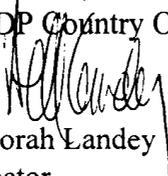


To: All UNDP, UNFPA and UNOPS internationally-recruited staff
UNDP Country Offices

From: 
Deborah Landey
Director
Office of Human Resources, BPRM

Subject: Administrative arrangements for timely salary payment to staff on separation from UNDP.

In line with our efforts to better serve our staff, I am happy to announce and reiterate measures that help to speed up the separation process. This is a further step in a series of re-engineering, streamlining and service-enhancement measures and which were announced in circular UNDP/ADM/98/68 of 16 October 1998 on the subject of "Aligning our personnel administration services with the needs of UNDP 2001".

1. It is in the interest of all internationally-recruited staff, under the 100 and 200 Series of Staff Rules, to be fully familiar with the steps involved in the separation process and with the required material to be submitted. At the time of separation, prompt action is required by country offices before the staff member departs from the country, in order to arrange the timely advance of monies due.
2. The purpose of this circular is to remind Country Offices and internationally-recruited staff of the expeditious arrangements for advance payments against the final entitlements (that is, accrued annual leave, last month's salary, and repatriation grant) that may be due from UNDP to separating staff.
3. Streamlined procedures were announced in our circular UNDP/ADM/97/12 of 10 February 1997. Country Offices and Headquarters Units were asked to cooperate according to precise deadlines to enable UNDP to give separating staff advances of up to 80% of their final entitlements. Unfortunately, we have found that many offices have not followed the expedited steps require to enable us to make timely advances. Thus, many staff are still experiencing delays in receiving their separation monies because the requested documentation is either not submitted on time or is incomplete. Careful attention to the contents of this circular by all concerned will help to avoid these problems.

4. As already explained in the February 1997 circular, offices must submit the form OHR/1/97, "Early Clearance Action" (ECA) for separating staff **before or on the staff member's last day of work**. This provides the information necessary to determine the advance (last day of duty, certified annual leave balance, any outstanding obligations to be recovered etc.). The ECA must also include reliable **estimates** on the shipment of personal effects, which the country office will obtain from the shipping agent. Staff should insist that this action has been taken and the form has been submitted to OHR/Administration Section before terminating service at the duty station.

5. The requirement to submit immediate information applies also in the case of staff members who have requested deferral of the repatriation travel and/or shipment for any reason.

6. With the above information, OHR/BPRM can proceed to make a timely separation advance. As a separate but related action, the subsequent reconciliation and settlement of the final entitlement will be effected once the final shipping cost data have been obtained by the country office and submitted to OHR/BPRM as part of the Field Clearance Certificate (form OHR/2/97) together with copies of the appropriate shipping documents, PT. 8, disbursement voucher and invoices.

7. To assist staff members and Country Offices, we have prepared check lists (included as annexes) indicating the documents required and who is responsible for the preparation/submission of these to the Administration Section of OHR/BPRM. Annex I refers to separations of staff assigned to Country Offices; Annex II refers to separations of staff assigned to Headquarters in New York.

8. Resident Representatives are requested to ensure that contents of this circular are made available to the staff in charge of administration and to all internationally-recruited staff.

ADMINISTRATIVE ARRANGEMENTS FOR TIMELY FINAL PAYMENT TO
STAFF
SEPARATING FROM COUNTRY OFFICES
AND LOCATIONS AWAY FROM UNDP/NY

DOCUMENTATION TO BE PREPARED/SUBMITTED

Upon notification from the relevant unit in UNDP, UNFPA and UNOPS (for staff administered by OHR/BPRM), the Administration Section of OHR/BPRM will address to the staff member a letter of instructions on the separation process, including the forms to be completed and instructions on travel and shipment entitlements, if applicable. A copy of the letter will also be forwarded to the Head of the Office.

- I. Actions to be taken by the staff member
(documentation to be completed and submitted to OHR/BPRM)
 1. Establish travel itinerary and consignment address of the shipment so that the country office can issue the travel authorization and effect the arrangements. In case split shipment is required, OHR/BPRM must be informed; in this case the travel authorization will be issued by OHR/BPRM. The staff member must also sign the written undertaking to confirm that he/she would be directly responsible for any payment, as a result of over entitlement costs for shipping, insurance, or incidental charges.
 - 2.* Complete the information sheet (future mailing address; Internet address, if any; bank's name, address and account number, including currency of account for UNDP to deposit an advance and final payment). If changes occur during the process, OHR/BPRM must be informed immediately. Staff administered under the 200 Series of the Staff Rules must also indicate a local currency account of the country of relocation for payment of the repatriation grant.
 - 3.* Sign the certificate of annual leave balance (to be prepared by the Country Office's administration and signed by the Head of the Office and given to staff member). Return this certificate to the office for transmission to OHR/BPRM.
 4. Complete the Pension Fund's "Instructions for Payment of Benefits" (if applicable). (PENS E/6 for participants with less than 5 years of contributory service, or PENS E/7 for participants with 5 or more years of contributory service. (OHR/BPRM will submit the form to the UNJSPF with a copy of the Personnel Payroll Clearance Action Form, P.35).

