



**United Nations**

# **Index to information circulars**

**January 2017**



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## Introduction

1. The present index to information circulars lists, in alphanumeric order by symbol, together with date and subject matter, all circulars that have been issued at United Nations Headquarters since January 2016. The index is issued annually.
2. The index comprises the following sections:
  - (a) Information circulars, by alphanumeric symbol, issued in 2016;
  - (b) Information circulars listed according to subject matter.
3. The index should be read in conjunction with the index to administrative issuances ([ST/IC/2017/1](#)), which contains issuances issued under the ST/SGB/- series and the ST/AI/- series.
4. Copies of the index are available through official distribution. The index is also archived in the Official Document System and is included in the Human Resources Handbook.
5. Comments and suggestions concerning this publication would be appreciated. They should be addressed to the Chief, Human Resources Policy Service, Office of Human Resources Management, Secretariat Building, Room S-1865, 18th Floor, New York, N.Y. 10017.

## Contents

|   | <i>Page</i> |
|---|-------------|
| A. Information circulars, by alphanumeric symbol, issued in 2016 . . . . .        | 5           |
| B. Information circulars listed according to subject matter . . . . .             | 7           |
| I. Buildings, premises and security . . . . .                                     | 7           |
| II. Claims . . . . .  | 7           |
| III. Communications, archives and records . . . . .                               | 8           |
| IV. Conferences . . . . .   | 8           |
| V. Documents and publications . . . . .   | 8           |
| VI. Finance . . . . .   | 9           |
| VII. General office procedures . . . . .  | 9           |
| VIII. Human resources . . . . .   | 10          |
| 1. Administration-staff relations . . . . .                                       | 10          |
| 2. Allowances, entitlements and grants . . . . .                                  | 10          |
| 3. Appeals . . . . .  | 11          |
| 4. Appointments, placement and promotion . . . . .                                | 12          |
| 5. Attendance, leave and working hours . . . . .                                  | 12          |
| 6. Delegation of authority . . . . .  | 13          |
| 7. Disciplinary matters . . . . .   | 13          |
| 8. Duties and obligations . . . . .   | 14          |
| 9. Job classification system . . . . .  | 16          |
| 10. General . . . . .   | 16          |
| 11. Medical and other insurance . . . . .   | 16          |
| 12. Pensions, post-retirement services and employment beyond retirement . . . . . | 17          |
| 13. Post adjustment . . . . .   | 17          |
| 14. Salary scales and payment . . . . .   | 17          |
| 15. Staff regulations and rules . . . . .   | 18          |
| 16. Training, career development and examinations . . . . .                       | 18          |
| 17. United States taxes . . . . .   | 18          |
| 18. Visas . . . . .   | 19          |
| IX. Library . . . . .   | 19          |
| X. Missions . . . . .   | 19          |

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|                                      |    |
|--------------------------------------|----|
| XI. Organizational structure .....   | 20 |
| XII. Property and supplies .....     | 20 |
| XIII. Protocol .....                 | 20 |
| XIV. Travel and transportation ..... | 21 |

## Index to information circulars

### A. Information circulars, by alphanumeric symbol, issued in 2016

| <i>Symbol</i>                             | <i>Date issued</i>  | <i>Subject</i>   | <i>Remarks</i>  |
|---|---------------------|--|---|
| <a href="#">ST/IC/2016/1</a>              | 1/1/16              | Index to administrative issuances  | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2016/2</a>              | 1/1/16              | Index to information circulars   | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2016/3</a>              | 30/12/15            | 2016 semi-annual staffing exercise for the Political, Peace and Humanitarian Network   | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2016/4</a>              | 25/1/16             | Payment of 2015 income taxes   | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2016/5</a>              | 15/1/16             | Revised base salary scales for staff in the Professional and higher categories and in the Field Service category                         | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2016/6</a>              | 8/2/16              | Revised salary scales for staff in the General Service and related categories at Headquarters [recruited on or after 1 February 2016]    | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2016/7</a> and Amend.1  | 14/1/16<br>6/4/16   | Designation of duty stations for purposes of rest and recuperation   | Expiration dates:<br><a href="#">ST/IC/2016/7</a> : in effect until 30/6/16; Amend.1: in effect until further notice  |
| <a href="#">ST/IC/2016/8</a>              | 18/2/16             | Imposition of fees associated with the privileges and benefits provided by the Office of Foreign Missions for non-United States citizens | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2016/9</a>              | 7/3/16              | Recording and tracking procedure for non-capitalized property  | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2016/10</a>             | 9/3/16              | No smoking policy at United Nations Headquarters premises  | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2016/11</a>             | 25/4/16             | Revised policies and procedures for obtaining employment authorization for dependants of non-United States citizens                      | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2016/12</a>             | 25/4/16             | Review of staff claims for dependency benefits for 2015  | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2016/13</a> and Amend.1 | 31/5/16<br>27/12/16 | Renewal of the United Nations Headquarters-administered health insurance programme, effective 1 July 2016                                | Expiration dates:<br><a href="#">ST/IC/2016/13</a> : in effect until 30/6/17; Amend.1: in effect until further notice |

