United Nations

Index
to
information circulars

**1 January 2019**

 **Introduction**

1. The present index to information circulars lists, in alphanumeric order by symbol, together with date and subject matter, all circulars that have been issued at United Nations Headquarters since January 2018. The index is issued annually.

2. The index comprises the following sections:

 (a) Information circulars, by alphanumeric symbol, issued in 2018;

 (b) Information circulars listed according to subject matter.

3. The index should be read in conjunction with the index to administrative issuances ([ST/IC/2019/1](https://undocs.org/en/ST/IC/2019/1)), which contains issuances issued under the ST/SGB/- series and the ST/AI/- series.

4. Copies of the index are available through official distribution. The index is also archived in the Official Document System and is included in the Human Resources Handbook.

5. Comments and suggestions concerning this publication would be appreciated. They should be addressed to the Chief, Human Resources Policy Section, Office of Human Resources, Secretariat Building, Room S-1865, 18th Floor, New York, N.Y. 10017.

1 January 2019

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 **Index to information circulars**

 **A. Information circulars, by alphanumeric symbol, issued in 2018**

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/2018/1](https://undocs.org/en/ST/IC/2018/1) | 1/1/18  | Index to administrative issuances | Expiration date: in effect until further notice |
| [ST/IC/2018/2](https://undocs.org/en/ST/IC/2018/2) | 1/1/18  | Index to information circulars | Expiration date: in effect until further notice |
| [ST/IC/2018/3](https://undocs.org/en/ST/IC/2018/3) | 8/1/18  | Revised base salary scales for staff in the Professional and higher categories and staff in the Field Service category  | Expiration date: in effect until further notice |
| [ST/IC/2018/4](https://undocs.org/en/ST/IC/2018/4) | 8/1/18  | Revised salary scales for staff in the General Service and related categories at Headquarters (recruited on or after 1 February 2016) | Expiration date: in effect until further notice |
| [ST/IC/2018/5](https://undocs.org/en/ST/IC/2018/5) and [ST/IC/2018/5/Corr.1](https://undocs.org/en/ST/IC/2018/5/Corr.1) | 16/1/18 8/2/18 | Designation of duty stations for purposes of rest and recuperation | Expiration date: 30/6/18 |
| [ST/IC/2018/6](https://undocs.org/en/ST/IC/2018/6) | 22/1/18  | Payment of 2017 income taxes | Expiration date: 31/12/18  |
| [ST/IC/2018/7](https://undocs.org/en/ST/IC/2018/7) | 1/3/18  | Education grant and related benefits | Expiration dates: in effect until further notice  |
| [ST/IC/2018/8](https://undocs.org/en/ST/IC/2018/8) | 1/3/18  | Special education grant and related benefit for children with a disability | Expiration date: in effect until further notice  |
| [ST/IC/2018/9](https://undocs.org/en/ST/IC/2018/9) | 1/3/18  | Rental subsidies and deductions | Expiration date: in effect until further notice |
| [ST/IC/2018/10](https://undocs.org/en/ST/IC/2018/10) | 25/1/18  | Classification of duty stations and special entitlements for staff members serving at designated duty stations | Expiration date: 30/6/18  |
| [ST/IC/2018/11](https://undocs.org/en/ST/IC/2018/11), [ST/IC/2018/11/Corr.1](https://undocs.org/en/ST/IC/2018/11/Corr.1) and [ST/IC/2018/11/Corr.2](https://undocs.org/en/ST/IC/2018/11/Corr.2) | 9/2/18, 5/3/18 and 10/4/18 | Review of staff claims for dependency benefits for 2016 | Expiration date: 31/12/18 |
| [ST/IC/2018/12](https://undocs.org/en/ST/IC/2018/12) | 9/2/18  | Hourly wage for household employees on G-5 visas | Expiration date: in effect until further notice  |
| [ST/IC/2018/13](https://undocs.org/en/ST/IC/2018/13) | 9/5/18  | Implementation of the new mandatory age of separation | Expiration date: in effect until further notice |
| [ST/IC/2018/14](https://undocs.org/en/ST/IC/2018/14) | 4/6/18  | The United Nations garage: increase in parking rates | Expiration date: in effect until further notice  |
| [ST/IC/2018/15](https://undocs.org/en/ST/IC/2018/15) | 5/6/18  | Renewal of the United Nations Headquarters-administered health insurance programme, effective 1 July 2018 | Expiration date: 30/6/19  |
| [ST/IC/2018/16](https://undocs.org/en/ST/IC/2018/16) | 7/6/18  | United Nations sabbatical leave programme for 2019 | Expiration date: 31/12/19  |
| [ST/IC/2018/17](https://undocs.org/en/ST/IC/2018/17) | 20/7/18  | Membership of the Senior Review Group | Expiration date: in effect until further notice  |
| [ST/IC/2018/18](https://undocs.org/en/ST/IC/2018/18) | 23/7/18  | Abolishment of obsolete information circulars |  |
| [ST/IC/2018/19](https://undocs.org/en/ST/IC/2018/19) | 24/7/18  | Classification of duty stations and special entitlements for staff members serving at designated duty stations | Expiration date: 31/12/18  |
| [ST/IC/2018/20](https://undocs.org/en/ST/IC/2018/20) and [ST/IC/2018/20/Corr.1](https://undocs.org/en/ST/IC/2018/20/Corr.1) | 26/7/18 7/11/18 | Designation of duty stations for purposes of rest and recuperation | Expiration date: 31/12/18  |
| [ST/IC/2018/21](https://undocs.org/en/ST/IC/2018/21) | 14/8/18  | Working hours during the seventy-third session of the General Assembly for staff members at United Nations Headquarters | Expiration date: 31/12/18  |
| [ST/IC/2018/22](https://undocs.org/en/ST/IC/2018/22) | 28/8/18  | Membership of the Field Service Classification Appeals Committee | Expiration date: in effect until further notice |
| [ST/IC/2018/23](https://undocs.org/en/ST/IC/2018/23) | 13/9/18  | Arrangements for admission to United Nations Headquarters during the seventy-third session of the General Assembly | Expiration date: 16/9/19  |
| [ST/IC/2018/24](https://undocs.org/en/ST/IC/2018/24) | 13/9/18  | Arrangements for admission to United Nations Headquarters during the high-level meetings and the general debate of the seventy-third session of the General Assembly | Expiration date: 5/10/18  |
| [ST/IC/2018/25](https://undocs.org/en/ST/IC/2018/25) | 13/9/18  | G-4 visas for domestic partners | Expiration date: in effect until further notice |
| [ST/IC/2018/26](https://undocs.org/en/ST/IC/2018/26) | 24/9/18  | Official holidays for 2019 at United Nations Headquarters | Expiration date: 31/12/19  |
| [ST/IC/2018/27](https://undocs.org/en/ST/IC/2018/27) and [ST/IC/2018/27/Corr.1](https://undocs.org/en/ST/IC/2018/27/Corr.1) | 7/11/18 6/12/18 | Review of staff claims for dependency benefits for 2017 | Expiration date: in effect until further notice |
| [ST/IC/2018/28](https://undocs.org/en/ST/IC/2018/28) | 17/11/18  | Membership of the New York General Service Classification Appeals Committee | Expiration date: in effect until further notice |
| [ST/IC/2018/29](https://undocs.org/en/ST/IC/2018/29) | 20/11/18  | Regulations, Rules and Pension Adjustment System of the United Nations Joint Staff Pension Fund | Expiration date: in effect until further notice  |
| [ST/IC/2018/30](https://undocs.org/en/ST/IC/2018/30) | 20/11/18  | Navigating the health-care system in the United States of America | Expiration date: in effect until further notice  |

