

United Nations Development Programme

Sustainable human development



UNDP/ADM/98/34

11 May 1998

To: All UNDP Staff

From: James Gustave Speth

Subject: ***Prohibition against Member State involvement in decisions regarding promotion, assignment, contractual status and conditions of services**

***Prohibition against any staff member receiving supplemental payments or other benefits from Member States**

In light of recent incidents, I am obliged to remind you of the firm prohibitions in United Nations rules and regulations against:

1. Member State involvement in management decisions regarding promotions, assignments, or contractual status; and
2. Staff members receiving supplemental payments or other similar benefits from their Member State. (Copy of circular [UNDP/ADM/94/51](#) of 14 July 1994 is attached for reference.)

Any individual employed by UNDP, on any type of contract - whether 100 or 200 series, ALD (300 series), SSA or service influencing management decisions pertaining to assignments, promotions, contractual status and extensions, conditions of service and similar matters in acting in violation of UNDP rules. Similarly, all personnel are expected to actively discourage such attempted interventions in what are and will remain in-house management decisions.

Let me also call your attentions to the guidance to Member States themselves which is given in para. 28 of the report on Standards of Conduct in the International Civil Service (1954) which is also quoted in the attached circular. Just as it is inexcusable for staff to lobby with governmental representatives to obtain support for improving one's personal situation, it is also expected that "governmental representatives or members of legislative bodies, in turn, will neither accede to any such requests, nor on their own initiative intervene in such administrative matters."

Staff should note that it is contrary to the letter and spirit of the Charter and the Staff Rules and therefore a violation to receive from a Government any form of supplement to the emoluments payable by UNDP. As has been communicated on prior occasions, the practice of national subsidies to supplement staff income, in any form, is unacceptable. Any employee who receives a supplement to his/her UNDP income from a Government, in

the form of cash or any other form of benefit, is required to immediately make arrangements to discontinue receipt of such supplement. Anyone who has difficulty in complying with or interpreting these instructions in relation to one's personal circumstances should immediately notify the Director of OHR, who will determine the appropriate action.

These matters are fundamental to the independence and integrity of our international civil service, and I expect your fullest cooperation in adhering to and promoting the letter and spirit of this policy.

Senior managers are requested to ensure that the contents of this circular are discussed and fully explained in your unit-wide meetings.