

### **International Civil Service Commission (ICSC) framework for contractual arrangements. (ICSC/90/R3).**

1. The framework for contractual arrangements was last revised by the ICSC in 2010 (see A/65/30, annex V), and the implementation was reviewed in 2012, 2016 and now in 2021.
2. The framework for contractual arrangements includes the following three main types of contracts:

(a) **Continuing appointments.** A continuing appointment is open-ended. Staff regulations and rules may provide for periodic reviews to consider continuation. Continuity will be based on criteria such as organizational interests, the full meeting of performance expectations and the upholding of standards of conduct;

(b) **Fixed-term appointments.** A fixed-term appointment is expected to be of at least one year in duration, with a maximum of up to five years. The contract may be terminated or renewed on the basis of criteria such as organizational interests, the full meeting of performance expectations and the upholding of standards of conduct. Under special circumstances and in accordance with the staff regulations and rules, the minimum period of such a contract may be of shorter duration;

(c) **Temporary appointments.** The duration of a temporary appointment is expected to be for less than one year. Any renewal should be consistent with the staff regulations and rules of the organization.

*See Annex II for more information.*

### **International Civil Service Commission (ICSC) review of categories of staff. (ICSC/84/R3).**

#### **Professional and higher categories:**

The Professional and higher categories is the second largest category of staff by number, carrying out analytical and conceptual work, normally outside of their country of origin, sometimes with an obligation to move geographically in accordance with the mobility policies of their organization

Staff members in this category are recruited internationally and are paid on the basis of a global salary scale established by the General Assembly on the recommendation of the Commission. A common job classification system developed by ICSC underlies the structure for this salary scale. In the period 2013-2015, the Commission reviewed the compensation package for the Professional and higher categories. The revised compensation package, as approved by the General Assembly, is reflected in resolution 70/244.

#### **General Service Staff (GS staff):**

General Service staff are usually locally recruited staff, carrying out assignments ranging from the routine or repetitive to the complex and paraprofessional, with no expectation to be mobile (the guiding principle for the determination of conditions of service of this category was promulgated in 1949). The GS category encompasses jobs that support programme and process continuity and are central to efficient service delivery. The work ranges from routine or repetitive tasks undertaken in line with detailed instructions, to functions that are varied, complex and paraprofessional. The

requirements for jobs in this category include knowledge gained through experience and familiarity with the procedures of the organization. Contrary to posts in the Professional category, GS posts do not require academic qualifications at the level of a university degree. They are compensated on the basis of the best prevailing local conditions of employment (Flemming principle).

### **National Professional Officers (NPOs):**

National professional officers are recruited locally to perform work that typically requires knowledge of the local laws, culture and tradition. Positions in this category are classified against the same classification standards applied to positions in the Professional and higher categories, and are subject to the same recruitment criteria for positions in the Professional category. NPOs are locally recruited nationals of the country of service, carrying out analytical and conceptual work within a national context. This category has been in use since 1961. They are recruited to functions that require national experience or knowledge of the national language, culture, institutions, and systems. As such, NPOs are locally recruited and should be nationals of the country where they serve. They are not expected to be mobile, rather it is anticipated that they will leave the organization upon the completion of their term within the common system.

Organizations employing NPOs should maintain a balance between international and local P- staff appropriate to their needs, bearing in mind the need to preserve the universal character and the independence of the international civil service. Similar to the General Service category, conditions of service for the National Professional Officer category are determined on the basis of the Fleming principle.

### **Field Service (FS):**

Generally internationally recruited staff, carrying out functions ranging from analytical and conceptual to procedural, operational and technical, usually under dangerous conditions, and subject to rapid redeployment (initial salary scale promulgated in 1950).