 **B. Information circulars listed according to subject matter**

 **I. Buildings, premises and security**

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/2016/10](https://undocs.org/en/ST/IC/2016/10)  | 9/3/16  | No smoking policy at United Nations Headquarters premises | Expiration date: in effect until further notice |
| [ST/IC/2018/14](https://undocs.org/en/ST/IC/2018/14) | 4/6/18  | The United Nations garage: increase in parking rates | Expiration date: in effect until further notice  |
| [ST/IC/2018/23](https://undocs.org/en/ST/IC/2018/23) | 13/9/18  | Arrangements for admission to United Nations Headquarters during the seventy-third session of the General Assembly | Expiration date: 16/9/19  |
| [ST/IC/2018/24](https://undocs.org/en/ST/IC/2018/24) | 13/9/18  | Arrangements for admission to United Nations Headquarters during the high-level meetings and the general debate of the seventy-third session of the General Assembly | Expiration date: 5/10/18  |

 **II. Claims**

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/2016/12](https://undocs.org/en/ST/IC/2016/12)  | 25/4/16  | Review of staff claims for dependency benefits for 2015 | Expiration date: in effect until further notice |
| [ST/IC/2018/11](https://undocs.org/en/ST/IC/2018/11), [ST/IC/2018/11/Corr.1](https://undocs.org/en/ST/IC/2018/11/Corr.1) and [ST/IC/2018/11/Corr.2](https://undocs.org/en/ST/IC/2018/11/Corr.2) | 9/2/18, 5/3/18 and 10/4/18 | Review of staff claims for dependency benefits for 2016  | Expiration date: 31/12/18. See also [ST/AI/2011/5](https://undocs.org/en/ST/AI/2011/5) and [ST/AI/2009/1](https://undocs.org/en/ST/AI/2009/1) |
| [ST/IC/2018/27](https://undocs.org/en/ST/IC/2018/27) and [ST/IC/2018/27/Corr.1](https://undocs.org/en/ST/IC/2018/27/Corr.1) | 7/11/18 6/12/18 | Review of staff claims for dependency benefits for 2017 | Expiration date: in effect until further notice. See also [ST/AI/2018/6](https://undocs.org/en/ST/AI/2018/6) |

 **III. Communications, archives and records**

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/2000/89](https://undocs.org/en/ST/IC/2000/89) | 27/11/00 | Procedures governing the dispatch of personal mail from United Nations offices away from Headquarters | Expiration date: in effect until further notice. See also [ST/AI/368](https://undocs.org/en/ST/AI/368) |
| [ST/IC/2001/70](https://undocs.org/en/ST/IC/2001/70) | 21/9/01 | Revised rates for telephone and facsimile service using the United Nations global network | Expiration date: in effect until further notice |
| [ST/IC/2003/35](https://undocs.org/en/ST/IC/2003/35) | 3/6/03 | Registration of email addresses for delivery of pay slips | Expiration date: in effect until further notice |
| [ST/IC/2003/41](https://undocs.org/en/ST/IC/2003/41) | 30/6/03 | Communications and contacts with host country authorities | Expiration date: in effect until further notice |
| [ST/IC/2003/64](https://undocs.org/en/ST/IC/2003/64) | 11/12/03 | Personal emergency contact information | Expiration date: in effect until further notice |
| [ST/IC/2005/11](https://undocs.org/en/ST/IC/2005/11) | 18/2/05 | Mobile communication devices for official work | Expiration date: in effect until further notice |
| [ST/IC/2014/18](https://undocs.org/en/ST/IC/2014/18) | 17/7/14 | Limitation of automatic forwarding of email messages | Expiration date: in effect until further notice |
| [ST/IC/2014/27](https://undocs.org/en/ST/IC/2014/27) | 6/11/14 | Internet filter upgrade | Expiration date: in effect until further notice |
| [ST/IC/2015/13](https://undocs.org/en/ST/IC/2015/13) | 5/6/15 | Email filter upgrade | Expiration date: in effect until further notice |

 **IV. Conferences**

No information circulars apply at present.

