



United Nations

**Index
to
information circulars**

JANUARY 2005

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 2004. The index is issued annually.
2. The index comprises the following sections:
 - (a) Information circulars, by alphanumeric symbol, issued in 2004;
 - (b) Information circulars listed according to subject matter.
3. The index should be read in conjunction with the index to administrative issuances (ST/IC/2005/1), 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 optical disk 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, Policy Support Unit, Division for Organizational Development, Office of Human Resources Management, room S-2590, United Nations, New York, NY 10017. They can also be sent by fax to 212-963-1068.

1 January 2005

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Index to information circulars

A. Information circulars, by alphanumeric symbol, issued in 2004

| <i>Symbol</i> | <i>Date issued</i> | <i>Subject</i> | <i>Remarks</i> |
|-------------------------|--------------------|---------------------|---|
| ST/IC/2000/47/ Add.1 | 27/2/04 | Joint Appeals Board | See also ST/IC/2000/47 and ST/AI/351 and Amend.1 |

| <i>Symbol</i> | <i>Date issued</i> | <i>Subject</i> | <i>Remarks</i> |
|------------------------|--------------------|---|---|
| ST/IC/2004/1 | 1/04 | Index to administrative issuances | Expiration date: in effect until further notice |
| ST/IC/2004/2 | 1/04 | Index to information circulars | Expiration date: in effect until further notice |
| ST/IC/2004/3 | 6/1/04 | Designation of special missions or locations within special missions for purposes of occasional recuperation | Expiration date: 31/12/2004. See also ST/AI/2000/21, (as amended by ST/AI/2004/6) |
| ST/IC/2004/4 | 12/1/04 | Conflict resolution in the United Nations Secretariat | Expiration date: in effect until further notice. See also ST/SGB/2002/13 |
| ST/IC/2004/5 | 13/1/04 | Payment of 2003 income taxes | Expiration date: 31/12/2005. |
| ST/IC/2004/6 | 20/1/04 | First day of issue – 29 January 2004 “Endangered Species Series” | Expiration date: 11/02/2004 |
| ST/IC/2004/7 and Add.1 | 21/1/04 13/7/04 | Classification of duty stations and special entitlements for staff members serving at designated duty stations | Expiration date: in effect until further notice |
| ST/IC/2004/8 | 27/1/04 | United States Visitor and Immigrant Status Indicator Technology | Expiration date: in effect until further notice |
| ST/IC/2004/9 | 4/2/04 | Rates of daily subsistence allowance at Headquarters, Geneva and Vienna | Superseded by ST/IC/2004/58 |
| ST/IC/2004/10 | 6/2/04 | United Nations internship programme | Expiration date: 31/12/2006. See also ST/AI/2000/9 |
| ST/IC/2004/11 | 23/2/04 | First day of issue – 4 March 2004: “Indigenous Art” Stamps | Expiration date: 12/3/2004 |
| ST/IC/2004/12 | 5/3/04 | 2004 competitive examination for English Language Coordinator | Expiration date: 31/12/2004. See also ST/AI/1998/7 |
| ST/IC/2004/13 | 16/3/04 | Rates of reimbursement for travel by private motor vehicle | Superseded by ST/IC/2004/29 |
| ST/IC/2004/14 | 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 |
| ST/IC/2004/15 | 30/3/04 | First day of issue – 7 April 2004: “Road Safety” stamps | Expiration date: 16/4/2004 |
| ST/IC/2004/16 | 30/3/04 | 2004 competitive examination for Associate Documentation Officer | Expiration date: 31/12/2004. See also ST/AI/1998/7 |

