



Secretariat

ST/SGB/214*
17 January 1986

Abolished by ST/SGB/2020/3 effective 1 July 2020

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: INTERNATIONAL RESEARCH AND TRAINING INSTITUTE
FOR THE ADVANCEMENT OF WOMEN

1. This bulletin amplifies the arrangements for provision of financial, personnel and other administrative services to the International Research and Training Institute for the Advancement of Women (the Institute), established in the statute of the Institute approved by the General Assembly at its thirty-ninth session (resolution 39/249 dated 9 April 1985). The statute is reproduced in the annex to this bulletin.

2. Articles IV through VII of the statute set out the basic arrangements with respect to the personnel, financial and general administration of the Institute, subject to additional guidelines or conditions to be established by the Secretary-General. Matters not addressed in the following paragraphs remain subject to the appropriate provisions of the Staff Regulations and Rules and the Financial Regulations and Rules of the United Nations.

A. General arrangements

3. The Director of the Institute reports to the Secretary-General on administrative matters through the Under-Secretary-General for Administration and Management.

B. Personnel administration

4. The Director of the Institute is delegated the same authority, in the administration of Staff Regulations and Rules, as that given to heads of offices away from Headquarters, in accordance with the provisions set forth in bulletin

* Reissued for technical reasons.

86-01277 1622t (E)

/...

ST/SGB/151 dated 7 January 1976 and amplified in administrative instruction ST/AI/234 and Amend.1, dated 7 January 1976 and 6 May 1981, respectively. In particular, the Director of the Institute will exercise authority on all matters listed in annexes IV and V of instruction ST/AI/234 as applicable to all offices.

5. In view of the status of the Institute, as outlined in paragraph 1 of its statute, the provisions of article IV regarding the Director and the staff, and the fact that the Institute is entirely funded through voluntary contributions, the following arrangements will also apply:

(a) The staff of the Institute shall be granted temporary appointments for a fixed term not exceeding the end of any given biennium under the 100 series of the Staff Rules (Rule 104.12 (b)). These appointments shall be limited to service with the Institute;

(b) In the case of appointments proposed for a year or more, the established recruitment procedure, i.e., issuance of vacancy announcement, review by the Office of Personnel Services and submission to the Appointment and Promotion Board at Headquarters under staff rule 104.14, as appropriate, shall be followed. Since these appointments will be limited to service with the Institute, posts at the Professional level and above will not be subject to geographical distribution. However, in the appointment of staff at the Professional level and above, due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible;

(c) In view of the arrangements stipulated under subparagraphs (a) and (b) above, posts of the Institute may not be earmarked for internal or external competitive examinations;

(d) All posts at the Institute at the Professional level and above shall be classified in accordance with the established standards by the Classification Section of the Office of Personnel Services.

C. Financial administration

6. In addition to the financial arrangements of the Institute set out in articles V and VI of the statute, the following provisions will also apply:

(a) The Trust Fund of the Institute shall be administered in accordance with the provisions of the Secretary-General's bulletin on the establishment and management of trust funds (ST/SGB/188) of 1 March 1982, as complemented by administrative instruction ST/AI/284 of 1 March 1982;

(b) The programme budget of the Institute shall be submitted to the United Nations Controller for review before presentation to the Board of Trustees of the Institute for approval;

(c) The Director shall incur obligations and disburse funds for the purpose of implementing the budget approved by the Board of Trustees on the basis of spending authorizations (allotment advices) issued by the Controller;

/...

(d) The certifying and approving officers of the Institute shall be designated by the Controller;

(e) The Controller shall act as custodian of all funds available to the Institute, shall designate the bank or banks in which such funds shall be kept and shall designate signatories to operate the bank accounts;

(f) The written authority of the Director, or such other officer as the Director may designate in writing, shall be required for the employment of any consultant and individual contractor. Such services shall be governed by the provisions of bulletin ST/SGB/177 of 19 November 1982 as complemented by instructions ST/AI/295 and ST/AI/296 of 19 November 1982;

