

Annex IV

A framework for contractual arrangements in the organizations of the United Nations common system

Preamble

This framework distinguishes between functions of a regular and continuing nature and functions required by the organizations of the United Nations common system for a short-term period to meet specific needs. The framework is executed through each organization's staff regulations and rules that set out the conditions of service. It is also applied in accordance with the organization's policies governing geographical distribution, where appropriate, and gender balance. Movement from one contract type to another is not automatic and is governed by transparent and open selection procedures. Staff members covered by these contractual arrangements are required to adhere to the highest standards of conduct as set out in the standards of conduct for the international civil service.

A. Continuing appointments: coverage

1. The continuing contractual appointment is designed to assist the organizations of the United Nations common system in maintaining programme continuity. The arrangement is conceived as a tool to facilitate the strategic management of human resources for the attainment of their overall objectives. This category covers existing contractual arrangements characterized in the organizations under varying nomenclature, such as permanent, indefinite, continuing, without-limit-of-time, career, long-term, indeterminate and service contracts. Inclusion in this category is subject to the continuing needs of the organizations and extends to staff who perform functions that are core to the mandate of each organization of the United Nations common system.

Duration

2. A continuing appointment is open-ended. Staff regulations and rules may provide for periodic reviews to consider continuation. Continuity will be based on criteria such as organizational interests, fully meeting performance expectations and upholding the standards of conduct.

Probationary period

3. Staff in this category must serve a probationary period of between one and two years. Alternatively, staff who have performed and fully met expectations for not less than one year under a fixed-term contract will be considered to have met this probationary requirement for a continuing contract.

Compensation

4. The staff member shall be compensated in accordance with the relevant staff regulations and rules of the organization, consistent with the conditions of service in the common system.

Pension fund

5. The staff member is expected to contribute to the United Nations Joint Staff Pension Fund or any other pension scheme in accordance with the staff regulations and rules of the organization and the relevant rules of the fund or scheme.

Social security

6. The staff member is expected to be covered under the agreed plan with the organization's designated health insurance provider or under any other health insurance scheme, in accordance with the organization's staff regulations and rules.

Applicability of staff regulations and rules

7. The staff member is subject to the relevant staff regulations and rules of the organization.

Standards of conduct

8. The staff member is expected to adhere to the highest standards of conduct, as set out in the standards of conduct for the international civil service, which establish the basic values of all organizations of the United Nations common system.

Mobility requirements

9. The staff member may be subject, in accordance with the organization's staff regulations and rules, to transfers between any function or office, including directed geographic reassignment to other duty stations, if operationally required.

Acquiring a continuing appointment

10. Appointment to a continuing contract is acquired through open and transparent selection procedures in accordance with the organization's staff regulations and rules.

Separation procedures

11. Standard separation procedures are applicable to this category in accordance with the organization's staff regulations and rules. The executive head of the organization may terminate the contract of any staff member for reasons set out in the staff regulations and rules of the organization.

B. Fixed-term appointments: coverage

12. Fixed-term appointments cover the employment of staff engaged for defined periods of time to perform functions that are part of the organization's regular and continuing activities. Subject to the needs of the organization and as defined in its staff regulations and rules, inclusion in this category may extend to staff performing functions of medium-term duration, which could continue for a number of years.

Duration

13. A fixed-term appointment is expected to be of at least one year's duration and for a period of up to five years. The contract may be terminated or renewed on the

basis of criteria such as organizational interests, fully meeting performance expectations and upholding the standards of conduct. Under special circumstances and in accordance with the staff regulations and rules the minimum period of such a contract may be of shorter duration.

Probationary period

14. A probationary period may range from six months to two years.

Compensation

15. The staff member shall be compensated in accordance with the relevant staff regulations and rules of the organization, consistent with the conditions of service in the common system.

Pension fund

16. The staff member is expected to contribute to the United Nations Joint Staff Pension Fund or any other pension scheme in accordance with the staff regulations and rules of the organization and the relevant rules of the fund or scheme.

Social security

17. The staff member is expected to be covered under the agreed plan with the organization's designated health insurance provider or under any other health insurance scheme, in accordance with the organization's staff regulations and rules.

Applicability of staff rules

18. The staff member is subject to the relevant staff regulations and rules of the organization.

Standards of conduct

19. The staff member is expected to adhere to the highest standards of conduct, as set out in the standards of conduct for the international civil service, which establish the basic values of all organizations of the United Nations common system.

Mobility requirements

20. The staff member may be subject, in accordance with the organization's staff regulations and rules, to transfers between any function or office, including directed geographic reassignment to other duty stations, if operationally required.

Acquiring a fixed-term appointment

21. Appointment to the fixed-term category is acquired through open and transparent selection procedures in accordance with the relevant staff regulations and rules of the organization.

Separation procedures

22. Separation of staff may normally be upon expiry of contract, with standard separation procedures applied, in accordance with the organization's staff regulations and rules. The executive head of the organization may terminate the

contract of any staff member for reasons set out in the staff regulations and rules of the organization.

C. Temporary appointments: coverage

23. The purpose of a short-term appointment is to accommodate:

(a) Defined, short-term needs of the organization of less than one year;

(b) Short-term service of limited duration with special missions, projects of limited duration and special operations for humanitarian assistance.

The contractual arrangements cover existing appointments, such as short-term, temporary, term-limited, fixed-term short duration, monthly short-term, daily short-term, special short-term and other types of short-term appointments, such as appointments of limited duration. Consultancies, service agreements and other contractual arrangements that are not executed as staff contracts shall be excluded from this category.

Duration

24. The duration of a temporary appointment such as described in paragraph 23 (a) above is expected to be for less than one year. Any renewal should be consistent with the staff regulations and rules of the organization. For appointments described in subparagraph 23 (b), the duration will not exceed four years.

Probationary period

25. Not applicable; however, a probationary period may be applied for contracts of one year or more, as defined under paragraph 23 (b).

Compensation

26. The staff member shall be compensated in accordance with the relevant staff regulations and rules of the organization, consistent with the conditions of service in the common system.

Pension fund

27. Depending on the type and length of appointment, the staff member may contribute to the United Nations Joint Staff Pension Fund or any other pension scheme in accordance with the staff regulations and rules of the organization and the relevant rules of the fund or scheme.

Social security

28. The staff member will be covered according to the relevant staff regulations and rules of the organization.

Applicability of staff regulations and rules

29. The staff member is subject to the relevant staff regulations and rules of the organization.

Standards of conduct

30. The staff member is expected to adhere to the highest standards of conduct, as set out in the standards of conduct for the international civil service, which establish the basic values of all organizations of the United Nations common system.

Mobility requirements

31. Not applicable.

Acquiring another type of contract

32. Change to any other contractual arrangement may only be effected through the application of open and transparent selection procedures, as established in the staff regulations and rules of the organization.

Separation procedures

33. Standard separation procedures may be applicable in the case of normal expiration of a contract. The executive head of the organization may at any time terminate the appointment of a staff member for reasons set out in the staff regulations and rules of the organization.