



UNJSPF

United Nations Joint
Staff Pension Fund

VALIDATION

This series is intended to provide to all participants, retirees and beneficiaries information about their rights.

INTRODUCTION

The United Nations Joint Staff Pension Fund - also known by its acronym UNJSPF in English and CCPPNU in French - was established in 1949 by the United Nations General Assembly to provide retirement, death, disability and related benefits for staff upon cessation of their services with the United Nations and other organizations admitted to membership in the Fund.

The United Nations Joint Staff Pension Fund (UNJSPF) Regulations and Rules govern the conditions of participation and the determination of the deriving entitlements. The rules are numerous and complex; the purpose of this booklet is to guide you, facilitate your understanding and assist you with information on pertinent issues affecting your pension rights. Participants and beneficiaries facing circumstances not covered by this booklet are therefore encouraged to consult the Fund Secretariat or the secretary of the Staff Pension Committee (SPC) of the organization for which the participant worked.

Disclaimer: The information is made available for the convenient use of the UNJSPF participants, retirees, and beneficiaries. If there is any ambiguity, inconsistency or conflict between the information provided and the UNJSPF Regulations and Rules, any decisions will be based on the Regulations and Rules, and not on the information contained in this booklet.

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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 contributions 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 would have contributed. By validating, you will 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 in the Pension Fund or prior to separation from service and the Pension Fund, whichever is earlier. Once the deadline has elapsed, your right to validate is irrevocably forfeited.

Are there other conditions?

Yes.

1. The prior period(s) of employment should not have been expressly excluded from participation (e.g. Junior Professional Officer contracts, freelance Interpreters and Translators contracts).
2. Participation commenced within 2 years after non-contributory service.
3. All eligible periods of prior employment must be validated.
4. 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 website www.unjspf.org). Send this form to the Pension Fund if you are a United Nations staff member, or to the Secretary 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 Secretary 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. If, upon review, the Pension Fund deems you ineligible to validate, you will receive a written notification to this effect.

