



UNJSPF

United Nations Joint
Staff Pension Fund

ANNUAL LETTER 2022

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Message from the Chief Executive of Pension Administration

I am pleased to present the 2022 Annual Letter of the United Nations Joint Staff Pension Fund (UNJSPF), reporting on the developments of 2021 and the first months of 2022.

The COVID-19 pandemic, volatile situation in some countries, and banking restrictions presented many complex issues and operational difficulties. Once again, our dedicated staff rose to the many challenges and engaged in a multitude of activities to improve the Fund.

Pension Administration's performance was excellent, with more than 90 per cent of initial pension cases processed within 15 business days. All pension payments have been issued on time, however, in 2021 and since the beginning of 2022, the Fund has encountered challenges in submitting payments through international banking channels to beneficiaries receiving payments in Afghanistan, Mali and selected Russian banks. The Fund is actively developing new payment channels through its member organizations to ensure all payments are executed under these challenging circumstances.

Among the highlights of the past months, the 2021 United Nations General Assembly resolution on pension matters was very supportive of the 2021-2023 C.A.R.E. Strategy, largely approving the proposed 2022 budget of the Fund. Overall, I feel that the resolution showed renewed trust in the Fund's activities, management, and vision for the future.

The 2021-2023 C.A.R.E. Strategy includes a significant effort to simplify and digitalize interactions between the Fund and its clients, and in 2021 many activities were delivered to realize this objective. Around 50 per cent of retirees and beneficiaries have used the new functionality in the UNJSPF Member Self-Service (MSS) portal to upload their annual Certificate of Entitlement (CE), or the Digital Certificate of Entitlement app. This has saved more than 30,000 pieces of paper and the cost associated with handling the paper CE forms manually for the Fund. I am sure many appreciate not having to go to the post office to mail their CE form to the Fund and, instead, benefited from the convenience of submitting the CE from the comfort of their home via a computer or mobile phone.

Our member organizations have also benefited from the digitalization efforts, as e-transfers are now the norm for the Fund to receive separation files, speeding up pension processing, reducing paper handling, improving data accuracy and security.

The payment instruction, the form needed to elect benefit option when separating or retiring, can now be uploaded in MSS. In 2022, the Fund will further improve this process with the digital capture of benefit election and payment instructions. Filling in the payment instruction will be possible directly in MSS. Separating participants will have easy access to appropriate benefit options and be assisted through validations to ensure that correct banking instructions and mailing addresses are recorded.

In 2022, the Pension Administration is strengthening client services with a new separate client services function led by a Director and a Client Service Delivery Model (CSDM), as elaborated in November 2021. The CSDM focuses on four high-level goals: (i) the Fund should be a client-oriented organization, (ii) a global service provider, (iii) providing

timely, high-quality, and consistent services, and (iv) empowering clients. Eleven initiatives were defined to reach these objectives, such as a new Customer Relationship Management system.

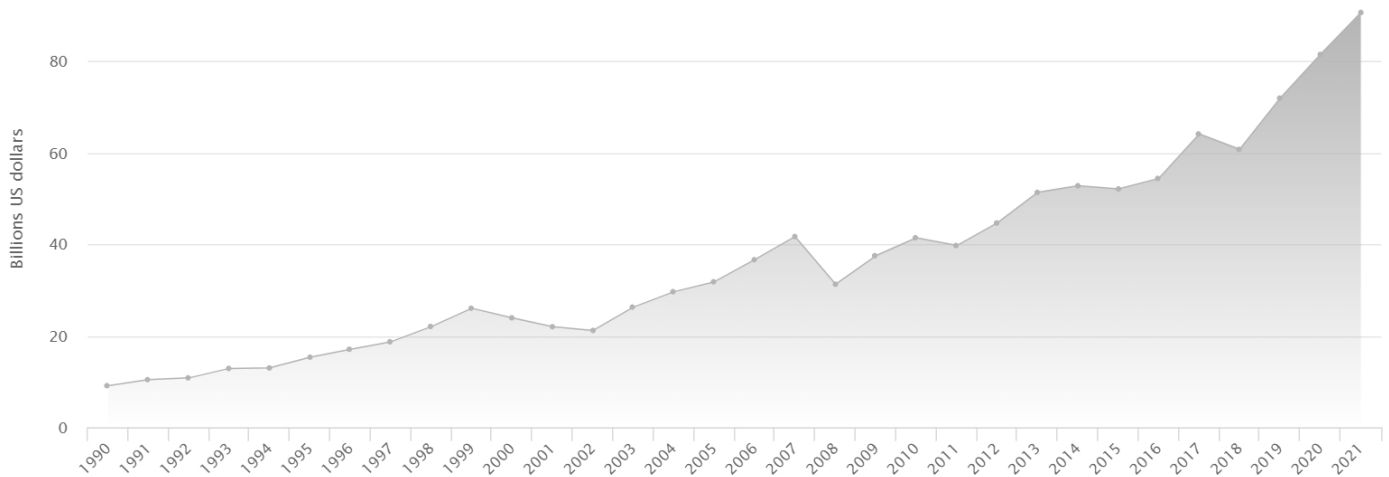
The staff and I continue to focus on improving the Fund to deliver the best possible service and customer experience, and we are working hard to deliver this outcome. I would like to thank you for your confidence in us and your ongoing support.

Rosemarie McClean
Chief Executive of Pension Administration



Message from the Representative of the Secretary-General for the investments of the assets of UNJSPF

Market value of assets



2021 was a positive year for the investments of assets of the Fund. The nominal return of more than 11 per cent, above the policy benchmark, compounded with the return of 13.4 per cent in 2020, resulted in an increase of more than 26 per cent in the size of the portfolio in the last two years. As a consequence, the preliminary value of

the portfolio reached US\$90.5 billion and translates into a preliminary real rate of return for a 15-year period of 4.26 per cent, well above the required 3.5 per cent benchmark.

Transformational changes driven by the whole team will become the foundation for outstanding performance in the years to

come. A new strategic asset allocation and benchmarks were endorsed by our governing bodies, the teams will be properly resourced, major initiatives were consolidated to increase security in our digital space and the reporting of portfolios and their performance are aligned with the best practices in the industry. Finally, the portfolio is aligned with the best Environmental, Governance and Social principles and its carbon emissions decreased 39 per cent, almost reaching the 40 per cent reduction goal we established for 2025.

All these achievements put us in a strong position to face the challenges 2022 is bringing to economic growth in general and, as a consequence, to the financial markets. The team is strong, working all together to

strengthen our culture, in line with the United Nations values, and to keep delivering the outstanding results they have had throughout the years.

Pedro Guazo

Representative of the Secretary-General for the investments of the assets of UNJSPF



1. United Nations General Assembly Resolution 76/246

In December 2021, the United Nations General Assembly adopted resolution 76/246 whereby it, inter alia, approved the Fund's administrative budget for 2022.

The General Assembly endorsed the reform vision of the UN Joint Staff Pension Board. The composition of the Board of 33 members, representing the 25 member organizations on a tripartite basis, remains unchanged. The General Assembly decided to limit further physical attendance at Board meetings, determining that the 18 representatives from the member organizations that have one or two Board members should not attend Board sessions in person. Other elements of the governance reform include updated and strengthened terms of reference of Board members, Chair, Bureau and committees. The Board will also meet more frequently during the year, making use of virtual meetings.

The Assembly took note of the proposed ethics policy that complements the Board's code of conduct and decided that the Ethics Adviser will be recruited under the modalities

applicable for general temporary positions. The Assembly requested the Board, in consultation with the Ethics Adviser, to revise and adjust the policy and to provide further analysis of and clarification on it in the context of its next report. The Assembly endorsed the requested amendment to article 4 (c) of the Regulations to incorporate a reference to the code of conduct and ethics policy approved by the Board.