| <i>Symbol</i> | <i>Date issued</i> | <i>Subject</i> | <i>Remarks</i> |
|---------------------------|---------------------|---|--|
| ST/IC/2004/17 and Amend.1 | 21/5/04 14/10/04 | Membership of the Central Review Board, Committee and Panel at Headquarters | Expiration date: in effect until further notice. See also ST/SGB/2002/6 |
| ST/IC/2004/18 | 18/5/04 | Renewal of the Headquarters medical and dental insurance plans effective 1 July 2004, and annual enrolment campaign, 7-11 June 2004 | Expiration date: 30/6/2005 |
| ST/IC/2004/19 | 25/5/04 | First day of issue – 3 June 2004: “50 th anniversary of the Japanese Peace Bell” stamps and souvenir card and Vienna postal stationery | Expiration date: 11/6/2004 |
| ST/IC/2004/20 | 25/5/04 | Revised salary scales for staff in the General Service and related categories at Headquarters | Expiration date: in effect until further notice |
| ST/IC/2004/21 | 25/5/04 | 2004 national competitive examination for Associate Radio Producers in Arabic, Russian and Spanish | Expiration date: 31/12/2005 |
| ST/IC/2004/22 | 3/6/04 | After-school recreation and study programme for United Nations children | Superseded by ST/IC/2004/56 |
| ST/IC/2004/23 | 10/6/04 | Staff Day 2004 | Expiration date: 12/6/2005 |
| ST/IC/2004/24 | 17/6/04 | United Nations Staff Relief Committee for flood victims in the Dominican Republic and Haiti | Expiration date: 31/7/2004. |
| ST/IC/2004/25 | 1/7/04 | Fireworks display on Sunday, 4 July 2004 | Expiration date: 5/7/2004 |
| ST/IC/2004/26 | 12/7/04 | 2005 competitive examination for Chinese interpreters | Expiration date: 31/12/2005. See also ST/AI/1998/7 |
| ST/IC/2004/27 | 22/7/04 | United Nations sabbatical leave programme for 2005 | Expiration date: 31/12/2005. See also ST/AI/2000/4 |
| ST/IC/2004/28 | 26/7/04 | Practice of the Secretary-General in disciplinary matters, 2002-2003 | Expiration date: in effect until further notice. See also ST/SGB/2000/14 |
| ST/IC/2004/29 | 28/7/04 | Rates of reimbursement for travel by private motor vehicle | Superseded by ST/IC/2004/54 |
| ST/IC/2004/30 | 30/7/04 | First Day of Issue --- 12 August 2004: “World Heritage --- Greece” Stamps and prestige booklets | Expiration date: 20/8/2004 |
| ST/IC/2004/31 | 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 ST/AI/2000/19 |
| ST/IC/2004/32 | 23/8/04 | Termination of support for the Windows 98 operating system | Expiration date: 31/12/2005 |

| <i>Symbol</i> | <i>Date issued</i> | <i>Subject</i> | <i>Remarks</i> |
|--------------------------------------|-------------------------------|--|---|
| ST/IC/2004/33 | 24/8/04 | Working hours during the fifty-ninth session of the General Assembly | Expiration date: 31/12/2004. See also ST/SGB/2003/4 |
| ST/IC/2004/34 | 1/9/04 | Arrangements for admission to the premises at United Nations Headquarters during the fifty-ninth session of the General Assembly | Expiration date: 31/8/2005. See also ST/SGB/259 |
| ST/IC/2004/35 | 1/9/04 | 2005 competitive examination for recruitment to the Professional category of staff members from other categories | Expiration date: in effect until further notice. See also ST/AI/2003/7 |
| ST/IC/2004/36 | 2/9/04 | Post adjustment classification for New York | Expiration date: in effect until further notice |
| ST/IC/2004/37 | 2/9/04 | 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 ST/IC/2004/36 |
| ST/IC/2004/38 | 9/9/04 | Host country travel regulations | Expiration date: in effect until further notice |
| ST/IC/2004/39 | 9/9/04 | Procedures regarding citations for motor vehicle infractions | Expiration date: in effect until further notice |
| ST/IC/2004/40 | 9/9/04 | Language proficiency examinations, January and May 2005 | Expiration date: 31/12/2005 |
| ST/IC/2004/41 | 10/9/04 | First day of issue --- 21 September 2004: "My Dream for Peace One Day" stamps | Expiration date: 30/9/2004 |
| ST/IC/2004/42 and Corr.1 Add.1 | 13/9/04 1/10/04 9/11/04 | 2005 national competitive recruitment examinations | Expiration date: 31/12/2005. See also ST/AI/1997/1 |
| ST/IC/2004/43 | 14/9/04 | Language and communications programme at Headquarters --- 2004/2005 | Expiration date: 31/12/2005 |
| ST/IC/2004/44 | 15/9/04 | Additional arrangements for admission to the premises at United Nations Headquarters during the general debate of the fifty-ninth session of the General Assembly, 21 September through 1 October 2004 | Expiration date: 4/10/2004 |
| ST/IC/2004/45 | 15/9/04 | Employment of household employees for whom a G-5 visa has been requested or obtained | Expiration date: in effect until further notice |
| ST/IC/2004/46 | 21/9/04 | 2004 competitive examination for Spanish language teachers | Expiration date: 31/12/2005 |
| ST/IC/2004/47 | 4/10/04 | United Nations competitive examination for Statistical Assistants (2004) | Expiration date: 31/12/2004 See also ST/AI/1998/4 |

