United Nations

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.[[1]](#footnote-1)

2. The index comprises the following sections:

(a) **ST/SGB/- series.** These bulletins promulgate Regulations adopted by the General Assembly, establish Financial Rules, Staff Rules and the organizational structure of the Secretariat and contain important decisions of policy. They are issued by the Secretary-General and remain in effect from a given date until specifically amended or abolished;

(b) **ST/AI/- series.** These administrative instructions prescribe instructions and procedures for the implementation of Secretary-General’s bulletins and set forth office practices and procedures to be applied in more than one department of the Secretariat. These instructions remain in effect from a given date until specifically amended or abolished;

(c) **Subject and alphabetical indexes.** The subject and alphabetical indexes provide the information needed to locate issuances on specific subjects.

3. Copies of the index are available through official distribution. The index is also archived in the Official Document System and is included in the Human Resources Handbook.

4. Comments and suggestions concerning this publication would be appreciated. They should be addressed to the Chief, Policy and Conditions of Service Section, Office of Human Resources Management, Secretariat Building, Room S-1865, New York, N.Y. 10017.

1 January 2018

Contents

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | *Page* |
| 1. Administrative issuances, by alphanumeric symbol | | | 6 |
| * 1. Issuances under Secretary-General’s bulletin [ST/SGB/2009/4](https://undocs.org/ST/SGB/2009/4) | | | 6 |
| * + 1. Secretary-General’s bulletins 2017 | | | 6 |
| * + 1. Secretary-General’s bulletins 2016 | | | 6 |
| * + 1. Secretary-General’s bulletins 2015 | | | 7 |
| * + 1. Secretary-General’s bulletins 2014 | | | 7 |
| * + 1. Secretary-General’s bulletins 2013 | | | 7 |
| * + 1. Secretary-General’s bulletins 2012 | | | 8 |
| * + 1. Secretary-General’s bulletins 2011 | | | 8 |
| * + 1. Secretary-General’s bulletins 2010 | | | 8 |
| * + 1. Secretary-General’s bulletins 2009 | | | 9 |
| * + 1. Secretary-General’s bulletins 2008 | | | 9 |
| * + 1. Secretary-General’s bulletins 2007 | | | 10 |
| * + 1. Secretary-General’s bulletins 2006 | | | 10 |
| * + 1. Secretary-General’s bulletins 2005 | | | 11 |
| * + 1. Secretary-General’s bulletins 2004 | | | 12 |
| * + 1. Secretary-General’s bulletins 2003 | | | 12 |
| * + 1. Secretary-General’s bulletins 2002 | | | 13 |
| * + 1. Secretary-General’s bulletins 2001 | | | 13 |
| * + 1. Secretary-General’s bulletins 2000 | | | 13 |
| * + 1. Secretary-General’s bulletins 1999 | | | 14 |
| * + 1. Secretary-General’s bulletins 1998 | | | 14 |
| * + 1. Secretary-General’s bulletins 1997 | | | 14 |
| * + 1. Administrative instructions 2017 | | | 15 |
| * + 1. Administrative instructions 2016 | | | 15 |
| * + 1. Administrative instructions 2015 | | | 15 |
| * + 1. Administrative instructions 2014 | | | 16 |
| * + 1. Administrative instructions 2013 | | | 16 |
| * + 1. Administrative instructions 2012 | | | 16 |
| * + 1. Administrative instructions 2011 | | | 16 |
| * + 1. Administrative instructions 2010 | | | 17 |
| * + 1. Administrative instructions 2009 | | | 17 |
| * + 1. Administrative instructions 2008 | | | 17 |
| * + 1. Administrative instructions 2007 | | | 18 |
| * + 1. Administrative instructions 2006 | | | 18 |
| * + 1. Administrative instructions 2005 | | | 18 |
| * + 1. Administrative instructions 2003 | | | 19 |
| * + 1. Administrative instructions 2002 | | | 19 |
| * + 1. Administrative instructions 2001 | | | 19 |
| * + 1. Administrative instructions 2000 | | | 20 |
| * + 1. Administrative instructions 1999 | | | 20 |
| * + 1. Administrative instructions 1998 | | | 21 |
| * + 1. Administrative instructions 1997 | | | 21 |
| * 1. Issuances under Secretary-General’s bulletin [ST/SGB/100](https://undocs.org/ST/SGB/100) | | | 21 |
| * + 1. Secretary-General’s bulletins | | | 21 |
| * + 1. Administrative instructions | | | 23 |
| 1. Subject index to administrative issuances | | | 28 |
| * 1. Buildings, premises and security | | | 28 |
| * + 1. Buildings and premises | | | 28 |
| * + 1. Garage | | | 28 |
| * + 1. Passes | | | 28 |
| * + 1. Safety | | | 28 |
| * + 1. Security | | | 28 |
| * 1. Claims | | | 29 |
| * 1. Communications, archives and records | | | 29 |
| * + 1. Archives and records | | | 29 |
| * + 1. Communications, correspondence and mailing | | | 29 |
| * + 1. Pouch | | | 29 |
| * 1. Conferences | | | 29 |
| * 1. Documents and publications | | | 30 |
| * + 1. General | | | 30 |
| * + 1. Regulations for the control and limitation of documentation | | | 30 |
| * 1. Finance | | | 31 |
| * + 1. Financial arrangements | | | 31 |
| * + 1. General | | | 31 |
| * + 1. Financial regulations and rules | | | 32 |
| * + 1. Revenue-producing activities | | | 32 |
| * + 1. Trust funds and special accounts | | | 32 |
| * 1. General office procedures | | | 32 |
| * 1. Human resources | | | 33 |
| * + 1. Administration-staff relations | | | 33 |
| * + 1. Allowances, entitlements and grants | | | 33 |
| * + 1. Appeals | | | 34 |
| * + 1. Appointments, placement and promotion | | | 34 |
| * + 1. Attendance, leave and working hours | | | 36 |
| * + 1. Delegation of authority | | | 36 |
| * + 1. Duties and obligations | | | 36 |
| * + 1. Job classification system | | | 37 |
| * + 1. General | | | 37 |
| * + 1. Medical and other insurance | | | 38 |
| * + 1. Pensions, post-retirement services and employment beyond retirement | | | 38 |
| * + 1. Post adjustment | | | 38 |
| * + 1. Salary scales and payments | | | 38 |
| * + 1. Staff regulations and rules | | | 39 |
| * + 1. Training, career development and examinations | | | 39 |
| * + 1. United States taxes | | | 39 |
| * + 1. Visas | | | 39 |
| * 1. Library | | | 39 |
| * 1. Missions | | | 40 |
| * 1. Organizational structure | | | 40 |
| * + 1. General | | | 40 |
| * + 1. Institutes | | | 40 |
| * + 1. Secretariat departments and units | | | 40 |
| * + 1. Secretariat boards and committees | | | 42 |
| * + 1. Units servicing voluntary programmes | | | 43 |
| * 1. Property and supplies | | | 43 |
| * + 1. Property control | | | 43 |
| * + 1. General | | | 43 |
| * 1. Protocol | | | 43 |
| * 1. Travel and transportation | | | 44 |
| * + 1. Automobiles, baggage and customs | | | 44 |
| * + 1. Expenses | | | 44 |
| * + 1. General | | | 44 |
| 1. Alphabetical index to administrative issuances | | | 45 |

A. Administrative issuances, by alphanumeric symbol

I. Issuances under Secretary-General’s bulletin [ST/SGB/2009/4](https://undocs.org/ST/SGB/2009/4)[[2]](#footnote-2)

1. Secretary-General’s bulletins 2017

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/SGB/2017/1](https://undocs.org/ST/SGB/2017/1) and [ST/SGB/2017/1/Corr.1](https://undocs.org/ST/SGB/2017/1/Corr.1) | 30/12/16 | Staff Regulations and Rules of the United Nations |  |
| [ST/SGB/2017/2/Rev.1](https://undocs.org/ST/SGB/2017/2/Rev.1) | 28/11/17 | Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations |  |
| [ST/SGB/2017/3](https://undocs.org/ST/SGB/2017/3) | 29/12/17 | Abolishment of obsolete Secretary-General’s bulletins |  |

2. Secretary-General’s bulletins 2016

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/SGB/2016/2/Rev.1](https://undocs.org/ST/SGB/2016/2/Rev.1) | 26/12/17 | Introduction of a new staff selection and managed mobility system | See also [ST/AI/2010/3](https://undocs.org/ST/AI/2010/3), [ST/AI/2010/3/Amend.1](https://undocs.org/ST/AI/2010/3/Amend.1), [ST/AI/2010/3/Amend.2](https://undocs.org/ST/AI/2010/3/Amend.2) and [ST/AI/2010/3/Amend.3](https://undocs.org/ST/AI/2010/3/Amend.3) |
| [ST/SGB/2016/3/Rev.1](https://undocs.org/ST/SGB/2016/3/Rev.1) | 26/12/17 | Senior Review Board | See also [ST/AI/2010/3](https://undocs.org/ST/AI/2010/3), [ST/AI/2010/3/Amend.1](https://undocs.org/ST/AI/2010/3/Amend.1), [ST/AI/2010/3/Amend.2](https://undocs.org/ST/AI/2010/3/Amend.2) and [ST/AI/2010/3/Amend.3](https://undocs.org/ST/AI/2010/3/Amend.3) |
| [ST/SGB/2016/4/Rev.1](https://undocs.org/ST/SGB/2016/4/Rev.1) | 26/12/17 | Global Central Review Board | See also [ST/AI/2010/3](https://undocs.org/ST/AI/2010/3), [ST/AI/2010/3/Amend.1](https://undocs.org/ST/AI/2010/3/Amend.1), [ST/AI/2010/3/Amend.2](https://undocs.org/ST/AI/2010/3/Amend.2) and [ST/AI/2010/3/Amend.3](https://undocs.org/ST/AI/2010/3/Amend.3) |
| [ST/SGB/2016/6](https://undocs.org/ST/SGB/2016/6) | 2/5/16 | Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation |  |
| [ST/SGB/2016/7](https://undocs.org/ST/SGB/2016/7) | 22/6/16 | Terms of reference for the Office of the United Nations Ombudsman and Mediation Services |  |
| [ST/SGB/2016/8](https://undocs.org/ST/SGB/2016/8) | 22/6/16 | Placement of staff members serving in the Executive Office of the Secretary-General |  |
| [ST/SGB/2016/9](https://undocs.org/ST/SGB/2016/9) | 21/7/16 | Status, basic rights and duties of United Nations staff members |  |
| [ST/SGB/2016/10](https://undocs.org/ST/SGB/2016/10) | 13/7/16 | Senior Review Group |  |
| [ST/SGB/2016/11](https://undocs.org/ST/SGB/2016/11) | 21/9/16 | Organization of the Office of Information and Communications Technology | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3) |
| [ST/SGB/2016/12](https://undocs.org/ST/SGB/2016/12) | 8/11/16 | Mandatory learning programme: United Nations Human Rights Responsibilities |  |

3. Secretary-General’s bulletins 2015

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/SGB/2015/1](https://undocs.org/ST/SGB/2015/1) | 9/4/15 | Delegation of authority in the administration of the Staff Regulations and Staff Rules | Annex I to [ST/AI/234/Rev.1](https://undocs.org/ST/AI/234/Rev.1) |
| [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3) | 22/7/15 | Organization of the Secretariat of the United Nations |  |
| [ST/SGB/2015/4](https://undocs.org/ST/SGB/2015/4) | 1/7/15 | Supplement to the Financial Regulations and Rules of the United Nations | See also [ST/SGB/2013/4](https://undocs.org/ST/SGB/2013/4) |

4. Secretary-General’s bulletins 2014

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/SGB/2014/3](https://undocs.org/ST/SGB/2014/3) | 19/6/14 | Employment and accessibility for staff members with disabilities in the United Nations Secretariat |  |

5. Secretary-General’s bulletins 2013

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/SGB/2013/1](https://undocs.org/ST/SGB/2013/1) | 3/1/13 | Organization of the Office of Central Support Services | See also [ST/SGB/2010/9](https://undocs.org/ST/SGB/2010/9) |
| [ST/SGB/2013/2](https://undocs.org/ST/SGB/2013/2) | 16/4/13 | Management Performance Board | See also [ST/SGB/2005/16](https://undocs.org/ST/SGB/2005/16), as amended by [ST/SGB/2006/14](https://undocs.org/ST/SGB/2006/14) |
| [ST/SGB/2013/4](https://undocs.org/ST/SGB/2013/4) | 1/7/13 | Financial Regulations and Rules of the United Nations | See also [ST/SGB/2015/4](https://undocs.org/ST/SGB/2015/4) and [ST/AI/2016/7](https://undocs.org/ST/AI/2016/7) |
| [ST/SGB/2013/5](https://undocs.org/ST/SGB/2013/5) | 5/8/13 | Organization of the Department of Safety and Security | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3) |

6. Secretary-General’s bulletins 2012

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/SGB/2012/2](https://undocs.org/ST/SGB/2012/2) | 29/3/12 | Publications Board | See also [ST/AI/2001/5](https://undocs.org/ST/AI/2001/5) |
| [ST/SGB/2012/3](https://undocs.org/ST/SGB/2012/3) | 20/7/12 | International Criminal Tribunals: Information sensitivity, classification, handling and access | See also [ST/SGB/2007/5](https://undocs.org/ST/SGB/2007/5) and [ST/SGB/2007/6](https://undocs.org/ST/SGB/2007/6) |
| [ST/SGB/2012/4](https://undocs.org/ST/SGB/2012/4) | 27/7/12 | Senior Management Group | See also [ST/SGB/2005/16](https://undocs.org/ST/SGB/2005/16) |

7. Secretary-General’s bulletins 2011

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/SGB/2011/2](https://undocs.org/ST/SGB/2011/2) | 1/1/11 | Authority of the United Nations Entity for Gender Equality and the Empowerment of Women (UN‑Women) in matters relating to human resources management |  |
| [ST/SGB/2011/3](https://undocs.org/ST/SGB/2011/3) and [ST/SGB/2011/3/Amend.1](https://undocs.org/ST/SGB/2011/3/Amend.1) | 16/3/11  16/11/12 | Management Committee | See also [ST/SGB/2005/16](https://undocs.org/ST/SGB/2005/16), as amended by [ST/SGB/2006/14](https://undocs.org/ST/SGB/2006/14) |
| [ST/SGB/2011/4](https://undocs.org/ST/SGB/2011/4) | 20/7/11 | Organization of the Office of Human Resources Management | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3) and [ST/SGB/2010/9](https://undocs.org/ST/SGB/2010/9) |
| [ST/SGB/2011/6/Rev.1](https://undocs.org/ST/SGB/2011/6/Rev.1) | 11/7/13 | Staff-Management Committee | See also [ST/AI/2014/3](https://undocs.org/ST/AI/2014/3) |
| [ST/SGB/2011/7](https://undocs.org/ST/SGB/2011/7) | 29/9/11 | Central review bodies | See also [ST/AI/2010/3](https://undocs.org/ST/AI/2010/3), [ST/AI/2010/3/Amend.1](https://undocs.org/ST/AI/2010/3/Amend.1), [ST/AI/2010/3/Amend.2](https://undocs.org/ST/AI/2010/3/Amend.2) and [ST/AI/2010/3/Amend.3](https://undocs.org/ST/AI/2010/3/Amend.3) |
| [ST/SGB/2011/9](https://undocs.org/ST/SGB/2011/9) | 18/10/11 | Continuing appointments | See also [ST/AI/2012/3](https://undocs.org/ST/AI/2012/3) |
| [ST/SGB/2011/10](https://undocs.org/ST/SGB/2011/10) | 19/10/11 | Young professionals programme | See also [ST/AI/2012/2/Rev.1](https://undocs.org/ST/AI/2012/2/Rev.1) and [ST/AI/2012/2/Rev.1/Amend.1](https://undocs.org/ST/AI/2012/2/Rev.1/Amend.1) |

8. Secretary-General’s bulletins 2010

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/SGB/2010/1](https://undocs.org/ST/SGB/2010/1) | 5/2/10 | Organization of the Department of Peacekeeping Operations | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3), [ST/SGB/2009/13](https://undocs.org/ST/SGB/2009/13) and [ST/SGB/2009/13/Corr.1](https://undocs.org/ST/SGB/2009/13/Corr.1) |
| [ST/SGB/2010/2](https://undocs.org/ST/SGB/2010/2) | 4/3/10 | Organization of the Department of Field Support | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3), [ST/SGB/2010/9](https://undocs.org/ST/SGB/2010/9), [ST/SGB/2009/13](https://undocs.org/ST/SGB/2009/13), [ST/SGB/2009/13/Corr.1](https://undocs.org/ST/SGB/2009/13/Corr.1) and [ST/SGB/2010/1](https://undocs.org/ST/SGB/2010/1) |
| [ST/SGB/2010/3](https://undocs.org/ST/SGB/2010/3) | 7/4/10 | Organization and terms of reference of the Office of Administration of Justice | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3) |
| [ST/SGB/2010/5](https://undocs.org/ST/SGB/2010/5) | 23/4/10 | Establishment and operation of the Central Emergency Response Fund | See also [ST/SGB/2009/4](https://undocs.org/ST/SGB/2009/4) |
| [ST/SGB/2010/7](https://undocs.org/ST/SGB/2010/7) | 2/8/10 | Organization of the secretariat of the Economic and Social Commission for Western Asia | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3) |
| [ST/SGB/2010/8/Rev.1](https://undocs.org/ST/SGB/2010/8/Rev.1) | 24/5/12 | United Nations Memorial and Recognition Fund | See also [ST/AI/2010/1](https://undocs.org/ST/AI/2010/1) |
| [ST/SGB/2010/9](https://undocs.org/ST/SGB/2010/9) | 6/12/10 | Organization of the Department of Management | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3) |

9. Secretary-General’s bulletins 2009

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/SGB/2009/1](https://undocs.org/ST/SGB/2009/1) | 16/1/09 | Authority of the United Nations Office for Project Services in matters relating to human resources management |  |
| [ST/SGB/2009/3](https://undocs.org/ST/SGB/2009/3) | 1/3/09 | Organization of the United Nations Office at Nairobi | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3), [ST/SGB/2002/14](https://undocs.org/ST/SGB/2002/14) and [ST/SGB/2006/13](https://undocs.org/ST/SGB/2006/13) |
| [ST/SGB/2009/4](https://undocs.org/ST/SGB/2009/4) | 18/12/09 | Procedures for the promulgation of administrative issuances |  |
| [ST/SGB/2009/9](https://undocs.org/ST/SGB/2009/9) | 22/6/09 | Learning and development policy |  |
| [ST/SGB/2009/12](https://undocs.org/ST/SGB/2009/12) | 1/8/09 | Records and archives of the United Nations Monitoring Verification and Inspection Commission |  |
| [ST/SGB/2009/13](https://undocs.org/ST/SGB/2009/13) and [ST/SGB/2009/13/Corr.1](https://undocs.org/ST/SGB/2009/13/Corr.1) | 1/10/09  5/11/09 | Organization of the Department of Political Affairs | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3) |
| [ST/SGB/2009/14](https://undocs.org/ST/SGB/2009/14) | 18/12/09 | Organization of the United Nations Office for Partnerships | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3) |

10. Secretary-General’s bulletins 2008

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/SGB/2008/5](https://undocs.org/ST/SGB/2008/5) | 11/2/08 | Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority | See also [ST/SGB/2008/14](https://undocs.org/ST/SGB/2008/14) |
| [ST/SGB/2008/6](https://undocs.org/ST/SGB/2008/6) | 28/4/08 | United Nations Exhibits Committee | See also [ST/AI/416](https://undocs.org/ST/AI/416) and [ST/AI/2008/1](https://undocs.org/ST/AI/2008/1) |
| [ST/SGB/2008/8](https://undocs.org/ST/SGB/2008/8) | 27/6/08 | Organization of the Office for Disarmament Affairs | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3) |
| [ST/SGB/2008/9](https://undocs.org/ST/SGB/2008/9) | 27/6/08 | Organization of the secretariat of the Economic Commission for Europe | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3) |
| [ST/SGB/2008/11](https://undocs.org/ST/SGB/2008/11) | 1/8/08 | Joint Negotiation Committee for the Field |  |
| [ST/SGB/2008/12](https://undocs.org/ST/SGB/2008/12) | 1/8/08 | Departmental focal points for women in the Secretariat | See also [ST/SGB/282](https://undocs.org/ST/SGB/282) and [ST/AI/1999/9](https://undocs.org/ST/AI/1999/9) |
| [ST/SGB/2008/13](https://undocs.org/ST/SGB/2008/13) | 1/8/08 | Organization of the Office of Legal Affairs | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3) |
| [ST/SGB/2008/14](https://undocs.org/ST/SGB/2008/14) | 27/10/08 | Joint Harassment Prevention Boards | See also [ST/SGB/2008/5](https://undocs.org/ST/SGB/2008/5) |

