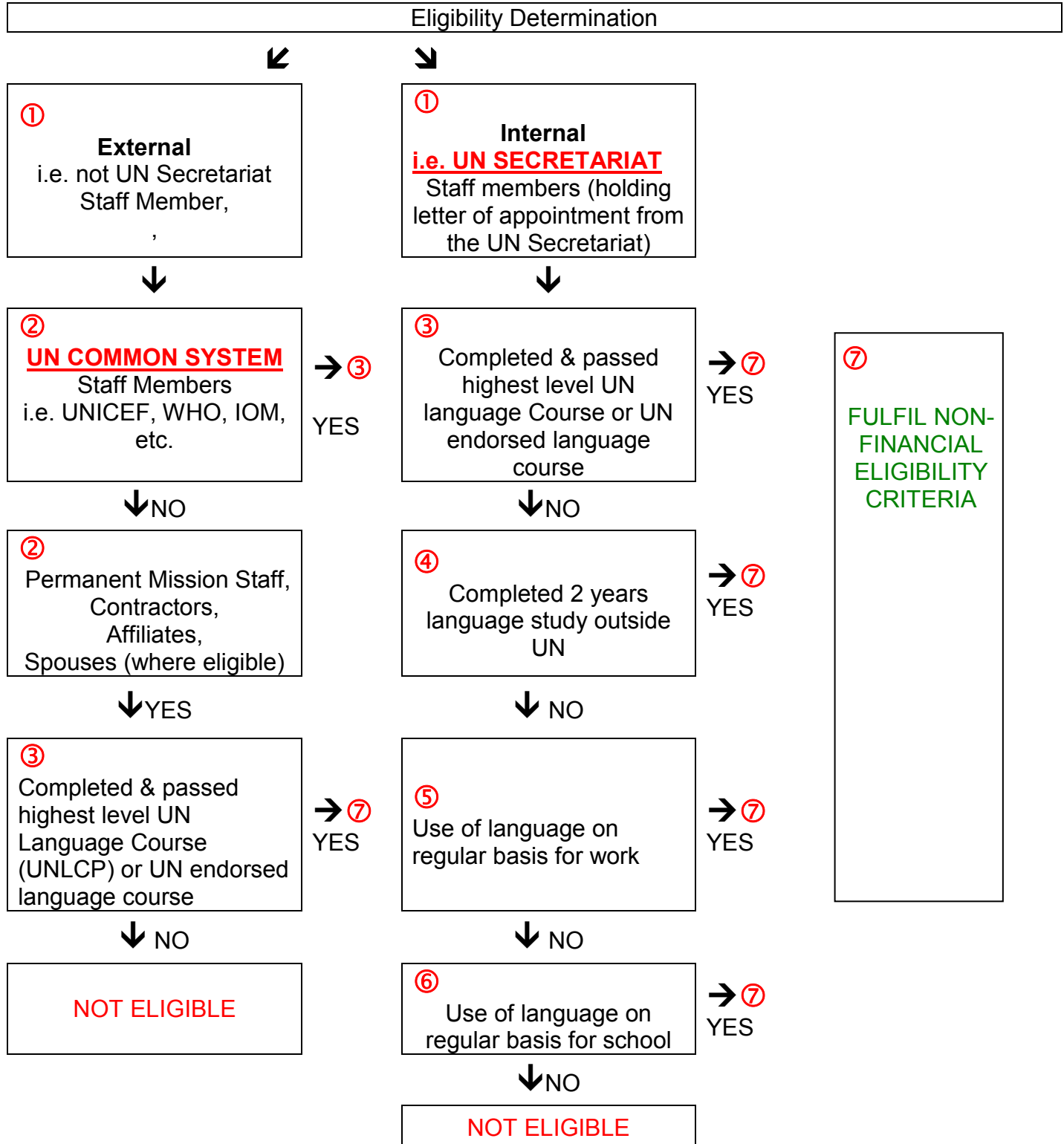


2016 Language Proficiency Examination

Eligibility Determination

The eligibility criteria for the United Nations language proficiency examination (LPE) is stipulated by ST/AI/1999/2. Please follow the steps below to determine your eligibility. Further explanation and the verification documents required for each step are outlined in the notes below.



