

# Non-Staff Capacities

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United Nations - DOS

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# 1. What's New

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The topics listed below provide an overview of what's new in the online version of the Non-Staff Capacities since its original publication.

01.10.2022

Initial Release

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## 2. About Non-Staff Capacities

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This document catalogues a summary of non-staff modalities under which individuals perform services in a direct or other agreed relationship with the Organization; other than through a letter of appointment under the Staff Regulations and Rules of the United Nations, and include, without limitation, United Nations Volunteers, individual consultants, contractors, government provided personnel, gratis personnel, experts serving on non-reimbursable loans, military experts on mission, individual police officers, fellows and interns. Individuals performing services under different regimes such as third-party contracts (under procurement) or persons providing services under arrangements with the United Nations Office of Project Services are outside of the Non-Staff Capacities Unit's scope and have been excluded from this catalogue.

An overview is provided for each category containing information on applicable rules and policies, legislative requirements and administrative issuances, definition, use, restrictions, delegation of authority, financial impact and reporting requirements. Annex 1 contains frequently asked questions for each category which were collected by the Non-Staff Capacities Unit in their advisory function. Annex 2 contains a tabular overview which allows direct comparison between categories.

This catalogue is intended to provide support for HR Practitioners and managers in UN Secretariat entities in the use of non-staff capacities for their specific entities by providing a comprehensive overview and highlighting restrictions imposed on each category. The catalogue has been designed to increase compliance with existing policies and regulations and to ensure that non-staff capacities are used as appropriate and not as a substitution for staff. Policies, administrative instructions and other background documents have been incorporated with hyperlinks (to the Policy Portal) to enable direct access to the text of the actual document in addition to the narrative and explanation. In case of discrepancies between the narrative of the catalogue and the actual policy, the latter will prevail.

Every circumstance or question about non-staff capacities cannot be anticipated. The catalogue will be updated and enhanced as required. HR Practitioners may also send questions directly to [DOS-HR-Advice@un.org](mailto:DOS-HR-Advice@un.org)

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## 3. Consultants and Individual Contractors

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A consultant is a recognized authority or specialist in a specific field to be engaged for a temporary period of time in an advisory or consultative capacity. A consultant should have special skills or knowledge not normally possessed by regular staff members of the Organization and the functions for which they are engaged should not be of a continuing need. The functions of a consultant are supposed to be results-oriented and normally involve analysing problems, facilitating seminars or training courses, preparing documents for conferences and meetings or writing reports on matters within their area of expertise or on which their advice or assistance is sought.

An individual contractor is an individual engaged by the Organization for a temporary period of time to provide expertise, skills or knowledge for the performance of a specific task or piece of work, which is short-term by nature. The work assignment may involve full-time or part-time functions similar to those of staff members, such as the provision of translation, editing, language training, public information, secretarial or clerical and part-time maintenance services or other functions that could be performed by staff members.

Consultants or individual contractors cannot perform core functions of the Organization and should not be used as a substitute for staff members. Entities should consistently review requirements and explore the feasibility of outsourcing unskilled functions of a continuous nature or skilled functions required on a non-continuous basis or seek the establishment of posts through the budgetary process for functions required on a continuous basis.

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## 3.1. Policy and Practice

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- [Secretary-General Report A/53/385 “Comprehensive Guidelines for the use of consultants in the Secretariat”](#)
- [ST/SGB/2002/9 Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials and Experts on Mission](#)
- [General Assembly \(GA\) Resolution A/RES/53/221](#)
- [GA Resolution A/RES/65/247, IX, Para 71](#)
- [GA Resolution A/RES/67/255](#)
- [ST/AI/2013/4 on Consultants and Individual Contractors](#)
- [OHRM Guidelines on “Consultants, Individual Contractors, Interns and Gratis Personnel Eligibility to apply for or to be appointed to posts”](#)
- [OHRM Guidelines for “Use of One-Dollar-a-year” Contracts](#)

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## 3.2. Procedures

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Where available, entities should select consultants from available rosters through a competitive selection process. Several qualified candidates should be considered with a minimum of at least three candidates being shortlisted for each opening. The engagement of consultants or individual contractors needed for more than six months does require a job opening to be posted in Inspira for a minimum of seven working days. No advertisement is required if the consultancy or individual contractor is required for less than six months. On an exceptional basis, the head of department, office or mission can engage a consultant or individual contractor even though he or she was the only candidate considered, provided a reasoned and documented justification for such exception is recorded prior to the selection. The selection of consultants should be made on the widest possible geographical basis with due regard to the need to achieve gender balance.

Selection of former or retired staff members under a consultancy or individual contractor contract requires a break in service of at least one month or 36 months if the staff member separated on an agreed termination. The former staff member cannot be engaged to perform the functions that they held as a staff member and they cannot be engaged if they were separated on account of dismissal, misconduct, abandonment of post, non-renewal or termination for unsatisfactory service and/or resignation in lieu of disciplinary action.

Staff who have served the maximum period on a temporary appointment require a three month break in service before they are eligible for selection as a consultant or individual contractor in the same duty station and 31 days in a different duty station as per Section 5.5 of ST/AI/2010/4/Rev. 1.

Individual contracts shall not be issued to a person whose father, mother, son, daughter, sister or brother works for the Secretariat as a staff member or in a non-staff capacity. Spouses may be contracted under the conditions spelled out in ST/AI/2013/4, para 3.12 and 3.13.

Staff Members on special leave without pay may not be engaged on individual contracts.

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## 3.3. Financial Aspects

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Consultant fees are paid by the UN in accordance with a remuneration scale issued by DMSPC. The fee range is mentioned in Annex III of ST/AI/2013/4. Individual Contractor fees are based on the salary scales for locally recruited staff to determine the level of remuneration.

No other allowances or benefits are provided, except for travel expenses if required to travel on official business on behalf of the UN. No annual leave, sick leave, special leave or official holidays or medical or life insurance coverage is provided by the UN. Consultants and individual contractors are entitled to compensation equivalent to that provided under Appendix D of the Staff Rules in the case of service-incurred death, illness or injury. They are also covered under the terms of the malicious acts insurance policy.

Internationally recruited consultants and individual contractors are also covered under DSS security measures.

Individuals with specific expertise who volunteer their services to the United Nations for no fee and who travel on behalf of the Organization, may be issued an individual contract with a token fee of \$ 1. They may be paid travel expenses in addition to the token fee.

