



UNITED NATIONS

*Administrative Rules
of the United Nations
Joint Staff Pension Fund*

April 1961

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^{1/} These Administrative Rules were adopted by the United Nations Joint Staff Pension Board at its eighth session on 17 April 1957, and amended by the United Nations Joint Staff Pension Board at its ninth session on 12 September 1958, and at its tenth session on 27 July 1960.

Section A. Definitions

For the purpose of these Administrative Rules:

A.1

- (a) "Board" means the United Nations Joint Staff Pension Board;
- (b) "Fund" means the United Nations Joint Staff Pension Fund;
- (c) "Regulations" means the Regulations of the Fund;
- (d) "Committee" means a Staff Pension Committee of a member organization;
- (e) "Competent authority" means the executive head of a member organization, or a person duly designated by him for the purpose of these rules;
- (f) "Medical standards" means the medical standards adopted by the Board.

Section B. Participation in the Fund

Admission of a new participant

The competent authority of each organization shall notify to the Secretary of the Staff Pension Committee each staff member who becomes entitled to participate in the Fund.

B.1

Admission of participants to the Fund shall be recorded by the Committee concerned.

B.2

As part of the procedure for recording admission to the Fund, each participant shall:

B.3

(a) Complete in duplicate on a form drawn up for the purpose a declaration indicating his family status and the name or names of the recipient or recipients designated for the purposes of article VII, paragraph 5; and

(b) Submit proof of the information given in the aforesaid declaration, in particular, proof of his date of birth and, where appropriate, of his marriage and the date of birth of his wife and children.

One copy of the participant's declaration shall be kept by the Secretary of the Committee concerned and shall be attached to any application for a benefit transmitted to the Secretary of the Board under articles IV, V, VII and X.2. The other copy shall be certified as received and returned to the participant.

B.4

The Fund shall be entitled to rely on the accuracy of the information given by each participant and no financial liability shall be incurred by the Fund in consequence of any action taken in reliance upon that information.

B.5

The Secretary of each Committee shall notify each month to the Secretary of the Board particulars of the participants admitted to the

B.6

Fund during the month, including their family status and such changes as may have occurred in the family status of previously admitted participants. Each participant shall similarly report any alterations in these particulars (marriage, death of wife, divorce, remarriage, birth of children, or death of children).

- B.7** The Secretary of the Board shall report at each regular session of the Board on admissions to the Fund.
- B.8** At the earliest possible date each participant shall be medically classified in compliance with article IX as follows:
- Class 1.* Participant without any significant physical or mental defect which might involve increased risk as to death or long-term disability.
- Class 2.* Participant with a correctible defect which involves increased risk as to death or long-term disability.
- Class 3.* Participant with a defect which cannot be corrected and involves increased risk as to death or long-term disability.
- B.9** A participant classified in Class 1 shall be covered immediately by the provisions of articles V and VII.1.
- B.10** A participant classified in Class 3 shall be entitled to the benefits provided under articles V and VII.1 only after he has completed five years of contributory service.
- B.11** A participant classified in Class 2 shall be entitled to the benefits provided under articles V and VII.1 only after he has completed five years of contributory service, or earlier if his defect has been satisfactorily corrected and he is reclassified to Class 1.
- B.12** When recommending classification in Class 2 the medical officer shall inform the Committee of the time at which re-examination has been recommended to the participant.
- B.13** In each case the Committee shall assign a medical classification upon the recommendation of the medical officer of the organization. All decisions regarding medical classifications shall be communicated immediately to the participant and to the Secretary of the Board.
- B.14** The recommendation of the organization's medical officer shall be made in conformity with the medical standards adopted by the Board and on the basis of a medical examination by the said medical officer or by a medical practitioner selected by him.
- B.15** The medical officer may base his recommendation on a medical examination made by a member organization prior to the admission of a staff member into the Fund, provided that such examination was carried out not more than twelve months previously.
- B.16** Before presenting his recommendation to the Committee, the medical officer shall inform the participant concerned whenever he is recommending his classification in Class 2 or Class 3. The participant may request the medical officer in writing to communicate to the Committee such detailed medical information as may be necessary for a full consideration of his classification.