The Assembly also approved amendments to the Regulations as set out in more detail in the next section.

The General Assembly concurred with the new transfer agreements between the Fund and the European Investment Bank and the European Investment Fund that were approved by the Pension Board, bringing the total number of transfer agreements to 24.

2. Changes to the Fund's Regulations and Rules

The United Nations General Assembly approved amendments to the following provisions of the Regulations and Pension Adjustment System:

a) A new provision in Article 4 to include a reference to the UN Joint Staff Pension Board's code of conduct and ethics policy as part of the Fund's Rules of Procedure.

b) A new provision in Article 6 to reflect the provision in Section C.1 of the Rules of Procedure excluding staff of the Board secretariat, Pension Administration, the Office of Investment Management and of Staff Pension Committees from being eligible to be elected or appointed to serve on a Staff Pension Committee and consequently on the Pension Board.

c) An amendment to Article 7(c) to reflect the appointment of the Secretary of the Board by the United Nations Secretary-General.

d) A new provision, Article 33(g), to allow beneficiaries of a disability benefit under Article 33(a) to engage in paid activity within certain limits while remaining incapacitated.

e) An amendment to Paragraph 19 of the Pension Adjustment System to clarify the conditions for the application of a second cost-of-living adjustment in the same calendar year.

The Board approved amendments to Section H of the Administrative Rules to provide for the following:

a) To allow disability cases to be considered by the staff pension committee of a member organization other than the participant's employing organization.

b) To clarify when the final review of a disability benefit shall take place before it is deemed permanent.

c) To include additional provisions on suspension and discontinuation of a disability benefit when a medical report has not been received for review of continued eligibility for the benefit, including a deadline of one year for submission of the medical report before suspension of the benefit and a deadline of three years before discontinuation of the benefit.

d) Elimination of the deadline for requests for a child disability benefit in cases where the child was reported as disabled before separation from service.

e) To provide a deadline of one year after diagnosis for a request for a child disability benefit in situations where the medical condition could not have been diagnosed before separation from service.

f) New provisions related to the application of the new Article 33(g) with respect to beneficiaries who are engaged in paid activity.

The Board approved amendments to the Terms of Reference for the Fund Solvency and Assets and Liabilities Monitoring Committee, and adopted new Terms of Reference for the Budget and Succession Planning and Evaluation Committees, which were formed as new committees. The Board also amended the Terms of Reference for the Chair and for Board members. In addition to approving the Ethics Policy, the Board approved Terms of Reference for the Ethics Adviser and the Medical Consultant to the Board.

The full text of the amendments to the Regulations, Rules and Pension Adjustment System is in the Annex.

The Regulations and Rules in force as of 1 January 2022 are available on the Fund's website.

3. Pension Board meeting of 24-25 February 2022

The 70th session of the United Nations Joint Staff Pension Board, a two-day virtual meeting recognized the strong performance in pension administration and investments of the UN Joint Staff Pension Fund (UNJSPF).

The agenda included statements from the Fund's pension administration and investment management heads, the Board's work plan for 2022, implementation of the measures approved to improve governance, a proposal to establish a group to review the Fund's plan design and the recruitment of an Ethics Adviser to the Pension Board.

PENSION ADMINISTRATION

Ms. Rosemarie McClean, Chief Executive of Pension Administration, reported strong performance in 2021. Ninety per cent of initial pension cases were processed within the benchmark of 15 business days in 2021, even though the volume of cases increased by 18 per cent compared to 2020. Pension payments have continued to be issued on time, with new payment channels set up for Afghanistan and Mali with the UN Treasury as international banking channels became unavailable in these countries.

Ms. McClean further highlighted progress in the modernization of the Fund's administration

of benefits, including the digitalization of the yearly Certificate of Entitlement for retirees and beneficiaries. About 50 per cent of retirees and beneficiaries have used digital transfer of the form through Member Self-Service, the Fund's digital portal, or the Digital CE mobile app launched in 2021, avoiding manual handling of more than 30,000 pieces of paper. More digitalization is underway, Ms. McClean added, including the digital capture of payment instruction for separating participants, which will guide them in the selection of their pension options and prevent errors in the transmission of banking information to the Fund. This new project is expected to be completed later this year.

INVESTMENT UPDATE

Mr. Pedro Guazo, Representative of the Secretary-General for the management of the assets of UNJSPF, highlighted that the assets values increased significantly in 2021, reaching nearly USD 91 billion at the end of the year. Investments showed a preliminary real rate of return of 4.27 per cent, well above the 3.5 per cent long-term target to ensure financial sustainability of the Fund.

Turning to the situation of the management of fixed income investments, Mr. Guazo and Mr. Toru Shindo, Chief Investment Officer,

explained that, following the departure of the Director of the fixed income team, pending the recruitment of the approved new staff and given the sustained underperformance against the benchmark of this asset class, the fixed income team of the Fund's Office of Investment Management proposed to invest temporarily around 18 per cent of the Fund's assets through external managers, under the team's direction and supervision.

The proposed part of the portfolio that will be invested temporarily through external managers will remain in UNJSPF's accounts and they will be invested passively. This means that this portfolio will only be invested following instructions and benchmarks defined by UNJSPF. This is considered a good practice and proper due diligence and monitoring will be carried out.

The cost of the portfolio to be invested temporarily through external managers is marginal. The annual fee will be around 0.01 per cent of the portfolios managed (equivalent to less than US\$3 million a year), and this cost will be recovered many times over through the anticipated improvements in the return of this portfolio. As such, the financial and budgetary impact will be beneficial to the Fund. This arrangement will be in place until a new Director and the team are onboarded and the performance metrics of the internally managed portfolio are met.

The Pension Board noted that the investments of the assets of the Fund will not be "outsourced", and the use of external managers is a mechanism that was endorsed by this Board in 2019.

OTHER MATTERS

With respect to the proposal for review of the plan, Ms. McClean clarified that the review was intended to consider improvements and simplification in a holistic manner. The last general review took place in 2008-2010, and regular review is good pension industry practice, she added.

The Board agreed to establish a group to review the plan. Such review would take into account the long-term sustainability of the Fund and be without prejudice to the defined benefit nature of the Fund and Two-Track system without impacting negatively existing benefits under the Fund Regulations and Rules.