| <i>Symbol</i>                 | <i>Date issued</i> | <i>Subject</i>  | <i>Remarks</i>                                  |
|-------------------------------|--------------------|---|---|
| <a href="#">ST/IC/2016/14</a> | 1/7/16             | Classification of duty stations and special entitlements for staff members serving at designated duty stations  | Expiration date: 31/12/16                       |
| <a href="#">ST/IC/2016/15</a> | 22/7/16            | United Nations mandatory programmes   | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2016/16</a> | 1/8/16             | Membership of the Job Network Board for the Political, Peace and Humanitarian Network   | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2016/17</a> | 9/8/16             | Membership of the Senior Review Board   | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2016/18</a> | 8/8/16             | Membership of the Senior Review Group   | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2016/19</a> | 10/8/16            | United Nations sabbatical leave programme for 2017  | Expiration date: 31/12/17                       |
| <a href="#">ST/IC/2016/20</a> | 1/7/16             | Designation of duty stations for purposes of rest and recuperation  | Expiration date: 31/12/16                       |
| <a href="#">ST/IC/2016/21</a> | 16/8/16            | Membership of the Classification Appeals Committee for Posts in the Professional Category and above   | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2016/22</a> | 24/8/16            | Working hours during the seventy-first session of the General Assembly for staff members at United Nations Headquarters   | Expiration date: 31/12/16                       |
| <a href="#">ST/IC/2016/23</a> | 8/9/16             | Arrangements for admission to United Nations Headquarters during the general debate of the of the seventy-first session of the General Assembly, the high-level plenary meeting of the General Assembly on addressing large movements of refugees and migrants, the Secretary-General's high-level event on the entry into force of the Paris Agreement under the United Nations Framework Convention on Climate Change, the high-level meeting on antimicrobial resistance convened by the President of the General Assembly, the high-level segment of the General Assembly to commemorate the thirtieth anniversary of the Declaration on the Right to Development, the high-level plenary meeting convened by the President of the General Assembly to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons and the treaty events | Expiration date: 18/10/16                       |

| <i>Symbol</i>                                     | <i>Date issued</i>             | <i>Subject</i>  | <i>Remarks</i>                                  |
|---|--------------------------------|---|---|
| <a href="#">ST/IC/2016/24</a>                     | 8/9/16                         | Arrangements for admission to Headquarters during the seventy-first session of the General Assembly                 | Expiration date: 7/9/17                         |
| <a href="#">ST/IC/2016/25</a>                     | 9/9/16                         | Anti-Fraud and Anti-Corruption Framework of the United Nations Secretariat  | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2016/26</a>                     | 19/9/16                        | Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2015-30 June 2016 | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2016/27</a>                     | 23/9/16                        | Membership of the Joint Harassment Prevention Boards  | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2016/28</a>                     | 1/10/16                        | Establishment of mission areas for purposes of relocation grant   | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2016/29</a><br>Corr.1<br>Corr.2 | 3/11/16<br>28/11/16<br>20/1/17 | Official holidays for 2017 at United Nations Headquarters   | Expiration date: 31/12/17                       |
| <a href="#">ST/IC/2016/30</a> and<br>Corr.1       | 23/12/16<br>17/1/17            | Rental subsidies and deductions   | Expiration date: in effect until further notice |

## B. Information circulars listed according to subject matter

### I. Buildings, premises and security

| <i>Symbol</i>                 | <i>Date issued</i> | <i>Subject</i>  | <i>Remarks</i>                                  |
|-------------------------------|--------------------|---|---|
| <a href="#">ST/IC/2000/80</a> | 18/10/00           | United Nations garage: Chairman of the Garage Review Board  | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2016/10</a> | 9/3/16             | No smoking policy at United Nations Headquarters premises   | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2016/24</a> | 8/9/16             | Arrangements for admission to Headquarters during the seventy-first session of the General Assembly | Expiration date: 7/9/17                         |

### II. Claims

| <i>Symbol</i>                 | <i>Date issued</i> | <i>Subject</i>  | <i>Remarks</i>                                  |
|-------------------------------|--------------------|---|---|
| <a href="#">ST/IC/2016/12</a> | 25/4/16            | Review of staff claims for dependency benefits for 2015 | Expiration date: in effect until further notice |