11. Secretary-General’s bulletins 2007

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/SGB/2007/5](https://undocs.org/ST/SGB/2007/5) | 12/2/07 | Record-keeping and the management of United Nations archives | See also [ST/SGB/2004/15](https://undocs.org/ST/SGB/2004/15) and [ST/SGB/2007/6](https://undocs.org/ST/SGB/2007/6) |
| [ST/SGB/2007/6](https://undocs.org/ST/SGB/2007/6) | 12/2/07 | Information sensitivity, classification and handling | See also [ST/SGB/2007/5](https://undocs.org/ST/SGB/2007/5) |
| [ST/SGB/2007/7](https://undocs.org/ST/SGB/2007/7) | 15/2/07 | Organization of the United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3) |
| [ST/SGB/2007/9](https://undocs.org/ST/SGB/2007/9) | 15/6/07 | Joint Negotiation Committee at Headquarters |  |
| [ST/SGB/2007/10](https://undocs.org/ST/SGB/2007/10) | 29/6/07 | Records of the United Nations Compensation Commission | See also [ST/SGB/2007/5](https://undocs.org/ST/SGB/2007/5) and [ST/SGB/2007/6](https://undocs.org/ST/SGB/2007/6) |
| [ST/SGB/2007/11](https://undocs.org/ST/SGB/2007/11) and [ST/SGB/2007/11/Amend.1](https://undocs.org/ST/SGB/2007/11/Amend.1) | 30/11/07  16/4/13 | United Nations system-wide application of ethics: separately administered organs and programmes | See also [ST/SGB/2005/22](https://undocs.org/ST/SGB/2005/22) and [ST/SGB/2017/2](https://undocs.org/ST/SGB/2017/2) |

12. Secretary-General’s bulletins 2006

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/SGB/2006/5](https://undocs.org/ST/SGB/2006/5) | 22/3/06 | Acceptance of pro bono goods and services |  |
| [ST/SGB/2006/6](https://undocs.org/ST/SGB/2006/6) | 10/4/06 | Financial disclosure and declaration of interest statements |  |
| [ST/SGB/2006/7](https://undocs.org/ST/SGB/2006/7) | 31/5/06 | Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste | See also [ST/AI/2006/2](https://undocs.org/ST/AI/2006/2) |
| [ST/SGB/2006/13](https://undocs.org/ST/SGB/2006/13) | 1/12/06 | Organization of the secretariat of the United Nations Environment Programme | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3) and [ST/SGB/2009/3](https://undocs.org/ST/SGB/2009/3) |
| [ST/SGB/2006/14](https://undocs.org/ST/SGB/2006/14) | 8/12/06 | Amendment to Secretary-General’s bulletin [ST/SGB/2005/16](https://undocs.org/ST/SGB/2005/16) on new mechanisms to strengthen the executive management of the United Nations Secretariat | See also [ST/SGB/2005/16](https://undocs.org/ST/SGB/2005/16) and [ST/SGB/2011/3](https://undocs.org/ST/SGB/2011/3) |
| [ST/SGB/2006/15](https://undocs.org/ST/SGB/2006/15) | 26/12/06 | Post-employment restrictions |  |
| [ST/SGB/2006/16](https://undocs.org/ST/SGB/2006/16) | 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

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

14. Secretary-General’s bulletins 2004

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

15. Secretary-General’s bulletins 2003

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

16. Secretary-General’s bulletins 2002

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

17. Secretary-General’s bulletins 2001

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/SGB/2001/7](https://undocs.org/ST/SGB/2001/7) | 28/8/01 | Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements |  |

18. Secretary-General’s bulletins 2000

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/SGB/2000/4](https://undocs.org/ST/SGB/2000/4) | 24/1/00 | Organization of the United Nations Office at Geneva | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3) |
| [ST/SGB/2000/5](https://undocs.org/ST/SGB/2000/5) | 7/2/00 | Organization of the secretariat of the Economic Commission for Latin America and the Caribbean | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3) |
| [ST/SGB/2000/6](https://undocs.org/ST/SGB/2000/6) | 17/2/00 | Organization of the United Nations Relief and Works Agency for Palestine Refugees in the Near East | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3) |
| [ST/SGB/2000/11](https://undocs.org/ST/SGB/2000/11) | 22/5/00 | Visa Committee |  |
| [ST/SGB/2000/15](https://undocs.org/ST/SGB/2000/15) and [ST/SGB/2000/15/ Amend.1](https://undocs.org/ST/SGB/2000/15/Amend.1) | 1/12/00 18/10/11 | Regulations for the United Nations Dag Hammarskjöld Medal | See also [ST/SGB/119/Rev.1](https://undocs.org/ST/SGB/119/Rev.1) |

19. Secretary-General’s bulletins 1999

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

20. Secretary-General’s bulletins 1998

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/SGB/1998/1](https://undocs.org/ST/SGB/1998/1) | 15/1/98 | Organization of the secretariat of the United Nations Conference on Trade and Development | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3) |
| [ST/SGB/1998/9](https://undocs.org/ST/SGB/1998/9) | 27/4/98 | Organization of the Office of the United Nations High Commissioner for Refugees | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3) |
| [ST/SGB/1998/18](https://undocs.org/ST/SGB/1998/18) | 3/12/98 | Organization of the Executive Office of the Secretary-General | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3) |

21. Secretary-General’s bulletins 1997

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/SGB/1997/2](https://undocs.org/ST/SGB/1997/2) | 28/5/97 | Information circulars |  |
| [ST/SGB/1997/9](https://undocs.org/ST/SGB/1997/9) | 15/9/97 | Organization of the Department of Economic and Social Affairs | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3) |
| [ST/SGB/1997/10](https://undocs.org/ST/SGB/1997/10) | 15/9/97 | Organization of the Office of the United Nations High Commissioner for Human Rights | See also [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3) |

22. Administrative instructions 2017

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/AI/2017/1](https://undocs.org/ST/AI/2017/1) | 26/10/17 | Unsatisfactory conduct, investigations and the disciplinary process |  |
| [ST/AI/2017/2](https://undocs.org/ST/AI/2017/2) | 28/12/17 | Abolishment of obsolete administrative instructions |  |

23. Administrative instructions 2016

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

24. Administrative instructions 2015

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/AI/2015/2/Rev.1](https://undocs.org/ST/AI/2015/2/Rev.1) | 1/7/16 | Home leave |  |
| [ST/AI/2015/3](https://undocs.org/ST/AI/2015/3) | 1/4/15 | Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters |  |
| [ST/AI/2015/4](https://undocs.org/ST/AI/2015/4) | 4/6/15 | Management of property |  |
| [ST/AI/2015/5](https://undocs.org/ST/AI/2015/5) | 23/12/15 | Sabbatical leave programme | See also [ST/SGB/2009/9](https://undocs.org/ST/SGB/2009/9) |

25. Administrative instructions 2014

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/AI/2014/1](https://undocs.org/ST/AI/2014/1) | 13/1/14 | United Nations internship programme |  |
| [ST/AI/2014/2](https://undocs.org/ST/AI/2014/2) | 16/4/14 | System of daily subsistence allowance |  |
| [ST/AI/2014/3](https://undocs.org/ST/AI/2014/3) | 24/6/14 | Staff-Management Committee | See also [ST/SGB/2011/6/Rev.1](https://undocs.org/ST/SGB/2011/6/Rev.1) |

26. Administrative instructions 2013

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/AI/2013/1](https://undocs.org/ST/AI/2013/1) and [ST/AI/2013/1/Corr.1](https://undocs.org/ST/AI/2013/1/Corr.1) | 22/4/13 13/6/13 | Administration of fixed-term appointments |  |
| [ST/AI/2013/3](https://undocs.org/ST/AI/2013/3) and [ST/AI/2013/3/ Amend.2](https://undocs.org/ST/AI/2013/3/Amend.2) | 12/8/13 28/8/16 | Official travel | See also [ST/SGB/107/Rev.6](https://undocs.org/ST/SGB/107/Rev.6) |
| [ST/AI/2013/4](https://undocs.org/ST/AI/2013/4) | 19/12/13 | Consultants and individual contractors | See also [ST/SGB/177](https://undocs.org/ST/SGB/177) |
| [ST/AI/2013/5](https://undocs.org/ST/AI/2013/5) | 1/4/14 | Participants in advisory meetings | See also [ST/SGB/177](https://undocs.org/ST/SGB/177) |

27. Administrative instructions 2012

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/AI/2012/2/Rev.1](https://undocs.org/ST/AI/2012/2/Rev.1) and [ST/AI/2012/2/Rev.1/ Amend.1](https://undocs.org/ST/AI/2012/2/Rev.1/Amend.1) | 7/11/13 3/3/17 | Young professionals programme | See also [ST/SGB/2011/10](https://undocs.org/ST/SGB/2011/10) |
| [ST/AI/2012/3](https://undocs.org/ST/AI/2012/3) | 14/8/12 | Administration of continuing appointments | See also [ST/SGB/2011/9](https://undocs.org/ST/SGB/2011/9) |

28. Administrative instructions 2011

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/AI/2010/4/Rev.1](https://undocs.org/ST/AI/2010/4/Rev.1) | 26/10/11 | Administration of temporary appointments | See also [ST/AI/2016/6](https://undocs.org/ST/AI/2016/6), [ST/AI/2011/7](https://undocs.org/ST/AI/2011/7), [ST/AI/2011/7/Amend.1](https://undocs.org/ST/AI/2011/7/Amend.1) and [ST/AI/2016/3](https://undocs.org/ST/AI/2016/3) |
| [ST/AI/2011/3](https://undocs.org/ST/AI/2011/3) | 14/4/11 | Medical clearances |  |
| [ST/AI/2011/7](https://undocs.org/ST/AI/2011/7), [ST/AI/2011/7/ Amend.1](https://undocs.org/ST/AI/2011/7/Amend.1) and [ST/AI/2011/7/ Amend.2](https://undocs.org/ST/AI/2011/7/Amend.2) | 28/6/11 28/12/11 23/7/12 | Rest and recuperation | See also [ST/AI/1997/6](https://undocs.org/ST/AI/1997/6) and [ST/AI/1997/6/Amend.1](https://undocs.org/ST/AI/1997/6/Amend.1) |
| [ST/AI/2011/8](https://undocs.org/ST/AI/2011/8) | 28/7/11 | Review committees on contracts | See also [ST/AI/2016/7](https://undocs.org/ST/AI/2016/7) |
| [ST/AI/2011/9](https://undocs.org/ST/AI/2011/9) | 1/8/11 | Coordination of action in cases of death of staff members: travel and transportation in cases of death or health-related emergency | See also [ST/AI/155/Rev.2](https://undocs.org/ST/AI/155/Rev.2), [ST/AI/155/Rev.2/Amend.1](https://undocs.org/ST/AI/155/Rev.2/Amend.1) and [ST/AI/2000/10](https://undocs.org/E/RES/2000/10) |

29. Administrative instructions 2010

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

30. Administrative instructions 2009

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/AI/2009/1](https://undocs.org/ST/AI/2009/1) | 30/11/09 | Recovery of overpayments made to staff members | See also [ST/SGB/2009/4](https://undocs.org/ST/SGB/2009/4) |

31. Administrative instructions 2008

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/AI/2008/1](https://undocs.org/ST/AI/2008/1) | 28/4/08 | Exhibits in publicly accessible areas at Headquarters in New York | See also [ST/SGB/2008/6](https://undocs.org/ST/SGB/2008/6) and [ST/AI/416](https://undocs.org/ST/AI/416) |

32. Administrative instructions 2007

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/AI/2007/3](https://undocs.org/ST/AI/2007/3) | 1/7/07 | After-service health insurance |  |

33. Administrative instructions 2006

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/AI/2006/1](https://undocs.org/ST/AI/2006/1) | 1/8/06 | Policy on the provision and use of official cars | See also [ST/AI/2013/3](https://undocs.org/ST/AI/2013/3) and [ST/AI/2013/3/Amend.2](https://undocs.org/ST/AI/2013/3/Amend.2) |
| [ST/AI/2006/2](https://undocs.org/ST/AI/2006/2) | 31/5/06 | Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste | See also [ST/SGB/2006/7](https://undocs.org/ST/SGB/2006/7) and [ST/SGB/2004/15](https://undocs.org/ST/SGB/2004/15) |

34. Administrative instructions 2005

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/AI/2005/1](https://undocs.org/ST/AI/2005/1) | 29/3/05 | Administrative instruction amending administrative instruction [ST/AI/1999/13](https://undocs.org/ST/AI/1999/13) (Recording of attendance and leave) | See also [ST/AI/1999/13](https://undocs.org/ST/AI/1999/13) |
| [ST/AI/2005/2](https://undocs.org/ST/AI/2005/2), [ST/AI/2005/2/Amend.1](https://undocs.org/ST/AI/2005/2/Amend.1) and [ST/AI/2005/2/Amend.2](https://undocs.org/ST/AI/2005/2/Amend.2) | 6/5/05 3/11/14 14/8/17 | Family leave, maternity leave and paternity leave |  |
| [ST/AI/2005/3](https://undocs.org/ST/AI/2005/3) and [ST/AI/2005/3/Amend.1](https://undocs.org/ST/AI/2005/3/Amend.1) | 6/5/05 21/11/07 | Sick leave |  |
| [ST/AI/2005/5](https://undocs.org/ST/AI/2005/5) | 31/5/05 | Administrative instruction amending administrative instruction [ST/AI/400](https://undocs.org/ST/AI/400) | See also [ST/AI/400](https://undocs.org/ST/AI/400) and [ST/SGB/2009/4](https://undocs.org/ST/SGB/2009/4) |
| [ST/AI/2005/6](https://undocs.org/ST/AI/2005/6) | 31/5/05 | Administrative instruction amending administrative instruction [ST/AI/1997/6](https://undocs.org/ST/AI/1997/6) | See also [ST/AI/1997/6](https://undocs.org/ST/AI/1997/6) |
| [ST/AI/2005/10](https://undocs.org/ST/AI/2005/10) | 8/8/05 | Information and communication technology initiatives | See also [ST/SGB/2003/17](https://undocs.org/ST/SGB/2003/17) and [ST/SGB/2004/15](https://undocs.org/ST/SGB/2004/15) |
| [ST/AI/2005/11](https://undocs.org/ST/AI/2005/11) | 31/8/05 | Administrative instruction amending administrative instruction [ST/AI/2000/9](https://undocs.org/ST/AI/2000/9) | See also [ST/AI/2000/9](https://undocs.org/ST/AI/2000/9) |

35. Administrative instructions 2003

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/AI/2003/1](https://undocs.org/ST/AI/2003/1) | 27/1/03 | Administrative instruction amending administrative instruction [ST/AI/2000/1](https://undocs.org/ST/AI/2000/1) (Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills) | See also [ST/AI/2000/1](https://undocs.org/ST/AI/2000/1) |
| [ST/AI/2003/2](https://undocs.org/ST/AI/2003/2) | 30/1/03 | Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances | See also [ST/AI/372](https://undocs.org/ST/AI/372) |
| [ST/AI/2003/3](https://undocs.org/ST/AI/2003/3) | 21/3/03 | Special post allowance for field mission staff |  |
| [ST/AI/2003/4](https://undocs.org/ST/AI/2003/4) | 21/3/03 | Administrative instruction amending administrative instruction [ST/AI/401](https://undocs.org/ST/AI/401) (Personnel arrangements for the Office of Internal Oversight Services) | See also [ST/AI/401](https://undocs.org/ST/AI/401) |
| [ST/AI/2003/8](https://undocs.org/ST/AI/2003/8), [ST/AI/2003/8/Amend.1](https://undocs.org/ST/AI/2003/8/Amend.1) and [ST/AI/2003/8/Amend.2](https://undocs.org/ST/AI/2003/8/Amend.2) | 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

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/AI/2002/5](https://undocs.org/ST/AI/2002/5) | 7/6/02 | Administrative instruction amending administrative instruction [ST/AI/1997/6](https://undocs.org/ST/AI/1997/6) | See also [ST/AI/1997/6](https://undocs.org/ST/AI/1997/6) and [ST/AI/2005/6](https://undocs.org/ST/AI/2005/6) |
| [ST/AI/2002/6](https://undocs.org/ST/AI/2002/6) | 27/9/02 | Life insurance |  |
| [ST/AI/2002/8](https://undocs.org/ST/AI/2002/8) and [ST/AI/2002/8/Amend.1](https://undocs.org/ST/AI/2002/8/Amend.1) | 27/12/02 27/8/08 | Official hospitality |  |

37. Administrative instructions 2001

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/AI/2001/1](https://undocs.org/ST/AI/2001/1) | 8/2/01 | Currency and modalities of payment of salaries and allowances |  |
| [ST/AI/2001/3](https://undocs.org/ST/AI/2001/3) | 4/5/01 | Administrative instruction amending administrative instruction [ST/AI/259/Rev.10](https://undocs.org/ST/AI/259/rev.10) (Salary differential) | See also [ST/AI/259/Rev.10](https://undocs.org/ST/AI/259/Rev.10) |
| [ST/AI/2001/4](https://undocs.org/ST/AI/2001/4) | 5/6/01 | Disposal of computer equipment at United Nations Headquarters |  |
| [ST/AI/2001/5](https://undocs.org/ST/AI/2001/5) | 22/8/01 | United Nations Internet publishing |  |
| [ST/AI/2001/6](https://undocs.org/ST/AI/2001/6) | 24/7/01 | Administrative instruction amending administrative instruction [ST/AI/342](https://undocs.org/ST/AI/342) (Guidelines for the preparation of host Government agreements falling under General Assembly resolution [40/243](http://undocs.org/A/RES/40/243)) | See also [ST/AI/342](https://undocs.org/ST/AI/342) |

38. Administrative instructions 2000

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/AI/2000/1](https://undocs.org/ST/AI/2000/1) | 12/1/00 | Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills |  |
| [ST/AI/2000/3](https://undocs.org/ST/AI/2000/3) | 4/4/00 | Overtime compensation for staff members in the Field Service category at established missions |  |
| [ST/AI/2000/10](https://undocs.org/ST/AI/2000/10) | 21/9/00 | Medical evacuation |  |
| [ST/AI/2000/12](https://undocs.org/ST/AI/2000/12) | 25/10/00 | Private legal obligations of staff members | See also [ST/SGB/1999/4](https://undocs.org/ST/SGB/1999/4) |
| [ST/AI/2000/13](https://undocs.org/ST/AI/2000/13) | 25/10/00 | Outside activities |  |
| [ST/AI/2000/15](https://undocs.org/ST/AI/2000/15) and [ST/AI/2000/15/Amend.1](https://undocs.org/ST/AI/2000/15/Amend.1) | 27/11/00 31/10/07 | Family visit travel | See also [ST/AI/2013/3](https://undocs.org/ST/AI/2013/3) and [ST/AI/2013/3/Amend.2](https://undocs.org/ST/AI/2013/3/Amend.2) |
| [ST/AI/2000/19](https://undocs.org/ST/AI/2000/19) | 18/12/00 | Visa status of non-United States staff members serving in the United States, members of their household and their household employees, and staff members seeking or holding permanent resident status in the United States |  |

39. Administrative instructions 1999

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/AI/1999/1](https://undocs.org/ST/AI/1999/1) and [ST/AI/1999/1/Amend.1](https://undocs.org/ST/AI/1999/1/Amend.1) | 1/2/99 28/1/14 | Delegation of authority in the administration of the Staff Rules | See also [ST/SGB/2015/1](https://undocs.org/ST/SGB/2015/1), [ST/AI/234/Rev.1](https://undocs.org/ST/AI/234/Rev.1), [ST/AI/234/Rev.1/Amend.1](https://undocs.org/ST/AI/234/Rev.1/Amend.1) and [ST/AI/234/Rev.1/Amend.2](https://undocs.org/ST/AI/234/Rev.1/Amend.2) |
| [ST/AI/1999/6](https://undocs.org/ST/AI/1999/6) | 28/5/99 | Gratis personnel |  |
| [ST/AI/1999/9](https://undocs.org/ST/AI/1999/9) | 21/9/99 | Special measures for the achievement of gender equality | See also [ST/SGB/282](https://undocs.org/ST/SGB/282) |
| [ST/AI/1999/13](https://undocs.org/ST/AI/1999/13) | 9/11/99 | Recording of attendance and leave | See also [ST/AI/2005/1](https://undocs.org/ST/AI/2005/1) |
| [ST/AI/1999/16](https://undocs.org/ST/AI/1999/16) | 28/12/99 | Termination of appointment for reasons of health |  |
| [ST/AI/1999/17](https://undocs.org/ST/AI/1999/17) and [ST/AI/1999/17/Amend.1](https://undocs.org/ST/AI/1999/17/Amend.1) | 23/12/99 30/1/06 | Special post allowance |  |

40. Administrative instructions 1998

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/AI/1998/1](https://undocs.org/ST/AI/1998/1) | 28/1/98 | Payment of income taxes to United States tax authorities |  |
| [ST/AI/1998/7](https://undocs.org/ST/AI/1998/7) and [ST/AI/1998/7/Amend.1](https://undocs.org/ST/AI/1998/7/Amend.1) | 23/3/98 8/5/12 | Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category |  |
| [ST/AI/1998/9](https://undocs.org/ST/AI/1998/9) and [ST/AI/1998/9/Corr.1](https://undocs.org/ST/AI/1998/9/corr.1) (English only) | 6/10/98 29/12/98 | System for the classification of posts |  |

41. Administrative instructions 1997

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/AI/1997/6](https://undocs.org/ST/AI/1997/6) | 20/10/97 | Mission subsistence allowance | See also [ST/AI/2002/5](https://undocs.org/ST/AI/2002/5) and [ST/AI/2005/6](https://undocs.org/ST/AI/2005/6) |

