

UNITED NATIONS

SECRETARIAT



ST/AI/245
11 May 1977

ADMINISTRATIVE INSTRUCTION

To: Heads of departments and offices

From: The Under-Secretary-General for
Administration and Management

Subject: OUTPOSTING OF STAFF FROM THE ESTABLISHED
LOCATION OF A DEPARTMENT TO ANOTHER
LOCATION

Purpose

1. This instruction describes the procedures which should be followed when, under exceptional circumstances, the head of a department wishes to change the location of one or more posts in the department from its established location to the location of another United Nations office and outpost the staff concerned.

Justification and procedure

2. A request for change of location for one or more posts may be made by the head of a department or office to the Under-Secretary-General for Administration and Management, if it is considered that certain functions assigned to the department or office can be carried out more effectively for a period of time at the proposed duty station rather than the established location of the department. The request should specify the period of time envisaged and the functions to be performed, arrangements for substantive supervision or direction, administrative services to be provided to the staff member(s) involved by the parent department and by the office at which it is proposed to locate the staff member(s). General conditions for outposting of posts and related staff are that the post(s) continue to remain on the staffing table of the parent department, while day-to-day administrative services, such as payroll actions, are provided by the office where the staff member(s) are physically located.

3. The head of the department or office making a request should consult the following organizational units and attach their comments to the proposal when it is forwarded to the Under-Secretary-General for Administration and Management for a decision:

- (a) The office where it is proposed to locate the post(s);
- (b) The Office of Financial Services;
- (c) The Office of Personnel Services;
- (d) The Office of General Services.

4. The decision of the Under-Secretary-General for Administration and Management will be conveyed to all the departments and offices concerned. In case of a favourable decision, the department or office initiating the action for outposting shall deal directly with the office in paragraph 3 (a) above regarding administrative arrangements and shall consult with the Office of Personnel Services regarding any assignment of staff to the receiving office for a period of six months or more.

Exclusions

5. An outposting by itself, under paragraph 2 above, does not constitute a change in functions or organization of a department or office within the terms of document ST/SGB/150. Should the outposting involve the establishment of a new organizational unit or any of the conditions described in paragraph 2 of document ST/SGB/150, the provisions of that document shall apply.

Effective date

6. This instruction is effective immediately.
