



UNITED NATIONS
SECRETARIAT



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SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: IN-SERVICE TRAINING AND CAREER DEVELOPMENT
FOR SECRETARIAT STAFF

1. The purpose of this bulletin is to establish and announce the policy on in-service training, other than language training, and its relation to career development in the Secretariat.
2. The objectives of training in the Secretariat are to increase the efficiency of the Organization and the motivation of staff members through the development of their talent and capabilities as part of planned career development. To this end training will be designed to:
 - (a) Increase the effectiveness of staff members in their present jobs, as well as to improve their general usefulness to the Organization;
 - (b) Focus attention on problems of communication and management as a means of improving co-operation within or among departments and offices of the Secretariat;
 - (c) Prepare staff for changing work requirements through acquisition of new knowledge, skills, techniques and attitudes;
 - (d) Provide new staff members with adequate information about the policies and programmes of the United Nations.
3. The Secretary-General recognizes that the achievement of these objectives will require a commitment in terms of staff time and resources on the part of the Organization. Staff undergoing training will be absent from their regular duties for short periods, and qualified staff will be released from their duties to act as instructors. This must be accepted, however, in the interest of the long-range objectives of the training policy.
4. Under the chairmanship of the Assistant Secretary-General for Personnel Services or his representative, a small interdepartmental training committee, which will include representatives of the major departments at Headquarters and

representatives of the staff, will be appointed by the Secretary-General to survey training needs and priorities and to advise the Assistant Secretary-General on broad questions of policy and programming.

5. Under the direction of the Assistant Secretary-General for Personnel Services, Secretariat training programmes, including induction and orientation seminars in which all new staff members are required to participate, will continue to be carried out by the Training Service, both at Headquarters and at overseas locations. Information on Secretariat and departmental training programmes will continue to be issued periodically by means of information circulars. Training programmes of strictly departmental interest will be organized and conducted by the department concerned, with such assistance from the Training Service as may be necessary.

6. Management officials and supervisors are responsible for identifying the training and career development needs of their staffs and advising the Training Service of these needs. Staff members will be informed of, and are expected to familiarize themselves with, the opportunities available to them for increasing their knowledge and skills in the interest of the Organization and their own career development.

7. Training and self-development activities undertaken by staff members will be noted in their official status files and will be taken into account in considering position changes.

8. The provisions of this bulletin will take effect from 1 January 1974.

Kurt WALDHEIM
Secretary-General
