



Guidelines

Non-Uniformed Civilian Government-Provided Personnel on Assignment with United Nations Peacekeeping and Special Political Missions

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**GUIDELINES FOR NON-UNIFORMED CIVILIAN GOVERNMENT-PROVIDED
PERSONNEL ON ASSIGNMENT WITH UNITED NATIONS PEACEKEEPING AND
SPECIAL POLITICAL MISSIONS**

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A. PURPOSE

1. This document provides guidance on the administration of non-uniformed civilian government-provided personnel deployed with the status of expert on mission (hereafter referred to as “GPP”). The guidance set forth in this document shall assist the United Nations Headquarters, peacekeeping operations and special political missions, contributing Member States, as well as serve as guidance to the GPP, on the necessary arrangements to nominate, select, on-board and administer a GPP on assignment with peacekeeping operations and special political missions.

B. SCOPE

2. This document sets out specifics with regard to the administration and conditions of service for non-uniformed civilian GPP. It shall not apply to United Nations police, military, or corrections officers¹ who are uniformed personnel provided by Member States.

C. RATIONALE

3. GPP provide advisory, capacity-building and mentoring support to national counterparts in areas where specialized expertise is required that is generally only found in government services and therefore most effectively drawn from Member States.

¹ For guidance on the administration of uniformed government-provided personnel, please refer to the Department of Peacekeeping Operations (DPKO) Guidelines for United Nations Police Officers on Assignment with Peacekeeping Operations, the DPKO/Department of Field Support (DFS) UNMEM Manual for the Selection, Deployment, Rotation, Extension, Transfer and Repatriation of United Nations Military Experts on Mission in United Nations Peacekeeping Operations, and the DPKO/DFS Standard Operating Procedures for Government Provided Corrections Personnel on Assignment with United Nations Peace Operations.

4. The use of GPP who are individuals with specialized expertise, key knowledge and skills, is a means of benefiting from the expertise of governments of Member States required by the United Nations to carry out the mandates of peacekeeping operations and special political missions. In its resolution 45/258, the General Assembly endorsed the Secretary-General's proposals on the use of civilian personnel provided by governments in peacekeeping operations and requested the development of standard administrative procedures governing the provision of such personnel consistent with existing rules and practices.

5. In resolution 66/255, the General Assembly encouraged “national Governments, the United Nations, and regional and subregional organizations to broaden and deepen the pool of civilian expertise for peacebuilding in the immediate aftermath of conflict, including from countries with relevant experience in post-conflict peacebuilding or democratic transition, giving particular attention to mobilizing capacities from developing countries and of women as vital to the success of United Nations peacebuilding endeavors”. The Secretary-General subsequently drew attention to the scope for widening the pool of specialized expertise by drawing more effectively on the relevant experiences of Member States and envisaged making further use of GPP with the status of expert on mission for time-limited assignments requiring specialized expertise.² The Secretary-General undertook to issue guidelines to ensure a clear and consistent approach in their recruitment and management. The General Assembly subsequently requested the Secretary-General to present the requirement for GPP in relevant budget proposals, looked forward to the issuance of the guidelines for the recruitment of GPP,³ and gave further direction on the use of GPP.⁴ Incorporating these legislative provisions, these guidelines:

- a. Standardize the administrative procedures for the nomination, selection, deployment, replacement, extension, transfer and repatriation of GPP, based on established practices applied to other GPP with the status of experts on mission; and,
- b. Ensure that all United Nations personnel managing and administering GPP, as well the GPP covered by these guidelines, are fully aware of the legal, professional, disciplinary, administrative, logistic and financial terms and conditions of service that govern the utilization of GPPs.

D. GUIDELINES

6. GPP are experts nominated by their government for service with United Nations peacekeeping operations and special political missions. They hold the legal status of “experts on mission” and provide advisory, capacity-building and mentoring support to national counterparts in specialized functions for which expertise is required that is generally only found in national government services, and are therefore most effectively drawn from Member States. As different circumstances require different expertise (for example a mandate to address criminality and trafficking in illicit goods might require criminal investigation expertise, while a mandate to address cross-border issues require

² A/67/312-S/2012/645

³ See A/RES/67/255, para. 65

⁴ See A/RES/67/287, para. 22

expertise in customs administration), specific functions for which GPP are required may vary. However, GPP shall not substitute for staff members, and they may not perform core functions that are the responsibility of United Nations staff members. Specifically, GPP are not to carry out executive direction and programme management functions reserved to persons holding appointments issued by the Secretary-General, and they shall not be delegated the authority or allowed to commit the Organization's resources or supervise and assess staff members.

7. Where the delivery of the desired functions requires the competencies of a formed group or team in order to provide for the integration of complementary skills and experience, Member States may be invited to nominate such groups as GPP on the basis of the conditions applicable to individuals as outlined in these guidelines.⁵ Each individual nominated as part of such a team will be subject to the same screening, including human rights screening, and selection process as individual GPP. The GPP shall not be considered for services normally provided by commercial contractors.

8. Assignments to peacekeeping operations and special political missions shall be time-limited and will normally be for an initial period of up to twelve (12) months with possible extensions amounting to a total service of twenty-four (24) consecutive months. GPP shall carry no expectation of longer-term engagement with the United Nations. The GPP will retain the salary and/or entitlements from their respective Government of the contributing country for the duration of their assignment with the United Nations. The United Nations will be responsible for travel-related expenses, allowances and benefits as set out in these Guidelines.

Planning and Budget Provision

9. Based on its mandate, each peacekeeping operation and special political mission, during the planning and budget development process, assesses its requirements for personnel, including GPP. Provision for GPP shall be clearly set out in proposed peacekeeping operations' and special political missions' budgets for consideration and approval by the General Assembly. Proposed use of GPP shall be presented and justified in accordance with established budgetary procedures. Changes in requirements or utilisation during the implementation of a budget shall be reported in the applicable performance reports, in accordance with established procedures.

10. These Guidelines are organized in three sections:

- I. Nomination and Evaluation of Candidates
- II. Selection and Deployment
- III. Service in Peacekeeping Operations and Special Political Missions

I. Nomination and Evaluation of Candidates

Nomination

⁵ A request for support from a group may arise when a variety of skill sets are drawn together to accomplish the function. Border management, customs administration and public expenditure management are examples of areas where more than one individual may be required, and where, accessing the expertise from the same service would enhance the effectiveness of the support.

11. The Secretariat office at Headquarters responsible for thematic and technical backstopping in the specific areas of expertise for which GPP are required (hereafter, the “Responsible Office”) will oversee the selection and deployment process of GPP. The Responsible Office, in consultation with the relevant peacekeeping operation or special political mission, and in liaison with the regional division at Headquarters responsible for the peacekeeping operation or special political mission, shall communicate the requirements for GPP by means of notes verbales to all Permanent Missions of Member States to the United Nations in New York, attaching detailed terms of reference and inviting nominations of suitably qualified personnel. The notes verbales shall indicate the duration of the initial tour of duty and specify a deadline for nominations. For subject areas where there is no Secretariat office at Headquarters responsible for thematic and technical backstopping in the specific area of expertise for which GPP are required, the Responsible Office will be the regional division at Headquarters responsible for the peacekeeping operation or special political mission.

12. Member States will be requested to submit nominations to the Responsible Office in response to a note verbale through their Permanent Missions to the United Nations in New York. Candidates must be citizens of the contributing Member State. Member States are requested to submit a list of all nominated candidates, indicating against which terms of reference each candidate is nominated, as well as legible and duly completed United Nations Personal History Profile (PHP) for each nominated candidate (Annex 1 provides a template for GPP).

13. It is the responsibility of Member States to ensure that the nominated candidates have never been convicted of, or are not currently under investigation or being prosecuted for, any criminal offence, or any violations of international human rights law or international humanitarian law. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence but were not convicted, the contributing Member State will be requested to include in the statement, information regarding the investigation(s) or prosecutions concerned. Member States are also requested to certify that they are not aware of any allegations against their nominated candidates of their involvement, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law. Nominees are further required to provide a self-attestation that they have neither committed, been convicted of, nor prosecuted for, any criminal offence nor been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

14. Contributing Member States are requested to ensure that candidates meet the minimum requirements and, to the extent possible, the desirable experience, as specified below:

14.1 United Nations core values: Nominated candidates shall possess the core values required for all United Nations personnel, in particular professionalism, integrity and respect for diversity, as well as the competencies specified in the respective job description.

14.2 Age: Candidates less than twenty-five (25) years of age shall not be considered.

14.3 Education: Nominated candidates shall have the educational qualifications as stipulated in the respective terms of reference. A university degree is an asset and for some functions a requirement.

14.4 Work Experience: Required years of work experience may vary with the requirements of the function, but nominated candidates should have a minimum of five (5) years of experience, excluding training, in the area of specialization in the relevant public service. Certain functions may require greater experience, as may be specified in the terms of reference. The United Nations strongly encourages the nomination of highly knowledgeable and experienced experts in the related discipline. Since experts may work as advisors and mentors to national counterparts, mentoring experience will be highly desirable in many cases. In addition to the minimum requirements, experience is desirable in: i) working in a post-conflict or developmental setting; ii) national institution-building; and, iii) capacity development.

14.5 Language(s): English and French are the working language of most peacekeeping operations and special political missions, and candidates shall be proficient in at least one of them. In exceptional cases, candidates who are proficient only in a working language of a specific peacekeeping operation or special political mission (other than English or French) may be accepted if they possess requisite skills not otherwise available. Fluency in the local language of the host country is an advantage and, depending on the specific job description, may be a requirement.

14.6 Computer Skills: Basic computer skills are essential for any assignment with the United Nations. At a minimum, nominated candidates shall possess skills in using the internet and standard email and text processing programmes. Experience in preparing reports and presentations and working with databases and spreadsheets is desirable.

14.7 Driving: Nominated candidates shall possess a national and/or international driving license. Upon arrival in the mission area, GPP shall obtain the driving license issued by the peacekeeping operation or special political mission. GPP who do not pass the driving test required in three attempts may be repatriated at the expense of the contributing country.

15. Candidates shall not be considered for another assignment as GPP before six (6) months have elapsed following the end of service with a peacekeeping operation or special political mission as GPP. Candidates found not suitable for service with peacekeeping operations or special political missions in a prior evaluation process as outlined below shall not be considered again before two (2) years have elapsed after the respective Permanent Mission was notified of the result of the evaluation process.

Evaluation of Candidates

16. The Responsible Office, with the assistance of relevant personnel in the field, shall evaluate nominated candidates against the minimum requirements as specified in the terms of reference and conduct interviews to determine their suitability for service with peacekeeping operations or special political missions. Interviews shall be conducted in English, French or the working language(s) of the peacekeeping operation or special

political mission to which the candidate may be deployed. If candidates have previous work experience with the United Nations, the Responsible Office shall consider the performance evaluation reports of such assignments in the decision about the suitability for further deployments. The Responsible Office shall consult the Conduct and Discipline Unit in the Department of Field Support (DFS) for each selected candidate and shall not consider candidates with a record of misconduct during prior service with the United Nations for further deployments.

17. The Responsible Office shall regularly inform the Permanent Missions of contributing Member States about the outcome of evaluation processes for which they have submitted candidates. If it is anticipated that the respective area of expertise may be requested by another peacekeeping operation or special political mission, nominees found suitable but not selected for immediate deployment will be placed on a list of candidates pre-cleared for deployment, for a maximum of five (5) years. This list will be maintained by the Field Personnel Division (FPD) in DFS and subject to paragraphs 13, 15, and 16 of these guidelines.

II. Selection and Deployment

18. Selection will be made by the peacekeeping operation or special political mission from candidates generated through the note verbale process based on the findings of the assessment carried out at Headquarters.⁶ Following the selection decision, the Responsible Office shall inform the Permanent Mission of the respective Member State with copy to FPD/DFS. To facilitate a rapid deployment upon selection, the Responsible Office shall request from the Permanent Missions of those Member States the documents necessary to initiate the deployment for each expert found suitable. This includes a copy of the passport (valid for at least two (2) years beyond the date of submission), as well as completed medical examination records⁷ (including laboratory tests, electrocardiogram tracing (EKG) and chest X-ray – refer to Annex 2 for the pertinent template) and a copy of the driving license. Candidates shall be prepared to deploy within one (1) month of being informed of their selection.

19. Selected candidates, with support from their national authorities, shall be responsible for securing their own travel documents, including entry and transit visas and other travel documents if required. Deploying GPP shall bring these documents to the mission area. The United Nations shall issue a certificate that attests that the GPP travels on the official business of the United Nations and, where necessary, requests the host-country of the peacekeeping operations and special political missions to facilitate the issuance of visas to the deploying GPP.

20. The Responsible Office shall ensure that the selected GPP is issued a United Nations index number and shall request the FPD/DFS or the travel and visa office in the receiving peacekeeping operation or special political mission to issue the travel/financial authorization. When the receiving peacekeeping operation or special political mission is arranging the travel, FPD/DFS is to be kept informed. No travel shall be undertaken

⁶ In cases where the requirement can be met through a pre-cleared list of candidates generated from a previous note verbale process, the responsible office shall recommend candidates with the requisite skill sets for selection by the peacekeeping operation or special political mission.

⁷ Medical examination records, including EKG and X-rays are confidential information that shall be protected at all times.

without the explicit authorization of the Responsible Office and either the travel and visa office in the receiving peacekeeping operation or special political mission, or FPD/DFS.

21. All communications between the requesting mission and the Permanent Mission of the contributing Member State are to be through the Responsible Office at Headquarters. Requesting missions are not authorized to communicate directly with Member States in this respect.

Medical

22. The Responsible Office shall forward the completed medical examination reports to the Medical Services Division (MSD) at United Nations Headquarters that shall attest physical fitness for the respective mission area. MSD shall also determine the minimum vaccination requirements for the respective mission area. Member States are requested to ensure that GPP receive all mandatory vaccinations before deployment to the peacekeeping operation or special political mission.⁸ The GPP shall bring a copy of their personal health documents to the mission area, including an international certificate showing all received vaccinations and immunizations as well as an authoritative record of blood type and Rhesus factor.

23. Member States are requested to ensure that GPP are provided with HIV (human immunodeficiency virus) and AIDS (acquired immunodeficiency syndrome) awareness training prior to deployment. Such training shall focus on preventive measures and emphasize the importance of adhering to United Nations codes of conduct. The United Nations does not require a mandatory HIV test but strongly recommends that personnel be offered voluntary confidential counselling and testing prior to deployment. HIV testing with the informed consent of candidates may be requested if HIV/AIDS is clinically suspected. HIV shall be treated in the same manner as other medical conditions in considering medical classification.

Duration of deployment

24. The period of deployment for a GPP shall be specified in the terms of reference for the position required and will normally be for an initial period of up to twelve (12) months with possible extensions amounting to a total service of twenty-four (24) consecutive months. The head of the relevant component of the specific peacekeeping operation or special political mission may request extension(s) beyond the initial up to twelve (12) months period of deployment based on operational needs.

25. The head of the relevant component of the specific peacekeeping operation or special political mission shall send the request for extension to the Responsible Office for its approval at least three (3) months prior to the completion of assignment of the GPP. The Responsible Office for the GPP shall forward the request for extension to the concerned Permanent Mission for consideration by the Government of the contributing country along with the necessary details requesting agreement on the period of extension. Upon receipt of concurrence from the Member State, the Responsible Office shall inform the head of the relevant component of the specific peacekeeping operation or special political mission, as well as FPD/DFS about the decision and the length of the extension granted.

⁸ Refer to the Medical Support Manual for United Nations Peacekeeping Operations for details.

26. Deployment beyond the maximum period of twenty-four (24) months may be requested in exceptional circumstances that require the continued presence of the respective GPP, e.g. natural disasters or developments requiring continuity in the advisory capacity of the peacekeeping operation or special political mission in the area of work the GPP has expertise in; or the inability to replace serving personnel with specialized skills. Technical extensions of one month but not beyond three (3) months may also be requested where the deployment of a replacement is delayed due to administrative or technical difficulties.

27. If force majeure requires evacuation of United Nations personnel and if there is no indication that GPP will return to the mission in the immediate future (normally seven (7) calendar days), the tour of duty will be curtailed, unless transfer to another peacekeeping operation or special political mission can be considered in accordance with paragraph 59 below. The GPP who have not completed one (1) year of service at the time of repatriation following the curtailment shall be placed on the list of pre-cleared candidates.

Travel

28. The United Nations shall be responsible for the cost of travel to the peacekeeping operation or special political mission for initial deployment and from the peacekeeping operation or special political mission for final repatriation upon completion of the GPP's assignment. The most economical commercial route from the deploying GPP's residence or duty station shall be used. The class of air travel shall be economy, irrespective of its duration.

29. The United Nations shall be responsible for the shipment of unaccompanied baggage to the mission area as part of the deployment and to the home country upon completion of the tour of duty. Shipment of unaccompanied baggage shall be limited to 100kg if the initial tour of duty is twelve (12) months. It may be limited to 20kg if the initial tour of duty is less than twelve (12) and more than three (3) months. There may be no entitlement for shipment of unaccompanied baggage if the deployment is for an initial period of three (3) months or less.

