



United Nations

Index to administrative issuances

January 2015

Please recycle 



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 2014. 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/2015/2.

Contents

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

26.	Administrative instructions 2007	19
27.	Administrative instructions 2006	19
28.	Administrative instructions 2005	20
29.	Administrative instructions 2004	20
30.	Administrative instructions 2003	21
31.	Administrative instructions 2002	21
32.	Administrative instructions 2001	21
33.	Administrative instructions 2000	22
34.	Administrative instructions 1999	23
35.	Administrative instructions 1998	23
36.	Administrative instructions 1997	24
II.	Issuances under Secretary-General's bulletin ST/SGB/100.	24
1.	Secretary-General's bulletins.	24
2.	Administrative instructions	27
B.	Subject index to administrative issuances	32
I.	Buildings, premises and security	32
1.	Buildings and premises	32
2.	Garage	32
3.	Passes.	32
4.	Safety.	32
5.	Security	32
II.	Claims	33
III.	Communications, archives and records	33
1.	Archives and records	33
2.	Communications, correspondence and mailing	33
3.	Pouch	34
IV.	Conferences	34
V.	Documents and publications	34
1.	General	34
2.	Regulations for the control and limitation of documentation	34
VI.	Finance	35
1.	Financial arrangements	35
2.	General	35

	3. Financial regulations and rules	36
	4. Revenue-producing activities	36
	5. Trust funds and special accounts	37
VII.	General office procedures	37
VIII.	Human resources	38
	1. Administration-staff relations	38
	2. Allowances, entitlements and grants	38
	3. Appeals	39
	4. Appointments, placement and promotion	39
	5. Attendance, leave and working hours	41
	6. Delegation of authority	41
	7. Duties and obligations	42
	8. Job classification system	42
	9. General	42
	10. Medical and other insurance	43
	11. Pensions, post-retirement services and employment beyond retirement	44
	12. Post adjustment	44
	13. Salary scales and payments	44
	14. Staff regulations and rules	44
	15. Training, career development and examinations	44
	16. United States taxes	45
	17. Visas	45
IX.	Library	45
X.	Missions	45
XI.	Organizational structure	46
	1. General	46
	2. Institutes	46
	3. Secretariat departments and units	46
	4. Secretariat boards and committees	48
	5. Units servicing voluntary programmes	49
XII.	Property and supplies	49
	1. Property control	49
	2. General	50

XIII.	Protocol	50
XIV.	Travel and transportation	50
1.	Automobiles, baggage and customs	50
2.	Expenses	50
3.	General	50
C.	Alphabetical index to administrative issuances	51

A. Administrative issuances, by alphanumeric symbol

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

1. 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	

2. 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 and ST/SGB/1997/5, as amended by ST/SGB/2002/11
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/AI/2004/1
ST/SGB/2013/5 ³	5/8/13	Organization of the Department of Safety and Security	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11

3. 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

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

³ This administrative issuance was issued and took effect on 1 April 2014.

4. 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/1997/5, as amended by ST/SGB/2002/11 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

5. 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/1997/5, as amended by ST/SGB/2002/11, 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/1997/5, as amended by ST/SGB/2002/11, ST/SGB/2010/9, ST/SGB/2009/13 and ST/SGB/2010/1
ST/SGB/2010/3	7/4/10	Organization and terms of reference of the Office of Administration of Justice	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2010/5	23/4/10	Establishment and operation of the Central Emergency Response Fund	See also ST/SGB/2009/4

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2010/7	2/8/10	Organization of the secretariat of the Economic and Social Commission for Western Asia	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
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/1997/5, as amended by ST/SGB/2002/11

6. 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/1997/5, as amended by ST/SGB/2002/11, 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/2009/8	22/6/09	United Nations Learning Advisory Board	
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	1/10/09	Organization of the Department of Political Affairs	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2009/14	18/12/09	Organization of the United Nations Office for Partnerships	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11

7. Secretary-General's bulletins 2008

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2008/3	1/1/08	Staff Rules: staff rules 301.1 to 312.6 governing appointments for service of a limited duration	See also ST/AI/2001/2, as amended by ST/AI/2004/5, and ST/AI/2005/4
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/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2008/9	27/6/08	Organization of the secretariat of the Economic Commission for Europe	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
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/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2008/14	27/10/08	Joint Harassment Prevention Boards	See also ST/SGB/2008/5

8. 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/1997/5 and ST/SGB/2002/11
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

9. 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/2006/8	20/7/06	Special annex for the United Nations Habitat and Human Settlements Foundation (series 300) to the Financial Regulations and Rules of the United Nations (series 100)	See also ST/SGB/2013/4
ST/SGB/2006/13	1/12/06	Organization of the secretariat of the United Nations Environment Programme	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11, 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	