| <i>Symbol</i> | <i>Date issued</i> | <i>Subject</i> | <i>Remarks</i> |
|--------------------------|---------------------|---|---|
| ST/IC/2004/48 | 6/10/04 | First day of issue --- 14 October 2004: "Human Rights" (United Nations Decade for Human Rights Education, 1995-2004) stamps; and 15 October 2004: "Disarmament" definitive stamps | Expiration date: 27/10/2004. |
| ST/IC/2004/49 | 6/10/04 | Time off for voting on United States election day | Expiration date: 7/11/2004 |
| ST/IC/2004/50 | 8/10/04 | 2005 competitive examination for Spanish Interpreters | Expiration date: 31/12/2005. See also ST/AI/1998/7 |
| ST/IC/2004/51 | 28/10/04 | Official holidays for 2005 at United Nations Headquarters | Expiration date: 31/12/2005 |
| ST/IC/2004/52 and Corr.1 | 3/11/04 22/11/04 | United Nations competitive examination for accounting assistants (2004) | Expiration date: 31/12/2005. See also ST/AI/1998/4 |
| ST/IC/2004/53 | 15/11/04 | First day of issues --- 23 November 2004: "Sport 2005" stamp and 2004 annual collection folders | Expiration date: 1/12/2004 |
| ST/IC/2004/54 | 23/11/04 | Rates of reimbursement for travel by private motor vehicle | Expiration date: in effect until further notice. See also ST/AI/1998/2 |
| ST/IC/2004/55 | 30/11/04 | 2005 competitive examination for Arabic-language translators | Expiration date: 31/12/2005. See also ST/AI/1998/7 |
| ST/IC/2004/56 | 6/12/04 | After-school recreation and study programme for United Nations children | Expiration date: 30/6/2005 |
| ST/IC/2004/57 | 9/12/04 | Vanbreda medical, hospital and dental insurance programme for staff members away from Headquarters | Expiration date: 31/12/2005 |
| ST/IC/2004/58 | 9/12/04 | Rates of daily subsistence allowance at Headquarters, Geneva and Vienna | Expiration date: in effect until further notice. See also ST/AI/1998/3 and ST/AI/2003/9 |
| ST/IC/2004/59 | 31/12/04 | Revised base salary scale for staff in the Professional and higher categories and for staff in the Field Service category | Expiration date: in effect until further notice |

| <i>Symbol</i> | <i>Date issued</i> | <i>Subject</i> | <i>Remarks</i> |
|---------------|--------------------|----------------|----------------|
|---------------|--------------------|----------------|----------------|

B. Information circulars listed according to subject matter

I. Buildings, premises and security¹

| | | | |
|---------------|----------|--|---|
| ST/IC/2000/80 | 18/10/00 | United Nations garage: Chairman of the Garage Review Board | Expiration date: in effect until further notice |
| ST/IC/2004/34 | 1/9/04 | Arrangements for admission to the premises at United Nations Headquarters during the fifty-ninth session of the General Assembly | Expiration date: 31/8/2005. See also ST/SGB/259 |

II. Claims

| | | | |
|---------------|---------|---|--|
| ST/IC/2003/50 | 27/8/03 | In memory of colleagues killed in the attack against the United Nations compound in Baghdad on 19 August 2003 | Expiration date: 31/12/2004. See also ST/SGB/2003/11 |
|---------------|---------|---|--|

III. Communications, archives and records

| | | | |
|---------------|----------|---|---|
| ST/IC/2000/89 | 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 ST/AI/368 |
| ST/IC/2001/70 | 21/9/01 | Revised rates for telephone and facsimile service using the United Nations global network | Expiration date: in effect until further notice |
| ST/IC/2003/29 | 23/4/03 | Performance controls of United Nations Internet services | Expiration date: in effect until further notice |
| ST/IC/2003/35 | 3/6/03 | Registration of e-mail addresses for delivery of pay slips | Expiration date: in effect until further notice |
| ST/IC/2003/41 | 30/6/03 | Communications and contacts with host country authorities | Expiration date: in effect until further notice |
| ST/IC/2003/64 | 11/12/03 | Personal emergency contact information | Expiration date: in effect until further notice |

IV. Conferences

No information circulars apply at present.

