



Secretariat

ST/IC/1990/63
30 August 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: LANGUAGE ALLOWANCE FOR STAFF IN THE TRADES AND CRAFTS
CATEGORY AT HEADQUARTERS*

1. The purpose of the present circular is to inform the staff of the decision taken by the Secretary-General, on the recommendation of the Joint Advisory Committee at Headquarters, to extend eligibility for payment of the language allowance established under staff rule 103.6 to staff in the Trades and Crafts category at Headquarters. The effective date of the decision is 1 September 1990.
2. In accordance with staff rule 103.6 and appendix B (Headquarters) to the Staff Rules, the language allowance is payable for up to two additional official languages, in the amounts of \$1,008.00 net per year for the first additional language and \$504.00 net per year for the second additional language.
3. In accordance with staff rule 103.6 and established policy, the eligibility requirements are as follows. Staff members must be proficient in two official languages and must pass the language proficiency examination in one of them to receive the allowance for one additional language. To receive the allowance for a second additional language, staff members must be proficient in three official languages and must pass the proficiency examination in two of those languages. Staff members whose mother tongue is not one of the official languages must pass the examination in an official language other than the one in which they are required to be proficient by the terms of their appointment. In the case of staff members whose mother tongue is an official language, the proficiency examination in that language will be waived and the staff member will be required to pass the examination in another official language, which may be the one in which he or she is required to be proficient by the terms of his or her appointment.

* Personnel Manual index No. 3145.

4. Staff members in the Trades and Crafts categories who, on 1 September 1990, meet the requirements set out in paragraph 3 above, having previously passed the required proficiency examinations, will be paid the language allowance for one or two language allowances, as appropriate, as from 1 September 1990. Staff members in the Trades and Crafts category who on 1 September 1990 do not meet the requirements set out in paragraph 3 above but who subsequently pass the required language proficiency examinations will be eligible for the appropriate language allowance as from the date on which they meet all requirements. It should be noted that language proficiency examinations are normally held twice a year and that the next examination is scheduled for 29 and 30 January 1991.

5. An appropriate amendment will be made in due course to the salary scale for the Trades and Crafts category in appendix B to the 100 series of Staff Rules.