10. 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/1997/5, as amended by ST/SGB/2002/11
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/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2005/12	29/4/05	Organization of the secretariat of the Economic Commission for Africa	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2005/16	22/8/05	New mechanisms to strengthen the executive management of the United Nations Secretariat	See also ST/SGB/1997/5, 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	

11. 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/1997/5, as amended by ST/SGB/2002/11, ST/SGB/2004/5, ST/SGB/240 and ST/SGB/388

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
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	
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	

12. 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/1997/5, as amended by ST/SGB/2002/11
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/1997/5, as amended by ST/SGB/2002/11, 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)	

13. 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
ST/SGB/2002/11	27/9/02	Amendment to Secretary-General's bulletin ST/SGB/1997/5 on the organization of the Secretariat of the United Nations	See also ST/SGB/1997/5, ST/SGB/2005/16, ST/SGB/2006/14 and ST/SGB/2011/3
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	

14. 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	

15. 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/1997/5, as amended by ST/SGB/2002/11
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/1997/5, as amended by ST/SGB/2002/11
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/1997/5, as amended by ST/SGB/2002/11
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

16. 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	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/1999/8	22/6/99	Organization of the Office for the Coordination of Humanitarian Affairs	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
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/1997/5, as amended by ST/SGB/2002/11
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

17. 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/1997/5, as amended by ST/SGB/2002/11
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/1997/5, as amended by ST/SGB/2002/11
ST/SGB/1998/18	3/12/98	Organization of the Executive Office of the Secretary-General	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11

18. 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/1997/5	12/9/97	Organization of the Secretariat of the United Nations	See also ST/SGB/2002/11, ST/SGB/2005/16, ST/SGB/2006/14 and ST/SGB/2011/3

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/1997/9	15/9/97	Organization of the Department of Economic and Social Affairs	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/1997/10	15/9/97	Organization of the Office of the United Nations High Commissioner for Human Rights	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11

19. 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

20. 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	30/8/13	Rental subsidies and deductions	
ST/AI/2013/3	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

21. 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

22. 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/2011/1	23/3/11	Sabbatical leave programme	See also ST/SGB/2009/9
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
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

23. 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/1997/5, as amended by ST/SGB/2002/11, ST/SGB/2005/7 and ST/SGB/2011/8

<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/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

24. 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

25. 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

26. 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	

27. 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
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
ST/AI/2006/5	24/11/06	Excess baggage, shipments and insurance	

28. 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/2005/4	6/5/05	Administrative instruction amending administrative instruction ST/AI/2001/2	See also ST/AI/2001/2 and ST/AI/2004/5
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
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

29. 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
ST/AI/2004/5	22/12/04	Administrative instruction amending administrative instruction ST/AI/2001/2	See also ST/AI/2001/2, as amended by ST/AI/2005/4

30. 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/2003/5	19/5/03	Property management and inventory control at United Nations Headquarters	See also ST/AI/374
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	

31. 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	

32. 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/2001/2	15/3/01	Appointments of limited duration	See also ST/SGB/2008/3, ST/AI/2004/5 and ST/AI/2005/4

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
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

33. 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	
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

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
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	

34. 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/151 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	

35. 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	

36. 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/Financial Rules/2	9/12/75	Financial Rules of the Fund of the United Nations Environment Programme	
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	
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	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
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/151	7/1/76	Administration of the Staff Regulations and the Staff Rules	See also ST/AI/234/Rev.1 and Amend.1 and 2 and ST/AI/1999/1 and Amend.1
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 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
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	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
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/AI/388
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	
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/374 and ST/AI/2003/5
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
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

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
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	
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

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
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/151 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	
ST/AI/242 and Amend.1	22/2/77 8/8/95	Establishment of appointment and promotion committees at designated offices away from Headquarters	See also ST/SGB/151 and ST/AI/234/Rev.1 and Amend.1 and 2
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

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
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
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 ST/AI/2001/6
ST/AI/343 and Corr.1 (French only)	31/7/87 31/8/95	Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters	
ST/AI/349	22/4/88	United Nations garage	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/367 and Amend.1	15/10/90 24/11/06	Home leave: change of place of home leave and change of country of home leave	
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/374	16/1/92	Property records and inventory control under revised definition of non-expendable property	See also ST/AI/97/Rev.2 and ST/AI/2003/5
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/388	14/9/93	Personnel arrangements for the United Nations International Drug Control Programme	See also ST/SGB/2004/6 and ST/SGB/240
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 and inventory control at United Nations Headquarters – ST/AI/2003/5

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 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

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 (series 100): Special annex for the United Nations Habitat and Human Settlements Foundation (series 300) to the – ST/SGB/2006/8

