

e-Practical HR Brochure

Human Resources Management Department



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Think twice before printing this document

INTRODUCTION

This brochure offers an overview of work life with the International Telecommunications Union (ITU). The information below gives a general overview of the benefits and entitlements of ITU staff members.

ITU is committed to workforce diversity, geographical distribution, gender representation, non discrimination towards physical disabilities and transparency of policies. We are performance-oriented, committed to staff dignity, flexibility and adaptability. We strive for innovation and creativity, knowledge-sharing, and have a strong commitment to learning and cultural sensitivity.



Disclaimer: this guide provides a general introduction to ITU for new staff members. The information contained is of a general nature and does not supersede the ITU Staff Rules and Regulations or Service Orders. Please take note that all benefits and entitlements are linked to the contractual status of a staff member and his/her individual situation.

RECRUITMENT

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Recruitment is made on either:

- A temporary basis through a simplified selection process
- A vacant position, which can be filled internally or externally. Recruitment is made through a selection process, including tests and interviews, which is reviewed by an Appointment and Promotion Board (APB) comprised of staff and management representatives.

ITU RECRUITMENT

All ITU vacancies can be viewed online. Vacancy notices and applications are managed through an e-recruitment system that can be accessed through the ITU website. All ITU staff members are invited to complete their On-line profile which can then be used to apply for specific vacancies and/or for career development/training purposes. Confidentiality of information is ensured by password protected access.

The Recruitment Service is available to assist ITU Staff in filling in their online profiles if needed:
Email: erecruit@itu.int

TYPES OF APPOINTMENT

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The above process results in one of the following types of appointment and related contracts and entitlements, upon recruitment:

Type of Appointment	Types of contracts
Regular appointment	Continuing
	Fixed-Term
Temporary appointment	Short term
Special service agreement	Consultant
Internship programme	Intern

FIXED-TERM APPOINTMENT

Newly recruited staff, appointed by the Secretary-General following a competitive process, will be granted a Fixed-term Appointment for one or two years in accordance with ITU contract policy, subject to satisfactory references, verification of diplomas, issue of the UN Security Certificate and medical clearance from the ITU Medical Service. A Fixed-term appointment is conditional upon a probationary period of minimum one year, counting towards the total duration of service under consecutive fixed-term appointments.

An extension of a Fixed-term appointment is approved by the Secretary-General or his designate, and may be granted for a period of up to two years, subject to satisfactory performance. A Fixed-term appointment does not carry any expectancy, legal or otherwise, of renewal or conversion to any other category.

To be considered eligible for recruitment, external candidates must, at the time of application for a vacant position, be a minimum of 18 years old. The statutory retirement age for staff being 65 only applicants who are expected to complete a term of appointment will normally be considered.

If a family member already holds an ITU contract, no appointment shall be granted to the husband, wife, father, mother, sister, brother, son or daughter of that staff member, unless another equally well qualified person cannot be recruited.

In such a case, the employment of the staff family member will only be permitted provided that neither the staff member nor the relative serves in a post which is superior or subordinate in the line of authority of the other, or within the same department.

CONTINUING APPOINTMENT

Staff members having held a Fixed-term appointment for a continuous period of 5 years may be considered for a continuing appointment with the ITU subject to consistently satisfactory performance, competencies and conduct, continuing need for the functions and funding availability.

TEMPORARY APPOINTMENT / SHORT-TERM CONTRACT

In order to respond to seasonal or peak workloads and specific short-term requirements, ITU may recruit staff on a temporary basis and grant short-term contracts. The maximum authorized duration for a short-term contract is 11 months. A second 11 months appointment may be granted after a one month break, or minimum 15 day break if the staff member has taken 10 days holiday. No further Temporary Appointment of any kind will be granted before a 6-month period has elapsed.

A temporary appointment does not carry any expectancy, legal or otherwise, of renewal and cannot be converted to any other type of appointment.

Short term staff members are eligible to apply for all positions advertised at ITU, including those advertised internally.

CATEGORY OF STAFF

ITU recruits the following categories of staff:

STAFF IN THE PROFESSIONAL AND HIGHER CATEGORY

Internationally recruited Professional Officers, commonly called "P" or "D" staff, are generally recruited for functions requiring academic qualifications corresponding to a first university degree or higher, depending on the grade level of the post. This category of staff is entitled to international benefits depending on the duty station, whether at Headquarters or in the field and depending on individual status.

The National Professional Officer (NPO) is a subcategory of a national professional personnel assigned to one duty station - their home country. Their functions and responsibilities are clearly defined as of national nature and requiring national expertise. They are entitled to benefits and allowances applicable to this category.

GENERAL SERVICE STAFF

General Service Staff, commonly called "G" staff, are recruited locally at Headquarters and in the regional and area offices. They are entitled to benefits and allowances applicable to this category.

HEADQUARTERS: According to the Staff Regulations and Staff Rules of the Union, staff in the General Service category (grades G.1 to G.7) shall be recruited from among persons residing in Switzerland, or in the French territory within a radius of 25 kms from Geneva.

FIELD OFFICES: General Service staff members in the field offices are locally recruited.

JUNIOR PROFESSIONAL OFFICERS

In collaboration with Member States, the ITU offers a Junior Professional Officers (JPO) program funded by respective sponsoring governments. This program is aimed at young professionals chosen and funded by their government to work at ITU for a maximum of a two year period. Professionals recruited as JPO are eligible to apply for advertized positions, but are considered as external candidates. Benefits and entitlements are granted in agreement with the host government and are specific to each recruit. These positions are at the level P-1 and P-2 grade.

ASSOCIATE EXPERT PROGRAM/FUNDS IN TRUST

Also in collaboration with Member States, the ITU receives Associate Experts, financed by Member States or institutions/governments. These professionals are in the P-3 and above grades and are eligible to apply for positions at the ITU as external candidates. Benefits and entitlements are granted according to the agreement with the government/ institution.

INTERNS

Students enrolled in an undergraduate/graduate/post-graduate programme or having recently graduated (within six months) can apply for a non-paid trainee position at the ITU through the e-recruitment site. Positions are available for a two week to three-month period which can be extended to six months during a twelve-month period.

Internship positions may be in any ITU office, both at headquarters and in regional/area offices. However interns engaged in Geneva will only be assigned to Headquarters. Similarly, ITU regional/area offices may assign interns only to offices in that location. Travel expenses incurred by the intern to reach the duty station are not reimbursable by the Union.

Interns engaged under ITU's internship programme will not be considered staff members of ITU; therefore ITU will not grant any privileges or immunities. Interns will make their own arrangement for obtaining visas if necessary. ITU will provide the intern with documentation certifying that the individual is an intern with the Union.