### III. Communications, archives and records

| <i>Symbol</i>                 | <i>Date issued</i> | <i>Subject</i>   | <i>Remarks</i>  |
|-------------------------------|--------------------|--|---|
| <a href="#">ST/IC/2000/89</a> | 27/11/00           | Procedures governing the dispatch of personal mail from United Nations offices away from Headquarters  | Expiration date: in effect until further notice. See also <a href="#">ST/AI/368</a> |
| <a href="#">ST/IC/2001/70</a> | 21/9/01            | Revised rates for telephone and facsimile service using the United Nations global network  | Expiration date: in effect until further notice                                     |
| <a href="#">ST/IC/2003/29</a> | 23/4/03            | Performance controls of United Nations Internet services   | Expiration date: in effect until further notice                                     |
| <a href="#">ST/IC/2003/35</a> | 3/6/03             | Registration of e-mail addresses for delivery of pay slips   | Expiration date: in effect until further notice                                     |
| <a href="#">ST/IC/2003/41</a> | 30/6/03            | Communications and contacts with host country authorities  | Expiration date: in effect until further notice                                     |
| <a href="#">ST/IC/2003/64</a> | 11/12/03           | Personal emergency contact information   | Expiration date: in effect until further notice                                     |
| <a href="#">ST/IC/2005/11</a> | 18/2/05            | Mobile communication devices for official work   | Expiration date: in effect until further notice                                     |
| <a href="#">ST/IC/2009/26</a> | 6/7/09             | Issuance of Secretary-General's bulletins, administrative instructions and information circulars following the promulgation of the amended Staff Regulations and new Provisional Staff Rules | Expiration date: in effect until further notice                                     |
| <a href="#">ST/IC/2014/18</a> | 17/7/14            | Limitation of automatic forwarding of e-mail messages  | Expiration date: in effect until further notice                                     |
| <a href="#">ST/IC/2014/27</a> | 6/11/14            | Internet filter upgrade  | Expiration date: in effect until further notice                                     |
| <a href="#">ST/IC/2015/13</a> | 5/6/15             | E-mail filter upgrade  | Expiration date: in effect until further notice                                     |

### IV. Conferences

No information circulars apply at present.

### V. Documents and publications

| <i>Symbol</i>                 | <i>Date issued</i> | <i>Subject</i>   | <i>Remarks</i>                                  |
|-------------------------------|--------------------|--|---|
| <a href="#">ST/IC/2002/70</a> | 1/11/02            | Availability to Secretariat officials of official documents and publications | Expiration date: in effect until further notice |



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

## **VI. Finance**

| <i>Symbol</i>                 | <i>Date issued</i> | <i>Subject</i>   | <i>Remarks</i>                                  |
|-------------------------------|--------------------|--|---|
| <a href="#">ST/IC/2002/13</a> | 28/2/02            | Budget constraints and support service reductions                                    | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2013/36</a> | 31/12/13           | United Nations policy framework for International Public Sector Accounting Standards | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2016/9</a>  | 7/3/16             | Recording and tracking procedure for non-capitalized property                        | Expiration date: in effect until further notice |

## **VII. General office procedures**

| <i>Symbol</i>                 | <i>Date issued</i> | <i>Subject</i>   | <i>Remarks</i>                                  |
|-------------------------------|--------------------|--|---|
| <a href="#">ST/IC/1997/11</a> | 4/2/97             | Electronic mail — directory maintenance and automatic message deletion | Expiration date: in effect until further notice |
| <a href="#">ST/IC/1999/14</a> | 9/2/99             | Guidelines for ergonomic workstations and work with computers          | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2002/73</a> | 1/11/02            | United Nations health and life insurance Internet site                 | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2003/29</a> | 23/4/03            | Performance controls of United Nations Internet services               | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2003/35</a> | 3/6/03             | Registration of e-mail addresses for delivery of pay slips             | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2003/41</a> | 30/6/03            | Communications and contacts with host country authorities              | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2003/64</a> | 11/12/03           | Personal emergency contact information                                 | Expiration date: in effect until further notice |

| <i>Symbol</i>                 | <i>Date issued</i> | <i>Subject</i>  | <i>Remarks</i>                                  |
|-------------------------------|--------------------|---|---|
| <a href="#">ST/IC/2005/11</a> | 18/2/05            | Mobile communication devices for official work  | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2006/33</a> | 21/8/06            | Revised procedures for picking up documents processed by the Host Country Affairs Section of the United States Mission to the United Nations                          | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2013/17</a> | 17/5/13            | Changes to the I-94 form (arrival/departure record) for United Nations staff and dependants   | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2013/34</a> | 14/11/13           | United States revised policies and procedures concerning the authorization of utility tax exemption for the United Nations Secretariat and its eligible staff members | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2014/11</a> | 1/4/14             | New procedure for checking the status of United States visa applications  | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2015/16</a> | 24/8/15            | Change of practice regarding the cancellation of valid United States visas in the “G” category upon completion of assignment in the United States of America          | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2016/11</a> | 25/4/16            | Revised policies and procedures for obtaining employment authorization for dependants of non-United States citizens   | Expiration date: in effect until further notice |