 **V. Documents and publications**

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/2002/70](https://undocs.org/en/ST/IC/2002/70) | 1/11/02 | Availability to Secretariat officials of official documents and publications | Expiration date: in effect until further notice |
| [ST/IC/2006/33](https://undocs.org/en/ST/IC/2006/33) | 21/8/06 | Revised procedures for picking up documents processed by the Host Country Affairs Section of the United States Mission to the United Nations | Expiration date: in effect until further notice |

 **VI. Finance**

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/2013/36](https://undocs.org/en/ST/IC/2013/36) | 31/12/13 | United Nations policy framework for International Public Sector Accounting Standards | Expiration date: in effect until further notice |
| [ST/IC/2016/9](https://undocs.org/en/ST/IC/2016/9) | 7/3/16 | Recording and tracking procedure for non‑capitalized property | Expiration date: in effect until further notice |

 **VII. General office procedures**

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/1997/11](https://undocs.org/en/ST/IC/1997/11) | 4/2/97 | Electronic mail – directory maintenance and automatic message deletion | Expiration date: in effect until further notice |
| [ST/IC/1999/14](https://undocs.org/en/ST/IC/1999/14) | 9/2/99 | Guidelines for ergonomic workstations and work with computers | Expiration date: in effect until further notice |
| [ST/IC/2003/29](https://undocs.org/en/ST/IC/2003/29) | 23/4/03 | Performance controls of United Nations Internet services | Expiration date: in effect until further notice |
| [ST/IC/2003/35](https://undocs.org/en/ST/IC/2003/35) | 3/6/03 | Registration of email addresses for delivery of pay slips | Expiration date: in effect until further notice |
| [ST/IC/2003/41](https://undocs.org/en/ST/IC/2003/41) | 30/6/03 | Communications and contacts with host country authorities | Expiration date: in effect until further notice |
| [ST/IC/2003/64](https://undocs.org/en/ST/IC/2003/64) | 11/12/03 | Personal emergency contact information | Expiration date: in effect until further notice |
| [ST/IC/2005/11](https://undocs.org/en/ST/IC/2005/11) | 18/2/05 | Mobile communication devices for official work | Expiration date: in effect until further notice |
| [ST/IC/2006/33](https://undocs.org/en/ST/IC/2006/33) | 21/8/06 | Revised procedures for picking up documents processed by the Host Country Affairs Section of the United States Mission to the United Nations | Expiration date: in effect until further notice |
| [ST/IC/2013/17](https://undocs.org/en/ST/IC/2013/17) | 17/5/13 | Changes to the I-94 form (arrival/departure record) for United Nations staff and dependants | Expiration date: in effect until further notice |
| [ST/IC/2013/34](https://undocs.org/en/ST/IC/2013/34) | 14/11/13 | United States revised policies and procedures concerning the authorization of utility tax exemption for the United Nations Secretariat and its eligible staff members | Expiration date: in effect until further notice |
| [ST/IC/2014/11](https://undocs.org/en/ST/IC/2014/11) | 1/4/14 | New procedure for checking the status of United States visa applications | Expiration date: in effect until further notice |
| [ST/IC/2015/16](https://undocs.org/en/ST/IC/2015/16) | 24/8/15 | Change of practice regarding the cancellation of valid United States visas in the “G” category upon completion of assignment in the United States of America | Expiration date: in effect until further notice |
| [ST/IC/2016/11](https://undocs.org/en/ST/IC/2016/11) | 25/4/16 | Revised policies and procedures for obtaining employment authorization for dependants of non‑United States citizens | Expiration date: in effect until further notice |
| [ST/IC/2017/6](https://undocs.org/en/ST/IC/2017/6) | 4/1/17 | Revised definition of “immediate family” for the purposes of the G visa | Expiration date: in effect until further notice |

 **VIII. Human resources**

 **1. Administration-staff relations**

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/2014/9](https://undocs.org/en/ST/IC/2014/9) | 28/2/14 | Voluntary supplemental funding mechanism for the Office of Staff Legal Assistance  | Expiration date: in effect until further notice |