An internship does not carry any expectancy, legal or otherwise, of renewal and cannot be converted to any other type of appointment. Interns will not be eligible for any type of contract with the ITU for a minimum period of 6 months after his/her internship terminates at ITU.

ENTRY, PERIODIC AND EXIT MEDICAL EXAMINATIONS

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Medical clearance is a prerequisite for recruitment with ITU, irrespective of the duration of the appointment. Its purpose is to ensure that candidates meet UN standards of physical and mental fitness for employment. Throughout the career, regular medical check-ups are required. At the time of separation, the staff member may request an exit medical extension.

Based on the results of a medical check-up in Field Office locations, only the ITU Medical Advisor in Geneva may provide medical clearance for staff. The Medical Advisor in Geneva also provides instructions/advice on appropriate vaccinations. Medical reports and advice are treated with strict confidence by the Medical Advisor. HR Administration is only informed of medical clearance or non-clearance. Email: medical@itu.int

POST CLASSIFICATION

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Post classification is a mechanism for determining the grade level of each position in an organization, on the basis of clearly established criteria, and for ensuring that positions with the same level of responsibilities and accountabilities are graded consistently. The post evaluation process provides information about the nature and content of jobs, thereby facilitating other Human Resources Management processes.

The United Nations common system classification approach is a rank-in-post system. Posts are classified on the basis of the requirements of the job and not on the basis of the incumbent's profile or performance. Posts are grouped in two broad categories: the General Service category and the Professional and higher categories.

The classification procedures and standards of ITU are based on the systems developed by the International Civil Service Commission (ICSC) for classification of posts in the General Service and Professional and higher categories.

The basic principles of the ITU post evaluation are:

- The level of responsibility and accountability of the positions in question is the primary basis for determining the grade and level
- Every position file should include the following:
 1. An up-to-date job description that clearly describes the content of the job; levels of responsibility and accountability, functions, main results expected and impact of the results and relationships between the position in question and other posts in and outside the organization.
 2. An organizational chart clearly stipulating the reporting lines inside the immediate work unit and any indirect reporting lines to a position outside the unit, as applicable.
- All decisions regarding the classification of posts are taken by the Secretary-General or, by delegation, on his behalf, and after consultation with the Coordination Committee.

CLASSIFICATION OF DUTY STATIONS

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Duty Stations are classified in the following categories:

1. Geneva and Headquarters duty stations assimilated to it (category H)
2. Other duty stations classified according to conditions of hardship (categories A to E)

SECURITY PHASES

In each country, a mechanism is put in place to ensure the safety and security of staff members of the United Nations, their spouse, eligible dependants and property, as well as the property of the Organization.

The UN Security Level System (SLS) identifies the overall level of threat or danger in different areas of the world. Staff members assigned to a country where there is a security level, require security clearance before traveling. Wherever there is no security phase, a travel notification is required. Staff will also receive a full security briefing on the security situation and concerns at their country of assignment upon arrival. Staff members are then expected to fully comply with security instructions and restrictions.



In the case of natural disasters or political unrest, staff and their dependent families may be evacuated for their safety and well-being. The UNDSS (United Nations Department of Safety and Security) works closely with the ITU Head, Protocol and Security Division in an effort to keep all ITU staff members safe and working in safe condition. In cases where a difficult situation continues for an extended amount of time, staff members and their families may be relocated or repatriated to the home country.

SALARIES AND ALLOWANCES

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SALARY

Internationally recruited Staff in Professional and higher categories are paid on the basis of salary scales expressed as gross and net base salaries, applied uniformly, world-wide, by all UN organizations. The gross base salary is subject to a staff assessment, which is similar to an income tax. By deducting staff assessment at either the single rate (for staff members without dependants) or at the dependency rate (for staff members with a dependent spouse or child), a net salary is obtained, before the deduction of the UN Joint Staff Pension Fund and ITU Medical Insurance contributions.

The salary scale, for both the General Service category and Professional and higher category, is established and maintained by the International Civil Service Commission (ICSC). Within each grade there are salary increments (steps). For professional posts, at the time of recruitment, the step within a grade is established by combining the level of a candidate's university degree or academic credentials with the number of years of relevant professional experience, and comparing with the minimum required in the vacancy notice for the post concerned, as determined by the Human Resources Administration Division (HRA).

For Salary calculation, please click [here](#)

For Field Personnel please contact: HR-Admin@itu.int

In addition to the base salary, staff members may receive other allowances. The entitlement to different allowances in place at ITU varies according to the length of assignment offered at the time of recruitment, the family composition, the category of duty station, contractual status, etc.

POST ADJUSTEMENT (PA)

Post Adjustment is added to the base salary of internationally recruited staff in the Professional and higher categories in order to preserve equivalent standards of living at different duty stations. It is paid at the single or dependency rate, and it is not subject to staff assessment, nor pensionable. It is subject to regular review by the ICSC, and can change from one month to another.

SALARY INCREMENT WITHIN GRADE

Staff members serving on a Regular Appointment contract are granted within grade salary increments annually, or every two years at certain levels, according to established salary scales, and on the basis of satisfactory service.

Staff members serving on Temporary Appointments are not entitled to grade salary increments, nor to other entitlements.

MOBILITY INCENTIVE AND HARDSHIP ALLOWANCES

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Internationally recruited staff members in the professional and higher categories are eligible for a mobility incentive and hardship allowance designed to compensate hardship. These entitlements are based on the following:

MOBILITY

The mobility portion of the allowance is payable to staff members in the professional and higher categories who have completed at least five years of continuous service in the UN Common System, as of their second assignment, following a geographical move, excluding Headquarters duty stations.

HARDSHIP

The “hardship” element of the allowance is payable to staff members in the professional and higher categories who are assigned to duty stations classified as “hardship levels” (categories B to E) without conditions regarding service or prior assignments, for the full duration of the staff member’s assignment, at the rate corresponding to the classification of the duty station at the time the allowance is payable. It shall not be payable at duty stations classified in categories H and A.

SETTLING IN GRANT

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Internationally recruited staff members in the professional and higher categories are eligible for a settling in grant equivalent to 30 days of local daily subsistence allowance (DSA) for staff, plus 15 days of DSA for each accompanying eligible family member and a lump sum amount equivalent to one month of net base pay plus post adjustment.

ENTRY SALARY ADVANCE

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Newly recruited regular staff members on a fixed-term contract of 2 years are eligible, upon their request, for a salary advance, not greater than the amount of two months' salary, to be repaid on a monthly basis over a maximum period of 12 months. The ESA must be requested.