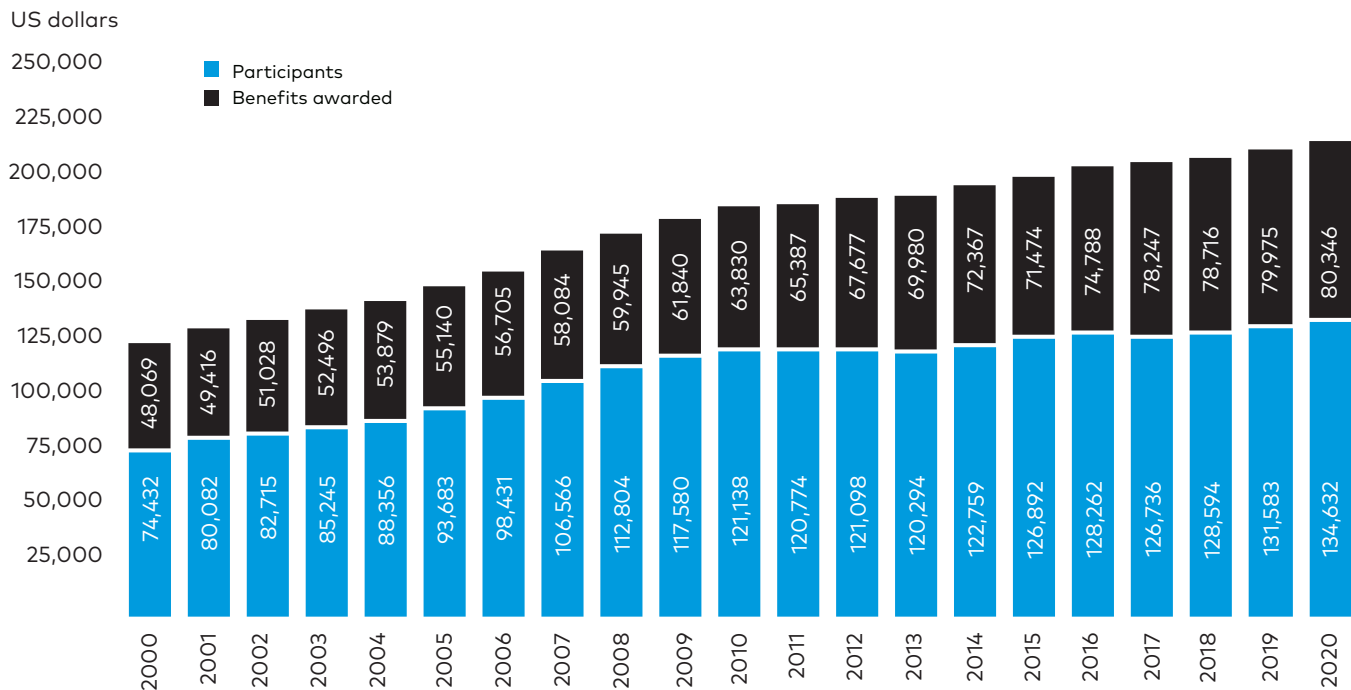
The Board expects that the review group will present recommendations to the Board at its session in July 2023 or earlier. It will provide interim updates at the July 2022 and February 2023 sessions.

The Pension Board endorsed the recruitment of an Ethics Adviser, the appointment of whom was included as part of the UNJSPF governance reform endorsed by the UN General Assembly in its 2021 resolution on pension matters.

The 70th session of the Pension Board was the first meeting out of the three meetings planned this year. Having three sessions a year, including two virtual ones, is also an outcome of the governance reform endorsed by the UN General Assembly, allowing the Pension Board to spread its annual programme of work with shorter sessions instead of concentrating decision making on one single session in July as previously.

4. Operations of the Fund

Growth in participants and benefits awarded



Pension Administration's performance has remained strong in 2021, with all pension payments made on time and 90 per cent of initial pension cases processed within 15 business days.

This is remarkable as the volume of separations was substantially higher than in 2020. The Fund planned for an increase of entitlement cases from 8,500 in 2020 to 10,000 in 2021, but the final number was above 11,000 due to the surge in the second half of 2021.

The Fund is expecting this trend to continue in 2022 with a projected volume of 12,000 entitlement cases, as per the 2022 budget assumptions.

5. Retirees and beneficiaries

(A) ADJUSTMENTS TO UNJSPF PERIODIC BENEFITS ON 1 APRIL 2022

In accordance with the UNJSPF Pension Adjustment System, there is an 8.6 per cent cost-of-living adjustment to the US dollar track of periodic benefits for 2022, effective 1 April 2022. Cost-of-Living Adjustment (COLA) letters with these details will be issued by the end of April 2022. All beneficiaries who have registered for access to their UNJSPF MSS account are able to access their COLA letter in MSS under the DOCUMENTS tab. The Fund will mail out the COLA Letters to the address of the beneficiaries who are not MSS subscribers.

(B) 2022 CERTIFICATES OF ENTITLEMENT (CE) FOR BENEFITS

Each person in receipt of a benefit from the Fund must annually submit their proof of life in the form of a Certificate of Entitlement (CE) to the Fund. In 2022, retirees and beneficiaries can now fulfill the requirements of the CE exercise in one of the following ways:

Option 1: Submitting a digital CE using the new Digital CE (DCE) app

The fastest and easiest way to complete your 2022 CE exercise is via the Digital CE app. This app has been in place since 2021.

If you choose this option, you must download the Digital CE app on your mobile phone or tablet, complete the one-time enrollment process and issue a digital CE for the current CE year – all of this is done through the app. The app will inform you of the timeframe in which you are allowed to issue a digital CE every year. Upon completion of your annual CE exercise via the Digital CE app, you do not need to submit a paper-based CE form to the Fund anymore. If you don't enroll in the Digital CE by June 2022, then the Fund will send you a paper-based CE form (see Option 2). Beneficiaries who wish to complete the CE exercise using the DCE app must issue their digital CE by no later than 31 December 2022 to avoid the risk of a benefit suspension. For guidance on how to download, enroll, issue a digital CE or use the Digital CE app, please check the Digital CE page on our website (<https://www.unjspf.org/digital-certificate-of-entitlement-dce/>).

⚠ Attention retirees and beneficiaries paid under the Two-Track using the Digital CE

You must ensure that you are physically in your declared country of residence when issuing the digital CE. Otherwise, the Fund will assume that you have moved to a different country, and you will be required to submit form PENS.E/11 (Change of Country of Residence) as well as corresponding proof of residence to the Fund, which may impact your benefit payment; an according communication would be sent to you by the Fund if such discrepancy is noted.

Option 2: Submitting the paper-based CE form (by mail or electronically)

You are not required to use the DCE App. If you prefer to use the paper CE form, simply do not enroll in the Digital CE App. All retirees and beneficiaries whose benefits are implemented before 23 June 2022 and who have not issued a Digital CE inside the DCE App by that date, will receive the barcoded paper based 2022 CE form.

The first mailing of barcoded CE forms will be dispatched by the Fund at the end of June 2022. At that time, you can also download and print the barcoded CE form from the 'Documents' tab in your MSS account but this option is not available to those on the Two-Track, who must wait for a postal delivery of the CE form. A second mailing of barcoded CE forms will be dispatched at the end of October 2022 to those beneficiaries whose CEs have not been received by the Fund by then. The Fund must receive either your 2022 DCE OR your barcoded 2022 CE form no later than 31 December 2022 to avoid the risk of a benefit suspension.

Retirees/beneficiaries who wish to complete the CE exercise by submitting to the Fund the barcoded paper CE form must date and hand-sign the CE form with a pen (or affix their thumbprint in which case it needs to be authenticated on the CE form). Their signature on the CE must match their signature on file with the Fund, otherwise, the CE form cannot be accepted. If the beneficiary's signature changed or they are affixing a thumbprint, they must make sure to have their signature duly authenticated on the CE form before returning it to the Fund; signature authentication instructions are provided on our website (<https://www.unjspf.org/authentication-of-signatures-and-docs/>).

Retirees and beneficiaries can return their dated and hand-signed CE forms to the Fund in one of the following ways:

- Electronic submission of your scanned CE form via your MSS account: First, hand-sign and date the CE form. Then, you must scan the duly signed CE form before uploading it in PDF or JPEG format to the Fund using the "Document Upload" feature in your MSS account. Once your signed CE was successfully submitted in MSS, there is no need to mail the original CE form to the Fund. This option of electronic CE form submission can also be used if you are on the Two-Track. For more information about how to access and use MSS, as well as an illustrated step-by-step MSS Document Upload tutorial, please check the MSS webpage (<https://www.unjspf.org/member-self-service/>) and the tutorial on our website (<https://www.unjspf.org/member-self-service-document-upload-tutorial/>).