(g) Contracts for supplies, equipment and other services shall be let after advertising and competitive bidding, following any applicable provisions of the United Nations Financial Rules, including the provisions relating to the Committee on Contracts. In this respect, the Institute is hereby authorized to establish a local Committee on Contracts at its headquarters under the provisions of financial rule 110.17 (f). The composition of the Committee shall be determined by the Director in consultation with the Assistant Secretary-General for General Services and the Controller. The provisions of financial rule 110.17 (e) with respect to local Committees on Contracts at United Nations regional commissions shall apply, mutatis mutandis, to the Institute's local Committee on Contracts, except that the financial limits for the Institute's local Committee on Contracts shall be as follows:

(i) The lower limit stipulated in subparagraph (i) of financial rule 110.17 (e) will be one quarter of the limit set for regional commissions;

(ii) All other limits stipulated in subparagraphs (i) and (ii) of financial rule 110.17 (e) will be one half of those set for regional commissions;

(h) The Director shall maintain such accounting records and submit such periodic accounts as are requested by the Controller;

(i) The Institute shall establish a local Property Survey Board in accordance with financial rule 110.34.

7. The Controller shall determine, in consultation with the Director, the reimbursement required to ensure that the provision of appropriate administrative and other support to the Institute, in accordance with article VII of the statute, does not entail extra costs to the regular budget of the United Nations.

/...

ANNEX

Statute of the International Research and Training
Institute for the Advancement of Women

Article I

STATUS AND PURPOSES

The United Nations International Research and Training Institute for the Advancement of Women was established by the Economic and Social Council (Council resolution 1998 (LX) of 12 May 1976) in conformity with an earlier decision of the General Assembly (resolution 3520 (XXX) of 15 December 1975), which was based on a recommendation made by the World Conference of the International Women's Year, held at Mexico City from 19 June to 2 July 1975. The Institute is an autonomous institution within the framework of the United Nations established in accordance with the Charter of the United Nations to serve as a vehicle on the international level for the purpose of undertaking research and establishing training programmes to contribute to the integration and mobilization of women in development, to raise awareness of women's issues world-wide and better to assist women to meet new challenges and directions. The Institute, as part of the United Nations, enjoys the status, privileges and immunities provided in Articles 104 and 105 of the Charter of the United Nations and other relevant international agreements and United Nations resolutions relating to the status, privileges and immunities of the Organization.

Article II

OBJECTIVES AND FUNCTIONS

1. The objectives of the Institute are to stimulate and assist, through research, training and the collection and dissemination of information, the advancement of women and their integration in the developmental process both as participants and as beneficiaries. The Institute is to assist the efforts of intergovernmental, governmental and non-governmental organizations in this regard. Accordingly, the principal functions of the Institute shall be:

(a) To conduct research and studies which would enhance the effective integration and mobilization of women in development; the research and studies programmes of the Institute, including, in particular, action-oriented ones, shall give particular attention to the problems facing women in developing countries and to the integration of women in the formulation, design and implementation of development activities at all levels;

(b) To establish training programmes, including a fellowship programme and advisory services, through which the Institute shall endeavour to raise awareness on issues concerning women and development and shall strive to achieve equal participation of women in all aspects of economic and social development and to increase the opportunities for women to acquire new skills in order to meet the challenges of rapid change in today's society;

/...

(c) To establish and maintain a system of information, documentation and communication so as to enable the Institute to respond to the need for disseminating information world-wide on women's issues.

2. In view of its catalytic role, the Institute shall make every effort to develop and utilize networking, as appropriate, in carrying out its functions. This should be done at the international, regional and national levels.

3. In the pursuit of its objectives the Institute shall carry out its activities in close collaboration and co-ordination with institutes and other bodies within and outside the United Nations system.

Article III

BOARD OF TRUSTEES

1. The Institute and its work shall be governed by a Board of Trustees (hereinafter referred to as "the Board").

2. The Board shall be composed as follows:

(a) Eleven members nominated by States and appointed by the Economic and Social Council with due regard to the fact that the Institute and its work are funded from voluntary contributions and to the principle of equitable geographical distribution. The members of the Board shall serve in their individual capacities for a term of three years from the date of their appointment. They shall be eligible for reappointment by the Economic and Social Council for one further term. If a casual vacancy occurs in the membership of the Board, the Economic and Social Council shall appoint a new member to serve for the unexpired portion of the term of office of the former member concerned. In nominating candidates for appointment as members of the Board, States should bear in mind the desirability of selecting persons with appropriate qualifications and expertise;

(b) A representative of the Secretary-General, the Director of the Institute, a representative of each of the regional commissions of the Economic and Social Council and a representative of the host country, who shall serve as ex officio members of the Board.