30. Where the United Nations is responsible for shipping unaccompanied baggage, insurance coverage shall be provided only if an itemized inventory indicating value is provided in advance of the travel. The United Nations shall not be responsible for insuring accompanied luggage or for the reimbursement for any accompanied excess luggage.

31. FPD/DFS shall make the necessary travel arrangements for the GPP. The contributing Member State may choose to be responsible for making the travel arrangements based on a reimbursement scheme. In no circumstances shall the United Nations reimburse a GPP for travel arranged by him/herself.

32. Member States or the United Nations office responsible for making the travel arrangements shall inform the receiving peacekeeping operation or special political mission, the Responsible Office and the respective Permanent Mission of the itinerary, airline and flight number with due notice, including any delays or alterations, to ensure that personnel of the peacekeeping operation or special political mission will receive the

deploying GPP at the airport. Deploying GPP shall also inform the Responsible Office directly, as soon as possible, of airline and flight details and of any subsequent changes.

33. Individual travel claims shall be submitted upon arrival. Originals of used air-tickets, boarding passes and any receipts are to be retained by the GPP and submitted to the administrative section in the peacekeeping operation or special political mission, together with the established claim form (obtainable in the peacekeeping operation or special political mission).

Pre-deployment training

34. GPP found suitable for deployment are to be prepared for their assignments through receipt of mandatory pre-deployment training with focus on the Core Pre-deployment Training Materials (CPTM) developed by the United Nations. The CPTM represents the essential knowledge on peacekeeping, required by all personnel, civilian, military and police, to function effectively in a United Nations peacekeeping operation. The materials also constitute the mandatory minimum requirement for UN pre-deployment training for civilian personnel. To this end, Member States shall fund the travel, and all related costs, of GPP identified for deployment, to attend the Civilian Pre-deployment Training (CPT) conducted by DPKO/DFS, *en route* to their assigned peacekeeping operation and special political mission, The training, which is based on the CPTM, enhances readiness, safety and security awareness, as well as knowledge of field conditions and fundamental peacekeeping policies and procedures. In addition to the GPP's participation in CPT, Member States may, at their own discretion, also provide other forms of training that are deemed necessary for preparing the GPP for deployment and familiarization with living conditions in the mission area.

III. Service in Peacekeeping Operations and Special Political Missions

General Provisions

35. Under the overall leadership of the Head of Mission, GPP shall serve under the supervision of the head of the relevant component of the peacekeeping operation or special political mission or his/her designate who shall determine the organizational structure, reporting lines and assign appropriate duties and responsibilities in line with the mission mandate. The head of the relevant component of the specific peacekeeping operation or special political mission shall provide leadership and guidance to GPP and shall be responsible for regularly completing performance assessment reports (see Annex for template). All assessment reports shall be professional, objective, transparent and impartial, and shall, to the extent possible, highlight positive as well as negative aspects with regard to professional performance, conduct and competence. Such reports shall be retained in the peacekeeping operation or special political mission and shall be forwarded to the Responsible Office. They shall be used, *inter alia*, in making decisions on extensions or selection for future GPP deployment.

36. The assigned supervisor will establish the work plan and the work schedule, consistent with the work plan of the supported programme and the established working hours in the peacekeeping operation or special political mission.

37. In discharging their functions, GPP shall uphold, promote and protect human rights and observe and apply the joint OHCHR-DPKO-DPA-DFS Policy on Human Rights in United Nations Peace Operations and Political Missions (2011). GPP shall actively collaborate with other components of the peacekeeping operation or special political mission. GPP shall observe and apply the relevant provisions of Security Council resolutions 1325 (2000), 1820 (2008), 1888 (2009), 1889 (2009), and 1960 (2010) and 2106 (2013) on women, peace and security, including in relation to the protection, rights and special needs of women as well as on the importance of involving women in all peacekeeping and peace-building measures. GPP shall actively encourage, including through training and advising as appropriate, the increased representation of women at all levels of government. GPP shall encourage relevant national agencies to consider gender issues in policy development, training, daily operations and all other activities.

38. Any materials developed by GPP during the course of their assignment such as training curricula, reports, guidance material and assessment instruments shall be deemed the property, including the intellectual property, of the United Nations and all rights thereto shall remain with the United Nations.

39. The Office of the Director/Chief of Mission Support shall be responsible for the administration of GPP, including, but not limited to, check-in and check-out, evacuation, repatriation and processing and disbursement of entitlements as well as visa and travel requests for official travel other than the initial deployment. GPP shall be issued with identification cards that identify them as "Member of *[Insert Name of PKO or SPM]* – GPP".

40. GPP shall have access to those mission assets as required to effectively fulfil their duties, including transport and IT/communications equipment in accordance with established United Nations policies and procedures.

41. The Head of Mission shall be accountable for the security of all personnel deployed to a peacekeeping operation or special political mission. Policies, procedures, standards and other arrangements of the United Nations Security Management System are also applicable to GPP and GPP are required to comply with them.

42. Unless accommodation is provided by the peacekeeping operation or special political mission, the GPP are required to make their own arrangements. All duty stations are considered non-family duty stations for GPP. The United Nations will not facilitate the presence of family members of GPP at the duty station, regardless of the designation of the duty station. The United Nations accepts no responsibility for family members of GPP. They are not included in the mission's security, relocation or evacuation plans.

Legal Status

43. GPP serve with the legal status of expert on mission and enjoy the privileges and immunities as are necessary for the independent exercise of their functions as outlined in Article VI of the Convention on Privileges and Immunities of the United Nations (Annex 4) and the applicable agreements of the receiving peacekeeping operation or special political mission with the host government, i.e. the status-of-forces agreement (SOFA) or the status-of-mission agreement (SOMA). These privileges and immunities are granted in the interest of the United Nations and not for the personal benefit of the

individuals concerned. GPP shall refrain from any action or activity incompatible with the impartial and international nature of their duties and respect all local laws and regulations. The Secretary-General has the right and duty to waive the immunity of an expert on mission in any case where, in his opinion, the immunity would impede the course of justice and it can be waived without prejudice to the interest of the United Nations.

Benefits and Entitlements

Allowances

44. GPP will retain the salary and entitlements from their respective Government of the contributing country for the duration of their assignment with the United Nations. In addition, GPP shall be eligible for Mission Subsistence Allowance (MSA) under conditions established by the United Nations to cover living expenses in the mission area. MSA rates are determined on the basis of long-term accommodation, food and other expenses at the duty station and are periodically adjusted to reflect changes in living costs. Where food and/or accommodation are provided free of charge by the United Nations or a government, MSA will be reduced accordingly.

45. MSA shall be payable from the date of arrival at the duty station until final repatriation for: actual work days spent in the mission; weekends and official holidays spent within or outside the mission area; annual leave accrued while on mission assignment, and taken prior to the expiration of the mission assignment where the annual leave was accrued; and sick leave taken in the mission area. When hospitalized in the mission area, the MSA may be reduced.

46. When travelling on official business within the mission area which requires an overnight stay at a location away from the normal duty station, MSA is payable or, if no MSA rate has been established for the location of the overnight stay, the daily subsistence allowance (DSA) may be paid as applicable to the location of the overnight stay, in addition to the accommodation portion of the MSA for the normal duty station where applicable.

47. The Head of Mission or his or her designate may withhold MSA to cover financial loss or damage caused to United Nations property by negligence or wilful act. S/he may reduce MSA for unauthorized absence from duty, or for indebtedness to the Organization.

Annual Leave

48. GPP are entitled to two and a half (2.5) days of annual leave per month of completed service.

49. Annual leave shall begin to accrue from the date of arrival in the mission area. Requests for annual leave shall be submitted to the head of the relevant component of the specific peacekeeping operation or special political mission for approval. The head of the relevant component may determine a maximum number of days of annual leave that may be taken at a time.

50. The general rule is that annual leave shall not be taken before it is earned, except with regard to leave accruing during the last month of service. In exceptional circumstances, the head of the relevant component of the specific peacekeeping operation or special political mission, in consultation with the Director/Chief of Mission Support, may approve advance leave. Annual leave shall not be taken in the last five (5) days prior to the end of tour of duty to facilitate an orderly check-out process. Assignments shall not be extended for the purpose of exhausting leave entitlements. No financial or other compensation is applicable for annual leave not taken during the tour of duty.

Medical Support

The United Nations shall provide coverage for medical services, including hospitalization and emergency evacuations, for illness or injury which is attributable to conditions and hazards within the area of assignment and occurring during their service in the mission area. The GPP shall have access to the peacekeeping operation or special political mission medical facilities. They may also seek medical services from a physician of their choice (except for medical examinations for fitness for duty) and shall be reimbursed for reasonable expenses upon submission of adequate documentation and receipts to the office of the Director/Chief of Mission Support. The United Nations shall not reimburse expenses if the GPP is reimbursed by other insurance arrangements or sources. Expenses for dental treatment shall not be reimbursed unless relating to emergency treatment or attributable to mission-related injury or illness.

51. The United Nations attending physician in the peacekeeping operation or special political mission shall certify any absence due to illness or injury in excess of one (1) day per month. The relevant component of the specific peacekeeping operation or special political mission shall report all cases of serious illness, injury or hospitalization to the Responsible Office and FPD/DFS. The Responsible Office shall inform the Permanent Mission of the contributing Member State.

52. Member States are requested to continue providing medical coverage for any injury or illness that is not related to service in the mission area, if applicable under national legislation. Member States will be requested to facilitate the provision of medical and psychological services for GPP upon completion of their assignment, if necessary.

Compensation for Injury, Illness or Death

53. GPP shall name their beneficiaries. For this purpose, each GPP is required to complete, in triplicate, a designation-of-beneficiary form upon arrival to the PKO or SPM. If no beneficiary has been named, payments shall be made to the estate of the deceased. In either case, payment shall be made by the United Nations through the respective contributing Member State.

54. GPP or their beneficiaries shall be eligible for compensation, as determined by the Secretary-General, for mission-related injury, illness or death that is attributable to the performance of official duties. Compensation shall not be paid if the injury, illness or death is attributable to the individual's own wilful misconduct or negligence. In the event of the death of a GPP, the United Nations shall be responsible for all costs associated with the return of the remains to the home country. The beneficiaries of the GPP may

also be entitled to an allowance for funeral expenses, as determined by the Secretary-General.

55. Guidance for the submission of death and disability claims can be found in General Assembly documents A/52/369 of 17 September 1997 and A/63/550 of 17 November 2008. In line with the provisions of General Assembly resolution 45/258, the arrangements for death and disability benefits applicable to uniformed personnel, as approved by the General Assembly in its resolution 64/269, apply to GPP with the status of expert on mission. Compensation shall be limited to a maximum amount of US\$70,000.00. Compensation claims must be submitted within four (4) months of the death, injury or illness to the Field Budget and Finance Division in DFS. In exceptional circumstances, the United Nations may accept the consideration of a claim at a later date.

56. The determination of permanent disability and the type and degree of incapacity and the relevant award shall be decided on the basis of documentary evidence and in accordance with the provisions established by the Secretary-General. Where the individual is entitled to similar provisions through other arrangements, reimbursement shall only be authorized for expenses recoverable under the respective scheme. The United Nations shall give all cases sympathetic consideration.

Compensation for Loss or Damage to Personal Effects

57. GPP may be entitled, within the limits and under the terms and conditions established by the Secretary-General, to reasonable compensation for the loss of, or damage to, their personal effects. Compensation is limited to cases occurring in the mission area or during official travel and determined to be directly attributable to the performance of official duties on behalf of the United Nations. GPP will be requested to take all possible precautions against loss or theft of their personal property, and avoid bringing expensive or luxury items to the mission area. There are strict limits to the amount of compensation that may be paid for such items, regardless of their value. No compensation will be paid for loss or damage to any article, which, in the opinion of the Secretary-General, cannot be considered to have been reasonably required for day-to-day life under the conditions existing at the duty station. Compensation is not payable for loss or damage to personal effects when the loss or damage was caused by the negligence or misconduct of a GPP.

58. As part of the check-in process in the mission, GPP will be required to complete the appropriate forms listing personal items in possession and their approximate value. Upon acquisition of additional personal property, GPP will be required to amend the aforementioned forms accordingly. Failure to register personal property shall render any claim for loss or damage inadmissible. The United Nations shall not provide compensation for the loss of, or damage to, any articles, clothing or equipment of GPP provided by the Member States.

Transfer of GPP to another peacekeeping operation or special political mission

59. Under normal circumstances, GPP shall not be transferred between peacekeeping operations and special political missions. However, in the event of urgent and

unforeseen operational requirements, transfers may be approved by the Responsible Office, if the GPP is deemed qualified for the relevant function and if the releasing and receiving peacekeeping operation or special political mission, the respective GPP and the contributing Member State agree. The peacekeeping operation or special political mission requesting the transfer shall be responsible for travel expenses of the GPP to the new mission area. The receiving peacekeeping operation or special political mission shall be responsible for expenses related to the repatriation at the end of the tour of duty. FPD/DFS shall be kept informed of all transfers of GPP.

60. The transferring GPP will complete his/her remaining tour of duty in the receiving peacekeeping operation or special political mission. The head of the relevant component of the receiving peacekeeping operation or special political mission may request an extension of service of the GPP in line with the respective provisions of these Guidelines. The leave accrued during service in the releasing peacekeeping operation or special political mission shall be carried over to the new assignment.

Early Repatriation

61. GPP may be repatriated prior to the completion of their tour of duty upon the recommendation of the Head of Mission and following the approval of the Under-Secretary-General for Peacekeeping Operations (for DPKO-led missions) or the Under-Secretary-General for Political Affairs (for missions led by the Department of Political Affairs (DPA)) for the following reasons: failure to meet the minimum requirements for service in the mission compassionate grounds; a formal request citing personal reasons; medical grounds; at the Member State's request; dishonesty with regard to meeting the minimum requirements in terms of educational background, language skills, or work experience; or on disciplinary grounds. Once decided, repatriation shall be immediate and the Responsible Office shall inform the concerned Member State through its Permanent Mission.

62. GPP shall be considered to not meet the minimum requirements for service

a) if s/he is unable to communicate effectively in the working language(s) of the peacekeeping operation or special political mission, or cannot discharge regular duties effectively for other reasons related to competence professional skills, and unauthorized absences; or

b) when duties require driving skills, if s/he is unable to obtain a driver's license issued by the peacekeeping operation or special political mission after three (3) attempts within the first three (3) months upon deployment, and the head of the relevant component of the specific peacekeeping operation or special political mission is unable to assign him/her duties that do not require driving skills. More time shall be allowed in cases of natural disasters, emergency evacuation, or if the GPP is unable to take the driving test due to force majeure.

63. GPP may be repatriated upon his/her request for personal reasons or at the request of the contributing Member State. S/he may also request repatriation on compassionate grounds in the case of death or serious illness or injury of a relative of the first degree (parent, spouse or child) or another family member who was the only surviving relative of the individual. GPP may also be repatriated in cases of dishonesty with regard to meeting the minimum requirements in terms of educational background, language skills,

or work experience. GPP may also be repatriated for misrepresentations by the contributing Member State or the GPP in connection with past criminal conduct and/or violation of international humanitarian and international human rights laws.

64. GPP may be repatriated for medical reasons upon recommendation of the Chief Medical Officer or his/her designate, who determines, after consulting the head of the relevant component that the individual is unfit for service in the peacekeeping operation or special political mission or requires treatment not available in the mission area.

65. GPP may be repatriated on disciplinary grounds for any breach of the United Nations standards of conduct as substantiated through appropriate investigation. GPP repatriated on disciplinary grounds shall not be considered for service in any capacity with the United Nations in the future. The United Nations shall request information from Member States regarding national disciplinary and/or legal action taken with regard to the repatriated personnel.

66. In the case of repatriation due to disciplinary grounds, for failing to meet the minimum requirements for service in the mission, dishonesty with regards to meeting the minimum requirements, misrepresentations, for personal reasons upon request of the individual, or upon request of the contributing Member State, the contributing Member State will be responsible for all travel-related expenses, including the shipment of unaccompanied baggage. In case of repatriation for compassionate or medical grounds, the United Nations shall be responsible for travel-related expenses and unaccompanied shipment unless the medical condition requiring the repatriation was pre-existing and the GPP misrepresented facts in the medical examination form submitted to the Secretariat prior to his/her deployment.

Conduct and Discipline

67. The Charter of the United Nations requires all personnel to maintain the highest standards of conduct. All GPP shall uphold the highest standards of professionalism, competence and integrity. GPP shall comply with local laws and regulations and honour their private legal obligations, including, but not limited to, the obligation to honour orders of competent courts, including in relation to child support.