Notes:

① Internal / External Staff

In accordance with the scope and purpose of the Staff Regulations of the United Nations, the term “United Nations Secretariat”, “staff members” or “staff” refers to all the staff members of the United Nations Secretariat, within the meaning of Article 97 of the Charter of the United Nations, whose employment and contractual relationship are defined by a letter of appointment subject to regulations promulgated by the General Assembly pursuant to Article 101, paragraph 1, of the Charter.

② UN COMMON SYSTEM

-Staff Members, Contractors, Affiliates, Spouses (where eligible)

The LPE is intended for staff members of the United Nations Secretariat at no cost. The examination is also open to all individuals who were admitted to participate in a United Nations language course, after they have completed the highest level of that course. This includes staff members of the United Nations common system (non- UN Secretariat) on a cost recovery basis.

The United Nations common system consists of the United Nations Secretariat, its subsidiary organs (including the separately-administered funds and programmes), the specialized agencies, and affiliated entities.¹ The participating United Nations system entities may vary each year. Participating entities are those which have agreed to the cost recovery mechanism. Please go to <https://hr.un.org/page/language-proficiency-examination-lpe> for the list of participating non-UN Secretariat entities for the examination in 2016.

① ②

(a) During registration, applicants are required to upload a document to prove their employment status with a specific UN system entity. The supporting document(s) should state the applicant's name (which should match the name in Inspira – Inspira is the online UN LPE application system), type of appointment, entity issuing the appointment and expiry date of appointment (which must be beyond the date of the LPE written examination).

Below is a list of examples of valid proof of employment status that should be submitted during registration along with a valid United Nations grounds pass:

- *UN Secretariat staff member:* A valid Letter of Appointment or Personnel Action
- *Staff employed by UN Specialized Agency/Fund/Programme:* A valid Letter of Appointment or Contract
- *Permanent Mission staff member* - Contract or UN ground pass
- *Spouse/Dependent of staff member:* Staff member's valid Letter of Appointment or Personnel Action AND proof of relationship
- *Retiree:* Retiree UN ID
- *Affiliate of an UN Entity:* Contract stating current employment with a company which is contracted by an UN entity.

(b) If an applicant has an appointment that expires prior to the date of the LPE written examination, a letter from the Executive Officer or the head of administration at offices away from Headquarters and field duty stations expressing the intent to extend the contract beyond the written exam date is required.

¹ www.unsystem.org

③ Completion of UNLCP highest course or endorsed equivalent

(a) Applicants must have completed and passed the final exam of the language course at the highest level of the United Nations Language & Communications Program (UNLCP) **at the time of submission of registration.**

(b) In the absence of a UNLCP at the applicant's duty station, applicant must have completed and passed the highest level of language courses endorsed by the duty station. A language course is considered UN-endorsed if the duty station recognises that the course meets the standards, requirements and objectives set out by the Organization. The Local Administrator has the responsibility and delegated authority of determining whether a language course is endorsed by his/her duty station. For instance, at a mission duty station where there is limited staff development budget to set up UNLCP, a local public language school may be recognized by the mission; at an European duty station where language courses are aligned to the Common European Framework of Reference (CEFR) Level C and are widely available, the duty station may endorse these courses in the absence of a UNLCP.

(c) During registration, applicants are required to upload a certificate or document which states their name (which must match the name in Inspira), the language and date of completion of a language programme. Only UNLCP applicants whose programme does not issue certificates are exempt from providing a certificate, but applicants should provide some documentation of course completion. In which case, applicant should explain the circumstances in the registration comment box.

④⑥ Study of the language or regular use in school

For those who have fulfilled the criteria other than the completion of a UNLCP highest level course, language knowledge possessed must be equivalent to that achieved at the highest level of the UNLCP. Local Administrators at each Test Site should use their respective knowledge of the local education system and available language course providers to determine whether the equivalent level of language knowledge was achieved after two years of study outside the UN.

④ Study of the language

(a) The two years of study outside UN cannot be acquired from UNLCP or UN endorsed language course covered by step **③** above.