Annex I

- 5.* Complete UNFCU "Change of employment status" (for those who have an account with the United Nations Federal Credit Union). Arrange settlement of unsecured loans, if applicable.
 6. Submit Education Grant Claim (P.45), if applicable, in respect of children for the current year. For staff who have received an education grant advance, they may be paid any balance due after the education grant advance is deducted or, if appropriate, recoveries may be made.
 - 7.* Complete the enrollment form to apply for After-Service Health Insurance, if applicable (circular ST/AI/394 of 19 May 1994 refers). Eligible staff are those who separated at age 55 or later, having participated in a contributory health insurance plan of the United Nations or UN system agency for at least 10 years (if 5-10 years of contribution, then participation is unsubsidized at the outset); or those separated under a disability benefit under the UNJSPF or under Appendix D to the Staff Rules.
 8. On completion of travel, submit F.10 Travel Claim with supporting documents and a copy of the travel authorization to UNDP Travel Services Unit.
 9. On completion of travel or change of contractual status, return the Laissez-Passer (LP) to OHR/BPRM for cancellation. The Payroll Clearance Action Form, P.35 (the requirement to complete the separation and settle any balance due), will not be released to UN Payroll until the LP is received).
 - 10.* Proof of country of residence duly signed and sealed/stamped by the signing authority must be submitted when the staff member relocates back to his/her country or a third country (S.R.209.8/109.5).
- II. Actions to be taken by the Country Offices
(documentation to be completed and submitted to OHR/BPRM)
1. Upon receipt of the letter of instructions from OHR/BPRM, issue the travel authorization (PT.8) and arrange travel/shipment. When split shipment is requested, the travel authorization will be issued by OHR/BPRM.
 - 2.* Form OHR/1/97 - Early Clearance Action (ECA) form for separating staff must be submitted before or on the staff member's last day of work. All sections must be completed including outstanding obligations (telephone, travel claims, etc.), and reliable estimates on the shipment of personal effects obtained from the shipping agent. (The key here is a timely estimate, and not waiting for actual costs.)

- 3.* Form OHR/BPRM/2/97 - Field Clearance Certificate, with copy of the travel authorization (PT.8), shipping documents, disbursement voucher and invoices must be submitted immediately on completion of the shipment. (This will have the actual costs.)
- 4.* Certificate of annual leave balance (prepared by the office's administration and given to the staff member) must be signed by the Head of Office and the staff member (appropriate travel time should be taken into account).

III. Actions to be taken by UNDP/OHR/BPRM

1. Obtain the necessary clearances from Headquarters Units (Travel Services Unit, Accounts Section, United Nations Federal Credit Union (pending unsecured loans) Paul Hoffman Staff Assistance Fund, OAPR, COHSS (for countries where UNDP housing is available), Income Tax Unit (for U. S. Citizens and Permanent Residents) and the Education Grant Personnel Associate , OHR/BPRM.
2. On receipt of the documentation required from the Country Office and the staff member, OHR/BPRM will prepare an advance of up to 80% for accrued annual leave (if any), last month's salary (if applicable) and repatriation grant (if proof of country of residence has been submitted).
3. On receipt of the Field Clearance Certificate with supporting documentation, the Personnel Payroll Clearance (P.35) will be prepared, internal clearances obtained from Travel Services Unit and the Accounts Section and the form submitted to the United Nations Payroll to pay any outstanding balance .
4. If the staff member does not actually relocate immediately (and no Proof of Country of Residence is submitted as indicated above), the repatriation grant may be paid at a later date, noting that entitlement ceases if no claim for payment of the grant has been submitted within two years after the effective date of separation. (S.R. 109.5/208.9). If deferment of travel or shipment is granted, the staff member must ensure that the written undertaking to pay the difference in costs prevailing at the actual time of travel or shipment is signed.

* sample forms attached.

ADMINISTRATIVE ARRANGEMENTS FOR TIMELY FINAL PAYMENT TO
STAFF SEPARATING FROM UNDP/NY

DOCUMENTATION REQUIRED

Upon notification of separation from the OHR/BPRM Staffing Section or from the relevant unit in UNDP, UNFPA and UNOPS (for staff administered by OHR/BPRM), the Administration Section of OHR/BPRM will address to the staff member a letter of instructions on the separation process, including forms to be completed and travel and shipment entitlements, if applicable. A copy of the letter will also be forwarded to the Head of the Bureaux/Unit to which the staff member is assigned. At that time, OHR/BPRM will submit to the Executive/Administrative Officer the Exit Interview form and, to the Travel Services Unit, the Early Clearance Action Forms.