¹ For information circulars on subjects such as arrangements for admission to the premises during sessions of the General Assembly and the fireworks display on 4 July, see section A above.

| <i>Symbol</i> | <i>Date issued</i> | <i>Subject</i> | <i>Remarks</i> |
|---|--------------------|---|--|
| V. Documents and publications | | | |
| ST/IC/2002/70 | 1/11/02 | Availability to Secretariat officials of official documents and publications | Expiration date: in effect until further notice |
| VI. Finance² | | | |
| ST/IC/2002/13 | 28/2/02 | Budget constraints and support service reductions | Expiration date: in effect until further notice |
| VII. General office procedures | | | |
| ST/IC/1999/14 | 9/2/99 | Guidelines for ergonomic workstations and work with computers | Expiration date: in effect until further notice |
| ST/IC/2002/73 | 1/11/02 | United Nations health and life insurance Internet site | Expiration date: in effect until further notice |
| ST/IC/2003/29 | 23/4/03 | Performance controls of United Nations Internet services | Expiration date: in effect until further notice |
| ST/IC/2003/35 | 3/6/03 | Registration of e-mail addresses for delivery of pay slips | Expiration date: in effect until further notice |
| ST/IC/2003/41 | 30/6/03 | Communications and contacts with host country authorities | Expiration date: in effect until further notice |
| ST/IC/2003/64 | 11/12/03 | Personal emergency contact information | Expiration date: in effect until further notice |
| ST/IC/2004/32 | 23/8/04 | Termination of support for the Windows 98 operating system | Expiration date: 31/12/2005 |
| VIII. Human resources | | | |
| 1. Administration-staff relations | | | |
| No information circulars apply at present. | | | |
| 2. Allowances, entitlements and grants | | | |
| ST/IC/2000/90 and Corr.1 | 5/12/00 27/6/01 | Rental subsidies and deductions | Expiration dates: in effect until further notice. See also ST/AI/2000/16, (as amended by ST/AI/2004/4) and ST/IC/2001/90 |
| ST/IC/2001/4 and Add.1 | 9/1/01 8/2/02 | Dependency allowances for staff in the Professional and higher categories and in the Field Service category | Expiration dates: in effect until further notice. See also ST/AI/2000/8 |
| ST/IC/2001/90 | 6/11/01 | Threshold percentage for the purpose of calculating rental subsidies | Expiration date: in effect until further notice. See also ST/AI/2000/16 and ST/IC/2000/90 and Corr.1 |

² For information circulars on United Nations stamps, see section A above.

| <i>Symbol</i> | <i>Date issued</i> | <i>Subject</i> | <i>Remarks</i> |
|--------------------------|---------------------|--|---|
| ST/IC/2002/5 and Amend.1 | 10/1/02 23/12/02 | Education grant and special education grant for disabled children | Expiration dates: in effect until further notice. See also ST/AI/2004/2 and ST/AI/2000/6 |
| ST/IC/2003/50 | 27/8/03 | In memory of colleagues killed in the attack against the United Nations compound in Baghdad on 19 August 2003 | Expiration date: 31/12/2004. See also ST/SGB/2003/11 |
| ST/IC/2003/56 | 22/10/03 | Review of staff claims for dependency benefits for 2002 and other staff information | Expiration date: 31/1/2004. See also ST/AI/2000/8 |
| ST/IC/2004/7 and Add.1 | 21/1/04 13/7/04 | Classification of duty stations and special entitlements for staff members serving at designated duty stations | Expiration dates: in effect until further notice. See also ST/AI/2000/6 |
| ST/IC/2004/36 | 2/9/04 | Post adjustment classification for New York | Expiration date: in effect until further notice |
| ST/IC/2004/54 | 23/11/04 | Rates of reimbursement for travel by private motor vehicle | Expiration date: in effect until further notice. See also ST/AI/1998/2 |
| ST/IC/2004/58 | 9/12/04 | Rates of daily subsistence allowance at Headquarters, Geneva and Vienna | Expiration date: in effect until further notice. See also ST/AI/1998/3 (as amended by ST/AI/2003/9) |

3. Appeals

| | | | |
|-------------------------|----------|--|---|
| ST/IC/2000/28 | 25/4/00 | Membership of the New York General Service Classification Appeals and Review Committee | Expiration date: 25/4/2002. See also ST/AI/1998/9 and Corr.1 (English only) |
| ST/IC/2000/28/ Add.1 | 12/7/00 | Membership of the New York General Service Classification Appeals and Review Committee | Expiration date: 25/4/2002. See also ST/AI/1998/9 and Corr.1 (English only) |
| Add.2 | 17/8/01 | Membership of the New York General Service Classification Appeals and Review Committee | Expiration date: 25/4/2002 |
| Add.3 | 1/7/02 | Membership of the New York General Service Classification Appeals and Review Committee | Expiration date: 31/7/2002 |
| Add.4 | 20/9/02 | Membership of the New York General Service Classification Appeals and Review Committee | Expiration date: 31/12/2002 |
| Add.5 | 27/12/02 | Membership of the New York General Service Classification Appeals and Review Committee | Expiration date: 30/6/2003 |
| Add.6 | 19/8/03 | Membership of the New York General Service Classification Appeals and Review Committee | Expiration date: in effect until further notice |

