

Les Livrets  
Thématiques

# Validation

United Nations  
Joint Staff Pension Fund

New York & Geneva  
June 2002



UNITED NATIONS

# Introduction

The United Nations Joint Staff Pension Fund Rules and Regulations govern the conditions of participation and the determination of the deriving entitlement.

The rules are numerous and complex and the purpose of this Booklet is to guide you, facilitate your understanding and assist you in your assessment and selection of a benefit upon separation.

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## What is validation ?

Validation is an **option** which allows you to **pay retroactively contributions** for period(s) of employment, prior to the date on which your participation commenced, when you were not eligible to participate in the Pension Fund.

## Is it costly ?

It costs you the same amount of contribution as if you had been in the Pension Fund during this period, plus interest. Your employing organization will pay its own share.

## What are the advantages ?

Upon separation from service your future monthly pension will be proportional to the number of years and months that you will have contributed. By validating you can increase your total number of years and months of contributory service and thus your future pension entitlement. Validation can also help towards reaching optimum conditions, such as (i) accomplishing the minimum 5 years vesting period to be entitled to a periodic benefit upon separation (ii) reaching the threshold of 25 or 30 years of contributory service, to take advantage of the more preferential reduction rates if you were to consider taking an early retirement benefit.

## Is there a deadline to validate ?

Yes, you have the opportunity to validate only once in each period of participation. You must elect to validate **within one year** following the date of commencement of your participation. **Once the one year deadline has elapsed your right to validate is irrevocably forfeited.**

## Are there other conditions ?

Yes, the prior period(s) of employment should **not have been expressly excluded** from participation (e.g. Junior Professional Officer contracts, free lance Interpreters and Translators contracts).

Participation commenced within 2 years after non-contributory service.

**All eligible periods** of prior employment must be validated.

Participation has not been interrupted by a break of more than one year.

## What should be done to validate ?

If you are interested in validating you have to formally apply for it by completing the **Notice of Election to Validate** (form PENS.B/1 attached, or you can download it from the web site [www.unjspf.org](http://www.unjspf.org).)

Send this form to the Pension Fund if you are a United Nations staff member, or to the Secretariat of the Staff Pension Committee of your employing organization if you are employed in one of the specialized agencies.

## What will happen next ?

By completing this form you are not yet committing yourself to pay. Following receipt of your Notice of Election to Validate, the Pension Fund or the Secretariat of your Staff Pension Committee will review your application, and, if you meet eligibility requirements will calculate the contribution that you will have to pay for the period(s) of prior non-contributory service open for validation. Calculation will be done based on the pensionable remuneration rates that applied during these periods. You will then be informed in writing of the amount due by you.

## Is there a deadline to pay for the validation ?

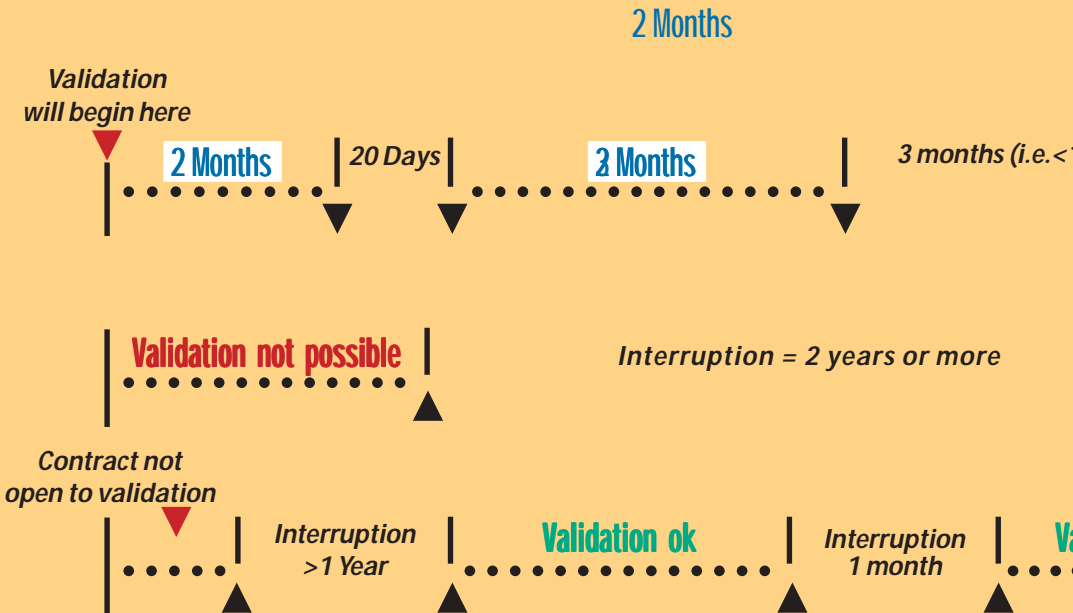
Yes, if you decide to pay, you will have a period of **90 days to pay** this amount to your employer (not to the Pension Fund), from the date of the notification of the amount due. If you fail to do so within 90 days, your **right to validate is irrevocably cancelled**.

