



United Nations

Index to administrative issuances

January 2016

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Introduction

1. The present index to administrative issuances lists in alphanumeric order by series symbol, together with date and subject matter, all issuances at United Nations Headquarters that were current as at 31 December 2015. It also includes a subject index and an alphabetical index. The index is issued annually.¹

2. The index comprises the following sections:

(a) **ST/SGB/- series.** These bulletins promulgate Regulations adopted by the General Assembly, establish Financial Rules, Staff Rules and the organizational structure of the Secretariat and contain important decisions of policy. They are issued by the Secretary-General and remain in effect from a given date until specifically amended or abolished;

(b) **ST/AI/- series.** These administrative instructions prescribe instructions and procedures for the implementation of Secretary-General's bulletins and set forth office practices and procedures to be applied in more than one department of the Secretariat. These instructions remain in effect from a given date until specifically amended or abolished;

(c) **Subject and alphabetical indexes.** The subject and alphabetical indexes provide the information needed to locate issuances on specific subjects.

3. Copies of the index are available through official distribution. The index is also archived in the Official Document System and is included in the Human Resources Handbook.

4. Comments and suggestions concerning this publication would be appreciated. They should be addressed to the Chief, Policy and Conditions of Service Section, Office of Human Resources Management, Secretariat Building, Room S-1911, New York, N.Y. 10017. They can also be sent by fax to 212 963 3898.

¹ The index to information circulars is contained in [ST/IC/2016/2](#).

Contents

A.	Administrative issuances, by alphanumeric symbol	7
I.	Issuances under Secretary-General's bulletin ST/SGB/2009/4	7
1.	Secretary-General's bulletins 2015	7
2.	Secretary-General's bulletins 2014	7
3.	Secretary-General's bulletins 2013	7
4.	Secretary-General's bulletins 2012	8
5.	Secretary-General's bulletins 2011	8
6.	Secretary-General's bulletins 2010	8
7.	Secretary-General's bulletins 2009	9
8.	Secretary-General's bulletins 2008	10
9.	Secretary-General's bulletins 2007	10
10.	Secretary-General's bulletins 2006	11
11.	Secretary-General's bulletins 2005	11
12.	Secretary-General's bulletins 2004	12
13.	Secretary-General's bulletins 2003	13
14.	Secretary-General's bulletins 2002	13
15.	Secretary-General's bulletins 2001	14
16.	Secretary-General's bulletins 2000	14
17.	Secretary-General's bulletins 1999	15
18.	Secretary-General's bulletins 1998	16
19.	Secretary-General's bulletins 1997	16
20.	Administrative instructions 2015	16
21.	Administrative instructions 2014	17
22.	Administrative instructions 2013	17
23.	Administrative instructions 2012	17
24.	Administrative instructions 2011	17
25.	Administrative instructions 2010	18
26.	Administrative instructions 2009	19
27.	Administrative instructions 2008	19

28. Administrative instructions 2007.....	19
29. Administrative instructions 2006.....	19
30. Administrative instructions 2005.....	19
31. Administrative instructions 2004.....	20
32. Administrative instructions 2003.....	20
33. Administrative instructions 2002.....	21
34. Administrative instructions 2001.....	21
35. Administrative instructions 2000.....	21
36. Administrative instructions 1999.....	22
37. Administrative instructions 1998	23
38. Administrative instructions 1997	23
II. Issuances under Secretary-General's bulletin ST/SGB/100	23
1. Secretary-General's bulletins.....	23
2. Administrative instructions	26
B. Subject index to administrative issuances.....	31
I. Buildings, premises and security	31
1. Buildings and premises	31
2. Garage	31
3. Passes.....	31
4. Safety.....	31
5. Security	31
II. Claims	32
III. Communications, archives and records.....	32
1. Archives and records	32
2. Communications, correspondence and mailing	32
3. Pouch.....	33
IV. Conferences.....	33
V. Documents and publications	33
1. General	33
2. Regulations for the control and limitation of documentation	33
VI. Finance.....	34
1. Financial arrangements	34
2. General	34

	3. Financial regulations and rules	35
	4. Revenue-producing activities	36
	5. Trust funds and special accounts	36
VII.	General office procedures	36
VIII.	Human resources	37
	1. Administration-staff relations	37
	2. Allowances, entitlements and grants	37
	3. Appeals	38
	4. Appointments, placement and promotion	38
	5. Attendance, leave and working hours	40
	6. Delegation of authority	40
	7. Duties and obligations	41
	8. Job classification system	41
	9. General	41
	10. Medical and other insurance	42
	11. Pensions, post-retirement services and employment beyond retirement	43
	12. Post adjustment	43
	13. Salary scales and payments	43
	14. Staff regulations and rules	43
	15. Training, career development and examinations	43
	16. United States taxes	44
	17. Visas	44
IX.	Library	44
X.	Missions	44
XI.	Organizational structure	45
	1. General	45
	2. Institutes	45
	3. Secretariat departments and units	45
	4. Secretariat boards and committees	47
	5. Units servicing voluntary programmes	48
XII.	Property and supplies	48
	1. Property control	48
	2. General	48

XIII.	Protocol	49
XIV.	Travel and transportation	49
1.	Automobiles, baggage and customs	49
2.	Expenses	49
3.	General	49
C.	Alphabetical index to administrative issuances	50

A. Administrative issuances, by alphanumeric symbol

I. Issuances under Secretary-General's bulletin ST/SGB/2009/4²

1. Secretary-General's bulletins 2015

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2015/1	9/4/15	Delegation of authority in the administration of the Staff Regulations and Staff Rules	Annex I to ST/AI/234/Rev.1
ST/SGB/2015/2	2/6/15	Abolition of obsolete administrative issuances	
ST/SGB/2015/3	22/7/15	Organization of the Secretariat of the United Nations	
ST/SGB/2015/4	1/7/15	Supplement to the Financial Regulations and Rules of the United Nations	See also ST/SGB/2013/4

2. Secretary-General's bulletins 2014

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2014/1	1/1/14	Staff Rules and Staff Regulations of the United Nations	
ST/SGB/2014/2	1/1/14	Staff Regulations	
ST/SGB/2014/3	19/6/14	Employment and accessibility for staff members with disabilities in the United Nations Secretariat	

3. Secretary-General's bulletins 2013

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2013/1	3/1/13	Organization of the Office of Central Support Services	See also ST/SGB/2010/9
ST/SGB/2013/2	16/4/13	Management Performance Board	See also ST/SGB/2005/16 , as amended by ST/SGB/2006/14
ST/SGB/2013/4	1/7/13	Financial Regulations and Rules of the United Nations	See also ST/SGB/2015/4 and ST/AI/2004/1
ST/SGB/2013/5	5/8/13	Organization of the Department of Safety and Security	See also ST/SGB/2015/3

² A new system for administrative issuances entered into force in accordance with Secretary-General's bulletin [ST/SGB/2009/4](#).

4. Secretary-General's bulletins 2012

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2012/2	29/3/12	Publications Board	See also ST/AI/2001/5
ST/SGB/2012/3	20/7/12	International Criminal Tribunals: Information sensitivity, classification, handling and access	See also ST/SGB/2007/5 and ST/SGB/2007/6
ST/SGB/2012/4	27/7/12	Senior Management Group	See also ST/SGB/2005/16

5. Secretary-General's bulletins 2011

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2011/2	1/1/11	Authority of the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women) in matters relating to human resources management	
ST/SGB/2011/3 and Amend.1	16/3/11 16/11/11	Management Committee	See also ST/SGB/2005/16 , as amended by ST/SGB/2006/14
ST/SGB/2011/4	20/7/11	Organization of the Office of Human Resources Management	See also ST/SGB/2015/3 and ST/SGB/2010/9
ST/SGB/2011/5	8/9/11	Performance Management and Development Learning Programme for Managers and Supervisors	See also ST/AI/2010/5
ST/SGB/2011/6/Rev.1	11/7/13	Staff-Management Committee	See also ST/AI/2014/3
ST/SGB/2011/7	29/9/11	Central review bodies	See also ST/AI/2010/3 and Amend.1 and 2
ST/SGB/2011/8	3/10/11	Senior Review Group	
ST/SGB/2011/9	18/10/11	Continuing appointments	See also ST/AI/2012/3
ST/SGB/2011/10	19/10/11	Young professionals programme	See also ST/AI/2012/2/Rev.1 and ST/AI/2001/7/Rev.1

6. Secretary-General's bulletins 2010

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2010/1	5/2/10	Organization of the Department of Peacekeeping Operations	See also ST/SGB/2015/3 and ST/SGB/2009/13 and Corr.1
ST/SGB/2010/2	4/3/10	Organization of the Department of Field Support	See also ST/SGB/2015/3 , ST/SGB/2010/9 , ST/SGB/2009/13 and ST/SGB/2010/1

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2010/3	7/4/10	Organization and terms of reference of the Office of Administration of Justice	See also ST/SGB/2015/3
ST/SGB/2010/5	23/4/10	Establishment and operation of the Central Emergency Response Fund	See also ST/SGB/2009/4
ST/SGB/2010/7	2/8/10	Organization of the secretariat of the Economic and Social Commission for Western Asia	See also ST/SGB/2015/3
ST/SGB/2010/8/Rev.1	24/5/12	United Nations Memorial and Recognition Fund	See also ST/AI/2010/1
ST/SGB/2010/14	6/12/10	Organization of the Department of Management	See also ST/SGB/2015/3

7. Secretary-General's bulletins 2009

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2009/1	16/1/09	Authority of the United Nations Office for Project Services in matters relating to human resources management	
ST/SGB/2009/3	1/3/09	Organization of the United Nations Office at Nairobi	See also ST/SGB/2015/3 , ST/SGB/2002/14 and ST/SGB/2006/13
ST/SGB/2009/4	18/12/09	Procedures for the promulgation of administrative issuances	
ST/SGB/2009/9	22/6/09	Learning and development policy	
ST/SGB/2009/10	23/6/09	Consideration for conversion to permanent appointment of staff members of the Secretariat eligible to be considered by 30 June 2009	
ST/SGB/2009/11	24/6/09	Transitional measures related to the introduction of the new system of administration of justice	
ST/SGB/2009/12	1/8/09	Records and archives of the United Nations Monitoring Verification and Inspection Commission	
ST/SGB/2009/13 and Corr.1	1/10/09	Organization of the Department of Political Affairs	See also ST/SGB/2015/3
ST/SGB/2009/14	18/12/09	Organization of the United Nations Office for Partnerships	See also ST/SGB/2015/3

8. Secretary-General's bulletins 2008

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2008/5	11/2/08	Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority	See also ST/SGB/2008/14
ST/SGB/2008/6	28/4/08	United Nations Exhibits Committee	See also ST/AI/416 and ST/AI/2008/1
ST/SGB/2008/8	27/6/08	Organization of the Office for Disarmament Affairs	See also ST/SGB/2015/3
ST/SGB/2008/9	27/6/08	Organization of the secretariat of the Economic Commission for Europe	See also ST/SGB/2015/3
ST/SGB/2008/11	1/8/08	Joint Negotiation Committee for the Field	
ST/SGB/2008/12	1/8/08	Departmental focal points for women in the Secretariat	See also ST/SGB/282 and ST/AI/1999/9
ST/SGB/2008/13	1/8/08	Organization of the Office of Legal Affairs	See also ST/SGB/2015/3
ST/SGB/2008/14	27/10/08	Joint Harassment Prevention Boards	See also ST/SGB/2008/5

9. Secretary-General's bulletins 2007

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2007/5	12/2/07	Record-keeping and the management of United Nations archives	See also ST/SGB/2004/15 and ST/SGB/2007/6
ST/SGB/2007/6	12/2/07	Information sensitivity, classification and handling	See also ST/SGB/2007/5
ST/SGB/2007/7	15/2/07	Organization of the United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States	See also ST/SGB/2015/3
ST/SGB/2007/9	15/6/07	Joint Negotiation Committee at Headquarters	
ST/SGB/2007/10	29/6/07	Records of the United Nations Compensation Commission	See also ST/SGB/2007/5 and ST/SGB/2007/6

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2007/11 and Amend.1	30/11/07 16/4/13	United Nations system-wide application of ethics: separately administered organs and programmes	See also ST/SGB/2005/22 and ST/SGB/2005/21
ST/SGB/2007/12	1/12/07	HIV/AIDS in the Workplace Orientation Programme	See also ST/SGB/2003/18

10. Secretary-General's bulletins 2006

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2006/5	22/3/06	Acceptance of pro bono goods and services	
ST/SGB/2006/6	10/4/06	Financial disclosure and declaration of interest statements	
ST/SGB/2006/7	31/5/06	Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	See also ST/AI/2006/2
ST/SGB/2006/13	1/12/06	Organization of the secretariat of the United Nations Environment Programme	See also ST/SGB/2015/3 and ST/SGB/2009/3
ST/SGB/2006/14	8/12/06	Amendment to Secretary-General's bulletin ST/SGB/2005/16 on new mechanisms to strengthen the executive management of the United Nations Secretariat	See also ST/SGB/2005/16 and ST/SGB/2011/3
ST/SGB/2006/15	26/12/06	Post-employment restrictions	
ST/SGB/2006/16 and Amend.1 Amend.2 Amend.3 Amend.4	22/12/06 26/9/08 29/11/10 2/11/11 24/12/12	Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for-Food Programme	

11. Secretary-General's bulletins 2005

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2005/7	13/4/05	Designation of staff members performing significant functions in the management of financial, human and physical resources	
ST/SGB/2005/9	2/5/05	Organization of the Department for General Assembly and Conference Management	See also ST/SGB/2015/3

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2005/10	2/5/05	Establishment of a Senior Advisory Board on Services to the Public	
ST/SGB/2005/11	29/4/05	Organization of the secretariat of the Economic and Social Commission for Asia and the Pacific	See also ST/SGB/2015/3
ST/SGB/2005/12	29/4/05	Organization of the secretariat of the Economic Commission for Africa	See also ST/SGB/2015/3
ST/SGB/2005/16	22/8/05	New mechanisms to strengthen the executive management of the United Nations Secretariat	See also ST/SGB/2006/14 and ST/SGB/2011/3
ST/SGB/2005/17	12/9/05	Integrity awareness initiative	
ST/SGB/2005/20	28/11/05	Prevention of workplace harassment, sexual harassment and abuse of authority	See also ST/SGB/2008/5 and ST/SGB/2008/14
ST/SGB/2005/21	19/12/05	Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations	
ST/SGB/2005/22	29/12/05	Ethics Office — establishment and terms of reference	