 **2. Allowances, entitlements and grants**[[1]](#footnote-1)

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/2011/6](https://undocs.org/en/ST/IC/2011/6) and [ST/IC/2011/6/Corr.1](https://undocs.org/en/ST/IC/2011/6/Corr.1) | 8/3/1116/8/11 | Dependency allowances for staff in the Professional and higher categories and in the Field Service category | Expiration date: in effect until further notice. See also [ST/AI/2016/8](https://undocs.org/en/ST/AI/2016/8) |
| [ST/IC/2015/11](https://undocs.org/en/ST/IC/2015/11) | 20/5/15 | Home leave | Expiration date: in effect until further notice. See also [ST/AI/2015/2/Rev.1](https://undocs.org/en/ST/AI/2015/2/Rev.1)  |
| [ST/IC/2016/12](https://undocs.org/en/ST/IC/2016/12) | 25/4/16 | Review of staff claims for dependency benefits for 2015 | Expiration date: in effect until further notice |
| [ST/IC/2016/28](https://undocs.org/en/ST/IC/2016/28) | 1/10/16 | Establishment of mission areas for purposes of relocation grant | Expiration date: in effect until further notice |
| [ST/IC/2017/20](https://undocs.org/en/ST/IC/2017/20) and [ST/IC/2017/20/Corr.1](https://undocs.org/en/ST/IC/2017/20/Corr.1)  | 24/7/174/8/17  | Rates of daily subsistence allowance in New York, Geneva and Vienna  | Expiration date: in effect until further notice. See also [ST/AI/2014/2](https://undocs.org/en/ST/AI/2014/2)  |
| [ST/IC/2017/35](https://undocs.org/en/ST/IC/2017/35)  | 1/12/17  | Relocation grant (lump-sum option for unaccompanied shipments or relocation shipments): rates  | Expiration date: in effect until further notice. See also [ST/AI/2016/4](https://undocs.org/en/ST/AI/2016/4) |
| [ST/IC/2018/7](https://undocs.org/en/ST/IC/2018/7) | 1/3/18 | Education grant and related benefits | Expiration date: in effect until further notice. See also [ST/AI/2011/4](https://undocs.org/en/ST/AI/2011/4), [ST/AI/2011/4/Amend.1](https://undocs.org/en/ST/AI/2011/4/Amend.1), [ST/AI/2011/4/Amend.2](https://undocs.org/en/ST/AI/2011/4/Amend.2) and [ST/AI/2016/3](https://undocs.org/en/ST/AI/2016/3) |
| [ST/IC/2018/8](https://undocs.org/en/ST/IC/2018/8) | 1/3/18 | Special education grant and related benefit for children with a disability | Expiration date: in effect until further notice  |
| [ST/IC/2018/9](https://undocs.org/en/ST/IC/2018/9) | 1/3/18 | Rental subsidies and deductions | Expiration date: in effect until further notice. See also [ST/AI/2013/2/Rev.1](https://undocs.org/en/ST/AI/2013/2/Rev.1) |
| [ST/IC/2018/20](https://undocs.org/en/ST/IC/2018/20) and [ST/IC/2018/20/Corr.1](https://undocs.org/en/ST/IC/2018/20/Corr.1) | 26/7/18 7/11/18 | Designation of duty stations for purposes of rest and recuperation | Expiration date: 31/12/18 |

 **3. Appeals**

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/2015/21](https://undocs.org/en/ST/IC/2015/21) | 24/9/15 | Exceptional extension of the membership of the New York General Service Classification Appeals Committee | Expiration date: in effect until further notice. See also [ST/AI/1998/9](https://undocs.org/en/ST/AI/1998/9) and [ST/AI/1998/9/Corr.1](https://undocs.org/en/ST/AI/1998/9/Corr.1) (English only) |
| [ST/IC/2014/9](https://undocs.org/en/ST/IC/2014/9) | 28/2/14 | Voluntary supplemental funding mechanism for the Office of Staff Legal Assistance | Expiration date: in effect until further notice |
| [ST/IC/2017/29](https://undocs.org/en/ST/IC/2017/29) | 6/10/17  | Membership of the Classification Appeals Committee for Posts in the Professional Category and Above  | Expiration date: in effect until further notice  |
| [ST/IC/2017/31](https://undocs.org/en/ST/IC/2017/31) | 11/10/17 | Internal Justice Council | Expiration date: in effect until further notice |
| [ST/IC/2018/22](https://undocs.org/en/ST/IC/2018/22) | 28/8/18 | Membership of the Field Service Classification Appeals Committee | Expiration date: in effect until further notice  |
| [ST/IC/2018/28](https://undocs.org/en/ST/IC/2018/28) | 17/11/18 | Membership of the New York General Service Classification Appeals Committee | Expiration date: in effect until further notice. See also [ST/AI/1998/9](https://undocs.org/en/ST/AI/1998/9) and [ST/AI/1998/9/Corr.1](https://undocs.org/en/ST/AI/1998/9/Corr.1) (English only) |

 **4. Appointments, placement and promotion**

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/2000/86](https://undocs.org/en/ST/IC/2000/86) | 14/11/00 | Multilingualism | Expiration date: in effect until further notice |
| [ST/IC/2016/17](https://undocs.org/en/ST/IC/2016/17)  | 9/8/16  | Membership of the Senior Review Board  | Expiration date: in effect until further notice  |
| [ST/IC/2016/27](https://undocs.org/en/ST/IC/2016/27) | 23/9/16 | Membership of the Joint Harassment Prevention Boards | Expiration date: in effect until further notice |
| [ST/IC/2017/13](https://undocs.org/en/ST/IC/2017/13) and [ST/IC/2017/13/Amend.1](https://undocs.org/en/ST/IC/2017/13/Amend.1) | 3/3/17 20/9/17  | Membership of the Central Review Board, Committee and Panel at Headquarters  | Expiration dates: [ST/IC/2017/13:](https://undocs.org/en/ST/IC/2017/13%3A) in effect until further notice; [ST/IC/2017/13/Amend.1:](https://undocs.org/en/ST/IC/2017/13/Amend.1%3A) in effect until further notice  |
| [ST/IC/2017/23](https://undocs.org/en/ST/IC/2017/23) | 19/7/17 | Review for consideration for the granting of a continuing appointment, as at 1 July 2014 | Expiration date: in effect until further notice. See also [ST/SGB/2011/9](https://undocs.org/en/ST/SGB/2011/9) and [ST/AI/2012/3](https://undocs.org/en/ST/AI/2012/3) |
| [ST/IC/2017/34](https://undocs.org/en/ST/IC/2017/34) and [ST/IC/2017/34/Corr.1](https://undocs.org/en/ST/IC/2017/34/Corr.1) | 23/10/172/11/17 | Membership of the Job Network Board for the Political, Peace and Humanitarian Network | Expiration date: in effect until further notice  |
| [ST/IC/2018/13](https://undocs.org/en/ST/IC/2018/13) | 9/5/18 | Implementation of the new mandatory age of separation | Expiration date: in effect until further notice |
| [ST/IC/2018/17](https://undocs.org/en/ST/IC/2018/17) | 20/7/18 | Membership of the Senior Review Group | Expiration date: in effect until further notice. See also [ST/SGB/2011/8](https://undocs.org/en/ST/SGB/2011/8) |