Staff in the FS category are employed primarily in peacekeeping missions to provide technical skills that are not available locally. This category is therefore recruited on an international basis. The nature of the assignments normally involves working under difficult and dangerous conditions, and reassignment to other missions at short notice. The work performed by staff in this category ranges from analytical and conceptual to procedural, operational and technical. Thus, in terms of the nature of work, this category is a hybrid between the Professional category at higher grades and the General Service category at the lower ones. The FS category was originally developed by the United Nations for staff employed in peacekeeping missions and in the operation of the United Nations telecommunications systems. In fact, in 2014 almost all posts in this category were located in peacekeeping missions or peacekeeping service centres.

*See Annex I for more information.*

## **Annex I**

More information on the staff categories and relevant principles (Noblemaire, Flemming)

### **1. Professional and higher categories:**

Internationally recruited staff, carrying out analytical and conceptual work, normally outside of their country of origin, sometimes with an obligation to move geographically in accordance with the mobility policies of their organization (in use since the inception of the United Nations in 1945).

The Professional and higher categories, the second largest category of staff by number. Staff members in this category are recruited internationally and are paid on the basis of a global salary scale established by the General Assembly on the recommendation of the Commission. A common job classification system developed by ICSC underlies the structure for this salary scale. In the period 2013-2015, the Commission reviewed the compensation package for the Professional and higher categories. The revised compensation package, as approved by the General Assembly, is reflected in resolution 70/244.

Most of the staff in the Professional and higher categories are assigned to duty stations outside of their home country. They are sometimes required to change duty stations according to the mobility policies of their respective organizations. The experience and educational requirements applicable to jobs in this category are commensurate with the professional nature of the functions assigned. They are compensated on the basis of a global scale adjusted for the differences in the cost of living (post adjustment system). Staff in this category are eligible for additional expatriate, location or family-related benefits.

Since the creation of the United Nations and the specialized agencies, in order to ensure the international character of the responsibilities of the staff, their highest standards of efficiency, competence and integrity and their recruitment on as wide a geographical basis as possible, the levels of pay for staff in what subsequently became the Professional and higher categories have been determined on the basis of the Noblemaire principle, named after the Chair of a committee of the League of Nations entrusted with the issue of remunerating international staff in 1921.

### **Noblemaire principle (ICSC first annual report A/10030 in 1975:**

the Commission reaffirmed the continued validity of this principle and described it in the following terms:

For the international civil service, only a global salary system could ensure both equity and the necessary mobility of staff. In line with the principle of “equal pay for equal work”, no distinction could be admitted in the remuneration of internationally recruited staff on the grounds of their nationality or of salary levels in their own countries. Since the organizations must be able to recruit and retain staff from all of the Member States, the level of remuneration must be sufficient to attract those from the countries where salary levels are highest —with the inescapable consequence that the level would then be higher than would be needed to attract staff from countries with lower national salary levels. In order to determine the appropriate level of salaries for the United Nations, the preliminary conclusion of the Commission, like that of its predecessors, was that no acceptable alternative could

be found to the existing practice of comparison with the salaries of the national civil service of the Member State whose levels were found to be highest and which otherwise lent itself to a significant comparison. Although dating back almost a century, the Noblemaire principle has been periodically reviewed by the Commission and the General Assembly, which has the ultimate responsibility for establishing the broad principles for the determination of the conditions of service of staff. Both bodies have confirmed the continued validity of the Noblemaire principle on numerous occasions, most recently in 2011 (see ICSC/72/R.5 and General Assembly resolution 66/235 A).

Positions in the Professional and higher categories entail work that are analytical, evaluative and conceptual duties, and typically require an advanced university degree (Master's degree or equivalent) and relevant work experience. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Professional positions at grades P-3 to P-5 typically require 5-10 years of relevant work experience, while positions at D-1 and higher categories require more extensive experience at higher organizational levels.