A participant who refuses to undergo the required medical examination shall not be covered by the provisions of articles V and VII.1 of the Regulations until he has completed five years of contributory service. He may, however, undergo the medical examination and may then be classified. B.17

A participant classified in Class 2 or Class 3 may lodge an appeal, not later than one month after he has been notified of the decision, in accordance with the conditions specified under rule G. B.18

Validation of non-pensionable service

Applications for the validation of non-pensionable service made under article III shall be addressed to the Secretary of the Committee of the Organization to which the participant then belongs, and must be made not later than one year after the date of admission to the Fund. The participant must specify the period of his service which he wishes to have validated. B.19

Before making payment under article III, a participant shall elect one of the following methods: B.20

(a) In a lump sum, payable upon notification of the amount due;

(b) In equal monthly instalments, payable within a period no longer than that of the previously non-pensionable service which the participant is validating and in any case prior to age sixty, such period commencing at the date when the participant is notified of the amount payable, and

(c) Partially in a lump sum as in (a) above, with the balance payable in equal monthly instalments, as in (b) above.

In computing such instalment payments, compound interest shall be added as provided in article III and as specified in rule F.15.

The member organization which employed the participant during the period of service which he has elected to validate under article III shall be responsible for the payments required under article III.2. B.21

Member organizations shall make payments under article III.2 by one of the following methods: B.22

(a) In the same form and twice the amount of the payments made by the participant, or

(b) In a single payment of twice the amount the participant would have paid under rule B.20 (a) above.

In the event that payments under (b) or (c) of rule B.20 are discontinued or not completed for any reason, the participant shall be given notice of his default in payments and, if the payments in default are not paid within the period specified in the notice, the participant's rights to further validation of that period shall be cancelled. In that case the participant shall be credited with contributory service to the extent to which he has made payments under B.20 above. B.23

Re-employment

- B.24** A participant who, having ceased to participate in the Fund, is re-admitted to the Fund, shall have his medical classification re-determined in accordance with the procedure specified in rule B.8 for new participants.
- B.25** However, a participant formerly classified in Class 1, who decides in conformity with article XII to repay the benefit received, shall be reassigned his previous medical classification without a new medical examination, provided that:
- (a) His contributory service has not been interrupted for more than one year, or
- (b) His previous contributory service amounted to five years or more and the break in service did not exceed three years.
- B.26** If a participant who had ceased to participate in the Fund by the receipt of a disability benefit is readmitted to the Fund upon the discontinuance of the disability benefit, his former classification shall be confirmed without a new medical examination.
- B.27** If a person who ceased to participate in the Fund becomes a participant again, he may elect, in conformity with the provisions of article XII, to repay the benefit which he received from the Fund. Applications for repayment must be submitted, within one year after readmission to the Fund, to the Secretary of the Pension Committee of the organization to which he belongs. The Secretary concerned shall notify the Secretary of the Board.
- B.28** The Secretary of the Board shall calculate the amount payable under article XII. The amount payable under article XII, 1 shall consist of the benefit received plus compound interest as provided in article XII for the period starting with the date the benefit was certified for payment to the date on which the application to repay under article XII was received.
- The Secretary of the Board shall notify the amount so calculated to the Secretary of the Committee.
- B.29** Before repaying the amount due under article XII, a participant shall select one of the following methods:
- (a) In a lump sum, payable upon notification of the amount due;
- (b) In equal monthly instalments, payable within a period no longer than that of the previous contributory service on which the benefit received was based and in any case prior to age sixty, such period commencing at the date when the participant is notified of the amount payable, and
- (c) Partially in a lump sum, as in (a) above, with the balance payable in equal monthly instalments, as in (b) above.
- In computing such instalment payments, further compound interest shall be added as provided by article XII and as specified in rule F.15.
- B.30** In the event that payments are not completed under (b) or (c) of rule B.29 or that the participant ceases to be a participant before he has

completed such payments, the sums already paid plus interest shall be refunded to the participant.