II. Issuances under Secretary-General’s bulletin [ST/SGB/100](https://undocs.org/ST/SGB/100)

1. Secretary-General’s bulletins

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/SGB/UNFICYP/1](https://undocs.org/ST/SGB/UNFICYP/1) | 25/4/64 | Regulations for the United Nations Peacekeeping Force in Cyprus |  |
| [ST/SGB/103/Rev.1](https://undocs.org/ST/SGB/103/Rev.1) | 6/80 | Rules governing compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations |  |
| [ST/SGB/107/Rev.6](https://undocs.org/ST/SGB/107/Rev.6) | 25/3/91 | Rules governing payment of travel expenses and subsistence allowances in respect of members of organs or subsidiary organs of the United Nations |  |
| [ST/SGB/119/Rev.1](https://undocs.org/ST/SGB/119/Rev.1) | 16/2/66 | Regulations for the United Nations medal | See also [ST/SGB/2000/15](https://undocs.org/ST/SGB/2000/15) and [ST/SGB/2000/15/Amend.1](https://undocs.org/ST/SGB/2000/15/Amend.1) |
| [ST/SGB/125/Rev.1](https://undocs.org/ST/SGB/125/Rev.1) and [ST/SGB/125/Rev.1/ Amend.1](https://undocs.org/ST/SGB/125/Rev.1/Amend.1) | 21/5/63 31/12/63 | Latin American Institute for Economic and Social Planning: arrangements for administrative servicing and promulgation of provisional financial rules |  |
| [ST/SGB/126](https://undocs.org/ST/SGB/126) and [ST/SGB/126/Amend.1](https://undocs.org/ST/SGB/126/Amend.1) | 1/8/63 15/6/73 | United Nations Research Institute for Social Development |  |
| [ST/SGB/127](https://undocs.org/ST/SGB/127) and [ST/SGB/127/Amend.1](https://undocs.org/ST/SGB/127/Amend.1) | 23/9/63 29/4/74 | Asian Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules |  |
| [ST/SGB/129](https://undocs.org/ST/SGB/129) | 31/12/64 | African Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules and procedures |  |
| [ST/SGB/132](https://undocs.org/ST/SGB/132) | 1/67 | United Nations Flag Code and Regulations |  |
| [ST/SGB/135](https://undocs.org/ST/SGB/135) | 26/12/69 | Access to League of Nations archives |  |
| [ST/SGB/136](https://undocs.org/ST/SGB/136) | 1/2/71 | Preservation and disposition of gifts and historical items |  |
| [ST/SGB/152](https://undocs.org/ST/SGB/152) | 4/3/76 | Procedure for the establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters |  |
| [ST/SGB/160](https://undocs.org/ST/SGB/160) | 13/10/77 | Planning, preparation and servicing of special conferences | See also [ST/AI/342](https://undocs.org/ST/AI/342), [ST/AI/2013/3](https://undocs.org/ST/AI/2013/3), [ST/AI/2013/3/ Amend.2](https://undocs.org/ST/AI/2013/3/Amend.2) and [ST/AI/2001/6](https://undocs.org/ST/AI/2001/6) |
| [ST/SGB/172](https://undocs.org/ST/SGB/172) | 19/4/79 | Staff-management relations: decentralization of consultation procedure | See also [ST/SGB/274](https://undocs.org/ST/SGB/274) |
| [ST/SGB/177](https://undocs.org/ST/SGB/177) | 19/11/82 | Policies for obtaining the services of individuals on behalf of the Organization | See also [ST/SGB/283](https://undocs.org/ST/SGB/283) and [ST/AI/2010/4/Rev.1](https://undocs.org/ST/AI/2010/4/Rev.1) |
| [ST/SGB/188](https://undocs.org/ST/SGB/188) | 1/3/82 | Establishment and management of trust funds | See also [ST/AI/284](https://undocs.org/ST/AI/284), [ST/AI/285](https://undocs.org/ST/AI/285) and [ST/AI/286](https://undocs.org/ST/AI/286) |
| [ST/SGB/198](https://undocs.org/ST/SGB/198) | 10/12/82 | Security, safety and independence of the international civil service | See also [ST/AI/299](https://undocs.org/ST/AI/299) |
| [ST/SGB/201](https://undocs.org/ST/SGB/201) | 8/7/83 | Use of working languages of the Secretariat | See also [ST/SGB/212](https://undocs.org/ST/SGB/212) |
| [ST/SGB/205](https://undocs.org/ST/SGB/205) | 14/6/84 | Regional Commissions Liaison Office |  |
| [ST/SGB/209](https://undocs.org/ST/SGB/209) | 21/12/84 | Policies and procedures governing the relationship between non‑governmental organizations and the United Nations Secretariat |  |
| [ST/SGB/212](https://undocs.org/ST/SGB/212) | 24/9/85 | Use of working languages of the Secretariat | See also [ST/SGB/201](https://undocs.org/ST/SGB/201) |
| [ST/SGB/214](https://undocs.org/ST/SGB/214) | 17/1/86 | International Research and Training Institute for the Advancement of Women |  |
| [ST/SGB/240](https://undocs.org/ST/SGB/240) | 26/6/91 | United Nations International Drug Control Programme | See also [ST/SGB/2004/6](https://undocs.org/ST/SGB/2004/6) and [ST/SGB/2015/4](https://undocs.org/ST/SGB/2015/4) |
| [ST/SGB/273](https://undocs.org/ST/SGB/273) | 7/9/94 | Establishment of the Office of Internal Oversight Services | See also [ST/SGB/2002/7](https://undocs.org/ST/SGB/2002/7), [ST/AI/397](https://undocs.org/ST/AI/397) and [ST/AI/401](https://undocs.org/ST/AI/401) (as amended by [ST/AI/2003/4](https://undocs.org/ST/AI/2003/4)) |
| [ST/SGB/274](https://undocs.org/ST/SGB/274) | 28/9/94 | Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level | See also [ST/SGB/172](https://undocs.org/ST/SGB/172) |
| [ST/SGB/275](https://undocs.org/ST/SGB/275) | 22/12/94 | Health and Life Insurance Committee at Headquarters |  |
| [ST/SGB/277](https://undocs.org/ST/SGB/277) | 19/5/95 | Policy governing assignment to and return from mission detail | See also [ST/AI/404](https://undocs.org/ST/AI/404) |
| [ST/SGB/282](https://undocs.org/ST/SGB/282) | 5/1/96 | Policies to achieve gender equality in the United Nations | See also [ST/SGB/2008/12](https://undocs.org/ST/SGB/2008/12) and [ST/AI/1999/9](https://undocs.org/ST/AI/1999/9) |
| [ST/SGB/283](https://undocs.org/ST/SGB/283) | 29/8/96 | Use of “when actually employed” contracts for special representatives, envoys and other special high-level positions | See also [ST/SGB/177](https://undocs.org/ST/SGB/177) |

2. Administrative instructions

| *Symbol* | *Date issued* | *Subject* | *Amendments/remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/AI/97/Rev.2](https://undocs.org/ST/AI/97/Rev.2) | 26/2/81 | Control of United Nations property covered by personal property receipts | See also [ST/AI/2015/4](https://undocs.org/ST/AI/2015/4) |
| [ST/AI/104](https://undocs.org/ST/AI/104) | 23/8/54 | Solicitation of voluntary contributions within the Secretariat |  |
| [ST/AI/105](https://undocs.org/ST/AI/105) | 3/9/54 | Maintenance of personnel record cards |  |
| [ST/AI/108](https://undocs.org/ST/AI/108) | 24/2/55 | Annual inspection of official status files | See also [ST/AI/292](https://undocs.org/ST/AI/292) |
| [ST/AI/118/Rev.1](https://undocs.org/ST/AI/118/Rev.1) | 15/1/57 | Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs |  |
| [ST/AI/145/Rev.1](https://undocs.org/ST/AI/145/Rev.1) | 18/6/70 | Use of Dag Hammarskjöld Memorial Library building | Paras. 5 and 6; see also [ST/AI/387](https://undocs.org/ST/AI/387) and [ST/AI/416](https://undocs.org/ST/AI/416) |
| [ST/AI/149/Rev.4](https://undocs.org/ST/AI/149/Rev.4) | 14/4/93 | Compensation for loss of or damage to personal effects attributable to service |  |
| [ST/AI/155/Rev.2](https://undocs.org/ST/AI/155/Rev.2) and [ST/AI/155/Rev.2/ Amend.1](https://undocs.org/ST/AI/155/Rev.2/Amend.1) | 31/8/90 13/12/90 | Personnel payroll clearance action |  |
| [ST/AI/189](https://undocs.org/ST/AI/189) | 7/11/69 | Regulations for the control and limitation of documentation |  |
| [ST/AI/189/Add.2](https://undocs.org/ST/AI/189/Add.2) and [ST/AI/189/Add.2/ Amend.2](https://undocs.org/ST/AI/189/Add.2/Amend.2) | 15/9/71 25/8/08 | Covers and title pages of publications |  |
| [ST/AI/189/Add.3/Rev.2](https://undocs.org/ST/AI/189/Add.3/Rev.2) | 17/12/85 | Distribution of documents, meeting records, official records and publications | See also [ST/AI/271](https://undocs.org/ST/AI/271) and [ST/AI/341](https://undocs.org/ST/AI/341) |
| [ST/AI/189/Add.4/Rev.1](https://undocs.org/ST/AI/189/Add.4/Rev.1) | 20/1/97 | Principles governing the exchange of United Nations documents and publications | See also [ST/AI/271](https://undocs.org/ST/AI/271) |
| [ST/AI/189/Add.5/Rev.2](https://undocs.org/ST/AI/189/Add.5/Rev.2) | 23/2/87 | Stock review and disposal: official records and publications |  |
| [ST/AI/189/Add.6/Rev.5](https://undocs.org/ST/AI/189/Add.6/Rev.5) | 22/8/08 | Attribution of authorship in United Nations documents, publications and other official papers |  |
| [ST/AI/189/Add.7](https://undocs.org/ST/AI/189/Add.7) | 30/9/71 | Documentation workload estimates |  |
| [ST/AI/189/Add.8/Rev.1](https://undocs.org/ST/AI/189/Add.8/Rev.1) | 15/3/77 | Requests for document services |  |
| [ST/AI/189/Add.9/Rev.2](https://undocs.org/ST/AI/189/Add.9/Rev.2) and [ST/AI/189/Add.9/ Rev.2/Add.2](https://undocs.org/ST/AI/189/Add.9/Rev.2/Add.2) | 17/9/87 25/2/92 | Copyright in United Nations publications: general principles, practice and procedure | Supersedes [ST/AI/189/Add.9/ Rev.1](https://undocs.org/ST/AI/189/Add.9/Rev.1) on an experimental basis; see also [ST/AI/189/Add.27](https://undocs.org/ST/AI/189/Add.27) |
| [ST/AI/189/Add.10](https://undocs.org/ST/AI/189/Add.10) | 29/11/72 | Mailing of official United Nations documentation | See also [ST/AI/271](https://undocs.org/ST/AI/271) |
| [ST/AI/189/Add.11/ Rev.2](https://undocs.org/ST/AI/189/Add.11/Rev.2) | 18/8/95 | Principles governing United Nations depository libraries |  |
| [ST/AI/189/Add.12/ Rev.1](https://undocs.org/ST/AI/189/Add.12/Rev.1) | 20/1/97 | Supply to the United Nations libraries of material not available through the regular distribution channels |  |
| [ST/AI/189/Add.13/ Rev.1](https://undocs.org/ST/AI/189/Add.13/Rev.1) | 22/12/73 | Reissue of out-of-stock material |  |
| [ST/AI/189/Add.14/ Rev.1](https://undocs.org/ST/AI/189/Add.14/Rev.1) | 17/9/79 | External publishing of United Nations manuscripts |  |
| [ST/AI/189/Add.15/ Rev.1](https://undocs.org/ST/AI/189/Add.15/Rev.1) | 30/6/92 | Pricing of United Nations publications |  |
| [ST/AI/189/Add.17](https://undocs.org/ST/AI/189/Add.17) | 24/6/75 | Criteria for the selection of material to be issued as United Nations publications |  |
| [ST/AI/189/Add.18](https://undocs.org/ST/AI/189/Add.18) | 19/1/76 | Mention of names of commercial firms in United Nations documents and publications |  |
| [ST/AI/189/Add.19/ Rev.1](https://undocs.org/ST/AI/189/Add.19/Rev.1) | 11/2/97 | Newsletters and other information materials in printed or electronic format |  |
| [ST/AI/189/Add.20/ Rev.1](https://undocs.org/ST/AI/189/Add.20/Rev.1) | 11/2/97 | Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat |  |
| [ST/AI/189/Add.21](https://undocs.org/ST/AI/189/Add.21) | 15/1/79 | Use of the United Nations emblem on documents and publications |  |
| [ST/AI/189/Add.22](https://undocs.org/ST/AI/189/Add.22) | 1/6/79 | Use and disposition of papers and reports of seminars and similar ad hoc meetings |  |
| [ST/AI/189/Add.23](https://undocs.org/ST/AI/189/Add.23) | 24/2/82 | Timetable for the planning and submission of documents for sessions of United Nations organs |  |
| [ST/AI/189/Add.24](https://undocs.org/ST/AI/189/Add.24) | 11/12/84 | Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications |  |
| [ST/AI/189/Add.25/ Rev.1](https://undocs.org/ST/AI/189/Add.25/Rev.1) | 20/1/97 | Guidelines for the publication of maps |  |
| [ST/AI/189/Add.26](https://undocs.org/ST/AI/189/Add.26) | 25/9/89 | Guidelines for electronic publishing | See also [ST/AI/189/Add.28](https://undocs.org/ST/AI/189/Add.28) |
| [ST/AI/189/Add.27](https://undocs.org/ST/AI/189/Add.27) | 8/11/90 | References and acknowledgements | See also [ST/AI/189/Add.9/Rev.2](https://undocs.org/ST/AI/189/Add.9/Rev.2) and [ST/AI/189/Add.9/Rev.2/ Add.2](https://undocs.org/ST/AI/189/Add.9/Rev.2/Add.2) |
| [ST/AI/189/Add.28](https://undocs.org/ST/AI/189/Add.28) | 14/8/96 | Guidelines for publishing in an electronic format | See also [ST/AI/189/Add.26](https://undocs.org/ST/AI/189/Add.26) |
| [ST/AI/193/Rev.1](https://undocs.org/ST/AI/193/Rev.1) | 24/6/77 | Material and package passes | See also [ST/AI/309/Rev.2](https://undocs.org/ST/AI/309/Rev.2) |
| [ST/AI/202](https://undocs.org/ST/AI/202) | 4/6/71 | Headquarters Property Survey Board: case report and recommendation form |  |
| [ST/AI/205](https://undocs.org/ST/AI/205) | 10/12/71 | Library services | See also [ST/AI/189/Add.12/Rev.1](https://undocs.org/ST/AI/189/Add.12/Rev.1) |
| [ST/AI/211](https://undocs.org/ST/AI/211) | 4/4/72 | Scheduling of meetings and provision of conference services |  |
| [ST/AI/222](https://undocs.org/ST/AI/222) | 10/12/74 | Procedure to be followed in cases of termination of permanent appointment for unsatisfactory services |  |
| [ST/AI/227](https://undocs.org/ST/AI/227) | 25/4/75 | Security of valuable articles: lost and found property |  |
| [ST/AI/231/Rev.1](https://undocs.org/ST/AI/231/Rev.1) | 23/1/91 | Non-reimbursable loans of personnel services from sources external to the United Nations common system |  |
| [ST/AI/233](https://undocs.org/ST/AI/233) | 9/12/75 | Contributions from non-Member States |  |
| [ST/AI/234/Rev.1](https://undocs.org/ST/AI/234/Rev.1), [ST/AI/234/Rev.1/ Amend.1](https://undocs.org/ST/AI/234/Rev.1/Amend.1) and [ST/AI/234/Rev.1/ Amend.2](https://undocs.org/ST/AI/234/Rev.1/Amend.2) | 22/3/89 14/6/90 4/9/14 | Administration of the Staff Regulations and Staff Rules | See also [ST/SGB/2015/1](https://undocs.org/ST/SGB/2015/1), [ST/AI/1999/1](https://undocs.org/ST/AI/1999/1) and [ST/AI/1999/1/Amend.1](https://undocs.org/ST/AI/1999/1/Amend.1) |
| [ST/AI/235](https://undocs.org/ST/AI/235) and [ST/AI/235/Corr.1](https://undocs.org/ST/AI/235/Corr.1) | 8/1/76 20/1/76 | Death and disability coverage for members of the Joint Inspection Unit |  |
| [ST/AI/244/Rev.1](https://undocs.org/ST/AI/244/Rev.1) | 18/7/96 | United Nations Bookshop service for staff members |  |
| [ST/AI/248](https://undocs.org/ST/AI/248) and [ST/AI/248/Amend.1](https://undocs.org/ST/AI/248/Amend.1) | 7/7/77 27/6/80 | Reimbursement of taxi fares |  |
| [ST/AI/259/Rev.10](https://undocs.org/ST/AI/259/Rev.10) | 27/2/89 | Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters | See also [ST/AI/2001/3](https://undocs.org/ST/AI/2001/3) |
| [ST/AI/261](https://undocs.org/ST/AI/261) | 12/12/78 | Forms management programme |  |
| [ST/AI/271](https://undocs.org/ST/AI/271) | 4/2/80 | General principles and procedures governing outgoing official United Nations mail at Headquarters | See also [ST/AI/189/Add.10](https://undocs.org/ST/AI/189/Add.10) |
| [ST/AI/273](https://undocs.org/ST/AI/273) | 4/3/80 | Employment of spouses |  |
| [ST/AI/284](https://undocs.org/ST/AI/284) | 1/3/82 | General trust funds | See also [ST/SGB/188](https://undocs.org/ST/SGB/188) |
| [ST/AI/285](https://undocs.org/ST/AI/285) | 1/3/82 | Technical cooperation trust funds | See also [ST/SGB/188](https://undocs.org/ST/SGB/188) |
| [ST/AI/286](https://undocs.org/ST/AI/286) | 3/3/82 | Programme support accounts | See also [ST/SGB/188](https://undocs.org/ST/SGB/188) |
| [ST/AI/291/Rev.1](https://undocs.org/ST/AI/291/Rev.1) | 18/7/84 | Part-time employment |  |
| [ST/AI/292](https://undocs.org/ST/AI/292) | 15/7/82 | Filing of adverse material in personnel records | See also [ST/AI/108](https://undocs.org/ST/AI/108) |
| [ST/AI/293](https://undocs.org/ST/AI/293) | 15/7/82 | Facilities to be provided to staff representatives |  |
| [ST/AI/299](https://undocs.org/ST/AI/299) | 10/12/82 | Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families | See also [ST/SGB/198](https://undocs.org/ST/SGB/198) |
| [ST/AI/309/Rev.2](https://undocs.org/ST/AI/309/Rev.2) | 18/2/97 | Authority of United Nations security officers | See also [ST/AI/193/Rev.1](https://undocs.org/ST/AI/193/Rev.1) and [ST/AI/387](https://undocs.org/ST/AI/387) |
| [ST/AI/323](https://undocs.org/ST/AI/323) | 27/9/84 | Reduction in energy consumption |  |
| [ST/AI/333](https://undocs.org/ST/AI/333) | 29/11/85 | Personal identification cards: Headquarters | See also [ST/AI/387](https://undocs.org/ST/AI/387) |
| [ST/AI/342](https://undocs.org/ST/AI/342) | 8/5/87 | Guidelines for the preparation of host Government agreements falling under General Assembly resolution [40/243](https://undocs.org/A/RES/40/243) | See also [ST/SGB/160](https://undocs.org/ST/SGB/160), [ST/AI/2013/3](https://undocs.org/ST/AI/2013/3), [ST/AI/2013/3/Amend.2](https://undocs.org/ST/AI/2013/3/Amend.2) and [ST/AI/2001/6](https://undocs.org/ST/AI/2001/6) |
| [ST/AI/349](https://undocs.org/ST/AI/349) | 22/4/88 | United Nations garage |  |
| [ST/AI/368](https://undocs.org/ST/AI/368) | 10/1/91 | Instructions governing United Nations diplomatic pouch service |  |
| [ST/AI/372](https://undocs.org/ST/AI/372) | 25/9/91 | Employee assistance in cases of alcohol/substance abuse | See also [ST/AI/2003/2](https://undocs.org/ST/AI/2003/2) |
| [ST/AI/387](https://undocs.org/ST/AI/387) | 10/9/93 | Security arrangements for admission to United Nations Headquarters | See also [ST/AI/309/Rev.2](https://undocs.org/ST/AI/309/Rev.2) |
| [ST/AI/397](https://undocs.org/ST/AI/397) | 7/9/94 | Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery | See also [ST/SGB/273](https://undocs.org/ST/SGB/273) |
| [ST/AI/400](https://undocs.org/ST/AI/400) | 22/12/94 | Abandonment of post |  |
| [ST/AI/401](https://undocs.org/ST/AI/401) | 18/1/95 | Personnel arrangements for the Office of Internal Oversight Services | See also [ST/SGB/273](https://undocs.org/ST/SGB/273) and [ST/AI/2003/4](https://undocs.org/ST/AI/2003/4) |
| [ST/AI/404](https://undocs.org/ST/AI/404) | 19/5/95 | Assignment to and return from mission detail | See also [ST/SGB/277](https://undocs.org/ST/SGB/277) |
| [ST/AI/408](https://undocs.org/ST/AI/408) | 1/8/95 | Introduction of staggered working hours at Headquarters |  |
| [ST/AI/416](https://undocs.org/ST/AI/416) | 26/4/96 | Use of United Nations premises for meetings, conferences, special events and exhibits | See also [ST/AI/145/Rev.1](https://undocs.org/ST/AI/145/rev.1) (paras. 5–6), [ST/AI/387](https://undocs.org/ST/AI/387), [ST/AI/2008/1](https://undocs.org/ST/AI/2008/1) and [ST/SGB/2008/6](https://undocs.org/E/RES/2008/6) |