12. Secretary-General's bulletins 2004

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2004/5	15/3/04	Organization of the United Nations Office at Vienna	See also ST/SGB/1997/5 , as amended by ST/SGB/2002/11 , and ST/SGB/2004/6
ST/SGB/2004/6	15/3/04	Organization of the United Nations Office on Drugs and Crime	See also ST/SGB/2015/3 , ST/SGB/2004/5 , ST/SGB/240 and ST/SGB/388
ST/SGB/2004/9	1/6/04	Independent inquiry into the oil-for-food programme	
ST/SGB/2004/10	28/5/04	Authority of the United Nations Population Fund in matters relating to human resources	
ST/SGB/2004/11	9/8/04	Payment of insurance proceeds under the malicious acts insurance policy	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2004/13/Rev.1	26/6/14	Personal status for purposes of United Nations entitlements	
ST/SGB/2004/15	29/11/04	Use of information and communication technology resources and data	

13. Secretary-General's bulletins 2003

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2003/4	24/1/03	Flexible working arrangements	
ST/SGB/2003/6	23/4/03	Office of the Special Adviser on Africa	See also ST/SGB/2015/3
ST/SGB/2003/9	11/8/03	Non-smoking policy at United Nations Headquarters, New York	
ST/SGB/2003/13	9/10/03	Special measures for protection from sexual exploitation and sexual abuse	See also ST/SGB/1999/13 , ST/SGB/2008/5 and ST/SGB/2008/14
ST/SGB/2003/14	25/10/03	Policy on breastfeeding	
ST/SGB/2003/16	21/11/03	Organization of the Office of Programme Planning, Budget and Accounts	See also ST/SGB/2015/3 and ST/SGB/2010/9
ST/SGB/2003/17	21/11/03	Information and Communications Technology Board	See also ST/AI/2005/10 and ST/SGB/2004/15
ST/SGB/2003/18	1/12/03	Policy on HIV/AIDS in the workplace	See also ST/SGB/1999/17 and ST/SGB/2007/12
ST/SGB/2003/19	9/12/03	Basic security in the field: staff safety, health and welfare (interactive online learning)	

14. Secretary-General's bulletins 2002

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2002/5	23/4/02	Introduction of a new staff selection system	See also ST/AI/2010/3 and Amend.1 and 2
ST/SGB/2002/7	16/5/02	Organization of the Office of Internal Oversight Services	See also ST/SGB/273
ST/SGB/2002/8	5/6/02	Evacuation procedures for the United Nations Headquarters complex	
ST/SGB/2002/9	18/6/02	Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission	See also ST/SGB/2002/13

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2002/12	15/10/02	Office of the Ombudsman — appointment and terms of reference of the Ombudsman	
ST/SGB/2002/13	1/11/02	Status, basic rights and duties of United Nations staff members	See also ST/SGB/2002/9
ST/SGB/2002/14	22/11/02	Organization of the secretariat of the United Nations Human Settlements Programme	See also ST/SGB/2009/3
ST/SGB/2002/17	31/12/02	Amendment to the Secretary-General's bulletin on the implementation of the report of the Panel on United Nations Peace Operations — filling of new posts (ST/SGB/2001/4)	See also ST/SGB/2001/4
ST/SGB/2002/18	31/12/02	New nomenclature for staff of the United Nations	

15. Secretary-General's bulletins 2001

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2001/4	12/4/01	Implementation of the report of the Panel on United Nations Peace Operations — filling of new posts	See also ST/SGB/2002/17
ST/SGB/2001/7	28/8/01	Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements	

16. Secretary-General's bulletins 2000

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2000/4	24/1/00	Organization of the United Nations Office at Geneva	See also ST/SGB/2015/3
ST/SGB/2000/5	7/2/00	Organization of the secretariat of the Economic Commission for Latin America and the Caribbean	See also ST/SGB/2015/3
ST/SGB/2000/6	17/2/00	Organization of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	See also ST/SGB/2015/3

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2000/8	19/4/00	Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation	
ST/SGB/2000/11	22/5/00	Visa Committee	
ST/SGB/2000/15 and Amend.1	1/12/00 18/10/11	Regulations for the United Nations Dag Hammarskjöld Medal	See also ST/SGB/119/Rev.1
ST/SGB/2000/16	13/12/00	Abolition of obsolete administrative issuances	See also ST/SGB/1999/11

17. Secretary-General's bulletins 1999

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/1999/4	20/5/99	Family and child support obligations of staff members	See also ST/AI/2000/12
ST/SGB/1999/6	8/6/99	Commission for Historical Clarification	
ST/SGB/1999/8	22/6/99	Organization of the Office for the Coordination of Humanitarian Affairs	See also ST/SGB/2015/3
ST/SGB/1999/9	24/6/99	Steering Committee for the Improvement of the Status of Women in the Secretariat	See also ST/SGB/282 and ST/AI/1999/9
ST/SGB/1999/10	30/6/99	Organization of the Department of Public Information	See also ST/SGB/2015/3
ST/SGB/1999/11	30/6/99	Abolition of obsolete administrative issuances and information circulars	See also ST/SGB/2000/16
ST/SGB/1999/13	6/8/99	Observance by United Nations forces of international humanitarian law	
ST/SGB/1999/15	13/10/99	Organizational competencies for the future	See also ST/SGB/1998/6
ST/SGB/1999/17	30/11/99	United Nations personnel policy on HIV/AIDS	
ST/SGB/1999/18	15/12/99	Performance Appraisal System	See also ST/AI/2010/5

18. Secretary-General's bulletins 1998

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/1998/1	15/1/98	Organization of the secretariat of the United Nations Conference on Trade and Development	See also ST/SGB/2015/3
ST/SGB/1998/6	31/3/98	Building the future	See also ST/SGB/1999/15
ST/SGB/1998/9	27/4/98	Organization of the Office of the United Nations High Commissioner for Refugees	See also ST/SGB/2015/3
ST/SGB/1998/18	3/12/98	Organization of the Executive Office of the Secretary-General	See also ST/SGB/2015/3

19. Secretary-General's bulletins 1997

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/1997/2	28/5/97	Information circulars	
ST/SGB/1997/9	15/9/97	Organization of the Department of Economic and Social Affairs	See also ST/SGB/2015/3
ST/SGB/1997/10	15/9/97	Organization of the Office of the United Nations High Commissioner for Human Rights	See also ST/SGB/2015/3

20. Administrative instructions 2015

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2015/1	2/3/15	Excess baggage, shipments and insurance	
ST/AI/2015/2	12/3/15	Home leave	
ST/AI/2015/3	1/4/15	Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters	
ST/AI/2015/4	4/6/15	Management of property	
ST/AI/2015/5	23/12/15	Sabbatical leave programme	See also ST/SGB/2009/9

21. Administrative instructions 2014

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2014/1	13/1/14	United Nations internship programme	
ST/AI/2014/2	16/4/14	System of daily subsistence allowance	
ST/AI/2014/3	24/6/14	Staff-Management Committee	See also ST/SGB/2011/6/Rev.1

22. Administrative instructions 2013

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2013/1 and Corr.1	22/4/13 13/6/13	Administration of fixed-term appointments	
ST/AI/2013/2 and Corr.1	30/8/13 10/6/15	Rental subsidies and deductions	
ST/AI/2013/3 and Amend.1	12/8/13	Official travel	See also ST/SGB/107/Rev.6
ST/AI/2013/4	19/12/13	Consultants and individual contractors	See also ST/SGB/177
ST/AI/2013/5	1/4/14	Participants in advisory meetings	See also ST/SGB/177

23. Administrative instructions 2012

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2012/1	27/4/12	Assignment grant	
ST/AI/2012/2/Rev.1	7/11/13	Young professionals programme	See also ST/SGB/2011/10
ST/AI/2012/3	14/8/12	Administration of continuing appointments	See also ST/SGB/2011/9

24. Administrative instructions 2011

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2010/4/Rev.1	26/10/11	Administration of temporary appointments	See also ST/AI/2011/6 and Amend.1, ST/AI/2011/7 and Amend.1 and ST/AI/2000/6 and Amend.1
ST/AI/2011/3	14/4/11	Medical clearances	
ST/AI/2011/4 and Amend.1 Amend.2	27/5/11 30/12/11 31/3/14	Education grant and special education grant for children with a disability	See also ST/AI/2000/6 and Amend.1

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2011/5	2/6/11	Dependency status and dependency benefits	
ST/AI/2011/6 and Amend.1	27/6/11 30/12/11	Mobility and hardship scheme	See also ST/AI/2001/1
ST/AI/2011/7 and Amend.1 Amend.2	28/6/11 28/12/11 23/7/12	Rest and recuperation	See also ST/AI/1997/6 and Amend.1
ST/AI/2011/8	28/7/11	Review committees on contracts	See also ST/AI/2004/1
ST/AI/2011/9	1/8/11	Coordination of action in cases of death of staff members: travel and transportation in cases of death or health-related emergency	See also ST/AI/155/Rev.2 and Amend.1 and ST/AI/2000/10

25. Administrative instructions 2010

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2010/1	14/1/10	Reporting, retaining and disposing of honours, decorations, favours, gifts or remuneration from governmental and non-governmental sources	See also ST/AI/2000/13
ST/AI/2010/2	1/3/10	Request for rectification of date of birth or of other personal data	
ST/AI/2010/3 and Amend.1 Amend.2	21/4/10 29/6/12 16/12/13	Staff selection system	See also ST/AI/2000/1 , as amended by ST/AI/2003/1 , ST/AI/2001/7/Rev.1 , ST/AI/2012/2/Rev.1 , ST/AI/2010/4/Rev.1 , ST/SGB/2005/7 and ST/SGB/2011/8
ST/AI/2010/4/Rev.1	26/10/11	Administration of temporary appointments	See also ST/SGB/2009/4
ST/AI/2010/5 and Corr.1	30/4/10 12/5/10	Performance Management and Development System	See also ST/SGB/2011/5
ST/AI/2010/6	20/5/10	Road and driving safety	
ST/AI/2010/10	25/8/10	Upgrading of substantive and technical skills	See also ST/SGB/2009/9 , ST/SGB/274 and ST/SGB/2003/4

26. Administrative instructions 2009

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2009/1	30/11/09	Recovery of overpayments made to staff members	See also ST/AI/2004/3 and ST/SGB/2009/4

27. Administrative instructions 2008

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2008/1	28/4/08	Exhibits in publicly accessible areas at Headquarters in New York	See also ST/SGB/2008/6 and ST/AI/416

28. Administrative instructions 2007

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2007/2	23/5/07	Managed reassignment programme	
ST/AI/2007/3	1/7/07	After-service health insurance	

29. Administrative instructions 2006

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2006/1	1/8/06	Policy on the provision and use of official cars	See also ST/AI/2013/3 and Amend. 1
ST/AI/2006/2	31/5/06	Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	See also ST/SGB/2006/7 and ST/SGB/2004/15

30. Administrative instructions 2005

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2005/1	29/3/05	Administrative instruction amending administrative instruction ST/AI/1999/13 (Recording of attendance and leave)	See also ST/AI/1999/13
ST/AI/2005/2 and Amend. 1	6/5/05 3/11/14	Family leave, maternity leave and paternity leave	
ST/AI/2005/3 and Amend. 1	6/5/05 21/11/07	Sick leave	
ST/AI/2005/5	31/5/05	Administrative instruction amending administrative instruction ST/AI/400	See also ST/AI/400 and ST/SGB/2009/4

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2005/6	31/5/05	Administrative instruction amending administrative instruction ST/AI/1997/6	See also ST/AI/1997/6
ST/AI/2005/10	8/8/05	Information and communication technology initiatives	See also ST/SGB/2003/17 and ST/SGB/2004/15
ST/AI/2005/11	31/8/05	Administrative instruction amending administrative instruction ST/AI/2000/9	See also ST/AI/2000/9

31. Administrative instructions 2004

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2004/1	8/3/04	Delegation of authority under the Financial Regulations and Rules of the United Nations	
ST/AI/2004/3	29/9/04	Financial responsibility of staff members for gross negligence	See also ST/AI/2009/1

32. Administrative instructions 2003

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2003/1	27/1/03	Administrative instruction amending administrative instruction ST/AI/2000/1 (Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills)	See also ST/AI/2000/1
ST/AI/2003/2	30/1/03	Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances	See also ST/AI/372
ST/AI/2003/3	21/3/03	Special post allowance for field mission staff	
ST/AI/2003/4	21/3/03	Administrative instruction amending administrative instruction ST/AI/401 (Personnel arrangements for the Office of Internal Oversight Services)	See also ST/AI/401
ST/AI/2003/8 and Amend.1 Amend.2	13/11/03 17/3/06 2/2/09	Retention in service beyond the mandatory age of separation and employment of retirees	

33. Administrative instructions 2002

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2002/5	7/6/02	Administrative instruction amending administrative instruction ST/AI/1997/6	See also ST/AI/1997/6 and ST/AI/2005/6
ST/AI/2002/6	27/9/02	Life insurance	
ST/AI/2002/8 and Amend.1	27/12/02 27/8/08	Official hospitality	

34. Administrative instructions 2001

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2001/1	8/2/01	Currency and modalities of payment of salaries and allowances	
ST/AI/2001/3	4/5/01	Administrative instruction amending administrative instruction ST/AI/259/Rev.10 (Salary differential)	See also ST/AI/259/Rev.10
ST/AI/2001/4	5/6/01	Disposal of computer equipment at United Nations Headquarters	
ST/AI/2001/5	22/8/01	United Nations Internet publishing	
ST/AI/2001/6	24/7/01	Administrative instruction amending administrative instruction ST/AI/342 (Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243)	See also ST/AI/342
ST/AI/2001/7/Rev.1	10/5/13	Managed Reassignment Programme for staff in the Professional category at the P-2 level recruited through the national competitive examination or the General Service to Professional category examination	See also ST/AI/2012/2/Rev.1

35. Administrative instructions 2000

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2000/1	12/1/00	Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills	
ST/AI/2000/3	4/4/00	Overtime compensation for staff members in the Field Service category at established missions	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2000/5	15/5/00	Repatriation grant	
ST/AI/2000/6 and Amend.1	25/5/00 24/11/06	Special entitlements for staff members serving at designated duty stations	
ST/AI/2000/10	21/9/00	Medical evacuation	
ST/AI/2000/12	25/10/00	Private legal obligations of staff members	See also ST/SGB/1999/4
ST/AI/2000/13	25/10/00	Outside activities	
ST/AI/2000/15 and Amend.1	27/11/00 31/10/07	Family visit travel	See also ST/AI/2013/3 and Amend.1
ST/AI/2000/19	18/12/00	Visa status of non-United States staff members serving in the United States, members of their household and their household employees, and staff members seeking or holding permanent resident status in the United States	

36. Administrative instructions 1999

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/1999/1 and Amend.1	1/2/99 28/1/14	Delegation of authority in the administration of the Staff Rules	See also ST/SGB/2015/1 and ST/AI/234/Rev.1 and Amend.1 and 2
ST/AI/1999/2	13/5/99	Language proficiency and language incentives	
ST/AI/1999/6	28/5/99	Gratis personnel	
ST/AI/1999/9	21/9/99	Special measures for the achievement of gender equality	See also ST/SGB/282
ST/AI/1999/13	9/11/99	Recording of attendance and leave	See also ST/AI/2005/1
ST/AI/1999/16	28/12/99	Termination of appointment for reasons of health	
ST/AI/1999/17 and Amend.1	23/11/99 30/1/06	Special post allowance	