RENTAL SUBSIDY

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Internationally recruited staff members in the professional and higher categories holding a regular appointment are eligible for a rental subsidy. Rental subsidy is payable to a staff member whose rented accommodation is of a reasonable standard (UN criteria) but which costs significantly more than the average (maximum reasonable rent) at the duty station. If the amount spent on the rent is more than 40% of the staff member's net salary including Post Adjustment (without allowances), an amount of up to a maximum of 80% of the portion exceeding the designated threshold for the duty station may be reimbursed.



This amount decreases on a yearly basis (80% for 4 years) (60% for 1 year) (40% for 1 year) (20% for the final year), totaling a 7 year period. Note: the rental subsidy entitlement is for rental accommodation only.

If the duty station is not a capital city and educational/health facilities are inadequate, the staff member may install his/her family in the capital city. If the staff member installs his/her family in another city within the same country, the staff member may be entitled to a "combined" rental subsidy, which means that the calculation of the subsidy is based on the amount given when adding the two rents.

Conversely, a rental deduction is made from the remuneration of staff members who are provided housing free of charge by an organization of the UN System, the host government or a related institution.

Rental subsidy is not payable during the first 30 days after arrival at a duty station when the DSA portion of the assignment grant is paid. General Service staff members are not entitled to Rental Subsidy.

For calculations on Rental Subsidy please click [here](#).

DEPENDENCY ALLOWANCE

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Staff holding regular appointments may be entitled to dependency allowances. ** Please note that entitlements to dependency allowances differ depending on the duty station.*

General Service staff members are entitled to a yearly child allowance paid on a monthly basis.

Temporary staff members are not eligible for child allowances or dependency benefits. Email: short-Term@itu.int

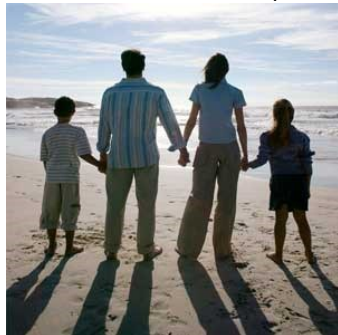
DEPENDENT SPOUSE

For General Service (GS) staff a dependent spouse shall be a spouse who a) has no occupational earnings, or b) receives pension benefits (pension benefits are not considered as occupational earnings), or whose gross occupational earnings (before deductions such as taxation, social security, etc.) during the calendar year do not exceed the gross salary of a G.1 Step 1 applicable for the duty station in the country of the spouse's place of work. For staff in the Professional and higher categories, the occupational earnings of the spouse shall not exceed the lowest entry level of UN general service gross salary scales applicable to the duty station where the spouse is employed, provided that this level is not less than the gross salary G.2 Step 1 New York, at the rates in force on 1 January of the year concerned.

This entitlement will be authorized once the staff member has provided to HRMD all necessary supporting documents, proof of spousal earnings, proof of children's school attendance, etc. with proof of scholastic policy on pre-summary requirement for all countries.

DEPENDENT CHILDREN

Children under 18 years of age are considered as dependants. Children between 18 and 21 may be regarded as dependants provided they are in full-time education. In both cases, the staff member must be providing main and continuous support to the child. Special provisions apply to children recognized as disabled including an allowance that is twice the amount paid for non-disabled children.



GENERAL PROVISIONS APPLYING TO DEPENDENT CHILDREN

If the staff member or spouse receives similar benefits from another source under national laws, the dependency allowance for children is reduced proportionally in order to avoid duplication of benefits.

SECONDARY DEPENDANTS: MOTHER, FATHER, BROTHER OR SISTER

A dependent mother, father, brother or sister may entitle a staff member to receive a 'Secondary Dependant' allowance, an annual sum is payable for ONE Secondary dependant only.

It is payable to a mother and father provided the staff member is able to provide evidence that s/he supports them financially to the extent they receive from the staff member at least double the Secondary Dependency allowance and that the staff member provides one half or more of their total financial support. For a brother or sister, in addition to these requirements, s/he must be either less than 18 years old or between 18 and 21 attending an educational institution on a full-time basis.

It is not possible to receive a dependency allowance in respect of a dependent spouse and any Secondary Dependency allowance at the same time. They are mutually exclusive entitlements.

EDUCATION GRANT

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Education Grant is available to staff in the professional and higher categories holding a Regular Appointment and who reside and serve outside their home country or country of permanent residence. The Grant is provided for each child in full-time attendance at an educational institution. It is payable for children from the primary level (i.e. for children aged four at the start of school year or reaching five within three months of the start of the school year), until the end of the scholastic year in which the child completes his/her fourth year of post-secondary studies, but in no case beyond the age of 25.

Special Education Grant in respect of a disabled child is available to staff of all categories holding an appointment other than a Temporary Appointment regardless of whether or not they are serving in their home country. Special Education Grant, subject to certification from the ITU Medical Advisor, is payable from the date on which special teaching or training is required up to the year when the child is awarded the first recognized post-secondary degree or up to the end of calendar year in which the child reaches the age of 28 with proof of scholastic policy on pre-summary requirements for all countries.

Professional staff and above, posted to their country of origin are not entitled to an Education Grant for their children.

TRAVEL AND RELATED ENTITLEMENTS

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TRAVEL

STAFF ON REGULAR AND TEMPORARY APPOINTMENTS

Internationally recruited staff members holding a regular or a temporary appointment, are entitled to travel from the place of recruitment to the new duty station by air, by the most economical route, with an entitlement to 10 kgs excess baggage (or one extra piece of luggage) in addition to the basic accompanied baggage allowance which is granted by the air carrier. The cost of exercising this extra luggage entitlement is initially met by the staff member at check-in. This amount paid to the air company may be claimed from the ITU post facto upon submission of the travel claim. Depending on the duration of travel, the class immediately below first class may be authorized as set out in [Service Order 16/12](#).



Staff members holding regular appointments have the same entitlements for their eligible family members (i.e. spouse and dependent children up to the age of 21).

Travel is arranged by the ITU, once all recruitment formalities are completed.

PLACE OF RECRUITMENT

For Internationally recruited staff in the professional and higher categories holding a regular appointment, if the current or the last place of employment happens to be the location where the staff member is to be assigned by ITU, no recruitment travel expenses will be paid by the ITU.

SHIPMENT OF PERSONAL EFFECTS

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SHIPMENT

For internationally recruited staff in the professional and higher categories holding a regular appointment, ITU organizes the shipment of personal effects under the standard shipment entitlements to Headquarters or the Field Offices.