If you pay the required amount in time, the Pension Fund will ask your employer to pay its share (twice your contributions).



# Validation

## Illustrations

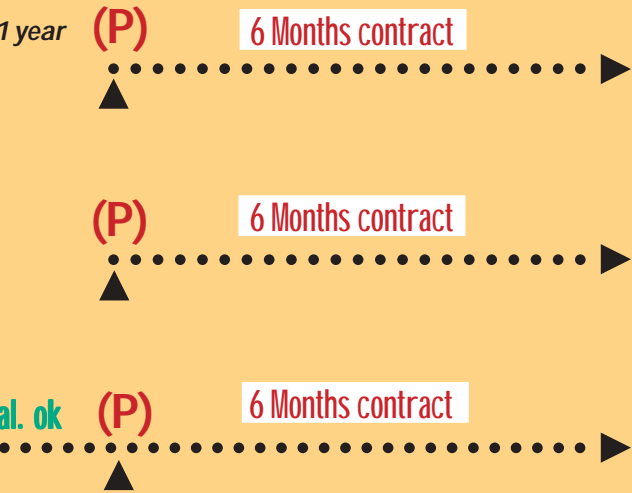


### NOTE

- (i) Payment must be made in **1 lump sum within 90 days** of the notification by Pensi
- (ii) Failure to validate an eligible period shall **cancel the right for ever** (if this validation open again at the occasion of a new period of participation) Adm. Rule E.5



1. It is open **WITHIN 1 YEAR** of commencement of **Participation**
2. It has to cover **ALL** prior periods of service with breaks of **LESS THAN 1 YEAR** (cannot validate a limited part of eligible prior period of services)
3. The participation should **not have been expressly excluded**
4. **Participation** should commence **WITHIN 2 YEARS** after end of prior non-contributory service.



*Election must be made within 1 year of participation*

**(P)** Beginning of Participation  
• • • Period of contracts

on Fund (cannot pay by instalments)  
n is not done during the current participation it will not be

# Regulations

(a) A participant may elect, **within one year of the commencement of participation**, to validate prior service during which he or she was not eligible under these Regulations for participation, provided that (i) **participation succeeded the ending of such service within two years**, (ii) the service was the most recent prior to participation and had not been interrupted by a break of **more than one year**, (iii) participation had not, during such service, been **expressly excluded by** the terms of appointment, and (iv) the totality of the period open to validation is elected.

(b) A beneficiary of the participant under these Regulations, other than the recipient of a residual settlement, may, if the participant died before the expiry of the period within which the election may be made under (a) above, make the election on the participant's behalf within such period.

(c) Validation shall be subject to receipt by the Fund of contributions in accordance with article 25 (c).