B. Subject index to administrative issuances

I. Buildings, premises and security

1. Buildings and premises

Admission to United Nations Headquarters: Security arrangements for — [ST/AI/387](https://undocs.org/ST/AI/387)

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

Energy conservation: see Reduction in energy consumption

Non-smoking policy at United Nations Headquarters, New York — [ST/SGB/2003/9](https://undocs.org/ST/SGB/2003/9)

Property management at United Nations Headquarters — [ST/AI/2015/4](https://undocs.org/ST/AI/2015/4)

Property Survey Boards — [ST/SGB/2013/4 (rule 105.22)](https://undocs.org/ST/SGB/2013/4)

Reduction in energy consumption — [ST/AI/323](https://undocs.org/ST/AI/323)

United Nations Bookshop service for staff members — [ST/AI/244/Rev.1](https://undocs.org/ST/AI/244/Rev.1)

Use of United Nations premises for meetings, conferences, special events and exhibits — [ST/AI/416](https://undocs.org/ST/AI/416), [ST/AI/2008/1](https://undocs.org/ST/AI/2008/1) and [ST/SGB/2008/6 (see also Exhibits Committee guidelines, in section XI.4, and Security arrangements for admission to United Nations Headquarters, in section I.5 below)](https://undocs.org/ST/SGB/2008/6)

2. Garage

Garage Review Board — [ST/AI/349](https://undocs.org/ST/AI/349)

Parking rates: see United Nations garage below

United Nations garage — [ST/AI/349](https://undocs.org/ST/AI/349)

3. Passes

Grounds passes: Wearing of — [ST/AI/155/Rev.2](https://undocs.org/ST/AI/155/Rev.2) and [ST/AI/155/Rev.2/Amend.1 (para. 5)](https://undocs.org/ST/AI/155/Rev.2/Amend.1), [ST/AI/333](https://undocs.org/ST/AI/333) and [ST/AI/387](https://undocs.org/ST/AI/387)

Material and package passes — [ST/AI/193/Rev.1](https://undocs.org/ST/AI/193/Rev.1) and [ST/AI/309/Rev.2](https://undocs.org/ST/AI/309/Rev.2)

Personal identification cards: Headquarters (including retired staff) — [ST/AI/333](https://undocs.org/ST/AI/333) and [ST/AI/387](https://undocs.org/ST/AI/387)

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours —[ST/AI/387](https://undocs.org/ST/AI/387)

4. Safety

Evacuation procedures for the United Nations Headquarters complex — [ST/SGB/2002/8](https://undocs.org/ST/SGB/2002/8)

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

Road and driving safety — [ST/AI/2010/6](https://undocs.org/ST/AI/2010/6)

Security and Safety Service at Headquarters: testing for use of illegal drugs and controlled substances — [ST/AI/2003/2](https://undocs.org/ST/AI/2003/2)

Security, safety and independence of the international civil service — [ST/SGB/198](https://undocs.org/ST/SGB/198)

5. Security

Authority of United Nations security officers — [ST/AI/309/Rev.2](https://undocs.org/ST/AI/309/Rev.2) and [ST/AI/387](https://undocs.org/ST/AI/387)

Material and package passes — [ST/AI/193/Rev.1](https://undocs.org/ST/AI/193/Rev.1) and [ST/AI/309/Rev.2](https://undocs.org/ST/AI/309/Rev.2)

Security and Safety Services at Headquarters: testing for use of illegal drugs and controlled substances — [ST/AI/2003/2](https://undocs.org/ST/AI/2003/2)

Security, safety and independence of the international civil service — [ST/SGB/198](https://undocs.org/ST/SGB/198) and [ST/SGB/2016/9 (see commentary)](https://undocs.org/ST/SGB/2016/9)

- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families — [ST/AI/299](https://undocs.org/ST/AI/299)

Security arrangements for admission to United Nations Headquarters — [ST/AI/387](https://undocs.org/ST/AI/387) (see also [ST/AI/309/Rev.2](https://undocs.org/ST/AI/309/Rev.2))

Security of valuable articles; lost and found property — [ST/AI/227](https://undocs.org/ST/AI/227)

Use of information and communication technology resources and data — [ST/SGB/2004/15](https://undocs.org/ST/SGB/2004/15)

II. Claims

Advisory Board on Compensation Claims — [ST/SGB/2017/1](https://undocs.org/ST/SGB/2017/1) and [ST/SGB/2017/1/Corr.1](https://undocs.org/ST/SGB/2017/1/Corr.1) (abolished and replaced by [ST/SGB/2018/1](https://undocs.org/ST/SGB/2018/1)), and appendix D

Claims Board — [ST/AI/149/Rev.4](https://undocs.org/ST/AI/149/Rev.4)

Compensation for loss of or damage to personal effects to service — [ST/AI/149/Rev.4](https://undocs.org/ST/AI/149/Rev.4)

Compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations: Rules governing — [ST/SGB/2017/1](https://undocs.org/ST/SGB/2017/1) and [ST/SGB/2017/1/Corr.1](https://undocs.org/ST/SGB/2017/1/Corr.1) (abolished and replaced by [ST/SGB/2018/1](https://undocs.org/ST/SGB/2018/1)), and appendix D

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](https://undocs.org/ST/SGB/103/Rev.1)

Death and disability coverage for members of the Joint Inspection Unit — [ST/AI/235](https://undocs.org/ST/AI/235) and [ST/AI/235/Corr.1](https://undocs.org/ST/AI/235/Corr.1)

**III. Communications, archives and records**

1. Archives and records

Access to League of Nations archives — [ST/SGB/135](https://undocs.org/ST/SGB/135)

Commission for Historical Clarification — [ST/SGB/1999/6](https://undocs.org/ST/SGB/1999/6)

Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for-Food Programme — [ST/SGB/2006/16](https://undocs.org/ST/SGB/2006/16)

Gifts and historical items: Preservation and disposition of — [ST/SGB/136](https://undocs.org/ST/SGB/136)

Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste — [ST/AI/2006/2](https://undocs.org/ST/AI/2006/2)

Records and archives of the United Nations Monitoring, Verification and Inspection

Commission — [ST/SGB/2009/12](https://undocs.org/ST/SGB/2009/12)

Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste — [ST/SGB/2006/7](https://undocs.org/ST/SGB/2006/7)

Record-keeping and the management of United Nations archives — [ST/SGB/2007/5](https://undocs.org/ST/SGB/2007/5)

- Guidelines concerning the separation of private papers from business records — [ST/SGB/2007/5](https://undocs.org/ST/SGB/2007/5), annex

United Nations archives and records — [ST/SGB/2007/5](https://undocs.org/ST/SGB/2007/5)

2. Communications, correspondence and mailing

Confidentiality of mailing lists and registers — [ST/AI/341](https://undocs.org/ST/AI/341)

Information and Communications Technology Board — [ST/SGB/2003/17](https://undocs.org/ST/SGB/2003/17)

Information and communication technology initiatives — [ST/SGB/2016/11](https://undocs.org/ST/SGB/2016/11) and [ST/AI/2005/10](https://undocs.org/ST/AI/2005/10)

Information sensitivity, classification and handling — [ST/SGB/2007/6](https://undocs.org/ST/SGB/2007/6)

Outgoing official United Nations mail at Headquarters: General principles and procedures governing — [ST/AI/271](https://undocs.org/ST/AI/271), [ST/AI/189/Add.10](https://undocs.org/ST/AI/189/Add.10) and [ST/AI/341](https://undocs.org/ST/AI/341)

Use of airmail envelopes — [ST/AI/271](https://undocs.org/ST/AI/271)

3. Pouch

Diplomatic pouch service — [ST/AI/368](https://undocs.org/ST/AI/368)

IV. Conferences

Guidelines for the preparation of host Government agreements falling under General Assembly resolution [40/243](https://undocs.org/A/RES/40/243) — [ST/AI/342](https://undocs.org/ST/AI/342) and [ST/AI/2001/6 (see also Special conferences below)](https://undocs.org/ST/AI/2001/6)

Scheduling of meetings and provision of conference services — [ST/AI/211](https://undocs.org/ST/AI/211) and [ST/AI/416](https://undocs.org/ST/AI/416)

Special conferences: Planning, preparation and servicing of — [ST/SGB/160](https://undocs.org/ST/SGB/160), [ST/AI/342](https://undocs.org/ST/AI/342), [ST/AI/2013/3](https://undocs.org/ST/AI/2013/3), [ST/AI/2013/3/Amend.2](https://undocs.org/ST/AI/2013/3/Amend.2) and [ST/AI/2001/6](https://undocs.org/ST/AI/2001/6)

Use of United Nations premises for meetings, conferences, special events and exhibits — [ST/AI/416](https://undocs.org/ST/AI/416), [ST/AI/145/Rev.1 (paras. 5–6)](https://undocs.org/ST/AI/145/Rev.1), [ST/AI/387](https://undocs.org/ST/AI/387), [ST/AI/2008/1](https://undocs.org/ST/AI/2008/1) and [ST/SGB/2008/6](https://undocs.org/ST/SGB/2008/6)

V. Documents and publications

1. General

Distribution of documents, meeting records, official records and publications — [ST/AI/189/Add.3/Rev.2](https://undocs.org/ST/AI/189/Add.3/Rev.2) and [ST/AI/341](https://undocs.org/ST/AI/341)

Publications Board — [ST/SGB/2012/2](https://undocs.org/ST/SGB/2012/2) and [ST/AI/2001/5](https://undocs.org/ST/AI/2001/5)

2. Regulations for the control and limitation of documentation

Attribution of authorship in United Nations documents, publications and other official papers — [ST/AI/189/Add.6/Rev.5](https://undocs.org/ST/AI/189/Add.6/Rev.5)

Copyright in United Nations publications: general principles, practice and procedure — [ST/AI/189/Add.9/Rev.2](https://undocs.org/ST/AI/189/Add.9/Rev.2), [ST/AI/189/Add.9/Rev.2/Add.2](https://undocs.org/ST/AI/189/Add.9/Rev.2/Add.2) and [ST/AI/189/Add.27](https://undocs.org/ST/AI/189/Add.27)

Covers and title pages of publications — [ST/AI/189/Add.2](https://undocs.org/ST/AI/189/Add.2) and [ST/AI/189/Add.2/Amend.2](https://undocs.org/ST/AI/189/Add.2/Amend.2)

Criteria for the selection of material to be issued as United Nations publications — [ST/AI/189/Add.17](https://undocs.org/ST/AI/189/Add.17)

Depository libraries: Principles governing United Nations — [ST/AI/189/Add.11/Rev.2](https://undocs.org/ST/AI/189/Add.11/Rev.2)

Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for-Food Programme — [ST/SGB/2006/16](https://undocs.org/ST/SGB/2006/16)

Distribution of documents, meeting records, official records and publications — [ST/AI/189/Add.3/Rev.2](https://undocs.org/ST/AI/189/Add.3/Rev.2) and [ST/AI/341](https://undocs.org/ST/AI/341)

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

Exchange of United Nations documents and publications: Principles governing the — [ST/AI/189/Add.4/Rev.1](https://undocs.org/ST/AI/189/Add.4/Rev.1)

External publishing of United Nations manuscripts — [ST/AI/189/Add.14/Rev.1](https://undocs.org/ST/AI/189/Add.14/Rev.1)

Information sensitivity, classification and handling — [ST/SGB/2007/6](https://undocs.org/ST/SGB/2007/6)

Initiation, approval and execution of the United Nations biennial publications programme — [ST/SGB/2012/2](https://undocs.org/ST/SGB/2012/2)

Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste — [ST/AI/2006/2](https://undocs.org/ST/AI/2006/2)

Internet publishing: United Nations — [ST/AI/2001/5](https://undocs.org/ST/AI/2001/5)

Mailing of official United Nations documentation — [ST/AI/189/Add.10](https://undocs.org/ST/AI/189/Add.10), [ST/AI/189/Add.3/Rev.2](https://undocs.org/ST/AI/189/Add.3/Rev.2) and [ST/AI/271](https://undocs.org/ST/AI/271)

Maps: Guidelines for the publication of — [ST/AI/189/Add.25/Rev.1](https://undocs.org/ST/AI/189/Add.25/Rev.1)

Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat — [ST/AI/189/Add.20/Rev.1](https://undocs.org/ST/AI/189/Add.20/Rev.1)

Mention of names of commercial firms in United Nations documents and publications — [ST/AI/189/Add.18](https://undocs.org/ST/AI/189/Add.18)

Newsletters and other information materials in printed or electronic format — [ST/AI/189/Add.19/Rev.1](https://undocs.org/ST/AI/189/Add.19/Rev.1)

Out-of-stock material: Reissue of — [ST/AI/189/Add.13/Rev.1](https://undocs.org/ST/AI/189/Add.13/Rev.1)

Pricing of United Nations publications — [ST/AI/189/Add.15/Rev.1](https://undocs.org/ST/AI/189/Add.15/Rev.1)

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

References and acknowledgements — [ST/AI/189/Add.27](https://undocs.org/ST/AI/189/Add.27), [ST/AI/189/Add.9/Rev.2](https://undocs.org/ST/AI/189/Add.9/Rev.2) and [ST/AI/189/Add.9/Rev.2/Add.2](https://undocs.org/ST/AI/189/Add.9/rev.2/add.2)

Regulations for the control and limitation of documentation — [ST/AI/189](https://undocs.org/ST/AI/189)

Reissue of out-of-stock material — [ST/AI/189/Add.13/Rev.1](https://undocs.org/ST/AI/189/Add.13/Rev.1)

Requests for document services — [ST/AI/189/Add.8/Rev.1](https://undocs.org/ST/AI/189/Add.8/Rev.1)

Stock review and disposal of official records and publications — [ST/AI/189/Add.5/Rev.2](https://undocs.org/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](https://undocs.org/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](https://undocs.org/ST/AI/189/Add.23)

United Nations Internet publishing — [ST/AI/2001/5](https://undocs.org/ST/AI/2001/5)

Use and disposition of papers and reports of seminars and similar ad hoc meetings — [ST/AI/189/Add.22](https://undocs.org/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](https://undocs.org/ST/AI/189/Add.24)

Use of the United Nations emblem on documents and publications — [ST/AI/189/Add.21](https://undocs.org/ST/AI/189/Add.21)

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

VI. Finance

1. Financial arrangements

African Institute for Economic Development and Planning — [ST/SGB/129](https://undocs.org/ST/SGB/129)

Asian Institute for Economic Development and Planning — [ST/SGB/127](https://undocs.org/ST/SGB/127) and [ST/SGB/127/Amend.1](https://undocs.org/ST/SGB/127/Amend.1)

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

United Nations Research Institute for Social Development — [ST/SGB/126](https://undocs.org/ST/SGB/126) and [ST/SGB/126/Amend.1](https://undocs.org/ST/SGB/126/Amend.1)

2. General

Contributions from non-Member States — [ST/SGB/2013/4 (rule 103.1)](https://undocs.org/ST/SGB/2013/4) and [ST/AI/233](https://undocs.org/ST/AI/233)

Currency and modalities of payment of salaries and allowances — [ST/AI/2001/1](https://undocs.org/ST/AI/2001/1)

Designation of staff members performing significant functions in the management of financial, human and physical resources — [ST/SGB/2005/7](https://undocs.org/ST/SGB/2005/7)

Establishment and operation of the Central Emergency Response Fund — [ST/SGB/2010/5](https://undocs.org/ST/SGB/2010/5)

Establishment of a Senior Advisory Board on Services to the Public — [ST/SGB/2005/10](https://undocs.org/ST/SGB/2005/10)

Financial disclosure and declaration of interest statements — [ST/SGB/2006/6](https://undocs.org/ST/SGB/2006/6)

Information and communication technology initiatives — [ST/AI/2005/10](https://undocs.org/ST/AI/2005/10)

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

Official hospitality — [ST/AI/2002/8](https://undocs.org/ST/AI/2002/8) and [ST/AI/2002/8/Amend.1](https://undocs.org/ST/AI/2002/8/Amend.1)

Official travel — [ST/AI/2013/3](https://undocs.org/ST/AI/2013/3) and [ST/AI/2013/3/Amend.2](https://undocs.org/ST/AI/2013/3/Amend.2)

Overtime compensation for staff members in the Field Service category at established missions — [ST/AI/2000/3](https://undocs.org/ST/AI/2000/3)

Personnel payroll clearance action — [ST/AI/155/Rev.2](https://undocs.org/ST/AI/155/Rev.2) and [ST/AI/155/Rev.2/Amend.1](https://undocs.org/ST/AI/155/Rev.2/Amend.1)

Private legal obligations of staff members — [ST/AI/2000/12](https://undocs.org/ST/AI/2000/12) (see also section VIII.7 below)

Recovery of overpayments made to staff members — [ST/AI/2009/1](https://undocs.org/ST/AI/2009/1)

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

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](https://undocs.org/ST/AI/259/Rev.10) and [ST/AI/2001/3](https://undocs.org/ST/AI/2001/3)

Salary scales and payments: see section VIII.13 below

Solicitation of voluntary contributions within the Secretariat — [ST/AI/104](https://undocs.org/ST/AI/104)

Taxi fares: Reimbursement of — [ST/AI/248](https://undocs.org/ST/AI/248) and [ST/AI/248/Amend.1](https://undocs.org/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](https://undocs.org/ST/SGB/2013/7), [ST/AI/2016/7](https://undocs.org/ST/AI/2016/7), [ST/SGB/2005/7](https://undocs.org/ST/SGB/2005/7)

Financial Regulations and Rules of the United Nations — [ST/SGB/2013/4](https://undocs.org/ST/SGB/2013/4), [ST/SGB/2015/4](https://undocs.org/ST/SGB/2015/4) and [ST/AI/2016/7](https://undocs.org/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](https://undocs.org/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](https://undocs.org/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](https://undocs.org/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](https://undocs.org/ST/SGB/2016/6)

Regulations for the United Nations Peacekeeping Force in Cyprus — [ST/SGB/UNFICYP/1](https://undocs.org/ST/SGB/UNFICYP/1)

4. Revenue-producing activities

Bookshop — [ST/SGB/2013/4](https://undocs.org/ST/SGB/2013/4) and [ST/AI/244/Rev.1](https://undocs.org/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](https://undocs.org/ST/SGB/188)

Establishment and operation of the Central Emergency Response Fund — [ST/SGB/2010/5](https://undocs.org/ST/SGB/2010/5)

General trust funds — [ST/AI/284](https://undocs.org/ST/AI/284)

Programme support accounts — [ST/AI/286](https://undocs.org/ST/AI/286)

Technical cooperation trust funds — [ST/AI/285](https://undocs.org/ST/AI/285)

VII. General office procedures

Administrative issuances:

- Abolishment of obsolete — [ST/SGB/2017/3](https://undocs.org/ST/SGB/2017/3) and [ST/AI/2017/2](https://undocs.org/st/ai/2017/2)

- Procedures for the promulgation of — [ST/SGB/2009/4](https://undocs.org/ST/SGB/2009/4)

Confidentiality of mailing lists and registers — [ST/AI/341](https://undocs.org/ST/AI/341)

Disposal of computer equipment at United Nations Headquarters — [ST/AI/2001/4](https://undocs.org/ST/AI/2001/4)

Electronic publishing: Guidelines for — [ST/AI/189/Add.26](https://undocs.org/ST/AI/189/Add.26) and [ST/AI/189/Add.28](https://undocs.org/ST/AI/189/Add.28)

Ethics: United Nations system-wide application of — separately administered organs and programmes — [ST/SGB/2007/11](https://undocs.org/ST/SGB/2007/11) and [ST/SGB/2007/11/Amend.1](https://undocs.org/ST/SGB/2007/11/Amend.1)

Exhibits Committee: United Nations — [ST/SGB/2008/6](https://undocs.org/ST/SGB/2008/6)

Forms management programme — [ST/AI/261](https://undocs.org/ST/AI/261)

Information and Communication Technology (ICT) resources and data: Use of — [ST/SGB/2004/15](https://undocs.org/ST/SGB/2004/15)

Information and communications technology initiatives — [ST/AI/2005/10](https://undocs.org/ST/AI/2005/10)

Information circulars — [ST/SGB/1997/2](https://undocs.org/ST/SGB/1997/2)

Information sensitivity, classification and handling — [ST/SGB/2007/6](https://undocs.org/ST/SGB/2007/6) and [ST/SGB/2012/3](https://undocs.org/ST/SGB/2012/3)

Internet publishing: United Nations — [ST/AI/2001/5](https://undocs.org/ST/AI/2001/5)

Managed reassignment programme —[ST/AI/2001/7/Rev.2](https://undocs.org/ST/AI/2001/7/Rev.2)

New nomenclature for staff of the United Nations — [ST/SGB/2002/18](https://undocs.org/ST/SGB/2002/18)

Personnel payroll clearance action — [ST/AI/155/Rev.2](https://undocs.org/ST/AI/155/Rev.2) and [ST/AI/155/Rev.2/Amend.1](https://undocs.org/ST/AI/155/Rev.2/Amend.1)

Personnel record cards: Maintenance of — [ST/AI/105](https://undocs.org/ST/AI/105)

Post-employment restrictions — [ST/SGB/2006/15](https://undocs.org/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](https://undocs.org/ST/SGB/2001/7)

Property management at United Nations Headquarters — [ST/AI/2015/4](https://undocs.org/ST/AI/2015/4)

Publishing in an electronic format: Guidelines for — [ST/AI/189/Add.28](https://undocs.org/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](https://undocs.org/ST/AI/397) and [ST/SGB/273 (para. 18)](https://undocs.org/ST/SGB/273)

