



# Human Resources Factsheet

## UMOJA USERS

### Interagency Loans, Secondments (Outgoing) and Transfers

### For Staff



Who

In certain cases, United Nations Secretariat staff members with permanent, continuous or fixed-term appointments may be eligible to proceed on secondment or loan once identified as a suitable candidate by the receiving organization following a selection process or a request from the receiving organization for a specific staff member for a limited period.



What

Loans and secondments are two types of temporary movements of staff between two organizations within the UN Common System that have signed the "Inter-Organization Agreement Concerning Transfer, Secondment Or Loan of Staff Among The Organizations Applying The United Nations Common System Of Salaries and Allowances," or (the "Interagency Agreement".) A transfer is a permanent movement to a new organization.

#### 1. Interagency loan

The loan does not normally exceed one year. During the loan period, you are subject to the administrative supervision of the receiving organization, but have no contractual relationship with it. You will continue to be subject to the UN Secretariat Staff Regulations and Rules and retain your contract with the UN Secretariat. Loans can be reimbursable, (if the cost of the release of the staff will be given back to the releasing organization), or non-reimbursable. At the end of the loan period, you are expected to return to the Secretariat unless you resign your Secretariat position to transfer to the receiving organization.

#### 2. Interagency secondment

Secondment does not normally exceed two years. It can start as one year and then be extended to a second year. During the secondment, you will be given a new contract with the receiving organization and will be subject to the rules and regulations of that organization. For up to two years, you maintain the right of return to the Secretariat and to the contract and post held prior to your departure. At the end of the seconded period, you normally either return to the Secretariat or transfer to the receiving organization. For secondments extending beyond two years, you will no longer have a lien on a specific post.

#### 3. Transfer

Transfer is the movement of a staff member from one organization to another with no right of return to the releasing organization. You relinquish your contractual ties with the releasing organization and will be given another contract with the new organization.

If approached by a receiving organization, you can ask their HR Department if the offer may available as a loan or a secondment. Loans and secondments are limited to very specific cases and require an agreement among all three parties

#### LINKS



FAQs



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Work Life Events



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#### KEY REFERENCES

- TBD

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10 June 2014,  
Version 1.1

(staff member, receiving and releasing organizations). If one of the parties is not in agreement, the loan or secondment cannot take place. Although they may be signatories to the Interagency Agreement that permits such arrangements, there is no obligation for an organization to agree to a loan or secondment.



Why

Loans, secondments and transfers are mechanisms to promote staff mobility within the UN Common system (LINK) to foster the sharing of knowledge and expertise among UN common system organizations and to encourage career development.



When

At any point in a given year, a staff member may proceed on secondment, loan or transfer once they have been identified as a suitable candidate by the receiving organization following a selection process or a request from the receiving organization for a specific staff member for a limited period.

Where\*

\*as applicable

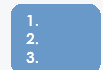


Offline



Other Systems

You will be required to take certain key steps through the Employee Self Service (ESS) portal in Umoja.



How\*

If Umoja has been deployed at your duty station (otherwise refer to your local HR Office), the HR Partner (Personnel Office / HR Officer) will take certain steps on your behalf and guide you in the process as follows:

\*To be confirmed against the deployment of Umoja

- 1) The receiving organization will contact the HR Partner to request your release on loan, secondment or transfer
- 2) Your Department/Office will have to agree and confirm the modality of the release (loan/secondment) or prepare your administrative details for transfer.
- 3) If in agreement, your HR partner will initiate the necessary procedures for release.

- For secondment or transfer, you will be cleared as if you were separating from the Secretariat. You will then need to process certain steps in Umoja.

**> Open the Separation Factsheet**

Your administrative details will be sent to the receiving organization which will issue you a new contract and handle your travel arrangements, if applicable.

- For an interagency loan, your HR partner will liaise with the receiving organization

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to negotiate the loan date and financial details but you will not receive a new contract.

- 4) Follow the on-screen steps to complete your request.

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