Financial Regulations and Rules of the United Nations – ST/SGB/2013/4 and ST/AI/2004/1

Financial Rules of the Fund of the United Nations Environment Programme – ST/SGB/Financial Rules/2

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 and inventory control at United Nations Headquarters – ST/AI/2003/5

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: change of place of home leave and change of country of home leave – ST/AI/367 and Amend.1

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

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

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

Appointments of limited duration – ST/SGB/2008/3 and ST/AI/2001/2 (as amended by ST/AI/2004/5 and ST/AI/2005/4)

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 Amend.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: change of place of home leave and change of country of home leave – ST/AI/367 and Amend.1

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 Amend.2

Sabbatical leave programme – ST/AI/2011/1

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/151, 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/343 and Corr.1 (French only)

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 Amend.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

Staff rules 301.1 to 312.6 governing appointments for service of a limited duration – ST/SGB/2008/3

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/151, 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:

- Conference and other short-term service – ST/SGB/2008/3
- Rules governing compensation – ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1
- Secretariat personnel – ST/SGB/2011/1
- Staff rules 301.1 to 312.6 governing appointments for service of a limited duration (300 series) – ST/SGB/2008/3

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/2011/1

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/1997/5 (as amended by ST/SGB/2002/11, 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

- Personnel arrangements for the United Nations
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/AI/388

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/1997/5, 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

United Nations Learning Advisory Board – ST/SGB/2009/8

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 and ST/AI/388

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 and inventory control at United Nations Headquarters – ST/AI/2003/5

Property records and inventory control under revised definition of non-expendable property – ST/AI/374

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/2006/5 (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

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, ST/AI/2013/3

Home leave: change of place of home leave and change of country of home leave – ST/AI/367 and Amend.1

Official travel – ST/AI/2013/3

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 issuances⁴

	<i>Page</i>
Abandonment of post	41
Abuse of authority: Prohibition of discrimination, harassment, including sexual harassment, and	42, 43, 46
Acceptance of pro bono goods and services: guidelines	42
Access to League of Nations archives.	33
Accommodation: Standard of — see Official travel	
Administration of justice	39
Administration of Justice: Organization and terms of reference of the Office of . .	39, 47
Administration of fixed-term appointments	39
Administration of temporary appointments	39
Administration of the Staff Regulations and Staff Rules	41, 44
*Administration-staff relations	38
Administrative instructions: see Administrative issuances	
Administrative issuances	37
Admission to United Nations Headquarters	32
Advisory Board on Compensation Claims	33, 48
African Institute for Economic Development and Planning	35, 46, 49
After-service health insurance	43, 44
Airmail envelopes: Use of	34
Alcohol/substance abuse: Employee assistance in cases of	42, 43
*Allowances, entitlements and grants	38
Annual inspection of official status file	42
*Appeals	39, 48
Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories	39
Appointments of limited duration	39
*Appointments, placement and promotion	39
*Archives and records: Communications	33
Archives and records: United Nations	33
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	

⁴ Headings in the subject index to administrative issuances are marked with an asterisk.

	<i>Page</i>
Asian Institute for Economic Development and Planning	35
Assignment grant	38
Assignment to and return from mission detail: policy governing	39, 42, 45
Assistance and representation by counsel in disciplinary and appeals cases	39, 48
Assistance in cases of alcohol/substance abuse: Employee	42, 43
*Attendance, leave and working hours	41
Attribution of authorship in United Nations documents	34
*Authority: Delegation of	41
Authority of United Nations security officers	32
Authority of the United Nations Population Fund in matters relating to human resources	41
*Automobiles, baggage and customs	50
*Baggage and customs: Automobiles,	50
Basic rights and duties of United Nations staff members: Status,	42
Basic security in the field: staff safety, health and welfare (interactive online learning)	32
Boards: see Organizational structure	
Bookshop: United Nations	32, 42
Breastfeeding: Policy on	41, 42
*Buildings, premises and security	32
Building the future	44, 46
*Career development and examinations: Training,	44
Cars: Official	49, 50
Central Emergency Response Fund: Establishment and operation of the	36, 37
Central Examinations Board: see Competitive examination for recruitment to the Professional category of staff members from other categories	
Central review bodies	40, 48
Central Review Board	48
Central Review Committee	48
Central Review Panel	40, 48
Central review bodies at designated offices away from Headquarters	40
Central Support Services: Office of	46
Centre for Human Settlements, United Nations	46
Certification of sick leave: see Sick leave	
Child support obligations of staff members: Family and	42