I. Actions to be taken by the staff member

A. Arrangements with the Executive/Administrative Officer

1. Return office equipment/keys and building security access card.
2. Settlement of telephone bills.
3. Review and sign Leave Attendance Report.
4. Obtain the Exit Interview form, duly completed.

B. Arrangements with Travel Services Unit

1. Obtain the Early Clearance Action Form.

**C. Submit to the Benefits and Allowances Unit of
OHR/BPRM/Administration Section.**

1. Travel itinerary and consignment address for shipment, indicating whether split shipment will be required.
- 2.* Notification check list (future mailing address; email address, if any; bank's name address and account number, including currency of account for UNDP to deposit the advance and UN Payroll to deposit the final payment). If changes occur during the process, OHR/BPRM must be informed immediately. Staff administered under the 200 of the Staff Rules series must also indicate a local currency account of the country of relocation for payment of repatriation grant.

Annex II

- 3.* Certificate of annual leave balance, prepared by the Executive/Administrative Officer and signed by the Head of the Unit.
4. Instructions for Payment of UNJSPF Benefits (form PENS E/6 for participants with less than 5 years or form PENS. E/7 for participants with 5 years or more.
- 5.* UNFCU “change of employment status” (for those who have an account with the United Nations Federal Credit Union). Arrange settlement of unsecured loans, if applicable.
6. Education grant claim (P.45) for the current year, if applicable. For staff who have received education grant advance, they may be paid any balance due after the education grant advance is deducted or, if appropriate, recoveries may be made.
7. Return Exit Interview form with photocopy of canceled G-4 visa and Early Clearance Action form.
8. On retirement, request OHR/BPRM/Administration Section for a Retiree Grounds Pass.
9. Return UN Grounds Pass by last day of work.
10. On completion of travel, submit F.10 Travel Claim with supporting documents and a copy of travel authority for OHR/BPRM’s certification and onward submission to the Travel Services Unit.
11. On completion of travel, return the Laissez-Passer to OHR/BPRM for cancellation.
- 12.* On completion of travel and upon actual relocation, submit proof of country of residence as evidence of relocation, for payment of repatriation grant, if applicable (to be submitted when the staff member relocates back to his country or a third country) (S.R.209.8/109.5).

D. Arrangements with other Sections/Units

- 1.* **Insurance Unit:** Apply for After-Service Health Insurance, if applicable. (refer to circular ST/AI/394 of 19 May 1994). Eligible staff are those who separated at age 55 or later, having participated in a contributory health insurance plan of the United Nations or UN system agency for at least 10 years (if 5-10 years of contribution, then participation is unsubsidized at the outset); or those separated under a disability benefit under the UNJSPF or under Appendix D to the Staff Rules.
2. **UN Parking administration:** return parking permit.

II. Actions to be taken by OHR/BPRM

1. Issue Travel Authorization (PT.8) for repatriation travel/shipment and submit it to Travel Services Unit for action.
2. Obtain the necessary clearances from Headquarters Units (Travel Services Unit, Accounts Section, United Nations Federal Credit Union, Paul Hoffman Staff Assistance Fund, OAPR, COHSS, Income Tax Unit (for U.S. citizens and Permanent Residents), the Education Grant Personnel Associate, OHR/BPRM and the respective Executive/Administrative Officer.
3. On receipt of the documentation required, OHR/BPRM will prepare an advance of up to 80% in respect of accrued annual leave (if any) and last month's salary (if applicable) and repatriation grant (if proof of country of residence has been submitted).
4. Prepare Personnel Payroll Action (P.35) , obtain internal clearances from Travel Services Unit and Accounts Section and submit it to the United Nations Payroll for payment of any outstanding balances. At this time the UNJSPF form for payment of benefits will be submitted to the United Nations Joint Staff Pension Fund with a copy of P.35.
5. If the staff member does not actually relocate immediately (and no Proof of Country of Residence is submitted as indicated above), the repatriation grant may be paid at a later date, noting that entitlement ceases if no claim for payment of the grant has been submitted within two years after the effective date of separation. (S.R. 109.5/208.9).

* sample forms attached.

**SEPARATION CHECKLIST
INFORMATION SHEET**

NAME OF STAFF MEMBER _____ **D/S** _____

Please complete the required information and return within 15 days of receipt of this letter. Timely submission of this sheet and necessary documents will expedite the release of your final entitlements.