In the case of internationally recruited staff serving on a Temporary Appointment, regardless of its length, ITU will provide an entitlement for unaccompanied shipment of up to 100 kg.

REMOVAL OF HOUSEHOLD GOODS - Applicable for a two-year assignment

Overall entitlement by surface			The following amounts may be utilized for immediate use and the weight shipped deducted from the overall entitlement. If shipped by air the entitlements given below are reduced by 50%. Staff member only: 450 kg (990 lb) or 90 cu. ft.
Base of computation	Staff member with eligible family members	Staff member without eligible family members	
(i) by volume	50.97 cu. metres (1,800 cu. ft.)(45 measurement tons of	30.58 cu. metres (1,080 cu.ft.)(27 measurement tons of 40 cu. ft. each)	
* Gross weight – inclusive of packing and crating			

SHIPMENT OF PERSONAL EFFECTS – Applicable for a one-year assignment

Staff member only:	1,000 kg (2,200 lb) or 220 cu. ft. surface or 500 kg by air
First family member:	500 kg (1,100 lb) or 110 cu. ft. surface or 250 kg by air

SOCIAL SECURITY

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UNITED NATIONS JOINT STAFF PENSION FUND (UNJSPF)

ITU is a member of the United Nations Joint Staff Pension Fund. The objective of the United Nations Joint Staff Pension Fund (UNJSPF) is to provide retirement, death, disability and related benefits for the staff members of the United Nations and other member organizations of the UNJSPF. The Fund has been designed to provide its beneficiaries with an income replacement proportionate to salary earned in service.

All regular ITU staff members become mandatory participants in the Fund except if it is expressly excluded by the terms of the appointment (JPO, FIT).

For staff on a short term appointment, participation commences upon being granted an appointment for 6 months or more, OR upon completing 6 months of continuous service without an interruption of more than 30 days, whichever occurs first.

Once the participation starts, contributions are automatically deducted from the salary each month and reported to the Fund. The current deduction is 7.9% of the pensionable remuneration rate. ITU's portion is twice this amount, i.e. 15.8% of the pensionable remuneration rate. Thus a total of 23.7% of the pensionable remuneration is contributed to the UNJSPF.

More information on UNJSPF can be obtained from their website: <http://www.unjspf.org> or contact pensions@itu.int

ITU COLLECTIVE MEDICAL INSURANCE PLAN (CMIP)

ITU staff members are covered by the ITU Collective Medical Insurance Plan (CMIP) provided by CIGNA. This comprehensive insurance plan gives worldwide coverage for medical expenses. Participation in the plan is obligatory for staff members serving continuously for a period of three months or more. The coverage is also automatic for the recognized dependent spouse and children (for short term staff the coverage of dependent spouse and children is optional).

Contributions are calculated on the basis of staff remuneration (salary, post allowance and allowances), and deducted automatically from his/her salary and will be paid jointly by the staff member and ITU according to the schedule shown below. For more information please consult the [website](#) or contact: ITU-CMIP@itu.int

Category of coverage	Contributions	
	Subscriber	ITU
Compulsorily insured	3.9 %	3.9 %
Automatically covered spouse	1.17 %	1.17 %
First automatically covered child	0.39%	0.39%
All other automatically covered children	0.78%	0.78%
Voluntarily covered persons		
Non-dependent spouse	CHF 700/month	Nil
Non-dependent unmarried unemployed child between 21 and 30 years old	CHF 280/month	Nil
Parents	CHF 1500 month	Nil

An annual deductible is applied to insured members, ranging from 30 CHF to 750 CHF, calculated according to annual remuneration brackets.

Short-term staff (with contracts less than 3 months of continuing service) and consultants not covered by the CMIP have limited medical insurance provided under another scheme, the Staff Insurance and Illness Insurance. The scheme provides restricted benefits, so those concerned are encouraged to procure or to maintain their own medical insurance plans until affiliated to CMIP.

COMPLEMENTARY INSURANCE

Staff members may subscribe to optional complementary insurance plans to cover that portion of the medical costs not reimbursed by the CMIP. The choice of insurance is personal and no subsidy is paid by the ITU.

COMPENSATION

A) Compensation for death, injury or illness attributable to service

A staff member or his/her designated beneficiaries may receive compensation in the event of death, injury or illness which is attributable to the performance of official duties. The service incurred nature of the illness, injury or death must be adjudicated by the relevant organization authorities.

B) Malicious Acts Insurance Policy

The Malicious Acts Insurance Policy provides worldwide coverage against malicious incidents resulting in death or disability of an insured staff member. Coverage under MAIP is without cost to staff members. ITU will bear the full premium for each insured staff member.

Strict adherence to declared security measures is imperative as failure to do so could result in tragic incidents and denial of related insurance claims.

C) Staff in the Professional and higher categories working in ITU field offices must enroll in the mandatory life insurance scheme.

D) Compensation for loss or damage to personal effects

The loss of or damage to the personal effects of a staff member may be considered attributable to the performance of official duties when such loss or damage was caused by an incident which occurred while the staff member was performing official duties on behalf of ITU.

E) Compensation for loss of income

Compensation may be awarded, within the limits of the insurance contract, to an appointed staff member who suffers loss of earnings for medical reasons (not attributable to service). The benefit complements the salary and allows the staff member to be maintained on full salary for a limited period once he/she has exhausted his full salary sick leave entitlement.

Staff on short-term contracts and consultants may also be awarded limited compensation for loss of income.

VOLUNTARY GROUP LIFE INSURANCE PLAN

The plan offers a pure risk life insurance. Participation is voluntary and available for staff members at headquarters holding regular appointments. The plan is financed solely by the contributions of participating staff members and no subsidy is paid by the Organization.

For regular staff, posted to field offices, the Union subscribes to a mandatory life insurance scheme. No contribution is required from these staff members.

LEAVE ENTITLEMENTS

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ANNUAL LEAVE

Annual leave is subject to exigencies of service and may be taken only when authorized by the appropriate supervisor.

STAFF ON REGULAR APPOINTMENT

Annual Leave will accrue at the rate of **2.5** working days, for each full calendar month of service. Annual Leave may be accumulated in excess of **60** working days. However, no more than **60** working days of such leave may be carried forward beyond **31 December** of any year, which would be the maximum number of annual leave days paid upon separation from service. Staff members must take at least half of their annual leave per year (**15** working days).

STAFF ON SHORT-TERM CONTRACT

For monthly contracts, Annual Leave will accrue at the rate of **2.5** working days, for each full calendar month of service. Annual Leave may not be accumulated in excess of 27.5 working days. Payment is authorized for a maximum of 27.5 days at the end of a temporary contract.