68. Upon entry in service, GPP shall sign the Undertaking and Declaration by Experts on Mission (Annex 5) acknowledging that they will comply with the rules set therein, as well as relevant regulations, standard operating procedures, policies, and directives as issued by the United Nations. The following standards of conduct, guidelines and directives shall be applicable to GPP: i) Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission (ST/SGB/2002/9 – Annex 6), ii) “We are United Nations Peacekeepers” (Annex 7); iii) Secretary-General’s Bulletin on Special measures for protection from sexual exploitation and sexual abuse (ST/SGB/2003/13 – Annex 8); iv) General Assembly resolution 66/93, adopted on 13 January 2012, on Criminal accountability of United Nations officials and experts on mission (A/RES/67/88 – Annex 9 or as may be amended); and v) any additional codes of conduct or mission-specific directives applicable in the respective peacekeeping operation or special political mission. The peacekeeping operation or special political mission shall ensure that GPP receive a copy of the above documents.

69. In exercising their official functions, GPP shall observe international human rights standards and shall not discriminate against any person on grounds of gender, race, colour, language, religion, political or other opinion, national, ethnic or social origin, sexual orientation, association with a national community, property, birth or other status. They shall report human rights abuses they witness to their supervisors and to the human rights component or its equivalent in the peacekeeping operation or special political mission.

70. In exercising their official duties, GPP shall in particular:

a) Neither seek nor accept instructions from any Government or from any other source external to the Organization;⁹

b) Perform their duties with the interests solely of the United Nations in mind, duly recognize the needs and interests of the host country and its people, and act with strict impartiality, integrity, independence and tact;

c) Not abuse or exploit members of the local population, in particular women and children;

d) Neither solicit nor accept any material reward, honor, or gift other than the due entitlements from their home country and the United Nations; and,

e) Treat United Nations property, especially vehicles and communications equipment, with care, and not trade, sell or use such property for personal benefit.

71. GPP shall not engage in any acts of sexual exploitation or abuse. Exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading, or exploitative behaviour, is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance. Sexual activity with children (persons under the age of eighteen (18) years old) is prohibited regardless of age of majority or age of consent locally. Sexual relationships between members of peacekeeping operations or special political missions, including GPP, and beneficiaries of assistance (including the local population and refugees) are strongly discouraged, since they are based on inherently unequal power dynamics and undermine the credibility and integrity of the work of the United Nations.

72. GPP are required to exercise utmost discretion in all matters of official business. They shall not communicate to an unauthorized person any confidential information known to them because of their official position and/or take any action that may adversely affect the interests of the United Nations. This obligation shall not cease even after the assignment with the United Nations is completed. A declaration to that effect shall be signed by all GPP upon arrival in the peacekeeping operation or special political

⁹ The regulatory framework for all experts on mission was approved by the General Assembly in its resolution 56/280, which adopted the Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission (ST/SGB/2002/9 – Annex 6). To address the issue of impartiality and possible dual loyalty, regulation 1(b) requires experts on mission to make the following declaration: “I solemnly declare and promise to exercise in all loyalty, discretion and conscience the functions entrusted to me by the United Nations, to discharge these functions and regulate my conduct with the interests of the United Nations only in view, and not to seek or accept instructions in regard to the performance of my duties from any Government or other source external to the Organization.”

mission. GPP are advised to acquaint themselves with the applicable rules and practices on using cameras, on and off duty.

73. The head of the relevant component of the specific peacekeeping operation or special political mission shall inform the conduct and discipline team or focal point in the peacekeeping operation or special political mission of any allegation or report of possible misconduct by any GPP. S/he shall also inform the Head of Mission or his/her designate and seek guidance to mitigate any negative consequences of the alleged misconduct. To the extent possible, the head of the relevant component of the specific peacekeeping operation or special political mission will be informed of any investigation for misconduct against a GPP.

74. The United Nations shall investigate any form of misconduct through the appropriate investigative office in accordance with the rules of the Organization. If a GPP is found to have engaged in misconduct, the Head of Mission shall inform the Under-Secretary-General for Field Support with copy to the Under-Secretary-General for Peacekeeping Operations (in the case of a peacekeeping operation) or the Under-Secretary-General for Political Affairs (in the case of a special political mission) and the GPP may be subject to repatriation on disciplinary grounds. The right of the United Nations to investigate any form of misconduct committed by GPP is without prejudice to the right of the host State to investigate crimes under its domestic criminal laws, in accordance with the procedures of the applicable SOMA, SOFA or other agreement with the host government, or to the right of the contributing Member State to separately investigate misconduct or crimes by its personnel.

75. While the United Nations shall conduct administrative investigations into alleged misconduct by its experts on mission and impose administrative measures as appropriate, it may also refer credible allegations that a criminal offence may have been committed by the GPP, to the appropriate authorities of the host State or the State of nationality. In particular, and in accordance with General Assembly resolution 62/63 of 6 December 2007 and subsequent resolutions on criminal accountability of United Nations officials and experts on mission, the Secretary-General shall refer credible allegations of criminal conduct by GPP to his/her State of nationality. In such cases, the Secretary-General shall also request that the Member State provide information on its efforts to investigate, and where appropriate, prosecute crimes of a serious nature.

76. In cases where the host State initiates an investigation into alleged crimes, the peacekeeping operation or special political mission shall cooperate with the host State in accordance with the standard provisions of the applicable SOFA or SOMA, following consultation with DFS and the Office of Legal Affairs (OLA). In cases where the host State institutes criminal proceedings against the GPP, the Organization may facilitate the possible use of information and material by the State, on the understanding that the proceedings are consistent with the procedures as set forth and meet the due process standards described in the applicable SOFA or SOMA.

77. Peacekeeping operations and special political missions shall report to DFS (with a copy to OLA) all requests for waiver of immunity of a GPP by a host State intending to initiate criminal proceedings, together with an assessment of any policy implications of cooperation and possible impact on the proper administration of justice, in particular considering the capacity of the host State's justice system to meet international standards of due process, humane treatment, fair trial and detention conditions. The

peacekeeping operation or special political mission shall provide information to the United Nations Department of Safety and Security (UNDSS) for advice on related security aspects.

78. With respect to possible proceedings in a host State, the Head of Mission and the host State concerned shall agree on whether or not to institute civil or criminal proceedings, in accordance with the provisions of the applicable SOFA or SOMA. The Secretary-General has the right and duty to waive the immunity of GPP (if immunity applies) in any case where, in his/her opinion, the immunity would impede the course of justice and it can be waived without prejudice to the interests of the United Nations.

79. GPP shall not leave the mission area during an ongoing investigation or to avoid civil actions or criminal charges without authorization from United Nations Headquarters in New York. If necessary, the concerned Member States shall ensure the return of the individual(s) to the mission area to facilitate completion of investigations or civil or criminal proceedings.

80. Loss of or damage to United Nations property shall be immediately reported to the appropriate officials through the established channels. GPP shall reimburse the United Nations either partially or in full for any financial loss as a result of negligence or wilful act, or from having violated any regulation, rule or administrative instruction. This shall be done primarily by withholding an appropriate part of the MSA payments.

81. GPP shall be responsible to learn and abide by the currency regulations of the host State and other States in the mission area, especially with regards to foreign currency exchanges on the local market. Violations of these regulations may be considered as misconduct.

E. REFERENCES

References

- Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly on 13 February 1946
- DPKO Policy on the Applicability of the Arrangements of the United Nations Security Management System, 2011
- Directives on Sexual Harassment in United Nations Peacekeeping and Other Field Missions, for Military Members of National Contingents, Military Observers and Civilian Police Officers: DPKO/MD/03/0095; DPKO/CPD/DSHCPO/2003/002
- DPKO/DFS Policy on Gender Equality in UN Peacekeeping Operations, 2010
- DPKO/DFS Policy on Training for all United Nations Peacekeeping Personnel, 2010
- General Assembly resolution 67/88 on the Criminal accountability of United Nations Officials and experts on mission, adopted on 14 December 2012
- Model status-of-forces agreement for peacekeeping operations (A/45/594)
- Secretary-General's Bulletin: Observance of International Humanitarian Law (ST/SGB/1999/13), 6 August 1999
- Secretary-General's Bulletin: Policy on HIV/AIDS in the workplace (ST/SGB/2003/18), 1 December 2003

- Secretary-General's Bulletin: Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission (ST/SGB/2002/9), 18 June 2002
- Secretary-General's Bulletin: Special measures for the protection from sexual exploitation and sexual abuse (ST/SGB/2003/13), 9 October 2003
- Security Council resolutions 1325 (2000), 1820 (2008), 1888 (2009), 1889 (2009) and 1960 (2010) on Women, Peace and Security
- United Nations Policy on Human Rights Screening of United Nations Personnel, 2011

International Standards

- The Code of Conduct for Law Enforcement Officials, adopted by General Assembly resolution 34/169 of 17 December 1979
- The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), 1979
- The International Code of Conduct for Public Officials, adopted by General Assembly resolution 51/59 of 12 December 1996
- The United Nations Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment, 1984
- The Universal Declaration of Human Rights, 1948

F. MONITORING AND COMPLIANCE

82. The present Guidelines apply to DFS, DPA and DPKO as well as peacekeeping operations and special political missions. FPD/DFS is responsible for monitoring the use of GPP as well as compliance with these Guidelines. Within peacekeeping operations and special political missions, the heads of the relevant components, in consultation with the Director/Chief of Mission Support, shall be responsible for monitoring and implementing these Guidelines. Any further guidance or administrative issuances on the administration of GPP developed by peacekeeping operations and special political missions shall comply with these Guidelines. The use of GPP will be reported annually in the Secretary-General's report on the Overview of the financing of the United Nations peacekeeping operations and the mission performance reports submitted by the Secretary-General.

83. The provisions on disciplinary matters mentioned in these Guidelines are adopted without prejudice to the authority and responsibilities of the Office of Internal Oversight Services as set forth in General Assembly resolutions 59/287, dated 13 April 2005, and 59/300, dated 30 June 2005, and relevant United Nations resolutions and related issuances.

G. CONTACT

84. FPD/DFS is the primary contact for all matters relating to these Guidelines. It shall be responsible for disseminating these Guidelines, and subsequent amendments, to all relevant United Nations Offices and peacekeeping operations and special political missions.

H. HISTORY

85. This document was prepared by DFS, in consultation with the Department of Management, DPA and DPKO at the United Nations Headquarters in New York under the auspices of the Civilian Capacity Working Group. It was developed in conjunction with the *Standard Operating Procedures for Government-Provided Corrections Personnel on Assignment with United Nations Peace Operations*, and by consulting existing documents on the administration of government-provided personnel, in particular the *Guidelines for United Nations Police Officers on Assignment with Peacekeeping Operations (2007)* and the *DPKO/DFS UNMEM Manual: Selection, Deployment, Rotation, Extension, Transfer and Repatriation of United Nations Military Experts on Mission in United Nations Peacekeeping Operations (2012)*.

APPROVAL SIGNATURE  Hervé Ladsous, USG, DPKO	APPROVAL SIGNATURE  Jeffrey Feltman, USG, DPA	APPROVAL SIGNATURE  Atul Khare, USG, DFS
Date:	Date:	Date: 27/3/2015

**United Nations Personal History Profile for
Non-Uniformed Civilian Government Provided Personnel**

Personal Data:

Family Name:	First Name:	Middle Name(s):	
Male/Female:	Date of Birth dd/mm/yy: / /	Place of Birth:	
Passport no.:	Passport Expiry Date: / /	Availability for Deployment mm/yy: /	Preferred Point of Departure:

Contact details: Required for scheduling an interview and shipping of personal effects

Home Address:	Phone:
	E-mail:
Office Address:	Phone:
	E-Mail:

Education:

Institution	Attendance	Degrees and Academic Distinctions Obtained
	From/To	

Employment History: Present Post (Please list your entire work experience, starting with your present/last post)

Exact Title of Post:	From (Month/Year) /	To (Month/Year) /
Name of Employer:	Address of Employer:	
Name of Supervisor: Phone: E-Mail:	Number of Personnel Supervised by You:	Reason for Leaving:
Description of Duties		Significant Achievements

Previous Posts: (In Reverse Order)

Exact Title of Post:	From (Month/Year) /	To (Month/Year) /
Name of Employer:	Address of Employer:	
Name of Supervisor: Phone: E-Mail:	Number of Personnel Supervised by You:	Reason for Leaving:
Description of Duties		Significant Achievements
Exact Title of Post:	From (Month/Year) /	To (Month/Year) /
Name of Employer:	Address of Employer:	
Name of Supervisor: Phone: E-Mail:	Number of Personnel Supervised by You:	Reason for Leaving:
Description of Duties		Significant Achievements
Exact Title of Post:	From (Month/Year) /	To (Month/Year) /
Name of Employer:	Address of Employer:	
Name of Supervisor: Phone: E-Mail:	Number of Personnel Supervised by You:	Reason for Leaving:
Description of Duties		Significant Achievements

Previous Service with the United Nations or other Regional Peace Support Operations

Year:	UN Organization/Mission or Regional Peace Support Operation and Position:

General Information

Are there employment limitations?	
No <input type="checkbox"/>	Yes - provide details: <input type="checkbox"/>
Are there travel limitations?	
No <input type="checkbox"/>	Yes - provide details: <input type="checkbox"/>

Specialized Professional Skills: Please indicate whether you have skills/experience in any specialized area.

	Yes/No <input type="checkbox"/> / <input type="checkbox"/>	Details
	Yes/No <input type="checkbox"/> / <input type="checkbox"/>	
	Yes/No <input type="checkbox"/> / <input type="checkbox"/>	
	Yes/No <input type="checkbox"/> / <input type="checkbox"/>	
	Yes/No <input type="checkbox"/> / <input type="checkbox"/>	
	Yes/No <input type="checkbox"/> / <input type="checkbox"/>	

Language Proficiency:

For languages other than mother tongue, enter appropriate letter from coding below to indicate knowledge level.

Mother Tongue:				
OTHER LANGUAGES	<i>Understand</i>	<i>Speak</i>	<i>Read</i>	<i>Write</i>

CODE:
A- Professional Fluency: Able to work independently in the language, including the preparation of written reports and papers. Able to participate actively in and/or lead meetings conducted in the language.
B- Working Knowledge: Able to follow work-related discussions and participate in them, although command of grammar and syntax may be uncertain. Able to use the telephone, to read and understand work-related documents, and to draft basic correspondence.
C- Limited Knowledge: Able to understand simple conversations and written texts.

Computer Skills:

Software applications for which you have experience:					
Word	Excel	PowerPoint	Access	Outlook	Lotus
Yes/No <input type="checkbox"/> / <input type="checkbox"/>	Yes/No <input type="checkbox"/> / <input type="checkbox"/>	Yes/No <input type="checkbox"/> / <input type="checkbox"/>	Yes/No <input type="checkbox"/> / <input type="checkbox"/>	Yes/No <input type="checkbox"/> / <input type="checkbox"/>	Yes/No <input type="checkbox"/> / <input type="checkbox"/>
Other capabilities or experience:					

Driving Skills:

Have you held a valid driver licence for the last 2 years?	Yes/No <input type="checkbox"/> / <input type="checkbox"/>
Are you able to drive a 4x4 vehicle?	Yes/No <input type="checkbox"/> / <input type="checkbox"/>

Conduct and Discipline:

I attest that I have not committed, been convicted of, nor prosecuted for, any criminal offence. I attest that I have not been involved, by act or omission, in the commission of any violation of International Human Rights Law or International Humanitarian Law.	Signature of Candidate
Or I am not able to attest to the preceding paragraph for the following reasons:	Signature of Candidate

I confirm that above statements are true, complete and correct, without any misrepresentation and material omission:

Date: / /	Signature of Candidate
-------------------------	---------------------------------

The Permanent Mission of.....to the United Nations certifies that the above nominee has not been convicted of, or is not currently under investigation or being prosecuted for, any criminal offence, or any violation of international human rights law or international humanitarian law.

The Permanent Mission of also certifies that it is not aware of any allegations against this candidate to have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law.

The Permanent Mission of to the United Nations submits the above nominee for the indicated post in the indicated mission as meeting the requirement of duty statement of the post.

Date: / /	Signature of Representative of Permanent Mission Name: Contact Details:
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Complementary Sheet – Previous Posts: (In Reverse Order)

Exact Title of Post:	From (Month/Year) /	To (Month/Year) /
Name of Employer:	Address of Employer:	
Name of Supervisor: Phone: E-Mail:	Number of Personnel Supervised by You:	Reason for Leaving:
Description of Duties		Significant Achievements
Exact Title of Post:	From (Month/Year) /	To (Month/Year) /
Name of Employer:	Address of Employer:	
Name of Supervisor: Phone: E-Mail:	Number of Personnel Supervised by You:	Reason for Leaving:
Description of Duties		Significant Achievements
Exact Title of Post:	From (Month/Year) /	To (Month/Year) /
Name of Employer:	Address of Employer:	
Name of Supervisor: Phone: E-Mail:	Number of Personnel Supervised by You:	Reason for Leaving:
Description of Duties		Significant Achievements

FAO	IAEA	ILO	ITC	ITU	UN	UNDP	UNESCO	UNICEF	UNIDO	WHO	WIPO	WMO	WTO
CONFIDENTIAL		ENTRY MEDICAL EXAMINATION							UNITED NATIONS AND SPECIALIZED AGENCIES				

I hereby authorize any of the doctors, hospitals or clinics mentioned in this form to provide the United Nations Medical Service with copies of all my medical records so that the Organization can take action upon my application for employment.

