</a>	23/1/04	Conflict resolution in the United Nations Secretariat	Expiration date: in effect until further notice
<a href="#">ST/IC/2013/16</a>	17/5/13	Internal Justice Council	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/9</a>	28/2/14	Voluntary supplemental funding mechanism for the Office of Staff Legal Assistance	Expiration date: in effect until further notice

#### 4. Appointments, placement and promotion<sup>3</sup>

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2000/86</a>	14/11/00	Multilingualism	Expiration date: in effect until further notice
<a href="#">ST/IC/2005/17</a>	11/3/05	Staff selection system	Expiration date: in effect until further notice
<a href="#">ST/IC/2013/33</a> and Amend.1	4/11/13 13/10/14	Membership of the Senior Review Group	Expiration date: in effect until further notice. See also <a href="#">ST/SGB/2011/8</a>
<a href="#">ST/IC/2014/10</a> and Amend.1	27/2/14 27/5/14	Membership of the Joint Harassment Prevention Boards	Expiration date: in effect until further notice

#### 5. Attendance, leave and working hours<sup>4</sup>

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2005/8</a>	26/1/05	Implementation of the change in the annual leave cycle	Expiration date: in effect until further notice
<a href="#">ST/IC/2012/23</a>	14/11/12	United Nations staff efforts to assist those in the City of New York and the surrounding tri-state area who were impacted by the aftermath of Storm Sandy	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/16</a>	17/6/14	United Nations sabbatical leave programme for 2015	Expiration date: 31/12/2014. See also <a href="#">ST/AI/2011/1</a>
<a href="#">ST/IC/2014/30</a>	24/12/14	Official holidays for 2015 at United Nations Headquarters	Expiration date: 31/12/15

#### 6. Delegation of authority

No information circulars apply at present.

#### 7. Disciplinary matters

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2002/25</a>	29/4/02	Practice of the Secretary-General in disciplinary matters, 2000-2002	Expiration date: in effect until further notice. See also <a href="#">ST/SGB/2013/2</a>
<a href="#">ST/IC/2004/4</a>	23/1/04	Conflict resolution in the United Nations Secretariat	Expiration date: in effect until further notice

<sup>3</sup> For the information circular on membership of the Central Review bodies, see section A.

<sup>4</sup> For the information circular on working hours during sessions of the General Assembly, see section A.

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2004/28</a>	26/7/04	Practice of the Secretary-General in disciplinary matters, 2002-2003	Expiration date: in effect until further notice. See also <a href="#">ST/SGB/2013/2</a>
<a href="#">ST/IC/2005/19</a>	24/3/05	Reporting of suspected misconduct	Expiration date: in effect until further notice
<a href="#">ST/IC/2005/51</a>	30/8/05	Practice of the Secretary-General in disciplinary matters, 1 January 2004-30 June 2005	Expiration date: in effect until further notice
<a href="#">ST/IC/2006/48</a>	31/7/06	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2005-30 June 2006	Expiration date: in effect until further notice
<a href="#">ST/IC/2007/47</a>	31/8/07	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2006-30 June 2007	Expiration date: in effect until further notice
<a href="#">ST/IC/2008/41</a>	15/8/08	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2007-30 June 2008	Expiration date: in effect until further notice
<a href="#">ST/IC/2009/30</a>	18/8/09	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2008-30 June 2009	Expiration date: in effect until further notice
<a href="#">ST/IC/2010/26</a>	7/9/10	Practice of the Secretary-General in disciplinary matters and possible criminal behaviour, 1 July 2009-30 June 2010	Expiration date: in effect until further notice
<a href="#">ST/IC/2011/20</a>	27/7/11	Practice of the Secretary-General in disciplinary matters and possible criminal behaviour, 1 July 2010-30 June 2011	Expiration date: in effect until further notice
<a href="#">ST/IC/2012/19</a>	6/9/12	Practice of the Secretary-General in disciplinary matters and possible criminal behaviour, 1 July 2011-30 June 2012	Expiration date: in effect until further notice
<a href="#">ST/IC/2013/29</a>	18/9/13	Practice of the Secretary-General in disciplinary matters and possible criminal behaviour, 1 July 2012-30 June 2013	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/26</a>	15/10/14	Practice of the Secretary-General in disciplinary matters and possible criminal behaviour, 1 July 2013-30 June 2014	Expiration date: in effect until further notice