I. INFORMATION

FUTURE MAILING ADDRESS, TELEPHONE NUMBER & "EMAIL ADDRESS"

FOR ADVANCE

NAME OF BANK
ADDRESS
ACCOUNT # CURRENCY OF ACCOUNT

***FOR FINAL PAYMENT**

NAME OF BANK
ADDRESS
ACCOUNT # CURRENCY OF ACCOUNT*

***Staff member under 200 Series are required to receive their final payment in the currency of their established country of residence. Please provide currency of bank account for deposit of final entitlements.**

DATE: _____ **STAFF MEMBER'S SIGNATURE** _____



**Office of Human Resources
CERTIFICATE OF ANNUAL LEAVE**

(For Internationally-Recruited Staff who are separating OR those on Transfer/Secondment/Loan from UNDP to another U.N. Agency)

INSTRUCTIONS: The original certificate is to be provided by the staff member, signed by the Resident Representative, for submission to Office of Human Resources. A copy is to be retained for the country office file.			
Index No: _____			
NAME: _____ (Last/First/Middle)		DUTY STATION: _____	
LAST DAY OF DUTY IN OFFICE	_____ (DAY/MONTH/YEAR)	SEPARATION DATE (CLOSE OF BUSINESS)	_____ (DAY/MONTH/YEAR)
DEPARTURE DATE:	_____ (DAY/MONTH/YEAR)	DATE(S) OF TRAVEL TIME	_____ (DAY/MONTH/YEAR)
IF LAST DAY OF DUTY IN OFFICE IS DIFFERENT FROM COB DATE, PLEASE INDICATE BY FILLING OUT ONE BOX, OR BOTH BOXES, AS FOLLOWS:			
Official Business:		Annual Leave	
FROM:	TO:	FROM:	TO:
LAST HOME LEAVE TAKEN:		FROM:	TO:
ANNUAL LEAVE BALANCE AS OF SEPARATION DATE:		_____ (Please write number of total days in words)	
<p>This is to certify that the above information is true on the basis of leave records maintained in the field office. We also understand that this certification constitutes a basis for initiating the final entitlement and pension benefits, if applicable.</p>			
Signed by: _____ (Staff Member)		_____ (Date)	
Signed by: _____ (Resident Representative)		_____ (Date)	



820 SECOND AVENUE, 12TH FLOOR, NEW YORK, NY 10017 • TELEPHONE: (212) 338-8100
FAX: (212) 682-5569 • CABLE ADDRESS: CREDIT UNION, UNATIONS, NEW YORK • ABA #2260-7860-9

Dear: Member;

The UNFCU has been notified by your Personnel Department of the change in your employment status with the organization.

To ensure that you continue to enjoy the benefits of your Credit Union Membership and access to your accounts, you must provide us with updated employment information.

Please contact a UNFCU Representative at one of the following telephone numbers : (212) 338-0594, (212) 338-8161 with the required information, or complete and return the enclosed form in the envelope provided. If your address or phone number has changed or will be changing please include it your response to this letter.

We look forward to serving you in the years to come. Please contact us today.

If you have any questions or requests, please contact Verline Ruffin at (212) 338-0594 or Barbara Bakelaar at (212) 338-0592. Thank you for your prompt attention to this matter and for your loyalty and support of the Credit Union.

Sincerely,
Loan Department

Name: _____

Account #: _____ Home Phone #: _____

Home Address (if different from address on letter):

Street: _____

City: _____ State/Country _____ Zip: _____

Are you now Retired? YES NO

If no, please complete the information below.

Name of Employer/Agency: _____

Work Phone #: _____

Street: _____

City _____ State/Country _____ Zip: _____

Signature: _____ Date: _____

Please return this form within 10 days to ensure continued access to your accounts with a pay statement or letter of employment stating your position, start date and salary.



Secretariat

ST/AI/394
19 May 1994

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Controller

Subject: AFTER-SERVICE HEALTH INSURANCE*

1. The present administrative instruction sets out the established policy in regard to the provision of after-service health insurance coverage under specified conditions as well as the related administrative procedures. Administrative instruction ST/AI/172 of 27 March 1967 and the related addendum and amendments are hereby superseded.

Persons eligible for after-service health insurance coverage

2. After-service health insurance coverage is optional. It is available only as a continuation of previous coverage without interruption in a contributory health insurance plan of the United Nations. In this context, a contributory health insurance plan of the United Nations is defined to include a contributory health insurance plan of another organization in the common system under which staff members may be covered by special arrangement between the United Nations and that organization. In order to be enrolled in the after-service health insurance programme, the former staff member and his or her spouse and eligible dependent children, or the surviving spouse and eligible dependent children of the former staff member, must all have been covered under such an insurance scheme at the time of the staff member's separation from service or death. A child born within 300 days of the staff member's separation from service or death is eligible for coverage, provided that the other eligibility requirements are met.

3. Coverage under the after-service health insurance programme is available to persons in the following categories:

* Personnel Manual index No. 6200.