37. Administrative instructions 1998

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/1998/1	28/1/98	Payment of income taxes to United States tax authorities	
ST/AI/1998/4	10/2/98	Competitive examinations for the placement of General Service and related categories in particular occupational groups	
ST/AI/1998/7 and Amend.1	23/3/98	Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category	
ST/AI/1998/9 and Corr.1 (English only)	6/10/98 29/12/98	System for the classification of posts	

38. Administrative instructions 1997

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/1997/6	20/10/97	Mission subsistence allowance	See also ST/AI/2002/5 and ST/AI/2005/6

II. Issuances under Secretary-General's bulletin [ST/SGB/100](#)**1. Secretary-General's bulletins**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/Staff Rules/Appendix D/Rev.1/Amend.1	1/1/66 8/1/76	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/UNFICYP/1	25/4/64	Regulations for the United Nations Peacekeeping Force in Cyprus	
ST/SGB/103/Rev.1	6/80	Rules governing compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations	
ST/SGB/107/Rev.6	25/3/91	Rules governing payment of travel expenses and subsistence allowances in respect of members of organs or subsidiary organs of the United Nations	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/119/Rev.1	16/2/66	Regulations for the United Nations medal	See also ST/SGB/2000/15 and Amend.1
ST/SGB/125/Rev.1 and Amend.1 Rev.2 (Spanish only)	21/5/63 31/12/63 27/2/64	Latin American Institute for Economic and Social Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
ST/SGB/126 and Amend.1	1/8/63 15/6/73	United Nations Research Institute for Social Development	
ST/SGB/127 and Amend.1	23/9/63 29/4/74	Asian Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
ST/SGB/129	31/12/64	African Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules and procedures	
ST/SGB/132	1/67	United Nations Flag Code and Regulations	
ST/SGB/135	26/12/69	Access to League of Nations archives	
ST/SGB/136	1/2/71	Preservation and disposition of gifts and historical items	
ST/SGB/152	4/3/76	Procedure for the establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters	
ST/SGB/160	13/10/77	Planning, preparation and servicing of special conferences	See also ST/AI/342 , ST/AI/2013/3 and Amend.1 and ST/AI/2001/6
ST/SGB/172	19/4/79	Staff-management relations: decentralization of consultation procedure	See also ST/SGB/274
ST/SGB/177	19/11/82	Policies for obtaining the services of individuals on behalf of the Organization	See also ST/SGB/283 , ST/AI/2010/4/Rev.1 and ST/AI/327
ST/SGB/188	1/3/82	Establishment and management of trust funds	See also ST/AI/284 , ST/AI/285 and ST/AI/286

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/198	10/12/82	Security, safety and independence of the international civil service	See also ST/AI/299
ST/SGB/201	8/7/83	Use of working languages of the Secretariat	See also ST/SGB/212
ST/SGB/205	14/6/84	Regional Commissions Liaison Office	
ST/SGB/209	21/12/84	Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat	
ST/SGB/212	24/9/85	Use of working languages of the Secretariat	See also ST/SGB/201
ST/SGB/214	17/1/86	International Research and Training Institute for the Advancement of Women	
ST/SGB/230	8/3/89	Resolution of tort claims	
ST/SGB/240	26/6/91	United Nations International Drug Control Programme	See also ST/SGB/2004/6 and ST/SGB/2015/4
ST/SGB/242	26/6/91	United Nations archives and records management	See also ST/SGB/2007/5
ST/SGB/259	2/7/93	Wearing of grounds passes	See also ST/AI/333 and ST/AI/387
ST/SGB/267	15/11/93	Placement and promotion	
ST/SGB/269	10/1/94	Secure telecommunications equipment	
ST/SGB/273	7/9/94	Establishment of the Office of Internal Oversight Services	See also ST/SGB/2002/7 , ST/AI/397 and ST/AI/401 (as amended by ST/AI/2003/4)
ST/SGB/274	28/9/94	Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level	See also ST/SGB/172
ST/SGB/275	22/12/94	Health and Life Insurance Committee at Headquarters	
ST/SGB/276	27/4/95	Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/277	19/5/95	Policy governing assignment to and return from mission detail	See also ST/AI/404
ST/SGB/282	5/1/96	Policies to achieve gender equality in the United Nations	See also ST/SGB/2008/12 and ST/AI/1999/9
ST/SGB/283	29/8/96	Use of “when actually employed” contracts for special representatives, envoys and other special high-level positions	See also ST/SGB/177

2. Administrative instructions

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/97/Rev.2	26/2/81	Control of United Nations property covered by personal property receipts	See also ST/AI/2015/4
ST/AI/104	23/8/54	Solicitation of voluntary contributions within the Secretariat	
ST/AI/105	3/9/54	Maintenance of personnel record cards	
ST/AI/108	24/2/55	Annual inspection of official status files	See also ST/AI/292
ST/AI/118/Rev.1	15/1/57	Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	
ST/AI/145/Rev.1	18/6/70	Use of Dag Hammarskjöld Memorial Library building	Paras. 5 and 6; see also ST/AI/387 and ST/AI/416
ST/AI/149/Rev.4	14/4/93	Compensation for loss of or damage to personal effects attributable to service	
ST/AI/155/Rev.2 and Amend.1	31/8/90 13/12/90	Personnel payroll clearance action	
ST/AI/189	7/11/69	Regulations for the control and limitation of documentation	
ST/AI/189/Add.2 and Amend.2	15/9/71 25/8/08	Covers and title pages of publications	
ST/AI/189/Add.3/Rev.2	17/12/85	Distribution of documents, meeting records, official records and publications	See also ST/AI/271 and ST/AI/341
ST/AI/189/Add.4/Rev.1	20/1/97	Principles governing the exchange of United Nations documents and publications	See also ST/AI/271

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/189/Add.5/Rev.2	23/2/87	Stock review and disposal: official records and publications	
ST/AI/189/Add.6/Rev.5	22/8/08	Attribution of authorship in United Nations documents, publications and other official papers	
ST/AI/189/Add.7	30/9/71	Documentation workload estimates	
ST/AI/189/Add.8/Rev.1	15/3/77	Requests for document services	
ST/AI/189/Add.9/Rev.2 and Add.2	17/9/87 25/2/92	Copyright in United Nations publications: general principles, practice and procedure	Supersedes ST/AI/189/Add.9/Rev.1 on an experimental basis; see also ST/AI/189/Add.27
ST/AI/189/Add.10	29/11/72	Mailing of official United Nations documentation	See also ST/AI/271
ST/AI/189/Add.11/Rev.2	18/8/95	Principles governing United Nations depository libraries	
ST/AI/189/Add.12/Rev.1	20/1/97	Supply to the United Nations libraries of material not available through the regular distribution channels	
ST/AI/189/Add.13/Rev.1	22/12/73	Reissue of out-of-stock material	
ST/AI/189/Add.14/Rev.1	17/9/79	External publishing of United Nations manuscripts	
ST/AI/189/Add.15/Rev.1	30/6/92	Pricing of United Nations publications	
ST/AI/189/Add.17	24/6/75	Criteria for the selection of material to be issued as United Nations publications	
ST/AI/189/Add.18	19/1/76	Mention of names of commercial firms in United Nations documents and publications	
ST/AI/189/Add.19/Rev.1	11/2/97	Newsletters and other information materials in printed or electronic format	
ST/AI/189/Add.20/Rev.1	11/2/97	Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat	
ST/AI/189/Add.21	15/1/79	Use of the United Nations emblem on documents and publications	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/189/Add.22	1/6/79	Use and disposition of papers and reports of seminars and similar ad hoc meetings	
ST/AI/189/Add.23	24/2/82	Timetable for the planning and submission of documents for sessions of United Nations organs	
ST/AI/189/Add.24	11/12/84	Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications	
ST/AI/189/Add.25/Rev.1	20/1/97	Guidelines for the publication of maps	
ST/AI/189/Add.26	25/9/89	Guidelines for electronic publishing	See also ST/AI/189/Add.28
ST/AI/189/Add.27	8/11/90	References and acknowledgements	See also ST/AI/189/Add.9/Rev.2 and Add.2
ST/AI/189/Add.28	14/8/96	Guidelines for publishing in an electronic format	See also ST/AI/189/Add.26
ST/AI/193/Rev.1	24/6/77	Material and package passes	See also ST/AI/309/Rev.2
ST/AI/202	4/6/71	Headquarters Property Survey Board: case report and recommendation form	
ST/AI/205	10/12/71	Library services	See also ST/AI/189/Add.12/Rev.1
ST/AI/211	4/4/72	Scheduling of meetings and provision of conference services	
ST/AI/222	10/12/74	Procedure to be followed in cases of termination of permanent appointment for unsatisfactory services	
ST/AI/227	25/4/75	Security of valuable articles: lost and found property	
ST/AI/231/Rev.1	23/1/91	Non-reimbursable loans of personnel services from sources external to the United Nations common system	
ST/AI/233	9/12/75	Contributions from non-Member States	
ST/AI/234/Rev.1 and Amend.1 Amend.2	22/3/89 14/6/90 4/9/14	Administration of the Staff Regulations and Staff Rules	See also ST/SGB/2015/1 and ST/AI/1999/1 and Amend.1
ST/AI/235 and Corr.1	8/1/76 20/1/76	Death and disability coverage for members of the Joint Inspection Unit	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/244/Rev.1	18/7/96	United Nations Bookshop service for staff members	
ST/AI/248 and Amend.1	7/7/77 27/6/80	Reimbursement of taxi fares	
ST/AI/259/Rev.10	27/2/89	Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters	See also ST/AI/2001/3
ST/AI/261	12/12/78	Forms management programme	
ST/AI/271	4/2/80	General principles and procedures governing outgoing official United Nations mail at Headquarters	See also ST/AI/189/Add.10
ST/AI/273	4/3/80	Employment of spouses	
ST/AI/284	1/3/82	General trust funds	See also ST/SGB/188
ST/AI/285	1/3/82	Technical cooperation trust funds	See also ST/SGB/188
ST/AI/286	3/3/82	Programme support accounts	See also ST/SGB/188
ST/AI/291/Rev.1	18/7/84	Part-time employment	
ST/AI/292	15/7/82	Filing of adverse material in personnel records	See also ST/AI/108
ST/AI/293	15/7/82	Facilities to be provided to staff representatives	
ST/AI/299	10/12/82	Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families	See also ST/SGB/198
ST/AI/309/Rev.2	18/2/97	Authority of United Nations security officers	See also ST/SGB/259 , ST/AI/193/Rev.1 and ST/AI/387
ST/AI/310	20/9/83	Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	See also ST/AI/387
ST/AI/323	27/9/84	Reduction in energy consumption	
ST/AI/327	23/1/85	Institutional or corporate contractors	See also ST/SGB/177 , ST/AI/2010/4/Rev.1 and ST/AI/2013/4

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/333	29/11/85	Personal identification cards: Headquarters	See also ST/SGB/259 and ST/AI/387
ST/AI/334	21/5/86	Test for basic word-processing qualifications	
ST/AI/342	8/5/87	Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243	See also ST/SGB/160 , ST/AI/2013/3 and Amend.1 and ST/AI/2001/6
ST/AI/349	22/4/88	United Nations garage	
ST/AI/368	10/1/91	Instructions governing United Nations diplomatic pouch service	
ST/AI/371 and Amend.1	2/8/91 11/5/10	Revised disciplinary measures and procedures	See also ST/AI/2004/3
ST/AI/372	25/9/91	Employee assistance in cases of alcohol/substance abuse	See also ST/AI/2003/2
ST/AI/387	10/9/93	Security arrangements for admission to United Nations Headquarters	See also ST/SGB/259 and ST/AI/309/Rev.2
ST/AI/397	7/9/94	Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery	See also ST/SGB/273
ST/AI/400	22/12/94	Abandonment of post	
ST/AI/401	18/1/95	Personnel arrangements for the Office of Internal Oversight Services	See also ST/SGB/273 and ST/AI/2003/4
ST/AI/404	19/5/95	Assignment to and return from mission detail	See also ST/SGB/277
ST/AI/408	1/8/95	Introduction of staggered working hours at Headquarters	
ST/AI/414 and Add.1	29/3/96 3/5/96	1996 early separation programme	
ST/AI/416	26/4/96	Use of United Nations premises for meetings, conferences, special events and exhibits	See also ST/AI/145/Rev.1 (paras. 5 and 6), ST/AI/387 , ST/AI/2008/1 and ST/SGB/2008/6

B. Subject index to administrative issuances

I. Buildings, premises and security

1. Buildings and premises

Admission to United Nations Headquarters:
Security arrangements for – [ST/AI/387](#)

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

Energy conservation: see Reduction in energy
consumption

Non-smoking policy at United Nations
Headquarters, New York – [ST/SGB/2003/9](#)

Property management at United Nations
Headquarters – [ST/AI/2015/4](#)

Property Survey Boards – [ST/SGB/2013/4](#)
(rule 105.22)

Reduction in energy consumption – [ST/AI/323](#)

United Nations Bookshop service for staff
members – [ST/AI/244/Rev.1](#)

Use of United Nations premises for meetings,
conferences, special events and exhibits –
[ST/AI/416](#), [ST/AI/2008/1](#) and [ST/SGB/2008/6](#)
(see also Exhibits Committee guidelines, in section
XI.4, and Security arrangements for admission to
United Nations Headquarters, in section I.5 below)

2. Garage

Garage Review Board – [ST/AI/349](#)

Parking rates: see United Nations garage below

United Nations garage – [ST/AI/349](#)

3. Passes

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

Material and package passes – [ST/AI/193/Rev.1](#) and
[ST/AI/309/Rev.2](#)

Personal identification cards: Headquarters
(including retired staff) – [ST/AI/333](#) and [ST/AI/387](#)

Registration of staff members and affiliates on
Saturdays, Sundays, holidays and after office
hours – [ST/AI/310](#) and [ST/AI/387](#)

4. Safety

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

Evacuation procedures for the United Nations
Headquarters complex – [ST/SGB/2002/8](#)

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

Road and driving safety – [ST/AI/2010/6](#)

Security and Safety Service at Headquarters: testing
for use of illegal drugs and controlled substances –
[ST/AI/2003/2](#)

Security, safety and independence of the
international civil service – [ST/SGB/198](#)

5. Security

Authority of United Nations security officers –
[ST/AI/309/Rev.2](#), [ST/AI/387](#) and [ST/SGB/259](#)

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

Material and package passes – [ST/AI/193/Rev.1](#) and
[ST/AI/309/Rev.2](#)

Secure telecommunications equipment –
[ST/SGB/269](#)

Security and Safety Services at Headquarters: testing for use of illegal drugs and controlled substances – [ST/AI/2003/2](#)

Security, safety and independence of the international civil service – [ST/SGB/198](#) and [ST/SGB/2002/13](#) (see commentary)

- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families – [ST/AI/299](#)

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

Security of valuable articles; lost and found property – [ST/AI/227](#)

Use of information and communication technology resources and data – [ST/SGB/2004/15](#)

II. Claims

Advisory Board on Compensation Claims – [ST/SGB/Staff Rules/Appendix D/Rev.1](#) and Amend.1

Claims Board – [ST/AI/149/Rev.4](#)

Compensation for loss of or damage to personal effects to service – [ST/AI/149/Rev.4](#)

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

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

Death and disability coverage for members of the Joint Inspection Unit – [ST/AI/235](#) and Corr.1

Tort claims: Resolution of – [ST/SGB/230](#)

III. Communications, archives and records

1. Archives and records

Access to League of Nations archives – [ST/SGB/135](#)

Commission for Historical Clarification – [ST/SGB/1999/6](#)

Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for-Food Programme – [ST/SGB/2006/16](#) and Amend.1, Amend.2, Amend.3 and Amend.4

Gifts and historical items: Preservation and disposition of – [ST/SGB/136](#)

Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste – [ST/AI/2006/2](#)

Records and archives of the United Nations Monitoring, Verification and Inspection Commission – [ST/SGB/2009/12](#)

Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste – [ST/SGB/2006/7](#)

Record-keeping and the management of United Nations archives – [ST/SGB/2007/5](#)

- Guidelines concerning the separation of private papers from business records – [ST/SGB/2007/5](#), annex

United Nations archives and records – [ST/SGB/242](#)

2. Communications, correspondence and mailing

Confidentiality of mailing lists and registers – [ST/AI/341](#)

Information and Communications Technology Board – [ST/SGB/2003/17](#)

Information and communication technology initiatives – [ST/AI/2005/10](#)

Information sensitivity, classification and handling – [ST/SGB/2007/6](#)

Outgoing official United Nations mail at Headquarters: General principles and procedures governing – [ST/AI/271](#), [ST/AI/189/Add.10](#) and [ST/AI/341](#)

Secure telecommunications equipment – [ST/SGB/269](#)

Use of airmail envelopes – [ST/AI/271](#)

3. Pouch

Diplomatic pouch service – [ST/AI/368](#)

IV. Conferences

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

Scheduling of meetings and provision of conference services – [ST/AI/211](#) and [ST/AI/416](#)

Special conferences: Planning, preparation and servicing of – [ST/SGB/160](#), [ST/AI/342](#), [ST/AI/2013/3](#) and Amend.1 and [ST/AI/2001/6](#)

Use of United Nations premises for meetings, conferences, special events and exhibits – [ST/AI/416](#), [ST/AI/145/Rev.1](#) (paras. 5 and 6), [ST/AI/387](#), [ST/AI/2008/1](#) and [ST/SGB/2008/6](#)

V. Documents and publications

1. General

Distribution of documents, meeting records, official records and publications – [ST/AI/189/Add.3/Rev.2](#) and [ST/AI/341](#)

Publications Board – [ST/SGB/2012/2](#) and [ST/AI/2001/5](#)

2. Regulations for the control and limitation of documentation

Attribution of authorship in United Nations documents, publications and other official papers – [ST/AI/189/Add.6/Rev.5](#)

Copyright in United Nations publications: general principles, practice and procedure – [ST/AI/189/Add.9/Rev.2](#) and Add.2 and [ST/AI/189/Add.27](#)

Covers and title pages of publications – [ST/AI/189/Add.2](#) and Add.2/Amend.2

Criteria for the selection of material to be issued as United Nations publications – [ST/AI/189/Add.17](#)

Depository libraries: Principles governing United Nations – [ST/AI/189/Add.11/Rev.2](#)

Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for-Food Programme – [ST/SGB/2006/16](#) and Amend.1, Amend.2, Amend.3 and Amend.4

Distribution of documents, meeting records, official records and publications – [ST/AI/189/Add.3/Rev.2](#) and [ST/AI/341](#)

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

Exchange of United Nations documents and publications: Principles governing the – [ST/AI/189/Add.4/Rev.1](#)

External publishing of United Nations manuscripts – [ST/AI/189/Add.14/Rev.1](#)

Information sensitivity, classification and handling – [ST/SGB/2007/6](#)

Initiation, approval and execution of the United Nations biennial publications programme – [ST/SGB/2012/2](#)

Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste – [ST/AI/2006/2](#)

Internet publishing: United Nations – [ST/AI/2001/5](#)

Mailing of official United Nations documentation – [ST/AI/189/Add.10](#), [ST/AI/189/Add.3/Rev.2](#) and [ST/AI/271](#)

Maps: Guidelines for the publication of – [ST/AI/189/Add.25/Rev.1](#)

Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat – [ST/AI/189/Add.20/Rev.1](#)

Mention of names of commercial firms in United Nations documents and publications – [ST/AI/189/Add.18](#)

Newsletters and other information materials in printed or electronic format – [ST/AI/189/Add.19/Rev.1](#)

Out-of-stock material: Reissue of – [ST/AI/189/Add.13/Rev.1](#)

Pricing of United Nations publications – [ST/AI/189/Add.15/Rev.1](#)

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

References and acknowledgements – [ST/AI/189/Add.27](#) and [ST/AI/189/Add.9/Rev.2](#) and Add.2

Regulations for the control and limitation of documentation – [ST/AI/189](#)

Reissue of out-of-stock material – [ST/AI/189/Add.13/Rev.1](#)

Requests for document services – [ST/AI/189/Add.8/Rev.1](#)

Stock review and disposal of official records and publications – [ST/AI/189/Add.5/Rev.2](#)

Supply to the United Nations libraries of material not available through the regular distribution channels – [ST/AI/189/Add.12/Rev.1](#)

Timetable for the planning and submission of documents for sessions of United Nations organs – [ST/AI/189/Add.23](#)

United Nations Internet publishing – [ST/AI/2001/5](#)

Use and disposition of papers and reports of seminars and similar ad hoc meetings – [ST/AI/189/Add.22](#)

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

Use of the United Nations emblem on documents and publications – [ST/AI/189/Add.21](#)

Workload estimates: Documentation – [ST/AI/189/Add.7](#)

VI. Finance

1. Financial arrangements

African Institute for Economic Development and Planning – [ST/SGB/129](#)

Asian Institute for Economic Development and Planning – [ST/SGB/127](#) and Amend.1

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

United Nations Research Institute for Social Development – [ST/SGB/126](#) and Amend.1

2. General

Contributions from non-Member States – [ST/SGB/2013/4](#) (rule 103.1) and [ST/AI/233](#)

Currency and modalities of payment of salaries and allowances – [ST/AI/2001/1](#)

Designation of staff members performing significant functions in the management of financial, human and physical resources – [ST/SGB/2005/7](#)

Establishment and operation of the Central Emergency Response Fund – [ST/SGB/2010/5](#)

Establishment of a Senior Advisory Board on Services to the Public – [ST/SGB/2005/10](#)

Financial disclosure and declaration of interest statements – [ST/SGB/2006/6](#)

Financial responsibility of staff members for gross negligence – [ST/AI/2004/3](#)

Information and communication technology initiatives – [ST/AI/2005/10](#)

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee – [ST/SGB/276](#)

Non-reimbursable loans of personnel services from sources external to the United Nations common system – [ST/AI/231/Rev.1](#)

Official hospitality – [ST/AI/2002/8](#) and Amend.1

Official travel – [ST/AI/2013/3](#) and Amend.1

Overtime compensation for staff members in the Field Service category at established missions – [ST/AI/2000/3](#)

Personnel payroll clearance action – [ST/AI/155/Rev.2](#) and Amend.1

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

Recovery of overpayments made to staff members – [ST/AI/2009/1](#)

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

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

Salary scales and payments: see section VIII.13 below

Solicitation of voluntary contributions within the Secretariat – [ST/AI/104](#)

Taxi fares: Reimbursement of – [ST/AI/248](#) and Amend.1

United States taxes: see section VIII.16 below

3. Financial regulations and rules

Delegation of authority under the Financial Regulations and Rules of the United Nations – [ST/SGB/2013/4](#), [ST/AI/2004/1](#), [ST/SGB/2005/7](#)

Financial Regulations and Rules of the United Nations – [ST/SGB/2013/4](#), [ST/SGB/2015/4](#) and [ST/AI/2004/1](#)

Financial Rules of the Environment Fund and Associated Trust Funds of the United Nations Environment Programme – Annex I of Supplement to the Financial Regulations and Rules of the United Nations – [ST/SGB/2015/4](#)

Supplementary Financial Regulations of the United Nations for the United Nations Habitat and Human Settlements Foundation, and Financial Rules of the UN Habitat and Human Settlements Foundation and Other Extrabudgetary Resources of the United Nations Human Settlements Programme – Annex II of Supplement to the Financial Regulations and Rules of the United Nations – [ST/SGB/2015/4](#)

Financial Rules of the Fund of the United Nations International Drug Control Programme and of the Fund of the United Nations Crime Prevention and Criminal Justice Programme – Annex III of Supplement to the Financial Regulations and Rules of the United Nations – [ST/SGB/2015/4](#)

Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation – [ST/SGB/2000/8](#)

Regulations for the United Nations Peacekeeping Force in Cyprus – [ST/SGB/UNFICYP/1](#)

4. Revenue-producing activities

Bookshop – [ST/SGB/2013/4](#) and [ST/AI/244/Rev.1](#)

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

5. Trust funds and special accounts

Establishment and management of trust funds – [ST/SGB/188](#)

Establishment and operation of the Central Emergency Response Fund – [ST/SGB/2010/5](#)

General trust funds – [ST/AI/284](#)

Programme support accounts – [ST/AI/286](#)

Technical cooperation trust funds – [ST/AI/285](#)

VII. General office procedures

Administrative issuances:

- Abolition of obsolete – [ST/SGB/1999/11](#) and [ST/SGB/2000/16](#)
- Procedures for the promulgation of – [ST/SGB/2009/4](#)

Confidentiality of mailing lists and registers – [ST/AI/341](#)

Consideration for conversion to permanent appointment of staff members of the Secretariat eligible to be considered by 30 June 2009 – [ST/SGB/2009/10](#)

Disposal of computer equipment at United Nations Headquarters – [ST/AI/2001/4](#)

Electronic publishing: Guidelines for – [ST/AI/189/Add.26](#) and [ST/AI/189/Add.28](#)

Ethics: United Nations system-wide application of – separately administered organs and programmes – [ST/SGB/2007/11](#) and Amend.1

Exhibits Committee: United Nations – [ST/SGB/2008/6](#)

Forms management programme – [ST/AI/261](#)

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

Information and communications technology initiatives – [ST/AI/2005/10](#)

Information circulars – [ST/SGB/1997/2](#) and [ST/SGB/1999/11](#)

Information sensitivity, classification and handling – [ST/SGB/2007/6](#), [ST/SGB/2012/3](#)

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee – [ST/SGB/276](#)

Internet publishing: United Nations – [ST/AI/2001/5](#)

Managed reassignment programme – [ST/AI/2007/2](#)

Managed Reassignment Programme for Junior Professional Staff – [ST/AI/2001/7/Rev.1](#)

New nomenclature for staff of the United Nations – [ST/SGB/2002/18](#)

Personnel payroll clearance action – [ST/AI/155/Rev.2](#) and Amend.1

Personnel record cards: Maintenance of – [ST/AI/105](#)

Post-employment restrictions – [ST/SGB/2006/15](#)

Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements – [ST/SGB/2001/7](#)

Property management at United Nations Headquarters – [ST/AI/2015/4](#)

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

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

Secretary-General's bulletins: see Administrative issuances above

Secure telecommunications equipment – [ST/SGB/269](#)

Transitional measures related to the introduction of the new system of administration of justice – [ST/SGB/2009/11](#)

Treaties and international agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to – [ST/SGB/2001/7](#)

Working languages of the Secretariat – [ST/SGB/201](#) and [ST/SGB/212](#)

VIII. Human resources

1. Administration-staff relations

Departmental focal points for women in the Secretariat – [ST/SGB/2008/12](#)

Ethics: United Nations system-wide application of – separately administered organs and programmes – [ST/SGB/2007/11](#) and Amend.1

- Protection against retaliation for reporting misconduct – [ST/SGB/2005/21](#)
- Ethics Office: establishment and terms of reference – [ST/SGB/2005/22](#)

Independent inquiry into the oil-for-food programme – [ST/SGB/2004/9](#)

International civil service: Security, safety and independence of the – [ST/SGB/198](#)

- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families – [ST/AI/299](#)

Joint Harassment Prevention Boards – [ST/SGB/2008/14](#)

Joint Negotiation Committee at Headquarters – [ST/SGB/2007/9](#)

Office of the Ombudsman – [ST/SGB/2002/12](#)

Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level – [ST/SGB/274](#)

Staff representatives: Facilities to be provided to – [ST/AI/293](#)

Staff-Management Committee – [ST/SGB/2011/6/Rev.1](#) and [ST/AI/2014/3](#)

Staff-management relations: decentralization of consultation procedure – [ST/SGB/172](#) and [ST/SGB/274](#)

Steering Committee for the Improvement of the Status of Women in the Secretariat:

- Membership – [ST/SGB/1999/9](#)
- Policies to obtain gender equality in the United Nations – [ST/SGB/282](#), [ST/SGB/2011/2](#) and [ST/AI/1999/9](#)

Consideration for conversion to permanent appointment of staff members of the Secretariat eligible to be considered by 30 June 2009 – [ST/SGB/2009/10](#)

2. Allowances, entitlements and grants

Assignment grant – [ST/AI/121](#)

Coordination of action in cases of death of staff members: travel and transportation in cases of death or health-related emergency – [ST/AI/2011/9](#)

Dependency status and dependency benefits – [ST/AI/2011/5](#)

Early separation programme: 1996 – [ST/AI/414](#) and Add.1

Education grant and special education grant for children with a disability – [ST/AI/2011/4](#), Amend.1 and 2 (see also Special entitlements for staff members serving at designated duty stations below)

Home leave – [ST/AI/2015/2](#)

Mission subsistence allowance – [ST/AI/1997/6](#)
(as amended by [ST/AI/2002/5](#) and [ST/AI/2005/6](#))

Mobility and hardship scheme – [ST/AI/2011/6](#) and Amend.1

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

Official hospitality – [ST/AI/2002/8](#) and Amend.1

Personal status for purposes of United Nations entitlements – [ST/SGB/2004/13](#)

Reimbursement for travel by private motor vehicle – [ST/AI/2013/3](#) and Amend.1

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

Rental subsidies and deductions – [ST/AI/2013/2](#) and Corr.1

Repatriation grant – [ST/AI/2000/5](#)

Rest and recuperation – [ST/AI/2011/7](#), Amend.1 and Amend.2

Salaries and allowances: Currency and modalities of payment – [ST/AI/2001/1](#)

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

Scheme of social security for the staff – [ST/SGB/2011/1](#)