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## 3.4. Legal Status of Individuals

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Consultants and individual contractors serve in their individual capacity and not as representatives of a government or of any other authority external to the United Nations, accordingly any person in service of a government may need to be on Special Leave without Pay for the duration of their employment with the United Nations. They are neither staff members under the Staff Rules and Staff Regulations of the United Nations nor officials for the purpose of the Convention on the Privileges and Immunities of the United Nations of 13 February 1946. Consultants and individual contractors may be afforded the status of experts on mission within the meaning of article VI, section 22, of the Convention. If the consultants and individual contractors are required to travel on behalf of the United Nations, they may be given a United Nations certificate in accordance with article VII, section 26, of the Convention.”

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## 3.5. Duration of Functions

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Consultant: The maximum duration is 24 months in a 36-month period whether continuous or not, and irrespective of the cumulative months of actual work.

Individual Contractor: The maximum duration is 6 months or, in special circumstances, 9 months in any period of 12 consecutive months, irrespective of the cumulative months of actual work.

Further information can be found in the HRSD Process Guide on [Calculation of Maximum Employment Times for Consultants and Individual Contractors](#).

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## 3.6. Restrictions on Use

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Consultants and Individual Contractors cannot have any representative, certifying, approving authority and/or supervisory responsibility or be involved in decisions affecting the status, rights and entitlements of staff members; as a means of applying a probationary period to candidates prior to offering them a staff appointment; the services should not duplicate work or activities already done, being done or about to be done by other individuals, departments or offices of the Secretariat. Consultants shall not perform the functions of regular and continuing staff members. Consultants and individual contractors are not eligible to apply for, or be appointed to, posts in the Professional and above category or FS-6/7 levels in the Secretariat, which includes mission posts, for a period of six months following the end of their service. As this restriction was put in place by the General Assembly, Heads of Entity cannot approve waivers under their authority to approve exceptions to Administrative Instructions.

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## 3.7. Recruitment of a Former or Retired Staff Member

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Section 3.7 of ST/AI/2013/4 provides the criteria Executive Offices or Human Resources Offices are supposed to review before deciding to recruit former or retired staff as consultants or individual contractors. Section 4.8 on verification of credentials, qualifications and experience is also applicable. If a former staff member in receipt of a pension benefit is hired as a consultant or individual contractor, the maximum remuneration per calendar year is \$22,000 gross not including travel and DSA (except for those performing language services<sup>1</sup>) and duration of contract cannot exceed 6 months per year; may not be contracted at a higher equivalent level than that at which he or she separated from the organization concerned.

More information can be found in the HRSD Process Guide on the [Employment of former or retired staff as Consultants and Individual Contractors](#).

<sup>1</sup> In the case of former language staff engaged for language functions, the monetary equivalent of 125 days for work performed and/or services provided during a calendar year. The applicable amount is published on a regular basis.

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## 3.8. Approval Authority – Delegation of Authority

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Authority to engage Consultants and Individual Contractors has been delegated to Heads of Entities.

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## 3.9. Contractual Mechanism

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Standard contract for Consultant/IC as provided in ST/AI/2013/4

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## 3.10. Reporting Requirements

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Reported biennially to the General Assembly in the context of the Composition of the Secretariat: gratis personnel, retired staff and consultants/individual contractors.

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## 3.11. Specifics of the Delegation of Authority to Heads of Entity

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Effective 1 January 2019, in the area of human resources, heads of entity can make judicious exceptions to administrative instructions with the caveat that exceptions should be used rarely and only where necessary and not in breach of the underlying staff rule and regulation. The rights of staff must not be infringed upon by the exception. The analysis, circumstances, reason and justification for the exception must be documented, noting that the exception does not infringe upon the underlying rule or regulation. Additionally, all exceptions to administrative instructions must be reported to the Business Transformation and Accountability Office (BTA), DMSPC, within 24 hours of granting the exception.

For delegated authorities to heads of entity, contained in ST/AI/2013/4, DMSPC has clarified as follows:

1. Level “E” fee range (Annex 3, section “C” of ST/AI/2013/4): Heads of entity are NOT delegated the authority to approve level “E” fees for consultants; request for approval of fees at level E must be send to ASG-OHR via [ohr-policysupport@un.org](mailto:ohr-policysupport@un.org);
2. Duration of contracts (sections 5.8 and 5.9 of ST/AI/2013/4): 24 months for consultants in a 36-month period and 6 to 9 months in any period of 12 consecutive months for individual contractors. Heads of entities are NOT delegated the authority to exceptionally extend contracts beyond these maximum employment times. As this restriction is based on a GA decision, no exceptions are permissible.
3. Contracts with token fees (section 5.21 of ST/AI/2013/4): Heads of entity have approval authority, in accordance with Annex A of the Delegation of Procurement Authority, to issue individual contracts with token fees but must adhere to the guidelines provided.

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## 4. United Nations Volunteers

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UN Volunteers are engaged to provide operational and substantive support to entities in various fields such as human rights, electoral processes, community development, information and communications technology, administration and logistics, health, and humanitarian relief and for specialized functions for which the required skills and expertise are not available in the Organization. UN Volunteers are not to be used as a substitute for staff or perform any supervisory functions.

### Types of volunteers:

1. International Volunteers: Typically deployed outside their home country in specialized technical functions, both in substantive and support/logistical functions, but also for capacity building/transfer of knowledge.
2. National Volunteers: Typically deployed inside their home country for community outreach, grassroots action, where knowledge of local language, culture, terrain and networks are needed.
3. On-line Volunteers (effective 1 January 2019): This is an alternative for unstable/expensive settings, eliminates time and location constraints as they can provide the support on line from their home locations. They serve under no contract and there is no remuneration, nor any kind of stipend paid to the on-line volunteers. Their assignment is governed by the Terms of Use (ToU). The online volunteers are engaged in functions which can be done remotely through a computer, such as: social medial campaigns, writing blog content, drafting communication strategies, designing promotional public information material, research, media monitoring, data analysis, survey administration, drafting grants or projects proposals, logo/graphic design, web design of infographics/maps, video editing, captioning, dubbing, designing of training material, developing e-courses, teaching class online, IT support, software development, programming apps, database development, translations, proofreading, editing, etc.
4. UN Youth Volunteers (international and national) are between 18 and 29 years old and work with UN agencies on the frontlines of political, developmental and humanitarian operations.