I certify that the statements made by me in answer to the questions below are, to the best of my knowledge, true, complete and correct. I realize that any incorrect statement or material omission in the medical information form or in any other document required by the Organization renders a staff member liable to termination or dismissal.

Date:(dd/mm/yy) Signature:

Pages 1 and 2 are to be completed by the candidate

FAMILY NAME (IN BLOCK CAPITALS)		GIVEN NAMES		MAIDEN NAME (FOR WOMEN ONLY)		SEX <input type="checkbox"/> M <input type="checkbox"/> F	
ADDRESS (STREET, TOWN, DISTRICT OR PROVINCE, COUNTRY)				DATE OF BIRTH			
				NATIONALITY			
POSITION APPLIED FOR (DESCRIBE NATURE OF WORK)		TELEPHONE		BIRTHPLACE			
		PRESENT MARITAL STATUS		Single <input type="checkbox"/> Married <input type="checkbox"/> DATE: (d/m/y) Divorced <input type="checkbox"/> DATE: (d/m/y) Separated <input type="checkbox"/> DATE: (d/m/y) Widowed <input type="checkbox"/> DATE: (d/m/y)			
DUTY STATION							

Have you ever undergone a medical examination for the United Nations or one of its agencies?

Have you ever been employed by the United Nations or one of its agencies?

If so, please state when, where and for which Organization:

FAMILY HISTORY

Relative	Age (if still alive)	State of Health (If still alive, present state; if deceased, cause of death)	Age At death	Have members of your family had the following illnesses or disorders?	Yes	No	Who?
Father				High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>	
Mother				Heart Disease	<input type="checkbox"/>	<input type="checkbox"/>	
Brothers				Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	
Sisters				Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>	
Spouse				Asthma	<input type="checkbox"/>	<input type="checkbox"/>	
Children				Cancer	<input type="checkbox"/>	<input type="checkbox"/>	
				Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>	
				Mental Disorders	<input type="checkbox"/>	<input type="checkbox"/>	
				Paralysis	<input type="checkbox"/>	<input type="checkbox"/>	

TO BE COMPLETED BY THE OFFICIAL REQUESTING THE MEDICAL EXAMINATION		TO BE COMPLETED BY THE DIRECTOR OF THE MEDICAL SERVICE			
Name of Official:		Medical Classification: <input type="checkbox"/> 1a <input type="checkbox"/> 1b <input type="checkbox"/> 2a <input type="checkbox"/> 2b			
Department or Unit:		Comments:			
Date:		DATE: (d/m/y)		Signature:	

VERY IMPORTANT: Please indicate the recruiting Agency or Organization:

Each question requires a specific answer (yes, no, date, etc.); to leave a blank or draw a line is not sufficient. If the questionnaire is not fully completed and enquiries are therefore needed, time may be lost.

1. Have you suffered from any of the following diseases or disorders? Check yes or no. If yes, **state the year**.

	YES Date	NO		YES Date	NO		YES Date	NO		YES Date	NO
Frequent sore throats		<input type="checkbox"/>	Heart and blood vessel disease		<input type="checkbox"/>	Urinary disorder		<input type="checkbox"/>	Fainting spells		<input type="checkbox"/>
Hay fever		<input type="checkbox"/>	Pains in the heart region		<input type="checkbox"/>	Kidney trouble		<input type="checkbox"/>	Epilepsy		<input type="checkbox"/>
Asthma		<input type="checkbox"/>	Varicose veins		<input type="checkbox"/>	Kidney stones		<input type="checkbox"/>	Diabetes		<input type="checkbox"/>
Tuberculosis		<input type="checkbox"/>	Frequent indigestion		<input type="checkbox"/>	Back pain		<input type="checkbox"/>	Gonorrhoea		<input type="checkbox"/>
Pneumonia		<input type="checkbox"/>	Ulcer of stomach or duodenum		<input type="checkbox"/>	Joint problems		<input type="checkbox"/>	Any other sexually transmitted disease		<input type="checkbox"/>
Pleurisy		<input type="checkbox"/>	Jaundice		<input type="checkbox"/>	Skin disease		<input type="checkbox"/>	Tropical diseases		<input type="checkbox"/>
Repeated bronchitis		<input type="checkbox"/>	Gall stones		<input type="checkbox"/>	Sleeplessness		<input type="checkbox"/>	Amoebic dysentery		<input type="checkbox"/>
Rheumatic fever		<input type="checkbox"/>	Hernia		<input type="checkbox"/>	Any nervous or mental disorder		<input type="checkbox"/>	Malaria		<input type="checkbox"/>
High blood pressure		<input type="checkbox"/>	Haemorrhoids		<input type="checkbox"/>	Frequent headaches		<input type="checkbox"/>			<input type="checkbox"/>

2. Are you being treated for any condition now? _____ Describe: _____

3. Have you ever coughed up blood? _____

4. Have you ever noticed blood in your stools? _____ In your urine? _____ Give details: _____

5. Have you ever been hospitalized (hospital, clinic, etc.)? _____
Why, where and when? _____

6. Have you ever been absent from work for longer than one month through illness? _____ If so, when? _____
And for what illness? _____

7. Have you had any accidents as a result of which you are partially disabled? _____ If so, what and when? _____
Do you have any other disability? _____

8. Have you ever consulted a neurologist, a psychiatrist or a psychoanalyst? _____
If so, please give his/her name and address: _____
For what reason? _____ Date of consultation:(d/m/y) _____

9. Are you taking any medicine regularly? _____ If so, which? _____

10. Have you gained or lost weight during the last three years? _____ If so, how much? _____

11. Have you ever been refused life insurance? _____ If so, state reason: _____

12. Have you ever been refused employment on health grounds? _____ If so, state reason: _____

13. Have you ever received or applied for a pension or compensation for any permanent disability? _____ Degree? _____
Please give details: _____

14. Have you ever stayed in a tropical country? _____ If so, for how long? _____

15. Have you in the past suffered from any condition which prevented travel by air? _____

16. Do you consider yourself to be in good health? _____ Do you have full work capacity? _____

17. Do you smoke regularly? Yes No If so, what do you smoke? Cigarettes Pipe Cigars
For how many years have you smoked? _____ How much per day? _____

18. Daily consumption of alcoholic beverages: _____

19. Has any doctor or dentist advised you to undergo medical or surgical treatment in the foreseeable future? _____
Give details: _____

20. Give any other significant information concerning your health: _____

21. What is your occupation? _____ Indicate at least three posts you have occupied: _____

22. List any occupational or other hazards to which you have been exposed: _____

23. Have you been rejected for military service for medical reasons? _____

24. **FOR WOMEN** Are your periods regular? Yes No | Do you take contraceptive pills? Yes No If so, for
Are they painful? Yes No | how many years have you been doing so? _____ Have you ever
Do you have to stay in bed when they come? Yes No | been treated for a gynaecological complaint? Yes No
If so, for how long? _____ Date of your last period: _____ If so, which? _____

TO BE COMPLETED BY THE EXAMINING PHYSICIAN

GENERAL APPEARANCE

Height: cm. _____ Weight: kg. _____

Skin: _____ Scalp: _____

SIGHT, MEASURED VISUAL ACUITY

Gross vision : Right _____ Left _____ Pupils: Equal? _____ Regular? _____
Vision with spectacles : Right _____ Left _____ Fundi (if necessary): _____
Near vision : Right _____ Left _____ Colour vision: _____
With correction : Right _____ Left _____

HEARING | Right : Normal : _____ Sufficient: _____ Insufficient: _____
(test by | Left : Normal : _____ Sufficient: _____ Insufficient: _____
whispering) | Ear drum : Right : _____ Left: _____

NOSE-MOUTH-NECK Nose : _____ Pharynx : _____ Teeth : _____
Tongue : _____ Tonsils : _____ Thyroid : _____

CARDIOVASCULAR SYSTEM

Peripheral arteries

Pulse rate : _____ Auscultation : _____ -carotid : _____
Rhythm : _____ Blood pressure : _____ -posterior tibial : _____
Apex beat : _____ Varicose veins : _____ -dorsalis pedis : _____
Electrocardiogram _____ Please attach tracing

RESPIRATORY SYSTEM

Breasts

Thorax: _____

DIGESTIVE SYSTEM

Spleen:

Abdomen : _____ Hernia: _____
Liver : _____ Rectal examination: _____

NERVOUS SYSTEM

Plantar reflexes :

Papillary reflexes: { - To light: _____ Motor functions : _____
- On accommodation: _____ Sensory functions : _____
Patellar reflexes : _____ Muscular tonus : _____
Achilles reflexes: _____ Romberg's sign : _____

MENTAL STATE

Appearance: _____ Behaviour: _____

GENITO-URINARY SYSTEM

Kidneys: _____ Genitals: _____

SKELETAL SYSTEM

Skull : _____ Upper extremities: _____
Spine: _____ Lower extremities: _____

LYMPHATIC SYSTEM

CHEST X-RAY (Please send only the radiologist's report based on a "full-size" X-ray film).

LABORATORY

The results of all the following investigations must be included except where marked "if indicated".

Except by prior agreement, only the investigations mentioned are done at the Organization's expense.

<u>Urine</u> :	Albumin _____	Sugar _____	Microscopic _____
<u>Blood</u> :	Haemoglobin : _____ %	Grams/1 _____	Leucocytes : _____
	Haematocrit : _____ %		Differential count (if indicated): _____
	Erythrocytes : _____		Blood sedimentation rate: _____
<u>Blood chemistry</u> :			
	Sugar : _____		Urea or creatinine: _____
	Cholesterol : _____		Uric acid : _____

Serological test for syphilis: Please attach laboratory report


Stool examination (if indicated):

COMMENTS (Please comment on all the positive answers given by the candidate and summarize the abnormal findings)

CONCLUSIONS (Please state your opinion on the physical and mental health of the candidate and fitness for the proposed post)

The examining doctor is requested before sending this report to verify that the questionnaire, pages 1 and 2 of this form, has been fully completed by the candidate and that all the results of the investigations required are given on the report. Incomplete reports are a major source of delay in recruitment.

Name of the examining physician (in block capitals): _____ Address: _____	Signature: _____ DATE: (d/m/y) _____
--	---

BIT	CIC	FAO	GATT	IAEA	NU	OMM	OMPI	OMS	ONUDI	PNUD	UIT	UNESCO	UNICEF						
CONFIDENTIEL		EXAMEN MEDICAL D'ENGAGEMENT							NATIONS UNIES ET INSTITUTIONS SPECIALISEES										
<p>Je soussigné autorise tout médecin, hôpital ou clinique mentionnés ci-dessous à communiquer au Service médical commun pour les Nations Unies et Institutions spécialisées à Genève toute information provenant de mon dossier médical et qui serait jugée nécessaire pour donner un avis quant à mon aptitude sur le plan médical à l'emploi dans une des Organisations précitées.</p> <p>Je certifie que mes réponses aux questions suivantes sont à ma connaissance vraies, complètes et exactes. Je suis informé que toute inexactitude ou omission de ma part qui apparaîtrait sur le présent questionnaire pourrait entraîner la résiliation de mon contrat.</p> <p>Date: Signature:</p>																			
Les pages 1 et 2 sont à remplir par le candidat																			
NOM DE FAMILLE (EN LETTRES MAJUSCULES)				PRENOMS				NOM DE JEUNE FILLE				SEXE <input type="checkbox"/> M <input type="checkbox"/> F							
ADRESSE (RUE, VILLE, DISTRICT OU DEPARTEMENT, PAYS)							DATE DE NAISSANCE			NATIONALITE									
EMPLOI POSTULE (DECRIRE LA NATURE DE L'EMPLOI)					TELEPHONE		LIEU DE NAISSANCE												
LIEU DE L'EMPLOI					SITUATION DE FAMILLE														
					Célibataire <input type="checkbox"/>			Marié(e) <input type="checkbox"/>			DATE:			Divorcé(e) <input type="checkbox"/>			DATE:		
					Séparé(e) <input type="checkbox"/>			DATE:			Veuf(ve) <input type="checkbox"/>			DATE:					
<p>Avez-vous déjà subi un examen médical pour les Nations Unies ou une des Agences spécialisées ?</p> <p>Avez-vous déjà été employé par les Nations Unies ou l'une de ses Agences spécialisées ?</p> <p>Dans l'affirmative, quand? Pour quelle Organisation? Où ?</p>																			
ANTECEDENTS FAMILIAUX																			
Parents	Age	Pour les vivants, état actuel Pour les décédés, cause de la mort	Âge lors du décès	Certains de vos parents ont-ils été atteints de ?	Oui	Non	Lequel ?												
Père				Hypertension artérielle	<input type="checkbox"/>	<input type="checkbox"/>													
Mère				Maladies du coeur	<input type="checkbox"/>	<input type="checkbox"/>													
Frères				Diabète	<input type="checkbox"/>	<input type="checkbox"/>													
Soeurs				Tuberculose	<input type="checkbox"/>	<input type="checkbox"/>													
Epoux(se)				Asthme	<input type="checkbox"/>	<input type="checkbox"/>													
Enfant(s)				Cancer	<input type="checkbox"/>	<input type="checkbox"/>													
				Epilepsie	<input type="checkbox"/>	<input type="checkbox"/>													
				Troubles mentaux	<input type="checkbox"/>	<input type="checkbox"/>													
				Paralyse	<input type="checkbox"/>	<input type="checkbox"/>													
A COMPLETER PAR LE FONCTIONNAIRE DEMANDANT L'EXAMEN							A COMPLETER PAR LE DIRECTEUR DU SERVICE MEDICAL												
Nom du fonctionnaire:							Classification médicale: <input type="checkbox"/> 1a <input type="checkbox"/> 1b <input type="checkbox"/> 2a <input type="checkbox"/> 2b												
Département ou division:							Commentaires:												
Date:							Date: Signature:												
TRES IMPORTANT: Indiquer le nom de l'Organisation ou de l'Agence proposant l'emploi:																			

Répondre dans chaque cas par NON ou par OUI; dans ce dernier cas indiquer la date. Laisser en blanc ou tracer un trait est insuffisant. Lorsque le questionnaire est incomplet, des informations complémentaires sont requises, ce qui entraîne une perte de temps.

1. Avez-vous eu une des maladies ou un des troubles suivants? Dans l'affirmative, indiquez l'année.

	Oui Date	NON		Oui Date	NON		Oui Date	NON		Oui Date	NON
Angines fréquentes		<input type="checkbox"/>	Maladies du coeur et des vaisseaux		<input type="checkbox"/>	Troubles uninaires		<input type="checkbox"/>	Evanouissements		<input type="checkbox"/>
Rhume des foins		<input type="checkbox"/>	Douleurs dans la région du coeur		<input type="checkbox"/>	Troubles rénaux		<input type="checkbox"/>	Epilepsie		<input type="checkbox"/>
Asthme		<input type="checkbox"/>	Varices		<input type="checkbox"/>	Calculs rénaux		<input type="checkbox"/>	Diabète		<input type="checkbox"/>
Tuberculose		<input type="checkbox"/>	Troubles digestifs		<input type="checkbox"/>	Lumbago		<input type="checkbox"/>	Gonococcie		<input type="checkbox"/>
Pneumonie		<input type="checkbox"/>	Ulcères de l'estomac et du duodénum		<input type="checkbox"/>	Douleurs articulaires		<input type="checkbox"/>	Autres maladies vénériennes		<input type="checkbox"/>
Pleurésie		<input type="checkbox"/>	Jaunisse		<input type="checkbox"/>	Maladie de la peau		<input type="checkbox"/>	Affections tropicales		<input type="checkbox"/>
Bronchites fréquentes		<input type="checkbox"/>	Calculs biliaires		<input type="checkbox"/>	Insomnies		<input type="checkbox"/>	Amibiase		<input type="checkbox"/>
Rhumatismes articulaires aigus		<input type="checkbox"/>	Hernies		<input type="checkbox"/>	Troubles nerveux ou mentaux		<input type="checkbox"/>	Paludisme		<input type="checkbox"/>
Hypertension		<input type="checkbox"/>	Hémorroïdes		<input type="checkbox"/>	Fréquents maux de tête		<input type="checkbox"/>			

2. Donnez toute précision concernant une affection éventuellement en traitement: _____

3. Avez-vous déjà craché du sang? _____

4. Avez-vous déjà remarqué du sang: Dans vos urines? _____ Dans vos selles? _____ Donnez des détails: _____

5. Avez-vous déjà été hospitalisé (Hôpital, clinique) ? _____

Où, quand et pourquoi? _____

6. Avez-vous déjà été absent du travail plus d'un mois pour raison de maladie? _____ Si oui, quand? _____

Et pour quelle maladie ? _____

7. Avez-vous une incapacité permanente, partielle de travail après accident ou maladie? _____ Si oui, depuis quand? _____