 **5. Attendance, leave and working hours**[[2]](#footnote-2)

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/2017/19](https://undocs.org/en/ST/IC/2017/19)  | 16/6/17  | United Nations sabbatical leave programme for 2018  | Expiration date: 31/12/18  |
| [ST/IC/2018/16](https://undocs.org/en/ST/IC/2018/16) | 7/6/18  | United Nations sabbatical leave programme for 2019 | Expiration date: 31/12/19  |
| [ST/IC/2018/21](https://undocs.org/en/ST/IC/2018/21) | 14/8/18  | Working hours during the seventy-third session of the General Assembly for staff members at United Nations Headquarters | Expiration date: 31/12/18  |
| [ST/IC/2018/26](https://undocs.org/en/ST/IC/2018/26) | 24/9/18  | Official holidays for 2019 at United Nations Headquarters | Expiration date: 31/12/19  |

 **6. Delegation of authority**

No information circulars apply at present.

 **7. Disciplinary matters**

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/2017/33](https://undocs.org/en/ST/IC/2017/33)  | 13/10/17  | Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2016 to 30 June 2017  | Expiration date: in effect until further notice  |

 **8. Duties and obligations**

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/1997/90](https://undocs.org/en/ST/IC/1997/90) | 26/12/97 | Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles] | Expiration date: in effect until further notice |
| [ST/IC/2004/31](https://undocs.org/en/ST/IC/2004/31) | 6/8/04 | Permanent residence in the United States of America – waiver of rights, privileges, exemptions and immunities | Expiration date: in effect until further notice. See also [ST/AI/2000/19](https://undocs.org/en/ST/AI/2000/19) |
| [ST/IC/2004/39](https://undocs.org/en/ST/IC/2004/39) | 9/9/04 | Procedures regarding citations for motor vehicle infractions | Expiration date: in effect until further notice |
| [ST/IC/2006/30](https://undocs.org/en/ST/IC/2006/30) | 16/8/06 | Outside activities | Expiration date: in effect until further notice |
| [ST/IC/2006/31](https://undocs.org/en/ST/IC/2006/31) | 16/8/06 | Honours, gifts or remuneration from outside sources | Expiration date: in effect until further notice |
| [ST/IC/2006/33](https://undocs.org/en/ST/IC/2006/33) | 21/8/06 | Revised procedures for picking up documents processed by the Host Country Affairs Section of the United States Mission to the United Nations | Expiration date: in effect until further notice |
| [ST/IC/2007/51](https://undocs.org/en/ST/IC/2007/51) | 26/12/07 | New travel regulations for foreign nationals entering Japan | Expiration date: in effect until further notice |
| [ST/IC/2014/29](https://undocs.org/en/ST/IC/2014/29) | 18/12/14 | Revised procedures for obtaining a driver’s licence and testing requirements for licences with a “motorcycle endorsement” for non-United States citizens | Expiration date: in effect until further notice |
| [ST/IC/2015/16](https://undocs.org/en/ST/IC/2015/16) | 24/8/15 | Change of practice regarding the cancellation of valid United States visas in the “G” category upon completion of assignment in the United States of America | Expiration date: in effect until further notice |
| [ST/IC/2016/8](https://undocs.org/en/ST/IC/2016/8) | 18/2/16 | Imposition of fees associated with the privileges and benefits provided by the Office of Foreign Missions for non-United States citizens | Expiration date: in effect until further notice |
| [ST/IC/2016/15](https://undocs.org/en/ST/IC/2016/15) | 22/7/16 | United Nations mandatory programmes | Expiration date: in effect until further notice |
| [ST/IC/2017/6](https://undocs.org/en/ST/IC/2017/6)  | 4/1/17  | Revised definition of “immediate family” for the purposes of the G visa  | Expiration date: in effect until further notice  |
| [ST/IC/2017/17](https://undocs.org/en/ST/IC/2017/17)  | 5/6/17  | United Nations mandatory learning programmes  | Expiration date: in effect until further notice  |
| [ST/IC/2018/12](https://undocs.org/en/ST/IC/2018/12) | 9/2/18 | Hourly wage for household employees on G-5 visas | Expiration dates: in effect until further notice |

 **9. Job classification system**

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/2013/21](https://undocs.org/en/ST/IC/2013/21) | 16/7/13 | Membership of the New York General Service Classification Appeals Committee | Expiration date: in effect until further notice. See also [ST/AI/1998/9](https://undocs.org/en/ST/AI/1998/9) and [ST/AI/1998/9/Corr.1](https://undocs.org/en/ST/AI/1998/9/Corr.1) (English only) |
| [ST/IC/2015/21](https://undocs.org/en/ST/IC/2015/21) | 24/9/15 | Exceptional extension of the membership of the New York General Service Classification Appeals Committee | Expiration date: in effect until further notice. See also [ST/AI/1998/9](https://undocs.org/en/ST/AI/1998/9) and [ST/AI/1998/9/Corr.1](https://undocs.org/en/ST/AI/1998/9/Corr.1) (English only) |

 **10. General**

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/1999/111](https://undocs.org/en/ST/IC/1999/111) | 29/12/99 | Mental health – medical and employee assistance facilities | Expiration date: in effect until further notice. See also [ST/AI/372](https://undocs.org/en/ST/AI/372) |
| [ST/IC/2010/19/Rev.1](https://undocs.org/en/ST/IC/2010/19/Rev.1) | 29/9/15 | Human Resources Handbook | Expiration date: in effect until further notice |