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## 4.1. Policy and Practice

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- GA Resolution 2659 on the Establishment of the United Nations Volunteers, dated 1 January 1971
- MOU between the United Nations and the United Nations Volunteers (replacing all other pre-existing global agreements with secretariat entities) dated 11 September 2018

More information on UN Volunteers including the conditions of service can be found [here](#).

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## 4.2. Procedures

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Client entities specify their needs to the UNV Programme which, in turn, works with the entity to identify appropriate candidates.

The details to determine how a specific UNV assignment will be implemented will be set forth in separate exchange of documents, service request or financial agreement between the respective Secretariat Department or Office and UNV, as outlined in Annex I to the MoU. Each such exchange of documents shall include, the name of the operation or location for which the UNV engagement is intended, the type of UN Volunteers requested, the number of UN Volunteers to be engaged, the duration of the engagement, the total cost of the engagement, confirmation that the funds will be paid into the Service Clearing Account (SCA) with UNDP, and the UN internal budget reference code.

UN Volunteers may be considered for generic, position-specific and temporary job openings based on their individual merits, irrespective of the duration of their service, the period that has elapsed from their last service, the location of the job opening or their previous resignation. The eligibility restriction (i.e. a 6 month break in service) as stipulated in section 6.12 of ST/AI/2010/3 on the Staff Selection System for UN Volunteers to apply or to be appointed for staff positions is no longer applicable.

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## 4.3. Financial Aspects

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The use of UNV (with the exception of online UNV) requires General Assembly approval through budget process for assessed contributions. UN Volunteer assignments outside UN missions require availability of extra-budgetary resources as per entity's budgetary and financial framework.

The costs for a UN Volunteer must be budgeted and approved as part of the entity's budget. If the entity's budget is approved by the GA, the cost must be included in the budget submission to the GA and approved accordingly. Most UN Volunteer assignments outside of UN missions are not subject to GA approval but are funded from extra-budgetary resources or approved on a project basis. The UN reimburses UNV for the costs associated with the UNV compensation as well as programme support costs in accordance with the corresponding exchange of letters (template is in Annex 1 to the MoU).

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## 4.4. Legal Status of Individuals

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National and international UN Volunteers or UN Youth Volunteers as well as online UN Volunteers are not staff members of the United Nations. They do not enjoy the benefits or entitlements under the UN staff regulations and rules. UN Volunteers serve under contract with UNV and are governed by the applicable Conditions of Service for UN Volunteers. UN Volunteers are accorded the normal privileges and immunities required for the independent exercise of their functions during their assignment like those accorded to United Nations officials and as specified in the relevant status of forces (SOFA) and status of mission (SOMA) agreements. The Secretariat and UNV shall ensure, to the maximum extent possible, that applicable privileges and immunities of UN Volunteers are respected for the duration of each UN Volunteer's assignment. To this end, each party will raise matters related to the status of UN Volunteers or their privileges and immunities with the other party immediately upon becoming aware of it. The parties will also consult and make available to each other all relevant information at their disposal with respect to any such matters.

UN Online Volunteers are not staff members of the United Nations, serve under no contract and their assignment is governed by the MoU under which the UNV Online Volunteering service can be used.

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## 4.5. Duration of Functions

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Limited to a maximum of four years in service as a UN Volunteer, as per the UNV Conditions of Service. Specific conditions apply to UN Youth Volunteers.

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## 4.6. Restrictions of Use

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United Nations Volunteers may not to be used as a substitute for staff for implementation of mandated programmes and activities or for financial reasons; they may also not to be used for core functions involving significant administrative and financial functions requiring delegation of authority and approving/certifying functions or supervision of staff members.

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## 4.7. Approval Authority

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Authority to engage UNVs is with the Heads of Entities.

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## 4.8. Contractual Mechanism

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United Nations Volunteers serve under contracts with UNV and the contracts are governed by the UNV Conditions of Service.

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## 4.9. Reporting Requirements

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The use of UNV is reported on a yearly basis in the budget performance report.

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## 5. Government Provided Personnel

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Government provided personnel (GPP) are experts provided by governments in support of either UN peacekeeping Operations or Special Political Missions and their respective mandates (other than UN Military Observers, UN Police Observers, Formed Police Units or military contingents). They are used for specialized functions in areas where specialized expertise is required that is generally only found in government services and therefore most effectively drawn from Member States. Such personnel typically provide advisory, capacity-building and mentoring support to national counterparts.

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## 5.1. Policy and Practice

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- GA Resolutions 45/258; 66/255; 67/255, 67/287, and A/45/502
- Guidelines on non-uniformed civilian Government Provided Personnel on assignment with United Nations Peacekeeping and Special Political Missions, dated 1 April 2015 and reviewed on 31 March 2017;
- Standard Operating Procedure on government provided corrections personnel on assignment with United Nations Peacekeeping Operations and Special Political Missions, dated 15 April 2014 and reviewed on 15 April 2017
- ST/SGB/2002/9 “Regulations governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission”

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## 5.2. Procedures

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The Guidelines on Non-Uniformed Civilian Government Provided Personnel on Assignment with UN Peacekeeping and Special Political Mission set out the procedures for recruiting these personnel. The process is initiated through a Note Verbale through the lead department at UNHQ to all Member States to inform them of the specific needs, including providing terms of reference and duration of the initial tour of duty and deadline for nomination of qualified candidates.

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## 5.3. Financial Aspects

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The national government of the GPP is responsible for payment of national salaries and emoluments during tour of duty with the United Nations. The specific government is also requested to continue providing medical coverage for any illness or injury that is not related to service in the mission area, if applicable under national legislation.

The UN pays for the travel on deployment and repatriation as well as mission subsistence allowance (MSA). In addition, these personnel are granted two and a half (2.5) days of annual leave per month of completed service during the tour of duty with the United Nations, coverage for service-incurred injury death or disability and medical coverage during the tour of duty at the mission for service-incurred illness or injury.

The financial requirements (positions) for GPP must be included in the proposed mission budgets for consideration and approval by the General Assembly.

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## 5.4. Legal Status of Individuals

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As ‘Experts on Mission’ GPP enjoy the privileges and immunities necessary for the independent exercise of their functions as outlined in Article VI of the Convention on Privileges and Immunities of the United Nations and the applicable agreements of the receiving mission with the host government, i.e., the status-of-forces agreement or the status-of-mission agreement. These privileges and immunities are granted in the interest of the United Nations and not for the personal benefit of the individual 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 cases 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.