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](https://undocs.org/ST/SGB/2001/7)

Working languages of the Secretariat — [ST/SGB/201](https://undocs.org/ST/SGB/201) and [ST/SGB/212](https://undocs.org/ST/SGB/212)

VIII. Human resources

1. Administration-staff relations

Departmental focal points for women in the Secretariat — [ST/SGB/2008/12](https://undocs.org/ST/SGB/2008/12)

Ethics: United Nations system-wide application of — separately administered organs and programmes — [ST/SGB/2007/11](https://undocs.org/ST/SGB/2007/11) and [ST/SGB/2007/11/Amend.1](https://undocs.org/ST/SGB/2007/11/Amend.1)

- Protection against retaliation for reporting misconduct — [ST/SGB/2017/2](https://undocs.org/ST/SGB/2017/2)

- Ethics Office: establishment and terms of reference — [ST/SGB/2005/22](https://undocs.org/ST/SGB/2005/22)

Independent inquiry into the oil-for-food

programme — [ST/SGB/2004/9](https://undocs.org/ST/SGB/2004/9)

International civil service: Security, safety and independence of the — [ST/SGB/198](https://undocs.org/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](https://undocs.org/ST/AI/299)

Joint Harassment Prevention Boards — [ST/SGB/2008/14](https://undocs.org/ST/SGB/2008/14)

Joint Negotiation Committee at Headquarters — [ST/SGB/2007/9](https://undocs.org/ST/SGB/2007/9)

Office of the Ombudsman — [ST/SGB/2016/7](https://undocs.org/ST/SGB/2016/7)

Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level — [ST/SGB/274](https://undocs.org/ST/SGB/274)

Staff representatives: Facilities to be provided to — [ST/AI/293](https://undocs.org/ST/AI/293)

Staff-Management Committee — [ST/SGB/2011/6/Rev.1](https://undocs.org/ST/SGB/2011/6/Rev.1) and [ST/AI/2014/3](https://undocs.org/ST/AI/2014/3)

Staff-management relations: decentralization of consultation procedure — [ST/SGB/172](https://undocs.org/ST/SGB/172) and [ST/SGB/274](https://undocs.org/ST/SGB/274)

Steering Committee for the Improvement of the Status of Women in the Secretariat:

- Membership — [ST/SGB/1999/9](https://undocs.org/ST/SGB/1999/9)

- Policies to obtain gender equality in the United Nations — [ST/SGB/282](https://undocs.org/ST/SGB/282), [ST/SGB/2011/2](https://undocs.org/ST/SGB/2011/2) and [ST/AI/1999/9](https://undocs.org/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](https://undocs.org/ST/AI/2011/9)

Dependency status and dependency benefits — [ST/AI/2016/8](https://undocs.org/ST/AI/2016/8)

Education grant and related benefits — [ST/AI/2018/1](https://undocs.org/ST/AI/2018/1)

Special education grant and related benefit for children with a disability — [ST/AI/2018/2](https://undocs.org/ST/AI/2018/2)

Home leave — [ST/AI/2015/2/Rev.1](https://undocs.org/ST/AI/2015/2/Rev.1)

Mission subsistence allowance — [ST/AI/1997/6](https://undocs.org/ST/AI/1997/6) (as amended by [ST/AI/2002/5](https://undocs.org/ST/AI/2002/5) and [ST/AI/2005/6](https://undocs.org/ST/AI/2005/6))

Mobility and hardship scheme — [ST/AI/2016/6](https://undocs.org/ST/AI/2016/6)

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

Official hospitality — [ST/AI/2002/8](https://undocs.org/ST/AI/2002/8) and [ST/AI/2002/8/Amend.1](https://undocs.org/ST/AI/2002/8/Amend.1)

Personal status for purposes of United Nations entitlements — [ST/SGB/2004/13](https://undocs.org/ST/SGB/2004/13)

Reimbursement for travel by private motor vehicle — [ST/AI/2013/3](https://undocs.org/ST/AI/2013/3) and [ST/AI/2013/3/Amend.2](https://undocs.org/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](https://undocs.org/ST/AI/2018/3)

Repatriation grant — [ST/AI/2016/2](https://undocs.org/ST/AI/2016/2)

Rest and recuperation — [ST/AI/2011/7](https://undocs.org/ST/AI/2011/7), [ST/AI/2011/7/Amend.1](https://undocs.org/ST/AI/2011/7/Amend.1) and [ST/AI/2011/7/Amend.2](https://undocs.org/ST/AI/2011/7/Amend.2)

Salaries and allowances: Currency and modalities of payment — [ST/AI/2001/1](https://undocs.org/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](https://undocs.org/ST/AI/2001/3)

Scheme of social security for the staff — [ST/SGB/2011/1](https://undocs.org/ST/SGB/2011/1)

Settling-in grant — [ST/AI/2016/5](https://undocs.org/ST/AI/2016/5)

Special entitlements for staff members serving at designated duty stations — [ST/AI/2016/3](https://undocs.org/ST/AI/2016/3)

Special post allowance — [ST/AI/1999/17](https://undocs.org/ST/AI/1999/17) and [ST/AI/1999/17/Amend.1](https://undocs.org/ST/AI/1999/17/Amend.1)

- Special post allowance for field mission staff — [ST/AI/2003/3](https://undocs.org/ST/AI/2003/3)

Subsistence allowance:

- Mission subsistence allowance — [ST/AI/1997/6](https://undocs.org/ST/AI/1997/6) (as amended by [ST/AI/2002/5](https://undocs.org/ST/AI/2002/5) and [ST/AI/2005/6](https://undocs.org/ST/AI/2005/6))

- System of daily subsistence allowance — [ST/AI/2014/2](https://undocs.org/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](https://undocs.org/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](https://undocs.org/ST/SGB/2010/3)

Office of the Ombudsman: appointment and terms of reference of the Ombudsman — [ST/SGB/2002/12](https://undocs.org/ST/SGB/2002/12)

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

United Nations Appeals Tribunal — [ST/SGB/2010/3](https://undocs.org/ST/SGB/2010/3)

4. Appointments, placement and promotion

Administration of fixed-term appointments —

[ST/AI/2013/1](https://undocs.org/ST/AI/2013/1) and [ST/AI/2013/1/Corr.1](https://undocs.org/ST/AI/2013/1/Corr.1)

Administration of temporary appointments — [ST/AI/2010/4/Rev.1](https://undocs.org/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](https://undocs.org/ST/AI/274) and [ST/AI/274/Corr.1](https://undocs.org/ST/AI/274/Corr.1)

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

Central Review Boards — [ST/SGB/2011/7](https://undocs.org/ST/SGB/2011/7)

Central Review Committees — [ST/SGB/2011/7](https://undocs.org/ST/SGB/2011/7)

Central review bodies at designated offices away from Headquarters — [ST/SGB/2011/7](https://undocs.org/ST/SGB/2011/7)

Central Review Panels — [ST/SGB/2011/7](https://undocs.org/ST/SGB/2011/7)

Central review bodies — [ST/SGB/2011/7](https://undocs.org/ST/SGB/2011/7)

Competitive examination for recruitment to the Professional category of staff members from other categories — [ST/AI/2012/2/Rev.1](https://undocs.org/ST/AI/2012/2/Rev.1) and [ST/AI/2012/2/Rev.1/Amend.1](https://undocs.org/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](https://undocs.org/ST/AI/1998/7) and [ST/AI/1998/7/Amend.1](https://undocs.org/ST/AI/1998/7/Amend.1)

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

Consultants and individual contractors — [ST/AI/2013/4](https://undocs.org/ST/AI/2013/4)

Consultants and participants in advisory meetings — [ST/SGB/177](https://undocs.org/ST/SGB/177), [ST/AI/2013/4](https://undocs.org/ST/AI/2013/4) and [ST/AI/2013/5](https://undocs.org/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](https://undocs.org/ST/SGB/2011/9) and [ST/AI/2012/3](https://undocs.org/ST/AI/2012/3)

Contractors: Institutional or corporate — [ST/SGB/177](https://undocs.org/ST/SGB/177)

Employment of spouses — [ST/AI/273](https://undocs.org/ST/AI/273)

Field central review bodies — [ST/SGB/2011/7](https://undocs.org/ST/SGB/2011/7)

Gratis personnel — [ST/AI/1999/6](https://undocs.org/ST/AI/1999/6)

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

Managed reassignment programme — [ST/AI/2001/7/Rev.2](https://undocs.org/ST/AI/2001/7/Rev.2)

Medical clearances — [ST/AI/2011/3](https://undocs.org/ST/AI/2011/3)

Movement of staff from the Field Service category to the Professional category — [ST/AI/2010/3](https://undocs.org/ST/AI/2010/3), [ST/AI/2010/3/Amend.1](https://undocs.org/ST/AI/2010/3/Amend.1), [ST/AI/2010/3/Amend.2](https://undocs.org/ST/AI/2010/3/Amend.2) and [ST/AI/2010/3/Amend.3](https://undocs.org/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](https://undocs.org/ST/AI/291/Rev.1)

Performance Management and Development

System — [ST/SGB/1999/18](https://undocs.org/ST/SGB/1999/18), [ST/AI/2010/5](https://undocs.org/ST/AI/2010/5) and [ST/AI/2010/5/Corr.1](https://undocs.org/ST/AI/2010/5/Corr.1)

Placement and promotion — [ST/AI/2010/3](https://undocs.org/ST/AI/2010/3), [ST/AI/2010/3/Amend.1](https://undocs.org/ST/AI/2010/3/Amend.1), [ST/AI/2010/3/Amend.2](https://undocs.org/ST/AI/2010/3/Amend.2) and [ST/AI/2010/3/Amend.3](https://undocs.org/ST/AI/2010/3/Amend.3)

Policies for obtaining the services of individuals on behalf of the Organization — [ST/SGB/177](https://undocs.org/ST/SGB/177)

- Consultants and individual contractors — [ST/AI/2013/4](https://undocs.org/ST/AI/2013/4)

- Participants in advisory meetings — [ST/AI/2013/5](https://undocs.org/ST/AI/2013/5)

- Institutional or corporate contractors — [ST/AI/327](https://undocs.org/ST/AI/327)

- Temporary staff and individual contractors — [ST/AI/2010/4](https://undocs.org/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](https://undocs.org/ST/SGB/282), [ST/SGB/2008/12](https://undocs.org/ST/SGB/2008/12) and [ST/AI/1999/9](https://undocs.org/ST/AI/1999/9)

Promotion policy and review: see Placement and promotion above

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

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

Senior Review Board — [ST/SGB/2016/3/Rev.1](https://undocs.org/ST/SGB/2016/3/Rev.1)

Senior Review Group — [ST/SGB/2016/10](https://undocs.org/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](https://undocs.org/ST/AI/2000/1) (as amended by [ST/AI/2003/1](https://undocs.org/ST/AI/2003/1))

Special measures for the achievement of gender equality — [ST/AI/1999/9](https://undocs.org/ST/AI/1999/9), [ST/SGB/282](https://undocs.org/ST/SGB/282) and [ST/SGB/2008/12](https://undocs.org/ST/SGB/2008/12)

Special post allowance — [ST/AI/1999/17](https://undocs.org/ST/AI/1999/17) and [ST/AI/1999/17/Amend.1](https://undocs.org/ST/AI/1999/17/Amend.1)

- Special post allowance for field mission staff — [ST/AI/2003/3](https://undocs.org/ST/AI/2003/3)

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

Temporary staff and individual contractors — [ST/SGB/177](https://undocs.org/ST/SGB/177) and [ST/AI/2010/4/Rev.1](https://undocs.org/ST/AI/2010/4/Rev.1)

Termination of appointment for reasons of health — [ST/AI/1999/16](https://undocs.org/ST/AI/1999/16)

Termination of permanent appointment for unsatisfactory services: procedure to be followed — [ST/AI/222](https://undocs.org/ST/AI/222)

Use of “when actually employed” contracts for special representatives, envoys and other special high-level positions — [ST/SGB/283](https://undocs.org/ST/SGB/283)

5. Attendance, leave and working hours

Abandonment of post — [ST/AI/400](https://undocs.org/ST/AI/400) (as amended by [ST/AI/2005/5](https://undocs.org/ST/AI/2005/5))

Breastfeeding: policy on — [ST/SGB/2003/14](https://undocs.org/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](https://undocs.org/ST/AI/2005/2) and [ST/AI/2005/2/Amend.1](https://undocs.org/ST/AI/2005/2/Amend.1)

Home leave — [ST/AI/2015/2/Rev.1](https://undocs.org/ST/AI/2015/2/Rev.1)

Introduction of staggered working hours — [ST/AI/408](https://undocs.org/ST/AI/408)

Jury duty: see Recording of attendance and leave below

Recording of attendance and leave — [ST/AI/1999/13](https://undocs.org/ST/AI/1999/13) (as amended by [ST/AI/2005/1](https://undocs.org/ST/AI/2005/1))

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office

hours — [ST/AI/387](https://undocs.org/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](https://undocs.org/ST/AI/2011/7), [ST/AI/2011/7/Amend.1](https://undocs.org/ST/AI/2011/7/Amend.1) and [ST/AI/2011/7/Amend.2](https://undocs.org/ST/AI/2011/7/Amend.2)

Sabbatical leave programme — [ST/AI/2015/5](https://undocs.org/ST/AI/2015/5)

Sick leave — [ST/AI/2005/3](https://undocs.org/ST/AI/2005/3) and [ST/AI/2005/3/Amend.1](https://undocs.org/ST/AI/2005/3/Amend.1)

Upgrading of substantive and technical skills — [ST/AI/2010/10](https://undocs.org/ST/AI/2010/10)

Working hours:

- Introduction of staggered working hours at Headquarters — [ST/AI/408](https://undocs.org/ST/AI/408)

- Flexible working arrangements — [ST/SGB/2003/4](https://undocs.org/ST/SGB/2003/4)

6. Delegation of authority

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

Authority of the United Nations Population Fund (UNFPA) in matters relating to human resources — [ST/SGB/2004/10](https://undocs.org/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](https://undocs.org/ST/SGB/2011/2)

Delegation of authority under the Financial Regulations and Rules — [ST/AI/2003/6](https://undocs.org/ST/AI/2003/6), [ST/AI/2004/1](https://undocs.org/ST/AI/2004/1) and [ST/AI/2016/7](https://undocs.org/ST/AI/2016/7)

Designation of staff members performing significant functions in the management of financial, human and physical resources — [ST/SGB/2005/7](https://undocs.org/ST/SGB/2005/7)

Upgrading of substantive and technical skills — [ST/AI/2010/10](https://undocs.org/ST/AI/2010/10)

7. Duties and obligations

Acceptance of pro bono goods and services guidelines — [ST/SGB/2006/5](https://undocs.org/ST/SGB/2006/5)

Assignment to and return from mission detail: Policy governing — [ST/SGB/277](https://undocs.org/ST/SGB/277) and [ST/AI/404](https://undocs.org/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](https://undocs.org/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](https://undocs.org/ST/SGB/2002/9)

Family and child support obligations of staff members — [ST/SGB/1999/4](https://undocs.org/ST/SGB/1999/4) and [ST/AI/2000/12](https://undocs.org/ST/AI/2000/12)

Financial disclosure and declaration of interest statements — [ST/SGB/2006/6](https://undocs.org/ST/SGB/2006/6)

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

Obligations of staff members — [ST/SGB/1999/4](https://undocs.org/ST/SGB/1999/4), [ST/AI/2000/12](https://undocs.org/ST/AI/2000/12) and [ST/SGB/2006/6](https://undocs.org/ST/SGB/2006/6)

Outside activities — [ST/AI/2000/13](https://undocs.org/ST/AI/2000/13)

Post-employment restrictions — [ST/SGB/2006/15](https://undocs.org/ST/SGB/2006/15)

Preservation and disposition of gifts and historical items — [ST/SGB/136](https://undocs.org/ST/SGB/136)

Private legal obligations of staff members — [ST/AI/2000/12](https://undocs.org/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](https://undocs.org/ST/SGB/2008/5) and [ST/SGB/2008/14](https://undocs.org/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](https://undocs.org/ST/SGB/2017/2/Rev.1)

Rectification of date of birth or of other personal data: Request for — [ST/AI/2010/2](https://undocs.org/ST/AI/2010/2)

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

Special measures for protection from sexual exploitation and sexual abuse — [ST/SGB/2003/13](https://undocs.org/ST/SGB/2003/13)

Status, basic rights and duties of United Nations staff members — [ST/SGB/2016/9](https://undocs.org/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](https://undocs.org/ST/SGB/2002/9)

8. Job classification system

System for the classification of posts — [ST/AI/1998/9](https://undocs.org/ST/AI/1998/9) and [ST/AI/1998/9/Corr.1 (English only)](https://undocs.org/ST/AI/1998/9/Corr.1)

9. General

Annual inspection of official status file — [ST/AI/108](https://undocs.org/ST/AI/108) (see also Official status files below)

Bookshop service for staff members: United Nations — [ST/AI/244/Rev.1](https://undocs.org/ST/AI/244/Rev.1)

Breastfeeding: Policy on — [ST/SGB/2003/14](https://undocs.org/ST/SGB/2003/14)

Currency and modalities of payment of salaries and allowances — [ST/AI/2001/1](https://undocs.org/ST/AI/2001/1)

Employee assistance in cases of alcohol/substance abuse — [ST/AI/372](https://undocs.org/ST/AI/372)

Filing of adverse material in personnel records — [ST/AI/292](https://undocs.org/ST/AI/292) (see also Official status files below)

Guidelines for the acceptance of pro bono goods and services — [ST/SGB/2006/5](https://undocs.org/ST/SGB/2006/5)

International civil service: Security, safety and independence of the — [ST/SGB/198](https://undocs.org/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](https://undocs.org/ST/AI/299)

Laissez-passer — [ST/AI/155/Rev.2](https://undocs.org/ST/AI/155/Rev.2) and [ST/AI/155/Rev.2/Amend.1 (para. 5)](https://undocs.org/ST/AI/155/Rev.2/Amend.1)

Official hospitality — [ST/AI/2002/8](https://undocs.org/ST/AI/2002/8) and [ST/AI/2002/8/Amend.1](https://undocs.org/ST/AI/2002/8/Amend.1)

Official status files — [ST/AI/108](https://undocs.org/ST/AI/108) and [ST/AI/292](https://undocs.org/ST/AI/292)

Performance Management and Development

System — [ST/SGB/1999/18](https://undocs.org/ST/SGB/1999/18), [ST/AI/2010/5](https://undocs.org/ST/AI/2010/5) and [ST/AI/2010/5/Corr.1](https://undocs.org/ST/AI/2010/5/Corr.1)

Personnel payroll clearance action — [ST/AI/155/Rev.2](https://undocs.org/ST/AI/155/Rev.2) and [ST/AI/155/Rev.2/Amend.1](https://undocs.org/ST/AI/155/Rev.2/Amend.1)

Personnel record cards: Maintenance of — [ST/AI/105](https://undocs.org/ST/AI/105)

Post-employment restrictions — [ST/SGB/2006/15](https://undocs.org/ST/SGB/2006/15)

Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority — [ST/SGB/2008/5](https://undocs.org/ST/SGB/2008/5) and [ST/SGB/2008/14](https://undocs.org/ST/SGB/2008/14)

Records and archives of the United Nations Monitoring, Verification and Inspection

Commission — [ST/SGB/2009/12](https://undocs.org/ST/SGB/2009/12)

Records of the United Nations Compensation Commission — [ST/SGB/2007/10](https://undocs.org/ST/SGB/2007/10)

Rectification of date of birth or of other personal data: Request for — [ST/AI/2010/2](https://undocs.org/ST/AI/2010/2)

Smoking at United Nations Headquarters — [ST/SGB/2003/9](https://undocs.org/ST/SGB/2003/9)

Special measures for protection from sexual exploitation and sexual abuse — [ST/SGB/2003/13](https://undocs.org/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](https://undocs.org/ST/AI/248) and [ST/AI/248/Amend.1](https://undocs.org/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](https://undocs.org/ST/AI/2003/2)

United Nations personnel policy on HIV/AIDS — [ST/SGB/1999/17](https://undocs.org/ST/SGB/1999/17) and [ST/SGB/2003/18](https://undocs.org/ST/SGB/2003/18)

Wearing of grounds passes — [ST/AI/333](https://undocs.org/ST/AI/333) and [ST/AI/387](https://undocs.org/ST/AI/387)

Working hours: Introduction of staggered — [ST/AI/408](https://undocs.org/ST/AI/408)

- Flexible working arrangements — [ST/SGB/2003/4](https://undocs.org/ST/SGB/2003/4)

Working languages of the Secretariat — [ST/SGB/201](https://undocs.org/ST/SGB/201) and [ST/SGB/212](https://undocs.org/ST/SGB/212)

10. Medical and other insurance

After-service health insurance — [ST/AI/2007/3](https://undocs.org/ST/AI/2007/3)

Employee assistance in cases of alcohol/substance abuse — [ST/AI/372](https://undocs.org/ST/AI/372)

Health and Life Insurance Committee at Headquarters — [ST/SGB/275](https://undocs.org/ST/SGB/275)

Life insurance — [ST/AI/2002/6](https://undocs.org/ST/AI/2002/6)

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

Payment of insurance proceeds under the malicious acts insurance policy — [ST/SGB/2004/11](https://undocs.org/ST/SGB/2004/11)