 **11. Medical and other insurance**

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/1997/90](https://undocs.org/en/ST/IC/1997/90) | 26/12/97 | Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles] | Expiration date: in effect until further notice |
| [ST/IC/1999/111](https://undocs.org/en/ST/IC/1999/111) | 29/12/99 | Mental health – medical and employee assistance facilities | Expiration date: in effect until further notice. See also [ST/AI/372](https://undocs.org/en/ST/AI/372) |
| [ST/IC/2002/63](https://undocs.org/en/ST/IC/2002/63) and [ST/IC/2002/63/Amend.1](https://undocs.org/en/ST/IC/2002/63/Amend.1) | 27/9/02 14/7/03 | United Nations group life insurance plan | Expiration date: in effect until further notice. See also [ST/AI/2002/6](https://undocs.org/en/ST/AI/2002/6) |
| [ST/IC/2005/55](https://undocs.org/en/ST/IC/2005/55) | 4/10/05 | New claims administration service from Aetna for medical services rendered outside the United States of America | Expiration date: in effect until further notice. See also [ST/IC/2006/22](https://undocs.org/en/ST/IC/2006/22)  |
| [ST/IC/2006/21](https://undocs.org/en/ST/IC/2006/21) | 31/5/06 | United Nations group life insurance plan | Expiration date: in effect until further notice. See also [ST/AI/2002/6](https://undocs.org/en/ST/AI/2002/6) and [ST/IC/2002/63](https://undocs.org/en/ST/IC/2002/63) |
| [ST/IC/2017/37](https://undocs.org/en/ST/IC/2017/37)  | 12/12/17  | Membership of the Health and Life Insurance Committee  | Expiration date: in effect until further notice |
| [ST/IC/2018/15](https://undocs.org/en/ST/IC/2018/15) | 5/6/18  | Renewal of the United Nations Headquarters-administered health insurance programme, effective 1 July 2018 | Expiration date: 30/6/19  |
| [ST/IC/2018/30](https://undocs.org/en/ST/IC/2018/30) | 20/11/18 | Navigating the health-care system in the United States of America | Expiration date: in effect until further notice |

 **12. Pensions, post-retirement services and employment beyond retirement**

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/2017/11](https://undocs.org/en/ST/IC/2017/11)  | 21/2/17  | Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category  | Expiration date: in effect until further notice. See also [ST/IC/2017/3](https://undocs.org/en/ST/IC/2017/3) |
| [ST/IC/2018/13](https://undocs.org/en/ST/IC/2018/13) | 9/5/18 | Implementation of the new mandatory age of separation | Expiration date: in effect until further notice |
| [ST/IC/2018/29](https://undocs.org/en/ST/IC/2018/29) | 20/11/18 | Regulations, Rules and Pension Adjustment System of the United Nations Joint Staff Pension Fund | Expiration date: in effect until further notice |

 **13. Salary scales and payments**

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/2014/13](https://undocs.org/en/ST/IC/2014/13) | 24/4/14 | Revised salary scales for staff in the General Service and related categories at Headquarters | Expiration date: in effect until further notice |
| [ST/IC/2017/11](https://undocs.org/en/ST/IC/2017/11) | 21/2/17 | Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category | Expiration date: in effect until further notice. See also [ST/IC/2018/3](https://undocs.org/en/ST/IC/2018/3) |
| [ST/IC/2018/4](https://undocs.org/en/ST/IC/2018/4) | 8/1/18 | Revised salary scales for staff in the General Service and related categories at Headquarters (recruited on or after 1 February 2016) | Expiration date: in effect until further notice  |
| [ST/IC/2018/3](https://undocs.org/en/ST/IC/2018/3) | 8/1/18 | Revised base salary scales for staff in the Professional and higher categories and in the Field Service category | Expiration date: in effect until further notice |
| [ST/IC/2018/12](https://undocs.org/en/ST/IC/2018/12) | 9/2/18 | Hourly wage for household employees on G-5 visas | Expiration dates: in effect until further notice  |

 **14. Staff regulations and rules**

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/2010/31](https://undocs.org/en/ST/IC/2010/31) | 13/10/10 | Index to the Staff Regulations and provisional Staff Rules | Expiration date: in effect until further notice |

 **15. Training, career development and examinations**[[3]](#footnote-3)

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/2000/86](https://undocs.org/en/ST/IC/2000/86) | 14/11/00 | Multilingualism | Expiration date: in effect until further notice |
| [ST/IC/2017/17](https://undocs.org/en/ST/IC/2017/17)  | 5/6/17 | United Nations mandatory learning programmes | Expiration date: in effect until further notice |
| [ST/IC/2017/40](https://undocs.org/en/ST/IC/2017/40)  | 28/12/17  | Language and Communications Programme at Headquarters, 2018  | Expiration date: 31/12/18  |

 **16. United States taxes**[[4]](#footnote-4)

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/2012/11](https://undocs.org/en/ST/IC/2012/11) | 5/4/12 | United States income tax requirements as they relate to employment authorizations for dependent family members | Expiration date: in effect until further notice |
| [ST/IC/2018/6](https://undocs.org/en/ST/IC/2018/6) | 22/1/18  | Payment of 2017 income taxes | Expiration date: 31/12/18  |