- Mailing your original CE form to the Fund: If you prefer to return your CE form using mailing services, you must first date and hand-sign your CE form, then mail the form with your ORIGINAL signature to the Fund at one of the mailing addresses provided on the Contact Us page on our website (<https://www.unjspf.org/contact-us/>).

- Dropping off your original CE form in person: The Fund has installed drop-boxes at its New York and Geneva office locations. For details about where on the premises these drop-boxes are located, please refer to the Contact Us on our website (<https://www.unjspf.org/contact-us/>).

FAQS

Who will NOT receive a 2022 paper CE?

New retirees and beneficiaries whose benefit are NOT initiated before 23 June 2022 will not receive a 2022 CE. In these cases, no action is required from you for the 2022 CE Exercise, but you will be given an opportunity to issue you DCE should you want to. You will be required to comply only as of the next upcoming CE exercise, the 2023 CE exercise.

Retirees/beneficiaries who have issued their digital CE using the DCE App by 23 June 2022 will also not receive the paper CE form, as they will have already complied with the annual CE exercise requirement for 2022.

What should I do in case I did not receive the June 2022 or October 2022 UNJSPF CE AND I cannot access my 2022 CE in MSS?

We suggest that you send a letter to the Fund, with your full name, your official address, your Unique ID (UID) or/and retirement number(s), the date, and your ORIGINAL signature; it must also include the subject line: "Non-receipt of the 2022 CE". Once received by the Fund, the letter will be scanned to your file to alert the Fund of the situation and to allow the Fund to take action to prevent a potential future suspension of your benefit by the end of December 2022.

Remember you always have the option of completing your 2022 CE exercise by using the Digital CE app. Please refer to the Digital CE section above for more information.

How can you check that your "barcoded" 2022 CE has been received by the Fund? – The MSS CE Tracking Tool:

Once you have returned the dated and signed barcoded 2022 CE to the Fund (either the one mailed to you OR the MSS CE) you can track its receipt by the Fund online, in the Proof Documents tab in your MSS account. Please allow for at least four to six weeks before checking CE receipt in MSS, given the huge volume of returned CEs and the work involved for the Fund. If your 2022 CE is not yet listed, check again a couple of weeks later, as the Fund continuously updates its records. Please be aware, only the original barcoded CEs of the first or second official mailings or printed from MSS can be tracked (NOT copies).

If you completed the CE exercise using the Digital CE app, you will NOT be able to track receipt of your digital CE inside the MSS Proof Documents tab. These two systems are not connected at this time. To confirm whether your DCE was duly completed, please access the DCE App where successful issuance of the 2022 DCE would be indicated on a screen showing that your 2022 DCE is valid till 31 December 2022.

It is very important that YOUR OFFICIAL MAILING ADDRESS is always up to date in your UNJSPF records:

One of the main reasons some retirees and beneficiaries do not receive their annual CE is that they omitted to inform the Fund of changes in their official mailing address. It is important that your official mailing address is up to date in the Fund's records so that the Fund's mail reaches you. Please note that in case you change your official mailing address permanently, you can update your address online in your MSS under the ADDRESS tab, provided you are NOT paid on the Two-Track and provided your former and/or new address/es is/are NOT an official pouch address.

In case you cannot update your address online in MSS, please download form PF23/M from your MSS account, under the FORMS tab (where the form would be available pre-completed with your name and UID), or from the Fund's website, and return the duly completed, dated and signed form to the Fund, so we can update your address on your behalf. You can return the form either in original format by mail, or submit it electronically inside your MSS account.

Or, in case you cannot download form PF23/M from the Fund's website, you must send us a letter with your full name, your Unique ID (UID) or/and retirement number(s), your new official address, as well as telephone number(s) (in international format) and your email address if available, the date, and your official ORIGINAL signature. The Fund will implement a change in mailing address only upon receipt of the ORIGINAL form PF23/M or letter OR based on submission of the form inside your MSS account; we will not make changes based on emails or faxes.

To ensure smooth communication between you and the Fund, it is also important that you inform the Fund of any change in your email address, telephone number, and/or emergency contact details. You can update your email address inside MSS under the Account tab in the top right corner of the MSS homepage. To update your telephone number or emergency contact details in the Fund's records, kindly submit PF23/M or letter as per instructions above.

 IMPORTANT REMINDER: 2021 CE Exercise: Benefit suspension due to non-receipt by the Fund of your 2021 CE form:

The payment of benefits for retirees and beneficiaries who did not submit their 2021 CE or another valid signature document to the Fund within the required period will be suspended effective with the June 2022 payroll. Hence, if your benefit payment stops effective with the June 2022 payroll, it will be most likely due to the non-receipt by the Fund of your 2021 CE form. To reinstate your monthly benefit payments, the Fund must urgently receive a valid signature document from you. For information on how to submit such a document to the Fund and reinstatement related guidance, please visit our website and related information on it: <https://www.unjspf.org/retirees-and-beneficiaries-if-your-benefit-was-not-paid-in-june-this-is-what-you-need-to-do/>. You can also send an email to the following email address: paymentstopped@unjspf.org to alert the Fund of your issue. In that case, before writing to the Fund, please refer to the Fund's website and URGENT ASSISTANCE page for detailed guidance on the information that must be provided in the text of your email so that the Fund can most efficiently assist you with the reinstatement of your benefit payments.

(C) UNJSPF ANNUAL STATEMENT OF BENEFITS

Each year, the Fund issues a Statement of Benefits for tax purposes for benefits paid during a calendar year to retirees and beneficiaries who requested it. It should be noted that, once you have made an initial request for an annual Statement of Benefits, you will receive the statement in each subsequent year on an automatic basis; you do not need to request the statement again in future years. Once the request has been made and the first statement has been issued, most retirees and beneficiaries will be able to also access their annual Statement of Benefits in their UNJSPF MSS account under the DOCUMENTS tab. For North America, the statements are normally sent by postal mail within the first six weeks of each new year. For Europe, Africa and Middle East, the statements are normally dispatched within the first six weeks of each new year as well, with the exception of the United Kingdom and countries with a similar tax cycle, where statements are dispatched at the beginning of May.

Statements issued by the Fund for tax purposes reflect the full actual pension benefits, i.e., before any After Service Health Insurance (ASHI) deductions. These statements are provided initially upon request (either by calling the Fund or submitting such request via the online contact form).

National tax laws, especially those relating to pensions, are diverse and complex, and subject to frequent change. Consequently, UNJSPF is not able to maintain up-to-date information or to give advice to individual retirees or their survivors. All recipients of UNJSPF benefits must, therefore, ascertain for themselves what their tax obligations may be.

(D) MARRIED, REMARRIED OR DIVORCED AFTER YOUR PENSION HAS STARTED?

If you married or remarried after your pension started, you may elect to provide a lifetime periodic pension benefit after your death to the spouse you married after you separated from service (Article 35 ter of the UNJSPF Regulations) by purchasing an annuity from the Fund. If you are considering the purchase of this annuity, please contact the Fund and provide us with the marriage certificate (including the date of marriage as well as your spouse's date of birth), so that the Fund can provide you with an estimated cost for the benefit. You can submit the required documentation to the Fund electronically by uploading it inside your MSS account under the DOCUMENT UPLOAD tab (<https://www.unjspf.org/member-self-service/>) or by mailing it to one of the Fund's addresses (see the last page of this Annual Letter for the addresses).