(a) A staff member who, while enrolled in a United Nations contributory health insurance plan, as defined in paragraph 2 above, was separated from service, other than by summary dismissal:

- (i) With a disability benefit under the Regulations of the United Nations Joint Staff Pension Fund (UNJSPF) or with compensation for disability under appendix D to the Staff Rules; or
- (ii) At 55 years of age or later, provided that he or she had been a participant in a contributory health insurance plan of the United Nations or a specialized agency or the International Atomic Energy Agency (IAEA) for a minimum of five years and is eligible to receive a retirement, early retirement or deferred retirement benefit under the Regulations of UNJSPF. Except in cases of extension of appointment beyond the normal age of retirement, only participation in a United Nations health insurance plan prior to the attainment of the normal age of retirement shall count towards meeting the five-year participation requirement;

(b) The spouse and eligible dependent children of a former staff member, as defined in subparagraph 3 (a) above, who were enrolled in the same contributory health insurance plan as the former staff member at the time of the former staff member's separation from service, provided they are eligible for a periodic benefit awarded under the Regulations of UNJSPF or appendix D to the Staff Rules, or both;

(c) The surviving spouse and eligible dependent children of:

- (i) A staff member who died in service while participating in a United Nations contributory health insurance plan; or
- (ii) A former staff member who died while participating in the after-service health insurance programme;

provided that the surviving spouse and dependent children were participating in the same health insurance plan at the time of death of the staff member or former staff member, and are eligible for a periodic benefit awarded under the Regulations of UNJSPF or appendix D to the Staff Rules, or both.

4. Except in cases in which both the former staff member and the surviving spouse are deceased, dependent children may be covered under the after-service health insurance programme until the end of the calendar year in which they reach 25 years of age, provided that they are not married or in full-time employment. Where the former staff member and surviving spouse are both deceased, the surviving children will no longer be eligible to participate in the after-service health insurance programme upon cessation of the periodic benefit awarded under the Regulations of UNJSPF and/or appendix D to the Staff Rules, normally when they have attained 21 years of age.

Contributions to the cost of after-service health insurance

5. The cost of participating in a United Nations after-service health insurance plan shall be governed by the following conditions:

(a) The cost of participation under the provisions of subparagraphs 3 (a) (i) and 3 (c) (i) shall be borne on the basis of joint contributions by the United Nations and the participants concerned;

(b) The cost of participation under the provisions of subparagraph 3 (a) (ii) shall be borne on the basis of joint contributions by the United Nations and the participants concerned provided that the former staff member had participated in a contributory health insurance plan of the United Nations or a contributory health insurance plan of a specialized agency or IAEA for a total period of contributory participation of at least 10 years;

(c) The cost of participation under the provisions of subparagraph 3 (a) (ii) for all those not meeting the conditions in subparagraph 5 (b) will be borne in full by the participants concerned. When the former staff member's combined participation as a staff member and as an after-service health insurance participant has reached a total of 10 years, the cost of participation shall be borne thereafter jointly by the Organization and the participant concerned;

(d) Joint contributions by the United Nations and the after-service health insurance participants, as indicated in subparagraphs 5 (a), 5 (b) and 5 (c) above, shall be computed in accordance with the established contribution and subsidy scales for the particular health insurance plan concerned. The participants' contributions shall be calculated on the basis of the higher of the following two rates:

- (i) One third of the remuneration used for calculating the health insurance subsidy of the staff member concerned at the date of separation; or
- (ii) The total of the periodic benefits payable on the staff member's account under the Regulations of UNJSPF or under appendix D to the Staff Rules, or both, whether or not part of such benefits has been commuted to a lump sum or reduced by the exercise of any other permissible option, including early retirement;

(e) The cost of participation in an after-service health insurance plan for those individuals eligible under subparagraphs 3 (b) and 3 (c) (ii) will be determined on the same basis as would have been used for participation by the former staff member concerned, taking into account the length of his or her participation in a United Nations health insurance plan as a staff member and as a participant in an after-service health insurance plan.

Payment of contributions to the cost of after-service health insurance coverage

6. Participants in the after-service health insurance programme are required to pay their contributions in advance of the period of coverage under the

applicable health insurance plan. Contributions must be made in a currency acceptable to the Organization for the purposes of the insurance plan chosen. In the case of health insurance plans administered at Headquarters, the only currency acceptable is the United States dollar. In addition, staff members and their surviving spouses and/or eligible dependent children who enrol in a health insurance plan administered at Headquarters shall have their contributions deducted on a monthly basis from their periodic pension benefit. An authorization form permitting UNJSPF to effect such monthly deduction from the periodic pension benefit is an integral component of application for after-service coverage under any of the health insurance plans administered at Headquarters; this form must be executed as part of the application process for the after-service health insurance benefit (see also para. 15).

7. In some instances, there may be a delay in the process of completing the after-service health insurance enrolment requirements, as the separated staff member must be recorded in the Pension Fund, and the final pay statement must be furnished, before enrolment in the after-service health insurance programme can be completed. Where such a delay occurs, participation in the after-service health insurance programme shall commence retroactively on the first day of the month following cessation of coverage on an in-service basis. In such cases, the after-service health insurance participant will be billed for the required contribution amount for the initial period of coverage.