 **17. Visas**

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/2001/27](https://undocs.org/en/ST/IC/2001/27) and [ST/IC/2001/27/Amend.1](https://undocs.org/en/ST/IC/2001/27/Amend.1) | 10/4/01 25/8/08 | Visa status in the United States of America | Expiration date: in effect until further notice. See also [ST/AI/2000/19](https://undocs.org/en/ST/AI/2000/19) |
| [ST/IC/2004/8](https://undocs.org/en/ST/IC/2004/8) | 27/1/04 | United States Visitor and Immigrant Status Indicator Technology | Expiration date: in effect until further notice |
| [ST/IC/2004/14](https://undocs.org/en/ST/IC/2004/14) | 24/3/04 | Filing of petitions for special immigrant classification and/or applications for lawful permanent resident status in the United States of America | Expiration date: in effect until further notice |
| [ST/IC/2004/31](https://undocs.org/en/ST/IC/2004/31) | 6/8/04 | Permanent residence in the United States of America – waiver of rights, privileges, exemptions and immunities | Expiration date: in effect until further notice. See also [ST/AI/2000/19](https://undocs.org/en/ST/AI/2000/19) |
| [ST/IC/2007/43](https://undocs.org/en/ST/IC/2007/43) | 22/10/07 | Visa status while on mission service | Expiration date: in effect until further notice |
| [ST/IC/2008/11](https://undocs.org/en/ST/IC/2008/11) | 31/1/08 | Revalidation of visas | Expiration date: in effect until further notice |
| [ST/IC/2009/42](https://undocs.org/en/ST/IC/2009/42) | 1/12/09 | Employment of household employees for whom a G-5 visa has been requested or obtained | Expiration date: in effect until further notice. See also [ST/IC/2012/7](https://undocs.org/en/ST/IC/2012/7) |
| [ST/IC/2017/6](https://undocs.org/en/ST/IC/2017/6)  | 4/1/17 | Revised definition of “immediate family” for the purposes of the G visa  | Expiration date: in effect until further notice  |
| [ST/IC/2017/8](https://undocs.org/en/ST/IC/2017/8)  | 1/2/17  | United States Executive Order dated 27 January 2017 suspending immigrant and non-immigrant entry into the United States of aliens from Iran (Islamic Republic of), Iraq, Libya, Somalia, the Sudan, the Syrian Arab Republic and Yemen  | Expiration date: in effect until further notice  |
| [ST/IC/2017/32](https://undocs.org/en/ST/IC/2017/32)  | 11/10/17  | Employment of household employees on G‑5 visas  | Expiration date: in effect until further notice. See also [ST/IC/2009/42](https://undocs.org/en/ST/IC/2009/42), [ST/IC/2012/7](https://undocs.org/en/ST/IC/2012/7), [ST/IC/2013/30](https://undocs.org/en/ST/IC/2013/30) and [ST/IC/2014/19](https://undocs.org/en/ST/IC/2014/19) |
| [ST/IC/2018/12](https://undocs.org/en/ST/IC/2018/12) | 9/2/18 | Hourly wage for household employees on G-5 visas | Expiration date: in effect until further notice |
| [ST/IC/2018/25](https://undocs.org/en/ST/IC/2018/25) | 13/9/18  | G-4 visas for domestic partners | Expiration date: in effect until further notice |

 **IX. Library**

No information circulars apply at present.

 **X. Missions**[[5]](#footnote-5)

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/2016/28](https://undocs.org/en/ST/IC/2016/28) | 1/10/16 | Establishment of mission areas for purposes of relocation grant | Expiration date: in effect until further notice |
| [ST/IC/2018/19](https://undocs.org/en/ST/IC/2018/19) | 24/7/18  | Classification of duty stations and special entitlements for staff members serving at designated duty stations | Expiration date: 31/12/18  |

 **XI. Organizational structure**

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/2013/21](https://undocs.org/en/ST/IC/2013/21) | 16/7/13 | Membership of the New York General Service Classification Appeals Committee | Expiration date: in effect until further notice. See also [ST/AI/1998/9](https://undocs.org/en/ST/AI/1998/9) and [ST/AI/1998/9/Corr.1](https://undocs.org/en/ST/AI/1998/9/Corr.1) (English only) |
| [ST/IC/2015/21](https://undocs.org/en/ST/IC/2015/21) | 24/9/15 | Exceptional extension of the membership of the New York General Service Classification Appeals Committee | Expiration date: in effect until further notice. See also [ST/AI/1998/9](https://undocs.org/en/ST/AI/1998/9) and [ST/AI/1998/9/Corr.1](https://undocs.org/en/ST/AI/1998/9/Corr.1) (English only) |
| [ST/IC/2016/17](https://undocs.org/en/ST/IC/2016/17)  | 9/8/16  | Membership of the Senior Review Board  | Expiration date: in effect until further notice. See also [ST/SGB/2016/3](https://undocs.org/en/ST/SGB/2016/3)  |
| [ST/IC/2016/27](https://undocs.org/en/ST/IC/2016/27)  | 23/9/16 | Membership of the Joint Harassment Prevention Boards  | Expiration date: in effect until further notice. See also [ST/SGB/2008/14](https://undocs.org/en/ST/SGB/2008/14)  |
| [ST/IC/2017/34](https://undocs.org/en/ST/IC/2017/34) and [ST/IC/2017/34/Corr.1](https://undocs.org/en/ST/IC/2017/34/Corr.1)  | 23/10/17 2/11/17  | Membership of the Job Network Board for the Political, Peace and Humanitarian Network  | Expiration date: in effect until further notice  |
| [ST/IC/2017/37](https://undocs.org/en/ST/IC/2017/37)  | 12/12/17  | Membership of the Health and Life Insurance Committee  | Expiration date: in effect until further notice  |
| [ST/IC/2018/17](https://undocs.org/en/ST/IC/2018/17) | 20/7/18 | Membership of the Senior Review Group | Expiration date: in effect until further notice. See also [ST/SGB/2011/8](https://undocs.org/en/ST/SGB/2011/8) |
| [ST/IC/2018/22](https://undocs.org/en/ST/IC/2018/22) | 28/8/18 | Membership of the Field Service Classification Appeals Committee  | Expiration date: in effect until further notice |