SICK LEAVE

If the staff member is unable to work due to illness or injury s/he may be granted sick leave. The limits on sick leave entitlements vary according to the duration of the staff member's contract. A certificate from a qualified medical practitioner is required for any absence of more than three consecutive days and this should be provided not later than the end of the fourth working day of absence. Up to a maximum of seven days of uncertified sick leave may be taken within a calendar year. Up to a total of 20 working days taken cumulatively or consecutively during any calendar year period may be approved as certified sick leave upon submission by the staff member of a certificate from a licensed medical practitioner. The certificate shall indicate the date or dates of absence from duty by reason of illness, injury or incapacitation, without identification of diagnosis. For over 20 working days taken cumulatively or consecutively in a calendar year (excluding the 7 days of non-certified sick leave) certification of further sick leave by the ITU Medical Advisor maybe be required.

The uncertified sick leave is prorated for staff members serving on Temporary Appointment for less than one year. Sick leave is accrued at 2 days per month. A certificate from a qualified medical practitioner is required for any absence of more than two consecutive days and this should be provided not later than the end of the third working day of absence. This calculation is based on a maximum of three days uncertified sick leave within the past six months of the contract.

A staff member may at any time be required to submit a medical certificate as to his/her condition or to undergo examination by a medical practitioner or institution designated by the Secretary-General for advice, after consultation with the ITU Medical Advisor.

FAMILY/EMERGENCY LEAVE

Staff members are entitled to use the 7 days of uncertified sick leave to attend to family-related emergencies and/or obligations, without using existing annual and/or special leave without pay provisions. No exhaustive listing of 'family-related situations' has been established but typically it would include absences for illness, child-care, scholastic requirements of a staff member's child or any serious family events.

This entitlement is not cumulative, i.e. once the 7 uncertified sick/family/emergency leave days are exhausted, any additional sick leave taken must be certified even if less than 3 consecutive days.

Short term staff members are entitled to a maximum of 3 uncertified sick days within a six month period which could also be used as family/emergency leave days.

MATERNITY AND PATERNITY LEAVE

Staff members are entitled to Maternity Leave with full pay, normally commencing six weeks prior to the anticipated date of delivery and extending for a total period of 16 weeks. Upon presentation of a certificate of good health established by a recognized medical practitioner, the beginning of the maternity leave may start at the latest 2 weeks before the due date of birth. Staff members on short-term contracts having completed at least 11 months of continuous service in ITU are also entitled to maternity leave with full pay, at a pro-rated period, provided the leave starts while they are under contract at ITU.



Paternity Leave

Staff members under regular appointment are entitled to paternity leave.

The total duration of paternity leave shall be four calendar weeks (eight for non-family duty stations). Paternity leave may be taken at any time from one week prior to the estimated date of birth until the child has reached one year of age. Paternity leave must be taken in one or two blocks totaling no more than four weeks (eight for non-family duty stations). Paternity leave may also be taken in the form of part-time leave at 50% of a full-time work schedule. In all cases, the type of paternity leave and leave timing shall be agreed in consultation with the supervisor.

A minimum of twelve months must elapse between the starting date of one period of paternity leave and the beginning of the next one.

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ADOPTION LEAVE

ITU has a policy for Adoption Leave for regular staff that is based on the age of the child. Please contact HR-Admin@int.int for more detailed information.

HOME LEAVE/FAMILY VISIT

PROFESSIONAL STAFF ON REGULAR APPOINTMENT

Internationally recruited staff members holding a regular appointment who are serving outside their home country together with their eligible family members, are entitled every two years to visit their home country at ITU's expense for the purpose of maintaining their contact with their home country. The first home leave may be taken in the third year after the staff member's appointment.

In the event that the staff member's family does not join him/her at the new duty station, the staff member may be entitled to Family Visit Travel once every year in which his/her home leave does not fall due.

SPECIAL LEAVE WITHOUT PAY

A Staff Member may request Special Leave Without Pay (SLWOP) once having served for at least one year under a regular appointment. This leave can be granted up to a maximum of 2 years. During a SLWOP of more than one month, the Staff Member may choose to continue to contribute to the health and pension fund, in order to retain their benefits, by paying both their contributions and the organization's. During the first year of SLWOP, staff members have a link on their post. Beyond the first year, staff members keep only a return right to the ITU.

PERFORMANCE AND CAREER PROSPECTS

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PERFORMANCE MANAGEMENT AND CAREER DEVELOPMENT

The performance appraisal is a tool which is intended to promote ITU's management culture by encouraging accountability and responsibility.

Performance management is the formal assessment by a supervisor of a staff member's work performance over the defined period of time. The supervisor and staff member engage in a discussion about performance expectations and measurable standards at the beginning of the performance cycle (i.e., upon taking up new functions). The annual performance appraisal cycle runs from 1 January of the current year to 31 December yearly.

The process requires regular, ongoing dialogue between the staff member and the immediate supervisor around work objectives and competencies (skills, knowledge and behavior). Performance appraisals are an important component of a career management process since it assesses the current performance of staff and helps ITU in making decisions on placement, transfer and promotion. The appraisal planning and review process should also include the development of a learning plan. A learning plan supports their performance in their current jobs and enhances future career opportunities.

ITU has a Planning and Development Service to assist staff members in meeting their career aspirations as stipulated in their Learning Plan and Performance Appraisal. The service can be contacted via email: training.section@itu.int

The Planning and Development Service covers all formal training requirements including specialized technical training, management, computer and language courses.

Language courses are free of charge for staff members with contracts covering the entire duration of the term/semester and who obtain a pass mark in the end-of-term examination. Courses take place at the Bell language school for English, French and Spanish; and at the United Nations for Arabic, Chinese and Russian.

ON-LINE TRAINING on a wide variety of subjects is available to ITU staff at Lynda.com

INTER-AGENCY MOBILITY

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There are opportunities to temporarily work for other UN Agencies under 'loan' or 'secondment' arrangements under the Inter-Organization Mobility Accord. These are designed to allow a staff member to gain wider experience and skills while serving at the other agency while also offering new approaches and best practices to ITU upon the staff member's return.

STANDARDS OF CONDUCT

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The concept of integrity enshrined in the Charter of the United Nations embraces all aspects of behavior of an international civil servant, including such qualities as honesty, truthfulness, impartiality and incorruptibility. We invite you to familiarize yourself with the "[Standards of Conduct for the international Civil Service](#)" (Service Order 17/07).