## VIII. Human resources

### 1. Administration-staff relations

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

### 2. Allowances, entitlements and grants<sup>1</sup>

| <i>Symbol</i>                 | <i>Date issued</i> | <i>Subject</i>   | <i>Remarks</i>                                  |
|-------------------------------|--------------------|--|---|
| <a href="#">ST/IC/2006/60</a> | 28/12/06           | Relocation grant (lump-sum option for unaccompanied shipments) — rates | Expiration date: in effect until further notice |

<sup>1</sup> For the information circular on special entitlements for staff members serving at designated duty stations, see sect. A.

| <i>Symbol</i>                               | <i>Date issued</i>  | <i>Subject</i>  | <i>Remarks</i>   |
|---|---------------------|---|--|
| <a href="#">ST/IC/2011/6</a> and<br>Corr.1  | 8/3/11<br>16/8/11   | Dependency allowances for staff in the Professional and higher categories and in the Field Service category | Expiration date: in effect until further notice. See also <a href="#">ST/AI/2016/8</a>   |
| <a href="#">ST/IC/2009/8</a>                | 19/1/09             | Post adjustment classification for New York   | Expiration date: in effect until further notice  |
| <a href="#">ST/IC/2014/12/Rev.1</a>         | 22/9/14             | Education grant and special education grant for children with a disability                                  | Expiration date: in effect until further notice. See also <a href="#">ST/AI/2011/4</a> , Amend.1 and Amend.2, and <a href="#">ST/AI/2016/3</a> |
| <a href="#">ST/IC/2015/11</a>               | 20/5/15             | Home leave  | Expiration date: in effect until further notice. See also <a href="#">ST/AI/2015/2/Rev.1</a>   |
| <a href="#">ST/IC/2016/12</a>               | 25/4/16             | Review of staff claims for dependency benefits for 2015   | Expiration date: in effect until further notice  |
| <a href="#">ST/IC/2015/25</a>               | 8/12/15             | Rates of daily subsistence allowance in New York, Geneva and Vienna   | Expiration date: in effect until further notice. See also <a href="#">ST/AI/2014/2</a>   |
| <a href="#">ST/IC/2016/20</a>               | 1/7/16              | Designation of duty stations for purposes of rest and recuperation  | Expiration date: 31/12/16  |
| <a href="#">ST/IC/2016/30</a> and<br>Corr.1 | 23/12/16<br>17/1/17 | Rental subsidies and deductions   | Expiration date: in effect until further notice. See also <a href="#">ST/AI/2013/2/Rev.1</a>   |
| <a href="#">ST/IC/2016/28</a>               | 1/10/16             | Establishment of mission areas for purposes of relocation grant   | Expiration date: in effect until further notice  |

### 3. Appeals

| <i>Symbol</i>                 | <i>Date issued</i> | <i>Subject</i>   | <i>Remarks</i>   |
|-------------------------------|--------------------|--|--|
| <a href="#">ST/IC/2011/17</a> | 7/6/11             | Membership of the New York General Service Classification Appeals Committee                              | Expiration date: in effect until further notice. See also <a href="#">ST/AI/1998/9</a> and Corr.1 (English only) |
| <a href="#">ST/IC/2015/21</a> | 24/9/15            | Exceptional extension of the membership of the New York General Service Classification Appeals Committee | Expiration date: in effect until further notice. See also <a href="#">ST/AI/1998/9</a> and Corr.1 (English only) |
| <a href="#">ST/IC/2004/4</a>  | 23/1/04            | Conflict resolution in the United Nations Secretariat  | Expiration date: in effect until further notice  |

| <i>Symbol</i>                 | <i>Date issued</i> | <i>Subject</i>  | <i>Remarks</i>                                  |
|-------------------------------|--------------------|---|---|
| <a href="#">ST/IC/2013/16</a> | 17/5/13            | Internal Justice Council  | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2014/9</a>  | 28/2/14            | Voluntary supplemental funding mechanism for the Office of Staff Legal Assistance                   | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2016/21</a> | 16/8/16            | Membership of the Classification Appeals Committee for Posts in the Professional Category and above | Expiration date: in effect until further notice |

