



14 August 2012

Administrative instruction

Administration of continuing appointments

The Under-Secretary-General for Management, pursuant to section 4.2 of the Secretary-General's bulletin ST/SGB/2009/4, in accordance with ST/SGB/2011/9 and for the purpose of implementing staff rule 4.14 on continuing appointments, promulgates the following:

Section 1

General provisions

1.1 The present instruction details the policy regarding continuing appointments and the procedures for granting such appointments within the United Nations Secretariat and should be read in conjunction with Secretary-General's bulletin ST/SGB/2011/9, entitled "Continuing appointments".

1.2 For the purposes of granting continuing appointments, a review will be conducted to assess the eligibility of staff members, as set out in section 2 of ST/SGB/2011/9, and to allocate points, as set out in section 4 of ST/SGB/2011/9.

1.3 In accordance with paragraph 23 of section II of General Assembly resolution 63/250 and staff rule 4.14 (b), staff members recruited upon successful completion of a competitive examination, pursuant to staff rule 4.16, shall be granted a continuing appointment after two years on a fixed-term appointment, subject to satisfactory service. Accordingly, those who have been successful in such competitive examinations are not subject to the provisions of the present instruction, except section 1.4.

1.4 Pursuant to section VI of General Assembly resolution 65/247, staff members who are granted continuing appointments shall be subject to decisions by the Assembly on mobility and the learning policy of the Secretary-General.

Section 2

Eligibility

2.1 The eligibility date for the purposes of a review, when permitted by the post envelopes defined in section 3 of ST/SGB/2011/9, will be set and announced by the Office of Human Resources Management.

2.2 In order to be eligible for consideration for the granting of a continuing appointment, staff members must satisfy the criteria set out in section 2.1 of



ST/SGB/2011/9, by the eligibility date indicated in the announcement referred to in section 2.1 above.

2.3 In accordance with section 2.1 (d) of ST/SGB/2011/9, locally recruited staff members in the General Service or related categories (including National Professional Officers) serving in field missions, including peacekeeping operations and special political missions, are not eligible to be considered for the granting of a continuing appointment.

2.4 In accordance with section 2.1 (e) of ST/SGB/2011/9, staff members must not, at the eligibility date, be internationally or locally recruited for service in the International Criminal Tribunal for Rwanda or the International Tribunal for the Former Yugoslavia.

2.5 In accordance with section 2.2 (a) (ii) of ST/SGB/2011/9, staff members must have been selected for a position through a competitive process which includes a review by a Secretariat review body in accordance with staff rule 4.15. Such a selection may have taken place at any time during the period of continuous service, but prior to the eligibility date.

2.6 For the granting of a continuing appointment, eligible staff members must be in active service in the Secretariat under a fixed-term appointment throughout the period of consideration.¹

2.7 A staff member who is, at the eligibility date or at any point during the period of consideration, seconded from the Secretariat to another United Nations entity or is on special leave without pay exceeding 30 calendar days from the Secretariat, will be considered at the next review following his or her return to active service in the Secretariat.

2.8 An eligible staff member in the General Service or related categories who is in receipt of a special post allowance for service at the Professional level shall be considered under the General Service or related categories post envelope.

Qualifying service towards the required five years of continuous service

2.9 In accordance with section 2.1 (a) of ST/SGB/2011/9, staff members must, on the eligibility date, have accrued at least five years of continuous service under fixed-term appointment(s) under the Staff Regulations and Rules of the United Nations.

2.10 Time served under the former 100, 200 and 300 series of the Staff Rules of the United Nations may be counted towards the qualifying service, as long as such service has been continuous until the eligibility date.

2.11 Staff members who have been selected for a position but who have not been reviewed by a Secretariat review body (such as staff members at the GS-1 through GS-4 levels), shall not be eligible for the granting of a continuing appointment. Once selected for a position through a competitive process, as indicated above, the time served by such staff members shall be counted as qualifying service towards the five years of continuous service, as applicable, provided the service was continuous.

¹ The term "period of consideration" shall refer to the period of time between the eligibility date, as indicated in section 2.1, and the date of the granting of the continuing appointment, as indicated in section 4.2 (m) of the present instruction.

2.12 In accordance with section 2.2 (b) of ST/SGB/2011/9, periods of service under fixed-term appointments in another entity governed by the Staff Regulations and Rules of the United Nations prior to joining the Secretariat shall be counted towards the qualifying service, provided the service was continuous.