## **2. General Service Staff (GS staff)**

Work in the GS category is procedural, operational or technical in nature and supports the execution of programmes. GS positions require a minimum of secondary education and relevant work experience. There are seven grades in the GS category (G-1 to G-7)

General Service staff are usually locally recruited staff, carrying out assignments ranging from the routine or repetitive to the complex and paraprofessional, with no expectation to be mobile (the guiding principle for the determination of conditions of service of this category was promulgated in 1949). The GS category encompasses jobs that support programme and process continuity and are central to efficient service delivery. The work ranges from routine or repetitive tasks undertaken in line with detailed instructions, to functions that are varied, complex and paraprofessional. The requirements for jobs in this category include knowledge gained through experience and familiarity with the procedures of the organization. Contrary to posts in the Professional category, GS posts do not require academic qualifications at the level of a university degree. Staff in this category are normally locally recruited and are not expected to change duty stations. They are compensated on the basis of the best prevailing local conditions of employment. Some benefits and allowances may be applicable depending on local practice and family status.

The GS category covers functions such as messengers, secretaries and administrative or programme support staff. A number of other specialized and technical personnel, including those engaged in printing, building maintenance, security or laboratory work, may be included in this category. Additional locally recruited categories, used mainly by the United Nations, have been introduced for specialized and technical jobs (Safety and Security, Trades and Crafts, Language Teachers and Public Information Assistants). These categories are used only in NY, with the exception of some Language Teachers located in Geneva. When functions related to these additional categories are present in other duty stations, they are included in the GS category. This is the case of Safety and Security officers in Geneva.

While organizations normally recruit GS personnel locally, when certain skills (e.g., linguistic) can only be found outside of the local area, a staff member who is a national of another country may be granted non-local status and thereby become eligible for appropriate international benefits, including non-

resident allowance, mobility and hardship allowance, education grant, rental subsidy and repatriation grant. It should be noted that generally there is no expectation for non-local GS staff to be mobile. The practice of granting non-local status to GS staff has been in decline. In 2013, only 42 staff members from eight organizations were in receipt of the non-resident allowance, some joining their organization in the same year.

The guiding principle for the determination of conditions of service for the GS category, known as the **Flemming principle**, was initially promulgated by the Committee of Experts on Salary, Allowances and Leave Systems in 1949. At its fifteenth session, the Commission reaffirmed that to comply with the standards established by the Charter of the United Nations in its Article 101, the organizations of the United Nations system must be competitive with those employers in the same labour market who recruit staff of equally high calibre and qualifications for work which is similar in nature and equivalent in value to that of the common system organizations. Remaining competitive in order to both attract and retain staff of these high standards requires that the conditions of service, including both paid remuneration and other basic elements of compensation, are to be among the best in the locality, without being the absolute best.

At its 16th session, the Commission approved a methodology for the conduct of surveys of the best prevailing conditions of employment at HQ duty stations. At its 20th session, the Commission approved a survey methodology for non-headquarters locations. The Commission further reviewed and revised the two methodologies at its 26th, 36th, 45th, 56th and 57th sessions. During its review of the methodologies at the seventy-second session, the Commission decided to discontinue the practice of applying a unique methodology to headquarters duty stations. Instead, it decided that the characteristics of the local labour market and the size of the GS staff should determine which methodology would be applied to a duty station. Under this approach, eight larger non-headquarters duty stations are surveyed under the same methodology applied to headquarters duty stations.

In 2009, new global classification standards were approved for the GS and related categories, which replace the multiple duty station specific standards that had previously existed. The application of the global standards has allowed for the use of a common set of benchmark jobs for salary comparisons with the external market in all duty stations. GS salary scales have a seven-grade level structure and are normally expressed in local currency. Salary increments within each grade are normally awarded annually on the basis of satisfactory service. The scales typically have 10 regular steps and one longevity step, although the number of steps could vary by duty station. Additional longevity steps may be included in the salary scales where the local conditions so justify. There is usually only one GS salary scale per country. Notable exceptions include France (Paris and Lyon) and Italy (Rome and Brindisi). A non-pensionable component may be established if it is determined that benefits and allowances treated as non-pensionable by outside comparators account for a significant part of the remuneration package. Dependent child benefits are provided in the form of non-pensionable flat allowances payable at all duty stations. For this allowance, a minimum amount has been set at the equivalent of 2.5 per cent of the local GS salary scale midpoint. A higher amount is payable where warranted by local practice. The number of children for whom the allowance is payable is normally restricted to six, unless local practice dictates otherwise. The benefit for a disabled child is twice the regular amount. A dependent spouse allowance and a secondary dependant's allowance are established where justified by local practice.