ITU POLICIES

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Information, references and policies which are essential for the daily affairs of ITU, including personnel, budget, finance, procurement, security, information technology, office management and others are available on the ITU intranet, precisely under the Staff Rules and Staff Regulations, Service Orders, Office Memoranda and Information Circulars.

<https://intranet.itu.int/Pages/Default.aspx>

Any clarifications to the policies and procedures outlined therein should be addressed to the Human Resources Policy Division which is currently in the process of developing an online Manual for Human Resources.

UNITED NATIONS LAISSEZ-PASSER (UNLP)

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Staff members called upon to go on official travel will be delivered a UN Laissez-Passer (UNLP) issued by the UN Offices in Geneva. In no circumstances may it be used for private travel. In all cases the UNLP must

ITU STAFF COUNCIL

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The interests of the staff are represented before the Secretary-General and his representatives by a Staff Council elected by staff members. The ITU Staff Council is an integral part of life within the ITU community.

The Staff Council is consulted on questions relating to staff welfare and administration, including policies on appointments, promotions and terminations, and on salaries and related allowances; it is entitled to make proposals to the Secretary-General on behalf of the staff regarding such questions. The Staff Council is

represented in various statutory committees such as the Appointment and Promotion Board, the Appeal Board, the Joint Advisory Committee and the Classification Review Board.

Staff members may choose to contribute financially to the functioning of the Staff Council, based on the staff members grade and ranges from G-1 at CHF 4 to CHF 14 per month at the D-2 level. The Staff Council can assist staff members with referrals to the relevant department, in case of doubt on whom to consult. They can provide a listening ear to staff members and if the staff member's concern is of global interest to other staff members, it may be brought to the policy level. They can also facilitate linking-up with the local Staff Associations in the different field locations, and when necessary, provide coaching and guidance.
E-mail: secretariatconseilpersonnel@itu.int

The Council offers various sports and leisure activities and clubs to staff members at HQs.

ITU ETHICS OFFICE

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The key objectives of the Ethics Office are (a) to ensure that all staff members understand, observe and perform their functions consistently with the highest standards of integrity required by the Charter of the United Nations, UN Staff Regulations and Rules, related to ITU administrative issuances and the ITU Standards of Conduct, and (b) foster a culture of ethics, respect, transparency and accountability throughout the ITU. These functions form a critical component of ensuring the highest standards of integrity and accountability within the Organization and throughout our operations.

ITU MEDIATORS

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The Mediator is a neutral, independent contact who can provide advice and help you explore options for resolving work place related problems and conflicts. Communication is strictly confidential and informal assistance is provided to all ITU staff members. It provides an alternative to the formal complaint handling systems, and is independent of, and separate from, other administrative structures.

The mediator provides staff members with a mechanism for dialogue, identification and resolution in connection with any problems for which no specific resolution mechanisms exist within the Union, or any problems not necessarily arising from an administrative decision. Such problems may include relations with supervisors, subordinates, or colleagues, professional or sexual harassment situations, working conditions, etc.

The mediator also provides staff members with a mechanism for dialogue, identification and resolution of problems before any recourse is made to the prevailing administrative mechanisms to which such problems would be referred under the relevant provisions of the Staff Regulations and Staff Rules (Appeal Board, Joint Advisory Committee, etc.).

Mediators may be contacted at: mediateurs@itu.int

INFORMATION FOR STAFF ASSIGNED TO SWITZERLAND

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CARTE DE LÉGITIMATION (SWISS RESIDENCE PERMIT)

A staff member appointed to ITU Headquarters in Geneva will be issued with a Carte de Légitimation (Swiss Residence Permit for staff of international organizations delivered by the Swiss Authorities) for her/himself and each dependent family member residing with her/him.

The process of obtaining a carte de Légitimation normally takes six to eight weeks.

Please note that family members of staff members on short-term appointments cannot be admitted to Switzerland for the purpose of family regrouping and will not be granted a carte de légitimation.

Family members have access to the Swiss labour market insofar as they are resident in Switzerland and are part of the household of the principal beneficiary. These include the unmarried children of these persons, who have been admitted to Switzerland to enable a family regrouping before the age of 21. These children have access to the Swiss labor market even if they accept employment after the age of 21. A special permit, named "Ci" permit, will be issued for this purpose by the cantonal authority concerned upon the presentation of a work contract, a contract proposition or a declaration stating the desire to take up an independent activity. The Staff Counsellor (ext. 5380) can assist you in this respect.

Internationally recruited staff in the professional and higher categories may, under certain conditions, employ private servants who hold a Carte de légitimation issued by the Swiss Authorities. The admission conditions for private servants in Switzerland are governed by the Directive published by the Swiss authorities in 2006 and regularly updated. The working relations of the private servants are governed by Swiss labor law. Complete information may be found on the website of the [Federal Department for Foreign Affairs](#).

Please note that for an ITU staff member, the above mentioned rules are compulsory. Violation of these rules may be considered as serious misconduct and may lead to disciplinary measures. Also civil and/or criminal proceedings under the Swiss legal system may be initiated.

For further information on living in Switzerland please click [here](#)

DIPLOMATIC PRIVILEGES AND IMMUNITIES

Staff members at the grade of P-5 or above, who reside in Switzerland, enjoy diplomatic status in Switzerland and may purchase goods tax-free in Switzerland.

Staff members on regular appointments at the P-5 and above grade are eligible for a CD license plate and a petrol card exempting tax on their petrol purchases. For those in these categories, please contact ITU Travel Unit Email: travel@itu.int.

EDUCATIONAL FACILITIES IN GENEVA

With regard to educational facilities in the Geneva area, please note that the international schools are finding it increasingly difficult to find places for new admissions. You are therefore advised to make requests for admission for your children as early as possible. For more information on this subject, please contact the Association Genevoise des écoles privées in Geneva (www.agep.ch) Tel: (+41 22 735 76 71).

RESIDING IN FRANCE

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Staff members assigned to Geneva have been granted the opportunity by the French authorities to reside in neighboring France. However, before choosing a place of residence, one should carefully consider the advantages and disadvantages of a decision to live in either France or Switzerland. Please find below some of the implications of residing in France.

The preconditions to acquiring a French residency permit before entering into France are applicable to ITU staff members (the information below is subject to change at any time by the French authorities). Although ITU does its best to update it as often as possible, no responsibility for any changes ITU may not have taken into account in the present document is accepted. It is therefore recommended that one verifies the preconditions before deciding to reside in France.