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## 5.5. Duration of Functions

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GPP may serve up to a maximum of 24 months. They may be extended only under exceptional circumstances, such as e.g. natural disasters preventing rotation, inability to obtain visas for the replacements or the inability to replace an officer with a very specialized skill.

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## 5.6. Restrictions of Use

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GPPs are to be used for mandated activities only (e.g. corrections officers; customs officers; military justice experts). GPP cannot be used as a substitute for staff members and may not perform core functions that are the responsibility of United Nations staff members. They may not carry out executive direction and programme management functions or be delegated the authority or allowed to commit the Organization's resources or supervise and assess staff members.

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## 5.7. Approval Authority

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Use of GPP is approved by the General Assembly through the budgetary process. GPP positions are reflected as part of the budget for the peacekeeping or special political mission.

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## 5.8. Contractual Mechanism

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GPP serve as agreed between the United Nations and Note Verbale with Government.

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## 5.9. Reporting Requirements

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Use of GPP is reported in the context of mission budget performance reports and annually in overview report on peacekeeping.

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## 6. Gratis Personnel – Type I: Non-Reimbursable Loan of Personnel Services from Sources External to the United Nations Common System

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A non-reimbursable loan is defined as a loan of the services of an individual without any cost to the United Nations for his or her salary or remuneration, allowances, medical, dental and life insurance or other benefits.

Non-reimbursable loans may normally be negotiated for the acquisition of services required to assist in the execution of technical co-operation activities in accordance with section 5 of ST/AI/231/rev. 1 and may be accepted from Governments and other sources outside the United Nations Common System.

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## 6.1. Policy and Practice

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- GA resolution 35/217, dated 17 December 1980
- [ST/AI/231/Rev.1 on Non-reimbursable loans of personnel services from sources external to the United Nations Common System](#)
- SG Report A/51/688 dated 21 November 1996 “Gratis Personnel provided by Governments and other entities”

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## 6.2. Procedures

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An agreement is required between the receiving entity and the donor to provide the services free of all costs to the UN and to pay 14 percent of the value of the services to cover servicing and administrative costs. In addition, the requesting officer must certify that the proposal does not involve directly or indirectly additional financial liability for the Organization.

More information can be found in the HRSD Process Guide on [Non-Reimbursable Loan Experts](#) and the HRSD FAQ on [Gratis Personnel](#).

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## 6.3. Financial Aspects

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The donor pays all expenses including salary, allowances, travel and subsistence allowances, medical and life insurance coverage and other benefits. Loaned personnel under ST/AI/231/Rev. 1 are entitled to compensation under Appendix D of the Staff Rules in case of service-incurred illness, injury or death.

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## 6.4. Legal Status of Individuals

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As ‘Experts on mission’ personnel provided under non-reimbursable loan enjoys the privileges and immunities necessary for the independent exercise of their functions as outlined in Article VI of the Convention on Privileges and Immunities of the United Nations and the applicable agreements of the receiving entity with the host government, e.g., the status-of-forces agreement (SOFA) or the status-of-mission (SOMA) agreement. These privileges and immunities are granted in the interest of the United Nations and not for the personal benefit of the individual concerned. The experts 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 cases 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.

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## 6.5. Duration of Functions

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The duration is normally not to exceed three years. Non-reimbursable loans may be extended exceptionally up to a maximum of five years.

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## 6.6. Restrictions of Use

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Non-reimbursable loans may not be used in respect of secretariat-type posts or functions normally authorized under the regular programme budget. They should not perform any representative, certifying, approving authority and/or supervisory responsibility or be involved in decisions affecting the status, rights and entitlements of staff members.

In accordance with para 5 of ST/AI/231, Rev. 1 non-reimbursable loans normally may not be used in UNHQ, UNOV and UNOG (excluding ECE or UNCTAD).

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## 6.7. Approval Authority

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The authority to approve the Memorandum of Agreement has been delegated to the Head of Entity including exceptional extensions beyond three years.

The ASG OHR/DMSPC has retained the authority to approve the selected candidate. In addition, If the candidate is to work with a government/other entity, acceptance by such government/other entity is required.

A reduction of the 14 percent fee is subject to approval by the Controller.

Substantive changes made to the model Memorandum of Agreement will require approval by OLA.

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## 6.8. Contractual Mechanism

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The technical experts under non-reimbursable loan are engaged on the basis of a Memorandum of Agreement signed by the recipient office and the donor. The experts will serve as consultants and will sign a consultant contract on the basis of the concluded Memorandum of Agreement.

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## 6.9. Reporting Requirements

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Reported to the General Assembly biannually with the Report on the Composition of the Secretariat: gratis personnel, retired staff and consultants and individual contractors.

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## 7. Gratis Personnel Type I: Interns

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The purpose of the United Nations internship programme is twofold: (a) to provide a framework by which students from diverse academic background gain exposure to the United Nations through assignment to offices within the Secretariat in order to enhance their educational experience and gain experience in the work of the United Nations; and (b) to provide United Nations offices with the assistance of qualified students specialized in various professional fields. Internships may be offered in family duty stations only.

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## 7.1. Policy and Practice

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- ST/AI/2020/1 Internship Programme
- [Guideline on the Eligibility of Consultants, Individual Contractors, interns and gratis personnel to apply or be appointed to posts dated 02 September 2014](#)
- SG Report A/51/688 dated 21 November 1996 “Gratis Personnel provided by Governments and other entities”

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## 7.2. Procedures

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Hiring managers are strongly advised to advertise intern opportunities through the electronic recruitment platform (currently: Inspira) and all interns must apply to suitable internship openings on the platform. Interns should also be selected on a wide geographical basis.

More information can be found in the HRSD Process Guide on the [Internship Programme](#).

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## 7.3. Financial Aspects

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All costs for travel, required visas, accommodation and living expenses, including medical insurance must be borne by the intern. Although interns are considered gratis personnel, possible charges to standard service costs such as office space, IT and equipment need to be budgeted separately or should be covered within existing resources to support internship activities.

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## 7.4. Legal Status of Individuals

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Interns are considered Type I gratis personnel and are not staff members of the UN.

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## 7.5. Duration of Functions

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Interns can be recruited for a minimum period of two months and a maximum of six months. The repeated use of the same intern beyond the six-month period, albeit for different functions is not encouraged but is allowed provided the intern applies to the different job opening in another department or office and still meets the requirements.