	<i>Page</i>
*Claims	33
Claims Board.	33
Classification Appeals Committees: see System for the classification of posts	
Commission for Historical Clarification: see Archives and records	
*Communications, archives and records.	33
*Communications, correspondence and mailing	33
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	33
Compensation for loss of or damage to personal effects attributable to service	33
Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations.	33
Competitive examinations	40, 44
Competitive examinations for the placement of General Service and related categories.	40, 44
Computer equipment at United Nations Headquarters: Disposal of	37, 49
Conditions under which staff members may take national competitive recruitment examinations	44
Conference on Trade and Development: Secretariat of the United Nations	46
Conference Management: Organization of the Department of General Assembly	47
*Conferences.	34
Confidentiality of mailing lists and registers	33, 37
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	37, 38, 40
Consultants and individual contractors	40
Continuing appointments	40
Contractors: Institutional or corporate	40
Contributions from non-Member States	35
Control of United Nations property covered by personal property receipts.	49
Coordination of action in cases of death of staff members: travel and transportation in cases of death or health-related emergency	38, 50
Copyright in United Nations publications	34
*Correspondence and mailing: Communications,	33
Covers and title pages of publications	34

	<i>Page</i>
Criteria for the selection of materials to be issued as United Nations publications	34
Currency and modalities of payment of salaries and allowances	35, 42, 44
*Customs: Automobiles, baggage and	50
Dag Hammarskjöld Memorial Library: see Department of Public Information	
Dag Hammarskjöld Memorial Library building: Use of	32, 45
Daily subsistence allowance: System of	39, 50
Death and disability coverage for members of the Joint Inspection Unit.	33
Death of staff members: Coordination of action in cases of	38, 50
*Delegation of authority	41
Delegation of authority under the Financial Regulations and Rules of the United Nations.	36
Department of Economic and Social Affairs	47
Department of Field Support: Organization of the	47
Department for General Assembly and Conference Management: Organization of the	47
Department of Management.	47
Department of Peacekeeping Operations	47
Department of Political Affairs	47
Department of Public Information	48
Departmental focal points for women in the Secretariat	38, 47, 48
Dependency status and dependency benefits	38
Deposit of salary: Direct — see Currency and modalities of payment of salaries and allowances	
Depository libraries	34
Designation of staff members performing significant functions in the management of financial, human and physical resources	35, 41
Diplomatic pouch service.	34
Disarmament Affairs: Organization of the Office for	47
Disciplinary measures and procedures: Revised	39
Discrimination: Prohibition of — harassment, including sexual harassment, and abuse of authority	42, 43, 46
Disposal of computer equipment at United Nations Headquarters	37, 49
Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for-Food Programme	33, 34
Distribution of documents, meeting records, official records and publications. . . .	34
*Documents and publications	34

	<i>Page</i>
Document services: Requests for	35
Drugs and Crime: Organization of the United Nations Office on	47
*Duties and obligations	42
Early separation programme	38
Economic and Social Affairs: Department of	47
Economic and Social Commission for Asia and the Pacific: Secretariat of the	47
Economic and Social Commission for Western Asia: Secretariat of the	47
Economic Commission for Africa: Secretariat of the	47
Economic Commission for Europe: Secretariat of the	47
Economic Commission for Latin America and the Caribbean: Secretariat of the	47
Education grant and special education grant for disabled children	38
Education grant travel	50
Electronic publishing	34, 37, 39
Emblem on documents and publications: Use of the United Nations	35
Emergency Relief Coordinator: see Office for the Coordination of Humanitarian Affairs	
Employee assistance in cases of alcohol/substance abuse	42, 43
Employment: Part-time	40
*Employment beyond retirement: Pensions, post-retirement services and	44
Employment of spouses	40
Energy conservation (Reduction in energy consumption)	32
*Entitlements and grants: Allowances	38
Environment Programme: Organization of the Secretariat of the United Nations	47
Establishment and maintenance of branch libraries and reference centres	45
Establishment and management of trust funds	36
Establishment and operation of the Central Emergency Response Fund	35, 36
Establishment of a Senior Advisory Board on Services to the Public	35, 48
Ethics Committee	48
Ethics Office: establishment and terms of reference	38, 47
Ethics: United Nations system-wide application of (separately administered organs and programmes)	37
Evacuation: Medical	46, 50
Evacuation procedure	32
*Examinations: Training, career development and	44