Special entitlements for staff members serving at designated duty stations – [ST/AI/2000/6](#) and Amend.1

Special post allowance – [ST/AI/1999/17](#) and Amend.1

- Special post allowance for field mission staff – [ST/AI/2003/3](#)

Subsistence allowance:

- Mission subsistence allowance – [ST/AI/1997/6](#)
(as amended by [ST/AI/2002/5](#) and [ST/AI/2005/6](#))
- System of daily subsistence allowance – [ST/AI/2014/2](#)

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

United Nations Memorial and Recognition Fund – [ST/SGB/2010/8/Rev.1](#)

3. Appeals

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

Office of Administration of Justice: Organization and terms of reference of the – [ST/SGB/2010/3](#)

Office of the Ombudsman: appointment and terms of reference of the Ombudsman – [ST/SGB/2002/12](#)

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

Revised disciplinary measures and procedures – [ST/AI/371](#) and Amend.1

Transitional measures related to the introduction of the new system of administration of justice – [ST/SGB/2009/11](#)

4. Appointments, placement and promotion

Administration of fixed-term appointments – [ST/AI/2013/1](#) and Corr.1

Administration of temporary appointments – [ST/AI/2010/4/Rev.1](#)

Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories – [ST/AI/2010/4/Rev.1](#)

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

Central Review Boards – [ST/SGB/2011/7](#)

Central Review Committees – [ST/SGB/2011/7](#)

Central review bodies at designated offices away
from Headquarters – [ST/SGB/2011/7](#)

Central Review Panels – [ST/SGB/2011/7](#)

Central review bodies – [ST/SGB/2011/7](#)

Competitive examination for recruitment to the
Professional category of staff members from other
categories – [ST/AI/2012/2/Rev.1](#)

Competitive examinations for recruitment and
placement in posts requiring specific language skills
in the Professional category – [ST/AI/1998/7](#) and
Amend.1

Competitive examinations for the placement of
General Service and related categories in particular
occupational groups – [ST/AI/1998/4](#)

Consideration for conversion to permanent
appointment of staff members of the Secretariat
eligible to be considered by 30 June 2009 –
[ST/SGB/2009/10](#)

Consultants and individual contractors –
[ST/AI/2013/4](#)

Consultants and participants in advisory meetings –
[ST/SGB/177](#), [ST/AI/2013/4](#) and [ST/AI/2013/5](#) (see
also Policies for obtaining the services of
individuals on behalf of the Organization below)

Continuing appointments – [ST/SGB/2011/9](#) and
[ST/AI/2012/3](#)

Contractors: Institutional or corporate –
[ST/SGB/177](#) and [ST/AI/327](#)

Employment of spouses – [ST/AI/273](#)

Field central review bodies – [ST/SGB/2011/7](#)

Gratis personnel – [ST/AI/1999/6](#)

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

Managed reassignment programme – [ST/AI/2007/2](#)

Managed Reassignment Programme for Junior
Professional Staff – [ST/AI/2001/7/Rev.1](#)

Medical clearances – [ST/AI/2011/3](#)

Movement of staff from the Field Service category
to the Professional category – [ST/AI/2010/3](#) and
Amend.1 and 2 (see also Competitive examination
for recruitment to the Professional category, section
VIII.15 below)

Part-time employment – [ST/AI/291/Rev.1](#)

Performance Management and Development
System – [ST/SGB/1999/18](#), [ST/SGB/2011/5](#) and
[ST/AI/2010/5](#)

Placement and promotion – [ST/SGB/267](#) and
[ST/AI/2010/3](#) and Amend.1 and 2

Policies for obtaining the services of individuals on
behalf of the Organization – [ST/SGB/177](#)

- Consultants and individual contractors –
[ST/AI/2013/4](#)

- Participants in advisory meetings – [ST/AI/2013/5](#)

- Institutional or corporate contractors – [ST/AI/327](#)

- Temporary staff and individual contractors –
[ST/AI/2010/4](#) (see also Use of “when actually
employed” contracts, below)

Policies to achieve gender equality in the United
Nations – [ST/SGB/282](#), [ST/SGB/2008/12](#) and
[ST/AI/1999/9](#)

Prevention of workplace harassment, sexual
harassment and abuse of authority –
[ST/SGB/2005/20](#)

Promotion policy and review: see Placement and
promotion above

Recruitment procedures for Professional staff –
[ST/AI/2010/3](#) and Amend.1 and 2

Retention in service beyond the mandatory age of separation and employment of retirees – [ST/AI/2003/8](#) and Amend.1 and 2

Senior Review Group – [ST/SGB/2011/8](#)

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

Special measures for the achievement of gender equality – [ST/AI/1999/9](#), [ST/SGB/282](#) and [ST/SGB/2008/12](#)

Special post allowance – [ST/AI/1999/17](#) and Amend.1
- Special post allowance for field mission staff – [ST/AI/2003/3](#)

Staff selection system – [ST/SGB/2002/5](#), [ST/AI/2010/3](#) and Amend.1 and 2

Temporary staff and individual contractors – [ST/SGB/177](#) and [ST/AI/2010/4/Rev.1](#)

Termination of appointment for reasons of health – [ST/AI/1999/16](#)

Termination of permanent appointment for unsatisfactory services: procedure to be followed – [ST/AI/222](#)

Use of “when actually employed” contracts for special representatives, envoys and other special high-level positions – [ST/SGB/283](#)

5. Attendance, leave and working hours

Abandonment of post – [ST/AI/400](#) (as amended by [ST/AI/2005/5](#))

Breastfeeding: policy on – [ST/SGB/2003/14](#)

Certification of sick leave: See Sick leave and Recording of attendance and leave below

Family leave, maternity leave and paternity leave – [ST/AI/2005/2](#) and Amend.1

Home leave – [ST/AI/2015/2](#)

Introduction of staggered working hours – [ST/AI/408](#)

Jury duty: see Recording of attendance and leave below

Recording of attendance and leave – [ST/AI/1999/13](#) (as amended by [ST/AI/2005/1](#))

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours – [ST/AI/310](#) and [ST/AI/387](#)

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

Rest and recuperation – [ST/AI/2011/7](#) and Amend.1 and 2

Sabbatical leave programme – [ST/AI/2015/5](#)

Sick leave – [ST/AI/2005/3](#) and Amend.1

Upgrading of substantive and technical skills – [ST/AI/2010/10](#) and [ST/SGB/1998/6](#)

Working hours:

- Introduction of staggered working hours at Headquarters – [ST/AI/408](#)
- Flexible working arrangements – [ST/SGB/2003/4](#)

6. Delegation of authority

Administration of the Staff Regulations and Staff Rules – [ST/SGB/2015/1](#), [ST/AI/234/Rev.1](#) and Amend.1 and 2 and [ST/AI/1999/1](#) and Amend.1

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

Authority of the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women) in matters relating to human resources management – [ST/SGB/2011/2](#)

Delegation of authority under the Financial Regulations and Rules – [ST/SGB/2013/7](#), [ST/AI/2004/1](#) and [ST/SGB/2005/7](#)

Designation of staff members performing significant functions in the management of financial, human and physical resources – [ST/SGB/2005/7](#)
Upgrading of substantive and technical skills – [ST/AI/2010/10](#)

7. Duties and obligations

Acceptance of pro bono goods and services guidelines – [ST/SGB/2006/5](#)

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

Basic rights and duties of United Nations staff members: Status, – [ST/SGB/2002/13](#)
- Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission – [ST/SGB/2002/9](#)

Family and child support obligations of staff members – [ST/SGB/1999/4](#) and [ST/AI/2000/12](#)

Financial disclosure and declaration of interest statements – [ST/SGB/2006/6](#)

Financial responsibility of staff members for gross negligence – [ST/AI/2004/3](#)

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

Integrity awareness initiative – [ST/SGB/2005/17](#)

Obligations of staff members – [ST/SGB/1999/4](#), [ST/AI/2000/12](#) and [ST/SGB/2006/6](#)

Outside activities – [ST/AI/2000/13](#)

Post-employment restrictions – [ST/SGB/2006/15](#)

Preservation and disposition of gifts and historical items – [ST/SGB/136](#)

Private legal obligations of staff members – [ST/AI/2000/12](#) (see also Obligations of staff members above)

Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority – [ST/SGB/2008/5](#) and [ST/SGB/2008/14](#)

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

Rectification of date of birth or of other personal data: Request for – [ST/AI/2010/2](#)

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

Special measures for protection from sexual exploitation and sexual abuse – [ST/SGB/2003/13](#)

Status, basic rights and duties of United Nations staff members – [ST/SGB/2002/13](#)
- Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission – [ST/SGB/2002/9](#)

8. Job classification system

System for the classification of posts – [ST/AI/1998/9](#) and Corr.1 (English only)

9. General

Annual inspection of official status file – [ST/AI/108](#) (see also Official status files below)

Bookshop service for staff members: United Nations – [ST/AI/244/Rev.1](#)

Breastfeeding: Policy on – [ST/SGB/2003/14](#)

Currency and modalities of payment of salaries and allowances – [ST/AI/2001/1](#)

Employee assistance in cases of alcohol/substance abuse – [ST/AI/372](#)

Filing of adverse material in personnel records – [ST/AI/292](#) (see also Official status files below)

Financial responsibility of staff members for gross negligence – [ST/AI/2004/3](#)

Guidelines for the acceptance of pro bono goods and services – [ST/SGB/2006/5](#)

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee – [ST/SGB/276](#)

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

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

Official hospitality – [ST/AI/2002/8](#) and Amend.1

Official status files – [ST/AI/108](#) and [ST/AI/292](#)

Performance Management and Development System – [ST/SGB/1999/18](#), [ST/SGB/2011/5](#) and [ST/AI/2010/5](#)

Personnel payroll clearance action – [ST/AI/155/Rev.2](#) and Amend.1

Personnel record cards: Maintenance of – [ST/AI/105](#)

Post-employment restrictions – [ST/SGB/2006/15](#)

Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority – [ST/SGB/2008/5](#) and [ST/SGB/2008/14](#)

Records and archives of the United Nations Monitoring, Verification and Inspection Commission – [ST/SGB/2009/12](#)

Records of the United Nations Compensation Commission – [ST/SGB/2007/10](#)

Rectification of date of birth or of other personal data: Request for – [ST/AI/2010/2](#)

Smoking at United Nations Headquarters – [ST/SGB/2003/9](#)

Special measures for protection from sexual exploitation and sexual abuse – [ST/SGB/2003/13](#)
Staff relief committees: United Nations – see Solicitation of voluntary contributions within the Secretariat, section VI.2 above

Taxi fares: Reimbursement of – [ST/AI/248](#) and Amend.1

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

United Nations personnel policy on HIV/AIDS – [ST/SGB/1999/17](#), [ST/SGB/2003/18](#) and [ST/SGB/2007/12](#)

Wearing of grounds passes – [ST/SGB/259](#), [ST/AI/333](#) and [ST/AI/387](#)

Working hours: Introduction of staggered – [ST/AI/408](#)
- Flexible working arrangements – [ST/SGB/2003/4](#)

Working languages of the Secretariat – [ST/SGB/201](#) and [ST/SGB/212](#)

10. Medical and other insurance

After-service health insurance – [ST/AI/2007/3](#)

Employee assistance in cases of alcohol/substance abuse – [ST/AI/372](#)

Health and Life Insurance Committee at Headquarters – [ST/SGB/275](#)

Life insurance – [ST/AI/2002/6](#)

Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters – [ST/AI/2015/3](#)

Payment of insurance proceeds under the malicious acts insurance policy – [ST/SGB/2004/11](#)

Personal status for purposes of United Nations entitlements – [ST/SGB/2004/13/Rev.1](#)

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

Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations – [ST/SGB/Staff Rules/Appendix D/Rev.1](#) and Amend.1

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

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

After-service health insurance – [ST/AI/2007/3](#)

Personal identification cards for retired staff members – [ST/AI/333](#) and [ST/AI/387](#)

Retention in service beyond the mandatory age of separation and employment of retirees – [ST/AI/2003/8](#) and Amend.1 and 2

Scheme of social security for the staff – [ST/SGB/2011/1](#)

12. Post adjustment

See index to information circulars ([ST/IC/2012/2](#))

13. Salary scales and payments

Currency and modalities of payment of salaries and allowances – [ST/AI/2001/1](#)

Field Service category – [ST/SGB/2011/1](#)

Overtime compensation for staff members in the Field Service category at established missions – [ST/AI/2000/3](#)

Professional and higher categories – [ST/SGB/2012/1](#)

Recovery of overpayments made to staff members – [ST/AI/2009/1](#)

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

Special post allowance for field mission staff – [ST/AI/2003/3](#)

14. Staff regulations and rules

Administration of the Staff Regulations and Staff Rules – [ST/SGB/2015/1](#), [ST/AI/234/Rev.1](#) and Amend.1 and 2 and [ST/AI/1999/1](#) and Amend.1

Staff Regulations – [ST/SGB/2012/1](#)

Staff Rules:

- Rules governing compensation – [ST/SGB/Staff Rules/Appendix D/Rev.1](#) and Amend.1
- Secretariat personnel – [ST/SGB/2011/1](#)

15. Training, career development and examinations

Building the future – [ST/SGB/1998/6](#) and [ST/SGB/1999/15](#)

Competitive examination for recruitment to the Professional category of staff members from other categories – [ST/AI/2012/2/Rev.1](#) (see also Managed Reassignment Programme for Junior Professional Staff below)

Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category – [ST/AI/1998/7](#) and Amend.1

Competitive examinations for the placement of General Service and related categories in particular occupational groups – [ST/AI/1998/4](#)

Conditions under which staff members may take national competitive recruitment examinations – [ST/AI/2012/2/Rev.1](#)

Integrity awareness initiative – [ST/SGB/2005/17](#)

Internship programme: United Nations – [ST/AI/2014/1](#)

Language proficiency and language incentives – [ST/AI/1999/2](#)

Learning and development policy – [ST/SGB/2009/9](#)

Managed reassignment programme – [ST/AI/2007/2](#)

Managed Reassignment Programme for Junior Professional Staff – [ST/AI/2001/7/Rev.1](#)

New nomenclature for the staff of the United Nations – [ST/SGB/2002/18](#)

Organizational competencies for the future – [ST/SGB/1999/15](#)

Placement and promotion – [ST/SGB/267](#) and [ST/AI/2010/3](#) and Amend.1 and 2
- Policies to achieve gender equality in the Secretariat – [ST/SGB/282](#), [ST/SGB/2008/12](#) and [ST/AI/1999/9](#)

Performance Management and Development Learning Programme for Managers and Supervisors – [ST/SGB/2011/5](#)

Sabbatical leave programme – [ST/AI/2015/5](#) and [ST/SGB/2009/9](#)

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

Upgrading of substantive and technical skills – [ST/AI/2010/10](#) and [ST/SGB/1998/6](#)

Word-processing qualifications: Test for basic – [ST/AI/334](#)

