



**United Nations**

(English only)

# **Index to administrative issuances**

**January 2018**



## 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 2017. It also includes a subject index and an alphabetical index. The index is issued annually.<sup>1</sup>
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-1865, New York, N.Y. 10017.

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<sup>1</sup> The index to information circulars is contained in [ST/IC/2018/2](#).

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## A. Administrative issuances, by alphanumeric symbol

### I. Issuances under Secretary-General's bulletin [ST/SGB/2009/4](#)<sup>2</sup>

#### 1. Secretary-General's bulletins 2017

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/SGB/2017/1</a> and <a href="#">ST/SGB/2017/1/Corr.1</a>	30/12/16	Staff Regulations and Rules of the United Nations	
<a href="#">ST/SGB/2017/2/Rev.1</a>	28/11/17	Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations	
<a href="#">ST/SGB/2017/3</a>	29/12/17	Abolishment of obsolete Secretary-General's bulletins	

#### 2. Secretary-General's bulletins 2016

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/SGB/2016/2/Rev.1</a>	26/12/17	Introduction of a new staff selection and managed mobility system	See also <a href="#">ST/AI/2010/3</a> , <a href="#">ST/AI/2010/3/Amend.1</a> , <a href="#">ST/AI/2010/3/Amend.2</a> and <a href="#">ST/AI/2010/3/Amend.3</a>
<a href="#">ST/SGB/2016/3/Rev.1</a>	26/12/17	Senior Review Board	See also <a href="#">ST/AI/2010/3</a> , <a href="#">ST/AI/2010/3/Amend.1</a> , <a href="#">ST/AI/2010/3/Amend.2</a> and <a href="#">ST/AI/2010/3/Amend.3</a>
<a href="#">ST/SGB/2016/4/Rev.1</a>	26/12/17	Global Central Review Board	See also <a href="#">ST/AI/2010/3</a> , <a href="#">ST/AI/2010/3/Amend.1</a> , <a href="#">ST/AI/2010/3/Amend.2</a> and <a href="#">ST/AI/2010/3/Amend.3</a>
<a href="#">ST/SGB/2016/6</a>	2/5/16	Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation	
<a href="#">ST/SGB/2016/7</a>	22/6/16	Terms of reference for the Office of the United Nations Ombudsman and Mediation Services	

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

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/SGB/2016/8</a>	22/6/16	Placement of staff members serving in the Executive Office of the Secretary-General	
<a href="#">ST/SGB/2016/9</a>	21/7/16	Status, basic rights and duties of United Nations staff members	
<a href="#">ST/SGB/2016/10</a>	13/7/16	Senior Review Group	
<a href="#">ST/SGB/2016/11</a>	21/9/16	Organization of the Office of Information and Communications Technology	See also <a href="#">ST/SGB/2015/3</a>
<a href="#">ST/SGB/2016/12</a>	8/11/16	Mandatory learning programme: United Nations Human Rights Responsibilities	

### 3. Secretary-General's bulletins 2015

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

### 4. Secretary-General's bulletins 2014

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/SGB/2014/3</a>	19/6/14	Employment and accessibility for staff members with disabilities in the United Nations Secretariat	

### 5. Secretary-General's bulletins 2013

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/SGB/2013/1</a>	3/1/13	Organization of the Office of Central Support Services	See also <a href="#">ST/SGB/2010/9</a>
<a href="#">ST/SGB/2013/2</a>	16/4/13	Management Performance Board	See also <a href="#">ST/SGB/2005/16</a> , as amended by <a href="#">ST/SGB/2006/14</a>
<a href="#">ST/SGB/2013/4</a>	1/7/13	Financial Regulations and Rules of the United Nations	See also <a href="#">ST/SGB/2015/4</a> and <a href="#">ST/AI/2016/7</a>

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/SGB/2013/5</a>	5/8/13	Organization of the Department of Safety and Security	See also <a href="#">ST/SGB/2015/3</a>

## 6. Secretary-General's bulletins 2012

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

## 7. Secretary-General's bulletins 2011

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/SGB/2011/2</a>	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	
<a href="#">ST/SGB/2011/3</a> and <a href="#">ST/SGB/2011/3/Amend.1</a>	16/3/11 16/11/12	Management Committee	See also <a href="#">ST/SGB/2005/16</a> , as amended by <a href="#">ST/SGB/2006/14</a>
<a href="#">ST/SGB/2011/4</a>	20/7/11	Organization of the Office of Human Resources Management	See also <a href="#">ST/SGB/2015/3</a> and <a href="#">ST/SGB/2010/9</a>
<a href="#">ST/SGB/2011/6/Rev.1</a>	11/7/13	Staff-Management Committee	See also <a href="#">ST/AI/2014/3</a>
<a href="#">ST/SGB/2011/7</a>	29/9/11	Central review bodies	See also <a href="#">ST/AI/2010/3</a> , <a href="#">ST/AI/2010/3/Amend.1</a> , <a href="#">ST/AI/2010/3/Amend.2</a> and <a href="#">ST/AI/2010/3/Amend.3</a>
<a href="#">ST/SGB/2011/9</a>	18/10/11	Continuing appointments	See also <a href="#">ST/AI/2012/3</a>
<a href="#">ST/SGB/2011/10</a>	19/10/11	Young professionals programme	See also <a href="#">ST/AI/2012/2/Rev.1</a> and <a href="#">ST/AI/2012/2/Rev.1/Amend.1</a>

## 8. Secretary-General's bulletins 2010

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



<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
			<a href="#">ST/SGB/2009/13/Corr.1</a> and <a href="#">ST/SGB/2010/1</a>
<a href="#">ST/SGB/2010/3</a>	7/4/10	Organization and terms of reference of the Office of Administration of Justice	See also <a href="#">ST/SGB/2015/3</a>
<a href="#">ST/SGB/2010/5</a>	23/4/10	Establishment and operation of the Central Emergency Response Fund	See also <a href="#">ST/SGB/2009/4</a>
<a href="#">ST/SGB/2010/7</a>	2/8/10	Organization of the secretariat of the Economic and Social Commission for Western Asia	See also <a href="#">ST/SGB/2015/3</a>
<a href="#">ST/SGB/2010/8/Rev.1</a>	24/5/12	United Nations Memorial and Recognition Fund	See also <a href="#">ST/AI/2010/1</a>
<a href="#">ST/SGB/2010/9</a>	6/12/10	Organization of the Department of Management	See also <a href="#">ST/SGB/2015/3</a>