If you chose to proceed with purchasing an annuity, you must make this election within one year of your marriage date. Your election will then become effective 18 months after your date of marriage and it may not be revoked after it becomes effective, except upon your explicit written request should you subsequently divorce your spouse in which case you must provide the Fund with a valid divorce decree, or in the event of the death of your spouse.

Your benefit will be actuarially reduced to provide this benefit to your spouse after your death, taking into account factors such as your age and the age of your spouse. The benefit payable to your surviving spouse cannot exceed the amount payable to you after the actuarial reduction.

Should you get divorced from a spouse to whom you were married at the time of your separation from service, it is important that you provide the Fund with a copy of the divorce decree so that we can update your file accordingly.

(E) TWO-TRACK FEATURE

If you declare a country other than the United States as your country of residence, you can elect to utilize the Two-Track feature of the Pension Adjustment System. Provided that you submit acceptable proof of your residency, "a local track" benefit will be calculated in the currency of your residence. This benefit is then adjusted periodically by the official cost-of-living index published by the country where you reside (subject to the two per cent threshold). Your monthly benefit, subject to certain maximum and minimum limits, is the greater of your US dollar benefit or the local track benefit, as compared quarterly. The local track benefit provides stability as it avoids fluctuation of your monthly pension in local currency terms. Please remember that the decision to go on the Two-Track system is an option, not a requirement. You can elect to utilize the Two-Track feature at any time after you retire. Once the election has been made to receive the benefit under the Two-Track, reversion back to the US dollar track is permitted only for compelling reasons on a case-by-case basis. You can find out more about the Two-Track feature through our website or by contacting the Fund for an estimate at the time of your retirement also through our website.

Remember, if you have elected to receive your benefit under the Two-Track feature, all changes in country of residence must be reported promptly, i.e., no later than six months from the date of arrival in the new country of residence.

Retirees who retired on or after 3 August 2015 can run their own Two-Track estimates inside their MSS account under the Two-Track Estimate tab. If you retired earlier than August 2015 and needed a Two-Track estimate, please contact the Fund via the online contact form (<https://www.unjspf.org/contact-us/>) to request such estimate. In that case, please select the contact reason "Two Track/Local Track Estimate Request" and indicate in the text field the country for which you would like to receive the estimate.

F A Q S

Why would you run a Two-Track estimate?

The MSS Two-Track Estimate feature provides you with information to help decide whether it could be of interest to you to select this option. You would run the estimate providing your current or intended country of residence and the estimate would automatically contain the 36-month average exchange rate applicable to your pension case at your date of separation. Obviously, this estimate will not prejudice on whether the benefits of selecting this option would remain the same in the long term. Inflation (and currencies) in given countries and the US can follow different paths while there are maximum and minimum levels of possible adjustments.

Who will be able to run Two-Track estimates in MSS?

The vast majority of retirees and beneficiaries with a separation date on or after 3 August 2015 will be able to run Two-Track estimates; only very few special cases would not be able to use this feature.

Who will NOT be able to run Two-Track estimates in MSS?

- All retirees and beneficiaries with a separation date before 3 August 2015;
- All retirees and beneficiaries who live in countries suspended from the Two-Track. (Check the Two-Track page on our website to see the list of suspended countries);
- Participants who have not yet separated (since we do not have the 36-month average exchange rate at their anticipated separation date);
- Other special cases.

What if I cannot run Two-Track estimates in MSS?

If you cannot run a Two-Track estimate in MSS, the Fund can run a Two-Track estimate for you. Please submit your request together with the information of the country of residence for which you would like to obtain an estimate through our online contact form (<https://www.unjspf.org/contact-us/>).

(F) EMERGENCY FUND ASSISTANCE

The Emergency Fund (<https://www.unjspf.org/documents/emergency-fund/>) was established to help retirees and other beneficiaries alleviate financial hardship due to illness, infirmities of old age, or similar causes including funeral arrangements which may arise for recipients of periodic benefits from the Fund in individual cases of proven emergency.

Please note that the Emergency Fund is not a source for supplementing pensions which the recipient considers inadequate, and it does not provide loans, nor does it serve as a substitute for medical insurance.

The procedure for requesting assistance under the Emergency Fund commences with a submission in writing to UNJSPF or, if applicable, the secretary of the staff pension committee of your former employing organization. It should include information on the circumstances surrounding the financial hardship experienced by the retiree or other beneficiary. The processing of a request is facilitated if supporting documentation is provided substantiating both the need for assistance and the costs involved. Emergency Fund payments can be made only after the Fund has received proof of payment for the expenses relating to the request for financial aid. Requests relating to medical expenses must be accompanied by a statement from a medical doctor and paid receipts.

Exceptionally, the Fund's Chief Executive of Pension Administration may consider and approve payments from the Emergency Fund to retirees and other beneficiaries residing in countries and areas severely affected by natural disasters. The justification for such payments would be that anyone living in the affected country/area at the time the natural disaster occurred would have experienced particular hardship due to

damage and/or loss of property. Whenever such exceptional payment is approved, the Fund will make an announcement on its website explaining the context and conditions that apply.

Should you believe you may be eligible for assistance from the UNJSPF Emergency Fund, you are encouraged to make a submission. You can also request support for such submission from the AFICS member association in your country of residence or region, which may also be able to facilitate your submission of a claim to the Fund. Or you could submit your request directly to the Fund, in line with the conditions detailed in the Fund's informative booklet about the Emergency Fund (<https://www.unjspf.org/documents/emergency-fund/>).

More detailed information regarding assistance available from the UNJSPF Emergency Fund is provided in "Note A" of the Regulations of the Fund, which can be accessed through the Fund's website. If you do not have access to the internet, the relevant information can be obtained from the Staff Pension Committee secretariat of your former employing organization or by calling the Fund's Call Centre (<https://www.unjspf.org/contact-us/>).

(G) DEDUCTION FOR AFTER-SERVICE HEALTH INSURANCE (ASHI)

As a service to retirees and other beneficiaries, the Fund deducts from monthly benefit payments the premiums for After Service Health Insurance (ASHI). The Fund makes these deductions only after receiving written authorization from retirees or beneficiaries using the standard forms prepared by the insurance services section of their former employing organization that have elected to utilize the Fund's deduction service. ASHI premium deductions are not available for all member organizations. The scope of insurance coverage, amount of premiums and questions on claims cannot be addressed by the Pension Fund, as it is not the sponsoring organization for this insurance. All questions related to insurance should be addressed to the insurance service/section of your former employing organization and not to the Fund secretariat.

(H) RETIREE AND BENEFICIARY ASSOCIATIONS

Valuable information and assistance are provided by the Federation of Associations of Former International Civil Servants (FAFICS), established in 1975, and its member associations (AFICS). FAFICS is presently composed of 63 AFICS member associations located throughout the world and made up of individual members, numbering some 20,000 former international civil servants. Several more associations are currently in the process of being formed. FAFICS has a secretariat in Geneva, where also the cross-organizational, FAFICS-Affiliated Association of Former International Civil Servants (AAFI-AFICS/Geneva) serving all of the United Nations organizations is also located along with associations/sections formed by retirees from individual organizations at the ILO, ITC, ITU, GATT/UNWTO, WHO and WMO. Further information about FAFICS and its member associations can be found on its website. This site contains a note on "What is FAFICS?", together with contact information for the Federation, its officers and member associations, as well as other useful information for pensioners and beneficiaries, including guidance on the creation of new associations of former international civil servants.