| <i>Symbol</i> | <i>Date issued</i> | <i>Subject</i> | <i>Remarks</i> |
|------------------------|--------------------|---|---|
| ST/IC/2000/47 Add.1 | 10/7/00 27/2/04 | Joint Appeals Board | Expiration date: in effect until further notice. See also ST/AI/351 and Amend.1 |
| ST/IC/2001/99 | 13/12/01 | Composition of the Panel on Discrimination and Other Grievances at Headquarters | Expiration date: in effect until further notice |
| ST/IC/2004/4 | 12/1/04 | Conflict resolution in the United Nations Secretariat | Expiration rate: in effect until further notice |

4. Appointments, placement and promotion

| | | | |
|---------------------------|---------------------|---|---|
| ST/IC/2000/86 | 14/11/00 | Multilingualism | Expiration date: In effect until further notice |
| ST/IC/2003/45 | 13/8/03 | 2004 national competitive recruitment examinations | Expiration date: 31/12/2004. See also ST/SGB/210 and ST/AI/1997/1 |
| ST/IC/2003/60 | 28/11/03 | Membership of the Senior Review Group | Expiration date: in effect until further notice. See also ST/SGB/2001/9 |
| ST/IC/2004/17 and Amend.1 | 21/5/04 14/10/04 | Membership of the Central Review Board, Committee and Panel at Headquarters | Expiration date: in effect until further notice. See also ST/SGB/2002/6 |

5. Attendance, leave and working hours³

| | | | |
|---------------|----------|---|--|
| ST/IC/2004/27 | 22/7/04 | United Nations sabbatical leave programme for 2005 | Expiration date: 31/12/2005. See also ST/AI/2000/4 |
| ST/IC/2004/51 | 28/10/04 | Official holidays for 2005 at United Nations Headquarters | Expiration date: 31/12/2005 |

6. Delegation of authority

No information circulars apply at present.

7. Disciplinary matters

| | | | |
|---------------|---------|--|--|
| ST/IC/2002/25 | 29/4/02 | Practice of the Secretary-General in disciplinary matters, 2000-2002 | Expiration date: in effect until further notice. See also ST/SGB/2000/14 |
| ST/IC/2002/49 | 8/8/02 | Joint Disciplinary Committee | Expiration date: in effect until further notice |
| ST/IC/2004/4 | 12/1/04 | Conflict resolution in the United Nations Secretariat | Expiration rate: in effect until further notice |

³ For information circulars on subjects such as working hours during sessions of the General Assembly and time off for voting on United States election day, see section A above.

| <i>Symbol</i> | <i>Date issued</i> | <i>Subject</i> | <i>Remarks</i> |
|-------------------------------------|--------------------|---|---|
| ST/IC/2004/28 | 26/7/04 | Practice of the Secretary-General in disciplinary matters, 2002-2003 | Expiration date: in effect until further notice. See also ST/SGB/2000/14 |
| 8. Duties and obligations | | | |
| ST/IC/1997/90 | 26/12/97 | Insurance requirements for senior officials entitled to diplomatic privileges and immunities {motor vehicles} | Expiration date: in effect until further notice |
| ST/IC/2002/38 | 14/6/02 | Privileges and immunities – Requests by local authorities to interview staff | Expiration date: in effect until further notice. See also ST/SGB/2002/13 |
| ST/IC/2003/17 | 11/3/03 | Our core values prohibit discrimination and harassment | Expiration date: in effect until further notice. See also ST/SGB/2002/13 |
| ST/IC/2004/31 | 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 ST/AI/2000/19 |
| ST/IC/2004/38 | 9/9/04 | Host country travel regulations | Expiration date: in effect until further notice |
| ST/IC/2004/39 | 9/9/04 | Procedures regarding citations for motor vehicle infractions | Expiration date: in effect until further notice |
| 9. Job classification system | | | |
| ST/IC/2000/28 | 25/4/00 | Membership of the New York General Service Classification Appeals and Review Committee | Expiration date: 25/4/2002. See also ST/AI/1998/9 and Corr.1 (English only) |
| ST/IC/2000/28/ Add.1 | 12/7/00 | Membership of the New York General Service Classification Appeals and Review Committee | Expiration dates: 25/4/2002 |
| Add.2 | 17/8/01 | Membership of the New York General Service Classification Appeals and Review Committee | Expiration date: 25/4/2002 |
| Add.3 | 1/7/02 | Membership of the New York General Service Classification Appeals and Review Committee | Expiration date: 31/7/2002 |
| Add.4 | 20/9/02 | Membership of the New York General Service Classification Appeals and Review Committee | Expiration date: 31/12/2002 |
| Add.5 | 27/12/02 | Membership of the New York General Service Classification Appeals and Review Committee | Expiration date: 30/6/2003 |
| Add.6 | 19/8/03 | Membership of the New York General Service Classification Appeals Committee | Expiration date: in effect until further notice |