Transfer of a participant from one member organization to another

If a participant in the Fund is transferred from one member organization to another, the following procedure shall be observed:

B.31

(a) The Secretary of the Committee of the releasing organization shall advise the Secretary of the Board that the transfer has taken place; he shall give the name and active number of the participant transferred and the organization to which the transfer has been made;

(b) The Secretary of the Committee of the releasing organization shall forward without delay to the Secretary of the Committee of the receiving organization:

(1) The complete history record of the participant, up to the effective date of his transfer, including his latest family status and his pensionable remuneration and contributions paid in the current financial year;

(2) The participant's latest designation of recipients for the purposes of article VII, para. 5;

(3) A statement of all vital dates verified, and

(4) Any other documentation having an important bearing on the status of the participant or his prospective entitlements under the Regulations, including particulars concerning validation of service in progress under articles III or XII, or voluntary deposits under article XVIII.

Section C. Voluntary deposits by participants

Applications to make voluntary deposits under article XVIII shall be submitted to the Secretary of the Board through the Secretary of the Committee of the organization to which the participant belongs. The Secretary of the Committee concerned shall communicate to the Secretary of the Board whatever particulars are necessary for the consideration of the application. The Board may delegate to its Secretary the authority to approve applications to make voluntary deposits, provided that a report shall be made to the Standing Committee.

C.1

The maximum amount of the voluntary deposit to be made by a participant shall be determined in such a way that the amount of the increased retirement benefit to which he would become entitled upon retirement when he reaches the age of sixty or a later age shall not exceed 60 per cent of the final average remuneration. If a male participant is married at the time of his request, his maximum amount includes provision for a life annuity with survivorship.

C.2

For this purpose, the final average remuneration shall be calculated at the date of the request on the basis of the current salary together with the within-grade increments for which the participant may qualify.

C.3

- C.4 Deposits or contributions by a participant under article XVIII shall be made as follows:
 - (a) By one or more lump-sum payments; and/or
 - (b) By additional contributions, the amount of which shall not be subject to change more than once during each year.
- C.5 Voluntary deposits made by a participant under the provisions of article XVIII shall bear compound interest as provided in article XVIII.
- C.6 The additional benefit in case of withdrawal when the regular benefit is taken in a lump sum, or when a death benefit is payable under article VII.5, shall be the amount of the voluntary deposit paid together with compound interest calculated to the date of separation.
- C.7 When the recipient of a life annuity under article X.1 (d) is readmitted to the Fund under the terms of article XII.2 (b), a sum corresponding to the actuarial equivalent of the additional benefit at the date on which payments were discontinued shall be credited to him as voluntary deposit under article XVIII.

Section D. Granting, calculation and payment of benefits

Granting of benefits

- D.1 By virtue of article XXIV (b), the Board delegates to each Staff Pension Committee its discretionary powers relating to the granting of benefits. In any case, a Staff Pension Committee may not grant, reject, suspend or discontinue a disability or widower benefit except by unanimous vote.
- D.2 Whenever a unanimous decision has not been reached concerning a disability benefit or whenever the Secretary of the Joint Staff Pension Board has not certified a benefit in accordance with the provisions of article XXIII, the case shall be referred to the Joint Staff Pension Board or its Standing Committee for decision.

Calculation of all benefits

- D.3 In determining whether a participant has performed the five years of contributory service necessary to be eligible for a withdrawal benefit under article X.1 (b), or in determining final average remuneration in case of death or disability with less than five years of contributory service, the calculation shall take into account the actual number of years, months and days of such contributory service.
- D.4 For all other purposes, contributory service shall be calculated only in years and months. Each month of contributory service shall be deemed to equal one-twelfth of a year.
- D.5 When less than full calendar months are involved, the days shall be accumulated and converted to months in accordance with the following rules:
 - (a) During one or more periods of contributory service, odd days at the beginning and end of each period shall be added together, and

(b) The days shall be converted to months as follows:

1. One month shall be counted for each thirty days and
2. One month shall be counted for any residue of fifteen days or more, no regard being taken of a shorter period.