Nature de l'incapacité: _____

8. Avez-vous déjà consulté un neurologue, un psychiatre ou un psychanalyste? _____

Si oui, donnez son nom et son adresse: _____

Motif de la consultation: _____

9. Prenez-vous un médicament régulièrement? _____ Lequel? _____

10. Pendant ces trois dernières années, avez-vous pris ou perdu du poids? _____ Si oui, combien? _____

11. Vous a-t-on déjà refusé une assurance-vie? _____ Si oui, donnez les raisons: _____

12. Vous a-t-on déjà refusé un emploi pour raison de santé ? _____ Si oui, donnez les raisons: _____

13. Avez-vous déjà reçu ou demandé une pension pour invalidité permanente ? _____ Taux ? _____

Précisez: _____

14. Avez-vous déjà séjourné en pays tropical? _____ Si oui, combien de temps? _____

15. Avez-vous présenté des contre-indications médicales aux voyages par voie aérienne? _____

16. Vous considérez-vous vous-même: En bonne santé? _____ Bénéficiant d'une capacité de travail entière? _____

17. Fumez-vous régulièrement? Oui Non Si oui, que fumez-vous ? Cigarettes Pipe Cigares

Depuis combien d'années fumez-vous? _____ Quantité journalière: _____

18. Consommation quotidienne de boissons alcoolisées: _____

19. Votre médecin ou dentiste vous a-t-il conseillé un traitement médical ou chirurgical dans un proche avenir?

Si oui, précisez: _____

20. Indiquez toute information complémentaire importante concernant votre santé: _____

21. Quelles sont vos activités professionnelles actuelles? _____

Indiquez vos trois derniers emplois: _____

22. Enumérez les risques professionnels ou autres auxquels vous avez été exposé: _____

23. Avez-vous été dispensé du service militaire pour raisons médicales? _____

24. **POUR LES FEMMES** Vos règles Sont-elles régulières? OUI NON

Sont-elles douloureuses? OUI NON

Devez-vous garder le lit? OUI NON

Si oui, pendant combien de jours? _____ Date de vos dernières règles _____

Prenez-vous une pilule contraceptive? OUI NON

Si oui, depuis combien d'années? _____ Avez-vous déjà été traitée pour une affection gynécologique: OUI NON

Si oui, laquelle? _____

A COMPLETER PAR LE MEDECIN EXAMINATEUR

APPARENCE GENERALE

Peau: _____ Taille: cm _____ Poids: kg _____
Cuir chevelu: _____

VUE, ACUITE VISUELLE MESUREE

Vision naturelle : o.d. _____ o.g. _____ Pupilles : Egales? _____ Régulières? _____
Vision avec lunettes: o.d. _____ o.g. _____ Fonds d'oeil (si nécessaire) _____
Vision de près : o.d. _____ o.g. _____ Vision des couleurs: _____
Avec correction : o.d. _____ o.g. _____

OUIE
(voix chuchotée) A droite : Normale : _____ Suffisante: _____ Insuffisante _____
A gauche: Normale: _____ Suffisante: _____ Insuffisante _____
Tympan : Droit : _____ Gauche: _____

NEZ-BOUCHE-COU Nez : _____ Pharynx : _____ Dents: _____
Langue : _____ Amygdales : _____ Thyroïde: _____

APPAREIL CARDIO-VASCULAIRE

Pouls : _____ Auscultation : _____ -carotide : _____
Rythme : _____ Tension artérielle: _____ -tibiale postérieure : _____
Choc de pointe : _____ Varices : _____ -darsalis pedis : _____
Electrocardiogramme (si indiqué ou après 40 ans) - Tracé à joindre

Artères périphériques

APPAREIL RESPIRATOIRE Thorax: _____ Seins _____

APPAREIL DIGESTIF

Abdomen: _____ Rate : _____
Foie : _____ Hernie : _____
Toucher rectal : _____

SYSTEME NERVEUX

Réflexes pupillaires: [- A la lumière: _____ Motricité : _____
- A l'accommodation: _____ Sensibilité : _____
Réflexes rotuliens : _____ Tonus musculaire : _____
Réflexes achilléens: _____ Signe de Romberg : _____

ETAT PSYCHIQUE

Apparence: _____ Comportement: _____

SYSTEME GENITO-URINAIRE

Reins: _____ Organes génitaux: _____

SQUELETTE

Crâne: _____ Membres supérieurs: _____
Colonne vertébrale : _____ Membres inférieurs : _____

SYSTEME LYMPHATIQUE

EXAMEN RADIOGRAPHIQUE PULMONAIRE (Film de taille normale obligatoire - Prière de joindre la radiographie, le compte-rendu de l'examen n'est pas suffisant - Cliché de profil uniquement si nécessaire)

LABORATOIRE

Les résultats de tous les examens suivants doivent être portés sauf lorsque figure la mention "si nécessaire".

Sauf accord préalable, seuls les tests officiellement mentionnés sont pris en charge par l'Organisation.

Urine : Albumin _____ Sucre _____ Sédiment: _____

Sang : Hémoglobine : _____ %- _____ g/1 Leucocytes : _____

Hématocrite : _____ % _____ Formule leucocytaire (si nécessaire): _____

Erythrocytes : _____ Vitesse de sédimentation: _____

Chimie (Si ces examens peuvent être effectués sur place)

Glycémie : _____ Créatinine : _____

Cholestérol : _____ Acide urique : _____

Réaction sérologique pour la syphilis (joindre la réponse du laboratoire)

Examen des selles (si nécessaire)

COMMENTAIRES (en particulier en ce qui concerne les déclarations du candidat - résumer les anomalies notées)

CONCLUSIONS (le médecin examinateur est prié de donner ses conclusions en ce qui concerne l'état physique et mental du candidat, ainsi que son aptitude pour le poste proposé)

Le médecin-examinateur est prié de vérifier avant l'envoi du rapport que le questionnaire des pages 1 et 2 du présent formulaire a été complètement rempli par le candidat et que tous les résultats des examens demandés ont été portés sur le rapport. Tout rapport incomplet est laissé en instance et nécessite un échange de correspondance, source d'importants délais retardant le recrutement.

Nom du médecin examinateur (en caractère d'imprimerie): _____

Adresse: _____

Signature: _____

Date: _____

Performance Assessment Form

For Non-Uniformed Civilian Government-Provided Personnel on Assignment
with a United Nations Peacekeeping or Special Political Mission

Principles

All performance assessment reports shall be professional, objective, transparent and impartial and shall, to the extent possible, highlight positive as well as negative aspects with regard to professional performance, conduct and competence. All performance assessment reports must be reviewed and signed by first and second reporting officers.

Use of this form

The assigned supervisor/first reporting officer will establish the work plan and the work schedule, consistent with the work plan of the supported programme and the established working hours in the peacekeeping operation or special political mission.

Completion of the Section “Summary of Core Tasks and Assignments during the Assessment Period” should be based on the work plan of the government-provided personnel, as agreed between him/her and the reporting officer at the beginning of his/her deployment to the mission.

A performance assessment shall be completed by the reporting officer in consultation with the government-provided personnel at a minimum at the time of renewal of and end of tour of duty.

Performance assessment reports shall be retained in the peacekeeping operation or special political mission and shall be forwarded to the Responsible Office. They shall be used *inter alia* in making decisions on extensions or selection for future deployment as GPP.



**Performance Assessment Form
Government Provided Personnel on Assignment with a
United Nations Peacekeeping or Special Political Mission**

Personal Information of the Government Provided Personnel:	
Last Name:	
First Name:	Middle Name:
Nationality:	
ID Card No:	

Assessment Period:	
From:	To:

Summary of Core Tasks and Assignments during the Assessment Period: <i>(to be completed by the First Reporting Officer)</i>
1.
2.
3.
4.
5.
6.
7.
8.

Summary of Key Achievements during the Assessment Period:

(to be completed by the First Reporting Officer)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Assessment of Core Values and Competencies:

(to be completed by the First Reporting Officer)

Assessment Ratings: 1-Unsatisfactory; 2-Developing; 3-Fully Competent; 4-Outstanding

CORE VALUES	1	2	3	4
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect for Diversity/Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMPETENCIES	1	2	3	4
<i>The UN core competencies are Communication, Teamwork, Planning & Organization, Accountability, Creativity, Client Orientation, Continuous Learning, Technological Awareness. The GPP should be evaluated on the competencies which were listed in the job opening.</i>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Rating

(to be completed by the reporting officer)

Narrative:

- Exceeds performance expectations
(Significantly surpassing performance expectations in quantity and quality)
- Fully successful performance
(Fully achieved performance expectations for the majority of the goals/key outputs during the performance cycle)
- Partially meets performance expectations
(Did not meet performance expectations for some of the goals/key results)
- Does not meet expectations
(Did not meet the performance expectations for the majority of the goals/key results)

Comments of the Reviewed GPP:

Comments of the Reviewing First Reporting Officer:

Comments of Second Reporting Officer:

--

Signature of Reviewed GPP:

Name:
Position:
Signature and Date:

Signature of First Reporting Officer:

Name:
Position:
Signature and Date:

Signature of Second Reporting Officer:

Name:
Position:
Signature and Date:

Convention on the Privileges and Immunities of the United Nations

Adopted by the UN General Assembly on 13 February 1946

Article VI

Experts on Missions for the United Nations

SECTION 22 Experts (other than officials coming within the scope of Article V) performing missions for the United Nations shall be accorded such privileges and immunities as are necessary for the independent exercise of their functions during the period of their missions, including the time spent on journeys in connection with their missions. In particular they shall be accorded:

- (a) Immunity from personal arrest or detention and from seizure of their personal baggage;
- (b) In respect of words spoken or written and acts done by them in the course of the performance of their mission, immunity from legal process of every kind. This immunity from legal process shall continue to be accorded notwithstanding that the persons concerned are no longer employed on missions for the United Nations;
- (c) Inviolability for all papers and documents;
- (d) For the purpose of their communications with the United Nations, the right to use codes and to receive papers or correspondence by courier or in sealed bags;
- (e) The Same facilities in respect of currency or exchange restrictions as are accorded to representatives of foreign governments on temporary official missions;
- (f) The same immunities and facilities in respect of their personal baggage as are accorded to diplomatic envoys.

SECTION 23 Privileges and immunities are granted to experts in the interests of the United Nations and not for the personal benefit of the individuals themselves.

The Secretary-General shall have the right and the duty to waive the immunity of any expert in any case where, in his opinion, the immunity would impede the course of justice and it can be waived without prejudice to the interests of the United Nations.

Undertaking and Declaration by Experts on Mission

I, [name], as a member of [name of Mission] and a [functional title] make the following declaration:

1. "I solemnly declare and promise to exercise in all loyalty, discretion and conscience the functions entrusted to me by the United Nations, to discharge these functions and regulate my conduct with the interests of the United Nations only in view, and not to seek or accept instructions in regard to the performance of my duties from any Government or other source external to the Organization."
2. I acknowledge that I have been given a copy of the Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission. I undertake to comply with those Regulations; in particular, the standards of conduct set out in Section 2 of those Regulations.
3. Sexual exploitation and sexual abuse violate universally recognized international legal norms and standards and have always been unacceptable behaviour and prohibited conduct for all members of a United Nations peacekeeping or peace mission.
4. I acknowledge and understand that the term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. I also acknowledge and understand that the term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
5. I acknowledge and understand that in order to further protect the most vulnerable populations, especially women and children, the following specific standards apply to my appointment:
 - (a) Sexual exploitation and sexual abuse constitute acts of serious misconduct and are therefore grounds for disciplinary measures, including termination of my appointment;
 - (b) Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally unless I am legally married to someone under the age of 18 years but over the age of majority and consent pursuant to the law of nationality of the expert. Mistaken belief in the age of a child is not a defense;
 - (c) Exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance; and
 - (d) Sexual relationships between members of a peacekeeping or peace mission and beneficiaries of assistance (including local population and refugees), since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of the United Nations and are strongly discouraged.
6. I acknowledge and understand that if I develop concerns or suspicions regarding sexual exploitation or sexual abuse by another, whether in the same agency or not and whether or not within the United Nations system, I must report such concerns via established reporting mechanisms.
7. I acknowledge and understand that I am obliged to help create and maintain an environment that prevents sexual exploitation and sexual abuse.
8. I acknowledge and understand that the standards set out above are not intended to be an exhaustive list. Other types of sexually exploitive or sexually abusive behaviour may be grounds for termination of my appointment.

9. I acknowledge and understand that if, after proper investigation, there is evidence to support allegations of sexual exploitation or abuse against me, this evidence may, after consultation with the UN Office of Legal Affairs, be referred to the competent national authorities for the purposes of criminal prosecution.

10. I undertake to comply with all Mission Directives, standard operating procedures, Mission policies and other applicable issuances and undertake to cooperate fully and actively with all investigations and inquiries conducted by the Secretary-General, the Mission and any competent United Nations bodies or departments pursuant to their mandates.

11. I shall exercise the utmost discretion in regard to the handling of documents, cables, maps, or other papers of the Mission and I shall follow detailed instructions issued by the Mission concerning such documentation. I shall by the end of my assignment with the United Nations return to the Organization all original and copies of documents received or generated by me in the discharge of my mission. I shall not publish such material without written authorization, nor shall I use such information or documentation for personal gain. I undertake to respect this condition after the completion of my assignment with the Mission.

12. I shall respect all instructions regarding the taking of private photographs and audio/video recordings and the carrying of private photographic equipment. In particular, I shall not photograph without written authorization subjects designated as restricted in Mission Directives, standard operating procedures, Mission policies and other applicable issuances.

13. Unless authorized to so do, I shall not accept speaking engagements or make statements to, or grant interviews with the press, radio, television or other agencies of public information during my assignment with the Mission.

14. I shall follow specific Mission Directives or instructions issued by the Mission regarding the purchase, import and disposal of duty-free merchandise and shall cooperate with measures taken by the Mission to prevent the occurrence of any abuse of privileges or facilities accorded to experts on mission.

I sign this Undertaking and Declaration with the full understanding that, if I violate any of the standards of conduct set out or referred to in this Undertaking and Declaration, I may be subject to disciplinary procedures and, if found culpable, I shall not be eligible for future assignments with the United Nations.

Name:

Title:

Date:

Witness:

Title:

Date:

Déclaration solennelle des experts en mission

Je, soussigné [nom], membre de [nom de la mission] en tant que [titre fonctionnel], fais la déclaration suivante :

1. « Je fais la déclaration et la promesse solennelles d'exercer en toute loyauté, discrétion et conscience les fonctions qui m'ont été confiées par l'Organisation des Nations Unies, de m'acquitter de ces fonctions et de régler ma conduite en ayant exclusivement en vue les intérêts de l'Organisation, sans solliciter ni accepter d'instructions d'aucun gouvernement ou autre autorité extérieure à l'Organisation, en ce qui concerne l'accomplissement de mes devoirs. »

2. Je déclare avoir reçu un exemplaire du Règlement régissant le statut et les droits et obligations élémentaires des personnalités au service de l'ONU non fonctionnaires du Secrétariat et des experts en mission. Je m'engage à me conformer à ce règlement et en particulier aux normes de conduite énoncées dans son article 2.

3. L'exploitation et les abus sexuels constituent des infractions aux normes et principes juridiques internationaux universellement reconnus et ont toujours été considérés comme des agissements répréhensibles de la part de tout membre d'une mission de rétablissement ou de maintien de la paix de l'Organisation des Nations Unies.

4. Je déclare comprendre que l'expression « exploitation sexuelle » désigne le fait d'abuser ou de tenter d'abuser d'un état de vulnérabilité, d'un rapport de force inégal ou de rapports de confiance à des fins sexuelles, y compris mais non exclusivement en vue d'en tirer un avantage pécuniaire, social ou politique et que l'expression « abus sexuel » désigne toute atteinte sexuelle commise avec force, contrainte ou à la faveur d'un rapport inégal, la menace d'une telle atteinte constituant aussi l'abus sexuel.

5. Je déclare comprendre qu'afin de mieux protéger les populations vulnérables, spécialement les femmes et les enfants, les règles ci-après s'appliquent à mon affectation,

a) L'exploitation et les abus sexuels constituent des fautes graves passibles de sanctions disciplinaires, pouvant aller jusqu'à mon licenciement;

b) Toute relation sexuelle avec un enfant (toute personne âgée de moins de 18 ans) est interdite quel que soit l'âge de la majorité ou du consentement dans le pays considéré, sauf si je suis marié à une personne qui, sans avoir 18 ans révolus, a atteint l'âge de la majorité ou du consentement légal dans mon pays de nationalité. La méconnaissance de l'âge réel de l'enfant ne peut être invoquée comme moyen de défense;

c) Il est interdit de demander des faveurs sexuelles ou d'imposer toute autre forme de comportement à caractère humiliant, dégradant ou servile en échange d'une somme d'argent, d'un emploi, de biens ou de services, y compris toute assistance due à toutes personnes;

d) Les relations sexuelles entre membres d'une mission de rétablissement ou de maintien de la paix et bénéficiaires d'aide (y compris membres de la population locale et réfugiés) sont vivement déconseillées car elles se fondent sur un rapport de force inégal par définition. En outre, ce type de relation entame la crédibilité et l'intégrité de l'action menée par les Nations Unies.