6. Participants

(A) ATTENTION NEW PARTICIPANTS

Validation and Restoration of Service: You may be entitled to add to your total contributory service and, thus, to your future pension entitlement, by electing to use your rights under the Regulations of the Fund to validate prior non-contributory service under article 23 and/or to restore your most recent previous period of contributory service under article 24. It is important to note that should you be eligible in either case, there is a strict requirement that you must make your election within one year of commencement or recommencement of UNJSPF participation, as the case may be. Therefore, please make sure to check the conditions under which validation and/or restoration are possible and whether this option is available and of interest to you. Booklets explaining these contributory service purchase options are available on our website at the following links: <https://www.unjspf.org/documents/validation/> and <https://www.unjspf.org/documents/restoration/>.

Transfer Agreements: If you have worked for an intergovernmental organization or a Member State of a member organization that has implemented a transfer agreement between its retirement fund(s) and UNJSPF, you may be entitled to add to your total contributory service and, thus, to your future pension entitlement by a transfer of the actuarial equivalent of your acquired pension rights from your prior pension plan(s) to UNJSPF. If so, the provisions of the applicable transfer agreement will apply regarding the actual transfer process, the amount of the transfer and the amount of prior contributory service that may be granted under UNJSPF. Please refer to the information provided on our website about transfer agreements and the related conditions: <https://www.unjspf.org/documents/transfer-agreements/>.

It is important to note that, should you be interested, you must apply within a strict and specified period of time after joining UNJSPF.

(B) REPORTING OF PERSONAL STATUS AND CHANGES WHILE IN SERVICE

As a Fund participant, the Fund maintains a record of your personal status, including your name, date of birth, marital status and as the case may be, the names and dates of birth of your spouse(s) and children under the age of 21 as reported to us by your employing organization. All data and any updates relating to your personal status must be reported to the Fund by your employing organization. It is important that such data is correctly recorded in the Fund's records, as it may impact your or your dependents' future entitlements from the Fund. Therefore, whilst an active participant, you must ensure that you provide correct information regarding your personal status to your Human Resources Office (if you are a staff member of a United Nations Family Organization) or the Secretary of the Staff Pension Committee (SPC) of the Agency that handles your participation in the Fund (if you are a staff member of a specialized agency) and that you notify them of any changes which occur therein in order that your employing organization, in turn, can advise the Fund.

It is important that the Pension Fund has accurate and up-to-date records of your personal status to prevent any ambiguity at the time of your separation or death. Please remember that NO CHANGES in the participant's records shall be accepted by the Fund after the date of the participant's separation or death in service.

(C) ANNUAL PENSION STATEMENTS

Each year in May the Fund publishes in MSS, under the DOCUMENTS tab, your Annual Pension Statement which provides each active participant with a summary of their participation status at the most recent prior year end. The most recent Annual Statement published is that for 2020, providing a summary of your relationship with UNJSPF for the period from your date of entry into UNJSPF participation until 31 December 2020. Based on the data reported to the Fund by your employing organization, the statement contains your personal information such as name, date of birth, marital status, your date of entry into UNJSPF participation (EOD), and, based on your EOD, your normal retirement age for pension purposes (NRA). The Annual Pension Statement also provides participants with details of the length of their contributory service, periods of non-contributory service due to break(s) in service (BIS) and/or special leave without pay (SLWOP), the amount of the participant's accumulated contributions and interest, and the Pensionable Remuneration rates used to determine the participant's UNJSPF contributions and, in the future, if applicable, their final average pensionable remuneration (FAR). Additional details are provided for those participants who opted to validate a non-contributory service period or restore a prior contributory service period.

Should you notice any issues or discrepancies relating to your personal status under Section A in the statement, please inform your HR or SPC office so that they can verify the matter and, if required, contact the Fund to address it.

Should you notice any issue regarding your contributory service, period(s) of BIS or SLWOP, or your contribution amount or any other item under Sections B through E, please submit your query via the online contact form (<https://www.unjspf.org/contact-us/>) by identifying yourself as a 'Participant' and selecting as contact reason "Pension Statement"; under the comment field please explain the issue you would like to address. Your query will then be routed to the appropriate pension team for response.

(D) SEPARATION FROM SERVICE

When you separate from service, in order for the Pension Fund to begin the processing of your pension entitlement for payment, the Fund must receive:

From your employing organization, the corresponding separation documentation as follows:

From the UN and UN family organizations:

- (1) the Separation Personnel Action; and
- (2) the PF.4 (Separation Notification).

From the Specialized Agencies:

the form PENS.E/4 signed by the Secretary of the Staff Pension Committee.

From you:

→ Your completed original payment instructions (Form PENS.E/6 or PENS.E/7), indicating the benefit election you have made (where options exist); the bank account into which you wish payment to be made, including the appropriate bank identifier as required by your bank for direct deposit; the currency of payment; and your mailing address. If possible, please also provide a personal telephone number and email address where the Fund can reach you in case clarification is needed at the time of processing your benefit or at a later stage.

→ If you are electing a retirement benefit, you must also submit copies of birth certificate or equivalent document for self, spouse(s), and each child under age 21, your marriage certificate(s) and divorce decree(s), if applicable. The above listed documentation must still be furnished even though you may have already submitted the same at some point to your employing organization since the Fund has no access to those records.

As you approach your date of retirement/separation, you are urged to run an estimate in your MSS account, which you can access via the UNJSPF website, using the benefit estimate feature which will run an estimate for you based on the Fund's records. It is an easy-to-use application. Running an estimate will help you to better understand and assess your benefit options and make an informed decision. It should be noted that you can use the feature, at any time during your participation in the Fund, to calculate the overall level of your future benefit, including life-long monthly entitlements, lump sum amounts or withdrawal settlement amounts. If you are working for an organization that has a Staff Pension Committee (SPC), you can also request an estimate of your benefit options from your SPC within six months of your anticipated separation.

It is often assumed that immediately after the date of separation, all the required separation documents

are automatically transmitted to the Fund. However, this is not the case, because there is a prior review process that must take place in the HR and payroll areas of the employing organization. The Fund can only start the review and processing of a case once the complete set of duly completed separation documents has been submitted to the Fund in due format by both the former employing organization and/or the former participant. On average, the Fund receives the complete required separation documentation within two to three months from the staff member's separation date. The Fund will then review, calculate, and implement the benefit into payment within on average 15 business days from the date of receipt by the Fund of the complete set of duly completed separation documentation.

Separating staff can monitor and follow up in real time on the receipt by the Fund of the three required separation documents for their case (PI, SEPPA and SEP/PF4) by accessing their MSS account and checking the status of the separation documentation under the PROOF DOCUMENTS tab. Under this tab, a table will be automatically populated upon receipt by the Fund of each of the required separation documents; it will provide the date of receipt as well as whether the document is acceptable for processing purposes. Depending on the status of their documentation, this information will allow separating staff to direct their related queries and follow up either with their former employing organization or with the Fund. The Fund cannot start processing a benefit until it receives the complete set of accurate and duly completed separation documentation in the required format. When long delays occur in the payment of the initial benefit, the main contributing factors usually are (a) late submission of the separation notification by the employing organization; (b) late submission of payment instructions; or (c) incomplete or inaccurate information on the participant, including date of birth discrepancies, marital status and the number and age(s) of children. You can help expedite the submission of the required separation documentation by your employing organization by ensuring that your personal records are in good order and that all outstanding amounts due to the organization are promptly settled as well as completing and submitting your payment instructions form promptly.

Please submit all queries relating to the receipt by the Fund of your separation documentation either in writing via the online contact form (<https://www.unjspf.org/contact-us/>) or contact the Fund's Call Centre at the contact details provided on the Fund's website under the Contact Us page. This way, your queries are tracked, acknowledged, and routed to the appropriate office in the Fund for review and a timely response. Please note that queries are responded to in the chronological order they have been received by the Fund.