Payment of salary in lieu of notice shall be considered as pensionable remuneration and the period counted as contributory service. However, such a period shall be excluded from contributory service upon the request of the participant provided that the request is received prior to the certification of the benefit. D.6

Compensation in payment of accrued leave shall not be considered as pensionable remuneration and the period shall not be counted as contributory service. D.7

The age of a participant is calculated as the number of years and months from the date of his birth to the date of his separation. In accumulating periods of less than full months at the beginning and end of the age period, the days are added together and fifteen days or more shall be considered as a month, no regard being taken of a shorter period. D.8

Notwithstanding the provisions of rule D.8 and without prejudice to the application of article XVI.5 (a), a participant shall be deemed to have reached the age of sixty when his contributory service included the day of his sixtieth birthday. D.9

Whenever calculation of interest is required in order to determine a benefit, the calculation shall be made according to rules F.12, F.13 and F.14. D.10

Provision particular to death benefits

A child of a participant may be designated as a recipient under article VII, paragraph 5, irrespective of the fact that he also qualifies under article VIII for a child's benefit. D.11

Provisions particular to disability benefits

With respect to the processing of disability benefits the competent authority of a member organization shall notify the Secretary of the Committee when a participant is likely to become entitled to a disability benefit; furnishing the necessary information and arranging for the submission of medical evidence. D.12

If a participant becomes unable to perform his duties by reason of serious physical or mental impairment and the degree of permanency of such impairment cannot be determined, the participant shall not be considered eligible for benefits under article V until the expiry of nine months after he has ceased to perform his duties. Any disability benefit granted upon the expiry of the period of nine months shall be granted with retroactive effect when necessary from the date of separation from the service of the member organization concerned. D.13

The right of a participant to claim a disability benefit under article V immediately upon termination of his employment where such D.14

termination is due to his inability to perform his duties due to serious physical or mental impairment shall not be prejudiced by rule D.13, and any disability benefit granted as a result thereof shall have effect from the date of such separation.

- D.15 Where the employment of a participant is terminated for reasons other than disability and the participant claims a disability benefit, the Committee must be satisfied that at the date of separation from the service the participant was unable to perform his duties satisfactorily due to serious physical or mental impairment. Any such claim shall be submitted before the expiry of four months after the date of separation, provided that in exceptional circumstances the Board may accept for consideration a claim made at a later date.
- D.16 The acceptance of a withdrawal benefit shall not preclude the submission of a claim for a disability benefit provided that if the latter is granted the former must be recovered.
- D.17 At the time when a disability benefit is granted, the Committee on the recommendation of the medical officer shall give directions regarding the date of the next medical review which the participant is to undergo.
- D.18 A participant who is granted a disability benefit shall not be required to undergo further medical review after his fifty-fifth birthday, unless evidence indicating that he has ceased to be unable to perform his duties becomes available to the Board, which may then decide to require a special examination and to reconsider his eligibility for disability benefit.
- D.19 For the purposes of the Regulations, compensation in payment of accrued leave shall not be considered as a larger payment within the meaning of article VI thereof.

Certification and payment of benefits

- D.20 A participant entitled to a benefit shall submit his payment instructions in writing to the Secretary of the Staff Pension Committee who shall notify the Secretary of the Board accordingly.
- D.21 The Secretary of each Staff Pension Committee shall notify the Secretary of the Board of all benefits granted by the Staff Pension Committee and supply all relevant information concerning the benefit, including the date of the participant's last day of contributory service. For all benefit cases involving a medical question, the medical officer shall transmit a report to the medical consultant of the Board.
- D.22 Payment of all benefits shall be certified by the Secretary of the Board who shall ensure that the decision granting the benefit conforms to the Regulations and Administrative Rules of the Fund, that the calculations are correct and that the payment is being made to the proper recipient.
- D.23 The payment of withdrawal benefits to participants shall be made only after the last day of contributory service and after such date has been notified to the Secretary of the Board as provided under rule D.21 above.

A benefit payable otherwise than in a lump sum shall be paid monthly in advance on the first day of each calendar month, or at the request of the recipient, shall be paid quarterly or half-yearly in arrear without interest on the arrears. D.24

The Secretary of the Board shall at intervals of not more than twelve months require evidence that the beneficiary is alive or that the widow of a participant has not remarried. D.25

Section E. Administrative organs of the Fund

Joint Staff Pension Board

(a) In accordance with article XXII, the Joint Staff Pension Board shall be composed as indicated in the chart on page 10. E.1

(b) The Board shall meet in regular session not less frequently than once in every two years at a time and place to be decided by the Board or its Standing Committee.