	<i>Page</i>
Excess baggage, shipments and insurance (see also Special entitlements for staff members serving at designated duty stations)	
Exchange of United Nations documents and publications	34
Executive Office of the Secretary-General	47
Exhibits Committee: United Nations	32, 37, 48
*Expenses	50
Expenses: Terminal — see Official travel	
External publishing of United Nations manuscripts	34
Family and child support obligations of staff members	42
Family leave, maternity leave and paternity leave	41
Family visit travel	50
Field Central Review Bodies	40, 45, 48
Field Service category:	
Mission subsistence allowance	38, 39, 46, 50
Movement to Professional category	40, 46
*Salary scales and payments	44
Filing of adverse material in personnel records	42
*Finance	35
*Financial arrangements	35
Financial disclosure and declaration of interest statements	36, 42
*Financial Regulations and Rules	36
Financial Regulations and Rules of the United Nations	36
Financial Regulations and Rules: Habitat and Human Settlements Foundation	36
Financial responsibility of staff members for gross negligence	36, 42
Financial Rules of the Fund of the United Nations Environment Programme	36
Flag Code and Regulations: United Nations	41, 43
Flexible working arrangements	41, 43
Forms management programme	37
*Garage	32
Garage Review Board	32
Gender equality: Policies to achieve	40, 41, 49
General Assembly and Conference Management: Organization of the Department for	47
*General office procedures	37

	<i>Page</i>
General trust funds	36
Gifts and historical items: Preservation and disposition of	33, 42
Gratis personnel	40
Grievance panels: see Panels on Discrimination and Other Grievances	
Grounds passes: Wearing of	32, 43
Guidelines for the acceptance of pro bono goods and services	43
Guidelines for the preparation of host Government agreements	34
Hardship allowance: Mobility and	38
Harassment: Prohibition of discrimination, including sexual harassment and abuse of authority	42, 43, 46
Health and Life Insurance Committee at Headquarters	43, 48
High Commissioner for Human Rights: Office of the United Nations	47
High Commissioner for Refugees: Office of the United Nations	47
HIV/AIDS: see United Nations personnel policy on	
Home leave: change of place of home leave and change of country of home leave	38, 41, 50
Hospitality: Official	36, 38, 43
Host Government agreements falling under General Assembly resolution 40/243: Guidelines for the preparation of	34
Household goods: Storage of personal effects and — see Excess baggage, shipments and insurance	
*Human resources	38
Human Resources Management: Office of	47
Human Rights: Office of the United Nations High Commissioner for	47
Human Settlements: United Nations Centre for	46
Humanitarian Affairs: Office for the Coordination of	47
Identification cards: Personal	32, 44
Implementation of the report of the Panel on United Nations Peace Operations — filling of new posts	40
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)	48
Information and Communications Technology Board	33, 48, 50
Information and communication technology initiatives	33, 36
Information and communication technology resources and data: Use of	33, 49
Information circulars	37

	<i>Page</i>
Information sensitivity, classification and handling	33, 34, 37
Initiation, approval and execution of the United Nations biennial publication programme	34
*Institutes	46
Insurance: Excess baggage, shipments and	50
*Insurance: Medical and other	43
Integrated Management Information System	36, 43, 48
Integrity awareness initiative	42
Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	33, 34, 46
Internal Oversight Services: Office of	47
International agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and	37
International civil service: Security, safety and independence of the	33, 33, 38, 43
International Drug Control Programme	47, 49
International humanitarian law: Observance by United Nations forces of	46
International Research and Training Institute for the Advancement of Women	46, 49
International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications: Use of the	35
Internet publishing: United Nations	34, 37, 49
Internship programme: United Nations	45
Introduction of staggered working hours	41
Inventory control: Property management and	32, 37, 49
Inventory control: Property records and	49
Issuances: Administrative	37
*Job classification system	42
Joint Harassment Prevention Boards	38, 48
Joint Inspection Unit: Death and disability coverage for members of the	33
Joint Negotiation Committee at Headquarters	38, 48
Joint Negotiation Committee for the Field	45, 48
Jury duty: see Recording of attendance and leave	
Laissez-passer	43
Language proficiency and language incentives	45
Latin American Institute for Economic and Social Planning	35, 46, 49
League of Nations archives: Access to	33

	<i>Page</i>
Learning and development policy	45
Leave: Home	38, 41, 50
*Leave and working hours: Attendance,	41
Leave for upgrading of substantive and technical skills	41, 45
Legal Affairs: Office of	47
Legal obligations of staff members: Private	36, 42
Libraries: Depository	34
*Library	45
Library services	45
Life insurance	43
Life Insurance Committee at Headquarters: Health and	43, 48
Lost and found property: security of valuable articles.	33
*Mailing: Communications, correspondence and	33
Mailing lists and registers: Confidentiality of	33, 37
Mailing of official United Nations documentation	34
Malicious acts insurance policy: Payment of insurance proceeds under the	43, 46
Managed Reassignment Programme	40, 45
Managed Reassignment Programme for Junior Professional Staff	37, 40, 45
Management: Department of	47
Management Group: Senior	49
Management Performance Board	48
Maps: Guidelines for the publication of	35
Material and package passes	32, 49
Maternity leave: Family leave and paternity leave	41
Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat	35
Medal: Regulations for the United Nations (for award to military personnel)	45
Medal: Regulations for the United Nations Dag Hammarskjöld.	46
*Medical and other insurance	43
Medical evacuation.	46, 50
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	43
Medical clearances and examinations	40