## 9. Secretary-General's bulletins 2009

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/SGB/2009/1</a>	16/1/09	Authority of the United Nations Office for Project Services in matters relating to human resources management	
<a href="#">ST/SGB/2009/3</a>	1/3/09	Organization of the United Nations Office at Nairobi	See also <a href="#">ST/SGB/2015/3</a> , <a href="#">ST/SGB/2002/14</a> and <a href="#">ST/SGB/2006/13</a>
<a href="#">ST/SGB/2009/4</a>	18/12/09	Procedures for the promulgation of administrative issuances	
<a href="#">ST/SGB/2009/9</a>	22/6/09	Learning and development policy	
<a href="#">ST/SGB/2009/12</a>	1/8/09	Records and archives of the United Nations Monitoring Verification and Inspection Commission	
<a href="#">ST/SGB/2009/13</a> and <a href="#">ST/SGB/2009/13/Corr.1</a>	1/10/09 5/11/09	Organization of the Department of Political Affairs	See also <a href="#">ST/SGB/2015/3</a>
<a href="#">ST/SGB/2009/14</a>	18/12/09	Organization of the United Nations Office for Partnerships	See also <a href="#">ST/SGB/2015/3</a>

## 10. Secretary-General's bulletins 2008

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/SGB/2008/5</a>	11/2/08	Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority	See also <a href="#">ST/SGB/2008/14</a>

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

#### 11. Secretary-General's bulletins 2007

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/SGB/2007/5</a>	12/2/07	Record-keeping and the management of United Nations archives	See also <a href="#">ST/SGB/2004/15</a> and <a href="#">ST/SGB/2007/6</a>
<a href="#">ST/SGB/2007/6</a>	12/2/07	Information sensitivity, classification and handling	See also <a href="#">ST/SGB/2007/5</a>
<a href="#">ST/SGB/2007/7</a>	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 <a href="#">ST/SGB/2015/3</a>
<a href="#">ST/SGB/2007/9</a>	15/6/07	Joint Negotiation Committee at Headquarters	
<a href="#">ST/SGB/2007/10</a>	29/6/07	Records of the United Nations Compensation Commission	See also <a href="#">ST/SGB/2007/5</a> and <a href="#">ST/SGB/2007/6</a>
<a href="#">ST/SGB/2007/11</a> and <a href="#">ST/SGB/2007/11/Amend.1</a>	30/11/07 16/4/13	United Nations system-wide application of ethics: separately administered organs and programmes	See also <a href="#">ST/SGB/2005/22</a> and <a href="#">ST/SGB/2017/2</a>

#### 12. Secretary-General's bulletins 2006

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/SGB/2006/5</a>	22/3/06	Acceptance of pro bono goods and services	
<a href="#">ST/SGB/2006/6</a>	10/4/06	Financial disclosure and declaration of interest statements	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/SGB/2006/7</a>	31/5/06	Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	See also <a href="#">ST/AI/2006/2</a>
<a href="#">ST/SGB/2006/13</a>	1/12/06	Organization of the secretariat of the United Nations Environment Programme	See also <a href="#">ST/SGB/2015/3</a> and <a href="#">ST/SGB/2009/3</a>
<a href="#">ST/SGB/2006/14</a>	8/12/06	Amendment to Secretary-General's bulletin <a href="#">ST/SGB/2005/16</a> on new mechanisms to strengthen the executive management of the United Nations Secretariat	See also <a href="#">ST/SGB/2005/16</a> and <a href="#">ST/SGB/2011/3</a>
<a href="#">ST/SGB/2006/15</a>	26/12/06	Post-employment restrictions	
<a href="#">ST/SGB/2006/16</a>	22/12/06	Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for-Food Programme	

### 13. Secretary-General's bulletins 2005

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/SGB/2005/7</a>	13/4/05	Designation of staff members performing significant functions in the management of financial, human and physical resources	
<a href="#">ST/SGB/2005/9</a>	2/5/05	Organization of the Department for General Assembly and Conference Management	See also <a href="#">ST/SGB/2015/3</a>
<a href="#">ST/SGB/2005/10</a>	2/5/05	Establishment of a Senior Advisory Board on Services to the Public	
<a href="#">ST/SGB/2005/11</a>	29/4/05	Organization of the secretariat of the Economic and Social Commission for Asia and the Pacific	See also <a href="#">ST/SGB/2015/3</a>
<a href="#">ST/SGB/2005/12</a>	29/4/05	Organization of the secretariat of the Economic Commission for Africa	See also <a href="#">ST/SGB/2015/3</a>
<a href="#">ST/SGB/2005/16</a>	22/8/05	New mechanisms to strengthen the executive management of the United Nations Secretariat	See also <a href="#">ST/SGB/2006/14</a> and <a href="#">ST/SGB/2011/3</a>
<a href="#">ST/SGB/2005/22</a>	30/12/05	Ethics Office — establishment and terms of reference	

**14. Secretary-General's bulletins 2004**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/SGB/2004/5</a>	15/3/04	Organization of the United Nations Office at Vienna	See also <a href="#">ST/SGB/1997/5</a> , as amended by <a href="#">ST/SGB/2002/11</a> , and <a href="#">ST/SGB/2004/6</a>
<a href="#">ST/SGB/2004/6</a>	15/3/04	Organization of the United Nations Office on Drugs and Crime	See also <a href="#">ST/SGB/2015/3</a> , <a href="#">ST/SGB/2004/5</a> , <a href="#">ST/SGB/240</a> and <a href="#">ST/SGB/388</a>
<a href="#">ST/SGB/2004/9</a>	1/6/04	Independent inquiry into the oil-for-food programme	
<a href="#">ST/SGB/2004/10</a>	28/5/04	Authority of the United Nations Population Fund in matters relating to human resources	
<a href="#">ST/SGB/2004/11</a>	9/8/04	Payment of insurance proceeds under the malicious acts insurance policy	
<a href="#">ST/SGB/2004/13/Rev.1</a>	26/6/14	Personal status for purposes of United Nations entitlements	
<a href="#">ST/SGB/2004/15</a>	29/11/04	Use of information and communication technology resources and data	