2.13 Continuity of service shall be considered broken when the staff member has been separated and paid on account of termination indemnity, repatriation grant or commutation of accrued annual leave. When the continuity of service has been broken, service accrued before the break shall not count towards the five years requirement and the count will begin anew upon re-employment, unless that staff member was reinstated under staff rule 4.18.

2.14 Special leave with or without pay for any duration will not interrupt the continuity of service. However, continuous periods of special leave without pay exceeding 30 calendar days will not be counted towards the five-year requirement.

2.15 Any resignation, even if followed by an appointment the following day, is a separation initiated by the staff member which brings about an end to all contractual arrangements. Unless reinstated under staff rule 4.18, a resignation is deemed to be a break in continuity of service under staff rule 4.17.

2.16 Service in any entity governed by the Staff Regulations and Rules of the United Nations, including service on secondment, will count towards the five years of qualifying service, provided that such service was continuous until the eligibility date.

2.17 Service in entities of the United Nations common system not governed by the Staff Regulations and Rules of the United Nations will not be counted towards qualifying service. However, service in those entities does count for the purpose of calculating points in accordance with the mechanisms outlined in section 3 of the present instruction, provided that such service has been continuous until the eligibility date.

2.18 Service as an Associate Expert is not counted towards qualifying service. However, the years of service as an Associate Expert do count for the purpose of calculating points in accordance with the mechanisms outlined in section 3 of the present instruction, provided that such service has been continuous until the eligibility date.

2.19 A staff member in the General Service or related categories holding an appointment with the United Nations Secretariat who is, at the period of consideration, assigned to a position in the Field Service category, but maintains a lien to his or her General Service position, will be considered within the General Service post envelope. Such staff members shall be considered in the review following their return to their post in the Secretariat. Service while on assignment in Field Service category will count towards the five years of qualifying service, provided that such service was continuous until the eligibility date.

2.20 Periods of service in part-time employment shall be counted on a prorated basis.

Performance rating

2.21 In accordance with section 2.1 (b) of ST/SGB/2011/9, staff members must have received a performance rating of at least “Meets expectations” or equivalent² in the four most recent and completed performance appraisal reports of one year or more in order to be considered eligible for the granting of a continuing appointment.

Years of remaining service/retirement age

2.22 In accordance with section 2.1 (c) of ST/SGB/2011/9, staff members must have at least seven years of service remaining before reaching the Organization’s mandatory age of separation as of the eligibility date.

Disciplinary measures

2.23 In accordance with section 2.1 (f) of ST/SGB/2011/9, a staff member must not have been subject to any disciplinary measure during the five years preceding the eligibility date.

2.24 A staff member shall not be assessed ineligible for the granting of a continuing appointment based on administrative measures such as a reprimand, pursuant to staff rule 10.2 (b).

Section 3

Allocation of points

3.1 A staff member will be allocated points for the purpose of ranking him or her when he or she is being considered for a continuing appointment. Points may be allocated on the basis of the criteria outlined in section VI of resolution 65/247 and sections 4.3 and 4.4 of ST/SGB/2011/9, namely:

- (a) Performance rating of “Exceeds expectations”³ or its equivalent in any of the four most recent performance appraisal reports individually covering a one-year period;
- (b) Continuous service for at least one year in a duty station with a hardship classification of A, B, C, D or E;
- (c) Continuous service in non-family duty stations for at least one year;
- (d) Geographic mobility;
- (e) Functional mobility, defined as the movement between job families.⁴ For the purpose of the point system, points shall be allocated per movement to a different job family, provided service in the new job family has been continuous for one year or more;

² In the performance management system in place prior to 1 April 2010, “Meets expectations” is equivalent to “Fully successful performance”. In the performance management system in place as at 1 April 2010, “Meets expectations” is equivalent to “Successfully meets performance expectations”.

³ In the performance management system in place prior to April 2010, this is equivalent to performance ratings of “Frequently exceeds performance expectations” or “Consistently exceeds performance expectations”.

⁴ “Job families” are defined as occupations and suboccupations grouped into categories of work on the basis of similarity of functions.

(f) Proficiency in one official language of the United Nations other than one's mother tongue;

(g) Each additional year of continuous service beyond five years.

3.2 The number of points allocated for meeting each of the criteria in section 3.1 is reflected in the annex to the present instruction.

3.3 If the continuity of service of a staff member is broken, any points accrued prior to that break will not be counted.