Staff members and spouses with a European Union (EU) nationality are generally permitted to live and work in France. They only need to declare their presence at their nearest French Town Hall "Mairie". Spouses of staff members coming from the 10 new EU Member States (except those from Malta and Cyprus) will need to request an authorization in order to work in France.

Staff members from other countries outside the European Union have to request the French authorities (French Embassy or Consulate) for a "Visa long séjour" (long-stay visa) before entering into France. Exceptionally, and if the said staff member enters into France legally but without a "Visa long séjour", a "visa de régularisation" may be delivered at their own cost. In any case, such staff members will only be able to obtain a one year "Carte de Séjour" renewable without access to the French labour market and it is only after 10 years that they will be granted a residence permit with the right to work in France.

Spouses of staff members living in France will not have access via a "Permis Ci" to the Swiss labour market. A Carte de Légitimation is, however, delivered. The card grants the same privileges and immunities in Switzerland as those granted to the staff member.

If spouses of EU/AELE staff members wish to work in Switzerland, while living in France, they are required to apply for a "Permis Frontalier" which may at times be difficult to obtain. It needs the approval of the French and Swiss authorities. Spouses can be recruited by other international organizations located in Switzerland without any restrictions.

International schools in Switzerland are open to children of staff residing in France. Some school buses, however, do not collect children living in France and local public transport between France and Switzerland is limited.

Should an ITU staff member decide to employ a domestic employee in France, s/he will have to comply with the French laws in this regard. Violation of these laws may be considered as (serious) misconduct and may lead to disciplinary measures within the UN system. Also civil and/or criminal proceedings under the French legal system may be initiated.

Staff members at the grade of P-5 or above, residing in France, enjoy diplomatic status in Switzerland but not in France. They may purchase/import tax-free goods in Switzerland but are obliged to declare them when taking them to France.

STAFF WELFARE SECTION

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The Social Welfare Service is available to all ITU staff members and their families, in Geneva and retired staff members. Dealing with a whole range of subjects, the Social Welfare Service assists ITU staff members and their

families, with situations (private and/or professional) encountered in everyday life that may have an impact on their welfare.

The Social Welfare Service provides private consultations, counseling, referrals, resources, assistance and/or workshops on issues such as:

- choosing to live in Switzerland or France, and the consequences of this choice on a long term basis (working opportunities for spouses, children education, residence permits, naturalization, etc);
- child care (preschools, child care centers, summer camps, nannies and au pair agencies, domestic help);
- children's education: overview of the Swiss and French educational system;
- spouses' search for employment in Geneva (job search strategy, particularities of the local market, employment conditions);
- family issues;
- financial problems;
- marital problems;
- domestic violence;
- addiction and substance abuse;
- work related issues;
- retirement and residence permits;
- Swiss social security system;

The Social Welfare Service is located in office **T-062**.

Monday, Tuesday all day and Wednesday morning.

Tel: +4122 730 5380 / mobile: +41 79 337 4601

Email: socialservice@itu.int

SWISS FEDERAL HEALTH INSURANCE ACT FOR SHORT TERM STAFF

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Swiss health insurance coverage is compulsory for all persons domiciled in Switzerland within three months of taking up residence or being born in the country.

However, non-Swiss staff members and their family members holding a Carte de Légitimation delivered by the Swiss Federal Department of Foreign Affairs are exempt from this compulsory insurance provided that they are covered by the ITU Collective Medical Insurance Plan (CMIP).

REPATRIATION

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Internationally recruited staff members who have served for 5 years or more are eligible for repatriation travel to the place recognized as his/her home for the purpose of home leave.

A repatriation grant may be paid to internationally recruited staff members under regular appointment, subject to the submission of proof of relocation outside of the country of the duty station. It will be calculated based on the number of years of service, at single or dependent rate and paid to the staff member within two years of the effective date of separation.

This entitlement can be deferred for a period of 4 years upon written request to HRMD, prior to the Staff Member's departure.

MY PERSONAL STAFF DASHBOARD

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STAFF DASHBOARD PERSONAL INFORMATION

Staff can access useful information by using their personal dashboard located in the first intranet page. There, staff members have access to their Leave Information, Personnel Information, Remuneration Statement, and Department's Budget.

Attestation's (contract & taxes) are available on your staff dashboard by clicking on your "personal information" the summary of your personal data appears. This document can be printed and scanned to banks and financial organizations (i.e.: La Mutuelle, UNFCU, etc) requesting this information.

WORK-LIFE BALANCE

In line with the United Nations Secretary-General's report entitled "Strengthening of the United Nations: an agenda for further change", and in line with other sister organizations' human resources policies in support of work-life balance , ITU is offering some flexible working arrangements leading to a better balance between the professional and personal lives of the staff of the Union. The flexible working arrangements presented here aim to provide greater flexibility for staff, using information and communications technology to its full potential, while encouraging results-based management which places a premium on results and accountability.

The arrangements also aim at attracting and retaining talented and motivated employees of both genders.

These arrangements are as follows (i.e.):

- Flexible Working Hours
- Teleworking
- Part-time Work

ITU is in the process of developing other flexible working arrangements as stipulated in the ITU's Human Resources Strategic Plan.

DAILY LIFE AND WELL BEING AT THE ITU

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ITU attaches particular importance to the health and safety of its staff and members, whatever their contractual status, at headquarters, in field offices and at any other location where its conferences and other events are held.

ITU policy in this area is implemented as part of a broader occupational health and safety policy adopted by the United Nations secretariat. It enables ITU to reaffirm the importance it attaches to these issues, to set out its own objectives and responsibilities in this area, and to keep its staff duly informed.

ITU aims to promote and guarantee a healthy and safe working environment for everyone. It also expects full cooperation from its staff members in health management and in applying all measures needed to maintain a healthy working environment.

ITU policy in this area is aimed at promoting, monitoring, and developing standards, procedures and programs relating to:

- protection of the physical and mental health of ITU staff;
- safety of staff at the workplace; and
- accessibility of places and premises, including specific provisions for persons with disabilities

at headquarters, in field offices and at other locations where conferences and other events are held under the auspices of ITU.

CLUBS AND ACTIVITIES

ITU GYM

Physical fitness is an important part of a healthy and balanced life. ITU strives to optimize the health and well-being of its employees by providing comprehensive workplace health strategies. Our goal is to create and nurture a healthy workplace conducive to a productive, respectful and supportive environment where employees feel recognized and valued. Towards this goal, ITU has a gym and fitness room, available to current and retired staff members and their families. Staff members can also enjoy classes in Yoga, Pilates, Gym and Tai Chi.