Young professionals programme – [ST/SGB/2011/10](#) and [ST/AI/2012/2/Rev.1](#) (see also Managed Reassignment Programme for Junior Professional Staff above)

16. United States taxes

Payment of income taxes to United States tax authorities – [ST/AI/1998/1](#)

17. Visas

Visa Committee – [ST/SGB/2000/11](#)

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

IX. Library

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

Establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters: Procedure for the – [ST/SGB/152](#)

Library services – [ST/AI/205](#)

Supply to the United Nations libraries of material not available through the regular distribution channels – [ST/AI/189/Add.12/Rev.1](#)

Use of United Nations premises for meetings, conferences, special events and exhibits – [ST/AI/416](#), [ST/AI/2008/1](#) and [ST/SGB/2008/6](#) (see also Security arrangements for admission to United Nations Headquarters in section I.5 above)

X. Missions

Assignment to and return from mission detail: Policy governing – [ST/SGB/277](#) and [ST/AI/404](#)

Field central review bodies – [ST/SGB/2011/7](#)

Joint Negotiation Committee for the Field – [ST/SGB/2008/11](#)

Medal: Regulations for the United Nations (for award to military personnel) – [ST/SGB/119/Rev.1](#)

Medal: Regulations for the United Nations Dag Hammarskjöld (posthumous award to members of peacekeeping operations who have lost their lives) – [ST/SGB/2000/15](#) and Amend.1

Medical evacuation – [ST/AI/2000/10](#)

Mission subsistence allowance – [ST/AI/1997/6](#)
(as amended by [ST/AI/2002/5](#) and [ST/AI/2005/6](#))

Movement of staff from the Field Service category to the Professional category – [ST/AI/2010/3](#) and Amend.1 (see also Competitive examination for recruitment to the Professional category, section VIII.15 above)

Observance by United Nations forces of international humanitarian law – [ST/SGB/1999/13](#)

Overtime compensation for staff members in the Field Service category at established missions – [ST/AI/2000/3](#)

Payment of insurance proceeds under the malicious acts insurance policy – [ST/SGB/2004/11](#)

Policy governing assignment to and return from mission detail – [ST/SGB/277](#)

Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority – [ST/SGB/2008/5](#) and [ST/SGB/2008/14](#)

Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste – [ST/SGB/2006/7](#)

- Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste – [ST/AI/2006/2](#)

Road and driving safety – [ST/AI/2010/6](#)

Special post allowance for field mission staff – [ST/AI/2003/3](#)

United Nations Peacekeeping Force in Cyprus: Regulations for – [ST/SGB/UNFICYP/1](#)

XI. Organizational structure

1. General

Building the future – [ST/SGB/1998/6](#) and [ST/SGB/1999/15](#)

Organization of the Secretariat of the United Nations – [ST/SGB/2015/3](#) [ST/SGB/2005/16](#), [ST/SGB/2006/14](#) and [ST/SGB/2011/3](#) and Amend.1

Organizational competencies for the future – [ST/SGB/1999/15](#)

Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat – [ST/SGB/209](#)

2. Institutes

African Institute for Economic Development and Planning – [ST/SGB/129](#)

Asian Institute for Economic Development and Planning – [ST/SGB/127](#) and Amend.1

International Research and Training Institute for the Advancement of Women – [ST/SGB/214](#)

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

United Nations Research Institute for Social Development – [ST/SGB/126](#) and Amend.1

3. Secretariat departments and units

Central Support Services: Office of – [ST/SGB/2013/1](#) and [ST/SGB/2005/7](#)

Centre for Human Settlements (Habitat): United Nations – [ST/SGB/2002/14](#)

Conference on Trade and Development: Secretariat of the United Nations – [ST/SGB/1998/1](#)

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

Department of Field Support: Organization of the – [ST/SGB/2010/2](#)

Departmental focal points for women in the Secretariat – [ST/SGB/2008/12](#)

Disarmament Affairs: Organization of the Department for – [ST/SGB/2008/8](#)

Drugs and Crime: Organization of the United Nations Office on – [ST/SGB/2004/6](#) and [ST/SGB/240](#)

Economic and Social Affairs: Department of – [ST/SGB/1997/9](#)

Economic and Social Commission for Asia and the Pacific: secretariat of the – [ST/SGB/2005/11](#)

Economic and Social Commission for Western Asia: Secretariat of the – [ST/SGB/2010/7](#)

Economic Commission for Africa: Secretariat of the – [ST/SGB/2005/12](#)

Economic Commission for Europe: Secretariat of the – [ST/SGB/2008/9](#)

Economic Commission for Latin America and the Caribbean: Secretariat of the – [ST/SGB/2000/5](#)

Environment Programme: Organization of the Secretariat of the United Nations – [ST/SGB/2006/13](#)

Ethics Office: establishment and terms of reference – [ST/SGB/2005/22](#)

Executive Office of the Secretary-General – [ST/SGB/1998/18](#)

General Assembly and Conference Management: Organization of the Department for – [ST/SGB/2005/9](#)

High Commissioner for Human Rights: Office of the United Nations – [ST/SGB/1997/10](#)

High Commissioner for Refugees: Office of the United Nations – [ST/SGB/1998/9](#)

Human Resources Management: Office of – [ST/SGB/2011/4](#) and [ST/SGB/2005/7](#)

Humanitarian Affairs: Office for the Coordination of – [ST/SGB/1999/8](#)

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

- Establishment of – [ST/SGB/273](#)

- Personnel arrangements – [ST/AI/401](#) (as amended by [ST/AI/2003/4](#))

- Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery – [ST/AI/397](#)

International Drug Control Programme – [ST/SGB/2004/6](#) and [ST/SGB/240](#)

Legal Affairs: Office of – [ST/SGB/2008/13](#)

Management: Department of – [ST/SGB/2010/9](#) and [ST/SGB/2005/7](#)

Office at Geneva: United Nations – [ST/SGB/2000/4](#)

Office at Nairobi: United Nations – [ST/SGB/2009/3](#)

Office at Vienna: Organization of the United Nations – [ST/SGB/2004/5](#)

Office of Administration of Justice: Organization and terms of reference of the – [ST/SGB/2010/3](#)

Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States: Organization of the United Nations – [ST/SGB/2007/7](#)

Organization of the United Nations Office for Partnerships – [ST/SGB/2009/14](#)

Peacekeeping Operations: Organization of the Department of – [ST/SGB/2010/1](#)

Political Affairs: Department of – [ST/SGB/2009/13](#)

Programme Planning, Budget and Accounts: Office of – [ST/SGB/2000/8](#), [ST/SGB/2003/16](#) and [ST/SGB/2005/7](#)

Public Information: Department of – [ST/SGB/1999/10](#) and [ST/SGB/2008/6](#)

Regional Commissions Liaison Office – [ST/SGB/205](#)

Relief and Works Agency for Palestine Refugees in the Near East: Secretariat of the United Nations – [ST/SGB/2000/6](#)

Safety and Security: Organization of – [ST/SGB/2013/5](#)

Special Adviser on Africa: Office of the – [ST/SGB/2003/6](#)

4. Secretariat boards and committees

Advisory Board on Compensation Claims – [ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1](#)

Central Review Boards – [ST/SGB/2011/7](#)

Central Review Committees – [ST/SGB/2011/7](#)

Central Review Panels – [ST/SGB/2011/7](#)

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

Central review bodies – [ST/SGB/2011/7](#)

Claims Board – [ST/AI/149/Rev.4](#)

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

Departmental focal points for women in the Secretariat – [ST/SGB/2008/12](#)

Ethics Committee – [ST/SGB/2007/11](#) (Section 3)

Exhibits Committee: United Nations – [ST/SGB/2008/6](#)

Field central review bodies – [ST/SGB/2011/7](#)

Garage Review Board – [ST/AI/349](#)

Health and Life Insurance Committee at Headquarters – [ST/SGB/275](#)

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

Information and Communications Technology Board – [ST/SGB/2003/17](#)

Information and communication technology (ICT) initiatives (ICT Committees) – [ST/AI/2005/10](#)

Integrated Management Information System Steering Committee – [ST/SGB/276](#)

Joint Harassment Prevention Boards – [ST/SGB/2008/14](#)

Joint Negotiation Committee at Headquarters – [ST/SGB/2007/9](#)

Joint Negotiation Committee for the Field – [ST/SGB/2008/11](#)

Management Performance Board – [ST/SGB/2013/2](#)

Office of Staff Legal Assistance – [ST/SGB/2009/11](#)

Office of the Ombudsman: appointment and terms of reference of the Ombudsman – [ST/SGB/2002/12](#)

Policy Committee and Management Committee – [ST/SGB/2005/16](#), [ST/SGB/2006/14](#) and [ST/SGB/2011/3](#) and Amend.1

Project Review Committee – [ST/AI/2005/10](#)

Property Survey Board – [ST/SGB/2013/4](#) and [ST/AI/202](#)

Publications Board – [ST/SGB/2012/2](#) and [ST/AI/2001/5](#)

Records of the United Nations Compensation Commission – [ST/SGB/2007/10](#)

Senior Advisory Board on Services to the Public: Establishment of a – [ST/SGB/2005/10](#)

Senior Management Group – [ST/SGB/2012/4](#) (See also [ST/SGB/2005/16](#) and [ST/SGB/2006/14](#))

Senior Review Group – [ST/SGB/2011/8](#)

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

Staff-Management Committee –
[ST/SGB/2011/6/Rev.1](#) and [ST/AI/2014/3](#)

Steering Committee for the Improvement of the
 Status of Women in the Secretariat:
 - Membership – [ST/SGB/1999/9](#)
 - Policies to achieve gender equality in the United
 Nations – [ST/SGB/282](#) and [ST/AI/1999/9](#)
 - UN-Women – [ST/SGB/2011/2](#)

Tort Claims Board – [ST/SGB/230](#)

Transitional measures related to the introduction of
 the new system of administration of justice –
[ST/SGB/2009/11](#)

United Nations Dispute Tribunal – [ST/SGB/2009/11](#)

Visa Committee – [ST/SGB/2000/11](#) and
[ST/AI/2000/19](#)

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

Working Group on Relations between
 Non-Governmental Organizations and the
 Secretariat and United Nations Programmes –
[ST/SGB/209](#)

5. Units servicing voluntary programmes

African Institute for Economic Development and
 Planning – [ST/SGB/129](#)

Asian Institute for Economic Development and
 Planning – [ST/SGB/127](#) and Amend.1
 International Research and Training Institute for the
 Advancement of Women – [ST/SGB/214](#)

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

United Nations International Drug Control
 Programme – [ST/SGB/2004/6](#), [ST/SGB/240](#),
[ST/SGB/2015/4](#)

United Nations Research Institute for Social
 Development – [ST/SGB/126](#) and Amend.1

XII. Property and supplies

1. Property control

Control of United Nations property covered by
 personal property receipts – [ST/AI/97/Rev.2](#)

Disposal of computer equipment at United Nations
 Headquarters – [ST/AI/2001/4](#)

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

Internet publishing: United Nations – [ST/AI/2001/5](#)

Material and package passes – [ST/AI/193/Rev.1](#)

Official cars: Policy on the provision and use of –
[ST/AI/2006/1](#)

Property management at United Nations
 Headquarters – [ST/AI/2015/4](#)

Property records maintenance – [ST/AI/2015/4](#)

Property Survey Board – [ST/SGB/2013/4](#) (Financial
 rule 105.21) and [ST/AI/202](#)

Secure telecommunications equipment –
[ST/SGB/269](#)

Use of information and communication technology
 resources and data – [ST/SGB/2004/15](#)

2. General

Information and Communications Technology
 Board – [ST/SGB/2003/17](#)

Information and communication technology
 initiatives – [ST/AI/2005/10](#)

Reduction in energy consumption – [ST/AI/323](#)

XIII. Protocol

Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs – [ST/AI/118/Rev.1](#)

United Nations Flag Code and Regulations – [ST/SGB/132](#)

XIV. Travel and transportation**1. Automobiles, baggage and customs**

Excess baggage, shipments and insurance – [ST/AI/2015/1](#) (see also Special entitlements for staff members serving at designated duty stations below)

Official cars: Policy on the provision and use of – [ST/AI/2006/1](#)

Reimbursement for travel by private motor vehicle – [ST/AI/2013/3](#) and Amend.1

Road and driving safety – [ST/AI/2010/6](#)

2. Expenses

Medical evacuation – [ST/AI/2000/10](#)

Mission subsistence allowance – [ST/AI/1997/6](#) (as amended by [ST/AI/2002/5](#) and [ST/AI/2005/6](#))

Special entitlements for staff members serving at designated duty stations – [ST/AI/2000/6](#) and Amend.1

System of daily subsistence allowance – [ST/AI/1998/3](#) (as amended by [ST/AI/2003/9](#))

Terminal expenses: see Official travel below

Travel claims: see Official travel below

Travel expenses and subsistence allowances:
- Members of organs or subsidiary organs of the United Nations – [ST/SGB/107/Rev.6](#)

3. General

Coordination of action in cases of death of staff members: travel and transportation in cases of death or health-related emergency – [ST/AI/2011/9](#)

Education grant travel – [ST/AI/2011/4](#), Amend.1 and 2 (see also Special entitlements for staff members serving at designated duty stations in section VIII.2 above)

Family visit travel – [ST/AI/2000/15](#) and Amend.1 and [ST/AI/2013/3](#) and Amend.1

Home leave – [ST/AI/2015/2](#)

Official travel – [ST/AI/2013/3](#) and Amend.1

Personal status for purposes of United Nations entitlements – [ST/SGB/2004/13/Rev.1](#)

Road and driving safety – [ST/AI/2010/6](#)

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

Travel advances – see Official travel above

Visa: see section VIII.17 above

C. Alphabetical index to administrative issuances³

	<i>Page</i>
Abandonment of post	30, 40
Abuse of authority: Prohibition of discrimination, harassment, including sexual harassment, and.....	10, 41-42, 45
Acceptance of pro bono goods and services: guidelines	11, 41-42
Access to League of Nations archives.....	24, 32
Accommodation: Standard of — see Official travel	
Administration of justice	9, 37-38, 48
Administration of Justice: Organization and terms of reference of the Office of ...	9, 37-38, 46, 48
Administration of fixed-term appointments	17, 38
Administration of temporary appointments	17-18, 38
Administration of the Staff Regulations and Staff Rules.....	43
*Administration-staff relations	37
Administrative instructions: see Administrative issuances	
Administrative issuances	7, 9, 15, 36
Admission to United Nations Headquarters	30, 32, 44
Advisory Board on Compensation Claims	32, 47
African Institute for Economic Development and Planning	24, 34, 45, 48
After-service health insurance	19, 42-43
Airmail envelopes: Use of	33
Alcohol/substance abuse: Employee assistance in cases of.....	30, 41-42
*Allowances, entitlements and grants	37
Annual inspection of official status file	26, 41
*Appeals	38
Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories	38
*Appointments, placement and promotion	38
*Archives and records: Communications	32
Archives and records: United Nations.....	25, 32
Arrest or detention of staff members, other agents of the United Nations and members of their families: see Security, safety and independence of the international civil service	
Asian Institute for Economic Development and Planning.....	24, 34, 45, 48

³ Headings in the subject index to administrative issuances are marked with an asterisk.