Before each regular session of the Board, the Secretaries of the Staff Pension Committees shall notify to the Secretary of the Board the names of the persons appointed by the Staff Pension Committees as members of the Board in accordance with article XXII.1. Those members shall remain accredited until the next regular session of the Board unless the Secretary of the Board is notified that a Staff Pension Committee has made a change in its representation. E.2

Special sessions of the Board shall be held upon the decision of either the Chairman of the Board or the Standing Committee or on the request of at least four members of the Board. The time and place of a special session shall be decided by the Standing Committee. E.3

All sessions of the Board shall be convened by the Secretary in accordance with the instructions of the Standing Committee. Items which are proposed by any member of the Board or by any Staff Pension Committee, at least one month before the beginning of a regular session or fourteen days before the beginning of a special session, shall be placed by the Secretary on the provisional agenda and communicated to each member of the Board and to the Secretaries of the Staff Pension Committees accompanied by the necessary documentation. Other items may be added to the agenda either at the beginning of a session or during a session if the Board so decides. E.4

Subject to the provisions of the Regulations and of these rules, the Board shall adopt its own procedures. A majority of the members entitled to be present at the Board shall constitute a quorum, provided that not less than two members from each of the three following groups are present: E.5

(a) The representatives of the General Assembly of the United Nations and the corresponding bodies of the other member organizations;

(b) The representatives of the competent authorities of member organizations;

COMPOSITION OF THE JOINT STAFF PENSION BOARD

I.	United Nations, 6 members	2 from members of the United Nations Staff Pension Committee elected by the General Assembly 2 from members of the United Nations Staff Pension Committee appointed by the Secretary-General 2 from members of the United Nations Staff Pension Committee elected by participants
II.	ILO 2 members WHO 2 members WMO, IAEA, IMCO, ITU 2 members	2 from members of Staff Pension Committees elected by the bodies corresponding to the General Assembly of the United Nations 2 from members of Staff Pension Committees appointed by the Chief Executive Officers of the specialized agencies 2 from members of Staff Pension Committees elected by participants
III.	FAO 2 members UNESCO 2 members ICAO 2 members	2 from members of Staff Pension Committees elected by the bodies corresponding to the General Assembly of the United Nations 2 from members of Staff Pension Committees appointed by the Chief Executive Officers of the specialized agencies 2 from members of Staff Pension Committees elected by participants

10

For each specialized agency or group of specialized agencies listed in the table above, the following groups shall be represented during the years indicated below:

	Period 1	Period 2	Period 3	Period 4
ILO	GB-P	DG-P	GB-DG	GB-P
WHO	GB-DG	GB-P	DG-P	GB-DG
WMO, IAEA, IMCO, ITU.	DG-P	GB-DG	GB-P	DG-P
FAO	GB-P	DG-P	GB-DG	GB-P
UNESCO	GB-DG	GB-P	DG-P	GB-DG
ICAO	DG-P	GB-DG	GB-P	DG-P

GB - Governing Body

DG - Director General

P - Participants

(c) The representatives of the participants.

Decisions of the Board shall be taken by a majority of the members present and voting. E.6

At the opening of each regular session, the Board shall elect a chairman and two vice-chairmen who shall preside at the meetings of the Board until their successors are elected. E.7

Summary records of all meetings of the Board and its Standing Committee shall be prepared under the responsibility of the Secretary and distributed as soon as possible to all members of the Board and the Standing Committee as well as the Chairman and Secretaries of the Staff Pension Committees. E.8

Local Staff Pension Committees shall have the right to be represented by observers at all sessions of the Joint Staff Pension Board. Each Committee may be so represented by no more than two such observers who shall not have the right to vote in the Board. Observers shall have the right to speak with the permission of the Chairman. E.8 bis

Standing Committee

At each regular session the Board shall appoint a Standing Committee composed of twelve members and alternates, elected from among the members and alternates of the Board. The representational distribution shall be as follows: E.9