8. There may be instances in which the monthly pension benefit paid to the retiree may be insufficient to meet the full monthly cost of the health insurance coverage. This may arise, principally, in cases in which the after-service health insurance applicant has not met the 10-year requirement and is, therefore, not yet eligible to benefit from the organizational subsidy towards the cost of after-service health insurance. In such cases, payment of the requisite contribution must be made in advance, in amounts up to six months' premium.

9. After-service health insurance participants whose premium contributions are payable on the basis of an invoice, rather than through the automatic pension deduction mechanism, must remit full payment of the amount billed by the due date indicated on the invoice. Failure to remit the premium in full by the date indicated will result in suspension of insurance coverage, without further notice. Insurance benefits may be reinstated provided that the full required premium payment is remitted within three months of the date of suspension of coverage. Failure to reinstate coverage by the latter date will result in termination of eligibility to participate in the after-service health insurance programme.

Cessation of coverage

10. Eligibility for after-service health insurance coverage shall cease when:

(a) Enrolment is terminated under the conditions set out in paragraph 9 above;

(b) The periodic disability or compensation benefits awarded to a former staff member are stopped;

(c) Upon the remarriage of a surviving spouse who is otherwise eligible for after-service health insurance coverage;

(d) When a covered child no longer qualifies as a result of marriage, full-time employment or cessation of a pension or compensation benefit, whichever comes first.

11. After-service health insurance participants are responsible for promptly informing the office administering their insurance plan whenever a covered family member ceases to be eligible for participation in the after-service health insurance programme by virtue of divorce in the case of a spouse, or the marriage, full-time employment or attainment of 25 years of age in the case of a dependent child. No retroactive adjustments in the insurance contribution amount will be made as a result of failure to provide timely notification of any change in the status of covered family members to the administering office concerned.

12. A participant in the after-service health insurance programme who chooses to cancel his or her coverage, for reasons of alternative insurance arrangements or otherwise, must provide written notice of the intention to cancel coverage to the office administering his or her United Nations health insurance plan. Cancellation of coverage will be made effective on the first day of the month following receipt of the written notification. Notwithstanding such notification of cancellation of coverage, the after-service health insurance participant will be responsible to remit promptly to the United Nations any contribution amounts which may be unpaid at the time of cancellation of coverage. If the contribution account of the after-service health insurance participant has a credit balance, the United Nations will refund such credit to the individual concerned. It should be noted that coverage, once cancelled, cannot later be reinstated.

Staff member married to another staff member

13. In the case of a staff member married to another staff member, the insurance coverage, whether at the two-person or family level, must be carried by the higher salaried staff member while both are in service. In the event of divorce or the death of the spouse who pays the insurance contributions, a staff member who was enrolled as a spouse under the coverage of the other spouse maintains individual participation status for the purpose of any subsequent after-service health insurance benefits.

14. If one spouse retires from service with the Organization before the other spouse, the spouse remaining in active service must become the subscriber. This applies even if the retired spouse had been the subscriber up to the date of retirement and is otherwise eligible for after-service health insurance benefits following separation from service. If both staff members have separated from service and if each individually is eligible for after-service health insurance benefits, the cost of the contribution towards the after-service health insurance coverage must be borne by the former staff member with the higher pension.

Application for after-service health insurance benefits

15. The application documents relating to enrolment in the after-service health insurance programme must be submitted to the office administering the after-service health insurance plan within 31 days following the date of separation. Application forms may be submitted before the date of separation, but not more than 31 days before that date. In cases in which eligibility for after-service health insurance benefits accrues as a result of the death of a staff member, the surviving spouse and/or eligible dependent children must normally apply for after-service health insurance benefits within three months of the date of death of the staff member. Application forms will be receivable only if they are completed accurately and in full. In the case of an application for a plan administered at Headquarters, the forms must also be accompanied by an executed pension deduction authorization form.

16. Staff members separating from service at Headquarters may submit the relevant application forms directly to the Insurance Section, Office of Programme Planning, Budget and Finance, room S-2765. Staff members at other duty stations who apply for after-service health insurance coverage under a plan administered at Headquarters must submit the relevant application forms through their administrative office, not directly to the Insurance Section at Headquarters.

17. Staff members who are close to retirement or early retirement should ensure that they are provided with all relevant information concerning the after-service health insurance programme. Such information is available from the office administering their in-service health insurance coverage.

Transfer from one health insurance plan to another

18. At the time of retirement, a staff member may switch from the insurance plan which he or she had on an in-service basis to a health insurance plan which is more appropriate to the location of residence following separation from service, under certain conditions. Thus, a staff member who, while in active service, participated in a Headquarters health insurance plan, may switch to a non-United States-based plan if he or she will reside outside the United States following separation from service, provided that covered dependants will also not reside in the United States.