7. Other information

(A) SURVIVOR'S BENEFIT

The survivor's benefit(s) payable by the Fund is/are designed to assist your beneficiary(ies) financially after your death. Whether you are an active participant or a retiree, in order to help your beneficiary(ies) simplify the contact with the Fund and the application process for applicable survivor's benefit(s) in the event of your death, you should make sure you have all the necessary paperwork prepared as outlined below.

The Pension Fund provides survivor's benefits in various circumstances in line with the applicable UNJSPF Regulations and Rules. For more detailed information, please refer to the Survivor's Benefits booklet and videos available on the Fund's website as it will help you understand under which conditions your survivor(s) would be eligible to survivor's benefits from UNJSPF upon your death. Useful and detailed information about the steps to take to inform the Fund of the death of a UNJSPF retiree or beneficiary, and the documentation required at that time is available in the booklet about Survivor's Benefits, as well as on the Fund's Urgent Assistant webpage.

If the Fund needs to be informed about the death of a retiree or a beneficiary, the following information should be provided, ideally via the online contact form (<https://www.unjspf.org/contact-us/>):

- a) The deceased's full name;
- b) The deceased's date of birth;
- c) The date of death (day/month/year);
- d) The deceased's Pension Fund reference number (UNJSPF Unique ID or Retirement number), if known;
- e) The deceased's official mailing address;
- f) An original or a certified copy of the deceased's death certificate, which should be sent to the Fund as soon as possible;

If possible, also:

- g) Contact details for the surviving family;
- h) Any additional information that could be helpful.

Those documents and information will allow the Fund to record the UNJSPF retiree's/beneficiary's death, take action to stop regular monthly pension payments where applicable, and to assess eligibility to any form of survivor's benefit.

If and when the Fund has confirmed such entitlement, it will reach out to the concerned family member(s) and inform them of all additional information and documentation that may be required, as may be applicable:

- Original Payment Instructions form (PENS. E/2) duly completed, dated, and signed by the entitled survivor (i.e., the 'beneficiary'). The beneficiary's signature must be witnessed, verified, and certified as authentic by an officer of the United Nations, a Government Official, or a Notary Public, who should indicate their official title, as well as sign and affix their official stamp;
- Copy of marriage certificates of spouse(s)/Copy of domestic partnership documents;
- Copy of ID of spouse(s)/ partner(s);
- Copy of birth certificate of spouse(s)/partner(s) if available;
- Copy of full divorce decree(s);
- Copy of adoption decree issued by a court for adopted children;
- Copy of birth certificate of children below age of 21;
- Copy of birth certificate of adopted children;
- Copy of court guardianship document for minor children under guardianship;
- Copy of ID or passport of child(ren) if payment is to be made directly to child(ren);
- For payment of the pension on Two-Track: Original Form PENS. E/10, together with proof of residence issued by local/governmental authorities and dated less than six months.

The quickest way to notify the Fund of the death of a retiree or beneficiary is by sending an e-mail to the dedicated priority mailbox: Deathrelated@unjspf.org. Please note that ONLY emails that report the death of a retiree or beneficiary of UNJSPF will be answered at the above email address. Alternatively, you may contact the Fund via the online contact form (<https://www.unjspf.org/contact-us/>) or the Fund's Call Centre. The contact details are provided on the Fund's website (<https://www.unjspf.org/contact-us/>), including toll free numbers for numerous countries.

(B) RECOGNITION OF PERSONAL STATUS FOR SURVIVING SPOUSE'S PENSION BENEFIT PURPOSES

Entitlement to pension benefits, in particular with regard to the widow/widower survivor's benefits under articles 34 and 35 of the UNJSPF Regulations, are determined based on the personal status of a participant using the information reported to the Fund by the participant's employing organization as at the date of separation from service.

As the nature of a UNJSPF spousal benefit is that of a survivor's benefit, the final determination of eligibility can only be done at the time of death of the UNJSPF participant/retiree.

At its 62nd session in 2015, the Pension Board took note of the change in the United Nations policy with regard to determining the personal status of staff members for purposes of employment benefits under United Nations Staff Rules and Regulations. Under the revised policy, personal status is determined by reference to the law of the competent authority under which the personal status has been established (ST/SGB/2004/13/Rev.1). A similar policy has been adopted by the majority of UNJSPF member organizations and, therefore, the Pension Board, at its 63rd session in 2016, took account of the change and extended the interpretation of marriage to unions/registered partnerships lawfully entered into and legally recognized by the competent authority of the location where the status was established as long as the union confers similar legal effects as marriage, specifically including pension rights. Revised guidelines reflecting the change in the Fund's policy have been posted on its website under Regulations and Rules.

The Fund continues to provide assistance and guidance to employing organizations on individual cases, as well as to keep and update a list of commonly accepted unions, which have already been recognized by the Fund for the purposes of eligibility for spousal benefits under the UNJSPF Regulations. As noted above, the final determination of the eligibility of a spouse or divorced surviving spouse for a survivor's benefit under Articles 34/35 can only be undertaken after the death of a participant or retiree. Any enquiries concerning eligibility for survivors' benefits should be directed to the Fund's Client Services through the Contact Us page on the UNJSPF website.

8. Information security

Information Security continues to be one of the top priorities of the Fund, especially given the increase of cyber-attacks that organizations across the globe are facing. The Fund has a team of dedicated staff overseeing and maintaining the security of all information systems and data. The Security Operations Center services acquired last year were successfully integrated with the Fund's ICT security operations.

The Fund developed and implemented an Information Security Management System (ISMS) in accordance with the international standard ISO 27001. In December 2021, the Fund achieved the recertification of its ISMS, expanding the scope to the Digital Certificate of Entitlement (DCE) in addition to IPAS. This ISMS is governed by a Steering Committee composed of representatives of the Fund's functional areas and is supported by a comprehensive risk assessment and corresponding policies, procedures and mitigating controls.

The information security team recommends to always be cautious about any suspicious request - sent either by email, text message and/or telephone - asking for personal information or instructing users of the Fund's systems on how to receive "unclaimed" benefits. Although these communications might appear to be legitimate and originate from the United Nations, they do not. Remember, the Fund will never send or ask for personal data such as account numbers, personal identification numbers or passwords via email, text messages and/or telephone.

Please do not click on any links included in emails unless you are sure that they are legitimate. Additional supporting information can be found on the Fund's web site at: <https://www.unjspf.org/fraud-alert/>

Annex

Amendments to the Regulations, Rules and Pension Adjustment System of the United Nations Joint Staff Pension Fund approved by the General Assembly of the United Nations in Resolution 76/246 effective as of 1 January 2022. Amendments are in bold character thereafter.

REGULATIONS

Article 4 - ADMINISTRATION OF THE FUND

- (a) The Fund shall be administered by the United Nations Joint Staff Pension Board, the Chief Executive of Pension Administration, a staff pension committee for each member organization, and a secretariat to each such committee.
- (b) The administration of the Fund shall be in accordance with these Regulations and with Administrative Rules, including Financial Rules for the operation of the Fund, consistent therewith which shall be made by the Board and reported to the General Assembly and the member organizations.
- (c) Subject to the provisions of these Regulations, the Board shall adopt its own Rules of Procedure, **including a code of conduct and ethics policy**, which shall be reported to the General Assembly and to the member organizations.
- (d) The Board may appoint a Standing Committee which shall have the power to act on behalf of the Board when it is not in session and may, subject to article 7, delegate its powers under these Regulations to the staff pension committees of the member organizations.
- (e) The assets of the Fund shall be used solely for the purposes of, and in accordance with, these Regulations.