**15. Secretary-General's bulletins 2003**

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

**16. Secretary-General's bulletins 2002**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/SGB/2002/5</a>	23/4/02	Introduction of a new staff selection system	See also <a href="#">ST/SGB/2016/2/Rev.1</a> , <a href="#">ST/AI/2010/3</a> , <a href="#">ST/AI/2010/3/Amend.1</a> , <a href="#">ST/AI/2010/3/Amend.2</a> and <a href="#">ST/AI/2010/3/Amend.3</a>
<a href="#">ST/SGB/2002/7</a>	16/5/02	Organization of the Office of Internal Oversight Services	See also <a href="#">ST/SGB/273</a>
<a href="#">ST/SGB/2002/8</a>	5/6/02	Evacuation procedures for the United Nations Headquarters complex	
<a href="#">ST/SGB/2002/9</a>	18/6/02	Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission	See also <a href="#">ST/SGB/2016/9</a>
<a href="#">ST/SGB/2002/14</a>	22/11/02	Organization of the secretariat of the United Nations Human Settlements Programme	See also <a href="#">ST/SGB/2009/3</a>
<a href="#">ST/SGB/2002/18</a>	31/12/02	New nomenclature for staff of the United Nations	

**17. Secretary-General's bulletins 2001**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/SGB/2001/7</a>	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	

**18. Secretary-General's bulletins 2000**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/SGB/2000/4</a>	24/1/00	Organization of the United Nations Office at Geneva	See also <a href="#">ST/SGB/2015/3</a>
<a href="#">ST/SGB/2000/5</a>	7/2/00	Organization of the secretariat of the Economic Commission for Latin America and the Caribbean	See also <a href="#">ST/SGB/2015/3</a>
<a href="#">ST/SGB/2000/6</a>	17/2/00	Organization of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	See also <a href="#">ST/SGB/2015/3</a>
<a href="#">ST/SGB/2000/11</a>	22/5/00	Visa Committee	
<a href="#">ST/SGB/2000/15</a> and <a href="#">ST/SGB/2000/15/Amend.1</a>	1/12/00 18/10/11	Regulations for the United Nations Dag Hammarskjöld Medal	See also <a href="#">ST/SGB/119/Rev.1</a>

**19. Secretary-General's bulletins 1999**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/SGB/1999/4</a>	20/5/99	Family and child support obligations of staff members	See also <a href="#">ST/AI/2000/12</a>
<a href="#">ST/SGB/1999/6</a>	8/6/99	Commission for Historical Clarification	
<a href="#">ST/SGB/1999/8</a>	22/6/99	Organization of the Office for the Coordination of Humanitarian Affairs	See also <a href="#">ST/SGB/2015/3</a>
<a href="#">ST/SGB/1999/9</a>	24/6/99	Steering Committee for the Improvement of the Status of Women in the Secretariat	See also <a href="#">ST/SGB/282</a> and <a href="#">ST/AI/1999/9</a>
<a href="#">ST/SGB/1999/10</a>	30/6/99	Organization of the Department of Public Information	See also <a href="#">ST/SGB/2015/3</a>
<a href="#">ST/SGB/1999/13</a>	6/8/99	Observance by United Nations forces of international humanitarian law	
<a href="#">ST/SGB/1999/15</a>	13/10/99	Organizational competencies for the future	
<a href="#">ST/SGB/1999/17</a>	30/11/99	United Nations personnel policy on HIV/AIDS	
<a href="#">ST/SGB/1999/18</a>	15/12/99	Performance Appraisal System	See also <a href="#">ST/AI/2010/5</a> and <a href="#">ST/AI/2010/5/Corr.1</a>

**20. Secretary-General's bulletins 1998**

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

**21. Secretary-General's bulletins 1997**

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

**22. Administrative instructions 2017**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/AI/2017/1</a>	26/10/17	Unsatisfactory conduct, investigations and the disciplinary process	
<a href="#">ST/AI/2017/2</a>	28/12/17	Abolishment of obsolete administrative instructions	

**23. Administrative instructions 2016**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/AI/2016/1</a> and <a href="#">ST/AI/2016/1/Amend.1</a>	28/12/15 13/3/17	Staff selection and managed mobility system	See also <a href="#">ST/SGB/2016/4/Rev.1</a> , <a href="#">ST/AI/2010/3</a> , <a href="#">ST/AI/2010/3/Amend.1</a> , <a href="#">ST/AI/2010/3/Amend.2</a> and <a href="#">ST/AI/2010/3/Amend.3</a>
<a href="#">ST/AI/2016/2</a>	1/7/16	Repatriation grant	
<a href="#">ST/AI/2016/3</a>	1/7/16	Special entitlements for staff members serving at designated duty stations	
<a href="#">ST/AI/2016/4</a>	1/7/16	Excess baggage, shipments and insurance	
<a href="#">ST/AI/2016/5</a>	1/7/16	Settling-in grant	
<a href="#">ST/AI/2016/6</a>	1/7/16	Mobility and hardship scheme	
<a href="#">ST/AI/2016/7</a>	29/8/16	Delegation of authority under the Financial Regulations and Rules of the United Nations	
<a href="#">ST/AI/2016/8</a>	28/12/16	Dependency status and dependency benefits	
<a href="#">ST/AI/2016/9</a>	20/12/16	Language proficiency and language allowance	

**24. Administrative instructions 2015**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/AI/2015/2/Rev.1</a>	1/7/16	Home leave	
<a href="#">ST/AI/2015/3</a>	1/4/15	Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters	
<a href="#">ST/AI/2015/4</a>	4/6/15	Management of property	
<a href="#">ST/AI/2015/5</a>	23/12/15	Sabbatical leave programme	See also <a href="#">ST/SGB/2009/9</a>

**25. Administrative instructions 2014**

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

**26. Administrative instructions 2013**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/AI/2013/1</a> and <a href="#">ST/AI/2013/1/Corr.1</a>	22/4/13 13/6/13	Administration of fixed-term appointments	
<a href="#">ST/AI/2013/3</a> and <a href="#">ST/AI/2013/3/Amend.2</a>	12/8/13 28/8/16	Official travel	See also <a href="#">ST/SGB/107/Rev.6</a>
<a href="#">ST/AI/2013/4</a>	19/12/13	Consultants and individual contractors	See also <a href="#">ST/SGB/177</a>
<a href="#">ST/AI/2013/5</a>	1/4/14	Participants in advisory meetings	See also <a href="#">ST/SGB/177</a>