#### 4. Appointments, placement and promotion<sup>2</sup>

| <i>Symbol</i>                 | <i>Date issued</i> | <i>Subject</i>   | <i>Remarks</i>   |
|-------------------------------|--------------------|--|--|
| <a href="#">ST/IC/2000/86</a> | 14/11/00           | Multilingualism  | Expiration date: in effect until further notice  |
| <a href="#">ST/IC/2005/17</a> | 11/3/05            | Staff selection system   | Expiration date: in effect until further notice  |
| <a href="#">ST/IC/2015/23</a> | 24/11/15           | Review for consideration for the granting of a continuing appointment, as at 1 July 2013 | Expiration date: in effect until further notice. See also <a href="#">ST/SGB/2011/9</a> and <a href="#">ST/AI/2012/3</a> |
| <a href="#">ST/IC/2016/16</a> | 1/8/16             | Membership of the Job Network Board for the Political, Peace and Humanitarian Network    | Expiration date: in effect until further notice  |
| <a href="#">ST/IC/2016/17</a> | 9/8/16             | Membership of the Senior Review Board  | Expiration date: in effect until further notice  |
| <a href="#">ST/IC/2016/18</a> | 8/8/16             | Membership of the Senior Review Group  | Expiration date: in effect until further notice. See also <a href="#">ST/SGB/2011/8</a>                                  |
| <a href="#">ST/IC/2016/27</a> | 23/9/16            | Membership of the Joint Harassment Prevention Boards                                     | Expiration date: in effect until further notice  |

#### 5. Attendance, leave and working hours<sup>3</sup>

| <i>Symbol</i>                | <i>Date issued</i> | <i>Subject</i>   | <i>Remarks</i>                                  |
|------------------------------|--------------------|--|---|
| <a href="#">ST/IC/2005/8</a> | 26/1/05            | Implementation of the change in the annual leave cycle | Expiration date: in effect until further notice |

<sup>2</sup> For the information circular on membership of the Central Review bodies, see sect. A.

<sup>3</sup> For the information circular on working hours during sessions of the General Assembly, see sect. A.

| <i>Symbol</i>   | <i>Date issued</i>             | <i>Subject</i>  | <i>Remarks</i>   |
|---|--------------------------------|---|--|
| <a href="#">ST/IC/2012/23</a>                           | 14/11/12                       | United Nations staff efforts to assist those in the City of New York and the surrounding tri-state area who were impacted by the aftermath of Storm Sandy | Expiration date: in effect until further notice                  |
| <a href="#">ST/IC/2016/19</a>                           | 10/8/16                        | United Nations sabbatical leave programme for 2017  | Expiration date: 31/12/17. See also <a href="#">ST/AI/2015/5</a> |
| <a href="#">ST/IC/2016/29</a> ,<br>Corr.1 and<br>Corr.2 | 3/11/16<br>28/11/16<br>20/1/17 | Official holidays for 2017 at United Nations Headquarters   | Expiration date: 31/12/17  |

## 6. Delegation of authority

No information circulars apply at present.

## 7. Disciplinary matters

| <i>Symbol</i>                 | <i>Date issued</i> | <i>Subject</i>  | <i>Remarks</i>  |
|-------------------------------|--------------------|---|---|
| <a href="#">ST/IC/2002/25</a> | 29/4/02            | Practice of the Secretary-General in disciplinary matters, 2000-2002  | Expiration date: in effect until further notice. See also <a href="#">ST/SGB/2013/2</a> |
| <a href="#">ST/IC/2004/4</a>  | 23/1/04            | Conflict resolution in the United Nations Secretariat   | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2004/28</a> | 26/7/04            | Practice of the Secretary-General in disciplinary matters, 2002-2003  | Expiration date: in effect until further notice. See also <a href="#">ST/SGB/2013/2</a> |
| <a href="#">ST/IC/2005/19</a> | 24/3/05            | Reporting of suspected misconduct   | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2005/51</a> | 30/8/05            | Practice of the Secretary-General in disciplinary matters, 1 January 2004-30 June 2005                              | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2006/48</a> | 31/7/06            | Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2005-30 June 2006 | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2007/47</a> | 31/8/07            | Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2006-30 June 2007 | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2008/41</a> | 15/8/08            | Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2007-30 June 2008 | Expiration date: in effect until further notice   |

| <i>Symbol</i>                 | <i>Date issued</i> | <i>Subject</i>  | <i>Remarks</i>                                  |
|-------------------------------|--------------------|---|---|
| <a href="#">ST/IC/2009/30</a> | 19/8/09            | Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2008-30 June 2009 | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2010/26</a> | 7/9/10             | Practice of the Secretary-General in disciplinary matters and possible criminal behaviour, 1 July 2009-30 June 2010 | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2011/20</a> | 27/7/11            | Practice of the Secretary-General in disciplinary matters and possible criminal behaviour, 1 July 2010-30 June 2011 | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2012/19</a> | 6/9/12             | Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2011-30 June 2012 | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2013/29</a> | 18/9/13            | Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2012-30 June 2013 | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2014/26</a> | 15/10/14           | Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2013-30 June 2014 | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2015/22</a> | 22/9/15            | Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2014-30 June 2015 | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2016/26</a> | 19/9/16            | Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2015-30 June 2016 | Expiration date: in effect until further notice |