## 8. Duties and obligations

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/1997/90</a>	26/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles]	Expiration date: in effect until further notice
<a href="#">ST/IC/2002/38</a>	14/6/02	Privileges and immunities — Requests by local authorities to interview staff	Expiration date: in effect until further notice. See also <a href="#">ST/SGB/2002/13</a>
<a href="#">ST/IC/2003/17</a>	11/3/03	Our core values prohibit discrimination and harassment	Expiration date: in effect until further notice. See also <a href="#">ST/SGB/2002/13</a>
<a href="#">ST/IC/2004/31</a>	6/8/04	Permanent residence in the United States of America — waiver of rights, privileges, exemptions and immunities	Expiration date: in effect until further notice. See also <a href="#">ST/AI/2000/19</a>
<a href="#">ST/IC/2004/38</a>	9/9/04	Host country travel regulations — Iraqi nationals	Expiration date: in effect until further notice
<a href="#">ST/IC/2004/39</a>	9/9/04	Procedures regarding citations for motor vehicle infractions	Expiration date: in effect until further notice
<a href="#">ST/IC/2005/15</a>	8/3/05	Host country travel regulations — Libyan nationals	Expiration date: in effect until further notice
<a href="#">ST/IC/2005/19</a>	24/3/05	Reporting of suspected misconduct	Expiration date: in effect until further notice
<a href="#">ST/IC/2005/59</a>	31/10/05	Host country travel regulations — Russian nationals	Expiration date: in effect until further notice
<a href="#">ST/IC/2005/66</a>	14/12/05	Preparations for a possible transit strike	Expiration date: in effect until further notice
<a href="#">ST/IC/2006/10</a>	31/1/06	Host country travel regulations — Vietnamese nationals	Expiration date: in effect until further notice
<a href="#">ST/IC/2006/30</a>	16/8/06	Outside activities	Expiration date: in effect until further notice
<a href="#">ST/IC/2006/31</a>	16/8/06	Honours, gifts or remuneration from outside sources	Expiration date: in effect until further notice
<a href="#">ST/IC/2006/33</a>	21/8/06	Revised procedures for picking up documents processed by the Host Country Affairs Section of the United States Mission to the United Nations	Expiration date: in effect until further notice
<a href="#">ST/IC/2007/51</a>	26/12/07	New travel regulations for foreign nationals entering Japan	Expiration date: in effect until further notice

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2012/23</a>	14/11/12	United Nations staff efforts to assist those in the City of New York and the surrounding tri-state area who were impacted by the aftermath of Storm Sandy	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/21</a>	25/7/14	Hourly wage for household employees on G-5 visas	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/29</a>	18/12/14	Revised procedures for obtaining a driver's licence and testing requirements for licences with a "motorcycle endorsement" for non-United States citizens	Expiration date: in effect until further notice

### 9. Job classification system

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2013/21</a>	16/7/13	Membership of the New York General Service Classification Appeals Committee	Expiration date: in effect until further notice. See also <a href="#">ST/AI/1998/9</a> and Corr.1 (English only)

### 10. General

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/1999/111</a>	29/12/99	Mental health — Medical and employee assistance facilities	Expiration date: in effect until further notice. See also <a href="#">ST/AI/372</a>
<a href="#">ST/IC/2010/17</a>	10/6/10	After-school recreation and study programme for United Nations children	Expiration date: in effect until further notice
<a href="#">ST/IC/2010/19</a>	21/6/10	Human Resources Handbook	Expiration date: in effect until further notice

### 11. Medical and other insurance

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/1997/90</a>	26/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles]	Expiration date: in effect until further notice
<a href="#">ST/IC/1999/111</a>	29/12/99	Mental health — Medical and employee assistance facilities	Expiration date: in effect until further notice. See also <a href="#">ST/AI/372</a>