**27. Administrative instructions 2012**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/AI/2012/2/Rev.1</a> and <a href="#">ST/AI/2012/2/Rev.1/Amend.1</a>	7/11/13 3/3/17	Young professionals programme	See also <a href="#">ST/SGB/2011/10</a>
<a href="#">ST/AI/2012/3</a>	14/8/12	Administration of continuing appointments	See also <a href="#">ST/SGB/2011/9</a>

**28. Administrative instructions 2011**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/AI/2010/4/Rev.1</a>	26/10/11	Administration of temporary appointments	See also <a href="#">ST/AI/2016/6</a> , <a href="#">ST/AI/2011/7</a> , <a href="#">ST/AI/2011/7/Amend.1</a> and <a href="#">ST/AI/2016/3</a>
<a href="#">ST/AI/2011/3</a>	14/4/11	Medical clearances	
<a href="#">ST/AI/2011/7</a> , <a href="#">ST/AI/2011/7/Amend.1</a> and <a href="#">ST/AI/2011/7/Amend.2</a>	28/6/11 28/12/11 23/7/12	Rest and recuperation	See also <a href="#">ST/AI/1997/6</a> and <a href="#">ST/AI/1997/6/Amend.1</a>
<a href="#">ST/AI/2011/8</a>	28/7/11	Review committees on contracts	See also <a href="#">ST/AI/2016/7</a>



<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/AI/2011/9</a>	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 <a href="#">ST/AI/155/Rev.2</a> , <a href="#">ST/AI/155/Rev.2/Amend.1</a> and <a href="#">ST/AI/2000/10</a>

## 29. Administrative instructions 2010

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/AI/2010/1</a>	14/1/10	Reporting, retaining and disposing of honours, decorations, favours, gifts or remuneration from governmental and non-governmental sources	See also <a href="#">ST/AI/2000/13</a>
<a href="#">ST/AI/2010/2</a>	1/3/10	Request for rectification of date of birth or of other personal data	
<a href="#">ST/AI/2010/3</a> , <a href="#">ST/AI/2010/3/Amend.1</a> <a href="#">ST/AI/2010/3/Amend.2</a> <a href="#">ST/AI/2010/3/Amend.3</a>	21/4/10 29/6/12 16/12/13 13/3/17	Staff selection system	See also <a href="#">ST/AI/2000/1</a> , as amended by <a href="#">ST/AI/2003/1</a> , <a href="#">ST/AI/2001/7/Rev.2</a> , <a href="#">ST/AI/2012/2/Rev.1</a> , <a href="#">ST/AI/2012/2/Rev.1/Amend.1</a> , <a href="#">ST/AI/2010/4/Rev.1</a> , <a href="#">ST/SGB/2005/7</a> and <a href="#">ST/SGB/2016/10</a>
<a href="#">ST/AI/2010/4/Rev.1</a>	26/10/11	Administration of temporary appointments	See also <a href="#">ST/SGB/2009/4</a>
<a href="#">ST/AI/2010/5</a> and <a href="#">ST/AI/2010/5/Corr.1</a>	30/4/10 12/5/10	Performance Management and Development System	
<a href="#">ST/AI/2010/6</a>	20/5/10	Road and driving safety	
<a href="#">ST/AI/2010/10</a>	25/8/10	Upgrading of substantive and technical skills	See also <a href="#">ST/SGB/2009/9</a> , <a href="#">ST/SGB/274</a> and <a href="#">ST/SGB/2003/4</a>

## 30. Administrative instructions 2009

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/AI/2009/1</a>	30/11/09	Recovery of overpayments made to staff members	See also <a href="#">ST/SGB/2009/4</a>

## 31. Administrative instructions 2008

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

**32. Administrative instructions 2007**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/AI/2007/3</a>	1/7/07	After-service health insurance	

**33. Administrative instructions 2006**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/AI/2006/1</a>	1/8/06	Policy on the provision and use of official cars	See also <a href="#">ST/AI/2013/3</a> and <a href="#">ST/AI/2013/3/Amend.2</a>
<a href="#">ST/AI/2006/2</a>	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 <a href="#">ST/SGB/2006/7</a> and <a href="#">ST/SGB/2004/15</a>

**34. Administrative instructions 2005**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/AI/2005/1</a>	29/3/05	Administrative instruction amending administrative instruction <a href="#">ST/AI/1999/13</a> (Recording of attendance and leave)	See also <a href="#">ST/AI/1999/13</a>
<a href="#">ST/AI/2005/2</a> , <a href="#">ST/AI/2005/2/Amend.1</a> and <a href="#">ST/AI/2005/2/Amend.2</a>	6/5/05 3/11/14 14/8/17	Family leave, maternity leave and paternity leave	
<a href="#">ST/AI/2005/3</a> and <a href="#">ST/AI/2005/3/Amend.1</a>	6/5/05 21/11/07	Sick leave	
<a href="#">ST/AI/2005/5</a>	31/5/05	Administrative instruction amending administrative instruction <a href="#">ST/AI/400</a>	See also <a href="#">ST/AI/400</a> and <a href="#">ST/SGB/2009/4</a>
<a href="#">ST/AI/2005/6</a>	31/5/05	Administrative instruction amending administrative instruction <a href="#">ST/AI/1997/6</a>	See also <a href="#">ST/AI/1997/6</a>
<a href="#">ST/AI/2005/10</a>	8/8/05	Information and communication technology initiatives	See also <a href="#">ST/SGB/2003/17</a> and <a href="#">ST/SGB/2004/15</a>
<a href="#">ST/AI/2005/11</a>	31/8/05	Administrative instruction amending administrative instruction <a href="#">ST/AI/2000/9</a>	See also <a href="#">ST/AI/2000/9</a>

**35. Administrative instructions 2003**

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

**36. Administrative instructions 2002**

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

**37. Administrative instructions 2001**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/AI/2001/1</a>	8/2/01	Currency and modalities of payment of salaries and allowances	
<a href="#">ST/AI/2001/3</a>	4/5/01	Administrative instruction amending administrative instruction <a href="#">ST/AI/259/Rev.10</a> (Salary differential)	See also <a href="#">ST/AI/259/Rev.10</a>
<a href="#">ST/AI/2001/4</a>	5/6/01	Disposal of computer equipment at United Nations Headquarters	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/AI/2001/5</a>	22/8/01	United Nations Internet publishing	
<a href="#">ST/AI/2001/6</a>	24/7/01	Administrative instruction amending administrative instruction <a href="#">ST/AI/342</a> (Guidelines for the preparation of host Government agreements falling under General Assembly resolution <a href="#">40/243</a> )	See also <a href="#">ST/AI/342</a>