| <i>Symbol</i> | <i>Date issued</i> | <i>Subject</i> | <i>Remarks</i> |
|--|--------------------|---|--|
| 10. General⁴ | | | |
| ST/IC/1999/111 | 29/12/99 | Mental health – Medical and employee assistance facilities | Expiration date: in effect until further notice. See also ST/AI/372 |
| ST/IC/2004/56 | 6/12/04 | After-school recreation and study programme for United Nations children | Expiration date: 30/6/2005 |
| 11. Medical and other insurance | | | |
| ST/IC/1997/90 | 26/12/97 | Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles] | Expiration date: in effect until further notice |
| ST/IC/1999/111 | 29/12/99 | Mental health – Medical and employee assistance facilities | Expiration date: in effect until further notice. See also ST/AI/372 |
| ST/IC/2002/63 and Amend.1 | 27/9/02 14/7/03 | United Nations group life insurance plan | Expiration dates: in effect until further notice. See also ST/AI/2002/6 |
| ST/IC/2004/4 | 12/1/04 | Conflict resolution in the United Nations Secretariat | Expiration rate: in effect until further notice |
| ST/IC/2004/18 | 18/5/04 | Renewal of the Headquarters medical and dental insurance plans effective 1 July 2004, and annual enrolment campaign, 7 – 11 June 2004 | Expiration date: 30/6/2005. See annex IX to the circular for insurance carrier addresses and telephone numbers for claims and benefit inquiries. |
| ST/IC/2004/57 | 9/12/04 | Vanbreda medical, hospital and dental insurance programme for staff members away from Headquarters | Expiration date: 31/12/2005 |
| 12. Pensions, post-retirement services and employment beyond retirement | | | |
| ST/IC/2004/37 | 2/9/04 | 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 ST/IC/2004/59 and ST/IC/2004/36 |
| 13. Post adjustment | | | |
| ST/IC/2004/36 | 2/9/04 | Post adjustment classification for New York | Expiration date: in effect until further notice |

⁴ For information circulars on subjects such as Staff Day and United Nations staff relief committees, see section A above.

| <i>Symbol</i> | <i>Date issued</i> | <i>Subject</i> | <i>Remarks</i> |
|--|--------------------|---|---|
| 14. Salary scales and payments | | | |
| ST/IC/2004/20 | 25/5/04 | Revised salary scales for staff in the General Service and related categories at Headquarters | Expiration date: in effect until further notice |
| ST/IC/2004/36 | 2/9/04 | Post adjustment classification for New York | Expiration date: in effect until further notice |
| ST/IC/2004/37 | 2/9/04 | 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 ST/IC/2004/59 and ST/IC/2004/36 |
| ST/IC/2004/45 | 15/9/04 | Employment of household employees for whom a G-5 visa has been requested or obtained | Expiration date: in effect until further notice |
| ST/IC/2004/59 | 31/12/04 | Revised base salary scale for staff in the Professional and higher categories and for staff in the Field Service category | Expiration date: in effect until further notice |
| 15. Staff regulations and rules | | | |
| ST/IC/2000/75 | 27/9/00 | Index to the Staff Regulations and Rules | Expiration date: in effect until further notice |
| 16. Training, career development and examinations | | | |
| ST/IC/2000/86 | 14/11/00 | Multilingualism | Expiration date: in effect until further notice |
| ST/IC/2001/98 | 7/12/01 | Competitive examination for recruitment to the Professional category of staff members from other categories [Central Examination Board] | Expiration date: 31/12/2002. See also ST/AI/2003/7 |
| ST/IC/2001/98/ Add.1 | 7/7/03 | Competitive examination for recruitment to the Professional category of staff members from other categories [Central Examination Board] | Expiration date: in effect until further notice. See also ST/AI/2003/7 |
| ST/IC/2003/62 | 5/12/03 | 2004 competitive examination for German-language translators | Expiration date: 31/12/2004 |
| ST/IC/2003/67 | 30/12/03 | 2004 competitive examination for Arabic interpreters | Expiration date: 31/12/2004. See also ST/AI/1998/7 |
| ST/IC/2004/10 | 6/2/04 | United Nations internship programme | Expiration date: 31/12/2006 |
| ST/IC/2004/12 | 5/3/04 | 2004 competitive examination for English Language Coordinator | Expiration date: 31/12/2004. See also ST/AI/1998/7 |