A language allowance is normally payable to GS staff who have passed a language proficiency examination in one official language other than the language in which they are required to be

proficient at the time of their appointment. The language allowance is pensionable and is established at a flat rate for each duty station. Staff members who are proficient in a second additional official language are entitled to a higher amount. A non-pensionable funeral allowance may also be provided, where justified by local practice. GS staff required to work overtime may receive compensatory time off or additional non-pensionable payments according to conditions established by the organizations. Non-pensionable night differential payments may be authorized on the basis of prevailing outside practice for staff assigned to work at night.

### **3. National Professional Officers (NPOs):**

National professional officers are recruited locally to perform work that typically requires knowledge of the local laws, culture and tradition. Positions in this category are classified against the same classification standards applied to positions in the Professional and higher categories, and are subject to the same recruitment criteria for positions in the Professional category. NPOs are locally recruited nationals of the country of service, carrying out analytical and conceptual work within a national context, with no expectation to be geographically mobile (this category has been in use since 1961). The NPO category was established to address the organizations' specific needs in relation to national development programmes of finite duration, primarily in the field but also on a limited basis in information centres. NPOs perform analytical and conceptual duties. From this perspective, jobs in this category are similar to jobs in the Professional and higher categories and in the upper levels of the Field Service category. However, the requirement of national content in the work performed by NPOs makes this category distinct from others. They are recruited to functions that require national experience or knowledge of the national language, culture, institutions, and systems. As such, NPOs are locally recruited and should be nationals of the country where they serve. They are not expected to be mobile, rather it is anticipated that they will leave the organization upon the completion of their term within the common system. NPO salary scales have a four-grade level structure and are normally expressed in local currency. Salary increments within each grade are normally awarded annually on the basis of satisfactory service. The scales typically have 10 regular steps, although the number of steps could vary by duty station. Additional longevity steps may be included in the salary scales where the local conditions so justify. Obviously there is an overlap in the nature of work with the Professional and higher category. Some benefits and allowances may be applicable, depending on local practice and family status.

After several revisions, the conditions of service for these locally recruited staff members have become broadly similar to those of staff in the GS category, with some exceptions, including language allowance. Benefits and entitlements for the NPO are harmonized across the common system.

The functions of NPOs should be justified within the overall efforts of the UN system to increase national development. Organizations employing NPOs should maintain a balance between international and local P- staff appropriate to their needs, bearing in mind the need to preserve the universal character and the independence of the international civil service.

This category has been in use by some organizations since 1961, but it was only in 1980 that the Commission set the related conditions of service. Similar to the General Service category, conditions of service for the National Professional Officer category are determined on the basis of the Flemming principle. Salary surveys are conducted periodically in all duty stations to identify the best prevailing conditions of employment offered by comparable employers which, in accordance with the methodology established by the Commission, are used to update salary scales and the level of allowances for staff members in this category.

The criteria for employment of NPOs were reaffirmed in 2006 and 2010 by the Commission. The criteria governing the use of NPOs were approved by the Commission in 1994 and slightly updated in 2006 to reflect the use of the new job evaluation system (see A/61/30). A more comprehensive overview of the development of the NPO category was prepared and provided in document ICSC/82/CRP.3, introduced in March 2016 at the 82nd ICSC session.