## 8. Duties and obligations

| <i>Symbol</i>                 | <i>Date issued</i> | <i>Subject</i>  | <i>Remarks</i>   |
|-------------------------------|--------------------|---|--|
| <a href="#">ST/IC/1997/90</a> | 26/12/97           | Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles] | Expiration date: in effect until further notice  |
| <a href="#">ST/IC/2002/38</a> | 14/6/02            | Privileges and immunities — requests by local authorities to interview staff                                  | Expiration date: in effect until further notice. See also <a href="#">ST/SGB/2002/13</a> |
| <a href="#">ST/IC/2003/17</a> | 11/3/03            | Our core values prohibit discrimination and harassment  | Expiration date: in effect until further notice. See also <a href="#">ST/SGB/2002/13</a> |
| <a href="#">ST/IC/2004/31</a> | 6/8/04             | Permanent residence in the United States of America — waiver of rights, privileges, exemptions and immunities | Expiration date: in effect until further notice. See also <a href="#">ST/AI/2000/19</a>  |

| <i>Symbol</i>                 | <i>Date issued</i> | <i>Subject</i>   | <i>Remarks</i>                                  |
|-------------------------------|--------------------|--|---|
| <a href="#">ST/IC/2004/38</a> | 9/9/04             | Host country travel regulations [Iraqi nationals]  | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2004/39</a> | 9/9/04             | Procedures regarding citations for motor vehicle infractions   | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2005/15</a> | 8/3/05             | Host country travel regulations [Libyan nationals]   | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2005/19</a> | 24/3/05            | Reporting of suspected misconduct  | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2005/59</a> | 31/10/05           | Host country travel regulations [Russian nationals]  | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2005/66</a> | 14/12/05           | Preparations for a possible transit strike   | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2006/10</a> | 31/1/06            | Host country travel regulations [Vietnamese nationals]   | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2006/30</a> | 16/8/06            | Outside activities   | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2006/31</a> | 16/8/06            | Honours, gifts or remuneration from outside sources  | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2006/33</a> | 21/8/06            | Revised procedures for picking up documents processed by the Host Country Affairs Section of the United States Mission to the United Nations                 | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2007/51</a> | 26/12/07           | New travel regulations for foreign nationals entering Japan  | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2012/23</a> | 14/11/12           | United Nations staff efforts to assist those in the City of New York and the surrounding tri-state area who were impacted by the aftermath of Storm Sandy    | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2014/21</a> | 25/7/14            | Hourly wage for household employees on G-5 visas   | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2014/29</a> | 18/12/14           | Revised procedures for obtaining a driver's licence and testing requirements for licences with a "motorcycle endorsement" for non-United States citizens     | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2015/16</a> | 24/8/15            | Change of practice regarding the cancellation of valid United States visas in the "G" category upon completion of assignment in the United States of America | Expiration date: in effect until further notice |

| <i>Symbol</i>                 | <i>Date issued</i> | <i>Subject</i>   | <i>Remarks</i>                                  |
|-------------------------------|--------------------|--|---|
| <a href="#">ST/IC/2016/8</a>  | 18/2/16            | Imposition of fees associated with the privileges and benefits provided by the Office of Foreign Missions for non-United States citizens | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2016/15</a> | 22/7/16            | United Nations mandatory programmes  | Expiration date: in effect until further notice |

## 9. Job classification system

| <i>Symbol</i>                 | <i>Date issued</i> | <i>Subject</i>   | <i>Remarks</i>   |
|-------------------------------|--------------------|--|--|
| <a href="#">ST/IC/2013/21</a> | 16/7/13            | Membership of the New York General Service Classification Appeals Committee                              | Expiration date: in effect until further notice. See also <a href="#">ST/AI/1998/9</a> and Corr.1 (English only) |
| <a href="#">ST/IC/2015/21</a> | 24/9/15            | Exceptional extension of the membership of the New York General Service Classification Appeals Committee | Expiration date: in effect until further notice. See also <a href="#">ST/AI/1998/9</a> and Corr.1 (English only) |

## 10. General

| <i>Symbol</i>                       | <i>Date issued</i> | <i>Subject</i>  | <i>Remarks</i>  |
|-------------------------------------|--------------------|---|---|
| <a href="#">ST/IC/1999/111</a>      | 29/12/99           | Mental health — medical and employee assistance facilities              | Expiration date: in effect until further notice. See also <a href="#">ST/AI/372</a> |
| <a href="#">ST/IC/2010/17</a>       | 10/6/10            | After-school recreation and study programme for United Nations children | Expiration date: in effect until further notice                                     |
| <a href="#">ST/IC/2010/19/Rev.1</a> | 29/9/15            | Human Resources Handbook  | Expiration date: in effect until further notice                                     |