	<i>Page</i>
Memorial and Recognition Fund: United Nations	39
Mention of names of commercial firms in United Nations documents and publications	35
Mission subsistence allowance (see also Allowances, entitlements and grants)	
*Missions	45
Mobility and hardship scheme	38
Movement of staff from the Field Service category to the Professional category . .	46
New nomenclature for staff of the United Nations	37
Newsletters and other information materials in printed or electronic format	35
Non-governmental organizations and the United Nations Secretariat: Policies and procedures governing the relationship between	46
Non-reimbursable loans of personnel services from sources external to the United Nations common system	36
Non-resident's allowance: see Rental subsidies and deductions	
Non-smoking policy at United Nations Headquarters, New York	32
*Obligations: Duties and	42
Obligations of staff members	42
Observance by United Nations forces of international humanitarian law	46
Office at Geneva: United Nations	47
Office at Nairobi: United Nations	47
Office at Vienna: United Nations	47
Office for Disarmament Affairs	47
Office on Drugs and Crime: Organization of the United Nations	47
Office for the Coordination of Humanitarian Affairs	47
Office of Administration of Justice: Organization and terms of reference of the . .	39, 47
Office of Central Support Services	46
Office of Human Resources Management	47
Office of Internal Oversight Services	47
Office of Legal Affairs	47
Office of Programme Planning, Budget and Accounts	47
Office of Staff Legal Assistance	48
Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States: Organization of the United Nations	47
Office of the Special Adviser on Africa	48

	<i>Page</i>
Office of the United Nations High Commissioner for Human Rights	47
Office of the United Nations High Commissioner for Refugees	47
*Office procedures: General	37
Official cars	49, 50
Official hospitality	36, 38, 43
Official status files	43
Official travel	36, 50
Ombudsman: Office of the	38, 39, 48
Organization of the Secretariat of the United Nations	46
Organization of the United Nations Office for Partnerships	47
Organizational competencies for the future	45
*Organizational structure	46
Out-of-stock material: Reissue of	35
Outgoing official United Nations mail at Headquarters	34
Outside activities	42
Overpayments made to staff members: Recovery of	36, 44
Oversight Services: Office of Internal	47
Overtime compensation for staff members in the Field Service category at established missions	36, 46
Package passes: Material and	32, 49
Panel on United Nations Peace Operations — filling of new posts: Implementation of the report of the	40
Parking rates: see United Nations garage	40
Participants in advisory meetings	40
Part-time employment	40
*Passes	32
Paternity leave: Family leave, maternity leave and	41
Payment of income taxes to the United States tax authorities	45
Payment of insurance proceeds under the malicious acts insurance policy	43
Peacekeeping Operations: Department of	47
*Pensions, post-retirement services and employment beyond retirement	44
Performance Appraisal System — see Performance Management and Development System	
Performance Management and Development System	40, 43
Personal identification cards	32, 44

	<i>Page</i>
Personal status for purposes of United Nations entitlements	38, 43
Personnel payroll clearance action	36, 37
Personnel policy on HIV/AIDS: United Nations	43
Personnel record cards: Maintenance of	37, 43
Placement and promotion	39, 40, 45
Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat	46
Policies for obtaining the services of individuals on behalf of the Organization . .	40
Policies to achieve gender equality in the United Nations	40, 49
Policy Committee/Management Committee	48
Policy governing assignment to and return from mission detail	46
Political Affairs: Department of	47
*Post adjustment	44
Post-employment restrictions	37, 42
*Post-retirement services and employment beyond retirement: Pensions	44
*Pouch	34
*Premises and security: Buildings,	32
Preservation and disposition of gifts and historical items	42
Prevention of workplace harassment, sexual harassment and abuse of authority . .	40
Pricing of United Nations publications	35
Private legal obligations of staff members (see also Duties and obligations)	
Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level	38
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	37
Professional and higher categories	44
Programme delivery: see Reporting of inappropriate use of United Nations resources and proposals for improvement of	
Programme Planning, Budget and Accounts: Office of	47
Programme support accounts	36