(b) During registration, applicants are required to upload a document (certificate, transcript) which states their name (which must match the name in Inspira), the language and duration of the language course.

⑤ Use of language on a regular basis for work

(a) If the LPE language that the applicant is applying for is a language the applicant works in and employment document states as such, then no further supporting document is required.

(b) Otherwise, a signed letter from the applicant's work supervisor stating the language is used by the applicant on a regular basis at work is required as supporting document.

⑥ Regular use in school

During registration, applicants are required to upload the school curriculum or certificate which states the name (which must match the name in Inspira), the language and dates of school attendance.

⑦ Eligibility established

Internal staff members of United Nations Secretariat (UNS) will be invited to the LPE if all non-financial eligibility criteria are fulfilled.

External applicants (i.e. non-UN Secretariat staff members), from fee-paying UN common system entities/organisations, who fulfilled all non-financial eligibility criteria, will be invited to the LPE **only after their parent UN organization has endorsed payment of their LPE registration** fee to the UN Secretariat. The Examination & Tests Section/OHRM will obtain financial endorsement of the LPE registration fee at Headquarter level.

Eligibility Criteria FAQ

1. Are United Nations Volunteers (UNVs) considered staff members of United Nations Common System?

Yes, UNVs are staff members of the UN Common System, but they are not staff members of the UN Secretariat (UNS). Therefore, they are considered “**external applicants**” (see 1 above)” for the purpose of the LPE. Eligible UNV’s may be convoked to the LPE as external candidates, only if UNV - Bonn Headquarters endorses and is responsible for payment of the LPE fee.

2. I have a UNDP issued Letter of appointment. Am I considered a Staff Member of the United Nations Secretariat?

If your letter of appointment is issued by a UNDP office on behalf of an agency, fund or programme you are considered a staff member of the UN Common System and you must select your corresponding agency, fund or programme, when registering for the LPE.

Alternatively, and strictly for the purpose of registering for the LPE, if your letter of appointment is issued on behalf of an office or department belonging to the UN Secretariat, such as OCHA or DSS, then you are considered a staff member of the UN Secretariat and you must select UNS (United Nations Secretariat) when registering for the LPE.

3. Am I eligible for the LPE if I have not taken any courses or use the language at work, but I speak the language at home regularly since I am a child or with my spouse?

No, using the language at home does not fulfill the eligibility criteria.

4. Are Junior Professional Officers (JPOs) considered staff members of the UN common system?

Yes, JPOs are staff members of the UN entity that issued their letter of appointment. Therefore, Associate Experts or Junior Professional Officers of the UN Secretariat are considered UNS (internal) staff members. Those working with UNDP or UNICEF for instance are considered staff members of UNDP or UNICEF, external staff for the purposes of the LPE.

5. Are interns of United Nations System considered staff members of United Nations common system?

No, interns are not considered staff members of United Nations system.

6. Are civilian police, military observers and members of national military contingents serving in missions considered UN Secretariat staff members?

No, civilian police, military observers and members of national military contingents serving in missions are not considered UN Secretariat staff members.

7. Are National Professional Officers working at UN Secretariat field missions considered staff members?

Yes, National Professional Officers are considered staff members.

8. If the agency/organization that I worked for does not endorse the payment of my LPE registration fee, can I opt to pay the fee myself?

No, individuals may not pay the registration fee directly to the UN to register for LPE.

9. Are all UNDP staff eligible to register for the LPE Examination?

Please note that only UNDP staff members who are in the General Service Category and on Fixed Term or Permanent Appointments are eligible for UNDP endorsement to take the Language Proficiency Exam according to UNDP practice. If you need further clarification, please contact UNDP directly.

Applicants who have questions regarding **non-financial eligibility** or **required supporting documents** should contact their Local Administrator. The list of Local Administrators and their contact details is posted on the LPE. Local Administrators will contact ETS/OHRM if necessary.

Applicants who have questions regarding **financial eligibility** should contact their parent organization. Please note that some agencies do not financially endorse participation of certain categories of staff. Please check with your parent organization.