### 38. Administrative instructions 2000

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/AI/2000/1</a>	12/1/00	Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills	
<a href="#">ST/AI/2000/3</a>	4/4/00	Overtime compensation for staff members in the Field Service category at established missions	
<a href="#">ST/AI/2000/10</a>	21/9/00	Medical evacuation	
<a href="#">ST/AI/2000/12</a>	25/10/00	Private legal obligations of staff members	See also <a href="#">ST/SGB/1999/4</a>
<a href="#">ST/AI/2000/13</a>	25/10/00	Outside activities	
<a href="#">ST/AI/2000/15</a> and <a href="#">ST/AI/2000/15/Amend.1</a>	27/11/00 31/10/07	Family visit travel	See also <a href="#">ST/AI/2013/3</a> and <a href="#">ST/AI/2013/3/Amend.2</a>
<a href="#">ST/AI/2000/19</a>	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	

### 39. Administrative instructions 1999

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/AI/1999/1</a> and <a href="#">ST/AI/1999/1/Amend.1</a>	1/2/99 28/1/14	Delegation of authority in the administration of the Staff Rules	See also <a href="#">ST/SGB/2015/1</a> , <a href="#">ST/AI/234/Rev.1</a> , <a href="#">ST/AI/234/Rev.1/Amend.1</a> and <a href="#">ST/AI/234/Rev.1/Amend.2</a>
<a href="#">ST/AI/1999/6</a>	28/5/99	Gratis personnel	
<a href="#">ST/AI/1999/9</a>	21/9/99	Special measures for the achievement of gender equality	See also <a href="#">ST/SGB/282</a>
<a href="#">ST/AI/1999/13</a>	9/11/99	Recording of attendance and leave	See also <a href="#">ST/AI/2005/1</a>

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/AI/1999/16</a>	28/12/99	Termination of appointment for reasons of health	
<a href="#">ST/AI/1999/17</a> and <a href="#">ST/AI/1999/17/Amend.1</a>	23/12/99 30/1/06	Special post allowance	

#### 40. Administrative instructions 1998

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/AI/1998/1</a>	28/1/98	Payment of income taxes to United States tax authorities	
<a href="#">ST/AI/1998/7</a> and <a href="#">ST/AI/1998/7/Amend.1</a>	23/3/98 8/5/12	Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category	
<a href="#">ST/AI/1998/9</a> and <a href="#">ST/AI/1998/9/Corr.1</a> (English only)	6/10/98 29/12/98	System for the classification of posts	

#### 41. Administrative instructions 1997

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

## 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>
<a href="#">ST/SGB/UNFICYP/1</a>	25/4/64	Regulations for the United Nations Peacekeeping Force in Cyprus	
<a href="#">ST/SGB/103/Rev.1</a>	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	
<a href="#">ST/SGB/107/Rev.6</a>	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	
<a href="#">ST/SGB/119/Rev.1</a>	16/2/66	Regulations for the United Nations medal	See also <a href="#">ST/SGB/2000/15</a> and <a href="#">ST/SGB/2000/15/Amend.1</a>

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/SGB/125/Rev.1</a> and <a href="#">ST/SGB/125/Rev.1/Amend.1</a>	21/5/63 31/12/63	Latin American Institute for Economic and Social Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
<a href="#">ST/SGB/126</a> and <a href="#">ST/SGB/126/Amend.1</a>	1/8/63 15/6/73	United Nations Research Institute for Social Development	
<a href="#">ST/SGB/127</a> and <a href="#">ST/SGB/127/Amend.1</a>	23/9/63 29/4/74	Asian Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
<a href="#">ST/SGB/129</a>	31/12/64	African Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules and procedures	
<a href="#">ST/SGB/132</a>	1/67	United Nations Flag Code and Regulations	
<a href="#">ST/SGB/135</a>	26/12/69	Access to League of Nations archives	
<a href="#">ST/SGB/136</a>	1/2/71	Preservation and disposition of gifts and historical items	
<a href="#">ST/SGB/152</a>	4/3/76	Procedure for the establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters	
<a href="#">ST/SGB/160</a>	13/10/77	Planning, preparation and servicing of special conferences	See also <a href="#">ST/AI/342</a> , <a href="#">ST/AI/2013/3</a> , <a href="#">ST/AI/2013/3/Amend.2</a> and <a href="#">ST/AI/2001/6</a>
<a href="#">ST/SGB/172</a>	19/4/79	Staff-management relations: decentralization of consultation procedure	See also <a href="#">ST/SGB/274</a>
<a href="#">ST/SGB/177</a>	19/11/82	Policies for obtaining the services of individuals on behalf of the Organization	See also <a href="#">ST/SGB/283</a> and <a href="#">ST/AI/2010/4/Rev.1</a>
<a href="#">ST/SGB/188</a>	1/3/82	Establishment and management of trust funds	See also <a href="#">ST/AI/284</a> , <a href="#">ST/AI/285</a> and <a href="#">ST/AI/286</a>
<a href="#">ST/SGB/198</a>	10/12/82	Security, safety and independence of the international civil service	See also <a href="#">ST/AI/299</a>
<a href="#">ST/SGB/201</a>	8/7/83	Use of working languages of the Secretariat	See also <a href="#">ST/SGB/212</a>
<a href="#">ST/SGB/205</a>	14/6/84	Regional Commissions Liaison Office	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/SGB/209</a>	21/12/84	Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat	
<a href="#">ST/SGB/212</a>	24/9/85	Use of working languages of the Secretariat	See also <a href="#">ST/SGB/201</a>
<a href="#">ST/SGB/214</a>	17/1/86	International Research and Training Institute for the Advancement of Women	
<a href="#">ST/SGB/240</a>	26/6/91	United Nations International Drug Control Programme	See also <a href="#">ST/SGB/2004/6</a> and <a href="#">ST/SGB/2015/4</a>
<a href="#">ST/SGB/273</a>	7/9/94	Establishment of the Office of Internal Oversight Services	See also <a href="#">ST/SGB/2002/7</a> , <a href="#">ST/AI/397</a> and <a href="#">ST/AI/401</a> (as amended by <a href="#">ST/AI/2003/4</a> )
<a href="#">ST/SGB/274</a>	28/9/94	Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level	See also <a href="#">ST/SGB/172</a>
<a href="#">ST/SGB/275</a>	22/12/94	Health and Life Insurance Committee at Headquarters	
<a href="#">ST/SGB/277</a>	19/5/95	Policy governing assignment to and return from mission detail	See also <a href="#">ST/AI/404</a>
<a href="#">ST/SGB/282</a>	5/1/96	Policies to achieve gender equality in the United Nations	See also <a href="#">ST/SGB/2008/12</a> and <a href="#">ST/AI/1999/9</a>
<a href="#">ST/SGB/283</a>	29/8/96	Use of “when actually employed” contracts for special representatives, envoys and other special high-level positions	See also <a href="#">ST/SGB/177</a>