 **XII. Property and supplies**

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/1999/14](https://undocs.org/en/ST/IC/1999/14) | 9/2/99 | Guidelines for ergonomic workstations and work with computers | Expiration date: in effect until further notice |
| [ST/IC/2005/11](https://undocs.org/en/ST/IC/2005/11) | 18/2/05 | Mobile communication devices for official work | Expiration date: in effect until further notice |
| [ST/IC/2016/9](https://undocs.org/en/ST/IC/2016/9) | 7/3/16 | Recording and tracking procedure for non‑capitalized property | Expiration date: in effect until further notice |

 **XIII. Protocol**

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/2003/41](https://undocs.org/en/ST/IC/2003/41) | 30/6/03 | Communications and contacts with host country authorities | Expiration date: in effect until further notice |

 **XIV. Travel and transportation**

| *Symbol* | *Date issued* | *Subject* | *Remarks* |
| --- | --- | --- | --- |
|  |  |  |  |
| [ST/IC/1997/90](https://undocs.org/en/ST/IC/1997/90) | 26/12/97 | Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles] | Expiration date: in effect until further notice |
| [ST/IC/1999/99](https://undocs.org/en/ST/IC/1999/99) | 29/11/99 | Excess baggage, shipments and insurance | Expiration date: in effect until further notice. See also [ST/AI/2016/4](https://undocs.org/en/ST/AI/2016/4)  |
| [ST/IC/2000/70](https://undocs.org/en/ST/IC/2000/70) | 21/9/00 | Medical evacuation | Expiration date: in effect until further notice. See also [ST/AI/2000/10](https://undocs.org/en/ST/AI/2000/10) |
| [ST/IC/2001/43](https://undocs.org/en/ST/IC/2001/43), [ST/IC/2001/43/Add.1](https://undocs.org/en/ST/IC/2001/43/Add.1), [ST/IC/2001/43/Amend.1](https://undocs.org/en/ST/IC/2001/43/Amend.1), [ST/IC/2001/43/Amend.2](https://undocs.org/en/ST/IC/2001/43/Amend.2), [ST/IC/2001/43/Amend.3](https://undocs.org/en/ST/IC/2001/43/Amend.3), and [ST/IC/2001/43/Amend.4](https://undocs.org/en/ST/IC/2001/43/Amend.4) | 13/6/01 7/2/02 27/6/05 24/5/06 10/8/07 26/10/17 | Official travel | Expiration date: in effect until further notice. See also [ST/AI/2013/3](https://undocs.org/en/ST/AI/2013/3) |
| [ST/IC/2003/40](https://undocs.org/en/ST/IC/2003/40) | 24/6/03 | Transportation of privately owned automobiles: list of countries and territories to which such transportation may be partially reimbursed | Expiration date: in effect until further notice. See also [ST/AI/2016/4](https://undocs.org/en/ST/AI/2016/4) |
| [ST/IC/2004/38](https://undocs.org/en/ST/IC/2004/38) | 9/9/04 | Host country travel regulations [Iraqi nationals] | Expiration date: in effect until further notice |
| [ST/IC/2004/39](https://undocs.org/en/ST/IC/2004/39) | 9/9/04 | Procedures regarding citations for motor vehicle infractions | Expiration date: in effect until further notice |
| [ST/IC/2005/15](https://undocs.org/en/ST/IC/2005/15) | 8/3/05 | Host country travel regulations [Libyan nationals] | Expiration date: in effect until further notice |
| [ST/IC/2005/59](https://undocs.org/en/ST/IC/2005/59) | 31/10/05 | Host country travel regulations [Russian nationals] | Expiration date: in effect until further notice |
| [ST/IC/2006/10](https://undocs.org/en/ST/IC/2006/10) | 31/1/06 | Host country travel regulations [Vietnamese nationals] | Expiration date: in effect until further notice |
| [ST/IC/2013/17](https://undocs.org/en/ST/IC/2013/17) | 17/5/13 | Changes to the I-94 form (arrival/departure record) for United Nations staff and dependants | Expiration date: in effect until further notice |
| [ST/IC/2017/20](https://undocs.org/en/ST/IC/2017/20) and [ST/IC/2017/20/Corr.1](https://undocs.org/en/ST/IC/2017/20/Corr.1)  | 24/7/17 4/8/17  | Rates of daily subsistence allowance in New York, Geneva and Vienna  | Expiration date: in effect until further notice. See also [ST/AI/2014/2](https://undocs.org/en/ST/AI/2014/2)  |
| [ST/IC/2017/35](https://undocs.org/en/ST/IC/2017/35)  | 1/12/17  | Relocation grant (lump-sum option for unaccompanied shipments or relocation shipments): rates  | Expiration date: in effect until further notice. See also [ST/AI/2016/4](https://undocs.org/en/ST/AI/2016/4) |

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1. For the information circular on special entitlements for staff members serving at designated duty stations, see sect. A. [↑](#footnote-ref-1)
2. For the information circular on working hours during sessions of the General Assembly, see sect. A. [↑](#footnote-ref-2)
3. For information on the internship programme, see [ST/AI/2014/1](https://undocs.org/en/ST/AI/2014/1). [↑](#footnote-ref-3)
4. For the information circular on payment of 2017 income taxes, see sect. A. [↑](#footnote-ref-4)
5. For the information circular on classification of duty stations, see sect. A. [↑](#footnote-ref-5)