## 11. Medical and other insurance

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



| <i>Symbol</i>                                | <i>Date issued</i> | <i>Subject</i>  | <i>Remarks</i>   |
|--|--------------------|---|--|
| <a href="#">ST/IC/2002/63</a> and<br>Amend.1 | 27/9/02<br>14/7/03 | United Nations group life insurance plan  | Expiration date: in effect until further notice. See also <a href="#">ST/AI/2002/6</a>                                   |
| <a href="#">ST/IC/2004/4</a>                 | 23/1/04            | Conflict resolution in the United Nations Secretariat   | Expiration date: in effect until further notice  |
| <a href="#">ST/IC/2005/55</a>                | 4/10/05            | New claims administration service from Aetna for medical services rendered outside the United States of America | Expiration date: in effect until further notice. See also <a href="#">ST/IC/2006/22</a>                                  |
| <a href="#">ST/IC/2006/21</a>                | 31/5/06            | United Nations group life insurance plan  | Expiration date: in effect until further notice. See also <a href="#">ST/AI/2002/6</a> and <a href="#">ST/IC/2002/63</a> |
| <a href="#">ST/IC/2016/13</a>                | 31/5/16            | Renewal of the United Nations Headquarters-administered health insurance programme, effective 1 July 2016       | Expiration date: 30/6/17   |

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

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

## 13. Post adjustment

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

## 14. Salary scales and payments

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

| <i>Symbol</i>                 | <i>Date issued</i> | <i>Subject</i>  | <i>Remarks</i>                                  |
|-------------------------------|--------------------|---|---|
| <a href="#">ST/IC/2014/13</a> | 24/4/14            | Revised salary scales for staff in the General Service and related categories at Headquarters   | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2014/21</a> | 25/7/14            | Hourly wage for household employees on G-5 visas  | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2016/5</a>  | 15/1/16            | Revised base salary scales for staff in the Professional and higher categories and in the Field Service category                      | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2016/6</a>  | 8/2/16             | Revised salary scales for staff in the General Service and related categories at Headquarters [recruited on or after 1 February 2016] | Expiration date: in effect until further notice |

#### 15. Staff regulations and rules

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

#### 16. Training, career development and examinations<sup>4</sup>

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

#### 17. United States taxes<sup>5</sup>

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

<sup>4</sup> For information on the internship programme, see [ST/AI/2014/1](#).

<sup>5</sup> For the information circular on payment of 2015 income taxes, see sect. A.

**18. Visas**

| <i>Symbol</i>                             | <i>Date issued</i> | <i>Subject</i>  | <i>Remarks</i>  |
|---|--------------------|---|---|
| <a href="#">ST/IC/2001/27</a> and Amend.1 | 10/4/01<br>25/8/08 | Visa status in the United States of America   | Expiration date: in effect until further notice. See also <a href="#">ST/AI/2000/19</a> |
| <a href="#">ST/IC/2004/8</a>              | 27/1/04            | United States Visitor and Immigrant Status Indicator Technology   | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2004/14</a>             | 24/3/04            | Filing of petitions for special immigrant classification and/or applications for lawful permanent resident status in the United States of America | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2004/31</a>             | 6/8/04             | Permanent residence in the United States of America — waiver of rights, privileges, exemptions and immunities                                     | Expiration date: in effect until further notice. See also <a href="#">ST/AI/2000/19</a> |
| <a href="#">ST/IC/2007/43</a>             | 22/10/07           | Visa status while on mission service  | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2008/11</a>             | 31/1/08            | Revalidation of visas   | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2009/42</a>             | 1/12/09            | Employment of household employees for whom a G-5 visa has been requested or obtained  | Expiration date: in effect until further notice. See also <a href="#">ST/IC/2012/7</a>  |
| <a href="#">ST/IC/2014/21</a>             | 25/7/14            | Hourly wage for household employees on G-5 visas  | Expiration date: in effect until further notice   |

**IX. Library**

No information circulars apply at present.

**X. Missions<sup>6</sup>**

| <i>Symbol</i>                 | <i>Date issued</i> | <i>Subject</i>   | <i>Remarks</i>                                  |
|-------------------------------|--------------------|--|---|
| <a href="#">ST/IC/2016/14</a> | 1/7/16             | Classification of duty stations and special entitlements for staff members serving at designated duty stations | Expiration date: 31/12/16                       |
| <a href="#">ST/IC/2016/28</a> | 1/10/16            | Establishment of mission areas for purposes of relocation grant  | Expiration date: in effect until further notice |

<sup>6</sup> For the information circular on classification of duty stations, see sect. A.