## Article 23: Validation of non-contributory service

# Administrative rules

## Section E Validation of non-contributory service

**E.1-** A participant who elects to validate non-contributory service under article 23(a) of the Regulations shall give notice in writing of such election to the secretary of the staff pension committee of the member organization by which he or she is employed, **no later than one year after the commencement of participation** and in any case prior to the date of separation if earlier. The participant shall state in such notice the total period or periods of service which to his or her knowledge are open to validation.

**E.2- (a)** The secretary of the committee, if satisfied that the conditions of article 23(a) have been fulfilled, shall notify the participant in writing of the contributions which would have been payable by the participant had the service been contributory, with interest to the date of the notice of election.

**(b)** The contribution of the member organization shall be twice the amount under (a) above.

**E.3-** The participant shall remit the amount due under rule E.2 above in a lump sum to the member organization **within ninety days** of the date of the notification, or prior to the date of separation if earlier, failing which the right to validate shall be deemed to be cancelled.

**E.4-(a)** A beneficiary who elects to validate on behalf of a deceased participant under article 23 (b) of the Regulations shall give notice in the manner and within the period specified in rule E.1 above; such beneficiary shall be notified of the amount due in accordance with rule E.2 above and shall remit such amount in a lump sum to the member organization within ninety days of the date of notification.

**(b)** In the event that a participant dies after having elected to validate under rule E.1 above, but before the amount due has been remitted under rule E.3, a beneficiary empowered to make an election on behalf of the participant under article 23 (b) shall be entitled, upon notice in writing to the secretary of the committee prior to payment of the benefit, to make such remittance in a lump sum within ninety days of the date of notification to such beneficiary by the secretary of the amount due.

**(c)** Failure by a beneficiary to comply with the provision of (a) or (b) above shall be deemed to cancel his or her rights under article 23 (b).

**E.5-** A former participant who, during a period of participation, does not validate the non-contributory service then open to validation shall not, by virtue of a new period of participation, be entitled to validate such service.



UNITED NATIONS JOINT STAFF PENSION FUND

Notice of Election to VALIDATE

Prior Non-Contributory Service under Article 23 of the Regulations

If you validate prior non-contributory service, you will have to pay the contributions as if you had been in the Pension Fund during these periods of employment

**INSTRUCTIONS**

- (a) Before completing this form, please check article 23 of the Regulations to ascertain whether you are entitled to validate prior service performed in any of the member organizations of the Fund (as listed in article 3(e) of the Regulations) during which you were not entitled to participation. Administrative rules E.1 through E.6 describe the procedure to be followed.
- (b) Notice of election to validate must be submitted within one year of the date of commencement of participation and in any event prior to separation if it occurs during that year. Failure to observe this time limit results in the permanent forfeiture of your right to validate such service.
- (c) Election may apply only to the totality of prior non-contributory service open to validation.
- (d) This notice should be sent to the Secretary of your Staff Pension Committee.
2. As soon as possible after submission of this notice, you will be informed of the amount due and the conditions for making payment.
3. Upon receiving the information mentioned in item 2, you will have 90 days from date of notification in which to make payment. If you do not do so within 90 days, your right to validation will be deemed to be cancelled.

I, \_\_\_\_\_, hereby elect to validate prior non-contributory service with the following member organization(s) for the period(s) specified:

(Organization)	(Date From)	
_____	_____	_____
_____	_____	_____
_____	_____	_____

If prior to your entry into the Pension Fund you had short contracts in one or more international organizations, list all your contracts here (Provide us with a copy of your contracts if available)

**Warning!!** Notice of Election to Validate must be submitted within 12 months of the date of entry into Pension Fund. Past this deadline, there will be no other opportunity to validate.

(Signature of Participant)



# Contacting the UN Pension FUND

## **In New York**

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New York, NY 10017  
United States  
Fax: (212)963 6931  
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8-14 Ave de la Paix  
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***Obtain more information on the Pension Fund Web Site  
[www.unjspf.org](http://www.unjspf.org)***

***The secretariat of the  
Staff Pension Committee will assist participants from member  
organisations for their Validation.***