Personal status for purposes of United Nations entitlements — [ST/SGB/2004/13/Rev.1](https://undocs.org/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](https://undocs.org/ST/SGB/2017/1) and [ST/SGB/2017/1/Corr.1](https://undocs.org/ST/SGB/2017/1/Corr.1) (abolished and replaced by [ST/SGB/2018/1](https://undocs.org/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](https://undocs.org/ST/AI/2003/2)

11. Pensions, post-retirement services and employment beyond retirement

After-service health insurance — [ST/AI/2007/3](https://undocs.org/ST/AI/2007/3)

Personal identification cards for retired staff members — [ST/AI/333](https://undocs.org/ST/AI/333) and [ST/AI/387](https://undocs.org/ST/AI/387)

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

Scheme of social security for the staff — [ST/SGB/2011/1](https://undocs.org/ST/SGB/2011/1)

12. Post adjustment

See index to information circulars ([ST/IC/2012/2](https://undocs.org/ST/IC/2012/2))

13. Salary scales and payments

Currency and modalities of payment of salaries and allowances — [ST/AI/2001/1](https://undocs.org/ST/AI/2001/1)

Field Service category — [ST/SGB/2011/1](https://undocs.org/ST/SGB/2011/1)

Overtime compensation for staff members in the

Field Service category at established missions — [ST/AI/2000/3](https://undocs.org/ST/AI/2000/3)

Professional and higher categories — [ST/SGB/2012/1](https://undocs.org/ST/SGB/2012/1)

Recovery of overpayments made to staff members — [ST/AI/2009/1](https://undocs.org/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](https://undocs.org/ST/AI/259/Rev.10) and [ST/AI/2001/3](https://undocs.org/ST/AI/2001/3)

Special post allowance for field mission staff — [ST/AI/2003/3](https://undocs.org/ST/AI/2003/3)

14. Staff regulations and rules

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

Staff Regulations — [ST/SGB/2012/1](https://undocs.org/ST/SGB/2012/1)

Staff Rules:

- Rules governing compensation — [ST/SGB/2017/1](https://undocs.org/ST/SGB/2017/1) and [ST/SGB/2017/1/Corr.1](https://undocs.org/ST/SGB/2017/1/Corr.1) (abolished and replaced by [ST/SGB/2018/1](https://undocs.org/ST/SGB/2018/1)), and appendix D

- Secretariat personnel — [ST/SGB/2011/1](https://undocs.org/ST/SGB/2011/1)

15. Training, career development and examinations

Building the future — [ST/SGB/1999/15](https://undocs.org/ST/SGB/1999/15)

Competitive examination for recruitment to the Professional category of staff members from other categories — [ST/AI/2012/2/Rev.1](https://undocs.org/ST/AI/2012/2/Rev.1) and [ST/AI/2012/2/Rev.1/Amend.1](https://undocs.org/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](https://undocs.org/ST/AI/1998/7) and [ST/AI/1998/7/Amend.1](https://undocs.org/ST/AI/1998/7/Amend.1)

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

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

Internship programme: United Nations — [ST/AI/2014/1](https://undocs.org/ST/AI/2014/1)

Language proficiency and language allowance — [ST/AI/2016/9](https://undocs.org/ST/AI/2016/9)

Learning and development policy — [ST/SGB/2009/9](https://undocs.org/ST/SGB/2009/9)

Managed reassignment programme —[ST/AI/2001/7/Rev.2](https://undocs.org/ST/AI/2001/7/Rev.2)

New nomenclature for the staff of the United Nations — [ST/SGB/2002/18](https://undocs.org/ST/SGB/2002/18)

Organizational competencies for the future — [ST/SGB/1999/15](https://undocs.org/ST/SGB/1999/15)

Placement and promotion — [ST/AI/2010/3](https://undocs.org/ST/AI/2010/3), [ST/AI/2010/3/Amend.1](https://undocs.org/ST/AI/2010/3/Amend.1), [ST/AI/2010/3/Amend.2](https://undocs.org/ST/AI/2010/3/Amend.2) and [ST/AI/2010/3/Amend.3](https://undocs.org/ST/AI/2010/3/Amend.3)

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

Sabbatical leave programme — [ST/AI/2015/5](https://undocs.org/ST/AI/2015/5) and [ST/SGB/2009/9](https://undocs.org/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](https://undocs.org/ST/AI/2000/1) (as amended by [ST/AI/2003/1](https://undocs.org/ST/AI/2003/1))

Upgrading of substantive and technical skills — [ST/AI/2010/10](https://undocs.org/ST/AI/2010/10)

Young professionals programme — [ST/SGB/2011/10](https://undocs.org/ST/SGB/2011/10) and [ST/AI/2012/2/Rev.1](https://undocs.org/ST/AI/2012/2/Rev.1) and [ST/AI/2012/2/Rev.1/Amend.1](https://undocs.org/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](https://undocs.org/ST/AI/1998/1)

17. Visas

Visa Committee — [ST/SGB/2000/11](https://undocs.org/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](https://undocs.org/ST/AI/2000/19)

IX. Library

Dag Hammarskjöld Memorial Library building: Use of — [ST/AI/145/Rev.1 (paras. 5 and 6)](https://undocs.org/ST/AI/145/Rev.1)

Establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters: Procedure for the — [ST/SGB/152](https://undocs.org/ST/SGB/152)

Library services — [ST/AI/205](https://undocs.org/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](https://undocs.org/ST/AI/189/Add.12/Rev.1)

Use of United Nations premises for meetings, conferences, special events and exhibits — [ST/AI/416](https://undocs.org/ST/AI/416), [ST/AI/2008/1](https://undocs.org/ST/AI/2008/1) and [ST/SGB/2008/6](https://undocs.org/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](https://undocs.org/ST/SGB/277) and [ST/AI/404](https://undocs.org/ST/AI/404)

Field central review bodies — [ST/SGB/2011/7](https://undocs.org/ST/SGB/2011/7)

Joint Negotiation Committee for the Field — [ST/SGB/2008/11](https://undocs.org/ST/SGB/2008/11)

Medal: Regulations for the United Nations (for award to military personnel) — [ST/SGB/119/Rev.1](https://undocs.org/ST/SGB/119/Rev.1)

Medal: Regulations for the United Nations Dag Hammarskjöld (posthumous award to members of peacekeeping operations who have lost their lives) — [ST/SGB/2000/15](https://undocs.org/ST/SGB/2000/15) and [ST/SGB/2000/15/Amend.1](https://undocs.org/ST/SGB/2000/15/Amend.1)

Medical evacuation — [ST/AI/2000/10](https://undocs.org/ST/AI/2000/10)

Mission subsistence allowance — [ST/AI/1997/6](https://undocs.org/ST/AI/1997/6) (as amended by [ST/AI/2002/5](https://undocs.org/ST/AI/2002/5) and [ST/AI/2005/6](https://undocs.org/ST/AI/2005/6))

Movement of staff from the Field Service category to the Professional category — [ST/AI/2010/3](https://undocs.org/ST/AI/2010/3) and [ST/AI/2010/3/Amend.1](https://undocs.org/ST/AI/2010/3/Amend.1) (see also Competitive examination for recruitment to the Professional category, section VIII.15 above)

Observance by United Nations forces of international humanitarian law — [ST/SGB/1999/13](https://undocs.org/ST/SGB/1999/13)

Overtime compensation for staff members in the Field Service category at established missions — [ST/AI/2000/3](https://undocs.org/ST/AI/2000/3)

Payment of insurance proceeds under the malicious acts insurance policy — [ST/SGB/2004/11](https://undocs.org/ST/SGB/2004/11)

Policy governing assignment to and return from mission detail — [ST/SGB/277](https://undocs.org/ST/SGB/277)

Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority — [ST/SGB/2008/5](https://undocs.org/ST/SGB/2008/5) and [ST/SGB/2008/14](https://undocs.org/ST/SGB/2008/14)

Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste — [ST/SGB/2006/7](https://undocs.org/ST/SGB/2006/7)

- Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste — [ST/AI/2006/2](https://undocs.org/ST/AI/2006/2)

Road and driving safety — [ST/AI/2010/6](https://undocs.org/ST/AI/2010/6)

Special post allowance for field mission staff — [ST/AI/2003/3](https://undocs.org/ST/AI/2003/3)

United Nations Peacekeeping Force in Cyprus: Regulations for — [ST/SGB/UNFICYP/1](https://undocs.org/ST/SGB/UNFICYP/1)

XI. Organizational structure

1. General

Building the future — [ST/SGB/1999/15](https://undocs.org/ST/SGB/1999/15)

Organization of the Secretariat of the United

Nations — [ST/SGB/2015/3](https://undocs.org/ST/SGB/2015/3), [ST/SGB/2005/16](https://undocs.org/ST/SGB/2005/16), [ST/SGB/2006/14](https://undocs.org/ST/SGB/2006/14) and [ST/SGB/2011/3](https://undocs.org/ST/SGB/2011/3) and [ST/SGB/2011/3/Amend.1](https://undocs.org/ST/SGB/2011/3/Amend.1)

Organizational competencies for the future — [ST/SGB/1999/15](https://undocs.org/ST/SGB/1999/15)

Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat — [ST/SGB/209](https://undocs.org/ST/SGB/209)

2. Institutes

African Institute for Economic Development and Planning — [ST/SGB/129](https://undocs.org/ST/SGB/129)

Asian Institute for Economic Development and Planning — [ST/SGB/127](https://undocs.org/ST/SGB/127) and [ST/SGB/127/Amend.1](https://undocs.org/ST/SGB/127/Amend.1)

International Research and Training Institute for the Advancement of Women — [ST/SGB/214](https://undocs.org/ST/SGB/214)

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

United Nations Research Institute for Social Development — [ST/SGB/126](https://undocs.org/ST/SGB/126) and [ST/SGB/126/Amend.1](https://undocs.org/ST/SGB/126/Amend.1)

3. Secretariat departments and units

Central Support Services: Office of — [ST/SGB/2013/1](https://undocs.org/ST/SGB/2013/1) and [ST/SGB/2005/7](https://undocs.org/ST/SGB/2005/7)

Centre for Human Settlements (Habitat): United Nations — [ST/SGB/2002/14](https://undocs.org/ST/SGB/2002/14)

Conference on Trade and Development: Secretariat of the United Nations — [ST/SGB/1998/1](https://undocs.org/ST/SGB/1998/1)

Dag Hammarskjöld Library — see Public Information: Department of, below

Department of Field Support: Organization of the — [ST/SGB/2010/2](https://undocs.org/ST/SGB/2010/2)

Departmental focal points for women in the Secretariat — [ST/SGB/2008/12](https://undocs.org/ST/SGB/2008/12)

Disarmament Affairs: Organization of the Office for — [ST/SGB/2008/8](https://undocs.org/ST/SGB/2008/8)

Drugs and Crime: Organization of the United Nations Office on — [ST/SGB/2004/6](https://undocs.org/ST/SGB/2004/6) and [ST/SGB/240](https://undocs.org/ST/SGB/240)

Economic and Social Affairs: Department of — [ST/SGB/1997/9](https://undocs.org/ST/SGB/1997/9)

Economic and Social Commission for Asia and the Pacific: secretariat of the — [ST/SGB/2005/11](https://undocs.org/ST/SGB/2005/11)

Economic and Social Commission for Western Asia: Secretariat of the — [ST/SGB/2010/7](https://undocs.org/ST/SGB/2010/7)

Economic Commission for Africa: Secretariat of the — [ST/SGB/2005/12](https://undocs.org/ST/SGB/2005/12)

Economic Commission for Europe: Secretariat of the — [ST/SGB/2008/9](https://undocs.org/ST/SGB/2008/9)

Economic Commission for Latin America and the Caribbean: Secretariat of the — [ST/SGB/2000/5](https://undocs.org/ST/SGB/2000/5)

Environment Programme: Organization of the Secretariat of the United Nations — [ST/SGB/2006/13](https://undocs.org/ST/SGB/2006/13)

Ethics Office: establishment and terms of reference — [ST/SGB/2005/22](https://undocs.org/ST/SGB/2005/22)

Executive Office of the Secretary-General — [ST/SGB/1998/18](https://undocs.org/ST/SGB/1998/18)

General Assembly and Conference Management: Organization of the Department for — [ST/SGB/2005/9](https://undocs.org/ST/SGB/2005/9)

High Commissioner for Human Rights: Office of the United Nations — [ST/SGB/1997/10](https://undocs.org/ST/SGB/1997/10)

High Commissioner for Refugees: Office of the United Nations — [ST/SGB/1998/9](https://undocs.org/ST/SGB/1998/9)

Human Resources Management: Office of — [ST/SGB/2011/4](https://undocs.org/ST/SGB/2011/4) and [ST/SGB/2005/7](https://undocs.org/ST/SGB/2005/7)

Humanitarian Affairs: Office for the Coordination of — [ST/SGB/1999/8](https://undocs.org/ST/SGB/1999/8)

Information and Communications Technology: Office of — [ST/SGB/2016/11](https://undocs.org/ST/SGB/2016/11)

Internal Oversight Services: Office of — [ST/SGB/2002/7](https://undocs.org/ST/SGB/2002/7), [ST/SGB/273](https://undocs.org/ST/SGB/273), [ST/AI/397](https://undocs.org/ST/AI/397) and [ST/AI/401](https://undocs.org/ST/AI/401) (as amended by [ST/AI/2003/4](https://undocs.org/ST/AI/2003/4))

- Establishment of — [ST/SGB/273](https://undocs.org/ST/SGB/273)

- Personnel arrangements — [ST/AI/401](https://undocs.org/ST/AI/401) (as amended by [ST/AI/2003/4](https://undocs.org/ST/AI/2003/4))

- Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery — [ST/AI/397](https://undocs.org/ST/AI/397)

International Drug Control Programme — [ST/SGB/2004/6](https://undocs.org/ST/SGB/2004/6) and [ST/SGB/240](https://undocs.org/ST/SGB/240)

Legal Affairs: Office of — [ST/SGB/2008/13](https://undocs.org/ST/SGB/2008/13)

Management: Department of — [ST/SGB/2010/9](https://undocs.org/ST/SGB/2010/9) and [ST/SGB/2005/7](https://undocs.org/ST/SGB/2005/7)

Office at Geneva: United Nations — [ST/SGB/2000/4](https://undocs.org/ST/SGB/2000/4)

Office at Nairobi: United Nations — [ST/SGB/2009/3](https://undocs.org/ST/SGB/2009/3)

Office at Vienna: Organization of the United Nations — [ST/SGB/2004/5](https://undocs.org/ST/SGB/2004/5)

Office of Administration of Justice: Organization and terms of reference of the — [ST/SGB/2010/3](https://undocs.org/ST/SGB/2010/3)

Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States: Organization of the United Nations — [ST/SGB/2007/7](https://undocs.org/ST/SGB/2007/7)

Organization of the United Nations Office for Partnerships — [ST/SGB/2009/14](https://undocs.org/ST/SGB/2009/14)

Peacekeeping Operations: Organization of the Department of — [ST/SGB/2010/1](https://undocs.org/ST/SGB/2010/1)

Political Affairs: Department of — [ST/SGB/2009/13](https://undocs.org/ST/SGB/2009/13) and [ST/SGB/2009/13/Corr.1](https://undocs.org/ST/SGB/2009/13/Corr.1)

Programme Planning, Budget and Accounts: Office of — [ST/SGB/2016/6](https://undocs.org/ST/SGB/2016/6), [ST/SGB/2003/16](https://undocs.org/ST/SGB/2003/16) and [ST/SGB/2005/7](https://undocs.org/ST/SGB/2005/7)

Public Information: Department of — [ST/SGB/1999/10](https://undocs.org/ST/SGB/1999/10) and [ST/SGB/2008/6](https://undocs.org/ST/SGB/2008/6)

Regional Commissions Liaison Office — [ST/SGB/205](https://undocs.org/ST/SGB/205)

Relief and Works Agency for Palestine Refugees in the Near East: Secretariat of the United Nations — [ST/SGB/2000/6](https://undocs.org/ST/SGB/2000/6)

Safety and Security: Organization of — [ST/SGB/2013/5](https://undocs.org/ST/SGB/2013/5)

Special Adviser on Africa: Office of the — [ST/SGB/2003/6](https://undocs.org/ST/SGB/2003/6)

4. Secretariat boards and committees

Advisory Board on Compensation Claims — [ST/SGB/2017/1](https://undocs.org/ST/SGB/2017/1) and [ST/SGB/2017/1/Corr.1](https://undocs.org/ST/SGB/2017/1/Corr.1) (abolished and replaced by [ST/SGB/2018/1](https://undocs.org/ST/SGB/2018/1)), and appendix D

Central Review Boards — [ST/SGB/2011/7](https://undocs.org/ST/SGB/2011/7)

Central Review Committees — [ST/SGB/2011/7](https://undocs.org/ST/SGB/2011/7)

Central Review Panels — [ST/SGB/2011/7](https://undocs.org/ST/SGB/2011/7)

Central Examinations Board: see Competitive examination for recruitment to the Professional category of staff members from other categories in section VIII.15 above

Central review bodies — [ST/SGB/2011/7](https://undocs.org/ST/SGB/2011/7)

Claims Board — [ST/AI/149/Rev.4](https://undocs.org/ST/AI/149/Rev.4)

Classification Appeals Committees: see System for the classification of posts in section VIII.8 above

Departmental focal points for women in the Secretariat — [ST/SGB/2008/12](https://undocs.org/ST/SGB/2008/12)

Ethics Committee — [ST/SGB/2007/11 (section 3)](https://undocs.org/ST/SGB/2007/11)

Exhibits Committee: United Nations — [ST/SGB/2008/6](https://undocs.org/ST/SGB/2008/6)

Field central review bodies — [ST/SGB/2011/7](https://undocs.org/ST/SGB/2011/7)

Garage Review Board — [ST/AI/349](https://undocs.org/ST/AI/349)

Global Central Review Board — [ST/SGB/2016/4/Rev.1](https://undocs.org/ST/SGB/2016/4/Rev.1)

Health and Life Insurance Committee at Headquarters — [ST/SGB/275](https://undocs.org/ST/SGB/275)

Independent Inquiry Committee (Independent inquiry into the oil-for-food programme) — [ST/SGB/2004/9](https://undocs.org/ST/SGB/2004/9)

Information and Communications Technology Board — [ST/SGB/2003/17](https://undocs.org/ST/SGB/2003/17)

Information and communication technology (ICT) initiatives (ICT Committees) — [ST/AI/2005/10](https://undocs.org/ST/AI/2005/10)

Joint Harassment Prevention Boards — [ST/SGB/2008/14](https://undocs.org/ST/SGB/2008/14)

Joint Negotiation Committee at Headquarters — [ST/SGB/2007/9](https://undocs.org/ST/SGB/2007/9)

Joint Negotiation Committee for the Field — [ST/SGB/2008/11](https://undocs.org/ST/SGB/2008/11)

Management Performance Board — [ST/SGB/2013/2](https://undocs.org/ST/SGB/2013/2)

Office of Staff Legal Assistance — [ST/SGB/2010/3](https://undocs.org/ST/SGB/2010/3)

Office of the Ombudsman: appointment and terms of reference of the Ombudsman — [ST/SGB/2016/7](https://undocs.org/ST/SGB/2016/7)

Policy Committee and Management Committee — [ST/SGB/2005/16](https://undocs.org/ST/SGB/2005/16), [ST/SGB/2006/14](https://undocs.org/ST/SGB/2006/14) and [ST/SGB/2011/3](https://undocs.org/ST/SGB/2011/3) and [ST/SGB/2011/3/Amend.1](https://undocs.org/ST/SGB/2011/3/Amend.1)

Project Review Committee — [ST/AI/2005/10](https://undocs.org/ST/AI/2005/10)

Property Survey Board — [ST/SGB/2013/4](https://undocs.org/ST/SGB/2013/4) and [ST/AI/202](https://undocs.org/ST/AI/202)

Publications Board — [ST/SGB/2012/2](https://undocs.org/ST/SGB/2012/2) and [ST/AI/2001/5](https://undocs.org/ST/AI/2001/5)

Records of the United Nations Compensation Commission — [ST/SGB/2007/10](https://undocs.org/ST/SGB/2007/10)

Senior Advisory Board on Services to the Public: Establishment of a — [ST/SGB/2005/10](https://undocs.org/ST/SGB/2005/10)

Senior Management Group — [ST/SGB/2012/4](https://undocs.org/ST/SGB/2012/4) (abolished and replaced by [ST/SGB/2018/2](https://undocs.org/ST/SGB/2018/2)) (See also [ST/SGB/2005/16](https://undocs.org/ST/SGB/2005/16) and [ST/SGB/2006/14](https://undocs.org/ST/SGB/2006/14))

Senior Review Group — [ST/SGB/2016/10](https://undocs.org/ST/SGB/2016/10)

Specialized Board of Examiners: see Competitive examination for recruitment to the Professional category of staff members from other categories in section VIII.15 above

Staff-Management Committee — [ST/SGB/2011/6/Rev.1](https://undocs.org/ST/SGB/2011/6/Rev.1) and [ST/AI/2014/3](https://undocs.org/ST/AI/2014/3)

Steering Committee for the Improvement of the Status of Women in the Secretariat:

- Membership — [ST/SGB/1999/9](https://undocs.org/ST/SGB/1999/9)

- Policies to achieve gender equality in the United Nations — [ST/SGB/282](https://undocs.org/ST/SGB/282) and [ST/AI/1999/9](https://undocs.org/ST/AI/1999/9)

- UN-Women — [ST/SGB/2011/2](https://undocs.org/ST/SGB/2011/2)

Tort Claims Board — [ST/SGB/230](https://undocs.org/ST/SGB/230)