Interns are not eligible to apply for, or be appointed to, posts in the Professional and above category or FS-6/7 levels for a period of six months following the end of the internship. This restriction was put in place by the General Assembly and therefore, the head of entity cannot approve a waiver under their authority to approve exceptions to Administrative Instructions.

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## 7.6. Restrictions of Use

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Interns shall not be sought nor accepted as substitutes for staff to be recruited against posts authorized for the implementation of mandated programmes and activities. They are also not to represent the United Nations in any official capacity, not perform any supervisory functions and must not exercise certifying or approving authority. Interns shall not be recruited for non-family duty stations.

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## 7.7. Approval Authority

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The authority to recruit interns is delegated to Heads of Entity and may be further delegated to Chief Human Resources Officers and Executive Officers. The process is decentralized with entities responsible for selection and administration in accordance with the relevant policy and procedures. However, in accordance with section 10 of ST/AI/2014/1, departments and offices shall not enter into formal partnerships or conclude memorandums of understanding or similar agreements with academic institutions unless it is with the explicit written approval of the Assistant Secretary-General for Human Resources Management.

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## 7.8. Contractual Mechanism

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Interns are engaged through an internship agreement outlined in ST/AI/2020/1.

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## 7.9. Reporting Requirements

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## 8. Fellowships on the Department of Economic and Social Affairs (UN/DESA)

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Fellowships administered by the Department of Economic and Social Affairs (DESA) are intended to give persons entrusted with functions important to the development of their countries the opportunity to broaden their professional knowledge and experience by acquainting themselves with advanced methods and techniques in their fields of competence.

A Fellowship in the United Nations System is a specially tailored or selected training activity awarded to a qualified individual for the purpose of fulfilling special learning objectives. Such training, which may range from one month to four years, may take place in an appropriate training institution, usually abroad, should be in response to nationally approved human resources policies and plans, and should aim for importance and relevance for all stakeholders involved.

A Study Tour is an award for a development cooperation activity, commonly given to an individual or group of individuals to visit pre-arranged sites and institutions in one or more selected countries – normally no more than two weeks and never exceeding two months. The objective is to observe developments, gather information and exchange experiences with counterparts in fields pertaining to specific country agreements or project documents.

Group Training is a flexible arrangement made to meet the requirements of two or more nationals working in a project or programme. They receive practical training within the country designed to upgrade skills, or attend specially designed, practical training courses, seminars, symposia, workshops or technical meetings outside the country.

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## 8.1. Policy and Practice

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DESA administers fellowship, study tours and group training, under the authority of various GA resolutions.

The manual can be found on the [DESA Training and Fellowship website](#).

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## 8.2. Procedures

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UN/DESA fellowships are awarded only to candidates nominated by their respective governments. UN/DESA sends an invitation to the fellow and to his/her Government, indicating that a training programme has been arranged and naming the host country or countries where it will take place.

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## 8.3. Financial Aspects

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No cost to the Organization. Fellowship awards are linked to capacity development projects. They are funded by such projects to build human resources capacities of member states based on their needs.

Fellows receive a monthly stipend to cover lodging, board and other essentials. During the fellows' absence abroad, their Governments normally continue payment of their salaries at home. Fellows automatically participate in the UN/DESA comprehensive global insurance scheme with CIGNA which covers medical, death and disability.

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## 8.4. Legal Status of Individuals

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Fellows are not staff members.

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## 8.5. Approval Authority

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UN/DESA

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## 8.6. Contractual Mechanism

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Letter of Award and Letter of Acceptance issued by DESA.

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## 9. Gratis Personnel Type II

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Type II gratis personnel are personnel provided to the United Nations by a Government or other entity responsible for the remuneration of the services of such personnel that do not serve under any other established regime, such as that applicable to interns, associate experts, personnel provided on a non-reimbursable loan and personnel provided to the United Nations under the regime reported by the Secretary-General to the Security Council in document S/22508 of 18 April 1991. Gratis personnel can be used, to provide expertise not readily available within the Organization for very specialized functions and for a limited and specified period of time. They can also be used to provide temporary and urgent assistance in the case of new and/or expanded mandates of the Organization, pending a decision by the General Assembly on the level of resources required to implement those mandates. However, gratis personnel cannot be used as a substitute for staff to be recruited against authorized posts. Gratis Personnel Type II shall be used only in extremely limited circumstances as clearly highlighter in the policy and in the resolution of the General Assembly.

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## 9.1. Policy and Practice

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- GA resolution 51/243, dated 15 September 1997 and GA resolution 52/234, dated 22 September 1998
- SG Report A/51/688 dated 21 November 1996 “Gratis Personnel provided by Governments and other entities”
- [ST/AI/1999/6, dated 28 May 1999 on Gratis Personnel](#)
- [Guideline on the Eligibility of Consultants, Individual Contractors, interns and gratis personnel to apply or be appointed to posts dated 02 September 2014](#)
- [ST/SGB/2002/9, dated 18 June 2002, on the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission](#)
- [ST/SGB/107/Rev 6, dated 25 March 1991 on the Rules Governing Travel Expenses and Subsistence Allowances in Respect of Members of Organs or Subsidiary Organs of the United Nations](#)

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## 9.2. Procedures

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A Note Verbale is sent to all Member States announcing the specific needs to be met by gratis personnel. Member States are requested to identify within two months one or more individuals who could provide the required expertise. The two-month period may be reduced in the case of new or expanded mandates.

More information can be found in the HRSD Process Guide on [Gratis Personnel Type II](#) and the HRSD FAQ on [Gratis Personnel](#).

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## 9.3. Financial Aspects

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Gratis Personnel must be included in the budget proposal and be approved.

All expenses, including salaries, allowances, benefits and travel costs to and from the location where the gratis personnel will be based is to be paid by the donor Government. The cost for any official business travel undertaken on behalf of the UN is to be paid by the UN on the same basis as costs incurred by staff members including Daily Subsistence Allowance. There is no entitlement to compensation under Appendix D of the Staff Rules in the event of service-incurred death, illness or injury.

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## 9.4. Legal Status of Individuals

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As 'Experts on mission' Gratis personnel enjoy the privileges and immunities necessary for the independent exercise of their functions as outlined in Article VI of the Convention on Privileges and Immunities of the United Nations and the applicable agreements of the receiving mission with the host government, such as the status-of-forces agreement or the status-of-mission agreement. These privileges and immunities are granted in the interest of the United Nations and not for the personal benefit of the individual concerned. The experts 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 cases 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.