While some organizations had expressed interest in the concept of regional NPOs, the Commission has rejected this notion as being inconsistent with the criteria for employment established for this category. Additional suggestions with regard to the use of this category have been considered, including the use of NPOs at HQs and in other developed countries, and the justification of requiring national knowledge in some occupational fields such as administration. In this regard, the Commission has specified that the use of NPOs at the eight headquarters duty stations was not consistent with the criteria. The Commission further indicated that under limited circumstances, where the need for national knowledge was justified, the use of NPOs in developed countries might be considered. As reported to the Commission at its seventieth session (ICSC/70/R.11), the use of this category increased about 41 per cent from 2005 to 2008. The increases during this period were concentrated mainly within the United Nations peacekeeping missions. Among the 17 organizations that reported having NPOs, 12 saw an increase in the number of such staff between 2011 and 2013. The largest increase was recorded by UN-Women, which saw the number of NPOs rise from 56 in 2011 to 85 in 2013 (an increase of 52 per cent). Among organizations employing more than 500 staff in 2013, the largest increase in the head count of NPOs was at UNHCR, where the number increased to 577, or 37.4 per cent, from 420 in 2011, making it the fifth largest employer of NPOs in the common system. It should be noted that in post-conflict countries or those in transition with limited national capacity, flexibility in the criteria was exercised by recruiting non-nationals in this category (see ICSC/70/R.10, para. 32). This is specially true of the special cases of South Sudan and Kosovo.

Similar to other categories, a large number of staff records do not have a CCOG code, at 20.6 % (2013 figures).

- The employment of National Professional Officers (NPOs) by a given common system organization should be grounded in a policy framework established by that organization's legislative body. This practice should be set forth in a clearly enunciated policy statement demonstrating its consistency with the organization's operational requirements.
- NPOs should be nationals of the country where they are to serve, should be recruited locally and should not be subject to assignment to any duty station outside the home country.
- The work performed by NPOs should have a national content. It should be at the Professional level, and the same standards of recruitment qualifications and performance as are required for other Professional staff should apply. The functions of all NPO posts should be justified within the overall efforts of the United Nations system to increase national development and other related categories. NPOs should bring to bear in the job national experience and knowledge of local culture, language traditions and institutions.
- Organizations employing NPOs should maintain a balance between international and local Professional staff appropriate to their needs, bearing in mind the need to preserve the universal character and the independence of the international civil service.
- NPO posts should be graded on the basis of the Common Job Evaluation Standard for the classification of Professional and higher categories. Their conditions of service should be established in accordance with the principle of the best prevailing conditions in the locality for nationals carrying out functions at the same level, through the application of the NPO salary survey methodology promulgated by ICSC.

- The career prospects of NPOs are necessarily limited, given (a) the continued employment of international staff in senior management positions; (b) the number of grades in the category; and (c) the fact that the functions they perform may be finite. Organizations should make NPOs aware of these limitations. Within that context, however, organizations should endeavour to develop the potential of NPOs as a matter of sound human resources policy.

Many organizations consider that the increase in usage of NPOs reflect both the positive impact made by such staff since the introduction of the category, as well as changes in their mandates, requiring a new approach to how they went about doing business. Financial considerations are also mentioned by some organizations, with the use of NPOs being critical to the continued viability of some missions with decreasing budgets. At the same time, organizations acknowledge that the use of NPOs was by definition limited, they could not be used to perform certain sensitive tasks. It should be noted that most NPOs are funded through extra budgetary sources.