19. After-service health insurance participants who change their country of residence may also transfer from one insurance plan to another if a different plan is more appropriate to the new country of residence. In such cases, the change in plan will become effective on the first day of the month following receipt of written notification regarding the change in country of residence. A transfer from one health insurance plan to another in this case will normally be permissible only after one year's coverage under any one of such health insurance plans. With respect to health insurance plans available to after-service participants who reside in the United States, transfer from one plan to another may be made subject to the condition that there must normally be two years' coverage under any such plan before a change can be made.

**AUTHORIZATION FOR DEDUCTION OF MONTHLY PREMIUM CONTRIBUTION
FOR AFTER-SERVICE HEALTH INSURANCE FROM
UNITED NATIONS JOINT STAFF PENSION FUND PERIODIC BENEFIT**

Name: (Last, First, Middle)	Pension Benefit Numbers: A/ _____ ¹ R/ _____ ²
Mailing Address:	ASHI No.: (0 and above 5 digits of R/Number Payroll Index No.: _____
Telephone No.:	

1. I hereby authorize the United Nations Joint Staff Pension Fund to deduct from my monthly pension benefit, and to remit directly to the United Nations, the premium contribution corresponding to my coverage under their after-service health insurance (ASHI) programme.

2. I also authorize the United Nations Joint Staff Pension Fund to provide from time to time, as required, information on the amount of my pension benefit to the United Nations, as the office responsible for administering my ASHI scheme.

3. I shall address all queries concerning health insurance premium contributions and deductions to:

Insurance Section (ASHI)
 Room S-2765
 United Nations
 New York, N.Y. 10017
 (212) 963-5811

and not to the United Nations Joint Staff Pension Fund. I also note that I must provide written notice to the United Nations at the address above, if I should decide to withdraw or change my health insurance coverage. The effective date of the requested change will be the first of the month following receipt of notification by the above office.

Date (Day/Month/Year)	Signature

PLEASE RETURN THIS FORM TO THE ADDRESS IN PARAGRAPH 3 ABOVE

¹ 6 digits in right hand corner of annual statement forwarded to staff member each year by UNISPF.

² 5 digit number assigned by UNISPF at time of separation (leave blank if not yet known).

APPLICATION FOR AFTER-SERVICE HEALTH INSURANCE

FOR UNITED NATIONS OFFICE USE ONLY
(Do not write in this space)

(This slide to be completed by Applicant and sent to: INSURANCE SECTION, United Nations, Room S-2765, New York, N.Y. 10017, U.S.A.)
I wish to obtain after-service coverage under the United Nations Health Insurance Scheme specified below for myself and for those eligible members of my family indicated on this form. (Please PRINT all type information).

Date Application Received by UNHQ	Day	Mo.
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1. NAME OF APPLICANT: _____
(Family Name) (First) (Middle) (Last)

2. ADDRESS: _____
(No.) (Street) (City) (Zip Code) (Country)

3. RELATIONSHIP to Former Staff Member
(Check relevant box): (a) SELF (b) SPOUSE (c) CHILD (d) OTHER (e.g. guardian) - Specify: _____

4. PERSONS TO BE INSURED (Complete for each person for whom insurance is desired):

TO BE INSURED	Family Name	First	Middle	Sex		Date of Birth			Were persons listed insured at former staff member's separation from service?		List all UN (or Agency) plans under which former staff member was insured while still in service:	Total period(s) of coverage	For Office Use ONLY VERIFY!	
				M	F	Day	Mo.	Year	YES	NO				Plans
(i) Former Staff Member														
(ii) Spouse or Surviving Spouse of Staff Member														
(iii) Dependent Child of Former Staff Member	1.													
	2.													
	3.													
	4.													
	5.													
	6.													

5. DATE FORMER STAFF MEMBER LEFT UNITED NATIONS SERVICE: Day _____ Month _____ Year _____

6. IF FORMER STAFF MEMBER HAS DIED, GIVE DATE OF DEATH: Day _____ Month _____ Year _____

7. DUTY STATION OF FORMER STAFF MEMBER AT SEPARATION DATE: _____

8. NAME OF LAST EMPLOYER ORGANIZATION: _____

9. CATEGORY, GRADE AND STEP OF FORMER STAFF MEMBER AT SEPARATION DATE: _____

10. UNITED NATIONS HEALTH INSURANCE SCHEME UNDER WHICH AFTER-SERVICE COVERAGE IS DESIRED:

(a) AETNA PLAN (c) GHI DENTAL PLAN (e) BLUE CROSS WRAPAROUND

(b) HIP/HMO PLAN (d) VAN BREDA PLAN (f) KAISER

I DECLARE THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF _____ (Date)