	<i>Page</i>
Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority	42, 43, 46
Project Review Committee	48
*Promotion: Appointments, placement and	39
Promotion policy and review: see Placement and promotion	
*Property and supplies	49
Property management and inventory control at United Nations Headquarters	32, 37, 49
Property records and inventory control under revised definition of non-expendable property	49
Property Survey Board	32, 48, 49
Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations	32, 42
*Protocol	50
Public Information: Department of	48
*Publications: Documents and	34
Publications Board	34, 48
Publishing in an electronic format: guidelines for	35
Reassignment Programme for Junior Professional Staff: Managed	37, 40, 45
Recording of attendance and leave	41
Record-keeping and the management of United Nations archives	33
*Records: Archives and	33
Records and archives of the United Nations Monitoring, Verification and Inspection Commission	33, 43
Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	33, 46
Records of the United Nations Compensation Commission	43, 48
Recovery of overpayments made to staff members	36, 44
Recruitment procedures for Professional staff	40
Rectification of date of birth or of other personal data: Request for	42, 43
Recuperation: Rest and	39, 41
Reduction in energy consumption	32, 50
Reference centres: Establishment and maintenance of branch libraries and	45
References and acknowledgements (in United Nations publications and documents)	35
Refugees: Office of the United Nations High Commissioner for	47
Regional Commissions Liaison Office	48

	<i>Page</i>
Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	50
Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	32, 41
*Regulations and Rules: Financial	36
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	44
*Regulations for the control and limitation of documentation	34, 35
Regulations for the United Nations Dag Hammarskjöld medal	46
Regulations for the United Nations medal	45
Regulations for the United Nations Peacekeeping Force in Cyprus	36, 46
Reimbursement for travel by private motor vehicle	38, 50
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	35
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	48
Relief committees: United Nations staff — see Solicitation of voluntary contributions within the Secretariat	
Rental subsidies and deductions	39
Repatriation grant	39
Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery	36, 37, 39, 42
Representation by counsel in disciplinary and appeals cases — see Administration of Justice	
Requests for document services	35
Rest and recuperation	39, 41
Retention in service beyond the mandatory age of separation and employment of retirees	40, 44
*Revenue-producing activities	36
Revised disciplinary measures and procedures	39
Road and driving safety	32, 46, 50
Rules: Financial Regulations and	36

	<i>Page</i>
*Rules: Staff Regulations and	44
Rules governing compensation in the event of death, injury or illness	44
Sabbatical leave programme	41, 45
*Safety	32
Salaries and allowances: Currency and modalities of payment of	35,39, 42, 44
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	36, 44
*Salary scales and payments	36, 44
Scheduling of meetings and provision of conference services	34
Scheme of social security for the staff	39, 44
Secretariat of the United Nations: Organization of the	46
*Secretariat boards and committees	48
Secretariat buildings: see Buildings, premises and security	
*Secretariat departments and units	46
Secretariat of the Economic and Social Commission for Asia and the Pacific	47
Secretariat of the Economic and Social Commission for Western Asia	47
Secretariat of the Economic Commission for Africa	47
Secretariat of the Economic Commission for Europe	47
Secretariat of the Economic Commission for Latin America and the Caribbean . . .	47
Secretariat of the United Nations Conference on Trade and Development	46
Secretariat of the United Nations Environment Programme	47
Secretariat of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	48
Secretary-General: Executive Office of the	47
Secretary-General's bulletins: see Administrative issuances	
Secretary-General's records and archives: see United Nations archives and records management	
Secure telecommunications equipment	32, 34, 37, 49
*Security	32
Security arrangements for admission to United Nations Headquarters	32, 33
Security of valuable articles	33
Security and Safety Service at Headquarters: testing for use of illegal drugs and controlled substances	32, 43, 44

	<i>Page</i>
Security, safety and independence of the international civil service	32, 33
Senior Advisory Board on Services to the Public: Establishment of a	35, 48
Senior Management Group	49
Senior Review Group	40, 49
Sexual harassment: Prohibition of discrimination, harassment, and abuse of authority	42, 43, 46
Shipments and insurance: Excess baggage, (see also Special entitlements for staff members serving at designated duty stations)	
Sick leave	41
Skills: Upgrading of substantive and technical	41, 45
Smoking at United Nations Headquarters	43
Social security for the staff: Scheme of	39, 44
Solicitation of voluntary contributions within the Secretariat.	36
Special Adviser on Africa: Office of the	48
Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills	40, 45
Special conferences: Planning, preparation and servicing of	34
Special entitlements for staff members serving at designated duty stations	39, 50
Special measures for protection from sexual exploitation and sexual abuse	42, 43
Special measures for the achievement of gender equality	41
Special post allowance	39, 41
Special post allowance for field mission staff	39, 41, 44, 46
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	44
Staff Regulations.	44
*Staff relations: Administration.	38
Staff relief committees: United Nations — see Solicitation of voluntary contributions within the Secretariat	
Staff representatives: Facilities to be provided to	38
Staff Rules	44
Staff rules 301.1 to 312.6 governing appointments for service of a limited duration	44
Staff selection system	41
Staff-Management Committee	38, 49