#### **4. Field Service (FS):**

Internationally recruited staff, carrying out functions ranging from analytical and conceptual to procedural, operational and technical, usually under dangerous conditions, and subject to rapid redeployment (initial salary scale promulgated in 1950). Staff in the FS category are employed primarily in peacekeeping missions to provide technical skills that are not available locally. This category is therefore recruited on an international basis. The nature of the assignments normally involves working under difficult and dangerous conditions, and reassignment to other missions at short notice. The work performed by staff in this category ranges from analytical and conceptual to procedural, operational and technical. Thus, in terms of the nature of work, this category is a hybrid between the Professional category at higher grades and the General Service category at the lower ones. The FS category was originally developed by the United Nations for staff employed in peacekeeping missions and in the operation of the United Nations telecommunications systems. In fact, in 2014 almost all posts in this category were located in peacekeeping missions or peacekeeping service centres. Certain other organizations in the common system, including UNDP, UNHCR, UNICEF and FAO, have also used this category for the employment of specialized staff at field offices; as at 2014, only two organizations, in addition to the United Nations, employed staff in this category (UNICEF and UNHCR with 1 and 14 staff members, respectively) have also used this category for the employment of specialized staff at field offices; as at 2014, only two organizations, in addition to the United Nations, employed staff in this category (UNICEF and UNHCR with 1 and 14 staff members, respectively). During the formative years of the category, five occupational groups were envisioned: security, radio technician, radio operator, secretarial support and vehicle mechanic. Currently, this category is represented in only four occupational groups: security, logistics, administration and information systems and technology.

Among the aforementioned four occupational groups, some functions, in particular those of a technical nature, are not normally associated with jobs in the Professional and higher categories. At the same time, jobs in some other functions, including administration and information systems and technology, could be more closely aligned with Professional jobs. Budgetary, recruitment and other considerations may also differentiate the two categories.

As FS staff are recruited internationally and are subject to frequent reassignments, their compensation is determined on the basis of a global salary scale and post adjustment, as in the case of the Professional and higher categories. Staff in this category may also be eligible for expatriate and location-related benefits and allowances. FS jobs are classified on the basis of their own classification standards, approved by the Secretary-General of the United Nations. Consequently, FS jobs are

created either as FS Officers (FS-6 and FS-7) or FS Assistants (FS-1 to FS-5), corresponding to the level of responsibility of jobs in the Professional and General Service categories, respectively. The conditions of service of the FS category are generally the same as those for the Professional category, with a differentiation in the amounts of allowances. Additionally, FS Assistant levels may also be eligible for benefits such as compensatory time off, payment of overtime and night differential or a pensionable language allowance similar to the benefit for staff in the GS category. The initial salary scale of the FS category, effective 1 November 1950, was similar to that of P- staff with a single seven-grade structure applicable worldwide. Given that most of the FS staff were recruited from Western Europe at that time, this scale was based on salaries paid to the GS category in Geneva, considered competitive at that time. Staff members also received a mission subsistence allowance in addition to their salary. Over the years, the conditions of service of the FS have been progressively aligned with those of the Professional and higher categories. As a result, compensation for the FS category became de facto determined by the Noblemaire principle, in line with the approach used for the Professional and higher categories. The Commission also approved a revised base salary scale that linked the salary of FS-7, step VI (of the FS category) to that of P-4, step VI (of the Professional salary scale), which in turn was linked to the level of remuneration of the comparator in Washington, D.C., at an equivalent grade. Based on this link, the remainder of the scale was constructed by applying the existing grade spans as well as increased intergrade differentials. This resulted in reduced overlaps between grades. As a result of the introduction of the revised base salary scale, the pensionable remuneration scale for the FS category was also adjusted, reflecting the same procedure used to adjust the pensionable remuneration scale of the Professional and higher categories. The mobility and hardship matrix, as well as the assignment grant for the Professional and higher categories, were approved for application to the FS category. The home leave travel cycle for the FS category was also aligned to the one of the Professional and higher categories.

The overall number of FS staff has been relatively stable over the recent years. Jobs at lower grades have been reduced, while those at the FS-5 and FS-6 levels have been increasing during the same period of time. The FS-4 grade continues to be the most populous level, although it has also experienced a decrease of approximately 5 per cent during the four-year period.

Using information on the date of entry of FS staff to a particular duty station, the distribution of time spent by staff members at their current location was calculated. Overall, between 2012 and 2014, the largest group of staff were those that had spent less than one year in their current duty station. At the same time, the proportion of staff with five or more years of service in the same duty station also increased.