Number of Members	Number of Alternates	Representing
2	2	United Nations Staff Pension Committee from the group elected by the General Assembly
2	2	Staff Pension Committees of the specialized agencies from the group elected by the bodies corresponding to the General Assembly of the United Nations
2	2	United Nations Staff Pension Committee from those appointed by the Secretary-General
2	2	Staff Pension Committees of the specialized agencies from those appointed by the chief executive officers of those specialized agencies
2	2	United Nations Staff Pension Committee from those elected by the participants
2	2	Staff Pension Committees of the specialized agencies from those elected by the participants

The term of office of a member or alternate of the Standing Committee shall cease at the time he ceases to be a member or alternate of a staff pension committee (if at the time of his appointment he was a member of a staff pension committee and the staff pension committee concerned requests that he be replaced on the Standing Committee). The Standing Committee, in consultation with the staff E.9 bis

pension concerned, shall appoint a replacement who shall be from the same group as the member he is replacing.

- E.10 At its first session following the regular session of the Joint Staff Pension Board, the Standing Committee shall elect a chairman and a vice-chairman.
- E.11 The Standing Committee shall, on behalf of the Board, decide individual cases referred to it and exercise a general control on the operations of the Fund. It shall perform such additional specific functions as may from time to time be assigned to it by the Board. At the request of the Board or of any Staff Pension Committee, the Standing Committee shall initiate preparatory work on any policy question to the end that such question be effectively considered by the Board at its next session.
- E.12 The Standing Committee shall make a report to each regular session of the Board.
- E.13 Meetings of the Standing Committee are convened by the Secretary upon the instructions of the Chairman. A meeting shall be held where a benefit is referred to the Standing Committee for decision by a Staff Pension Committee or by the Secretary in accordance with rule D.2 or at the request of three members.
- E.14 Seven members shall constitute a quorum, provided that the three groups comprising the Staff Pension Committee under the provisions of articles XX and XXI are represented. Decisions of the Standing Committee shall be taken by a majority of the members present and voting.
- E.15 The records and all correspondence of the Standing Committee shall be private and kept in the care of the Secretary of the Board.

Medical Consultant

- E.16 The Board shall appoint a medical consultant, who shall assist the Board in all medical questions.
- E.17 In order to ensure the uniform application of the medical standards adopted by the Board, the medical consultant and the medical officers of the member organizations shall maintain a continuous and regular contact. The medical officers of the member organizations may be invited by the medical consultant to furnish information on the manner in which the medical standards are being applied by them and, when requested, shall furnish to the medical consultant the relevant medical information as determined by the medical consultant.
- E.18 The medical consultant shall report to each regular session of the Board, submitting a comprehensive statement on the medical classification of participants and on medical information affecting the granting of benefits from the Fund.

Staff Pension Committees

- E.19 The composition of the Staff Pension Committee of each member organization shall be in accordance with the provisions of articles XX and XXI. Each Committee shall hold at least one regular meeting

each year. Special meetings shall be held either at the decision of the Chairman, at the request of the competent authority, or at the request in writing of three members. The Board or its Standing Committee may refer a matter to a Staff Pension Committee and request a special meeting. In that case, the Board or its Standing Committee is entitled to be represented at this meeting.

A majority of the members entitled to be present shall constitute a quorum, provided that the three groups comprising the Committee under the provisions of articles XX and XXI are represented. Subject to rule D.1, decisions of the Committees shall be taken by a majority of the members present and voting. E.20

Each Committee shall elect a chairman at its first regular session of each year. E.21

Each Committee may appoint a Standing Committee to transact current business when the Committee is not in session. Each of the three groups comprising the Committee shall be represented on the Standing Committee. Any action taken by the Standing Committee shall be reported to the Committee at its following session. E.22

Summary records of all meetings of the Committee and its Standing Committee shall be prepared under the responsibility of the Secretary, approved by the members participating and distributed as soon as possible to all members of the Committee and to the Secretary of the Board. E.23

Subject to the provisions of the Regulations and these rules, each Committee shall regulate its own procedures. E.24

Secretaries of Staff Pension Committees

Upon the recommendation of each Committee, the competent authority of each member organization shall appoint a Secretary to the Committee. E.25

The records and all correspondence of the Committee shall be private and kept in the care of the Secretary of the Committee. E.26