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2002/63</a> and Amend.1	27/9/02 14/7/03	United Nations group life insurance plan	Expiration date: in effect until further notice. See also <a href="#">ST/AI/2002/6</a>
<a href="#">ST/IC/2004/4</a>	23/1/04	Conflict resolution in the United Nations Secretariat	Expiration date: in effect until further notice
<a href="#">ST/IC/2005/55</a>	4/10/05	New claims administration service from Aetna for medical services rendered outside the United States of America	Expiration date: in effect until further notice. See also <a href="#">ST/IC/2006/22</a>
<a href="#">ST/IC/2006/21</a>	31/5/06	United Nations group life insurance plan	Expiration date: in effect until further notice. See also <a href="#">ST/AI/2002/6</a> and <a href="#">ST/IC/2002/63</a>
<a href="#">ST/IC/2014/15</a>	12/6/14	Renewal of the United Nations Headquarters-administered health insurance programme, effective 1 July 2014	Expiration date: 30/6/15

## 12. Pensions, post-retirement services and employment beyond retirement

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2013/9</a>	25/2/13	Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category	Expiration date: in effect until further notice. See also <a href="#">ST/IC/2014/8</a> and <a href="#">ST/IC/2009/8</a>

## 13. Post adjustment

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2009/8</a>	19/1/09	Post adjustment classification for New York	Expiration date: in effect until further notice

## 14. Salary scales and payments

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2009/8</a>	19/1/09	Post adjustment classification for New York	Expiration date: in effect until further notice. See also <a href="#">ST/IC/2014/4</a>
<a href="#">ST/IC/2013/9</a>	25/2/13	Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category	Expiration date: in effect until further notice. See also <a href="#">ST/IC/2014/8</a> and <a href="#">ST/IC/2009/8</a>

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2014/8</a>	7/2/14	Revised base salary scales for staff in the Professional and higher categories and staff in the Field Service category	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/13</a>	24/4/14	Revised salary scales for staff in the General Service and related categories at Headquarters	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/21</a>	25/7/14	Hourly wage for household employees on G-5 visas	Expiration date: in effect until further notice

### 15. Staff regulations and rules

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2009/26</a>	6/7/09	Issuance of Secretary-General's bulletins, administrative instructions and information circulars following the promulgation of the amended Staff Regulations and new Provisional Staff Rules	Expiration date: in effect until further notice
<a href="#">ST/IC/2010/31</a>	13/10/10	Index to the Staff Regulations and provisional Staff Rules	Expiration date: in effect until further notice

### 16. Training, career development and examinations<sup>5</sup>

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2000/86</a>	14/11/00	Multilingualism	Expiration date: in effect until further notice

### 17. United States taxes<sup>6</sup>

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2012/11</a>	5/4/12	United States income tax requirements as they relate to employment authorization for dependent family members	Expiration date: in effect until further notice

### 18. Visas

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2001/27</a> and Amend. 1	10/4/01 25/8/08	Visa status in the United States of America	Expiration date: in effect until further notice. See also <a href="#">ST/AI/2000/19</a>

<sup>5</sup> For information on the internship programme, see [ST/AI/2014/1](#).

<sup>6</sup> For the information circular on payment of 2013 income taxes, see section A.

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2004/8</a>	27/1/04	United States Visitor and Immigrant Status Indicator Technology	Expiration date: in effect until further notice
<a href="#">ST/IC/2004/14</a>	24/3/04	Filing of petitions for special immigrant classification and/or applications for lawful permanent resident status in the United States of America	Expiration date: in effect until further notice
<a href="#">ST/IC/2004/31</a>	6/8/04	Permanent residence in the United States of America — waiver of rights, privileges, exemptions and immunities	Expiration date: in effect until further notice. See also <a href="#">ST/AI/2000/19</a>
<a href="#">ST/IC/2007/43</a>	22/10/07	Visa status while on mission service	Expiration date: in effect until further notice
<a href="#">ST/IC/2008/11</a>	31/1/08	Revalidation of visas	Expiration date: in effect until further notice
<a href="#">ST/IC/2009/42</a>	1/12/09	Employment of household employees for whom a G-5 visa has been requested or obtained	Expiration date: in effect until further notice. See also <a href="#">ST/IC/2012/7</a>
<a href="#">ST/IC/2014/21</a>	25/7/14	Hourly wage for household employees on G-5 visas	Expiration date: in effect until further notice

## IX. Library

No information circulars apply at present.