PLEASE CHECK APPROPRIATE BOX

- Regular retirement (60 years of age)
- Regular early retirement (from 55 years of age)
- Separation with lump sum payment (over 55 but less than 60 years of age)
- Separation - Leave with Full Pay (over 55 but less than 60 years of age)
- Separation - Leave with Full Pay followed by Special Leave Without Pay (over 55 but less than 60 years of age)
- Separation - Leave Without Pay (over 55 but less than 60 years or age)
- Separation - Less than 55 years age (not entitled to ASHI but entitled to conversion)

**APPLICATIONS FOR THOSE SEPARATING
IN ACCORDANCE WITH A BUY OUT PROGRAMME
WILL NOT BE ACCEPTED WITHOUT A COPY OF
THE OFFICIAL LETTER FROM YOUR
EXECUTIVE OFFICE**

PROOF OF COUNTRY OF RESIDENCE

To: National or Local Government authorities (e.g., State, Canton, Municipality, Immigration, Police, Tax, etc.), senior United Nations official or employer.

Staff members of the United Nations are entitled, under certain conditions, to a Repatriation Grant. This form has been devised to assist in determining that the conditions for entitlement have been met. Your co-operation in completing this form in order to provide the required information will be appreciated.

I hereby certify that
(Family name) (First) (Middle)

has established residence in
(Country)

.....
(Date) (Printed name, title and signature of
Certifying Officer)

**OFFICIAL SEAL
OF INSTITUTION**



Country Office Early Clearance Action Form

Instructions:

- * Prompt action will enable a timely advance of monies by HQ.
- * Country Office management is required to complete this information on the staff member's last day of service at the duty station, and to send it by fax to OHR, c/o Administration Section, Personnel Specialist or Associate.
- * Special attention should be paid to the information on shipment of personal effects and outstanding amount to be recovered from the staff member's final entitlements. Timeliness and reliability of the data are critical.
- * Completion of this Early Clearance Action does not eliminate the requirement of completing the normal separation formalities; to finalize the separation process and enable payment of final entitlements.

Information on staff member

Staff member: _____

Index: _____

Bureau: _____

COB: _____

Last day of active duty at duty station: dd/mm/yy _____

Expected date of departure from duty station: dd/mm/yy _____

Annual leave balance of separation date: (no. working days) _____

Shipment Information

Normal entitlement (per Travel Authorization): in net kgs. _____

Shipper's estimated cost of shipping normal entitlement, including origin and destination charges

by Sea: US \$	_____
by Air: US \$	_____

Shipper's estimate of size of packed weight or volume of actual shipment, in net kilos: _____ (or in cu. meters: _____)

If shipment is OVER the entitlement, indicate the following: US \$

Shipper's ESTIMATE cost (preferably after packing and weighing)	_____	door-to-door**
Shipper's ACTUAL cost	_____	door-to-door**

** If shipper is unable to provide estimated cost of door-to-door shipment, provide shipper's estimate and indicate which segment is covered and cost: _____

Note: Country Office must attest to the above information on the next page



Outstanding obligations of staff member to UNDP office (to be recovered from final entitlements):

US \$

US \$

Additional clarification (please provide any additional information to clarify the data provided above):

Country Office attestation (by ResRep or senior operations official)

I hereby attest that the above information, on the staff member's last day of duty and annual leave balance, is correct. The size and cost of the shipment, is a reliable estimate based on the best information locally available. There are no other matters, financial or otherwise, known to the country office, which have a bearing on the final entitlements.

Signature:

X

Date

Name and title:

Note: The Country Office should transmit this form to OHR by fax on or before the staff member's last day of work. Failure to submit this form on time would delay payment of salary advance to the separating staff member. Subsequently the Country Office should promptly complete the normal separation papers. OHR will acknowledge receipt of this form, please ensure that such acknowledgement is received.

OHR 1/97

Field Clearance Certificate Upon Separation

Final Information on Shipment of personal effects

Staff member:

Index:

Bureau:

COB:

	Entitlement Weight/Volume	Actual Shipped Weight/Volume	Over Entitlement	Amount Paid		Total Invoice
				CO	S/M	
Air						
Surface						
Insurance						

Repatriation Travel (PT8 No.):

The following supporting documents must be attached:

Field PT8 (if applicable)

Disbursement Voucher

Freight rated Bill of Lading/Airways Bill (documents issued by Carrier)

Forwarding Agent's invoice showing breakdown of items, costs and rates charged; i.e. per kg. or 100kgs, flat or whatever unit of measurement used

Staff Member's letter of consent to pay over-entitlement, if applicable

Yes

No

Other Matters

Yes

No

Are there any other advances (other than those reported on the ECA, OHR 1/97) which should be recovered from final entitlements ?

If YES, please indicate obligation and amount to be recovered:

Date

OHR 2/97