## 2. Administrative instructions

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/AI/97/Rev.2</a>	26/2/81	Control of United Nations property covered by personal property receipts	See also <a href="#">ST/AI/2015/4</a>
<a href="#">ST/AI/104</a>	23/8/54	Solicitation of voluntary contributions within the Secretariat	
<a href="#">ST/AI/105</a>	3/9/54	Maintenance of personnel record cards	
<a href="#">ST/AI/108</a>	24/2/55	Annual inspection of official status files	See also <a href="#">ST/AI/292</a>

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/AI/118/Rev.1</a>	15/1/57	Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	
<a href="#">ST/AI/145/Rev.1</a>	18/6/70	Use of Dag Hammarskjöld Memorial Library building	Paras. 5 and 6; see also <a href="#">ST/AI/387</a> and <a href="#">ST/AI/416</a>
<a href="#">ST/AI/149/Rev.4</a>	14/4/93	Compensation for loss of or damage to personal effects attributable to service	
<a href="#">ST/AI/155/Rev.2</a> and <a href="#">ST/AI/155/Rev.2/Amend.1</a>	31/8/90 13/12/90	Personnel payroll clearance action	
<a href="#">ST/AI/189</a>	7/11/69	Regulations for the control and limitation of documentation	
<a href="#">ST/AI/189/Add.2</a> and <a href="#">ST/AI/189/Add.2/Amend.2</a>	15/9/71 25/8/08	Covers and title pages of publications	
<a href="#">ST/AI/189/Add.3/Rev.2</a>	17/12/85	Distribution of documents, meeting records, official records and publications	See also <a href="#">ST/AI/271</a> and <a href="#">ST/AI/341</a>
<a href="#">ST/AI/189/Add.4/Rev.1</a>	20/1/97	Principles governing the exchange of United Nations documents and publications	See also <a href="#">ST/AI/271</a>
<a href="#">ST/AI/189/Add.5/Rev.2</a>	23/2/87	Stock review and disposal: official records and publications	
<a href="#">ST/AI/189/Add.6/Rev.5</a>	22/8/08	Attribution of authorship in United Nations documents, publications and other official papers	
<a href="#">ST/AI/189/Add.7</a>	30/9/71	Documentation workload estimates	
<a href="#">ST/AI/189/Add.8/Rev.1</a>	15/3/77	Requests for document services	
<a href="#">ST/AI/189/Add.9/Rev.2</a> and <a href="#">ST/AI/189/Add.9/Rev.2/Add.2</a>	17/9/87 25/2/92	Copyright in United Nations publications: general principles, practice and procedure	Supersedes <a href="#">ST/AI/189/Add.9/Rev.1</a> on an experimental basis; see also <a href="#">ST/AI/189/Add.27</a>
<a href="#">ST/AI/189/Add.10</a>	29/11/72	Mailing of official United Nations documentation	See also <a href="#">ST/AI/271</a>
<a href="#">ST/AI/189/Add.11/Rev.2</a>	18/8/95	Principles governing United Nations depository libraries	
<a href="#">ST/AI/189/Add.12/Rev.1</a>	20/1/97	Supply to the United Nations libraries of material not available through the regular distribution channels	



<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/AI/189/Add.13/Rev.1</a>	22/12/73	Reissue of out-of-stock material	
<a href="#">ST/AI/189/Add.14/Rev.1</a>	17/9/79	External publishing of United Nations manuscripts	
<a href="#">ST/AI/189/Add.15/Rev.1</a>	30/6/92	Pricing of United Nations publications	
<a href="#">ST/AI/189/Add.17</a>	24/6/75	Criteria for the selection of material to be issued as United Nations publications	
<a href="#">ST/AI/189/Add.18</a>	19/1/76	Mention of names of commercial firms in United Nations documents and publications	
<a href="#">ST/AI/189/Add.19/Rev.1</a>	11/2/97	Newsletters and other information materials in printed or electronic format	
<a href="#">ST/AI/189/Add.20/Rev.1</a>	11/2/97	Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat	
<a href="#">ST/AI/189/Add.21</a>	15/1/79	Use of the United Nations emblem on documents and publications	
<a href="#">ST/AI/189/Add.22</a>	1/6/79	Use and disposition of papers and reports of seminars and similar ad hoc meetings	
<a href="#">ST/AI/189/Add.23</a>	24/2/82	Timetable for the planning and submission of documents for sessions of United Nations organs	
<a href="#">ST/AI/189/Add.24</a>	11/12/84	Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications	
<a href="#">ST/AI/189/Add.25/Rev.1</a>	20/1/97	Guidelines for the publication of maps	
<a href="#">ST/AI/189/Add.26</a>	25/9/89	Guidelines for electronic publishing	See also <a href="#">ST/AI/189/Add.28</a>
<a href="#">ST/AI/189/Add.27</a>	8/11/90	References and acknowledgements	See also <a href="#">ST/AI/189/Add.9/Rev.2</a> and <a href="#">ST/AI/189/Add.9/Rev.2/Add.2</a>
<a href="#">ST/AI/189/Add.28</a>	14/8/96	Guidelines for publishing in an electronic format	See also <a href="#">ST/AI/189/Add.26</a>
<a href="#">ST/AI/193/Rev.1</a>	24/6/77	Material and package passes	See also <a href="#">ST/AI/309/Rev.2</a>