3. The Board shall:

(a) Formulate principles, policies and guidelines for the activities of the Institute;

(b) Consider and approve the work programme and the budget proposals of the Institute on the basis of recommendations submitted to it by the Director of the Institute;

(c) Make recommendations necessary or desirable for the operations of the Institute;

/...

(d) Report periodically to the Economic and Social Council and where appropriate to the General Assembly.

4. The Board shall meet at least once a year. It shall elect its own officers, including its President, in accordance with the adopted rules of procedure. It shall take its decisions in the manner provided in its rules of procedure.

5. The Board shall consider methods for enhancing the financial resources of the Institute with a view to ensuring the effectiveness of its future operations, their continuity and the Institute's autonomous character within the framework of the United Nations.

6. Members of the Board in furtherance of the principles and policies of the Institute may be invited to help in achieving the goals of the Institute by attending meetings on behalf of the Institute, raising funds for the Institute's operations and helping to establish national support teams, if possible, in their respective countries for the attainment of the objectives of the Institute.

7. Organizations of the United Nations system and other institutions may be represented as appropriate at meetings of the Board in respect of activities of interest to them under the conditions outlined in the rules of procedure of the Board.

Article IV

THE DIRECTOR AND THE STAFF

1. The Director shall be appointed by the Secretary-General of the United Nations, after consultation with the Board.

2. The Director shall have overall responsibility for the organization, direction and administration of the Institute in accordance with general directives by the Board and within the terms of the authority delegated to the Director by the Secretary-General. The Director shall, inter alia:

(a) Submit the work programmes and the budget estimates of the Institute to the Board for its consideration and adoption;

(b) Oversee the execution of the work programmes and make the expenditures envisaged in the budget of the Institute as adopted by the Board;

(c) Submit to the Board annual and ad hoc reports on the activities of the Institute and the execution of its work programmes;

(d) Submit to the Economic and Social Council or to the General Assembly as appropriate reports approved by the Board;

(e) Appoint and direct the staff of the Institute on behalf of the Secretary-General;

/...

(f) Co-ordinate the work of the Institute with that of other organs and bodies of the United Nations, the specialized agencies and international, regional and national institutions in similar fields;

(g) Negotiate arrangements with Governments and intergovernmental organizations as well as non-governmental organizations, academic and philanthropic institutions with a view to offering and receiving services related to the activities of the Institute;

(h) Actively seek appropriate funding for the implementation of the work programme of the Institute;

(i) Accept, subject to the provisions of article VI, paragraph 2, below, voluntary contributions to the Institute;

(j) Make the necessary arrangements for securing established and continuous contact with and support from United Nations Headquarters;

(k) Undertake other assignments or activities as may be determined by the Board or requested by the Secretary-General, provided that any such requests are consistent with the programme budget approved by the Board.

3. The staff of the Institute shall be appointed by the Director on behalf of the Secretary-General and in accordance with modalities established by the Secretary-General, within the staffing table approved by the Board. Such appointment shall be limited to service with the Institute. The staff shall be responsible to the Director in the exercise of their functions.

4. The staff of the Institute shall be recruited on as wide a geographical basis as possible, full consideration being given to the particular requirements of and qualifications for each post needed by the Institute.

5. The terms and conditions of service of the Director and the staff shall be those provided in the Staff Regulations and Rules of the United Nations, subject to such arrangements for special rules or terms of appointment as may be approved by the Secretary-General. The salaries, allowances and other expenses of the Director and the staff shall be borne by the Trust Fund for the International Research and Training Institute for the Advancement of Women.

6. The Director and the staff of the Institute shall not seek or receive instructions from any Government or from any authority external to the United Nations. They shall refrain from any action which might reflect on their position as international officials responsible only to the Organization.

7. The Director and the staff of the Institute are officials of the United Nations and are therefore covered by Article 105 of the Charter of the United Nations and by other international agreements and United Nations resolutions defining the status of officials of the Organization.