6. Je déclare comprendre que si je soupçonne un collègue, au service ou non du même organisme et que celui-ci appartienne ou non au système des Nations Unies, de se livrer à une exploitation ou à des abus sexuels, je dois en référer à qui de droit par l'intermédiaire des mécanismes créés à cet effet.

7. Je déclare comprendre que je suis tenu d'instaurer et de préserver un environnement propre à prévenir toute exploitation et tout abus sexuels

8. Je déclare comprendre que cette liste de règles n'est pas exhaustive et que d'autres formes d'exploitation ou d'abus sexuels peuvent entraîner mon licenciement.

9. Je déclare comprendre que s'il apparaît, à l'issue d'une enquête en bonne et due forme, que les accusations d'exploitation ou d'abus sexuels portées contre moi sont fondées, l'affaire pourra, après avis du Bureau des affaires juridiques de l'ONU, être déférée aux autorités nationales compétentes fi des fins de poursuites pénales.

10. Je m'engage à respecter les directives de mission, les consignes permanentes, les principes directeurs de la mission et les autres instructions applicables et à coopérer pleinement et activement à toutes investigations et enquêtes diligentées par le Secrétaire général, la mission et tous organes ou départements des Nations Unies conformément à leur mandat.

11. Je m'engage à observer la plus grande discrétion à propos des documents, dépêches et cartes géographiques de la mission et à respecter les instructions détaillées de la mission concernant ces documents. Lorsque mon affectation prendra fin, je restituerai à l'Organisation des Nations Unies tous les originaux et toutes les copies des documents que j'aurai reçus ou créés dans le cadre de l'accomplissement de ma mission. Je m'engage à ne pas publier ces documents sans autorisation écrite et à ne pas utiliser les informations qu'ils contiennent à des fins de profit personnel. Je m'engage à respecter cette obligation après la fin de mon affectation à la mission.

12. Je m'engage à respecter toutes les instructions concernant la prise de photographies et l'enregistrement audio ou vidéo à titre privé ainsi que le port de matériel photographique privé. Je m'engage en particulier à ne pas photographier, sauf autorisation écrite, de sujets décrits comme confidentiels dans les directives de mission, les consignes permanentes, les principes directeurs de la mission et les autres instructions applicables.

13. Sauf autorisation, je m'engage à ne pas prendre la parole en public, à ne pas faire de déclarations et ne pas accorder d'interviews à la presse, à des organes de radio ou télédiffusion ou à d'autres organes d'information durant mon affectation à la mission.

14. Je respecterai les directives et instructions spécifiques de la mission concernant l'achat, l'importation et l'écoulement de marchandises hors taxe et je respecterai les mesures prises par la mission pour empêcher tout abus des privilèges et des facilités accordés aux experts en mission.

Je signe cette déclaration solennelle en ayant pleinement conscience que toute violation des règles de conduite qui y sont énoncées est passible de poursuites disciplinaires et que, si je suis déclaré coupable, je ne pourrai prétendre à d'autres affectations à l'Organisation des Nations Unies.

Nom du déclarant :

Titre :

Date :

Nom du témoin :

Titre :

Date :

**Regulations Governing the
Status, Basic Rights and Duties
of Officials other than
Secretariat Officials, and
Experts on Mission**



United Nations ∃ New York, 2002

Secretary-General's bulletin

Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission

The Secretary-General promulgates the following Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission (hereinafter "the Regulations").

Section 1 General provisions

- 1.1 By its resolution 56/280 of 27 March 2002, the General Assembly adopted the Regulations.
- 1.2 The text of the Regulations is attached to the present bulletin.

Section 2 Final provision

The present bulletin shall enter into force on 1 July 2002.

(Signed) Kofi A. **Annan**
Secretary-General

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I. Introduction

1. Article 105, paragraph 3, of the Charter of the United Nations empowers the General Assembly to make recommendations with a view to determining, inter alia, the privileges and immunities of officials of the Organization or to propose conventions to Member States for this purpose. The Assembly did so by adopting the Convention on the Privileges and Immunities of the United Nations¹ on 13 February 1946 (hereinafter called “the General Convention”).

2. The United Nations has persons performing full-time services for it, at the direction of its legislative organs, who are not staff. For example, article 13 of the statute of the Joint Inspection Unit (approved by the General Assembly in its resolution 31/192 of 22 December 1976) provides that the Inspectors shall have the status of officials of the Organization but shall not be staff members. In addition, pursuant to article V, section 17, of the General Convention, the Secretary-General has specified and submitted to the Assembly proposals that a number of persons who occupy certain positions within the Organization be accorded privileges and immunities under articles V and VII of the General Convention, even though they are not staff members. Those persons are the presiding officers of United Nations organs performing functions for the Organization on a substantially full-time basis (for example, the Chairman of the Advisory Committee on Administrative and Budgetary Questions and the Chairman and Vice-Chairman of the International Civil Service Commission). Those officials are not in a separate category under the General Convention, but their names are submitted by the Secretary-General to the host country together with those of Secretariat officials who are staff members. These persons have been consistently referred to by the General Assembly as “officials other than Secretariat officials”.

3. Experts on mission may be retained by way of a contract known as a consultant contract, which sets out the terms of their appointment and the tasks that they must discharge. Other individuals may have the status of experts on mission, even though they do not sign a consultant contract, if they are designated by United Nations organs to carry out missions or functions for the United Nations (for example, rapporteurs of the Commission on Human Rights, rapporteurs and members of its Subcommittee on the Promotion and Protection of Human Rights and members of the International Law Commission).

4. Article VI of the General Convention provides that experts (other than officials coming within the scope of article V) shall be accorded privileges and immunities necessary to enable them to carry out their missions for the United Nations and specifies a number of those privileges and immunities. Article VII, section 26, of the General Convention provides that facilities similar to those specified in section 25 (concerning applications for visas and facilities for speedy travel) shall be accorded to experts and other persons who are travelling on the business of the United Nations.

5. The Regulations contained in the present bulletin will apply to officials other than Secretariat officials, and to experts on mission. The Regulations are in most parts very general since they must apply to all officials other than Secretariat officials, and experts on mission. However, the application of the Regulations and the commentary to officials other than Secretariat officials, and to experts on mission who perform functions in respect of the United Nations and other

¹ United Nations, *Treaty Series*, vol. I, No. 4, p. 15.

organizations in the common system in accordance with their mandates (e.g., the Chairman and Vice-Chairman of the International Civil Service Commission and the Inspectors of the Joint Inspection Unit), is explained in various provisions of the Regulations and the commentary (see, e.g., regulation 1 (f), paragraph 3 of the commentary to regulation 1 (a) and the commentary to Regulation 1 (b)). The Regulations contained in the present bulletin will form part of the contract of employment or terms of appointment of any individual, including officials other than Secretariat officials, and experts on mission, who are appointed through Assembly action or through the actions of other representative bodies.

Role of the commentary

6. Each provision of the Regulations set out in the present bulletin is followed by a commentary. The commentary is designed to explain those provisions and will thus be of help to those persons subject to the Regulations. The commentary is not part of the Regulations adopted by the Assembly, and so is not a legal norm; nor does it have the legal force of a rule. It is, however, an official guide published by the Secretary-General on the scope and application of the Regulations. The commentary will be updated from time to time in the light of experience gained in applying the Regulations to specific instances.

II. Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission

Regulation 1 Status

(a) The responsibilities of officials other than Secretariat officials (hereinafter referred to as “officials”) and of experts on mission are not national but exclusively international.

(b) Officials and experts on mission shall make the following written declaration witnessed by the Secretary-General or an authorized representative:

“I solemnly declare and promise to exercise in all loyalty, discretion and conscience the functions entrusted to me by the United Nations, to discharge these functions and regulate my conduct with the interests of the United Nations only in view, and not to seek or accept instructions in regard to the performance of my duties from any Government or other source external to the Organization.”

(c) The Secretary-General shall seek to ensure that the rights and duties of officials and of experts on mission, as set out in the General Convention, are respected. The Secretary-General shall also seek to ensure, having regard to the circumstances, that all necessary safety and security arrangements are made for officials and experts on mission carrying out the responsibilities entrusted to them.

(d) Experts on mission will receive a copy of the present Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission (hereinafter referred to as “the Regulations”) when they receive documentation from the United Nations relating to their mission and will be required to acknowledge receipt of the Regulations. Officials will receive a copy of the Regulations at an appropriate opportunity.

(e) The privileges and immunities enjoyed by the United Nations by virtue of Article 105 of its Charter are conferred in the interests of the Organization. These privileges and immunities furnish no excuse to those who are covered by them to fail to observe the laws and police regulations of the State in which they are located; nor do they furnish an excuse for non-performance of their private obligations. In any case where an issue arises regarding the application of these privileges and immunities, an official or an expert on mission shall immediately report the matter to the Secretary-General, who alone may decide whether such privileges and immunities exist and whether they shall be waived, in accordance with the relevant instruments. The Secretary-General should inform and may take into account the views of the legislative bodies that appointed the officials or experts on mission.

(f) These regulations are applicable to the Chairman and Vice-Chairman of the International Civil Service Commission and the Inspectors of the Joint Inspection Unit, without prejudice to and in accordance with the statutes of the International Civil Service Commission and the Joint Inspection Unit, which stipulate that these officials perform their functions in respect of the United Nations and other organizations that accept their statutes.

Regulation 2

Conduct

(a) Officials and experts on mission shall uphold the highest standards of efficiency, competence and integrity. The concept of integrity includes, but is not limited to, probity, impartiality, fairness, honesty and truthfulness in all matters affecting their work and status.

(b) In the performance of their duties, officials and experts on mission shall neither seek nor accept instructions from any Government or from any other source external to the Organization.

(c) Officials and experts on mission shall discharge their functions and regulate their conduct with the interests of the Organization only in view. Loyalty to the aims, principles and purposes of the United Nations, as set forth in its Charter, is a fundamental obligation of all individuals covered by the present Regulations.

(d) While the personal views and convictions of officials and experts on mission, including their political and religious convictions, remain inviolable, they shall ensure that those views and convictions do not adversely affect their official duties or the interests of the United Nations. Officials and experts on mission shall conduct themselves at all times in a manner befitting their status. They shall not engage in any activity that is incompatible with the proper discharge of their duties with the United Nations. They shall avoid any action and, in particular, any kind of public pronouncement that may adversely reflect on their status, or on the integrity, independence and impartiality that are required by that status.

(e) Officials and experts on mission shall not use their office or knowledge gained from their official functions for private gain, financial or otherwise, or for the gain of any third party, including family, friends and those they favour. Nor shall they use their office for personal reasons to prejudice the positions of those they do not favour.

(f) Officials and experts on mission shall exercise the utmost discretion in regard to all matters of official business. Officials and experts on mission shall not communicate to any Government, entity, person or any other source any information known to them by reason of their official position that they know or ought to have known has not been made public, except as appropriate in the normal course of their duties or by authorization of the Secretary-General. If they are not appointed by the Secretary-General, such authorization shall be conferred by the body that appointed them. These obligations do not cease upon the cessation of their official functions.

(g) Officials and experts on mission may not accept any honour, decoration, favour, gift or remuneration from any Government or non-governmental source for activities carried out during the course of their official functions while in the service of the United Nations.

(h) Officials and experts on mission shall not be actively associated with the management of, or hold a financial interest in, any profit-making, business or other concern, if it were possible for them or the profit-making, business or other concern to benefit from such association or financial interest by reason of their position with the United Nations. Officials or experts on mission who are in such a situation shall either dispose of that financial interest or formally excuse themselves from participating with regard to any involvement in that matter that has given rise to the conflict-of-interest situation.

(i) Officials and experts on mission shall file financial disclosure statements if requested to do so by the Secretary-General. The Secretary-General shall prescribe the format and information to be provided in such statements and shall establish procedures for filing them. The financial disclosure statements will remain confidential and will be used, as prescribed by the Secretary-General, only in making determinations pursuant to regulation 2 (h). It will be for the Secretary-General, in due consultation with the appointing authority in the case of officials not appointed by the Secretary-General, to judge whether a particular fact has given rise to a conflict-of-interest situation.

(j) Officials and experts on mission must comply with local laws and honour their private legal obligations, including, but not limited to, the obligation to honour orders of competent courts.

(k) Any form of discrimination or harassment, including sexual or gender harassment, as well as physical or verbal abuse, at the workplace or in connection with work, is prohibited.

(l) Officials and experts on mission shall not intentionally misrepresent their functions, official title or the nature of their duties to Member States or to any entities or persons external to the United Nations.

(m) Officials and experts on mission participating, as part of their official functions, in activities organized by a Government, intergovernmental organization, non-governmental organization or other private source may receive from the Government, intergovernmental organization, non-governmental organization or private source accommodation and travel and subsistence allowance generally in line with those payable by the United Nations. In such cases, the travel and subsistence allowance that may otherwise be payable by the United Nations shall be reduced in the same manner as in respect of staff members of the Organization.

Regulation 3 Accountability

Officials and experts on mission are accountable to the United Nations for the proper discharge of their functions.

III. Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission, with commentary

Regulation 1 Status

Regulation 1 (a)

The responsibilities of officials other than Secretariat officials (hereinafter referred to as “officials”) and of experts on mission are not national but exclusively international.

Commentary

1. *The United Nations has persons who perform services for it on a substantially full-time basis but who are not staff members. These persons have consistently been referred to by the General Assembly as “officials other than Secretariat officials”. In addition, pursuant to article V, section 17, of the General Convention, the Secretary-General has specified and submitted to the Assembly proposals that a number of persons who occupy certain positions within the Organization be accorded the privileges and immunities under articles V and VII of the General Convention, even though they are not staff members. These persons have also been referred to as “officials other than Secretariat officials”.*

2. *The United Nations also has experts who perform assignments for the Organization. Article VI of the General Convention provides that experts (other than officials coming within the scope of article V) shall be accorded privileges and immunities necessary to enable them to carry out their missions for the United Nations and specifies a number of those privileges and immunities. These experts have been referred to as “experts on mission”.*

3. *The Regulations and the commentary, as applied to the Chairman and the Vice-Chairman of the International Civil Service Commission, the Inspectors of the Joint Inspection Unit and other officials and experts who perform functions in respect of the common system, in accordance with the statute of the International Civil Service Commission or that of the Joint Inspection Unit, respectively, or other mandates approved by the General Assembly or other relevant main bodies and organs of the United Nations, should be construed in the light of those functions and mandates. References to the United Nations or the United Nations Organization in the context of these Regulations and the commentary should be applied, bearing in mind that the functions of those officials and experts are related to the common system.*

4. *Regulation 1 (a) is similar to the second sentence of staff regulation 1.1 (a).²*

* * *

² Hereinafter, references to staff regulations and rules denote the provisions contained in article I of the Staff Regulations and chapter I of the 100 series of the Staff Rules that came into effect on 1 January 1999, pursuant to General Assembly resolution 52/252.

Regulation 1 (b)

Officials and experts on mission shall make the following written declaration witnessed by the Secretary-General or an authorized representative:

“I solemnly declare and promise to exercise in all loyalty, discretion and conscience the functions entrusted to me by the United Nations, to discharge these functions and regulate my conduct with the interests of the United Nations only in view, and not to seek or accept instructions in regard to the performance of my duties from any Government or other source external to the Organization.”

Commentary

Regulation 1 (b), which is similar to staff regulation 1.1 (b), contains the declaration of office of officials and experts on mission. In view of the system-wide functions of the International Civil Service Commission and the Joint Inspection Unit, the term “United Nations” in the written declaration will be replaced by the words “United Nations and other participating organizations”, and the word “Organization” will be replaced by the word “organizations” in the case of the Chairman and Vice-Chairman of the International Civil Service Commission and the Inspectors of the Joint Inspection Unit.

* * *

Regulation 1 (c)

The Secretary-General shall seek to ensure that the rights and duties of officials and experts on mission, as set out in the General Convention, are respected. The Secretary-General shall also seek to ensure, having regard to the circumstances, that all necessary safety and security arrangements are made for officials and experts on mission carrying out the responsibilities entrusted to them.

Commentary

1. The first sentence of regulation 1 (c), which is similar to staff regulation 1.1 (c), codifies an implicit duty that falls upon the Secretary-General, namely, to seek to ensure that the rights and duties of officials and experts on mission as set out in the General Convention are respected (as such rights are granted by Governments, the Secretary-General can only “seek to ensure” that they are respected). The protection accorded to officials and experts on mission under this provision relates to their official acts and thus does not lapse upon cessation of their service for the Organization, or, if they are part-time, on days when they are not in service.

2. The second sentence of regulation 1 (c), which reproduces the essence of the second sentence of staff regulation 1.2 (c), sets forth the responsibility of the Secretary-General to seek to ensure the safety of officials and experts on mission.