	<i>Page</i>
Assignment grant	17, 37
Assignment to and return from mission detail: policy governing	26, 30, 39, 41, 44-45
Assistance and representation by counsel in disciplinary and appeals cases: see Administration of justice	
Assistance in cases of alcohol/substance abuse: Employee	30, 41-42
*Attendance, leave and working hours	40
Attribution of authorship in United Nations documents	27, 33
*Authority: Delegation of	40
Authority of United Nations security officers	28, 31
Authority of the United Nations Population Fund in matters relating to human resources	12, 40
*Automobiles, baggage and customs	49
*Baggage and customs: Automobiles,	49
Basic rights and duties of United Nations staff members: Status,	14, 41
Basic security in the field: staff safety, health and welfare (interactive online learning).	30, 31
Boards: see Organizational structure	
Bookshop: United Nations	29, 31, 36, 41
Breastfeeding: Policy on	13, 40-41
*Buildings, premises and security	31
Building the future	16, 43, 45
*Career development and examinations: Training,	43
Cars: Official.	19, 48-49
Central Emergency Response Fund: Establishment and operation of the	9, 35-36
Central Examinations Board: see Competitive examination for recruitment to the Professional category of staff members from other categories	
Central review bodies	8, 39, 47
Central Review Board.	39, 47
Central Review Committee	39, 47
Central Review Panel	39, 47
Central review bodies at designated offices away from Headquarters	39
Central Support Services: Office of.	7, 45
Centre for Human Settlements, United Nations	45
Certification of sick leave: see Sick leave	
Child support obligations of staff members: Family and	15, 41

	<i>Page</i>
*Claims	32
Claims Board.....	32, 47
Classification Appeals Committees: see System for the classification of posts	
Commission for Historical Clarification: see Archives and records	
*Communications, archives and records.....	32
*Communications, correspondence and mailing	32
Compendium of job opportunities: see Managed Reassignment Programme for Junior Professional Staff	
Compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations	23, 32, 43
Compensation for loss of or damage to personal effects attributable to service	26, 32
Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations	32
Competitive examinations	23, 39, 43
Competitive examinations for the placement of General Service and related categories.....	23, 39, 43
Computer equipment at United Nations Headquarters: Disposal of	21, 36, 48
Conditions under which staff members may take national competitive recruitment examinations	43
Conference on Trade and Development: Secretariat of the United Nations	16, 45
Conference Management: Organization of the Department of General Assembly ..	11, 46
*Conferences.....	33
Confidentiality of mailing lists and registers	32, 36
Conservation: Energy — see Reduction in energy consumption	
Consideration for conversion to permanent appointment of staff members of the Secretariat eligible to be considered by 30 June 2009	9, 36-37, 39
Consultants and individual contractors	17, 39
Continuing appointments	8, 17, 39
Contractors: Institutional or corporate	39
Contributions from non-Member States	28, 34
Control of United Nations property covered by personal property receipts.....	26, 48
Coordination of action in cases of death of staff members: travel and transportation in cases of death or health-related emergency	18, 37, 49
Copyright in United Nations publications.....	27, 33
*Correspondence and mailing: Communications,	32
Covers and title pages of publications.....	33

	<i>Page</i>
Criteria for the selection of materials to be issued as United Nations publications . . .	27, 33
Currency and modalities of payment of salaries and allowances	21, 34, 38, 41, 43
*Customs: Automobiles, baggage and	49
Dag Hammarskjöld Memorial Library: see Department of Public Information	
Dag Hammarskjöld Memorial Library building: Use of	26, 31, 44
Daily subsistence allowance: System of	17, 38, 49
Death and disability coverage for members of the Joint Inspection Unit	28, 32
Death of staff members: Coordination of action in cases of	18, 37, 49
*Delegation of authority	40
Delegation of authority under the Financial Regulations and Rules of the United Nations	20, 35, 41
Department of Economic and Social Affairs	16
Department of Field Support: Organization of the	8, 45
Department for General Assembly and Conference Management: Organization of the	11, 46
Department of Management	9
Department of Peacekeeping Operations	8
Department of Political Affairs	9, 46
Department of Public Information	15
Departmental focal points for women in the Secretariat	10, 37, 45, 47
Dependency status and dependency benefits	37
Deposit of salary: Direct — see Currency and modalities of payment of salaries and allowances	
Depository libraries	27, 33
Designation of staff members performing significant functions in the management of financial, human and physical resources	11, 35, 41
Diplomatic pouch service	30, 33
Disarmament Affairs: Organization of the Office for	10, 45
Disciplinary measures and procedures: Revised	30, 38
Discrimination: Prohibition of — harassment, including sexual harassment, and abuse of authority	10, 41-42, 45
Disposal of computer equipment at United Nations Headquarters	21, 36, 48
Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for-Food Programme	11, 32-33
Distribution of documents, meeting records, official records and publications	26, 33
*Documents and publications	33

	<i>Page</i>
Document services: Requests for	27, 34
Drugs and Crime: Organization of the United Nations Office on	12, 46
*Duties and obligations	41
Early separation programme	30, 37
Economic and Social Affairs: Department of	16, 46
Economic and Social Commission for Asia and the Pacific: Secretariat of the	12, 46
Economic and Social Commission for Western Asia: Secretariat of the	9, 46
Economic Commission for Africa: Secretariat of the	12, 46
Economic Commission for Europe: Secretariat of the	10, 46
Economic Commission for Latin America and the Caribbean: Secretariat of the	14, 46
Education grant and special education grant for disabled children	17, 37
Education grant travel	49
Electronic publishing	28, 33-34, 36-37, 48
Emblem on documents and publications: Use of the United Nations	27, 34
Emergency Relief Coordinator: see Office for the Coordination of Humanitarian Affairs	
Employee assistance in cases of alcohol/substance abuse	30, 41-42
Employment: Part-time	29, 39
*Employment beyond retirement: Pensions, post-retirement services and	43
Employment of spouses	29, 39
Energy conservation (Reduction in energy consumption)	29, 31, 48
*Entitlements and grants: Allowances	37
Environment Programme: Organization of the Secretariat of the United Nations	11
Establishment and maintenance of branch libraries and reference centres	44
Establishment and management of trust funds	24, 36
Establishment and operation of the Central Emergency Response Fund	9, 35-36
Establishment of a Senior Advisory Board on Services to the Public	12, 35
Ethics Committee	47
Ethics Office: establishment and terms of reference	12, 37, 46
Ethics: United Nations system-wide application of (separately administered organs and programmes)	36-37
Evacuation: Medical	24, 44, 49
Evacuation procedure	13, 31
*Examinations: Training, career development and	43

	<i>Page</i>
Excess baggage, shipments and insurance (see also Special entitlements for staff members serving at designated duty stations)	16, 49
Exchange of United Nations documents and publications	26, 33
Executive Office of the Secretary-General	16, 46
Exhibits Committee: United Nations	10, 31, 36, 47
*Expenses	49
Expenses: Terminal — see Official travel	
External publishing of United Nations manuscripts	27, 33
Family and child support obligations of staff members	15, 41
Family leave, maternity leave and paternity leave	19, 40
Family visit travel	22, 49
Field Central Review Bodies	39, 44, 47
Field Service category:	
Mission subsistence allowance	23, 38, 45, 49
Movement to Professional category	39, 45
*Salary scales and payments	43
Filing of adverse material in personnel records	29, 42
*Finance	34
*Financial arrangements	34
Financial disclosure and declaration of interest statements	11, 35, 41
*Financial Regulations and Rules	35
Financial Regulations and Rules of the United Nations	7, 35
Financial Regulations and Rules: Habitat and Human Settlements Foundation	35
Financial responsibility of staff members for gross negligence	20, 35, 41-42
Financial Rules of the Fund of the United Nations Environment Programme	35
Flag Code and Regulations: United Nations	24, 49
Flexible working arrangements	13, 40, 42
Forms management programme	29, 36
*Garage	31
Garage Review Board	31, 47
Gender equality: Policies to achieve	26, 37, 39
General Assembly and Conference Management: Organization of the Department for	11, 44, 46, 48
*General office procedures	36

	<i>Page</i>
General trust funds	29, 36
Gifts and historical items: Preservation and disposition of	24, 32, 41
Gratis personnel	22, 39
Grievance panels: see Panels on Discrimination and Other Grievances	
Grounds passes: Wearing of	25, 31, 42
Guidelines for the acceptance of pro bono goods and services	11, 41-42
Guidelines for the preparation of host Government agreements	21, 30, 33
Hardship allowance: Mobility and	18, 38
Harassment: Prohibition of discrimination, including sexual harassment and abuse of authority	10, 41-42, 45
Health and Life Insurance Committee at Headquarters	25, 42, 47
High Commissioner for Human Rights: Office of the United Nations	16, 46
High Commissioner for Refugees: Office of the United Nations	16, 46
HIV/AIDS: see United Nations personnel policy on	
Home leave	16, 38, 40, 49
Hospitality: Official	21, 35, 38, 42
Host Government agreements falling under General Assembly resolution 40/243: Guidelines for the preparation of	21, 30, 33
Household goods: Storage of personal effects and — see Excess baggage, shipments and insurance	
*Human resources	37
Human Resources Management: Office of	8, 46
Human Rights: Office of the United Nations High Commissioner for	16, 46
Human Settlements: United Nations Centre for	45
Humanitarian Affairs: Office for the Coordination of	15, 46
Identification cards: Personal	30-31, 43
Implementation of the report of the Panel on United Nations Peace Operations — filling of new posts	14, 39
Improvement of programme delivery: see Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery	
Independent Inquiry Committee (Independent inquiry into the oil-for-food programme)	47
Information and Communications Technology Board	13, 32, 47-48
Information and communication technology initiatives	20, 32, 35-36, 47-48
Information and communication technology resources and data: Use of	13, 32, 36, 48
Information circulars	15-16, 36, 43

	<i>Page</i>
Information sensitivity, classification and handling	8, 10, 33, 36
Initiation, approval and execution of the United Nations biennial publication programme.	33
*Institutes	45
Insurance: Excess baggage, shipments and.	16, 49
*Insurance: Medical and other.	42
Integrated Management Information System	25, 35-36, 42
Integrity awareness initiative	12, 41, 43
Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	11, 19, 32, 34, 45
Internal Oversight Services: Office of.	13, 20, 25, 30, 46
International agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and	14, 36-37
International civil service: Security, safety and independence of the	25, 31-32, 37, 42
International Drug Control Programme.	25, 35, 46, 48
International humanitarian law: Observance by United Nations forces of.	15, 45
International Research and Training Institute for the Advancement of Women.	25, 45, 48
International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications: Use of the	28, 34
Internet publishing: United Nations	34, 36, 48
Internship programme: United Nations	17, 43
Introduction of staggered working hours	30, 40
Issuances: Administrative.	7, 9, 15, 36
*Job classification system	41
Joint Harassment Prevention Boards.	10, 37, 47
Joint Inspection Unit: Death and disability coverage for members of the	28, 32
Joint Negotiation Committee at Headquarters	10, 37, 44, 47
Joint Negotiation Committee for the Field	10, 44, 47
Jury duty: see Recording of attendance and leave	19, 22, 40
Laissez-passer	42
Language proficiency and language incentives	22, 44
Latin American Institute for Economic and Social Planning.	24, 34, 45, 48
League of Nations archives: Access to	24, 32

	<i>Page</i>
Learning and development policy	9, 44
Leave: Home	16, 38, 40, 49
*Leave and working hours: Attendance,	40
Leave for upgrading of substantive and technical skills	18, 40, 44
Legal Affairs: Office of	10, 46
Legal obligations of staff members: Private	22, 35, 41
Libraries: Depository	27, 33
*Library	44
Library services.	28, 44
Life insurance	21, 42
Life Insurance Committee at Headquarters: Health and	25, 42, 47
Lost and found property: security of valuable articles.	28
*Mailing: Communications, correspondence and.	32
Mailing lists and registers: Confidentiality of	32, 36
Mailing of official United Nations documentation.	27, 34
Malicious acts insurance policy: Payment of insurance proceeds under the	12, 42, 45
Managed Reassignment Programme	19, 36, 39
Managed Reassignment Programme for Junior Professional Staff.	21, 36, 39, 44
Management: Department of	9
Management Group: Senior	8, 47
Management of property	16
Management Performance Board.	7, 47
Maps: Guidelines for the publication of	28, 34
Material and package passes	28, 31, 48
Maternity leave: Family leave and paternity leave.	19, 40
Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat.	27, 34
Medal: Regulations for the United Nations (for award to military personnel)	24, 44
Medal: Regulations for the United Nations Dag Hammarskjöld.	15, 44
*Medical and other insurance	42
Medical evacuation.	24, 44, 49
Medical examinations for family members: Reimbursement of costs of basic — see Special entitlements for staff members serving at designated duty stations	
Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters	16, 42

	<i>Page</i>
Medical clearances and examinations	39
Memorial and Recognition Fund: United Nations	9, 38
Mention of names of commercial firms in United Nations documents and publications	27, 34
Mission subsistence allowance (see also Allowances, entitlements and grants)	23, 38, 45, 49
*Missions.	44
Mobility and hardship scheme	18, 38
Movement of staff from the Field Service category to the Professional category . . .	39, 45
New nomenclature for staff of the United Nations.	14, 36, 44
Newsletters and other information materials in printed or electronic format.	27, 34
Non-governmental organizations and the United Nations Secretariat: Policies and procedures governing the relationship between	25, 45, 48
Non-reimbursable loans of personnel services from sources external to the United Nations common system	28, 35
Non-resident's allowance: see Rental subsidies and deductions	
Non-smoking policy at United Nations Headquarters, New York.	13, 31
*Obligations: Duties and	41
Obligations of staff members	41
Observance by United Nations forces of international humanitarian law	15, 45
Office at Geneva: United Nations	14, 46
Office at Nairobi: United Nations	9, 46
Office at Vienna: United Nations.	12, 46
Office for Disarmament Affairs.	10, 45
Office on Drugs and Crime: Organization of the United Nations	12, 46
Office for the Coordination of Humanitarian Affairs.	15, 46
Office of Administration of Justice: Organization and terms of reference of the . . .	9, 37-38, 46, 48
Office of Central Support Services	7, 45
Office of Human Resources Management.	8, 46
Office of Internal Oversight Services	13, 20, 25, 30, 46
Office of Legal Affairs	10, 46
Office of Programme Planning, Budget and Accounts.	13
Office of Staff Legal Assistance	47
Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States: Organization of the United Nations.	10, 46

