



COMMUNICATION - Rev

PSA checklist of benefits and entitlements that staff can refer to when moving between organizations

29/25

**Geneva
27 October 2025**

To: All Members

From: FICSA Secretariat

Dear FICSA Members,

The [FICSA Standing Committee on Professional Salaries and Allowances \(PSA\)](#) has decided during the 78th FICSA Council to develop a checklist of benefits and entitlements that staff can refer to when moving between organizations through the [Inter-Organization Agreement concerning Transfer^{\[1\]}, Secondment^{\[2\]} or Loan^{\[3\]} of Staff among the Organizations applying the United Nations Common System of Salaries and Allowances](#). The checklist will serve as a practical tool for staff and HR to understand and negotiate the terms of inter-agency moves, which are often handled on a case-by-case basis. (FICSA/C/78/D/12).

Staff Members should note that each transfer, secondment, or loan of staff among organizations is **unique**, and depends on discussions between the HR of the **receiving¹** and **releasing²** organizations. As mentioned in paragraph 1(b) of the [agreement](#), it does not give the staff member rights which are enforceable against an organization. It merely sets out what the organizations will **normally** do. The agreement can only be enforced to the extent that either the organizations have included appropriate provisions in their administrative rules, or the parties have agreed to apply it in the individual case.

^[1] **Transfer** is the movement of a staff member from one organization to another under conditions which give the staff member no right to return to the releasing organization. Employment by an organization of a former staff member of another organization, after a break in service not exceeding twelve months, may, with the agreement of the parties concerned, be treated as if it were a transfer.

^[2] **Secondment** is the movement of a staff member from one organization to another for a fixed period, normally not exceeding two years, during which the staff member will normally be paid by and, except as otherwise provided hereafter, be subject to the staff regulations and rules of the receiving organization, but will retain his or her rights of employment in the releasing organization. The period of secondment may be extended for a further fixed period by agreement among all the parties concerned.

^[3] **Loan** is the movement of a staff member from one organization to another for a limited period, normally not exceeding one year, during which the staff member will be subject to the administrative supervision of the receiving organization but will continue to be subject to the staff regulations and rules of the releasing organization.

¹ **Releasing** organization is an organization which transfers, seconds or loans a staff member to another organization pursuant to this Agreement.

² **Receiving** organization is an organization which accepts a staff member on transfer, secondment or loan from another organization pursuant to this Agreement.

This checklist is a reminder for staff members on areas that they should include in the discussions with HR personnel of both receiving and releasing organizations and get clarity and confirmation in writing. Staff are encouraged to fully read the agreement and discuss with HR colleagues if unsure of anything.

Checklist

Contact ficsa@un.org for the link to the checklist

This checklist is maintained by the FICSA secretariat, if you have any feedback on updating, improving or correcting the checklist, please write to ficsa@un.org with your **input before the deadline of 28 November 2025**

With best regards,

FICSA Secretariat

On behalf of the Standing Committee on Professional Salaries and Allowances (PSA)