3.4 A staff member can be allocated points for different criteria during the same period.

3.5 A staff member may be allocated points based on:

(a) Service in entities of the United Nations common system of salaries and allowances, as long as the service has been continuous and the staff member is under a fixed-term appointment in the United Nations Secretariat at the eligibility date;

(b) Periods of service as a Secretariat staff member while on secondment or loan in an entity of the United Nations common system under the inter-agency agreement;

(c) Time served as an Associate Expert, provided the service has been continuous.

3.6 Staff members in the General Service or related categories who are eligible to be considered for the granting of a continuing appointment shall be allocated points based on the criteria in section 3.1 (a), (e), (f) and (g).

3.7 In cases where a staff member in the Professional or Field Service category previously served as a staff member in the General Service or related category with any entity within the United Nations common system, he or she will be allocated points for each year of service beyond five years, as outlined in the annex to the present instruction, provided that the staff member's service has been continuous until the eligibility date.

3.8 A staff member shall not accrue points during periods of special leave with or without pay exceeding one month, as defined by staff rule 5.3 (e).

Performance rating

3.9 In order to be allocated points on the basis of performance ratings, the staff member's four most recent performance reports will be considered. Any individual report covering one year or more with a rating of "Exceeds expectations"³ or its equivalent will be allocated points accordingly. No points will be allocated for performance reports covering a period of less than one year.

Service in hardship duty stations

3.10 Points are allocated when a staff member has served at least one year continuously in the same duty station/mission with a hardship classification of A, B, C, D or E. There will be no points allocated if the assignment was for less than one year.

3.11 Temporary assignments of less than one year in different duty stations cannot be accumulated to total one year for the purpose of allocating points. Temporary assignments that are extended to one continuous year or more in the same duty station shall be considered a full tour of duty for such a purpose.

3.12 When the hardship classification of a duty station changes during a staff member's tour of duty at that location, the highest hardship classification shall be recognized for the purpose of allocating points.

Service in non-family duty station

3.13 A staff member will be allocated points for serving for at least one year continuously in a non-family duty station. No points will be allocated if the assignment duration was less than one year. Time served on temporary assignments in different non-family duty stations continuously for one year cannot be accumulated to total one year for the purposes of accruing points.

Geographic mobility

3.14 Points are allocated under the geographic mobility⁵ criteria when a staff member has served at least one year in a duty station prior to moving to a different duty station.

Functional mobility

3.15 Points are allocated under the functional mobility⁶ criteria when a staff member has completed at least one year of service in a job family prior to moving to a different job family.

Language proficiency

3.16 Points are allocated under the language proficiency criteria when a staff member has demonstrated proficiency in one official language of the United Nations other than his or her mother tongue.

3.17 Proficiency in a language shall be determined by the assessment tool through which the Organization recognizes proficiency in the official languages.

3.18 A maximum of two points may be allocated to a staff member under the language proficiency criterion, regardless of the number of languages in which proficiency has been demonstrated.

Years of service

3.19 A staff member shall be allocated one point for each year of continuous service beyond the five years of qualifying service required.

⁵ "Geographic mobility" is defined as a movement between two duty stations in different countries, with continuous periods of service of at least one year in each duty station.

⁶ "Functional mobility" is defined as continuous service of at least one year in each different position in different job families. For the purposes of the present instruction, job families are recognized as being equivalent to occupational groups, that is, occupations existing within the organizations of the common system grouped by categories of work on the basis of similarity of function.

Section 4

Procedures and final review for the granting of continuing appointments

4.1 The procedures for the review and the determination of eligible staff members for continuing appointments are summarized under section 5 of ST/SGB/2011/9.

4.2 The process for the granting of continuing appointments is as follows:

(a) The Assistant Secretary-General for Human Resources Management shall calculate the global level of post envelopes and communicate the number of continuing appointments available in any given year, in accordance with section 5.1 of ST/SGB/2011/9;

(b) When the cumulative number of staff members with a permanent or continuing appointment is equal to or greater than the established level of the relevant post envelope in any year, no continuing appointments within the post envelope shall be granted, in accordance with sections 3.5 and 3.6 of ST/SGB/2011/9. The Office of Human Resources Management will issue an information circular advising staff members that there will be no review exercise that year;

(c) When the cumulative number of staff members with a permanent or continuing appointment is lower than the established level of the relevant post envelope in any year, the Office of Human Resources Management shall announce to staff members the number of continuing appointments available in that given year, in accordance with section 5.1 of ST/SGB/2011/9;

(d) The Office of Human Resources Management shall issue a preliminary list of potentially eligible candidates per department or office based on a prima facie review of appointment records for the five years preceding the eligibility date and shall communicate the list to each department or office for verification and amendment, if applicable, in accordance with section 5.2 of ST/SGB/2011/9;