## **5. Additional categories related to the GS category:**

The UN has introduced additional locally recruited categories primarily in NY. The use of these categories has reduced by 126 staff members, or 21.7 per cent, from 2011 to 2014. Safety and Security, the largest category in this group, has experienced a reduction of 53 staff members, or 14.5 per cent. The Language Teachers category, the most stable of the four categories, is split between New York and Geneva. The Public Information Assistants category has also been reduced by 40.7 per cent, albeit from a low base. These additional categories, established between 1955 and 1968, include:

- Safety and Security** (New York only)
- Trades and Crafts** (New York only)
- Language Teachers** (New York and Geneva)
- Public Information Assistants** (New York only).

## Annex II

Comparison of the three main appointment types under the framework for contractual arrangements<sup>1</sup>

|          | <i>Continuing appointment</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <i>Fixed-term appointment</i>                                                                                                                                                                                                                                                                                                                                                                                                                                     | <i>Temporary appointment</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Coverage | <p>The continuing contractual appointment is designed to assist the organizations of the United Nations common system in maintaining programme continuity. The arrangement is conceived as a tool for facilitating the strategic management of human resources for the attainment of their overall objectives. This category covers existing contractual arrangements characterized in the organizations through the use of varying nomenclature, including permanent, indefinite, continuing, without limit of time, career, long-term, indeterminate and service contracts. Inclusion in this category is subject to the continuing needs of the organizations and extends to staff who perform functions that are core to the mandate of each organization of the United Nations common system.</p> | <p>Fixed-term appointments cover the employment of staff engaged for defined periods of time to perform functions that are part of the organization's regular and continuing activities. Subject to the needs of the organization and as defined in its staff regulations and rules, inclusion in this category may extend to staff performing functions of medium-term duration, which could continue for a number of years.</p>                                 | <p>The purpose of a short-term appointment is to accommodate defined, short-term needs of the organization of less than one year. The contractual arrangements cover existing appointments, such as short-term, temporary, term-limited, fixed-term short duration, monthly short-term, daily short-term, special short-term and other types of short-term appointments. Consultancies, service agreements and other contractual arrangements that are not executed as staff contracts shall be excluded from this category.</p> |
| Duration | <p>A continuing appointment is open-ended. Staff regulations and rules may provide for periodic reviews to consider continuation. Continuity will be based on criteria such as organizational interests, fully meeting performance expectations and upholding the standards of conduct.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>A fixed-term appointment is expected to be of at least one year's duration and for a period of up to five years. The contract may be terminated or renewed on the basis of criteria such as organizational interests, fully meeting performance expectations and upholding the standards of conduct. Under special circumstances and in accordance with the staff regulations and rules, the minimum period of such a contract may be of shorter duration.</p> | <p>The duration of a temporary appointment is expected to be for less than one year. Any renewal should be consistent with the staff regulations and rules of the organization.</p>                                                                                                                                                                                                                                                                                                                                              |

<sup>1</sup> Based on [A/65/30](#), annex V.