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

Validation will begin here



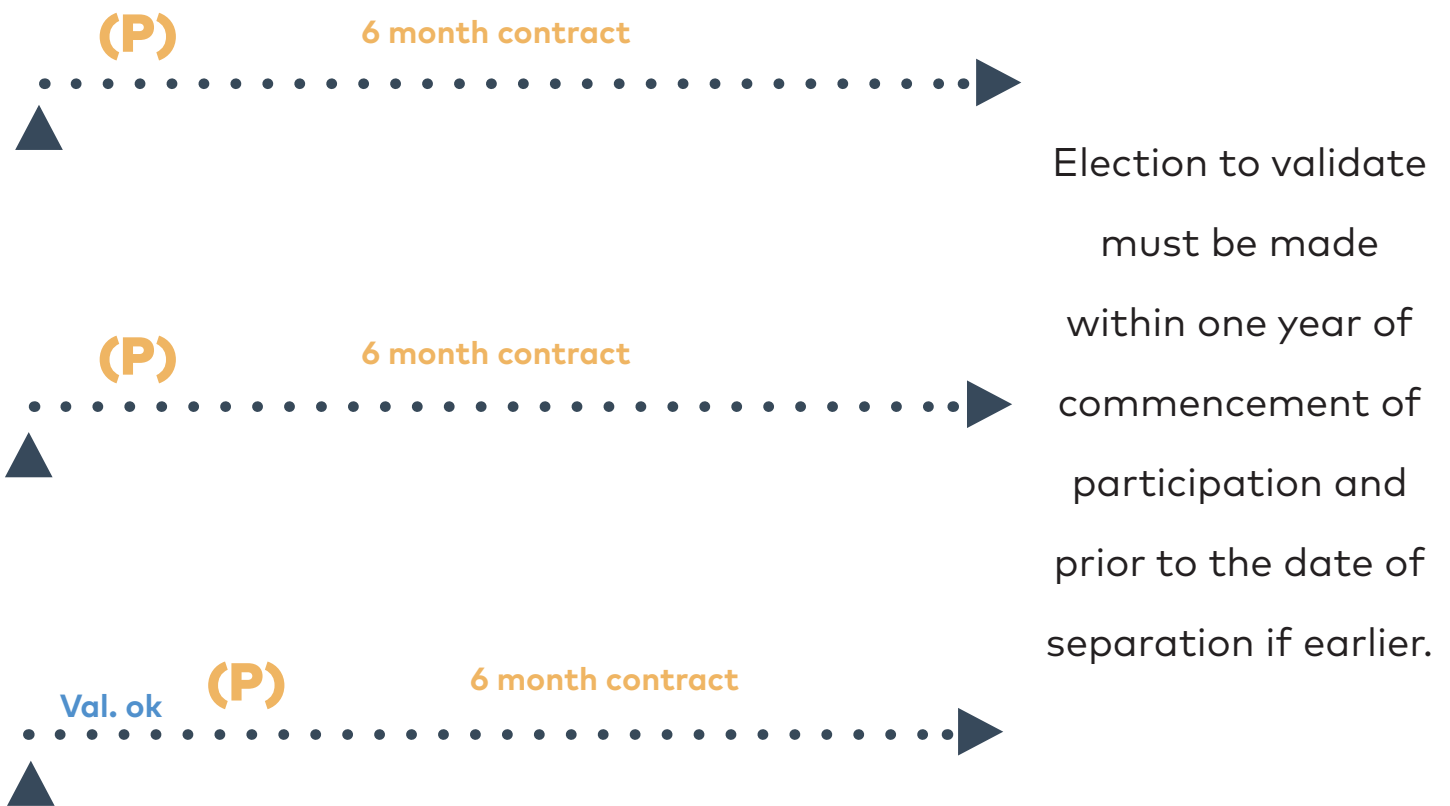
Contract not open to validation



NOTE

- i. Payment must be made in 1 lump sum within 90 days of the notification by Pension Fund (cannot be paid by installments).
- ii. Failure to validate an eligible period shall cancel the right for ever (if this validation is not done during the current participation, it will not be open again at the occasion of a new period of participation) - Adm. Rule E. 5.

1. You must elect to validate within 1 year of entering the Pension Fund or prior to your separation from service, whichever is earlier.
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 services).
3. Participation in the Pension Fund should not have been expressly excluded for the periods that you request to validate.
4. Participation should commence WITHIN 2 YEARS after end of prior non-contributory service.



(P) Beginning of participation

• • • • Period of contracts

Excepts from the Regulations and Administrative Rules

Article 21. Participation

(a) Every full-time member of the staff of each member organization shall become a participant in the Fund:

(i) Upon commencing employment under an appointment for six months or longer or upon accepting such an appointment while in employment; or

(ii) Upon completing, in the same or more than one member organization, six months of service without an interruption of more than thirty days whichever is earlier, provided that participation is not expressly excluded by the terms of staff member's appointment.

(b) Participation shall cease when the organization by which the participant is employed ceases to be a member organization, or when he or she dies or separates from such member organization, except that participation shall not be deemed to have ceased where a participant resumes contributory service with a member organization within 36 months after separation without a benefit having been paid.

Article 23: Validation of non-contributory service

(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).

Administrative Rules

Section E: Validation of Non-Contributory Service

E.1 A participant who elects to validate noncontributory 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.

Section L: Transfer Agreement

L.1 A participant in the Fund may avail himself or herself of the provisions of any agreement entered into by the Fund for the purpose of securing continuity of pension rights under article 13 of the Regulations of the Fund, in accordance with the terms of the relevant agreement.

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.

UNITED NATIONS JOINT STAFF PENSION FUND
Notice of Election to VALIDATE
Prior Non-Contributory Service under Article 23 of the Regulations

INSTRUCTIONS

1. (a) Before completing this form, please check article 23 of the Regulations. You are entitled to validate prior service performed in any of the member organizations of the Fund (as listed in article 3(a) 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 local 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
(PRINT NAME)
validate prior non-contributory service with the following member organization(s) for the period(s) specified:

Organization

Date from

Date to

WARNING!!

Notice of Election to Validate must be submitted within 12 months of the date of entry into Pension Fund and prior to the date of separation, if earlier. Past this deadline, there will be no other opportunity to validate.

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).

(Signature)

ALSO PUBLISHED IN THIS SERIES:

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EMERGENCY FUND

INFORMATION FOR BENEFICIARIES

LEGAL GUARDIANSHIP AND ESTATE

PARTICIPATION

RESTORATION

SEPARATION

SURVIVOR'S BENEFITS

THE TWO-TRACK

TRANSFER AGREEMENTS

CONTACTING THE FUND

NEW YORK

Telephone: 1 (212) 963-693

Fax: 1 (212) 963-3146

Visit*

1 Dag Hammarskjold Plaza
4th Floor

Corner of 48th Street and
2nd Avenue

10017 New York, NY
USA

If documents are sent by regular postal mail:

United Nations Joint Staff Pension
Fund

c/o United Nations

P.O. Box 5036

New York, NY 10163-5036

USA

If documents are sent by express courier (DHL,etc.) or registered mail:

United Nations Joint Staff Pension
Fund

4th floor, 1 DHP

885 Second Avenue

New York, NY 10017

USA

*In person visits, daily (except Thursdays) from 9 a.m. to 5 p.m. Visits are limited to maximum 30 min. No appointment is needed. Walk-in, register and a Client Service staff member will assist you.

GENEVA

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Visit*

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CH-1211 Geneva 10

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*In person visits daily (except Thursdays) from 08.30 hrs till 17.00 hrs. Visits are limited to maximum 30 minutes. Please call + 41 22 928 88 00 or send an email to schedule an appointment.

www.unjspf.org

To contact the UNJSPF by email and ensure proper routing tracking and a timely response, all queries should be submitted using the CONTACT FORM on the Fund's website under the CONTACT US tab, which you can reach at the following link: <https://www.unjspf.org/contact-us>.

You can also follow us on LinkedIn and sign up for our newsletter to be updated regularly.