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## 9.5. Duration of Functions

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The duration can be up to one (1) year if engaged for very specialized functions for which expertise is not required on a continuing basis. Otherwise, the normal duration is for six months if used as a temporary measure for new or expanded mandates pending decision by the GA on the budget.

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## 9.6. Restrictions on Use

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Gratis personnel may not be sought or accepted as a substitute for staff to be recruited against posts authorized for the implementation of mandated programmes and activities.

Gratis personnel may not supervise staff members in the exercise of their official duties or be involved in decisions affecting the status, rights and entitlements of staff members.

Exceptionally, however, gratis personnel having managerial responsibilities may supervise staff members who provide direct support to them. Gratis personnel may not apply for or be appointed to posts in the Secretariat for a period of six months after the end of their service.

This restriction was put in place by the General Assembly and therefore, the head of entity cannot approve a waiver under their authority to approve exceptions to Administrative Instructions.

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## 9.7. Approval Authority

---

Heads of Entities have the authority to engage gratis personnel in accordance with the provisions of ST/AI/1999/6.

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## 9.8. Contractual Mechanism

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Gratis Personnel Type II is engaged via a standard MOU with donor Government and signed undertaking by the individual as provided for in ST/AI/1999/6.

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## 9.9. Reporting Requirements

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## 10. United Nations Military Experts on Mission (UNMEM)

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UNMEM may be categorized as UN Military Observers (UNMOs), UN Military Liaison Officers (MLOs) or UN Military Advisers (MILADs). The UNMEM must be a serving member of the Member State defense forces (this excludes retired military/defense officers). UNMEM are nominated by Member States. A military officer nominated as UNMEM should be currently working on a full-time military duty with a minimum of five years of regular military service as an officer (normally in the rank of Captain and/or Major, Lieutenant Colonels and Colonels may also be assigned as UNMEM).

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## 10.1. Policy and Practice

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- [DPKO/DFS UNMEM Manual on Selection, Deployment, Rotation, Extension, Transfer and Repatriation of United Nations Military Experts on Mission in United Nations Peacekeeping Operations, dated 23 April 2010 and reviewed in December 2012](#)
- [ST/SGB/2002/9, dated 18 June 2002, on the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission](#)
- [ST/SGB/107/Rev 6, dated 25 March 1991 on the Rules Governing Travel Expenses and Subsistence Allowances in Respect of Members of Organs or Subsidiary Organs of the United Nations](#)

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## 10.2. Procedures

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The Office of Military Affairs (OMA/DPO) will contact the Permanent Mission (PM) of designated countries to seek their contribution to the proposed mission entity. After informal agreement is reached, the OMA will forward a Note Verbale to concerned countries to provide UNMEM. The request includes the number of UNMEM, required rank, qualifications, length of tour of duty, tentative deployment date and additional requirements. The PM should send their replies as quickly as possible.

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## 10.3. Financial Aspects

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Funding for UNMEM positions must be submitted with the budget proposal and are subject to GA approval.

The United Nations will pay all the travel expenses of UNMEM travelling to missions upon assignment, and returning to their home country upon completion of their tour of duty (air transportation will be economy class by the most direct and economical commercial route). UNMEM receive Mission Subsistence Allowance (MSA) designed to cover the cost of boarding, lodging, local transportation and other incidental expenses and constitutes the total UN contribution towards such costs. The continuation of salaries and emoluments during the tour of duty is subject to the rules and regulations of the individual Member States.

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## 10.4. Legal Status of Individuals

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As 'Experts on mission' UNMEM enjoy the privileges and immunities necessary for the independent exercise of their functions as outlined in Article VI of the Convention on Privileges and Immunities of the United Nations and the applicable agreements of the receiving mission with the host government, such as., the status-of-forces agreement or the status-of-mission agreement. These privileges and immunity are granted in the interest of the United Nations and not for the personal benefit of the individual concerned. The experts 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 cases 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.

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## 10.5. Duration of Functions

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The tour of duty for UNMEM in peace missions is one year (a period of twelve continuous months) or up to the end of the Mission's mandate, whichever is earlier. Extension of the UNMEM's normal tour of duty is granted as an exception, when considered essential due to operational reasons.

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## 10.6. Restrictions on Use

---

UNMEMs are to be used for mandated activities only (not in the capacity of corrections officers; customs officers; military justice experts). UNMEMs cannot be used as a substitute for staff members and may not perform core functions that are the responsibility of United Nations staff members. They also cannot carry out executive direction and programme management functions or be delegated the authority or allowed to commit the Organization's resources or supervise and assess staff members.

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## 10.7. Approval Authority

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The General Assembly through the budgetary process. UNMEM are reflected as part of the budget for the peace or special political missions.

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## 10.8. Contractual Mechanism

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Note Verbale with Government – no specific agreement between the UN and the individual military officer

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## 10.9. Reporting Requirements

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Reported in the context of mission budget performance reports and annually in overview report on peacekeeping.

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# 11. United Nations Individual Police Officers (IPO)

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Individual Police Officers and other law enforcement officers (IPOs) are assigned to serve with the United Nations by Member States for a period of one year. IPOs should not be confused with members of Formed Police Units who are not MSA recipients and fall under different guidelines; therefore, not included in this catalog. The minimum age is 25 years and the maximum age limit is 62 years. IPOs should have served in a national police or other law enforcement agency for a minimum of five years, excluding training.

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## 11.1. Policy and Practice

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- [Guidelines for United Nations Police Officers on Assignment with Peacekeeping Operations, dated 29 June 2007](#)
- [ST/SGB/2002/9, dated 18 June 2002, on the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission](#)
- [ST/SGB/107/Rev 6, dated 25 March 1991 on the Rules Governing Travel Expenses and Subsistence Allowances in Respect of Members of Organs or Subsidiary Organs of the United Nations](#)

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## 11.2. Procedures

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The Police Division/DPO seeks nominations from Member States, followed by a Note Verbale through the corresponding Permanent Mission. The mandate and tasks of the Police Component of the mission are based on the mission-specific United Nations resolutions. Each request specifies the qualifications for each position and/or area of expertise for which the request is made.