* * *

Regulation 1 (d)

Experts on mission will receive a copy of the present Regulations Governing the Status, Basic Rights and Duties of Officials other than

Secretariat Officials and Experts on Mission (hereinafter referred to as “the Regulations”) when they receive documentation from the United Nations relating to their mission and will be required to acknowledge receipt of the Regulations. Officials will receive a copy of the Regulations at an appropriate opportunity.

Commentary

1. *Experts on mission retained by the Secretariat sign a consultant contract or receive a letter or other documentation indicating the scope of their mission for the Organization. The consultant contract or other documentation will incorporate the Regulations by reference, and experts will be required to acknowledge that they will abide by the Regulations.*

2. *At times, legislative bodies entrust tasks to individuals to perform assignments for those bodies (for example, members and special rapporteurs of the International Law Commission and other bodies). Those individuals have the status of experts on mission. Although their appointments may have been concluded without the signature of any document of appointment, their attention will be drawn to the Regulations when they receive documentation from the Secretariat relating to their functions and/or their assignment. That documentation will include a copy of the Regulations explaining that they were adopted by the General Assembly and thus constitute part of the conditions of those individuals' assignment for the United Nations.*

3. *Officials will receive a copy of the Regulations at an appropriate time, such as when they make the declaration of office (see regulation 1 (b)).*

* * *

Regulation 1 (e)

The privileges and immunities enjoyed by the United Nations by virtue of Article 105 of its Charter are conferred in the interests of the Organization. These privileges and immunities furnish no excuse to those who are covered by them to fail to observe the laws and police regulations of the State in which they are located; nor do they furnish an excuse for non-performance of their private obligations. In any case where an issue arises regarding the application of these privileges and immunities, an official or an expert on mission shall immediately report the matter to the Secretary-General, who alone may decide whether such privileges and immunities exist and whether they shall be waived, in accordance with the relevant instruments. The Secretary-General should inform and may take into account the views of the legislative bodies that appointed the officials or experts on mission.

Commentary

1. *Regulation 1 (e), which deals with privileges and immunities, is similar to staff regulation 1.1 (f) (see paras. 32, 49, 54 and 55 of the report on standards of conduct in the international civil service 1954,³ which was prepared by the International Civil Service Advisory Board (hereinafter referred to as “the ICSAB report”)).*

2. *Regulation 2 (j) specifies the obligations on those who are covered by such privileges and immunities to honour their private legal obligations.*

³ A/52/488, annex III.

3. Pursuant to article V, section 20, and article VI, section 23, of the General Convention, it is only the Secretary-General who has the right to waive the privileges and immunities accorded to officials and experts on mission. In deciding whether such privileges and immunities exist and whether they should be waived, the Secretary-General may take into account the views of the legislative body that appointed the officials or experts on mission.

Regulation 1 (f)

These regulations are applicable to the Chairman and Vice-Chairman of the International Civil Service Commission and the Inspectors of the Joint Inspection Unit, without prejudice to and in accordance with the statutes of the International Civil Service Commission and the Joint Inspection Unit, which stipulate that these officials perform their functions in respect of the United Nations and other organizations that accept their statutes.

[There is no commentary to this provision.]

* * *

Regulation 2 Conduct

Regulation 2 (a)

Officials and experts on mission shall uphold the highest standards of efficiency, competence and integrity. The concept of integrity includes, but is not limited to, probity, impartiality, fairness, honesty and truthfulness in all matters affecting their work and status.

Commentary

1. Regulation 2 (a), which describes basic values expected of officials and experts on mission, is similar to staff regulation 1.2 (b).
2. The first sentence of regulation 2 (a) is derived from Article 101, paragraph 3, of the Charter of the United Nations by virtue of affirmatively placing upon officials and experts on mission the obligation to uphold the highest standards of efficiency, competence and integrity. As pointed out in paragraph 4 of the ICSAB report, the concept of integrity includes "honesty, truthfulness, fidelity, probity and freedom from corrupting influences".

* * *

Regulation 2 (b)

In the performance of their duties, officials and experts on mission shall neither seek nor accept instructions from any Government or from any other source external to the Organization.

Commentary

Regulation 2 (b), which is similar to staff regulation 1.2 (d), flows from the first sentence of Article 100, paragraph 1, of the Charter of the United Nations (see ICSAB report, paras. 7, 18 and 31).

* * *

Regulation 2 (c)

Officials and experts on mission shall discharge their functions and regulate their conduct with the interests of the Organization only in view. Loyalty to the aims, principles and purposes of the United Nations, as set forth in its Charter, is a fundamental obligation of all individuals covered by the present Regulations.

Commentary

1. *Regulation 2 (c) in substance contains the same obligations as are contained in staff regulation 1.2 (e) applicable to staff. The first sentence of regulation 2 (c) sets forth an idea that is contained in staff regulation 1.1 (a) and in staff regulation 1.1 (b), which contains the written declaration of office, that is to say, the idea that staff must regulate their conduct with the interests of the Organization only in view (ibid., para. 4).*

2. *The second sentence of regulation 2 (c) focuses on the concept of loyalty to the aims, principles and purposes of the Organization as set forth in the Charter of the United Nations (which is alluded to in the declaration contained in regulation 1(b)) (ibid., paras. 5, 6 and 21).*

* * *

Regulation 2 (d)

While the personal views and convictions of officials and experts on mission, including their political and religious convictions, remain inviolable, they shall ensure that those views and convictions do not adversely affect their official duties or the interests of the United Nations. Officials and experts on mission shall conduct themselves at all times in a manner befitting their status. They shall not engage in any activity that is incompatible with the proper discharge of their duties with the United Nations. They shall avoid any action and, in particular, any kind of public pronouncement that may adversely reflect on their status, or on the integrity, independence and impartiality that are required by that status.

Commentary

1. *Regulation 2 (d) is similar to staff regulation 1.2 (f). The core idea of conduct befitting an international civil servant was considered by the International Civil Service Advisory Board in 1954. The Advisory Board remarked that "high standards of conduct are best attained by a universal understanding among staff members of the relation between their conduct and the success of the international organizations, and by the development of a strong tradition among men and women who are jealous of the reputation of the organizations that they serve and are anxious to safeguard it" (ICSAB report, para. 2; see also para. 4, on the integrity expected of international civil servants; paras. 5, 6 and 21, on loyalty; paras. 7 and 18, on independence; and paras. 8 and 48, on impartiality).*

2. *In respect of the last sentence of the regulation, it would be for the Organization to characterize an action or pronouncement as adversely reflecting on the status of an official or an expert on mission.*

* * *

Regulation 2 (e)

Officials and experts on mission shall not use their office or knowledge gained from their official functions for private gain, financial or otherwise, or for the gain of any third party, including family, friends and those they favour. Nor shall they use their office for personal reasons to prejudice the positions of those they do not favour.

Commentary

1. *Regulation 2 (e), which is similar to staff regulation 1.2 (g), codifies principles set out in the ICSAB report (see paras. 17, 28 and 42). The use of one's office for personal gain is clearly unacceptable. This includes not only conducting a business from a United Nations office but also such activities as using United Nations facilities for a business, using the United Nations name, logo or address for a business and approving a contract for a family business without disclosure. Regulation 2 (e) also reflects the principle set out in staff regulation 1.2 (g) that a staff member shall not use information that has not been made public for the private advantage of the staff member or of any third party.*

2. *The regulation, for clarity, makes specific reference to prohibiting an official or expert on mission from so favouring a third party, including family or friends, as to enable that third party to profit from the position of the official or expert on mission or from the exercise of his or her functions. The term "friends" is broad and seeks to encompass not only friends as normally understood, but also relationships that are not recognized by the United Nations as creating a dependency.*

3. *The regulation also prohibits the use of office or knowledge gained from that office for personal reasons to prejudice or harm third parties.*

* * *

Regulation 2 (f)

Officials and experts on mission shall exercise the utmost discretion in regard to all matters of official business. Officials and experts on mission shall not communicate to any Government, entity, person or any other source any information known to them by reason of their official position that they know or ought to have known has not been made public, except as appropriate in the normal course of their duties or by authorization of the Secretary-General. If they are not appointed by the Secretary-General, such authorization shall be conferred by the body that appointed them. These obligations do not cease upon the cessation of their official functions.

Commentary

1. *Regulation 2 (f), which is similar to staff regulation 1.2 (i), reflects the principle that official information may not be used for private purposes, except with authorization. This flows from the idea that officials and experts on mission are obligated to regulate their conduct with the interests of the Organization only in view (see ICSAB report, para. 4) and also from the requirements of regulation 2 (e). It follows that permission must be obtained for disclosure to third parties of information that has not been made public, unless such disclosure is specifically authorized or is in the normal course of duties of the official or expert on mission. Authorization of the Secretary-General is not required for officials and experts on mission who have not been appointed by the Secretary-General. Those officials and*

experts on mission would require the authorization of the body that had appointed them if the communication of the information was not a normal part of their duties.

2. The last sentence of the regulation provides that the obligations contained in the provision do not cease upon cessation of official functions. It may be difficult to enforce such a provision, but, at the very least, if a former official or expert on mission ignored the obligations contained in this regulation, the official file of the former official or expert on mission could be noted so as to prevent his or her re-engagement.

* * *

Regulation 2 (g)

Officials and experts on mission may not accept any honour, decoration, favour, gift or remuneration from any Government or non-governmental source for activities carried out during the course of their official functions while in the service of the United Nations.

Commentary

To ensure that officials and experts are perceived as impartial, regulation 2 (g) prohibits the acceptance of any honour, decoration, favour, gift or remuneration from any Government or non-governmental source for activities carried out during the course of their official functions while in the service of the United Nations.

* * *

Regulation 2 (h)

Officials and experts on mission shall not be actively associated with the management of, or hold a financial interest in, any profit-making, business or other concern, if it were possible for them or the profit-making, business or other concern to benefit from such association or financial interest by reason of their position with the United Nations. Officials or experts on mission who are in such a situation shall either dispose of that financial interest or formally excuse themselves from participating with regard to any involvement in that matter that has given rise to the conflict-of-interest situation.

Commentary

1. The first sentence of regulation 2 (h) is similar to staff regulation 1.2 (m). The purpose of the provision is to put officials and experts on mission on notice that they cannot be actively associated with a profit-making, business or other concern, if either the concern or the official or expert on mission is to profit therefrom by reason of the association with the Organization. It will be for the Secretary-General or the appointing authority to judge whether a particular act has given rise to a conflict-of-interest situation.

2. The second sentence of regulation 2 (h) is similar to the second part of staff rule 101.2 (n), which deals with the consequences of a staff member's having a possible conflict-of-interest situation. In such cases, the official or expert on mission shall dispose of the interests or, if practicable, shall excuse himself or herself from dealing with the matter on behalf of the Organization.

3. Generally, experts on mission are appointed on a part-time basis, and it is therefore likely that they are engaged in other activities, including employment,

when they are not performing services for the Organization. While there is no question that experts on mission may be so engaged, they must ensure that those activities are not incompatible with their status or functions as experts on mission.

* * *

Regulation 2 (i)

Officials and experts on mission shall file financial disclosure statements if requested to do so by the Secretary-General. The Secretary-General shall prescribe the format and information to be provided in such statements and shall establish procedures for filing them. The financial disclosure statements will remain confidential and will be used, as prescribed by the Secretary-General, only in making determinations pursuant to regulation 2 (h). It will be for the Secretary-General, in due consultation with the appointing authority in the case of officials not appointed by the Secretary-General, to judge whether a particular fact has given rise to a conflict-of-interest situation.

Commentary

Regulation 2 (i) is similar to, but more general than, staff regulation 1.2 (n), which requires all staff at the assistant secretary-general level and above to submit financial disclosure statements upon appointment and at intervals as prescribed by the Secretary-General, in respect of themselves and their dependent children, including any substantial transfers of assets and property to spouses and dependent children from the staff member or from any other source that might constitute a conflict of interest. This requirement is designed to minimize the risk of a perception of officials and experts on mission as using their position for personal gain. The regulation enables the Secretary-General to require officials and experts on mission to file financial disclosure statements, which will remain confidential and will be used only in dealing with conflict-of-interest situations (for example, in assessing whether an official was in such a situation).

* * *

Regulation 2 (j)

Officials and experts on mission must comply with local laws and honour their private legal obligations, including, but not limited to, the obligation to honour orders of competent courts.

Commentary

1. *Regulation 2 (j), which is similar to staff rule 101.2 (c), is really an amplification of regulation 1 (e), which provides that the privileges and immunities of the Organization afford no excuse for non-performance of private obligations (ibid., paras. 32, 54 and 55).*

2. *Regulation 2 (j) makes clear that private obligations must be honoured. It is the responsibility of those subject to the present Regulations, if they have a court order against them that they contest, to avail themselves of all means existing under the applicable national law to appeal the order and/or to secure relief from the obligation to comply with the order pending its appeal.*

* * *

Regulation 2 (k)

Any form of discrimination or harassment, including sexual or gender harassment, as well as physical or verbal abuse, at the workplace or in connection with work, is prohibited.

Commentary

Regulation 2 (k), which is similar to staff rule 101.2 (d), reproduces the core of Secretary-General's bulletin ST/SGB/253 of 29 October 1992, which established United Nations policy on equal treatment of men and women in the Secretariat and also prohibited all forms of discrimination or harassment.

* * *

Regulation 2 (l)

Officials and experts on mission shall not intentionally misrepresent their functions, official title or the nature of their duties to Member States or to any entities or persons external to the United Nations.

Commentary

Regulation 2 (l) is similar to staff rule 101.2 (f), which prohibits the intentional misrepresentation of an official title or duties to outside parties (for example, by placing misleading titles on business cards). The use of the word "intentional" makes clear that this does not refer to careless or accidental acts.

* * *

Regulation 2 (m)

Officials and experts on mission participating, as part of their official functions, in activities organized by a Government, intergovernmental organization, non-governmental organization or other private source may receive from the Government, intergovernmental organization, non-governmental organization or private source accommodation and travel and subsistence allowance generally in line with those payable by the United Nations. In such cases, the travel and subsistence allowance that may otherwise be payable by the United Nations shall be reduced in the same manner as in respect of staff members of the Organization.

Commentary

1. *Regulation 2 (m), which is similar to staff rule 101.2 (s), deals with the issue of participation at various official functions. Officials and experts on mission who as part of their official functions participate in activities organized by a Government, intergovernmental organization, non-governmental organization or other private source may receive from it accommodation and travel and subsistence allowance generally in line with those payable by the United Nations, and in such cases the allowances that may otherwise be payable by the United Nations shall be reduced in the same amount as in respect of staff members of the Organization. Such provisions are presently found in staff rule 107.15 (a).*

2. *It should be noted that accommodation and travel and subsistence allowance may be accepted only if their acceptance would be appropriate to the status of officials and experts on mission and to the integrity, independence and impartiality*

that are required by that status. There may therefore be situations in which it would not be appropriate to accept those allowances from a Government, intergovernmental organization, non-governmental organization or other private source.

* * *

Regulation 3 Accountability

Officials and experts on mission are accountable to the United Nations for the proper discharge of their functions.

Commentary

Regulation 3, which is similar to staff regulation 1.3 (a), makes clear that officials and experts on mission are accountable for their actions. The method of accountability may vary. For officials appointed by the General Assembly, that accountability would be a matter for the Assembly. For experts on mission, it would be the Secretary-General or the appointing authority who could terminate an assignment or otherwise admonish the expert.





WE ARE UNITED NATIONS PEACEKEEPERS

The United Nations Organization embodies the aspirations of all the people of the world for peace. In this context the United Nations Charter requires that all personnel must maintain the highest standards of integrity and conduct.

We will comply with the Guidelines on International Humanitarian Law for Forces Undertaking United Nations Peacekeeping Operations and the applicable portions of the Universal Declaration of Human Rights as the fundamental basis of our standards.

We, as peace-keepers, represent the United Nations and are present in the country to help it recover from the trauma of a conflict. As a result we must consciously be prepared to accept special constraints in our public and private lives in order to do the work and to pursue the ideals of the United Nations Organization.

We will be accorded certain privileges and immunities arranged through agreements negotiated between the United Nations and the host country solely for the purpose of discharging our peacekeeping duties. Expectations of the world community and the local population will be high and our actions, behaviour and speech will be closely monitored.



We will always:

- ◆ Conduct ourselves in a professional and disciplined manner, at all times;
- ◆ Dedicate ourselves to achieving the goals of the United Nations;
- ◆ Understand the mandate and mission and comply with their provisions;
- ◆ Respect the environment of the host country;
- ◆ Respect local customs and practices through awareness and respect for the culture, religion, traditions and gender issues;
- ◆ Treat the inhabitants of the host country with respect, courtesy and consideration;
- ◆ Act with impartiality, integrity and tact;
- ◆ Support and aid the infirm, sick and weak;
- ◆ Obey our United Nations superiors and respect the chain of command;
- ◆ Respect all other peace-keeping members of the mission regardless of status, rank, ethnic or national origin, race, gender, or creed;
- ◆ Support and encourage proper conduct among our fellow peace-keepers;
- ◆ Maintain proper dress and personal deportment at all times;
- ◆ Properly account for all money and property assigned to us as members of the mission; and
- ◆ Care for all United Nations equipment placed in our charge.