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/AI/202</a>	4/6/71	Headquarters Property Survey Board: case report and recommendation form	
<a href="#">ST/AI/205</a>	10/12/71	Library services	See also <a href="#">ST/AI/189/Add.12/Rev.1</a>
<a href="#">ST/AI/211</a>	4/4/72	Scheduling of meetings and provision of conference services	
<a href="#">ST/AI/222</a>	10/12/74	Procedure to be followed in cases of termination of permanent appointment for unsatisfactory services	
<a href="#">ST/AI/227</a>	25/4/75	Security of valuable articles: lost and found property	
<a href="#">ST/AI/231/Rev.1</a>	23/1/91	Non-reimbursable loans of personnel services from sources external to the United Nations common system	
<a href="#">ST/AI/233</a>	9/12/75	Contributions from non-Member States	
<a href="#">ST/AI/234/Rev.1</a> , <a href="#">ST/AI/234/Rev.1/Amend.1</a> and <a href="#">ST/AI/234/Rev.1/Amend.2</a>	22/3/89 14/6/90 4/9/14	Administration of the Staff Regulations and Staff Rules	See also <a href="#">ST/SGB/2015/1</a> , <a href="#">ST/AI/1999/1</a> and <a href="#">ST/AI/1999/1/Amend.1</a>
<a href="#">ST/AI/235</a> and <a href="#">ST/AI/235/Corr.1</a>	8/1/76 20/1/76	Death and disability coverage for members of the Joint Inspection Unit	
<a href="#">ST/AI/244/Rev.1</a>	18/7/96	United Nations Bookshop service for staff members	
<a href="#">ST/AI/248</a> and <a href="#">ST/AI/248/Amend.1</a>	7/7/77 27/6/80	Reimbursement of taxi fares	
<a href="#">ST/AI/259/Rev.10</a>	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 <a href="#">ST/AI/2001/3</a>
<a href="#">ST/AI/261</a>	12/12/78	Forms management programme	
<a href="#">ST/AI/271</a>	4/2/80	General principles and procedures governing outgoing official United Nations mail at Headquarters	See also <a href="#">ST/AI/189/Add.10</a>
<a href="#">ST/AI/273</a>	4/3/80	Employment of spouses	
<a href="#">ST/AI/284</a>	1/3/82	General trust funds	See also <a href="#">ST/SGB/188</a>
<a href="#">ST/AI/285</a>	1/3/82	Technical cooperation trust funds	See also <a href="#">ST/SGB/188</a>
<a href="#">ST/AI/286</a>	3/3/82	Programme support accounts	See also <a href="#">ST/SGB/188</a>
<a href="#">ST/AI/291/Rev.1</a>	18/7/84	Part-time employment	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
<a href="#">ST/AI/292</a>	15/7/82	Filing of adverse material in personnel records	See also <a href="#">ST/AI/108</a>
<a href="#">ST/AI/293</a>	15/7/82	Facilities to be provided to staff representatives	
<a href="#">ST/AI/299</a>	10/12/82	Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families	See also <a href="#">ST/SGB/198</a>
<a href="#">ST/AI/309/Rev.2</a>	18/2/97	Authority of United Nations security officers	See also <a href="#">ST/AI/193/Rev.1</a> and <a href="#">ST/AI/387</a>
<a href="#">ST/AI/323</a>	27/9/84	Reduction in energy consumption	
<a href="#">ST/AI/333</a>	29/11/85	Personal identification cards: Headquarters	See also <a href="#">ST/AI/387</a>
<a href="#">ST/AI/342</a>	8/5/87	Guidelines for the preparation of host Government agreements falling under General Assembly resolution <a href="#">40/243</a>	See also <a href="#">ST/SGB/160</a> , <a href="#">ST/AI/2013/3</a> , <a href="#">ST/AI/2013/3/Amend.2</a> and <a href="#">ST/AI/2001/6</a>
<a href="#">ST/AI/349</a>	22/4/88	United Nations garage	
<a href="#">ST/AI/368</a>	10/1/91	Instructions governing United Nations diplomatic pouch service	
<a href="#">ST/AI/372</a>	25/9/91	Employee assistance in cases of alcohol/substance abuse	See also <a href="#">ST/AI/2003/2</a>
<a href="#">ST/AI/387</a>	10/9/93	Security arrangements for admission to United Nations Headquarters	See also <a href="#">ST/AI/309/Rev.2</a>
<a href="#">ST/AI/397</a>	7/9/94	Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery	See also <a href="#">ST/SGB/273</a>
<a href="#">ST/AI/400</a>	22/12/94	Abandonment of post	
<a href="#">ST/AI/401</a>	18/1/95	Personnel arrangements for the Office of Internal Oversight Services	See also <a href="#">ST/SGB/273</a> and <a href="#">ST/AI/2003/4</a>
<a href="#">ST/AI/404</a>	19/5/95	Assignment to and return from mission detail	See also <a href="#">ST/SGB/277</a>
<a href="#">ST/AI/408</a>	1/8/95	Introduction of staggered working hours at Headquarters	
<a href="#">ST/AI/416</a>	26/4/96	Use of United Nations premises for meetings, conferences, special events and exhibits	See also <a href="#">ST/AI/145/Rev.1</a> (paras. 5–6), <a href="#">ST/AI/387</a> , <a href="#">ST/AI/2008/1</a> and <a href="#">ST/SGB/2008/6</a>

## B. Subject index to administrative issuances

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#### 1. Buildings and premises

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

Energy conservation: see Reduction in energy consumption

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

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

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

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

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#### 2. Garage

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#### 3. Passes

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#### 4. Safety

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Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations — [ST/SGB/2017/2](#)

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](#) and [ST/AI/387](#)

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

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/2016/9](#) (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/AI/309/Rev.2](#))

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## II. Claims

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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](#)

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### 2. Communications, correspondence and mailing

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## V. Documents and publications

### 1. General

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

### 2. Regulations for the control and limitation of documentation

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

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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](#)

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

## **VI. Finance**

### **1. Financial arrangements**

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

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### **2. General**

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

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

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Official travel — [ST/AI/2013/3](#) and [ST/AI/2013/3/Amend.2](#)

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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 [ST/AI/248/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/2013/7](#), [ST/AI/2016/7](#), [ST/SGB/2005/7](#)

Financial Regulations and Rules of the United Nations — [ST/SGB/2013/4](#), [ST/SGB/2015/4](#) and [ST/AI/2016/7](#)

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

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

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

Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation — [ST/SGB/2016/6](#)

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:

- Abolishment of obsolete — [ST/SGB/2017/3](#) and [ST/AI/2017/2](#)
- Procedures for the promulgation of — [ST/SGB/2009/4](#)

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

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 [ST/SGB/2007/11/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](#)

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

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

Managed reassignment programme — [ST/AI/2001/7/Rev.2](#)

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

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

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



Post-employment restrictions — [ST/SGB/2006/15](#)  
Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements — [ST/SGB/2001/7](#)