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## 11.3. Financial Aspects

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The United Nations will pay all the travel expenses of IPOs travelling to missions upon assignment and returning to their home countries upon completion of their tour of duty (air transportation will be economy class by the most direct and economical commercial route). IPOs receive Mission Subsistence Allowance (MSA) designed to cover the cost of boarding, lodging, local transportation and other incidental expenses and constitutes the total UN contribution towards such costs.

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## 11.4. Legal Status of Individuals

---

As 'Experts on mission' Individual Police Officers enjoy the privileges and immunities necessary for the independent exercise of their functions as outlined in Article VI of the Convention on Privileges and Immunities of the United Nations and the applicable agreements of the receiving mission with the host government, such as., the status-of-forces agreement or the status-of-mission agreement. These privileges and immunity are granted in the interest of the United Nations and not for the personal benefit of the individual concerned. The experts 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 cases 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.

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## 11.5. Duration of Functions

---

The tour of duty for IPOs in peace missions is normally one year (a period of twelve continuous months) or up to the end of the Mission's mandate, whichever is earlier. Extension of the IPOs' normal tour of duty is granted as an exception and not as routine, when considered essential due to operational reasons and based on, at least, fully satisfactory performance appraisal.

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## 11.6. Restrictions on Use

---

IPOs are to be used for mandated activities only. IPOs cannot be used as a substitute for staff members and may not perform core functions that are the responsibility of United Nations staff members. They also cannot carry out executive direction and programme management functions or be delegated the authority or allowed to commit the Organization's resources or supervise and assess staff members.

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## 11.7. Approval Authority

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The General Assembly through the budgetary process as IPOs are reflected as part of the budget for the peace keeping operation.

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## 11.8. Contractual Mechanism

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Note Verbale with Government – no specific agreement between the UN and the individual Police Officer

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## 11.9. Reporting Requirements

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Reported in the context of mission budget performance reports and annually in overview report on peacekeeping.

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## 12. Participants in Advisory Meetings

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Participants in advisory meetings are persons whose services the Organization requires from time to time to provide outside expertise, namely, advisory services or assistance requiring expertise, special skills or knowledge not normally possessed by the regular staff of the Secretariat and for which there is no continuing need in the Secretariat.

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## 12.1. Policy and Practice

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- [ST/SGB/107/Rev. 6, Rules Governing Payment of Travel Expenses and Subsistence Allowance in Respect of Members of Organs or Subsidiary Organs of the United Nations](#)
- [ST/AI/2013/5, Participants in Advisory Meetings](#)
- [ST/AI/2013/4 Consultants and Individual Contractors](#)

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## 12.2. Procedures

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Participants are invited to attend an advisory meeting, such as ad hoc expert groups, workshops, seminars and symposia by means of a letter spelling out the details of the meeting, their legal status and obligations as well as any travel arrangements and compensation.

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## 12.3. Financial Aspects

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Participants in advisory meetings receive no honorarium, fee or other remuneration but may be paid travel expenses including a daily subsistence allowance.

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## 12.4. Legal Status of Individuals

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Participants serve in their individual capacity and are not considered staff or officials. They may be given the status of 'experts on mission'.

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## 12.5. Duration of Functions

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The services of a participant in an advisory meeting are limited to the duration of the meeting and the necessary travel time.

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## 12.6. Restrictions on Use

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The services provided should not duplicate work or activities already being done by other departments, offices or missions within the UN system.

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## 12.7. Approval Authority

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Head of Entity – Specific rules apply for members of organs and subsidiary organs of the United Nations such as ACABQ and ICSC.

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## 12.8. Contractual Mechanism

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Letter of Invitation

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## 12.9. Reporting Requirements

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Departments and Offices must compile a log for each organized advisory meeting including the name, nationality and title of the participants.

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## 13. HRSD Process Guides

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- [Calculation of Maximum Employment Times for Consultants and Individual Contractors](#)
- [Employment of former or retired staff as Consultants and Individual Contractors](#)
- [Non-reimbursable Loan Experts](#)
- [Gratis Personnel](#)
- [Internship Programme](#)
- [Gratis Personnel Type II](#)

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## 14. Frequently Asked Questions (FAQs)

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### Consultants and Individual Contractors

#### ***Is there a time limit on the engagement of a consultant or Individual Contractor?***

Individual Contractors /Consultants can only be engaged for the maximum limits as reflected in ST/AI/2013/4. Their service at all Secretariat entities is limited to 24 months in a 36-month period for consultants and 6 or 9 months in a 12-month period for individual contractors. Exceptional extension beyond these periods, e.g. 24 months in a 36 months period for consultants, requires approval by USG DMSPC.

#### ***Who can reduce the break in service period for Consultants and Individual Contractors?***

Heads of Entities have delegated authority to reduce the break in service period for consultants and individual contractors.

#### ***How are fees for Individual Contractors and consultants determined?***

For locally recruited IC/Cs local salary scales should be used. For international IC/Cs, the fee levels range from “A” to “E” depending on the expertise level.

#### ***\*Can former or retired staff be hired as a consultant or individual contractor? \****

Yes, former or retired staff may be hired as a consultant or individual contractor after a break in service of at least 1 month (or 36 months if the staff member separated on agreed termination). However, the former staff member may not be engaged to perform the function, he/she held as a staff member. Former staff may not

be engaged if they were separated on account of dismissal, misconduct, abandonment of post, non-renewal or termination for unsatisfactory service or resignation in lieu of disciplinary action.

## United Nations Volunteers

### *Can all entities employ UNV?*

Yes, in accordance with the MOU between the United Nations and the United Nations Volunteers dated 11 September 2018 all entities may employ United Nations Volunteers.

### *Are there different types of volunteers?*

Yes, there are International Volunteers, National Volunteers, Online Volunteers and Youth Volunteers. More information can be found at the [UNV webpage](#).

### *Can UNV apply for staff positions after their service?*

Yes, former UNV may apply for staff positions after their service. There is no requirement for a break in service period.

### *Are positions required for UNV?*

In peacekeeping operations and special political missions, UNV require positions. Use of the position must be approved by the General Assembly. Volunteer assignments outside field missions require the availability of extra-budgetary resources.

### *Can UNV supervise staff?*

UNV may not be used as a substitute for staff. They may also not be used for core posts involving significant administrative and financial functions requiring delegation of authority and approving/certifying functions or the supervision of staff.