Article V

FELLOWS, CONSULTANTS, CORRESPONDENTS AND FOCAL POINTS

1. The Board may designate as honorary fellows individuals who could contribute substantively to the Institute's objectives.
2. The Director may designate a limited number of especially qualified persons to serve as senior fellows of the Institute, for a period not longer than one year, in accordance with criteria established by the Board and procedures formulated by the Secretary-General. Such persons, who may be invited to participate as lecturers or research scholars, shall be selected on the basis of outstanding contributions they have made in fields germane to the work of the Institute.
3. The Director may also designate junior fellows as part of the Institute's ongoing fellowship programme. All fellowships will be granted within the financial provisions of the Institute's programme budget.
4. The Director may also arrange for the services of consultants for the purpose of contributing to the analysis and planning of the activities of the Institute or for special assignments in connection with the Institute's programmes. Such consultants shall be engaged in accordance with policies established by the Secretary-General.
5. Correspondents and focal points in countries or regions approved by the Board may be used by the Institute to assist in maintaining contacts with national or regional institutions and in carrying out or advising on studies and research.
6. Honorary, senior or junior fellows, consultants and correspondents shall not be considered to be members of the staff of the Institute.

Article VI

FINANCE

1. The activities of the Institute shall be funded by voluntary contributions from States, intergovernmental and non-governmental organizations, foundations and private sources.
2. Contributions to the Institute may be accepted provided that they are consistent with the purposes and policies of the Institute. Voluntary contributions that are unrestricted or that are designated for the implementation of an activity approved by the Board may be accepted by the Director after obtaining the concurrence of the Controller of the United Nations. Other voluntary contributions may be accepted only with the approval of the Board, which shall take into account the comments of the Secretary-General. Contributions which may directly or indirectly involve an immediate or ultimate financial liability for the United Nations may be accepted only with the approval of the General Assembly.

/...

3. The funds of the Institute derived from voluntary contributions shall be kept in the Trust Fund for the International Research and Training Institute for the Advancement of Women established by the Secretary-General in accordance with the Financial Regulations and Rules of the United Nations.

4. The funds in the Trust Fund of the Institute shall be held and administered solely for the purposes of the Institute. The Controller of the United Nations shall perform all necessary financial and accounting functions for the Institute, including the custody of its funds, and shall prepare and certify the annual accounts of the Institute.

5. The Financial Regulations and Rules of the United Nations and the financial policies and procedures established by the Secretary-General shall apply to the financial operations of the Institute. Funds of the Institute shall be subject to audit by the United Nations Board of Auditors.

6. The Institute may, in accordance with the Financial Regulations and Rules of the United Nations, enter into contracts with organizations, institutions or firms for the purpose of carrying out its operations. The Institute may acquire or dispose of real and movable property in accordance with the same Regulations and Rules.

Article VII

ADMINISTRATIVE AND OTHER SUPPORT

The Secretary-General of the United Nations shall provide the Institute with appropriate administrative and other support, including financial and personnel services, in accordance with the Financial Regulations and Rules of the United Nations and on conditions determined after consultations between the Secretary-General and the Director of the Institute, it being understood that no extra costs to the regular budget of the United Nations are incurred.

Article VIII

CO-OPERATION WITH OTHER ORGANIZATIONS AND INSTITUTIONS

1. The Institute shall develop arrangements for active and close co-operation with the specialized and related agencies of the United Nations as well as with other organs, programmes and institutions within the United Nations system.

2. The Institute shall endeavour to develop arrangements for co-operation with other organizations or institutions involved in training and research activities which are relevant to the work of the Institute and which may be of assistance to the Institute in the performance of its functions.

Article IX

LOCATION

The Headquarters of the Institute shall be located in the Dominican Republic at Santo Domingo. The Institute may with the approval of the Board and after consultations with the Secretary-General of the United Nations establish other offices elsewhere.

Article X

AMENDMENTS

1. Amendments to this statute may be made by the Economic and Social Council.
2. The Board may review the provisions of this statute and propose to the Economic and Social Council such amendments as it may consider necessary.
3. The Secretary-General may submit to the Board or, if necessary, to the Economic and Social Council, after consultation with the President of the Board, proposals for the revision of the present statute.