United Nations Dispute Tribunal — [ST/SGB/2010/3](https://undocs.org/ST/SGB/2010/3)

Visa Committee — [ST/SGB/2000/11](https://undocs.org/ST/SGB/2000/11) and [ST/AI/2000/19](https://undocs.org/ST/AI/2000/19)

Working Group on Internet Matters: see United Nations Internet publishing in section V.2 above

Working Group on Relations between

Non-Governmental Organizations and the Secretariat and United Nations Programmes — [ST/SGB/209](https://undocs.org/ST/SGB/209)

5. Units servicing voluntary programmes

African Institute for Economic Development and Planning — [ST/SGB/129](https://undocs.org/ST/SGB/129)

Asian Institute for Economic Development and Planning — [ST/SGB/127](https://undocs.org/ST/SGB/127) and Amend.1

International Research and Training Institute for the Advancement of Women — [ST/SGB/214](https://undocs.org/ST/SGB/214)

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

United Nations International Drug Control Programme — [ST/SGB/2004/6](https://undocs.org/ST/SGB/2004/6), [ST/SGB/240](https://undocs.org/ST/SGB/240) and [ST/SGB/2015/4](https://undocs.org/ST/SGB/2015/4)

United Nations Research Institute for Social Development — [ST/SGB/126](https://undocs.org/ST/SGB/126) and [ST/SGB/126/Amend.1](https://undocs.org/ST/SGB/126/Amend.1)

XII. Property and supplies

1. Property control

Control of United Nations property covered by personal property receipts — [ST/AI/97/Rev.2](https://undocs.org/ST/AI/97/Rev.2)

Disposal of computer equipment at United Nations Headquarters — [ST/AI/2001/4](https://undocs.org/ST/AI/2001/4)

Electronic publishing: Guidelines for — [ST/AI/189/Add.26](https://undocs.org/ST/AI/189/Add.26) (see also Publishing in an electronic format: Guidelines for, in section V.2 above)

Internet publishing: United Nations — [ST/AI/2001/5](https://undocs.org/ST/AI/2001/5)

Material and package passes — [ST/AI/193/Rev.1](https://undocs.org/ST/AI/193/Rev.1)

Official cars: Policy on the provision and use of — [ST/AI/2006/1](https://undocs.org/ST/AI/2006/1)

Property management at United Nations Headquarters — [ST/AI/2015/4](https://undocs.org/ST/AI/2015/4)

Property records maintenance — [ST/AI/2015/4](https://undocs.org/ST/AI/2015/4)

Property Survey Board — [ST/SGB/2013/4](https://undocs.org/ST/SGB/2013/4) (financial rule 105.21) and [ST/AI/202](https://undocs.org/ST/AI/202)

Use of information and communication technology resources and data — [ST/SGB/2004/15](https://undocs.org/ST/SGB/2004/15)

2. General

Information and Communications Technology

Board — [ST/SGB/2003/17](https://undocs.org/ST/SGB/2003/17)

Information and communication technology initiatives — [ST/AI/2005/10](https://undocs.org/ST/AI/2005/10)

Reduction in energy consumption — [ST/AI/323](https://undocs.org/ST/AI/323)

XIII. Protocol

Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs — [ST/AI/118/Rev.1](https://undocs.org/ST/AI/118/Rev.1)

United Nations Flag Code and Regulations — [ST/SGB/132](https://undocs.org/ST/SGB/132)

XIV. Travel and transportation

1. Automobiles, baggage and customs

Excess baggage, shipments and insurance —[ST/AI/2016/4](https://undocs.org/ST/AI/2016/4) (see also Special entitlements for staff members serving at designated duty stations below)

Official cars: Policy on the provision and use of — [ST/AI/2006/1](https://undocs.org/ST/AI/2006/1)

Reimbursement for travel by private motor vehicle — [ST/AI/2013/3](https://undocs.org/ST/AI/2013/3) and [ST/AI/2013/3/Amend.2](https://undocs.org/E/RES/2013/3/amend.2)

Road and driving safety — [ST/AI/2010/6](https://undocs.org/ST/AI/2010/6)

2. Expenses

Medical evacuation — [ST/AI/2000/10](https://undocs.org/ST/AI/2000/10)

Mission subsistence allowance — [ST/AI/1997/6](https://undocs.org/ST/AI/1997/6) (as amended by [ST/AI/2002/5](https://undocs.org/ST/AI/2002/5) and [ST/AI/2005/6](https://undocs.org/ST/AI/2005/6))

Special entitlements for staff members serving at designated duty stations — [ST/AI/2016/3](https://undocs.org/ST/AI/2016/3)

System of daily subsistence allowance — [ST/AI/1998/3](https://undocs.org/ST/AI/1998/3) (as amended by [ST/AI/2003/9](https://undocs.org/ST/AI/2003/9))

Terminal expenses: see Official travel below

Travel claims: see Official travel below

Travel expenses and subsistence allowances:

- Members of organs or subsidiary organs of the United Nations — [ST/SGB/107/Rev.6](https://undocs.org/ST/SGB/107/Rev.6)

3. General

Coordination of action in cases of death of staff members: travel and transportation in cases of death or health-related emergency — [ST/AI/2011/9](https://undocs.org/ST/AI/2011/9)

Education grant travel — [ST/AI/2018/1](https://undocs.org/ST/AI/2018/1) and [ST/AI/2018/2](https://undocs.org/ST/AI/2018/2)

Family visit travel — [ST/AI/2000/15](https://undocs.org/ST/AI/2000/15), [ST/AI/2000/15/Amend.1](https://undocs.org/ST/AI/2000/15/Amend.1), [ST/AI/2013/3](https://undocs.org/ST/AI/2013/3) and [ST/AI/2013/3/Amend.2](https://undocs.org/ST/AI/2013/3/Amend.2)

Home leave — [ST/AI/2015/2/Rev.1](https://undocs.org/ST/AI/2015/2/Rev.1)

Official travel — [ST/AI/2013/3](https://undocs.org/ST/AI/2013/3) and [ST/AI/2013/3/Amend.2](https://undocs.org/ST/AI/2013/3/Amend.2)

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

Road and driving safety — [ST/AI/2010/6](https://undocs.org/ST/AI/2010/6)

Standard of accommodation: travel time and rest stopovers — see Official travel above