Communications between participants and the Secretary of the Board shall normally be made through the Secretaries of Committees. Nevertheless in special circumstances any participant may communicate directly with the Secretary of the Board, who shall inform whenever appropriate the Secretary of the Committee. E.27

Each committee may delegate to its Secretary, subject to such procedure for supervision and reporting the Committee may consider appropriate, the power of approving on its behalf all straightforward individual cases, including the recording of admissions to the Fund, medical classifications and all benefits of the Fund except disability and widower benefits. E.28

Section F. Administrative and financial procedures

Administrative expenses

- F.1** Estimates of the administrative expenses of the Joint Staff Pension Board shall be approved by the Board before submission to the General Assembly.

Investments

- F.2** The Secretary shall present to the Board at each regular session a report indicating the status of all investments including a yield and maturity analysis.

General financial procedures

- F.3** The financial year shall begin on 1 October and end on 30 September.

- F.4** Each member organization shall maintain an individual record for each of its employees participating in the Fund on which shall be recorded all contributions made by the participant, the salary rates applicable during the year and the contributory service for which contributions have been paid.

- F.5** Each member organization shall forward to the Secretary of the Board within fourteen days after the end of each calendar month a statement showing:

(a) Total contributions deducted from the salaries of participants during that month payable under article XVI.1 and XVI.2;

(b) Total contributions by the member organization corresponding to the participants' contributions payable under article XVII;

(c) Other contributions by individual participants or by the member organization payable under articles III, XII, XVI.7 and XVIII.

A cheque covering the payments under (a), (b) and (c) above shall accompany this statement.

- F.6** Each member organization shall furnish to the Fund within forty-five days after 30 September of each year (on forms and under procedure prescribed from time to time by the Standing Committee or the Secretary of the Board on its behalf) a year-end list of all those who have been participants during any part of that year, showing total pensionable remuneration earned, total contributions made by each participant during the year, and period of contributory service covered. Changes in salary with effective dates shall also be reported by the member organization for each participant.

- F.7** For all participants who separated from the Fund during the year, there should be reported on the year-end list the exact amount of contribution as reported separately on the relative withdrawal notification forwarded to the Secretary of the Board by the Secretary of the Committee.

- F.8** In addition to these statements, each member organization shall submit a year-end reconciliation of the total contributions made by the individual participants and the member organization with the total amounts remitted to the Fund during the year. This reconciliation

statement shall be certified by the responsible financial officer of the member organization and accompanied by a cheque covering any additional amount which the reconciliation statement may show to be due in respect of the year's operations.

After reconciliation with member organizations of any differences disclosed in the verification of these lists, the Secretary of the Board shall approve the year-end lists. In case of difficulty, the Secretary shall submit the matter to the Board or its Standing Committee for decision. F.9

The Secretary of the Board shall maintain an individual record for each participant, which will show all contributions made by the participant together with other pertinent information regarding contributory service, salary rates, age, medical classification and family status. F.10

The Secretary of the Board shall maintain the necessary accounting records in order that he may report to the Board the financial status of the Fund at the end of each financial year. F.11

Calculation of interest

For the purpose of accrual of interest under articles III, VII.5, X, XII, XVI.6 and XVIII, the interest shall be calculated to the end of each financial year and compounded annually at that date. F.12

Interest shall be treated as accruing each year, or part of that year, on a participant's contributions to the Fund for that year, or part of that year, averaged at half the rate of interest provided in article XXIX. F.13

In the calculation of interest, periods of less than one calendar month shall, if they amount to fifteen days or more, be treated as one month, or if they amount to less than fifteen days, be disregarded. F.14

For the purpose of calculating monthly instalments, included interest for the amortization of amounts due under articles III, XII and XVIII, the interest shall be compounded monthly. F.15

Currency

For the purpose of calculating final average remuneration: F.16

(a) No regard shall be paid to the currency in which contributions were remitted to the Fund in respect of periods of pensionable remuneration before the period to be taken into account in the calculation.

(b) Where pensionable remuneration has been paid in one currency and contributions in respect of it remitted to the Fund in another currency, the pensionable remuneration for each year or part of a year to be taken in account shall be converted to the second currency at the rate of exchange at which the contributions in respect of that year or part of a year were converted for the purpose of remittance to the Fund.