| <i>Symbol</i> | <i>Date issued</i> | <i>Subject</i> | <i>Remarks</i> |
|--------------------------------------|-------------------------------|--|--|
| ST/IC/2004/16 | 30/3/04 | 2004 competitive examination for Associate Documentation Officer | Expiration date: 31/12/2004. See also ST/AI/1998/7 |
| ST/IC/2004/21 | 25/5/04 | 2004 national competitive examination for Associate Radio Producers in Arabic, Russian and Spanish | Expiration date: 31/12/2005 |
| ST/IC/2004/26 | 12/7/04 | 2005 competitive examination for Chinese interpreters | Expiration date: 31/12/2005. See also ST/AI/1998/7 |
| ST/IC/2004/27 | 22/7/04 | United Nations sabbatical leave programme for 2005 | Expiration date: 31/12/2005. See also ST/AI/2000/4 |
| ST/IC/2004/35 | 1/9/04 | 2004 competitive examination for recruitment to the Professional category of staff members from other categories | Expiration date: 31/12/2005. See also ST/AI/2003/7 |
| ST/IC/2004/40 | 9/9/04 | Language proficiency examinations, January and May 2005 | Expiration date: 31/12/2005. See also ST/AI/1999/2 |
| ST/IC/2004/42 and Corr.1 Add.1 | 13/9/04 1/10/04 9/11/04 | 2005 national competitive recruitment examination | Expiration date: 31/12/2005. See also ST/AI/1997/1 |
| ST/IC/2004/43 | 14/9/04 | Language and communications programme at Headquarters --- 2004/2005 | Expiration date: 31/12/2005 |
| ST/IC/2004/46 | 21/9/04 | 2004 competitive examination for Spanish language teachers | Expiration date: 31/12/2005 |
| ST/IC/2004/47 | 4/10/04 | United Nations competitive examination for statistical assistants (2004) | Expiration date: 31/12/2004. See also ST/AI/1998/4 |
| ST/IC/2004/50 | 8/10/04 | 2005 competitive examination for Spanish Interpreters | Expiration date: 31/12/2005 |
| ST/IC/2004/52 and Corr.1 | 3/11/04 22/11/04 | United Nations competitive examination for accounting assistants (2004) | Expiration date: 31/12/2005. See also ST/AI/1998/4 |
| ST/IC/2004/55 | 30/11/04 | 2005 competitive examination for Arabic-language translators | Expiration date: 31/12/2004. See also ST/AI/1998/7 |

17. United States taxes

| | | | |
|--------------|---------|------------------------------|-----------------------------|
| ST/IC/2004/5 | 13/1/04 | Payment of 2003 income taxes | Expiration date: 31/12/2005 |
|--------------|---------|------------------------------|-----------------------------|

| <i>Symbol</i> | <i>Date issued</i> | <i>Subject</i> | <i>Remarks</i> |
|--|--------------------|---|---|
| 18. Visas | | | |
| ST/IC/2001/27 | 10/4/01 | Visa status in the United States of America | Expiration date: in effect until further notice. See also ST/AI/2000/19 |
| ST/IC/2004/8 | 27/1/04 | United States Visitor and Immigrant Status Indicator Technology (US-VISIT) | Expiration date: in effect until further notice |
| ST/IC/2004/14 | 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 |
| ST/IC/2004/31 | 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 ST/AI/2000/19 |
| ST/IC/2004/45 | 15/9/04 | Employment of household employees for whom a G-5 visa has been requested or obtained | Expiration date: in effect until further notice |
| IX. Library | | | |
| No information circulars apply at present. | | | |
| X. Missions | | | |
| ST/IC/2004/3 | 6/1/04 | Designation of special missions or locations within special missions for purposes of occasional recuperation | Expiration date: 31/12/2004. See also ST/AI/2000/21, (as amended by ST/AI/2004/6) |
| XI. Organizational structure | | | |
| ST/IC/2000/28 | 25/4/00 | Membership of the New York General Service Classification Appeals and Review Committee | Expiration date: 25/4/2002. See also ST/AI/1998/9 and Corr.1 (English only) |
| ST/IC/2000/28/ Add.1 | 12/7/00 | Membership of the New York General Service Classification Appeals and Review Committee | Expiration date: 25/4/2002 |
| Add.2 | 17/8/01 | Membership of the New York General Service Classification Appeals and Review Committee | Expiration date: 25/4/2002 |
| Add.3 | 1/7/02 | Membership of the New York General Service Classification Appeals and Review Committee | Expiration date: 31/7/2002 |
| Add.4 | 20/9/02 | Membership of the New York General Service Classification Appeals and Review Committee | Expiration date: 31/12/2002 |
| Add.5 | 27/12/02 | Membership of the New York General Service Classification Appeals and Review Committee | Expiration date: 30/6/2003 |