We will never:

- ◆ Bring discredit upon the United Nations, or our nations through improper personal conduct, failure to perform our duties or abuse of our positions as peace-keepers;
- ◆ Take any action that might jeopardize the mission;
- ◆ Abuse alcohol, use or traffic in drugs;
- ◆ Make unauthorized communications to external agencies, including unauthorized press statements;
- ◆ Improperly disclose or use information gained through our employment;
- ◆ Use unnecessary violence or threaten anyone in custody;
- ◆ Commit any act that could result in physical, sexual or psychological harm or suffering to members of the local population, especially women and children;
- ◆ Become involved in sexual liaisons which could affect our impartiality, or the well-being of others;
- ◆ Be abusive or uncivil to any member of the public;
- ◆ Willfully damage or misuse any United Nations property or equipment;
- ◆ Use a vehicle improperly or without authorisation;
- ◆ Collect unauthorized souvenirs;
- ◆ Participate in any illegal activities, corrupt or improper practices; or
- ◆ Attempt to use our positions for personal advantage, to make false claims or accept benefits to which we are not entitled.



We realize that the consequences of failure to act within these guidelines may:

- ◆ Erode confidence and trust in the United Nations;
- ◆ Jeopardize the achievement of the mission; and
- ◆ Jeopardize our status and security as peacekeepers.



9 October 2003

Secretary-General's Bulletin

Special measures for protection from sexual exploitation and sexual abuse

The Secretary-General, for the purpose of preventing and addressing cases of sexual exploitation and sexual abuse, and taking into consideration General Assembly resolution 57/306 of 15 April 2003, "Investigation into sexual exploitation of refugees by aid workers in West Africa", promulgates the following in consultation with Executive Heads of separately administered organs and programmes of the United Nations:

Section 1 Definitions

For the purposes of the present bulletin, the term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. Similarly, the term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Section 2 Scope of application

2.1 The present bulletin shall apply to all staff of the United Nations, including staff of separately administered organs and programmes of the United Nations.

2.2 United Nations forces conducting operations under United Nations command and control are prohibited from committing acts of sexual exploitation and sexual abuse, and have a particular duty of care towards women and children, pursuant to section 7 of Secretary-General's bulletin ST/SGB/1999/13, entitled "Observance by United Nations forces of international humanitarian law".

2.3 Secretary-General's bulletin ST/SGB/253, entitled "Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment", and the related administrative instruction¹ set forth policies and procedures for handling cases of sexual harassment in the Secretariat of the United Nations. Separately administered organs and programmes of the United Nations have promulgated similar policies and procedures.

¹ Currently ST/AI/379, entitled "Procedures for dealing with sexual harassment".



Section 3

Prohibition of sexual exploitation and sexual abuse

3.1 Sexual exploitation and sexual abuse violate universally recognized international legal norms and standards and have always been unacceptable behaviour and prohibited conduct for United Nations staff. Such conduct is prohibited by the United Nations Staff Regulations and Rules.

3.2 In order to further protect the most vulnerable populations, especially women and children, the following specific standards which reiterate existing general obligations under the United Nations Staff Regulations and Rules, are promulgated:

(a) Sexual exploitation and sexual abuse constitute acts of serious misconduct and are therefore grounds for disciplinary measures, including summary dismissal;

(b) Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defence;

(c) Exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance;

(d) Sexual relationships between United Nations staff and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of the United Nations and are strongly discouraged;

(e) Where a United Nations staff member develops concerns or suspicions regarding sexual exploitation or sexual abuse by a fellow worker, whether in the same agency or not and whether or not within the United Nations system, he or she must report such concerns via established reporting mechanisms;

(f) United Nations staff are obliged to create and maintain an environment that prevents sexual exploitation and sexual abuse. Managers at all levels have a particular responsibility to support and develop systems that maintain this environment.

3.3 The standards set out above are not intended to be an exhaustive list. Other types of sexually exploitive or sexually abusive behaviour may be grounds for administrative action or disciplinary measures, including summary dismissal, pursuant to the United Nations Staff Regulations and Rules.

Section 4

Duties of Heads of Departments, Offices and Missions

4.1 The Head of Department, Office or Mission, as appropriate, shall be responsible for creating and maintaining an environment that prevents sexual exploitation and sexual abuse, and shall take appropriate measures for this purpose. In particular, the Head of Department, Office or Mission shall inform his or her staff of the contents of the present bulletin and ascertain that each staff member receives a copy thereof.

4.2 The Head of Department, Office or Mission shall be responsible for taking appropriate action in cases where there is reason to believe that any of the standards listed in section 3.2 above have been violated or any behaviour referred to in section

3.3 above has occurred. This action shall be taken in accordance with established rules and procedures for dealing with cases of staff misconduct.

4.3 The Head of Department, Office or Mission shall appoint an official, at a sufficiently high level, to serve as a focal point for receiving reports on cases of sexual exploitation and sexual abuse. With respect to Missions, the staff of the Mission and the local population shall be properly informed of the existence and role of the focal point and of how to contact him or her. All reports of sexual exploitation and sexual abuse shall be handled in a confidential manner in order to protect the rights of all involved. However, such reports may be used, where necessary, for action taken pursuant to section 4.2 above.

4.4 The Head of Department, Office or Mission shall not apply the standard prescribed in section 3.2 (b), where a staff member is legally married to someone under the age of 18 but over the age of majority or consent in their country of citizenship.

4.5 The Head of Department, Office or Mission may use his or her discretion in applying the standard prescribed in section 3.2 (d), where beneficiaries of assistance are over the age of 18 and the circumstances of the case justify an exception.

4.6 The Head of Department, Office or Mission shall promptly inform the Department of Management of its investigations into cases of sexual exploitation and sexual abuse, and the actions it has taken as a result of such investigations.

Section 5

Referral to national authorities

If, after proper investigation, there is evidence to support allegations of sexual exploitation or sexual abuse, these cases may, upon consultation with the Office of Legal Affairs, be referred to national authorities for criminal prosecution.

Section 6

Cooperative arrangements with non-United Nations entities or individuals

6.1 When entering into cooperative arrangements with non-United Nations entities or individuals, relevant United Nations officials shall inform those entities or individuals of the standards of conduct listed in section 3, and shall receive a written undertaking from those entities or individuals that they accept these standards.

6.2 The failure of those entities or individuals to take preventive measures against sexual exploitation or sexual abuse, to investigate allegations thereof, or to take corrective action when sexual exploitation or sexual abuse has occurred, shall constitute grounds for termination of any cooperative arrangement with the United Nations.

Section 7

Entry into force

The present bulletin shall enter into force on 15 October 2003.

(Signed) Kofi A. **Annan**
Secretary-General



General Assembly

Distr.: General
13 January 2012

Sixty-sixth session
Agenda item 78

Resolution adopted by the General Assembly on 9 December 2011

[on the report of the Sixth Committee (A/66/470)]

66/93. Criminal accountability of United Nations officials and experts on mission

The General Assembly,

Recalling its resolution 59/281 of 29 March 2005, in which it endorsed the recommendation of the Special Committee on Peacekeeping Operations that the Secretary-General make available to the United Nations membership a comprehensive report on the issue of sexual exploitation and abuse in United Nations peacekeeping operations,¹

Recalling also that the Secretary-General, on 24 March 2005, transmitted to the President of the General Assembly a report of his Adviser concerning sexual exploitation and abuse by United Nations peacekeeping personnel,²

Recalling further its resolution 59/300 of 22 June 2005, in which it endorsed the recommendation of the Special Committee on Peacekeeping Operations that a group of legal experts be established to provide advice on the best way to proceed so as to ensure that the original intent of the Charter of the United Nations can be achieved, namely that United Nations staff and experts on mission would never be effectively exempt from the consequences of criminal acts committed at their duty station, nor unjustly penalized, without due process,³

Recognizing the valuable contribution of United Nations officials and experts on mission towards the fulfilment of the purposes and principles of the Charter,

Reaffirming the need to promote and ensure respect for the principles and rules of international law,

Reaffirming also that the present resolution is without prejudice to the privileges and immunities of United Nations officials and experts on mission and the United Nations under international law,

¹ See *Official Records of the General Assembly, Fifty-ninth Session, Supplement No. 19 (A/59/19/Rev.1)*, part one, chap. III, sect. D, para. 56.

² See A/59/710.

³ See *Official Records of the General Assembly, Fifty-ninth Session, Supplement No. 19 (A/59/19/Rev.1)*, part two, chap. II, sect. N, para. 40 (a).



Reaffirming further the obligation of United Nations officials and experts on mission to respect the national laws of the host State, as well as the right of the host State to exercise, where applicable, its criminal jurisdiction, in accordance with the relevant rules of international law and agreements governing operations of United Nations missions,

Deeply concerned by reports of criminal conduct, and conscious that such conduct, if not investigated and, as appropriate, prosecuted, would create the negative impression that United Nations officials and experts on mission operate with impunity,

Reaffirming the need to ensure that all United Nations officials and experts on mission function in a manner that preserves the image, credibility, impartiality and integrity of the United Nations,

Emphasizing that crimes committed by such persons are unacceptable and have a detrimental effect on the fulfilment of the mandate of the United Nations, in particular with respect to the relations between the United Nations and the local population in the host country,

Conscious of the importance of protecting the rights of victims of criminal conduct, as well as of ensuring adequate protection for witnesses, and recalling the adoption of its resolution 62/214 of 21 December 2007 on the United Nations Comprehensive Strategy on Assistance and Support to Victims of Sexual Exploitation and Abuse by United Nations Staff and Related Personnel,

Emphasizing the need to enhance international cooperation to ensure the criminal accountability of United Nations officials and experts on mission,

Recalling its resolution 61/29 of 4 December 2006, by which it established the Ad Hoc Committee on criminal accountability of United Nations officials and experts on mission,

Having considered at its previous sessions the report of the Group of Legal Experts established by the Secretary-General pursuant to its resolution 59/300⁴ and the reports of the Ad Hoc Committee,⁵ as well as the note by the Secretariat⁶ and the reports of the Secretary-General⁷ on criminal accountability of United Nations officials and experts on mission,

Recalling its resolutions 62/63 of 6 December 2007, 63/119 of 11 December 2008, 64/110 of 16 December 2009 and 65/20 of 6 December 2010,

Recalling also its decision that, bearing in mind its resolutions 62/63 and 63/119, the consideration of the report of the Group of Legal Experts, in particular its legal aspects, taking into account the views of Member States and the information contained in the note by the Secretariat, shall be continued during its sixty-seventh session in the framework of a working group of the Sixth Committee,

Convinced of the continuing need for the United Nations and its Member States to urgently take strong and effective steps to ensure the criminal

⁴ See A/60/980.

⁵ *Official Records of the General Assembly, Sixty-second Session, Supplement No. 54 (A/62/54)*; and *ibid.*, *Sixty-third Session, Supplement No. 54 (A/63/54)*.

⁶ A/62/329.

⁷ A/63/260 and Add.1, A/64/183 and Add.1 and A/65/185.

accountability of United Nations officials and experts on mission in the interest of justice,

1. *Takes note* of the report of the Secretary-General;⁸

2. *Strongly urges* States to take all appropriate measures to ensure that crimes by United Nations officials and experts on mission do not go unpunished and that the perpetrators of such crimes are brought to justice, without prejudice to the privileges and immunities of such persons and the United Nations under international law, and in accordance with international human rights standards, including due process;

3. *Strongly urges* all States to consider establishing, to the extent that they have not yet done so, jurisdiction over crimes, particularly those of a serious nature, as known in their existing domestic criminal laws, committed by their nationals while serving as United Nations officials or experts on mission, at least where the conduct as defined in the law of the State establishing jurisdiction also constitutes a crime under the laws of the host State;

4. *Encourages* all States to cooperate with each other and with the United Nations in the exchange of information and in facilitating the conduct of investigations and, as appropriate, the prosecution of United Nations officials and experts on mission who are alleged to have committed crimes of a serious nature, in accordance with their domestic law and applicable United Nations rules and regulations, fully respecting due process rights, as well as to consider strengthening the capacities of their national authorities to investigate and prosecute such crimes;

5. *Also encourages* all States:

(a) To afford each other assistance in connection with criminal investigations or criminal or extradition proceedings in respect of crimes of a serious nature committed by United Nations officials and experts on mission, including assistance in obtaining evidence at their disposal, in accordance with their domestic law or any treaties or other arrangements on extradition and mutual legal assistance that may exist between them;

(b) In accordance with their domestic law, to explore ways and means of facilitating the possible use of information and material obtained from the United Nations for purposes of criminal proceedings initiated in their territory for the prosecution of crimes of a serious nature committed by United Nations officials and experts on mission, bearing in mind due process considerations;

(c) In accordance with their domestic law, to provide effective protection for victims of, witnesses to and others who provide information in relation to crimes of a serious nature alleged to have been committed by United Nations officials and experts on mission and to facilitate access of victims to victim assistance programmes, without prejudice to the rights of the alleged offender, including those relating to due process;

(d) In accordance with their domestic law, to explore ways and means of responding adequately to requests by host States for support and assistance in order to enhance their capacity to conduct effective investigations in respect of crimes of a serious nature alleged to have been committed by United Nations officials and experts on mission;

⁸ A/66/174 and Add.1.

6. *Requests* the Secretariat to continue to ensure that requests to Member States seeking personnel to serve as experts on mission make States aware of the expectation that persons who serve in that capacity should meet high standards in their conduct and behaviour and be aware that certain conduct may amount to a crime for which they may be held accountable;

7. *Urges* the Secretary-General to continue to take such other practical measures as are within his authority to strengthen existing training on United Nations standards of conduct, including through predeployment and in-mission induction training for United Nations officials and experts on mission;

8. *Reiterates* its decision that, bearing in mind its resolutions 62/63 and 63/119, the consideration of the report of the Group of Legal Experts, in particular its legal aspects,⁴ taking into account the views of Member States and the information contained in the note by the Secretariat,⁶ shall be continued during its sixty-seventh session in the framework of a working group of the Sixth Committee, and, for that purpose, invites further comments from Member States on that report, including on the question of future action;

9. *Requests* the Secretary-General to bring credible allegations that reveal that a crime may have been committed by United Nations officials or experts on mission to the attention of the States against whose nationals such allegations are made and to request from those States an indication of the status of their efforts to investigate and, as appropriate, prosecute crimes of a serious nature, as well as the types of appropriate assistance that States may wish to receive from the Secretariat for the purposes of such investigations and prosecutions;

10. *Urges* States to provide to the Secretary-General at the appropriate time information on their handling of the credible allegations brought to their attention by the Secretary-General in accordance with paragraph 9 above;

11. *Requests* the United Nations, when its investigations into allegations suggest that crimes of a serious nature may have been committed by United Nations officials or experts on mission, to consider any appropriate measures that may facilitate the possible use of information and material for purposes of criminal proceedings initiated by States, bearing in mind due process considerations;

12. *Encourages* the United Nations, when allegations against United Nations officials or experts on mission are determined by a United Nations administrative investigation to be unfounded, to take appropriate measures, in the interests of the Organization, to restore the credibility and the reputation of such officials and experts on mission;

13. *Urges* the United Nations to continue cooperating with States exercising jurisdiction in order to provide them, within the framework of the relevant rules of international law and agreements governing activities of the United Nations, with information and material for purposes of criminal proceedings initiated by States;

14. *Emphasizes* that the United Nations, in accordance with the applicable rules of the Organization, should take no action that would retaliate against or intimidate United Nations officials and experts on mission who report allegations concerning crimes of a serious nature committed by United Nations officials and experts on mission;

15. *Takes note with appreciation* of the information provided by Governments in response to its resolutions 62/63, 63/119, 64/110 and 65/20, and urges Governments to continue taking the measures necessary for the

implementation of those resolutions, including their provisions addressing the establishment of jurisdiction over crimes, particularly those of a serious nature, as known in their existing domestic criminal laws, committed by their nationals while serving as United Nations officials or experts on mission, as well as cooperation among States, and to provide specific details thereon, in particular with respect to paragraph 3 of the present resolution, in the information provided to the Secretary-General;

16. *Reiterates its request* to the Secretary-General to report to the General Assembly at its sixty-seventh session on the implementation of the present resolution, in particular with respect to paragraphs 3, 5, 8 and 9 above, as well as any practical problems in its implementation, on the basis of information received from Governments and the Secretariat;

17. *Requests* the Secretary-General to include in his report information on the number and types of credible allegations and any actions taken by the United Nations and its Member States regarding crimes of a serious nature committed by United Nations officials and experts on mission, including information on efforts made to ensure the completeness of incident reporting;

18. *Decides* to include in the provisional agenda of its sixty-seventh session the item entitled “Criminal accountability of United Nations officials and experts on mission”.

*82nd plenary meeting
9 December 2011*