Whenever, under article XXX.1, pensionable remuneration is expressed in a currency other than that in which the contributions are F.17

to be remitted to the Fund, the conversion of contributions shall be made at the rate of exchange prevailing at the time the remittance is due.

- F.18 Notwithstanding rule F.17, whenever a retroactive period of contributory service is validated under article III, the calculation of pensionable remuneration shall be made in US dollars, or in such other currency as agreed by the Board under article XXX.1, at the rate of exchange which would have been used by the employing organization at the time the remuneration was paid.

Section G. Appeals

Appeal against medical classification

- G.1 A participant who has been classified in Class 2 or Class 3 as defined in paragraph B.8 of these rules may, within one month of receiving notice of the decision, request the Committee concerned to reconsider its decision.
- G.2 For that purpose, a medical board shall be set up consisting of three medical practitioners:
- (a) One selected by the participant;
 - (b) The medical officer of the organization or a medical practitioner designated by him; and
 - (c) A third who shall be selected by those designated in (a) and (b) above and who shall not be the medical officer of a member organization.
- G.3 The medical board shall report to the Committee, which shall take a final decision. If the final decision of the Committee alters the classification of the appellant, the member organization concerned shall bear the medical fees and incidental expenses. Otherwise, the participant shall reimburse the fees and incidental expenses of the medical practitioner whom he selected and half the medical fees and expenses of the third member of the medical board. The portion of the expenses not borne by the participant shall be paid by the organization concerned.

Appeal in cases of disability benefit

- G.4 Any participant or beneficiary may request the authority which has taken a decision on a disability benefit to review the medical conclusions on which the decision was based and in this respect to reconsider the said decision. Such request shall be addressed through the Secretary of the Committee to the Secretary of the Board if the decision was taken by the Standing Committee, or to the Secretary of the Committee concerned if the decision was taken by a Committee. Every such request must be presented within one month from the date of receiving notification of the decision.
- G.5 For that purpose, a medical board shall be set up consisting of three medical practitioners:
- (a) One selected by the participant;

(b) The medical officer of the organization, or the medical consultant of the Fund, or a medical practitioner designated by him, and

(c) A third who shall be selected by those designated in (a) and (b) above, and who shall not be the medical officer of a member organization.

- G.6 The medical board shall report to the Pension Committee (or to the Standing Committee), which shall take a final decision.
- G.7 If the final decision reverses the disputed decision, the medical fees and incidental expenses shall be borne by the organization concerned (or the Pension Fund). Otherwise, the participant shall reimburse the fees and incidental expenses of the medical practitioner whom he selected and half the fees and expenses of the third member of the medical board. The portion of the expenses not borne by the participant shall be paid by the organization concerned or by the Fund as the case may be.

Appeal in cases of widower benefit

- G.8 A widower who has been refused a pension on the grounds that he is not totally and permanently incapable, either physically or mentally, of providing for his own support may appeal to the authority which rejected his request to reconsider its decision. In such cases, the procedure described in paragraph G.1 here above shall apply.

Appeal against decisions of Staff Pension Committees

- G.9 Any staff member of a member organization and any other person who can show that he is entitled to rights under the Regulations of the Fund by virtue of the participation in the Fund of a staff member of such member organization, may request a review of a decision given in his case by the Staff Pension Committee of a member organization. Such request shall be submitted in writing to the Secretary of the Committee concerned within one month from the date of notification of the disputed decision.
- G.10 The Committee concerned shall take a decision on the request within two months from its submission. Appeal may be made from this decision to the Joint Staff Pension Board.
- G.11 If, after expiry of a two-month period after the request for review of a decision, the Committee has taken no decision, the request shall be submitted by the Secretary of the Committee to the Joint Staff Pension Board for decision.

Section H. General provisions

- H.1 All questions regarding the interpretation of the Regulations and of these rules shall be referred to the Board for decision.
- H.2 These rules may not be amended by the Board unless one month's notice of the proposal has been given to all members of the Board and to the Chairmen and Secretaries of Committees or unless the amendment is unanimously adopted by the Board.