| <i>Symbol</i> | <i>Date issued</i> | <i>Subject</i> | <i>Remarks</i> |
|------------------------------|---------------------|---|---|
| ST/IC/2000/28/ Add.6 | 19/8/03 | Membership of the New York General Service Classification Appeals Committee | Expiration date: in effect until further notice |
| ST/IC/2000/47 and Add.1 | 10/7/00 27/2/04 | Joint Appeals Board | Expiration date: in effect until further notice. See also ST/AI/351 and Amend.1 |
| ST/IC/2000/80 | 18/10/00 | United Nations garage: Chairman of the Garage Review Board | Expiration date: in effect until further notice |
| ST/IC/2001/98 | 7/12/01 | Competitive examination for recruitment to the Professional category of staff members from other categories [Central Examination Board] | Expiration date: 31/12/2002 |
| ST/IC/2001/98/ Add.1 | 7/7/03 | Competitive examination for recruitment to the Professional category of staff members from other categories [Central Examination Board] | In effect until further notice. See also ST/AI/2003/7 |
| ST/IC/2001/99 | 13/12/01 | Composition of the Panel on Discrimination and Other Grievances at Headquarters | Expiration date: in effect until further notice |
| ST/IC/2002/49 | 8/8/02 | Joint Disciplinary Committee | Expiration date: in effect until further notice |
| ST/IC/2003/60 | 28/11/03 | Membership of the Senior Review Group | Expiration date: in effect until further notice. See also ST/SGB/2001/9 |
| ST/IC/2004/17 and Amend.1 | 21/5/04 14/10/04 | Membership of the Central Review Board, Committee and Panel at Headquarters | Expiration dates: in effect until further notice. See also ST/SGB/2002/6 |

XII. Property and supplies

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|---------------|--------|---|---|
| ST/IC/1999/14 | 9/2/99 | Guidelines for ergonomic workstations and work with computers | Expiration date: in effect until further notice |
|---------------|--------|---|---|

XIII. Protocol

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|---------------|---------|---|---|
| ST/IC/2003/41 | 30/6/03 | Communications and contacts with host country authorities | Expiration date: in effect until further notice |
|---------------|---------|---|---|

XIV. Travel and transportation

| | | | |
|---------------|----------|---|---|
| ST/IC/1997/90 | 26/12/97 | Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles] | Expiration date: in effect until further notice |
| ST/IC/1999/99 | 29/11/99 | Excess baggage, shipments and insurance | Expiration date: in effect until further notice. See also ST/AI/1999/15 |

| <i>Symbol</i> | <i>Date issued</i> | <i>Subject</i> | <i>Remarks</i> |
|-------------------------|--------------------|---|--|
| ST/IC/2000/70 | 21/9/00 | Medical evacuation | Expiration date: in effect until further notice. See also ST/AI/2000/10 |
| ST/IC/2001/43 and Add.1 | 13/6/01 7/2/02 | Official travel | Expiration dates: in effect until further notice. See also ST/AI/2000/20 |
| ST/IC/2003/40 | 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 ST/AI/1999/15 |
| ST/IC/2003/57 | 27/10/03 | Rates of daily subsistence allowance at Headquarters, Geneva and Vienna | Expiration date: in effect until further notice. See also ST/AI/1998/3 |
| ST/IC/2004/7 and Add.1 | 21/1/04 13/7/40 | Classification of duty stations and special entitlements for staff member serving at designated duty stations | Expiration dates: in effect until further notice. See also ST/AI/2000/6 |
| ST/IC/2004/54 | 23/11/04 | Rates of reimbursement for travel by private motor vehicle | Expiration date: in effect until further notice. See also ST/AI/1998/2 |