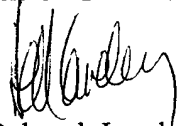


UNDP/ADM/99/6  
27 January 1999

To: All UNDP Resident Representatives

From:   
Deborah Landey  
Director, Office of Human Resources  
Bureau for Planning and Resource Management

Subject: **Taking advantage of short cuts for expediting medical examinations**

1. I am pleased to issue further guidance to Country Offices regarding streamlining of administrative procedures. In circular UNDP/ADM/98/68 of 16 October 1998 on the subject of "Aligning our personnel administration services with the needs of UNDP 2001", I announced a series of re-engineering and streamlining measures which have been undertaken in the area of administration of staff members entitlements. This circular is intended to clarify certain aspects of expediting medical examinations and also establishing entitlement for special dependency and/or special education grant for disabled children of staff members.

#### SUMMARY

- Medical Examination forms are to be faxed directly to UN Medical Services Division. Country Offices retain originals.
- As earlier announced, medical clearance documents for locally recruited staff members are to be sent directly to the UN Medical Service. Do not send them to OHR; otherwise process will be delayed.
- For matters related to Special Education Grant and Special Dependency Allowance for disabled children of locally recruited staff, only the medical reports are to be sent to the UN Medical Service, not the claim itself.

#### Facsimile copies of medical examination forms

2. I am pleased to inform you that in order to expedite the medical clearance procedure; the United Nations Medical Services Division will accept facsimile copies of medical examinations forms MS.2/MS.6. The original versions of these forms are to be retained by the Country Office and **not** forwarded to the Medical Services Division. (The originals should only be submitted upon request by the UN Medical Service). This procedure will speed up medical clearance, avoid duplication of medical records and be more cost-effective.

**Direct transmission of medical clearance documents to UN Medical Services**

3. I wish to remind all offices that, as indicated in my circular UNDP/ADM/98/35 of 22 May 1998, Country Offices are to submit results of medical examination of nationally recruited staff **directly to the UN Medical Service**. (Chest X-rays are no longer required to be forwarded to the UN Medical Service in New York). A recent review has shown that many Country Offices continue to send medical results to OHR for onward transmission to the UN Medical Service. This is unnecessary and only delays the process. Therefore, your attention to the expedited procedure would be greatly appreciated.

**Special education grant and/or special dependency allowance for locally recruited staff in Country Offices.**

4. In my circular UNDP/ADM/98/68 of 16 October 1998, I had requested Country Offices to also submit medical reports and requests to establish entitlement for payment of special education grant and/or dependency allowance for disabled children of locally-recruited staff members, including periodic verifications, directly to the UN Medical Service. However, we understand from the UN Medical Service that there is some confusion about this procedure as Country Offices are sending claims to the UN Medical Service requesting the UN Medical Service to authorize payment of these claims.

5. I therefore, wish to clarify that the UN Medical Service is only responsible for establishing eligibility for special dependency allowance and/or special education grant for disabled children of locally recruited staff members, not for authorizing payment of claims. Once the UN Medical Service has established the eligibility for these benefits and communicated their recommendations to the Country Offices, the claims should be settled at the Country Office level. Consequently, the following should be sent to the UN Medical Service directly:

- Medical reports for disabled children of locally-recruited staff members to establish entitlement to special dependency allowance and/or special education grant;
- Once an entitlement to special dependency allowance and/or special education grant has been determined by the UN Medical Service, periodic medical reports requested by the UN Medical Service to verify that the disability still exists.

6. Once the UN Medical Service has confirmed the entitlement, **payment for this should be done at the Country Office level**. The UN Medical Service is not responsible for authorizing claims but for determining whether there is a medical basis for the payment of the allowance/grant.