# Government Provided Personnel

## ***Can all entities employ Government Provided Personnel (GPP)?***

No, GPP may only be employed in United Nations Peacekeeping Operations or Special Political Missions.

## ***What are examples of GPP functions?***

GPP are used for specialized functions in areas where specialized expertise is required that is generally only found in government services and is therefore most effectively drawn from Member States. Such personnel typically provide advisory, capacity-building and mentoring support to national counterparts, for example Correction Officers training prison personnel or advising on prison infrastructure.

## ***Are GPP free of charge?***

While the national government remains responsible for the payment of national salaries and emoluments and must provide medical coverage, the UN pays for deployment and repatriation travel as well as mission subsistence allowance (MSA). The UN also covers GPP for service-incurred injury, death or disability.

## ***What is the maximum time for the service of a GPP?***

The maximum tour of duty is 24 months. This may be extended only under exceptional circumstances, such as e.g. natural disasters preventing rotation, inability to obtain visas for replacements or the inability to replace an officer with a very specialized skill.

## Gratis Personnel Type I – Non-Reimbursable Loans

### *Who signs the MOU with the Donor?*

Heads of Entity have delegated authority to sign the MOU with the donor. However, ASG OHR/DMSPC has retained the authority to endorse the selected candidate.

### *Can an entity deviate from the standard MOU or the 14% administrative fee?*

Any deviation from the standard MOU must be approved by the Office of Legal Affairs (OLA). Deviations from the standard administrative fee of 14% can only be approved by the Controller.

### *Can all entities use Non-Reimbursable Loan agreements?*

No, non-reimbursable loans may normally not be used at UNHQ, UNOV and UNOG (with the exception of ECE or UNCTAD). Exceptional approval may be granted by ASG OHR/DMSPC.

### *Is there a time limit for non-reimbursable loans?*

Yes, the duration of a non-reimbursable loan may normally not exceed three years. They may however be extended exceptionally up to a maximum of five years.

## Gratis Personnel Type I – Interns

### *Can all entities employ interns?*

Yes, all entities may employ interns. However, interns may only serve at family duty stations.

***Is there a time limit on internships?***

Interns can be recruited for a minimum of two months and a maximum of six months.

***Are interns eligible to apply for staff positions following their internships?***

Interns are not eligible to apply for or be appointed to posts in the professional or above category or at FS-6/7 levels for a period of six months following the end of the internship. This restriction was put in place by the General Assembly and therefore, heads of entity cannot approve waivers under their delegated authority.

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## 15. Annex I: Overview Table

Category	Regulation	Use	Authority	Financial Aspects	Budget	Duration
Consultant – Individual Contractor	ST/AI/2013/4 – ST/SGB/2002/9	Specialist for temporary period of time in advisory or consultative capacity; special skills normally not possessed by regular staff or function that is not a continuous need. Individual engaged for temporary period of time to provide expertise, skill or knowledge for short-term specific task	Head of Entity	Fees in accordance with Annex III of ST/AI/2013/4	Approved budget for activity	24 months in 36 months period (does not have to be continuous) – 6 months in any 12 consecutive months (special circumstance 9 months)
United Nations Volunteers	GA Resolution 2659 – MOU between United Nations and UNV	Provision of operational and substantive support for specialized functions where the required skills and expertise	Head of Entity	Set by UNV, see conditions of service	Approval in budget for field operations; at HQ funding via extra-budgetary resources	Up to four years

		are not available in the organization; may not be used to substitute for staff.				
Gratis Personnel Type I: Non-reimbursable Loan	ST/AI/231/ Rev. 1	Loan of the services of an individual by a Government or other source external to the UN Common System without any cost to the United Nations for his/her salary or remuneration, allowance, medical/dental and life insurance or other benefits.	Head of Entity <b>Note:</b> the endorsement of the selected individual has been retained by ASG DMSPC/OHR. Deviations from the generic MOU require approval by OLA and deviations from the 14% administrative fee require approval by the Controller	All cost is borne by the donor including a 14% administrative fee to cover compensation under Appendix D as well as office and IT cost.	No budgetary impact	Up to 3 years
Gratis Personnel Type I : Interns	ST/AI/2020/1	Programme allows students and recent graduates to gain exposure to the UN and enhance their educational	Head of Entity	Standard cost only.	Standard cost must be budgeted or covered by existing resources	Minimum of 2 and maximum of 6 months per internship

		background and experience while providing the UN with the assistance of qualified students.				
Gratis Personnel Type II	ST/AI/1999/6	Personnel provided to the UN by a Government or other entity that do not fall under any other established regime and without cost to the organization. Usually such personnel with provide expertise not readily available within the organization or are used for the temporary urgent assistance during new or expanded mandates.	Head of Entity	Included in budget proposal	All cost is borne by the donor. UN covers travel cost only for official business.	Up to one year for specialized functions. 6 months for temporary measure regarding new or expanded mandates
United	DPKO/DFS	UN Military	Approved by	Included in	UN pays	Up to one

Nations Military Experts on Mission (UNMEM)	Manual on Selection, Deployment, Rotation, Extension, Transfer and Repatriation of United Nations Military Experts on Mission in UN Peacekeeping Operations	Observers, UN Military Liaison Officers or UN Military Advisors who are currently serving members of the Member State Defense forces and are deployed in support of UN Peacekeeping Operations	the GA during the budgetary process	budget	travel upon assignment and repatriation as well as mission subsistence allowance during the tour of duty.	year (period of 12 continuous months)
United Nations Individual Police Officers (IPO)	Guidelines for United Nations Police Officers on Assignment with Peacekeeping Operations	Individual Police Officers or other law enforcement officers deployed by member states in support of peacekeeping operations.	Approved by the GA during the budgetary process	Included in budget	UN pays travel upon assignment and repatriation as well as mission subsistence allowance during the tour of duty.	Up to one year (period of 12 continuous months)
Participants in Advisory Meetings	ST/AI/2013/5 – ST/AI/2013/4	Persons whose services the Organization requires from time to time to provide outside expertise, namely advisory	Head of Entity – Special rules apply to members of organs and subsidiary organs such as ACABQ or ICSC.	Included in budget for meeting, workshop, ad hoc expert group or symposia	Travel expenses and daily subsistence allowance may be paid. No honorarium, fee or remuneration is offered.	Duration of the meeting

		services or assistance based on expertise, special skills or knowledge not normally possessed by regular staff of the Secretariat or for which there is no continuing need.				
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