Travel advances — see Official travel above

Visa: see section VIII.17 above

C. Alphabetical index to administrative issuances[[3]](#footnote-3)

|  |  |  |
| --- | --- | --- |
| Abandonment of post | | 27, 36 |
| Abuse of authority: Prohibition of discrimination, harassment, including sexual harassment, and | | 9, 37, 40 |
| Acceptance of pro bono goods and services: guidelines | | 10, 36, 37 |
| Access to League of Nations archives | | 22, 29 |
| Accommodation: Standard of — see Official travel | |  |
| Administration of Justice: Organization and terms of reference of the Office of | | 8, 34, 41 |
| Administration of fixed-term appointments | | 16, 34 |
| Administration of temporary appointments | | 16, 17, 34 |
| Administration of the Staff Regulations and Staff Rules | | 7, 26, 36, 39 |
| \*Administration-staff relations | | 33 |
| Administrative instructions: see Administrative issuances | |  |
| Administrative issuances | | 9, 32 |
| Admission to United Nations Headquarters | | 27, 28, 40 |
| Advisory Board on Compensation Claims | | 29, 42 |
| African Institute for Economic Development and Planning | | 22, 31, 40, 43 |
| After-service health insurance | | 18, 38 |
| Airmail envelopes: Use of | | 29 |
| Alcohol/substance abuse: Employee assistance in cases of | | 27, 37, 38 |
| \*Allowances, entitlements and grants | | 33 |
| Annual inspection of official status file | | 23, 37 |
| \*Appeals | | 34 |
| Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories | | 34 |
| \*Appointments, placement and promotion | | 34 |
| \*Archives and records: Communications | | 29 |
| Archives and records: United Nations | | 29 |
| Arrest or detention of staff members, other agents of the United Nations and members of their families: see Security, safety and independence of the international civil service | | 27, 28, 33, 37 |
| Asian Institute for Economic Development and Planning | | 22, 31, 40, 43 |
| Assignment to and return from mission detail: policy governing | | 23, 27, 34, 36, 40 |
| Assistance and representation by counsel in disciplinary and appeals cases: see Administration of justice | |  |
| Assistance in cases of alcohol/substance abuse: Employee | | 27, 37, 38 |
| \*Attendance, leave and working hours | | 36 |
| Attribution of authorship in United Nations documents | | 24, 30 |
| \*Authority: Delegation of | | 36 |
| Authority of United Nations security officers | | 27, 28 |
| Authority of the United Nations Population Fund in matters relating to human resources | | 12, 36 |
| \*Automobiles, baggage and customs | | 46 |
| \*Baggage and customs: Automobiles, | | 46 |
| Basic rights and duties of United Nations staff members: Status | | 7, 36, 37 |
| Boards: see Organizational structure | |  |
| Bookshop: United Nations | | 26, 28, 32, 37 |
| Breastfeeding: Policy on | | 12, 36, 37 |
| \*Buildings, premises and security | | 28 |
| Building the future | | 39, 40 |
| \*Career development and examinations: Training, | | 39 |
| Cars: Official | | 18, 43, 44 |
| Central Emergency Response Fund: Establishment and operation of the | | 31, 32 |
| Central Examinations Board: see Competitive examination for recruitment to the Professional category of staff members from other categories | |  |
| Central review bodies | | 8, 34, 42 |
| Central Review Board | | 6, 34, 42, 46 |
| Central Review Committee | | 34, 42 |
| Central Review Panel | | 34, 42 |
| Central review bodies at designated offices away from Headquarters | | 34 |
| Central Support Services: Office of | | 7, 40 |
| Centre for Human Settlements, United Nations | | 41 |
| Certification of sick leave: see Sick leave | |  |
| Child support obligations of staff members: Family and | | 14, 36 |
| \*Claims | | 29 |
| Claims Board | | 29, 42 |
| Classification Appeals Committees: see System for the classification of posts | |  |
| Commission for Historical Clarification: see Archives and records | |  |
| \*Communications, archives and records | | 29 |
| \*Communications, correspondence and mailing | | 29 |
| Compendium of job opportunities: see Managed Reassignment Programme for Junior Professional Staff | |  |
| Compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations | | 29, 38 |
| Compensation for loss of or damage to personal effects attributable to service | | 24, 29 |
| Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations | | 21, 29 |
| Competitive examinations | | 21, 34, 35, 39 |
| Competitive examinations for the placement of General Service and related categories | | 35, 39 |
| Computer equipment at United Nations Headquarters: Disposal of | | 19, 32, 43 |
| Conditions under which staff members may take national competitive recruitment examinations | | 39 |
| Conference on Trade and Development: Secretariat of the United Nations | | 14, 41 |
| Conference Management: Organization of the Department of General Assembly | | 11, 41 |
| \*Conferences | | 29 |
| Confidentiality of mailing lists and registers | | 29, 32 |
| Conservation: Energy — see Reduction in energy consumption | |  |
| Consultants and individual contractors | | 16, 35 |
| Continuing appointments | | 8, 16, 35 |
| Contractors: Institutional or corporate | | 35 |
| Contributions from non-Member States | | 26, 31 |
| Control of United Nations property covered by personal property receipts | | 23, 43 |
| Coordination of action in cases of death of staff members: travel and transportation in cases of death or health-related emergency | | 17, 33, 44 |
| Copyright in United Nations publications | | 24, 30 |
| \*Correspondence and mailing: Communications, | | 29 |
| Covers and title pages of publications | | 24, 30 |
| Criteria for the selection of materials to be issued as United Nations publications | | 25, 30 |
| Currency and modalities of payment of salaries and allowances | | 19, 31, 37, 38 |
| \*Customs: Automobiles, baggage and | | 46 |
| Dag Hammarskjöld Memorial Library: see Department of Public Information | |  |
| Dag Hammarskjöld Memorial Library building: Use of | | 24, 28, 39 |
| Daily subsistence allowance: System of | | 16, 34, 44 |
| Death and disability coverage for members of the Joint Inspection Unit | | 26, 29 |
| Death of staff members: Coordination of action in cases of | | 17, 33, 44 |
| \*Delegation of authority | | 36 |
| Delegation of authority under the Financial Regulations and Rules of the United Nations | | 15, 32 |
| Department of Economic and Social Affairs | | 14, 41 |
| Department of Field Support: Organization of the | | 8, 41 |
| Department for General Assembly and Conference Management:  Organization of the | | 11, 41 |
| Department of Management | | 9 |
| Department of Peacekeeping Operations | | 8 |
| Department of Political Affairs | | 9, 42 |
| Department of Public Information | | 14 |
| Departmental focal points for women in the Secretariat | | 10, 33, 41, 42 |
| Dependency status and dependency benefits | | 15, 33 |
| Deposit of salary: Direct — see Currency and modalities of payment of salaries and allowances | |  |
| Depository libraries | | 24, 30 |
| Designation of staff members performing significant functions in the management of financial, human and physical resources | | 11, 31, 36 |
| Diplomatic pouch service | | 27, 29 |
| Disarmament Affairs: Organization of the Office for | | 9, 48 |
| Disciplinary measures and procedures: Revised | | 15 |
| Discrimination: Prohibition of — harassment, including sexual harassment, and abuse of authority | | 9, 37, 40 |
| Disposal of computer equipment at United Nations Headquarters | | 19, 32, 43 |
| Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for-Food Programme | | 11, 29, 30 |
| Distribution of documents, meeting records, official records and publications | | 24, 30 |
| \*Documents and publications | | 30 |
| Document services: Requests for | | 24, 30 |
| Drugs and Crime: Organization of the United Nations Office on | | 12, 41 |
| \*Duties and obligations | | 36 |
| Economic and Social Affairs: Department of | | 14, 41 |
| Economic and Social Commission for Asia and the Pacific: Secretariat of the | | 11, 41 |
| Economic and Social Commission for Western Asia: Secretariat of the | | 9, 41 |
| Economic Commission for Africa: Secretariat of the | | 11, 41 |
| Economic Commission for Europe: Secretariat of the | | 10, 41 |
| Economic Commission for Latin America and the Caribbean: Secretariat of the | | 13, 41 |
| Education grant and special education grant for disabled children | | 33 |
| Education grant travel | | 44 |
| Electronic publishing | | 30, 32, 33, 43 |
| Emblem on documents and publications: Use of the United Nations | | 25, 31 |
| Emergency Relief Coordinator: see Office for the Coordination of Humanitarian Affairs | |  |
| Employee assistance in cases of alcohol/substance abuse | | 27, 37, 38 |
| Employment: Part-time | | 26, 35 |
| \*Employment beyond retirement: Pensions, post-retirement services and | | 38 |
| Employment of spouses | | 26, 35 |
| Energy conservation (Reduction in energy consumption) | | 27, 28, 43 |
| \*Entitlements and grants: Allowances | | 33 |
| Environment Programme: Organization of the Secretariat of the United Nations | | 11, 41 |
| Establishment and maintenance of branch libraries and reference centres | | 22, 39 |
| Establishment and management of trust funds | | 22, 32 |
| Establishment and operation of the Central Emergency Response Fund | | 31, 32 |
| Establishment of a Senior Advisory Board on Services to the Public | | 11, 31, 42 |
| Ethics Committee | | 42 |
| Ethics Office: establishment and terms of reference | | 11, 33, 41 |
| Ethics: United Nations system-wide application of (separately administered organs and programmes) | | 10, 32, 33 |
| Evacuation: Medical | | 20, 40, 44 |
| Evacuation procedure | | 13, 28 |
| \*Examinations: Training, career development and | | 39 |
| Excess baggage, shipments and insurance (see also Special entitlements for staff members serving at designated duty stations) | | 15, 44, 49 |
| Exchange of United Nations documents and publications | | 24, 30 |
| Executive Office of the Secretary-General | | 6, 14, 41 |
| Exhibits Committee: United Nations | | 9, 28, 32, 42 |
| \*Expenses | | 44 |
| Expenses: Terminal — see Official travel | |  |
| External publishing of United Nations manuscripts | | 25, 30 |
| Family and child support obligations of staff members | | 14, 36 |
| Family leave, maternity leave and paternity leave | | 18, 36 |
| Family visit travel | | 20, 44 |
| Field Central Review Bodies | | 35, 40, 42 |
| Field Service category: | |  |
| Mission subsistence allowance | | 21, 33, 34, 44 |
| Movement to Professional category | | 35, 40 |
| \*Salary scales and payments | | 38 |
| Filing of adverse material in personnel records | | 27, 37 |
| \*Finance | | 31 |
| \*Financial arrangements | | 31 |
| Financial disclosure and declaration of interest statements | | 10, 31, 36 |
| \*Financial Regulations and Rules | | 32 |
| Financial Regulations and Rules of the United Nations | | 7, 15, 32 |
| Financial Regulations and Rules: Habitat and Human Settlements Foundation | | 32 |
| Financial Rules of the Fund of the United Nations Environment Programme | | 32 |
| Flag Code and Regulations: United Nations | | 22, 43 |
| Flexible working arrangements | | 12, 36, 38 |
| Forms management programme | | 26, 32 |
| \*Garage | | 28 |
| Garage Review Board | | 28, 42 |
| Gender equality: Policies to achieve | | 23, 35, 39, 43 |
| General Assembly and Conference Management: Organization of the Department for | | 11, 41 |
| \*General office procedures | | 32 |
| General trust funds | | 26, 32 |
| Gifts and historical items: Preservation and disposition of | | 22, 29, 36, 37 |
| Gratis personnel | | 20, 35 |
| Grievance panels: see Panels on Discrimination and Other Grievances | |  |
| Grounds passes: Wearing of | | 28, 38 |
| Guidelines for the acceptance of pro bono goods and services | | 37 |
| Guidelines for the preparation of host Government agreements | | 20, 27, 29 |
| Hardship allowance: Mobility and | | 6, 15, 23, 35 |
| Harassment: Prohibition of discrimination, including sexual harassment and abuse of authority | | 9, 37, 40 |
| Health and Life Insurance Committee at Headquarters | | 23, 38, 42 |
| High Commissioner for Human Rights: Office of the United Nations | | 14, 41 |
| High Commissioner for Refugees: Office of the United Nations | | 14, 41 |
| HIV/AIDS: see United Nations personnel policy on | |  |
| Home leave | | 15, 33, 36, 44 |
| Hospitality: Official | | 19, 31, 34, 37 |
| Host Government agreements falling under General Assembly resolution [40/243](http://undocs.org/A/RES/40/243): Guidelines for the preparation of | | 20, 27, 29 |
| Household goods: Storage of personal effects and — see Excess baggage, shipments and insurance | |  |
| \*Human resources | | 33 |
| Human Resources Management: Office of | | 8 |
| Human Rights: Office of the United Nations High Commissioner for | | 14, 41 |
| Human Settlements: United Nations Centre for | | 41 |
| Humanitarian Affairs: Office for the Coordination of | | 14, 49 |
| Identification cards: Personal | | 27, 28, 38 |
| Improvement of programme delivery: see Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery | |  |
| Independent Inquiry Committee (Independent inquiry into the oil-for-food programme) | | 42 |
| Information and Communications Technology Board | | 12, 29, 42 |
| Information and communication technology initiatives | | 18, 29, 31, 43 |
| Information and communication technology resources and data: Use of | | 12, 28, 43 |
| Information circulars | | 14, 32, 38 |
| Information sensitivity, classification and handling | | 10, 29, 30, 32 |
| Initiation, approval and execution of the United Nations biennial publication programme | | 30 |
| \*Institutes | | 40 |
| Insurance: Excess baggage, shipments and | | 15, 44, 49 |
| \*Insurance: Medical and other | | 38 |
| Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste | | 10, 18, 29, 30, 40 |
| Internal Oversight Services: Office of | | 13, 19, 23, 27, 41 |
| International agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and | | 13, 33 |
| International civil service: Security, safety and independence of the | | 22, 28, 33, 37 |
| International Drug Control Programme | | 23, 32, 41, 43 |
| International humanitarian law: Observance by United Nations forces of | | 14, 40 |
| International Research and Training Institute for the Advancement of Women | | 20, 40, 43 |
| International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications: Use of the | | 25, 31 |
| Internet publishing: United Nations | | 20, 30, 31, 32 |
| Internship programme: United Nations | | 16, 39 |
| Introduction of staggered working hours | | 27, 36 |
| Issuances: Administrative | | 9, 32 |
| \*Job classification system | | 37 |
| Joint Harassment Prevention Boards | | 10, 33, 42 |
| Joint Inspection Unit: Death and disability coverage for members of the | | 26, 29 |
| Joint Negotiation Committee at Headquarters | | 10, 33, 42 |
| Joint Negotiation Committee for the Field | | 10, 40, 42 |
| Jury duty: see Recording of attendance and leave | |  |
| Laissez-passer | | 37 |
| Language proficiency and language allowance | | 15, 39 |
| Latin American Institute for Economic and Social Planning | | 22, 31, 40, 43 |
| League of Nations archives: Access to | | 22, 29 |
| Learning and development policy | | 7, 9, 39 |
| Leave: Home | | 15, 33, 36, 44 |
| \*Leave and working hours: Attendance, | | 36 |
| Leave for upgrading of substantive and technical skills | | 17, 36, 39 |
| Legal Affairs: Office of | | 10, 41 |
| Legal obligations of staff members: Private | | 31, 36, 37 |
| Libraries: Depository | | 24, 30 |
| \*Library | | 39 |
| Library services | | 26, 39 |
| Life insurance | | 19, 38 |
| Life Insurance Committee at Headquarters: Health and | | 23, 38, 42 |
| Lost and found property: security of valuable articles | | 26, 28 |
| \*Mailing: Communications, correspondence and | | 29 |
| Mailing lists and registers: Confidentiality of | | 29, 32 |
| Mailing of official United Nations documentation | | 24, 30 |
| Malicious acts insurance policy: Payment of insurance proceeds under the | | 12, 38, 40 |
| Managed Reassignment Programme | | 32, 35, 39 |
| Management: Department of | | 9 |
| Management Group: Senior | | 8, 43 |
| Management of property | | 15 |
| Management Performance Board | | 7, 42 |
| Maps: Guidelines for the publication of | | 25, 30 |
| Material and package passes | | 25, 28, 43 |
| Maternity leave: Family leave and paternity leave | | 18, 36, 49 |
| Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat | | 25, 30 |
| Medal: Regulations for the United Nations (for award to military personnel) | | 21 |
| Medal: Regulations for the United Nations Dag Hammarskjöld | | 13, 40 |
| \*Medical and other insurance | | 36 |
| Medical clearances and examinations | | 16, 35 |
| Medical evacuation | | 20, 40, 44 |
| Medical examinations for family members: Reimbursement of costs of basic — see Special entitlements for staff members serving at designated duty stations | |  |
| Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters | | 15, 38 |
| Memorial and Recognition Fund: United Nations | | 9, 34 |
| Mention of names of commercial firms in United Nations documents and publications | | 25, 30 |
| Mission subsistence allowance (see also Allowances, entitlements and grants) | | 21, 33, 34, 40, 44 |
| \*Missions | | 40 |
| Mobility and hardship scheme | | 6, 15, 23, 35 |
| Movement of staff from the Field Service category to the Professional category | | 35, 40 |
| New nomenclature for staff of the United Nations | | 13, 32 |
| Newsletters and other information materials in printed or electronic format | | 25, 30 |
| Non-governmental organizations and the United Nations Secretariat: Policies and procedures governing the relationship between | | 23, 40, 43 |
| Non-reimbursable loans of personnel services from sources external to the United Nations common system | | 26, 31 |
| Non-resident’s allowance: see Rental subsidies and deductions | |  |
| Non-smoking policy at United Nations Headquarters, New York | | 12, 28 |
| \*Obligations: Duties and | | 36 |
| Obligations of staff members | | 36 |
| Observance by United Nations forces of international humanitarian law | | 14, 40 |
| Office at Geneva: United Nations | | 13 |
| Office at Nairobi: United Nations | | 9 |
| Office at Vienna: United Nations | | 11, 41 |
| Office for Disarmament Affairs | | 9, 48 |
| Office on Drugs and Crime: Organization of the United Nations | | 12, 41 |
| Office for the Coordination of Humanitarian Affairs | | 14, 49 |
| Office of Administration of Justice: Organization and terms of reference of the | | 8, 34, 41 |
| Office of Central Support Services | | 7, 40 |
| Office of Human Resources Management | | 8 |
| Office of Information and Communications Technology | | 7, 41 |
| Office of Internal Oversight Services | | 13, 19, 23, 27, 41 |
| Office of Legal Affairs | | 10, 41 |
| Office of Programme Planning, Budget and Accounts | | 12, 42 |
| Office of Staff Legal Assistance | | 42 |
| Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States: Organization of the United Nations | | 10, 41 |
| Office of the Special Adviser on Africa | | 12 |
| Office of the United Nations High Commissioner for Human Rights | | 14, 41 |
| Office of the United Nations High Commissioner for Refugees | | 14, 41 |
| \*Office procedures: General | | 32 |
| Official cars | | 18, 43, 44 |
| Official hospitality | | 19, 31, 34, 37 |
| Official status files | | 23, 37 |
| Official travel | | 16, 31, 44 |
| Ombudsman: Office of the | | 6, 33, 34, 42 |
| Organization of the Secretariat of the United Nations | | 7, 11, 13, 14 |
| Organization of the United Nations Office for Partnerships | | 9, 14 |
| Organizational competencies for the future | | 14, 39, 40 |
| \*Organizational structure | | 40 |
| Out-of-stock material: Reissue of | | 25, 30 |
| Outgoing official United Nations mail at Headquarters | | 26, 29 |
| Outside activities | | 20, 37 |
| Overpayments made to staff members: Recovery of | | 17, 31, 38 |
| Oversight Services: Office of Internal | | 13, 19, 23, 27, 41 |
| Overtime compensation for staff members in the Field Service category at established missions | | 20, 31, 38, 40 |
| Package passes: Material and | | 25, 28, 43 |
| Parking rates: see United Nations garage | |  |
| Participants in advisory meetings | | 16, 35 |
| Part-time employment | | 26, 35 |
| \*Passes | | 28 |
| Paternity leave: Family leave, maternity leave and | | 18, 36, 49 |
| Payment of income taxes to the United States tax authorities | | 21, 39 |
| Payment of insurance proceeds under the malicious acts insurance policy | | 12, 38, 40 |
| Peacekeeping Operations: Department of | | 8, 40, 41 |
| \*Pensions, post-retirement services and employment beyond retirement | | 38 |
| Performance Appraisal System — see Performance Management and Development System | |  |
| Performance Management and Development System | | 17 |
| Personal identification cards | | 27, 28, 38 |
| Personal status for purposes of United Nations entitlements | | 12, 34, 38, 44 |
| Personnel payroll clearance action | | 24, 31, 32, 37 |
| Personnel policy on HIV/AIDS: United Nations | | 12, 14, 38 |
| Personnel record cards: Maintenance of | | 23, 32, 37 |
| Placement and promotion | | 5, 34, 35, 39 |
| Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat | | 23, 40, 43 |
| Policies for obtaining the services of individuals on behalf of the Organization | | 22, 35 |
| Policies to achieve gender equality in the United Nations | | 23, 35, 39, 43 |
| Policy Committee/Management Committee | | 42 |
| Policy governing assignment to and return from mission detail | | 23, 27, 34, 36, 40 |
| Political Affairs: Department of | | 9, 42 |
| \*Post adjustment | | 38 |
| Post-employment restrictions | | 11, 33, 37 |
| \*Post-retirement services and employment beyond retirement: Pensions | | 38 |
| \*Pouch | | 29 |
| \*Premises and security: Buildings, | | 28 |
| Preservation and disposition of gifts and historical items | | 22, 29, 36, 37 |
| Prevention of workplace harassment, sexual harassment and abuse of authority | | 9, 37, 40 |
| Pricing of United Nations publications | | 25, 30 |
| Private legal obligations of staff members (see also Duties and obligations) | | 31, 36, 37 |
| Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level | | 23, 33 |
| Procedures for the promulgation of administrative issuances: see Administrative issuances | |  |
| Procedures of the Senior Review Group for the filling of posts at the  Director (D-2) and higher levels: see Senior Review Group | |  |
| Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements | | 13, 33 |
| Professional and higher categories | | 38 |
| Programme delivery: see Reporting of inappropriate use of United Nations resources and proposals for improvement of | |  |
| Programme Planning, Budget and Accounts: Office of | | 12, 42 |
| Programme support accounts | | 26, 32 |
| Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority | | 9, 37, 40 |
| Project Review Committee | | 42 |
| \*Promotion: Appointments, placement and | | 34 |
| Promotion policy and review: see Placement and promotion | |  |
| \*Property and supplies | | 43 |
| Property management at United Nations Headquarters | | 28, 33, 43 |
| Property records maintenance | | 43 |
| Property Survey Board | | 26, 28, 42, 43 |
| Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations | | 6, 28, 37 |
| \*Protocol | | 43 |
| Public Information: Department of | | 14, 42 |
| \*Publications: Documents and | | 30 |
| Publications Board | | 8, 30 |
| Publishing in an electronic format: guidelines for | | 25, 30, 33 |
| Reassignment Programme for Junior Professional Staff: Managed | | 32, 35, 39 |
| Recording of attendance and leave | | 18, 20, 36 |
| Record-keeping and the management of United Nations archives | | 10, 29 |
| \*Records: Archives and | | 29 |
| Records and archives of the United Nations Monitoring, Verification and Inspection Commission | | 9 |
| Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste | | 10, 18, 29, 30, 40 |
| Records of the United Nations Compensation Commission | | 10, 37, 42 |
| Recovery of overpayments made to staff members | | 17, 31, 38 |
| Recruitment procedures for Professional staff | | 35 |
| Rectification of date of birth or of other personal data: Request for | | 17, 37 |
| Recuperation: Rest and | | 16, 34, 36 |
| Reduction in energy consumption | | 27, 28, 43 |
| Reference centres: Establishment and maintenance of branch libraries and | | 22, 39 |
| References and acknowledgements (in United Nations publications and documents) | | 30 |
| Refugees: Office of the United Nations High Commissioner for | | 14, 41 |
| Regional Commissions Liaison Office | | 22, 42 |
| Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs | | 24, 43 |
| Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours | | 28, 36 |
| \*Regulations and Rules: Financial | | 7, 15, 32 |
| Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation | | 6, 32 |
| \*Regulations and Rules: Staff | | 39 |
| \*Regulations for the control and limitation of documentation | | 30 |
| Regulations for the United Nations Dag Hammarskjöld medal | | 13, 40 |
| Regulations for the United Nations medal | | 21 |
| Regulations for the United Nations Peacekeeping Force in Cyprus | | 21, 32, 40 |
| Reimbursement for travel by private motor vehicle | | 34, 44 |
| Reimbursement of costs of basic medical examinations for family members: see Special entitlements for staff members serving at designated duty stations | |  |
| Reissue of out-of-stock material | | 25, 30 |
| Release of staff members in bad weather or other emergency conditions: see Recording of attendance and leave | |  |
| Relief and Works Agency for Palestine Refugees in the Near East:  United Nations | | 13, 42 |
| Relief committees: United Nations staff — see Solicitation of voluntary contributions within the Secretariat | |  |
| Rental subsidies and deductions | | 34 |
| Repatriation grant | | 23, 34 |
| Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery | | 31, 33, 34, 37 |
| Representation by counsel in disciplinary and appeals cases — see Administration of Justice | |  |
| Requests for document services | | 24, 30 |
| Rest and recuperation | | 16, 34, 36 |
| Retention in service beyond the mandatory age of separation and employment of retirees | | 19, 35, 38 |
| \*Revenue-producing activities | | 32 |
| Revised disciplinary measures and procedures | | 15 |
| Road and driving safety | | 17, 28, 40, 44 |
| Rules: Financial Regulations and | | 7, 15, 32 |
| \*Rules: Staff Regulations and | | 39 |
| Rules governing compensation in the event of death, injury or illness | | 29, 38 |
| Sabbatical leave programme | | 15, 36, 39 |
| \*Safety | | 28 |
| Salaries and allowances: Currency and modalities of payment of | | 19, 31, 37, 38 |
| Salary: Direct deposit of — see Currency and modalities of payment of salaries and allowances | |  |
| Salary differential for General Service staff in the language text-processing units in the Text-Processing Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters | | 26, 31, 34, 38 |
| \*Salary scales and payments | | 38 |
| Scheduling of meetings and provision of conference services | | 26, 29 |
| Scheme of social security for the staff | | 34, 38 |
| Secretariat of the United Nations: Organization of the | | 7, 11, 13, 14 |
| \*Secretariat boards and committees | | 42 |
| Secretariat buildings: see Buildings, premises and security | |  |
| \*Secretariat departments and units | | 40 |
| Secretariat of the Economic and Social Commission for Asia and the Pacific | | 11, 41 |
| Secretariat of the Economic and Social Commission for Western Asia | | 9, 41 |
| Secretariat of the Economic Commission for Africa | | 11, 41 |
| Secretariat of the Economic Commission for Europe | | 10, 41 |
| Secretariat of the Economic Commission for Latin America and the Caribbean | | 13, 41 |
| Secretariat of the United Nations Conference on Trade and Development | | 14, 41 |
| Secretariat of the United Nations Environment Programme | | 11, 41 |
| Secretariat of the United Nations Relief and Works Agency for Palestine Refugees in the Near East | | 13, 42 |
| Secretary-General: Executive Office of the | | 6, 14, 41 |
| Secretary-General’s bulletins: see Administrative issuances | |  |
| Secretary-General’s records and archives: see United Nations archives and records management | |  |
| \*Security | | 28 |
| Security arrangements for admission to United Nations Headquarters | | 27, 28, 40 |
| Security of valuable articles | | 26, 28 |
| Security and Safety Service at Headquarters: testing for use of illegal drugs and controlled substances | | 28 |
| Security, safety and independence of the international civil service | | 22, 28, 33, 37 |
| Senior Advisory Board on Services to the Public: Establishment of a | | 11, 31, 42 |
| Senior Management Group | | 8, 43 |
| Senior Review Group | | 7, 35, 43 |
| Sexual harassment: Prohibition of discrimination, harassment, and abuse of authority | | 9, 12, 37, 40 |
| Shipments and insurance: Excess baggage: see Special entitlements for staff members serving at designated duty stations | |  |
| Sick leave | | 18, 36 |
| Skills: Upgrading of substantive and technical | | 17, 36, 39 |
| Smoking at United Nations Headquarters | | 37 |
| Social security for the staff: Scheme of | | 34, 38 |
| Solicitation of voluntary contributions within the Secretariat | | 23, 31 |
| Special Adviser on Africa: Office of the | | 34, 38 |
| Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills | | 19, 20, 35, 39 |
| Special conferences: Planning, preparation and servicing of | | 22, 29 |
| Special entitlements for staff members serving at designated duty stations | | 15, 34, 44 |
| Special measures for protection from sexual exploitation and sexual abuse | | 12, 37 |
| Special measures for the achievement of gender equality | | 20, 35 |
| Special post allowance | | 21, 34, 35 |
| Special post allowance for field mission staff | | 19, 34, 35, 38, 40 |
| Specialized Board of Examiners: see Competitive examination for recruitment  to the Professional category of staff members from other categories | |  |
| Split shipments: see Excess baggage, shipments and insurance | |  |
| \*Staff Regulations and Rules | | 39 |
| Staff Regulations | | 6, 7, 26, 36, 39 |
| \*Staff relations: Administration | | 33 |
| Staff relief committees: United Nations — see Solicitation of voluntary contributions within the Secretariat | |  |
| Staff representatives: Facilities to be provided to | | 27, 33 |
| Staff Rules | | 7, 20, 26, 36, 39 |
| Staff selection system | | 13, 17, 35 |
| Staff-Management Committee | | 8, 16, 33, 43 |
| Staff-management relations | | 22, 33 |
| Standard of accommodation: see Official travel | |  |
| Status, basic rights and duties of United Nations staff members | | 7, 36, 37 |
| Steering Committee for the Improvement of the Status of Women in the Secretariat | | 14, 33, 43 |
| Stock review and disposal of official records and publications | | 30 |
| Studies programme: see Upgrading of technical and substantive skills | |  |
| Subsistence allowance: see System of daily subsistence allowance | | 16, 34, 44 |
| Substance abuse: Employee assistance in cases of alcohol | | 27, 37, 38 |
| \*Supplies: Property and | | 43 |
| Supply to the United Nations libraries of material not available through the regular distribution channels | | 24, 31 |
| Support Services: Office of Central | | 7, 40 |
| System for the classification of posts | | 21, 37 |
| System of daily subsistence allowance | | 16, 34, 44 |
| \*Taxes: United States | | 39 |
| Taxi fares | | 26, 31, 38 |
| Technical cooperation trust funds | | 26, 32 |
| Technology Board: Information and Communications | | 12, 29, 42 |
| Temporary staff and individual contractors | | 35 |
| Terminal expenses: see Official travel | |  |
| Termination of appointment for reasons of health | | 21, 35 |
| Termination of permanent appointment for unsatisfactory services: procedure to be followed | | 26, 35 |
| Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances | | 19, 38 |
| Threshold percentage for the purpose of calculating rental subsidies: see Rental subsidies and deductions | |  |
| Time, attendance and leave recording: see Recording of attendance and leave, Family leave, maternity leave and paternity leave and Sick leave | |  |
| Timetable for the planning and submission of documents for sessions of United Nations organs | | 25, 31 |
| Tort Claims Board | | 43 |
| Tort claims: Resolution of | | 43 |
| \*Training, career development and examinations | | 39 |
| Transportation of privately owned automobiles: see Excess baggage, shipments and insurance | |  |
| \*Travel and transportation | | 44 |
| Travel expenses and subsistence allowances in respect of members of organs or subsidiary organs of the United Nations | | 21 |
| Treaties and international agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to | | 13, 33 |
| \*Trust funds and special accounts | | 32 |
| Unaccompanied shipments and insurance coverage for personal effects and household goods: see Excess baggage, shipments and insurance | |  |
| United Nations archives and records | | 29 |
| United Nations Bookshop service for staff members | | 26, 28, 32, 37 |
| United Nations Centre for Human Settlements (Habitat) | | 41 |
| United Nations Conference on Trade and Development | | 14, 41 |
| United Nations Dispute Tribunal | |  |
| United Nations emblem on documents and publications: Use of | | 25, 31 |
| United Nations Environment Programme: Secretariat of the | | 11, 41 |
| United Nations Exhibits Committee | |  |
| United Nations Flag Code and Regulations | | 22, 43 |
| United Nations forces: see Observance by United Nations forces of international humanitarian law | |  |
| United Nations garage | | 27, 28, 32 |
| United Nations High Commissioner for Human Rights: Office of the | | 14, 41 |
| United Nations High Commissioner for Refugees: Office of the | | 14, 41 |
| United Nations International Drug Control Programme | | 23, 32, 41, 43 |
| United Nations Internet publishing | | 20, 30, 31, 32 |
| United Nations internship programme | | 16, 39 |
| United Nations Learning Advisory Board: see Learning and development policy | |  |
| United Nations Monitoring, Verification and Inspection Commission: Records and archives | | 9 |
| United Nations Memorial and Recognition Fund | | 9, 34 |
| United Nations Office at Geneva | | 13 |
| United Nations Office at Nairobi | | 9 |
| United Nations Office at Vienna | | 11, 41 |
| United Nations Office on Drugs and Crime: Organization of the | | 12, 41 |
| United Nations Peacekeeping Force in Cyprus: Regulations for the | | 21, 32, 40 |
| United Nations personnel policy on HIV/AIDS | | 12, 14, 38 |
| United Nations Population Fund (UNFPA): Authority in matters relating to human resources | | 12, 36 |
| United Nations premises for meetings, conferences, special events and exhibits: Use of | | 27, 28, 29, 40 |
| United Nations Relief and Works Agency for Palestine Refugees in the Near East: Secretariat of the | | 13, 42 |
| United Nations Research Institute for Social Development | | 22, 31, 40, 43 |
| United Nations Staff Relief Committees: see Solicitation of voluntary contributions within the Secretariat | |  |
| United Nations websites: see United Nations Internet publishing | |  |
| \*United States taxes | | 39 |
| \*Units servicing voluntary programmes | | 43 |
| Upgrading of substantive and technical skills | | 17, 36, 39 |
| Use and disposition of papers and reports of seminars and similar  ad hoc meetings | | 25, 31 |
| Use of airmail envelopes | | 29 |
| Use of Dag Hammarskjöld Memorial Library building | | 24, 28, 39 |
| Use of information and communication technology resources and data | | 12, 28, 43 |
| Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications | | 25, 31 |
| Use of the United Nations emblem on documents and publications | | 25, 31 |
| Use of United Nations premises for meetings, conferences, special events and exhibits | | 27, 28, 29, 40 |
| Use of United Nations resources and proposals for improvement of programme delivery: Reporting of inappropriate | | 31, 33, 34, 37 |
| Use of “when actually employed” contracts for special representatives, envoys  and other special high-level positions | | 23, 35, 36 |
| Visa Committee | | 13, 39, 43 |
| Visa status of non-United States staff members serving in the United States | | 20, 39 |
| \*Visas | | 39 |
| Voluntary contributions within the Secretariat: Solicitation of | | 23, 31 |
| \*Voluntary programmes: Units servicing | | 43 |
| WAE contracts: see Use of “when actually employed” contracts for special representatives, envoys and other special high-level positions | |  |
| Wearing of grounds passes | | 38 |
| Weather: Release of staff members in bad — see Recording of attendance and leave | |  |
| Websites, United Nations: see United Nations Internet publishing | |  |
| Women in the Secretariat: | |  |
| Special measures for the achievement of gender equality | | 20, 35 |
| Steering Committee for the Improvement of the Status of Women in the Secretariat | | 14, 33, 43 |
| UN-Women | | 8, 36, 43 |
| Word-processing qualifications: Test for basic | |  |
| Working Group on Relations between Non-Governmental Organizations and the Secretariat and United Nations Programmes | | 43 |
| \*Working hours: Attendance, leave and | | 36 |
| Working hours: introduction of staggered working hours at Headquarters | | 27, 36 |
| Working languages of the Secretariat | | 22, 23, 33, 38 |
| Workload estimates: Documentation | | 24, 31 |
| Young professionals programme | | 8, 16, 39 |

18-02957 (E) 120318  
\*1802957\*

1. The index to information circulars is contained in [ST/IC/2018/2](https://undocs.org/ST/IC/2018/2). [↑](#footnote-ref-1)
2. A new system for administrative issuances entered into force in accordance with Secretary-General’s bulletin [ST/SGB/2009/4](https://undocs.org/ST/SGB/2009/4). [↑](#footnote-ref-2)
3. Headings in the subject index to administrative issuances are marked with an asterisk. [↑](#footnote-ref-3)