## X. Missions<sup>7</sup>

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2014/17</a>	17/7/14	Classification of duty stations and special entitlements for staff members serving at designated duty stations	Expiration date: in effect until further notice. See also <a href="#">ST/AI/2007/1</a> and Amend.1

## XI. Organizational structure

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2000/80</a>	18/10/00	United Nations garage: Chairman of the Garage Review Board	Expiration date: in effect until further notice
<a href="#">ST/IC/2013/21</a>	16/7/13	Membership of the New York General Service Classification Appeals Committee	Expiration date: in effect until further notice. See also <a href="#">ST/AI/1998/9</a> and Corr.1 (English only)

<sup>7</sup> For the information circular on classification of duty stations, see section A.

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2013/33</a> and Amend.1	4/11/13 13/10/14	Membership of the Senior Review Group	Expiration date: in effect until further notice. See also <a href="#">ST/SGB/2011/8</a>
<a href="#">ST/IC/2014/10</a> and Amend.1	27/2/14 27/5/14	Membership of the Joint Harassment Prevention Boards	Expiration date: in effect until further notice. See also <a href="#">ST/SGB/2008/14</a>

## **XII. Property and supplies**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/1999/14</a>	9/2/99	Guidelines for ergonomic workstations and work with computers	Expiration date: in effect until further notice
<a href="#">ST/IC/2005/11</a>	18/2/05	Mobile communication devices for official work	Expiration date: in effect until further notice

## **XIII. Protocol**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2003/41</a>	30/6/03	Communications and contacts with host country authorities	Expiration date: in effect until further notice

## **XIV. Travel and transportation**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/1997/90</a>	26/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles]	Expiration date: in effect until further notice
<a href="#">ST/IC/1999/99</a>	29/11/99	Excess baggage, shipments and insurance	Expiration date: in effect until further notice. See also <a href="#">ST/AI/2006/5</a>
<a href="#">ST/IC/2000/70</a>	21/9/00	Medical evacuation	Expiration date: in effect until further notice. See also <a href="#">ST/AI/2000/10</a>
<a href="#">ST/IC/2001/43</a> and Add.1 Amend.1 Amend.2 Amend.3	13/6/01 7/2/02 27/6/05 24/5/06 10/8/07	Official travel	Expiration date: in effect until further notice. See also <a href="#">ST/AI/2013/3</a>

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
<a href="#">ST/IC/2003/40</a>	24/6/03	Transportation of privately owned automobiles: list of countries and territories to which such transportation may be partially reimbursed	Expiration date: in effect until further notice. See also <a href="#">ST/AI/2006/5</a>
<a href="#">ST/IC/2004/38</a>	9/9/04	Host country travel regulations — Iraqi nationals	Expiration date: in effect until further notice
<a href="#">ST/IC/2004/39</a>	9/9/04	Procedures regarding citations for motor vehicle infractions	Expiration date: in effect until further notice
<a href="#">ST/IC/2005/15</a>	8/3/05	Host country travel regulations — Libyan nationals	Expiration date: in effect until further notice
<a href="#">ST/IC/2005/59</a>	31/10/05	Host country travel regulations — Russian nationals	Expiration date: in effect until further notice
<a href="#">ST/IC/2006/10</a>	31/1/06	Host country travel regulations — Vietnamese nationals	Expiration date: in effect until further notice
<a href="#">ST/IC/2006/60</a>	28/12/06	Relocation grant (lump-sum option for unaccompanied shipments) — Rates	Expiration date: in effect until further notice
<a href="#">ST/IC/2013/6</a>	21/1/13	Rates of daily subsistence allowance in New York, Geneva and Vienna	Expiration date: in effect until further notice. See also <a href="#">ST/AI/2014/2</a>
<a href="#">ST/IC/2013/17</a>	17/5/13	Changes on the I-94 form (arrival/departure record) for United Nations staff and dependents	Expiration date: in effect until further notice
<a href="#">ST/IC/2014/28</a>	19/11/14	Recent developments concerning the response of the Government of the United States of America to the Ebola epidemic: exit and entry screening of travellers	Expiration date: in effect until further notice