A large fitness room (V16A) is available for use by several ITU clubs for their group activities. The smaller room includes fitness equipment for the use of ITU staff, their families and official ITU visitors. You will also find lockers and shower facilities.

There are various groups offering services such as - Painting Club, Children's Club, Chess, Photography, PC, Scrabble, Association for Retired Staff Members, Complimentary Health Insurance and a variety of information for staff members. For more information please click [here](#)

CAFETERIA:

Cuisine - Each group of people, each region, each country has their own unique way of preparing food. A cuisine is a specific set of cooking traditions and practices often associated with a place of origin.

One way of knowing a country's culture is through their food, their cuisines. Each have a unique flavour and taste. The ITU has two cafeterias, one at the Montbrillant Building and the other in the Main ITU Tower Building, 15th floor, with a spectacular view of Lac Leman. The Tower cafeteria is open from 8h45 to 10h and the Montbrillant cafeteria all day serving delicious and healthy meals and snacks. Daily choices include vegetarian and a large variety of culinary experiences from different parts of the world.

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MEDICAL SERVICE:

ITU has a full time nurse and a medical advisor available three half days per week. The Medical Service is committed to a healthy workplace through preventive health care for all employees. You can contact directly the medical advisor at E-Mail: medicaladviser@itu.int

OUTSIDE THE ITU

There is a public carpark at the Place des Nations for which Staff members under regular appointment can subscribe to a parking card ,paid by the staff member through payroll deduction. Public parking for motorcycles and bicycles is provided in front of the Varembe Building and we encourage our staff to ride their bicycles to work.

STAFF LIBRARY

ITU has a well stocked e-library, available to all staff members, together with a Library and Archives services.

BANKING

[United Nations Federal Credit Union](#) (UNFCU) is a member-owned, not-for-profit cooperative institution that serves the financial needs of the United Nations staff, UN Specialized Agencies, former international civil servants and their families globally. While a US-based institution, UNFCU resides in the hearts and minds of its members as a core element of the international service experience and of the worldwide family of United Nations organizations. Culturally diverse, the bank boasts a staff that speaks over 30 languages.

[La Mutuelle](#) ---

UBS - Chemin Louis-Dunant 17, 1202 Genève, Switzerland – is the nearest Swiss bank to the ITU building. UBS is a Swiss international bank offering counter services, wealth management services, financial planning and investment solutions.

EMPLOYEE PRIVATE TIME

ITU offers a prayer room, a breastfeeding room, a quiet room for resting as well as various areas for coffee.

LOGISTICS

Identity badges are compulsory and available from the ITU Security Service: security@itu.int Tel: 0227305879

It is the responsibility of the organizational unit to provide new staff members with Office Space, PC, Laptops, ITU material, cell phones etc.

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ITU FORMER STAFF MEMBERS ASSOCIATION

This Association is mandated to safeguard the interests of former ITU staff members, to maintain and strengthen their links among themselves, with ITU as an institution and with serving ITU staff, to develop genuine solidarity between serving ITU staff members and their former colleagues, and to make available to former ITU staff members any information and assistance services they may require. Participation is possible regardless of the place of residence.

<http://life.itu.int/retraites/index.htm>

STAFF PARTY

All staff members are invited to the end of the year Staff Party. Each year we have a different theme and it is an opportunity to spend a fun, relaxing evening of dance, food and music.

GREENING ITU – SUSTAINABLE DEVELOPMENT

The ITU is committed to a green agenda and promoting sustainable development. At the initiative of the ITU Staff the “ITU Mobility Club” was founded and has run information sessions and bike loan programmes to encourage use of environmentally friendly travel to and from the workplace.

ITU IS A SMOKE-FREE ENVIRONMENT



In order to create a healthier working environment at ITU, a no smoking policy was introduced in 2000. The decision was taken to strengthen the policy for public health by prohibiting smoking on all ITU premises. All offices and public places without exception within ITU buildings are declared no smoking areas. This ban on smoking applies to all staff members and to all visitors, including delegates participating in ITU meetings or conferences held on ITU premises. All staff members are required to respect these measures for the well-being, respect and health of all.

The Social and Medical Services stand ready to assist staff members who wish to stop smoking. Information on stop-smoking programs is available from the Social and Medical Services.

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USEFUL NUMBERS

EMERGENCY – 119

Service	Office	Telephone
Human Resources Management Department (HRMD)		
Entitlements & Benefits	T1117/T1002 T1116	5364/5824 5354/5582
Short-term Service	T1014/T1015	5394/5494
Salaries Service, Regular staff	T1012	5266
Outposted staff	T1010	5981
Temporary staff	T1011	5093
Training, language courses	T1107/T1108	5288/6243
Recruitment	T1102	5492
Pension/Medical Service		
Medical insurance	T1003	5385
Pension	T1004	5382
Travel	T1106	5379
Staff Counselling Service	T062	5380
Security & Safety Service	V07/V05	5171/5879
Badges	V05	5658

Medical Service		
Doctor / Nurse	V16	5398/5397
Information Services (IS) Service desk	V28	6666
Reception ITU Tower		5107
Reception ITU Montbrillant		6788

ANNEX 1 [TOP](#)

ACRONYMS	MEANING
AG	Assignment Grant
AI	Invalidity Insurance
AL	Annual Leave
AVS	Swiss Pension
Carte de Légitimation	Swiss Residence Permit
DS	Duty Station
DSA	Daily Subsistence Allowance
EG	Education Grant
EGT	Education Grant Travel
EOD	Entry on Duty Date
FT	Fixed-term Appointment
GS	General Service positions
HL	Home Leave
HQ	Headquarters
HRAD	Human Resources Administration Division
HRMD	Human Resources Department
HRPD	Human Resources Policy Division
ICSC	International Civil Service Commission
ITU	International Telecommunications Union
JPO	Junior Professional Program
LOA	Letter of Appointment (contract)
MAC	Medical Clearance
MHA or M&H	Mobility and Hardship
MS	Medical Service (Geneva)
MEDEVAC	Medical Evacuation
NRE	Non-Removal Allowance
P	Professional Staff
PA	Post Adjustment
PAR	Performance Appraisal Report
TA	Travel Authorization
RS	Rental Subsidy
SG	Secretary General
SM	Staff member
SL	Sick Leave
SLWP	Special Leave With Pay
SLWOP	Special Leave Without Pay
ST	Temporary Appointment
TC	Travel Claim
TT	Travel Time
UN	United Nations
UNDSS	United Nations Department of Safety and Security
UNJSPF	United Nations Joint Staff Pension Fund
UNLP	United Nations Laissez-Passer
UNLPE	United Nations Language Proficiency Examination