	<i>Page</i>
Office of the Special Adviser on Africa	13
Office of the United Nations High Commissioner for Human Rights	16, 46
Office of the United Nations High Commissioner for Refugees	16, 46
*Office procedures: General	36
Official cars	19, 48-49
Official hospitality	21, 35, 38, 42
Official status files	36
Official travel	17, 35, 49
Ombudsman: Office of the	14, 37-38, 47
Organization of the Secretariat of the United Nations	7
Organization of the United Nations Office for Partnerships	9, 46
Organizational competencies for the future	15, 44-45
*Organizational structure	45
Out-of-stock material: Reissue of	27, 34
Outgoing official United Nations mail at Headquarters	29, 33
Outside activities	22, 41
Overpayments made to staff members: Recovery of	19, 35, 43
Oversight Services: Office of Internal	13, 20, 25, 30, 46
Overtime compensation for staff members in the Field Service category at established missions	21, 35, 43, 45
Package passes: Material and	28, 31, 48
Panel on United Nations Peace Operations — filling of new posts: Implementation of the report of the	14, 39
Parking rates: see United Nations garage	
Participants in advisory meetings	17, 39
Part-time employment	29, 39
*Passes	31
Paternity leave: Family leave, maternity leave and	19, 40
Payment of income taxes to the United States tax authorities	23, 44
Payment of insurance proceeds under the malicious acts insurance policy	12, 42, 45
Peacekeeping Operations: Department of	8, 46
*Pensions, post-retirement services and employment beyond retirement	43
Performance Appraisal System — see Performance Management and Development System	
Performance Management and Development System	18

	<i>Page</i>
Personal identification cards	30-31, 43
Personal status for purposes of United Nations entitlements	13, 38, 42, 49
Personnel payroll clearance action	26, 35-36, 42
Personnel policy on HIV/AIDS: United Nations	15, 42
Personnel record cards: Maintenance of	26, 36, 42
Placement and promotion	25, 39, 44
Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat	25, 45, 48
Policies for obtaining the services of individuals on behalf of the Organization . . .	24, 39
Policies to achieve gender equality in the United Nations	26, 37, 39
Policy Committee/Management Committee	47
Policy governing assignment to and return from mission detail	26, 30, 39, 41, 44-45
Political Affairs: Department of	9, 46
*Post adjustment	43
Post-employment restrictions	11, 36, 41-42
*Post-retirement services and employment beyond retirement: Pensions	43
*Pouch	33
*Premises and security: Buildings,	31
Preservation and disposition of gifts and historical items	24, 32, 41
Prevention of workplace harassment, sexual harassment and abuse of authority . . .	12, 39
Pricing of United Nations publications	27, 34
Private legal obligations of staff members (see also Duties and obligations)	22, 35, 41
Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level	25, 37
Procedures for the promulgation of administrative issuances: see Administrative issuances	
Procedures of the Senior Review Group for the filling of posts at the Director (D-2) and higher levels: see Senior Review Group	
Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements	14, 36-37
Professional and higher categories	43
Programme delivery: see Reporting of inappropriate use of United Nations resources and proposals for improvement of	
Programme Planning, Budget and Accounts: Office of	13
Programme support accounts	29, 36

	<i>Page</i>
Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority	10, 41-42, 45
Project Review Committee	47
*Promotion: Appointments, placement and	38
Promotion policy and review: see Placement and promotion	
*Property and supplies	48
Property management at United Nations Headquarters	31, 36, 48
Property records maintenance	48
Property Survey Board	48
Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations	12, 31, 37, 41
*Protocol	49
Public Information: Department of	15
*Publications: Documents and	33
Publications Board	8, 33, 47
Publishing in an electronic format: guidelines for	28, 33-34, 37, 48
Reassignment Programme for Junior Professional Staff: Managed	21, 36, 39, 44
Recording of attendance and leave	19, 22, 40
Record-keeping and the management of United Nations archives	10, 32
*Records: Archives and	32
Records and archives of the United Nations Monitoring, Verification and Inspection Commission	9, 32, 42
Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	11, 19, 32, 34, 45
Records of the United Nations Compensation Commission	10, 42, 47
Recovery of overpayments made to staff members	19, 35, 43
Recruitment procedures for Professional staff	39
Rectification of date of birth or of other personal data: Request for	18, 41-42
Recuperation: Rest and	38, 40
Reduction in energy consumption	29, 31, 48
Reference centres: Establishment and maintenance of branch libraries and	44
References and acknowledgements (in United Nations publications and documents)	28, 34
Refugees: Office of the United Nations High Commissioner for	16, 46
Regional Commissions Liaison Office	25, 46

	<i>Page</i>
Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	26, 49
Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	29, 31, 40
*Regulations and Rules: Financial	35
Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation . . .	36
*Regulations and Rules: Staff	43
*Regulations for the control and limitation of documentation	33
Regulations for the United Nations Dag Hammarskjöld medal	15, 44
Regulations for the United Nations medal	24, 44
Regulations for the United Nations Peacekeeping Force in Cyprus	33
Reimbursement for travel by private motor vehicle	38, 49
Reimbursement of costs of basic medical examinations for family members: see Special entitlements for staff members serving at designated duty stations	
Reissue of out-of-stock material	27, 34
Release of staff members in bad weather or other emergency conditions: see Recording of attendance and leave	
Relief and Works Agency for Palestine Refugees in the Near East: United Nations	14, 47
Relief committees: United Nations staff — see Solicitation of voluntary contributions within the Secretariat	
Rental subsidies and deductions	17, 38
Repatriation grant	22, 38
Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery	30, 35, 37-38, 41, 46
Representation by counsel in disciplinary and appeals cases — see Administration of Justice	
Requests for document services	27, 34
Rest and recuperation	18, 38, 40
Retention in service beyond the mandatory age of separation and employment of retirees	20, 40, 43
*Revenue-producing activities	36
Revised disciplinary measures and procedures	30, 38
Road and driving safety	45, 49
Rules: Financial Regulations and	35
*Rules: Staff Regulations and	43

	<i>Page</i>
Rules governing compensation in the event of death, injury or illness	23, 32, 43
Sabbatical leave programme	16, 40, 44
*Safety	31
Salaries and allowances: Currency and modalities of payment of	21, 34, 38, 41, 43
Salary: Direct deposit of — see Currency and modalities of payment of salaries and allowances	
Salary differential for General Service staff in the language text-processing units in the Text-Processing Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters	29, 35, 38, 43
*Salary scales and payments	43
Scheduling of meetings and provision of conference services	28, 33
Scheme of social security for the staff	38, 43
Secretariat of the United Nations: Organization of the	7
*Secretariat boards and committees	47
Secretariat buildings: see Buildings, premises and security	
*Secretariat departments and units	45
Secretariat of the Economic and Social Commission for Asia and the Pacific	12, 46
Secretariat of the Economic and Social Commission for Western Asia	9, 46
Secretariat of the Economic Commission for Africa	12, 46
Secretariat of the Economic Commission for Europe	10, 46
Secretariat of the Economic Commission for Latin America and the Caribbean	14, 46
Secretariat of the United Nations Conference on Trade and Development	16, 45
Secretariat of the United Nations Environment Programme	11
Secretariat of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	14, 47
Secretary-General: Executive Office of the	16, 46
Secretary-General's bulletins: see Administrative issuances	
Secretary-General's records and archives: see United Nations archives and records management	
Secure telecommunications equipment	25, 31, 33, 37, 48
*Security	31
Security arrangements for admission to United Nations Headquarters	30-32, 44
Security of valuable articles	28
Security and Safety Service at Headquarters: testing for use of illegal drugs and controlled substances	20, 31-32, 42-43
Security, safety and independence of the international civil service	25, 31-32, 37, 42

	<i>Page</i>
Senior Advisory Board on Services to the Public: Establishment of a	12, 35
Senior Management Group	8, 47
Senior Review Group	8, 40, 47
Sexual harassment: Prohibition of discrimination, harassment, and abuse of authority	10, 41-42, 45
Shipments and insurance: Excess baggage: see Special entitlements for staff members serving at designated duty stations	
Sick leave	19, 40
Skills: Upgrading of substantive and technical	18, 40-41, 44
Smoking at United Nations Headquarters	42
Social security for the staff: Scheme of	38, 43
Solicitation of voluntary contributions within the Secretariat	26, 35
Special Adviser on Africa: Office of the	13
Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills	20-21, 40, 44
Special conferences: Planning, preparation and servicing of	24, 33
Special entitlements for staff members serving at designated duty stations	22, 38, 49
Special measures for protection from sexual exploitation and sexual abuse	13, 41-42
Special measures for the achievement of gender equality	22, 40
Special post allowance	22, 38, 40
Special post allowance for field mission staff	20, 38, 40, 43, 45
Specialized Board of Examiners: see Competitive examination for recruitment to the Professional category of staff members from other categories	
Split shipments: see Excess baggage, shipments and insurance	
*Staff Regulations and Rules	43
Staff Regulations	7, 43
*Staff relations: Administration	37
Staff relief committees: United Nations — see Solicitation of voluntary contributions within the Secretariat	
Staff representatives: Facilities to be provided to	29, 37
Staff Rules	7, 43
Staff selection system	13, 18, 40
Staff-Management Committee	8, 17, 37, 48
Staff-management relations	24, 37
Standard of accommodation: see Official travel	

	<i>Page</i>
Status, basic rights and duties of United Nations staff members	14, 41
Steering Committee for the Improvement of the Status of Women in the Secretariat	15, 37, 48
Stock review and disposal of official records and publications	27, 34
Studies programme: see Upgrading of technical and substantive skills	
Subsistence allowance: see System of daily subsistence allowance	
Substance abuse: Employee assistance in cases of alcohol	30, 41-42
*Supplies: Property and	48
Supply to the United Nations libraries of material not available through the regular distribution channels	27, 34, 44
Support Services: Office of Central	7, 45
System for the classification of posts	23, 41
System of daily subsistence allowance	17, 38, 49
*Taxes: United States	44
Taxi fares	29, 35, 42
Technical cooperation trust funds	29, 36
Technology Board: Information and Communications	13, 32, 47-48
Telecommunications equipment: Secure	25, 31, 33, 37, 48
Temporary staff and individual contractors	39-40
Terminal expenses: see Official travel	
Termination of appointment for reasons of health	22, 40
Termination of permanent appointment for unsatisfactory services: procedure to be followed	28, 40
Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances	20, 31-32, 42-43
Threshold percentage for the purpose of calculating rental subsidies: see Rental subsidies and deductions	
Time, attendance and leave recording: see Recording of attendance and leave, Family leave, maternity leave and paternity leave and Sick leave	
Timetable for the planning and submission of documents for sessions of United Nations organs	28, 34
Tort Claims Board	48
Tort claims: Resolution of	25, 32
*Training, career development and examinations	43
Transitional measures related to the introduction of the new system of administration of justice	9, 37-38, 46, 48

	<i>Page</i>
Transportation of privately owned automobiles: see Excess baggage, shipments and insurance	
*Travel and transportation	49
Travel expenses and subsistence allowances in respect of members of organs or subsidiary organs of the United Nations	23
Treaties and international agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to	14, 36-37
*Trust funds and special accounts	36
Unaccompanied shipments and insurance coverage for personal effects and household goods: see Excess baggage, shipments and insurance	
United Nations archives and records	25, 32
United Nations Bookshop service for staff members	29, 31, 36, 41
United Nations Centre for Human Settlements (Habitat)	45
United Nations Conference on Trade and Development	16, 45
United Nations Dispute Tribunal	48
United Nations emblem on documents and publications: Use of	27, 34
United Nations Environment Programme: Secretariat of the	11
United Nations Exhibits Committee	10, 31, 36, 47
United Nations Flag Code and Regulations	24, 49
United Nations forces: see Observance by United Nations forces of international humanitarian law	
United Nations garage	30-31
United Nations High Commissioner for Human Rights: Office of the	16, 46
United Nations High Commissioner for Refugees: Office of the	16, 46
United Nations International Drug Control Programme	25, 35, 46, 48
United Nations Internet publishing	34, 36, 48
United Nations internship programme	17, 43
United Nations Learning Advisory Board: see Learning and development policy	
United Nations Monitoring, Verification and Inspection Commission: Records and archives	9, 32, 42
United Nations Memorial and Recognition Fund	9, 38
United Nations Office at Geneva	14, 46
United Nations Office at Nairobi	9, 46
United Nations Office at Vienna	12, 46
United Nations Office on Drugs and Crime: Organization of the	12, 46

	<i>Page</i>
United Nations Peace Operations — filling of new posts: Implementation of the report of the Panel on	14, 39
United Nations Peacekeeping Force in Cyprus: Regulations for the	23, 36, 45
United Nations personnel policy on HIV/AIDS	15, 42
United Nations Population Fund (UNFPA): Authority in matters relating to human resources	12, 40
United Nations premises for meetings, conferences, special events and exhibits: Use of.	30-31, 33, 44
United Nations Relief and Works Agency for Palestine Refugees in the Near East: Secretariat of the	14, 47
United Nations Research Institute for Social Development	24, 34, 45, 48
United Nations Staff Relief Committees: see Solicitation of voluntary contributions within the Secretariat	
United Nations web sites: see United Nations Internet publishing	
*United States taxes	44
*Units servicing voluntary programmes	48
Upgrading of substantive and technical skills	18, 40-41, 44
Use and disposition of papers and reports of seminars and similar ad hoc meetings.	28, 34
Use of airmail envelopes	33
Use of Dag Hammarskjöld Memorial Library building	26, 31, 44
Use of information and communication technology resources and data	13, 32, 36, 48
Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications.	28, 34
Use of the United Nations emblem on documents and publications	27, 34
Use of United Nations premises for meetings, conferences, special events and exhibits	30-31, 33, 44
Use of United Nations resources and proposals for improvement of programme delivery: Reporting of inappropriate	30, 35, 37-38, 41, 46
Use of “when actually employed” contracts for special representatives, envoys and other special high-level positions	26, 40
Visa Committee.	15, 44, 48
Visa status of non-United States staff members serving in the United States	22, 44
*Visas.	44
Voluntary contributions within the Secretariat: Solicitation of	26, 35
*Voluntary programmes: Units servicing	48

	<i>Page</i>
WAE contracts: see Use of “when actually employed” contracts for special representatives, envoys and other special high-level positions	
Wearing of grounds passes	25, 31, 42
Weather: Release of staff members in bad — see Recording of attendance and leave	
Websites, United Nations: see United Nations Internet publishing	
Women in the Secretariat:	
Special measures for the achievement of gender equality	22, 40
Steering Committee for the Improvement of the Status of Women in the Secretariat	15, 37, 48
UN-Women	8, 40, 48
Word-processing qualifications: Test for basic	30, 44
Working Group on Relations between Non-Governmental Organizations and the Secretariat and United Nations Programmes	48
*Working hours: Attendance, leave and	40
Working hours: introduction of staggered working hours at Headquarters	30, 40
Working languages of the Secretariat	25, 37, 42
Workload estimates: Documentation	27, 34
Young professionals programme	8, 17, 44