|                                              | <i>Continuing appointment</i>                                                                                                                                                                                                                                                                           | <i>Fixed-term appointment</i>                                                                                                                                                                                                                | <i>Temporary appointment</i>                                                                                                                                                                                                                                                     |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Probationary period                          | Staff in this category must serve a probationary period of between one and two years. Alternatively, staff who have performed and fully met expectations for not less than one year under a fixed-term contract will be considered to have met this probationary requirement for a continuing contract. | A probationary period may range from six months to two years.                                                                                                                                                                                | Not applicable.                                                                                                                                                                                                                                                                  |
| Compensation                                 | The staff member shall be compensated in accordance with the relevant staff regulations and rules of the organization, consistent with the conditions of service in the common system.                                                                                                                  | The staff member shall be compensated in accordance with the relevant staff regulations and rules of the organization, consistent with the conditions of service in the common system.                                                       | The staff member shall be compensated in accordance with the relevant staff regulations and rules of the organization, consistent with the conditions of service in the common system.                                                                                           |
| Pension fund                                 | The staff member is expected to contribute to the United Nations Joint Staff Pension Fund or any other pension scheme in accordance with the staff regulations and rules of the organization and the relevant rules of the fund or scheme.                                                              | The staff member is expected to contribute to the United Nations Joint Staff Pension Fund or any other pension scheme in accordance with the staff regulations and rules of the organization and the relevant rules of the fund or scheme.   | Depending on the type and length of appointment, the staff member may contribute to the United Nations Joint Staff Pension Fund or any other pension scheme in accordance with the staff regulations and rules of the organization and the relevant rules of the fund or scheme. |
| Social security                              | The staff member is expected to be covered under the agreed plan with the organization's designated health insurance provider or under any other health insurance scheme, in accordance with the organization's staff regulations and rules.                                                            | The staff member is expected to be covered under the agreed plan with the organization's designated health insurance provider or under any other health insurance scheme, in accordance with the organization's staff regulations and rules. | The staff member will be covered according to the relevant staff regulations and rules of the organization.                                                                                                                                                                      |
| Applicability of staff regulations and rules | The staff member is subject to the relevant staff regulations and rules of the organization.                                                                                                                                                                                                            | The staff member is subject to the relevant staff regulations and rules of the organization.                                                                                                                                                 | The staff member is subject to the relevant staff regulations and rules of the organization.                                                                                                                                                                                     |

|                                | <i>Continuing appointment</i>                                                                                                                                                                                                                                                                       | <i>Fixed-term appointment</i>                                                                                                                                                                                                                                                                                                                  | <i>Temporary appointment</i>                                                                                                                                                                                                                                                    |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Standards of conduct           | The staff member is expected to adhere to the highest standards of conduct, as set out in the standards of conduct for the international civil service, which establish the basic values of all organizations of the United Nations common system.                                                  | The staff member is expected to adhere to the highest standards of conduct, as set out in the standards of conduct for the international civil service, which establish the basic values of all organizations of the United Nations common system.                                                                                             | The staff member is expected to adhere to the highest standards of conduct, as set out in the standards of conduct for the international civil service, which establish the basic values of all organizations of the United Nations common system.                              |
| Mobility requirements          | The staff member may be subject, in accordance with the organization's staff regulations and rules, to transfers between any function or office, including directed geographic reassignment to other duty stations, if operationally required.                                                      | The staff member may be subject, in accordance with the organization's staff regulations and rules, to transfers between any function or office, including directed geographic reassignment to other duty stations, if operationally required.                                                                                                 | Not applicable.                                                                                                                                                                                                                                                                 |
| Acquiring the contractual type | Appointment to a continuing contract is acquired through open and transparent selection procedures in accordance with the organization's staff regulations and rules.                                                                                                                               | Appointment to the fixed-term category is acquired through open and transparent selection procedures in accordance with the relevant staff regulations and rules of the organization.                                                                                                                                                          | Change to any other contractual arrangement may only be effected through the application of open and transparent selection procedures, as established in the staff regulations and rules of the organization.                                                                   |
| Separation procedures          | Standard separation procedures are applicable to this category in accordance with the organization's staff regulations and rules. The executive head of the organization may terminate the contract of any staff member for reasons set out in the staff regulations and rules of the organization. | Separation of staff may normally be upon expiry of contract, with standard separation procedures applied, in accordance with the organization's staff regulations and rules. The executive head of the organization may terminate the contract of any staff member for reasons set out in the staff regulations and rules of the organization. | Standard separation procedures may be applicable in the case of normal expiration of a contract. The executive head of the organization may at any time terminate the appointment of a staff member for reasons set out in the staff regulations and rules of the organization. |