(e) Each head of department or office shall review the eligibility and points allocation of the staff members serving within his or her department or office at the time of review. A staff member who is on temporary assignment to an office in the Secretariat other than his or her parent office at the eligibility date will be considered by his or her parent department or office, in consultation with the office where the staff member currently serves, as appropriate;

(f) Each head of department or office shall communicate to the Office of Human Resources Management the final list of eligible staff members and the points allocated to each staff member under their purview. In the event that the number of continuing appointments to be awarded under a given post envelope is larger than the number of eligible staff members in that envelope, all eligible candidates will be awarded continuing appointments, in accordance with section 5.3 of ST/SGB/2011/9;

(g) Decisions on both eligibility for the consideration for the granting of a continuing appointment and the points allocated will be communicated by the head of department or office to the staff member concerned once confirmed by the departments/offices;

(h) The Office of Human Resources Management shall then centralize the information received and create two lists of eligible staff members in ranked order based on the allocation of points. One list shall be for the Professional and higher categories and for the Field Service category and the other for the General Service and related categories, in accordance with section 5.3 of ST/SGB/2011/9;

(i) As the review is conducted on a global basis, there shall be no relation between the number of posts in the envelope per department or office and the number of staff members who could be granted a continuing appointment in that same department or office;

(j) Staff members who are awarded an equal number of points shall be ranked on the basis of length of continuous service;

(k) In order to be granted a continuing appointment, staff members shall meet the criteria listed under section 2.1 (b), (e) and (f) of ST/SGB/2011/9 at the time of the granting of the appointment;

(l) If a decision is made not to renew the fixed-term appointment of a staff member, and the fixed-term appointment expires during the review period, the staff member's fixed-term appointment will not be extended to cover the full duration of the review period. The staff member's fixed-term appointment shall end on the expiration date of his or her appointment;

(m) Staff members that meet the eligibility criteria at the start of the review period and are thereafter seconded to another United Nations organization, placed on special leave without pay for any duration or separated from the Organization during the review period shall be withdrawn from the review. Eligible staff members on secondment to another United Nations organization or placed on special leave who are withdrawn from the review may be considered in future reviews under the provisions of section 2.7 above;

(n) The granting of continuing appointments based on the ranking as determined by the number of points received shall be effective as of the date on which the Assistant Secretary-General for Human Resources Management certifies the final global ranking and confirms that the successful candidates continue to meet the criteria for granting of continuing appointments, in accordance with section 5.4 and 5.6 of ST/SGB/2011/9;

(o) Staff members who have met the eligibility requirements listed in section 2 of ST/SGB/2011/9 but not granted a continuing appointment owing to the level of the relevant post envelope will have to satisfy those eligibility requirements again in future years, once they are eligible for consideration for the granting of a continuing appointment in the relevant post envelope (see section 5.5 of ST/SGB/2011/9). In such cases, the department will update the information related to new periods of service for the purposes of eligibility and points allocation.

Section 5
Termination of appointment

5.1 The Secretary-General may terminate the appointment of a staff member who holds a continuing appointment in accordance with staff regulation 9.3 and as indicated in section 6 of ST/SGB/2011/9.

Section 6
Final provisions

6.1 The present instruction shall enter into force on the date of its issuance.

(Signed) Yukio **Takasu**
Under-Secretary-General for Management

Annex

Allocation of points

<i>Criteria</i>	<i>Points</i>
1. Performance rating for the past four performance reports	
• Exceeds expectations (or equivalent)	• 7 points for each report (for at least a one-year period)
• Frequently exceeds expectations (or equivalent)	• 5 points for each report (for at least a one-year period)
2. Service of at least one year (continuous) in hardship duty station:	
• Categories A and B	• 1 point per tour of duty ^a
• Category C	• 3 points per tour of duty
• Category D	• 5 points per tour of duty
• Category E	• 7 points per tour of duty
3. Service of at least one year (continuous) in a non-family duty station	2 points per tour of duty
4. Geographic mobility for at least one year (continuous)	3 points per tour of duty
5. Functional mobility for at least one year (continuous)	2 points per tour of duty
6. Proficiency in one official language of the United Nations other than one's mother tongue	2 points
7. Each additional year of service beyond five years	1 point for each year

^a "Tour of duty" is defined as an assignment. For the purposes of the scheme, "Assignment" is defined as the initial appointment to a duty station or the reassignment to a new duty station of one year or more, where the staff member's official travel to the duty station has been paid and assignment grant paid.