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

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

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

Secretary-General's bulletins: see Administrative issuances above

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 [ST/SGB/2007/11/Amend.1](#)

- Protection against retaliation for reporting misconduct — [ST/SGB/2017/2](#)
- 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/2016/7](#)

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](#)

### 2. Allowances, entitlements and grants

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/2016/8](#)

Education grant and related benefits — [ST/AI/2018/1](#)

Special education grant and related benefit for children with a disability — [ST/AI/2018/2](#)

Home leave — [ST/AI/2015/2/Rev.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/2016/6](#)

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

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

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

Reimbursement for travel by private motor vehicle — [ST/AI/2013/3](#) and [ST/AI/2013/3/Amend.2](#)

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/2018/3](#)  
Repatriation grant — [ST/AI/2016/2](#)

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

Settling-in grant — [ST/AI/2016/5](#)

Special entitlements for staff members serving at designated duty stations — [ST/AI/2016/3](#)

Special post allowance — [ST/AI/1999/17](#) and [ST/AI/1999/17/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)

United Nations Appeals Tribunal — [ST/SGB/2010/3](#)

### 4. Appointments, placement and promotion

Administration of fixed-term appointments — [ST/AI/2013/1](#) and [ST/AI/2013/1/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/274](#) and [ST/AI/274/Corr.1](#)

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

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

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

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

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

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

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

Competitive examinations for recruitment and placement in posts requiring specific language skills in

the Professional category — [ST/AI/1998/7](#) and [ST/AI/1998/7/Amend.1](#)

Competitive examinations for the placement of General Service and related categories — [ST/AI/2012/2/Rev.1](#)

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](#)

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

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

Gratis personnel — [ST/AI/1999/6](#)

Managed mobility system — [ST/SGB/2016/2/Rev.1](#), [ST/AI/2016/1](#) and [ST/AI/2016/1/Amend.1](#)

Managed reassignment programme — [ST/AI/2001/7/Rev.2](#)

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

Movement of staff from the Field Service category to the Professional category — [ST/AI/2010/3](#), [ST/AI/2010/3/Amend.1](#), [ST/AI/2010/3/Amend.2](#) and [ST/AI/2010/3/Amend.3](#) (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/AI/2010/5](#) and [ST/AI/2010/5/Corr.1](#)

Placement and promotion — [ST/AI/2010/3](#), [ST/AI/2010/3/Amend.1](#), [ST/AI/2010/3/Amend.2](#) and [ST/AI/2010/3/Amend.3](#)

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](#)

Promotion policy and review: see Placement and promotion above

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

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

Senior Review Board — [ST/SGB/2016/3/Rev.1](#)

Senior Review Group — [ST/SGB/2016/10](#)

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 [ST/AI/1999/17/Amend.1](#)

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

Staff selection system — [ST/SGB/2002/5](#), [ST/AI/2010/3](#), [ST/AI/2010/3/Amend.1](#), [ST/AI/2010/3/Amend.2](#), [ST/AI/2010/3/Amend.3](#) and [ST/SGB/2016/2/Rev.1](#)

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 [ST/AI/2005/2/Amend.1](#)

Home leave — [ST/AI/2015/2/Rev.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/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](#), [ST/AI/2011/7/Amend.1](#) and [ST/AI/2011/7/Amend.2](#)

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

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

Upgrading of substantive and technical skills — [ST/AI/2010/10](#)

Working hours:

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

## 6. Delegation of authority

Administration of the Staff Regulations and Staff Rules — [ST/SGB/2015/1](#), [ST/AI/234/Rev.1](#), [ST/AI/234/Rev.1/Amend.1](#), [ST/AI/234/Rev.1/Amend.2](#), [ST/AI/1999/1](#) and [ST/AI/1999/1/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/AI/2003/6](#), [ST/AI/2004/1](#) and [ST/AI/2016/7](#)

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, basic rights and duties of United Nations staff members — [ST/SGB/2016/9](#)  
- 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](#)

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

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/2017/2/Rev.1](#)

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/2016/9](#)

- 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 [ST/AI/1998/9/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)

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

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 [ST/AI/155/Rev.2/Amend.1](#) (para. 5)

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

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

Performance Management and Development System — [ST/SGB/1999/18](#), [ST/AI/2010/5](#) and [ST/AI/2010/5/Corr.1](#)

Personnel payroll clearance action — [ST/AI/155/Rev.2](#) and [ST/AI/155/Rev.2/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 [ST/AI/248/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](#) and [ST/SGB/2003/18](#)

Wearing of grounds passes — [ST/AI/333](#) and [ST/AI/387](#)

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

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

## **10. Medical and other insurance**

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

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

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

Life insurance — [ST/AI/2002/6](#)

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

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

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

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

Rules governing compensation in the event of death, injury or illness attributable to the performance of

official duties on behalf of the United Nations — [ST/SGB/2017/1](#) and [ST/SGB/2017/1/Corr.1](#) (abolished and replaced by [ST/SGB/2018/1](#)), and appendix D

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 [ST/AI/2003/8/Amend.1](#) and [ST/AI/2003/8/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**

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

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

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

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

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

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

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



## 14. Staff regulations and rules

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

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

Staff Rules:

- Rules governing compensation — [ST/SGB/2017/1](#) and [ST/SGB/2017/1/Corr.1](#) (abolished and replaced by [ST/SGB/2018/1](#)), and appendix D
- Secretariat personnel — [ST/SGB/2011/1](#)

## 15. Training, career development and examinations

Building the future — [ST/SGB/1999/15](#)

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

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

Competitive examinations for the placement of General Service and related categories — [ST/AI/2012/2/Rev.1](#)

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

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

Language proficiency and language allowance — [ST/AI/2016/9](#)

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

Managed reassignment programme — [ST/AI/2001/7/Rev.2](#)

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/AI/2010/3](#), [ST/AI/2010/3/Amend.1](#), [ST/AI/2010/3/Amend.2](#) and [ST/AI/2010/3/Amend.3](#)

- Policies to achieve gender equality in the Secretariat — [ST/SGB/282](#), [ST/SGB/2008/12](#) and [ST/AI/1999/9](#)

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

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

Upgrading of substantive and technical skills — [ST/AI/2010/10](#)

Young professionals programme — [ST/SGB/2011/10](#) and [ST/AI/2012/2/Rev.1](#) and [ST/AI/2012/2/Rev.1/Amend.1](#) (see also Managed Reassignment Programme)

## 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](#)

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