**XI. Organizational structure**

| <i>Symbol</i>                 | <i>Date issued</i> | <i>Subject</i>   | <i>Remarks</i>   |
|-------------------------------|--------------------|--|--|
| <a href="#">ST/IC/2000/80</a> | 18/10/00           | United Nations garage: Chairman of the Garage Review Board   | Expiration date: in effect until further notice  |
| <a href="#">ST/IC/2013/21</a> | 16/7/13            | Membership of the New York General Service Classification Appeals Committee                              | Expiration date: in effect until further notice. See also <a href="#">ST/AI/1998/9</a> and Corr.1 (English only) |
| <a href="#">ST/IC/2015/21</a> | 24/9/15            | Exceptional extension of the membership of the New York General Service Classification Appeals Committee | Expiration date: in effect until further notice. See also <a href="#">ST/AI/1998/9</a> and Corr.1 (English only) |
| <a href="#">ST/IC/2016/16</a> | 1/8/16             | Membership of the Job Network Board for the Political, Peace and Humanitarian Network                    | Expiration date: in effect until further notice  |
| <a href="#">ST/IC/2016/17</a> | 9/8/16             | Membership of the Senior Review Board  | Expiration date: in effect until further notice. See also <a href="#">ST/SGB/2016/3</a>                          |
| <a href="#">ST/IC/2016/18</a> | 8/8/16             | Membership of the Senior Review Group  | Expiration date: in effect until further notice. See also <a href="#">ST/SGB/2011/8</a>                          |
| <a href="#">ST/IC/2016/27</a> | 23/9/16            | Membership of the Joint Harassment Prevention Boards   | Expiration date: in effect until further notice. See also <a href="#">ST/SGB/2008/14</a>                         |

**XII. Property and supplies**

| <i>Symbol</i>                 | <i>Date issued</i> | <i>Subject</i>  | <i>Remarks</i>                                  |
|-------------------------------|--------------------|---|---|
| <a href="#">ST/IC/1999/14</a> | 9/2/99             | Guidelines for ergonomic workstations and work with computers | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2005/11</a> | 18/2/05            | Mobile communication devices for official work                | Expiration date: in effect until further notice |
| <a href="#">ST/IC/2016/9</a>  | 7/3/16             | Recording and tracking procedure for non-capitalized property | Expiration date: in effect until further notice |

**XIII. Protocol**

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

**XIV. Travel and transportation**

| <i>Symbol</i>   | <i>Date issued</i>                                 | <i>Subject</i>  | <i>Remarks</i>  |
|---|--|---|---|
| <a href="#">ST/IC/1997/90</a>   | 26/12/97   | Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles]   | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/1999/99</a>   | 29/11/99   | Excess baggage, shipments and insurance   | Expiration date: in effect until further notice. See also <a href="#">ST/AI/2016/4</a>  |
| <a href="#">ST/IC/2000/70</a>   | 21/9/00  | Medical evacuation  | Expiration date: in effect until further notice. See also <a href="#">ST/AI/2000/10</a> |
| <a href="#">ST/IC/2001/43</a> and<br>Add.1<br>Amend.1<br>Amend.2<br>Amend.3 | 13/6/01<br>7/2/02<br>27/6/05<br>24/5/06<br>10/8/07 | Official travel   | Expiration date: in effect until further notice. See also <a href="#">ST/AI/2013/3</a>  |
| <a href="#">ST/IC/2003/40</a>   | 24/6/03  | Transportation of privately owned automobiles: list of countries and territories to which such transportation may be partially reimbursed                   | Expiration date: in effect until further notice. See also <a href="#">ST/AI/2016/4</a>  |
| <a href="#">ST/IC/2004/38</a>   | 9/9/04   | Host country travel regulations [Iraqi nationals]   | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2004/39</a>   | 9/9/04   | Procedures regarding citations for motor vehicle infractions  | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2005/15</a>   | 8/3/05   | Host country travel regulations [Libyan nationals]  | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2005/59</a>   | 31/10/05   | Host country travel regulations [Russian nationals]   | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2006/10</a>   | 31/1/06  | Host country travel regulations [Vietnamese nationals]  | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2006/60</a>   | 28/12/06   | Relocation grant (lump-sum option for unaccompanied shipments) — rates  | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2013/17</a>   | 17/5/13  | Changes to the I-94 form (arrival/departure record) for United Nations staff and dependants   | Expiration date: in effect until further notice   |
| <a href="#">ST/IC/2014/28</a>   | 19/11/14   | Recent developments concerning the response of the Government of the United States of America to the Ebola epidemic: exit and entry screening of travellers | Expiration date: in effect until further notice   |

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| <i>Symbol</i>                 | <i>Date issued</i> | <i>Subject</i>  | <i>Remarks</i>   |
|-------------------------------|--------------------|---|--|
| <a href="#">ST/IC/2015/25</a> | 8/12/15            | Rates of daily subsistence allowance in New York, Geneva and Vienna | Expiration date: in effect until further notice. See also <a href="#">ST/AI/2014/2</a> |

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