

Introduction to the Staff Regulations and Staff Rules for Staff Members of UNAIDS relating to 1 July 2019 edition

In accordance with the provisions of the Memorandum of Understanding of the Cosponsors of the Joint United Nations Programme on HIV/AIDS (UNAIDS) and the guidance of the UNAIDS Programme Coordinating Board, the Staff Regulations and Staff Rules of the World Health Organization (WHO), adjusted, as necessary, to take into account the special needs of UNAIDS, apply to staff members serving with the UNAIDS Secretariat.

Persons recruited to work with the UNAIDS Secretariat are appointed for service with the Secretariat only, and are subject to the authority of the Executive Director of UNAIDS. The Executive Director is responsible for the selection, supervision, promotion and termination of all such staff, acting within the Staff Regulations and Staff Rules of WHO, adjusted, as necessary, to take into account the special needs of UNAIDS. A copy of the current edition of the WHO Staff Regulations and Staff Rules is attached.

The following provides an introduction to these Staff Regulations and Staff Rules for persons appointed to the UNAIDS Secretariat, noting current adaptations of those Regulations and Rules, and indicating how these adaptations are to be understood.

ADAPTATIONS TO THE WHO STAFF REGULATIONS AND RULES AS THEY APPLY TO STAFF APPOINTED TO THE UNAIDS SECRETARIAT

1. Where the Director-General of WHO is referred to in the Staff Regulations and Staff Rules as the decision-making authority, except where the Director-General is referred to as initiator or decision-maker for Staff Rule changes and determination of conditions of employment (e.g. Reg. 3.2.), it will be understood that “the Director-General” refers to the Executive Director of UNAIDS.
2. Where “the Organization” or “WHO” is referred to as the employing body, staff serving with UNAIDS will understand this to be the UNAIDS Secretariat, except in relation to the formulation and amendment of the WHO Staff Regulations and Staff Rules, where references to WHO may be correct.
3. References to positions not existing in UNAIDS, e.g. Regulation 3.1: DDG, ADG and RD, are inapplicable.
4. Specific adaptations or applications of WHO Staff Regulations and Staff Rules:

[Staff Rules 420.1](#) and [420.2](#) Appointment Policies (continuing appointments)

“Continuing appointments” are not utilized in the UNAIDS Secretariat and Staff Rule 420.2 does not apply to UNAIDS staff. The benefits and entitlements associated with a continuing appointment are, nevertheless, extended to staff members holding a UNAIDS fixed-term appointment on 1 February 2013 who have completed at least five years of continuous and uninterrupted fixed-term, active service and have certified satisfactory performance. References to continuing appointments in all other Staff Rules are inapplicable to UNAIDS staff members except to the extent that such reference extends a benefit or entitlement that is more favourable under a continuing appointment than under a fixed-term appointment for eligible staff. UNAIDS will not continue, or assume responsibility for a permanent, continuing, or similar appointment, that has been granted by any of the cosponsors of UNAIDS or by any other organization or agency in the UN common system.

Staff Rule 420.4 Appointment Policies (temporary appointments)

A “temporary appointment” is a time-limited appointment of up to two years. New temporary appointment(s) can be issued without a period of non-employment beyond two years to a third year by the discretionary decision of Director, Department of Human Resources Management and, exceptionally, to a fourth year by decision of the Executive Director. The total duration of uninterrupted service under consecutive temporary appointments with UNAIDS shall not exceed four years.

Staff Rules 440.1.3-440.3 Appointment Procedure

Offers of appointment will also include a copy of this Introduction. The contract of employment shall be comprised of the offer of appointment, this Introduction, the Staff Regulations and Staff Rules, and the candidate’s acceptance of the offer of appointment.

Staff Rule 515.2 Mobility

Staff members who are eligible to participate in a reassignment process pursuant to Staff Rule 1050 shall be given due preference for vacancies during a mobility exercise.

Staff Rule 530.4 Performance Management and Development

Formal evaluations of the performance, conduct and development potential of all staff members by their supervisors shall be made at such intervals as the work situation or individual’s performance requires, normally no less frequently than once a year. A performance management period may exceed one year when an “off-cycle” performance management period is necessary to align or realign a non-probationary staff member with the standard performance management cycle.

Staff Rule 630.8 Annual Leave

UNAIDS provides payment of unused annual leave to a staff member leaving the service of the Secretariat to a maximum of 60 days.

Staff Rule 1020 Retirement

Appointments to the ungraded positions of Executive Director and Deputy Executive Director in UNAIDS are made by the Secretary-General of the United Nations. As any extension(s) of the appointments of staff to these positions are subject to approval by the Secretary-General, Staff Rule 1020 does not apply to these ungraded positions in UNAIDS.

Staff Rule 1225.1 Administrative Review

UNAIDS has a rebuttal process in place to address disagreements regarding unsatisfactory performance ratings. Thus, the rebuttal process shall replace Administrative Review in whole or in part, as applicable, for such cases. The Rebuttal Decision may be appealed directly to the Global Board of Appeal.

Staff Rule 1230 Global Board of Appeal

A staff member may appeal before the Global Board of Appeal against a Rebuttal Decision, an Administrative Review Decision, against a deemed rejection under Staff Rule 1225.5, or against a final administrative decision not subject to review under Staff Rule 1225. All references to an Administrative Review Decision or to a deemed rejection in the Staff Rules shall be interpreted to also include a Rebuttal Decision.

[Staff Rule 1230.3.5](#) Global Board of Appeal Panels

The location of assignment shall not determine the membership of the Panel for UNAIDS' appellants. Whenever practicable, at least one member of the Panel should be a UNAIDS staff member.