	<i>Page</i>
Staff-management relations	38
Standard of accommodation: see Official travel	
Status, basic rights and duties of United Nations staff members	42
Steering Committee for the Improvement of the Status of Women in the Secretariat	38, 49
Stock review and disposal of official records and publications	35
Studies programme: see Upgrading of technical and substantive skills	
Subsistence allowance	39
Substance abuse: Employee assistance in cases of alcohol	42, 43
*Supplies: Property and	
Supply to the United Nations libraries of material not available through the regular distribution channels	35, 45
Support Services: Office of Central	46
System for the classification of posts	42
System of daily subsistence allowance	39, 50
*Taxes: United States	36, 45
Taxi fares	36, 43
Technical cooperation trust funds	36
Technology Board: Information and Communications	33, 48, 50
Telecommunications equipment: Secure	32, 34, 37, 49
Temporary staff and individual contractors	40, 41
Terminal expenses: see Official travel	
Termination of appointment for reasons of health	41
Termination of permanent appointment for unsatisfactory services: procedure to be followed	41
Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances	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	35
Tort Claims Board	49
Tort claims: Resolution of	33
*Training, career development and examinations	44

	<i>Page</i>
Transitional measures related to the introduction of the new system of administration of justice	37, 39, 49
Transportation of privately owned automobiles: see Excess baggage, shipments and insurance	
*Travel and transportation	50
Travel expenses and subsistence allowances	50
Treaties and international agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to	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	33
United Nations Bookshop service for staff members	32, 42
United Nations Centre for Human Settlements (Habitat)	46
United Nations Conference on Trade and Development	46
United Nations Dispute Tribunal	49
United Nations emblem on documents and publications: Use of	35
United Nations Environment Programme: Secretariat of the	47
United Nations Exhibits Committee	32, 37, 48
United Nations Flag Code and Regulations	50
United Nations forces: see Observance by United Nations forces of international humanitarian law	
United Nations garage	32
United Nations High Commissioner for Human Rights: Office of the	47
United Nations High Commissioner for Refugees: Office of the	47
United Nations International Drug Control Programme	47, 49
United Nations Internet publishing	35
United Nations internship programme	45
United Nations Learning Advisory Board	49
United Nations Monitoring, Verification and Inspection Commission: Records and archives	33
United Nations Memorial and Recognition Fund	39
United Nations Office at Geneva	47
United Nations Office at Nairobi	47
United Nations Office at Vienna	47

	<i>Page</i>
United Nations Office on Drugs and Crime: Organization of the	47
United Nations Peace Operations — filling of new posts: Implementation of the report of the Panel on	40
United Nations Peacekeeping Force in Cyprus: Regulations for the	36, 46
United Nations personnel policy on HIV/AIDS	43
United Nations Population Fund (UNFPA): Authority in matters relating to human resources	41
United Nations premises for meetings, conferences, special events and exhibits: Use of	32, 34, 45
United Nations Relief and Works Agency for Palestine Refugees in the Near East: Secretariat of the	48
United Nations Research Institute for Social Development	35, 46, 49
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	36, 45
*Units servicing voluntary programmes	49
Upgrading of substantive and technical skills	41, 45
Use and disposition of papers and reports of seminars and similar ad hoc meetings.	35
Use of airmail envelopes	34
Use of Dag Hammarskjöld Memorial Library building	32, 45
Use of information and communication technology resources and data	33, 49
Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications.	35
Use of the United Nations emblem on documents and publications.	35
Use of United Nations premises for meetings, conferences, special events and exhibits	32, 34, 45
Use of United Nations resources and proposals for improvement of programme delivery: Reporting of inappropriate	36, 37, 39, 42
Use of “when actually employed” contracts for special representatives, envoys and other special high-level positions.	41
Visa Committee.	45, 49
Visa status of non-United States staff members serving in the United States	45
*Visas	45
Voluntary contributions within the Secretariat: Solicitation of	36, 43
*Voluntary programmes: Units servicing	49

	<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	43
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	41
Steering Committee for the Improvement of the Status of Women in the Secretariat	38, 49
UN-Women	49
Word-processing qualifications: Test for basic	45
Working Group on Relations between Non-Governmental Organizations and the Secretariat and United Nations Programmes	49
*Working hours: Attendance, leave and	41
Working hours: introduction of staggered working hours at Headquarters	41, 43
Working languages of the Secretariat	37, 43
Workload estimates: Documentation	35
Young professionals programme	45