



Secretariat

ST/AI/190/Rev.1
2 May 1983

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Personnel Services

Subject: OUTSIDE ACTIVITIES

1. The purpose of this instruction is to set out the guidelines and procedures for the approval of requests by staff members to engage in outside activities under staff rule 101.6. The administrative instruction ST/AI/190 of 9 January 1970 on outside activities of members of the Secretariat is hereby superseded.

2. In line with the policy of the Secretary-General to strengthen career development possibilities, it is recognized that professional competence can be enhanced through related outside activities.

3. Under staff rule 101.6 on outside activities and interests, staff are required to seek the approval of the Secretary-General before engaging in any continuous or recurring outside occupation or employment and before performing specific acts relating to the purpose, activities or interests of the United Nations.

4. In accepting appointment as international civil servants of the United Nations, staff members undertake a number of obligations set out in article I of the Staff Regulations which have a direct bearing on activities outside their official duties. It follows from these obligations that, generally speaking, any continuing or recurring outside activity of a substantial nature cannot be reconciled with the principles set out in the Report on Standards of Conduct in the International Civil Service. 1/ However, an outside activity may be authorized on the following conditions:

(a) If the activity is compatible with the status of an international civil servant;

(b) If the activity does not interfere with the work of the staff member, nor with his or her ability to accept any new assignment which the Secretary-General may require the staff member to assume in accordance with staff regulation 1.2.

5. In considering requests to engage in outside activities of a continuing or recurrent nature, account will be taken, in particular, of the relationships between the outside activity and the official duties of the staff member, and between the staff member's emoluments from the United Nations and any remuneration to be received by the staff member for the outside activity. Continuing or recurrent activities will only be authorized for 12 months at a time.

6. Bearing in mind staff regulation 1.5, which governs the communication of information from the staff member by reason of his or her official position, a staff member who is approached by a representative of the information media for any statement or information relating to his or her work or official position should use the utmost discretion. In case of doubt, the staff member should seek the authority of the head of the department or office to which he or she is assigned before responding.

7. In considering requests to perform any of the acts listed under (i) to (iii) of staff rule 101.6 (e), account will be taken, in particular, of the nature of the forum before which the staff member is to appear. Approval of such requests does not relieve staff members of their responsibility to avoid any public pronouncement of a controversial nature, particularly in so far as it may reflect on national policies and interests, unless such pronouncement is directly based on decisions of United Nations organs.

8. The submission of articles, books or other material for publication by external publishers is encouraged as a valuable element in the development of the professional skills of individual staff members. Publishers are considered external if they are not legally subsidiary to any organ of the United Nations. The approval of the Secretary-General required in staff rule 101.6 (e) for such publication will normally be accorded, if the article, book or other material includes, where and when appropriate, the following disclaimer:

"The views expressed herein are those of the author(s) and do not necessarily reflect the views of the United Nations".

9. If the request for outside activities is approved by the Secretary-General, the approval will be considered as a basis for granting special leave in accordance with staff rule 105.1, if such leave is necessary for the conduct of the outside activity concerned.

10. No authority is required for any activity which is neither continuous nor recurring, if it takes place outside working hours or while the staff member is on leave, provided that such activity is not incompatible with the staff member's status as an international civil servant.

11. A staff member wishing to engage in any outside activity for which approval is required shall submit a request in writing through his or her supervisor to the departmental executive or administrative officer.

12. In the case of a request for an outside activity that is neither continuous nor recurring, the executive or administrative officer shall decide on such request in accordance with the guidelines included in this instruction and shall inform the staff member of the decision within two weeks. If, in the opinion of the executive or administrative officer, the request is not in accordance with all the guidelines, the request will be refused and the staff member will be informed of the guideline(s) in question. The executive or administrative officer shall seek the opinion of the Office of Personnel Services, through the departmental personnel officer, in doubtful cases.

13. If a staff member has been previously authorized to speak on the United Nations and is included in the list of speakers maintained for that purpose by the Department of Public Information, requests to speak on subsequent occasions will be approved by the staff member's supervisor, who will so indicate when forwarding the request to the executive or administrative officer.

14. In the case of a continuing or recurring outside activity of any kind the executive or administrative officer will forward the request with his or her recommendation to the personnel officer for review. The executive or administrative officer shall inform the staff member within two weeks of the outcome of the review.

15. Copies of the approved requests shall be kept on file by the executive or administrative officer.

Notes

1/ COORD/CIVIL SERVICE/5, sect. VII.