Article 6 - STAFF PENSION COMMITTEES

- (a) The United Nations Staff Pension Committee shall consist of four members and four alternate members elected by the General Assembly, four members and two alternate members appointed by the Secretary-General, and four members and two alternate members, who shall be participants in the Fund and on the staff of the United Nations, elected by the participants in service in the United Nations by secret ballot.
- (b) The elected members and alternate members of the United Nations Staff Pension Committee shall hold office for four years or until the election of their successors, and they shall be eligible for re-election; in the event that such an elected member or alternate member ceases to be a member of the Committee, another member or alternate member may be elected to hold office during the remainder of the term.
- (c) The staff pension committees of the other member organizations shall consist of members and alternate members chosen by the body of the organization corresponding to the General Assembly, its chief administrative officer, and its participants in service, in such a manner that the number representing each shall be equal and, in the case of the participants, that the members and alternate members shall themselves be participants in the service of the organization. Each member organization shall make rules for the election or appointment of the members and alternate members of its staff pension committee.
- (d) **Staff members of the Board secretariat, Pension Administration and the Office of Investment Management of the Fund, and staff members of the secretariat of each Staff Pension Committee, shall not be eligible to be elected or appointed to any constituent group in the Staff Pension Committee of any member organization of the Fund, and consequently to serve on the Pension Board.**

Article 7 - PENSION ADMINISTRATION AND SECRETARIAT OF THE UNITED NATIONS JOINT STAFF PENSION BOARD

- (a) The Chief Executive of Pension Administration and a Deputy Chief Executive of Pension Administration shall be appointed by the Secretary-General on the recommendation of the Board.
- (b) The Chief Executive of Pension Administration shall perform that function under the authority of the Board and shall certify for payment all benefits properly payable under these Regulations. In the absence of the Chief Executive of Pension Administration, the Deputy Chief Executive of Pension Administration shall perform these functions.
- (c) **A Secretary of the Board shall be appointed by the Secretary-General on the recommendation of the Board.**
- (d) The Secretary-General shall appoint such further staff as may be required from time to time by the Board in order to give effect to these Regulations.

Article 33 - DISABILITY BENEFIT

(a) A disability benefit shall, subject to article 41, be payable to a participant who is found by the Board to be incapacitated for further service in a member organization reasonably compatible with his or her abilities, due to injury or illness constituting an impairment to health which is likely to be permanent or of long duration.

(b) The benefit shall commence on separation or, if earlier, on the expiration of the paid leave due to the participant and shall continue for as long as the participant remains incapacitated, provided that incapacity shall be deemed to be permanent once the former participant reaches an age seven years less than that when he or she would have been entitled to receive a normal retirement benefit, except in cases where the normal retirement age is 60, in which case the period shall be five years less than the normal retirement age.

(c) The benefit shall, if the age of the participant on entitlement is the normal retirement age or more, be payable at the standard or the minimum annual rate for a retirement benefit as the case may be; if the age of the participant is less than the normal retirement age, the benefit shall be payable at the rate of the retirement benefit which would have been payable had the participant remained in service until the normal retirement age and had the final average remuneration remained unchanged.

(d) The annual rate of the benefit shall, notwithstanding (c) above, not be less, when no other benefit is payable on account of the participant under these Regulations, than the smaller of 500 dollars subject to subsequent adjustments in accordance with the movement of the United States CPI under the Pension Adjustment System (Click here)² or the final average remuneration of the participant.

(e) A benefit which is discontinued shall, if a participant who has been separated does not upon such discontinuance again become a participant, be converted at his or her option to a deferred retirement benefit or a withdrawal settlement, calculated as at the date of commencement of the disability benefit.

(f) The Board may prescribe the extent to which and the circumstances in which a disability benefit may be reduced when the beneficiary, although remaining incapacitated within the meaning of this article, is nevertheless in paid employment.

(g) The Board may prescribe the extent to which and the circumstances in which payment of a disability benefit may be suspended when the beneficiary, although remaining incapacitated within the meaning of this article, is nevertheless engaged in paid activities. In cases where a beneficiary is engaged in paid activities at the time he or she reaches the age at which incapacity shall be deemed permanent under article 33(b), the Board may require continued reporting of earnings and authorize the suspension of the payment of the disability benefit up to the age at which the beneficiary would have been entitled to receive a normal retirement benefit, at which time the disability benefit may be reinstated.

ADMINISTRATIVE RULES

SECTION H - DETERMINATIONS OF INCAPACITY AND INABILITY TO ENGAGE IN GAINFUL EMPLOYMENT

General

H.1 (a) The determination of incapacity for the purpose of disability benefits under article 33(a) and (b) of the Regulations and of children's and secondary dependants' benefits under article 36(b) and (c) shall, by virtue of powers hereby delegated in accordance with article 4(d), be made in each case by the staff pension committee of the organization by which the participant is employed, subject to the provision that, failing unanimity, a determination with respect to a disability benefit shall be referred to the Standing Committee for decision.

(b) In accordance with criteria approved by the Board, a staff pension committee may consider a request for a determination of incapacity for the purpose of disability benefits under article 33(a) and (b) of the Regulations for a participant employed by another member organization.

(c) For entitlement to a disability benefit, the incapacity for further service must be found to exist or to have existed on the participant's date of separation.

H.2 In each case in which a staff pension committee has determined that a participant or a child is incapacitated, or in which a determination with respect to a disability benefit has been referred to the Standing Committee for decision, the medical officer of the organization shall transmit a report on the medical aspects of the case to the Medical Consultant, who shall in turn report thereon as may be required by the Chief Executive of Pension Administration.

Disability benefits (article 33)

H.3 A request for a determination by the staff pension committee under article 33(a) of the Regulations shall be made by the organization:

(a) Whenever during, or on the expiry of, the appointment of a participant there is reason to believe that he or she may be incapacitated within the meaning of article 33(a); or

(b) Whenever a participant is placed, or is proposed to be placed, on leave without pay for reasons of health; or

(c) Whenever the appointment of a participant is terminated, or is proposed to be terminated, for reasons of health.

H.4 A determination under article 33(a) shall be made by the staff pension committee at the request of a participant:

(a) Whenever the organization has not acted in accordance with rule H.3 above; or

(b) Whenever a participant alleges that on the date of separation he or she was incapacitated within the meaning of article 33(a).

H.5 (a) The request shall be in writing, addressed to the secretary of the committee, and in the case of a participant shall be made not later than four months after the date of separation or commencement of leave without pay, unless in the opinion of the committee there are exceptional circumstances justifying submission of the request at a later date.

(b) The request shall state the material facts on which the organization or the participant relies and the conclusions which are deduced therefrom and shall be accompanied where practicable by a report from the medical officer of the organization, or a medical practitioner retained by the participant, as the case may be.

(c) The organization or the participant submitting the request, may be required by the committee to provide further evidence or information thereon prior to a determination being reached.

H.6 (a) A determination that a participant is incapacitated within the meaning of article 33(a) shall be reviewed by the committee from time to time for the purpose of establishing the participant's continued eligibility for a disability benefit, in accordance with article 33(b) until the participant reaches an age seven years less than that when he or she would have been entitled to receive a normal retirement benefit, except in cases where the normal retirement age is 60, in which case the period shall be five years less than the normal retirement age. **The final review of the benefit shall take place at the time that the beneficiary reaches the age stipulated in article 33(b) or, at the earliest, up to two years prior to that date and the disability may be deemed permanent at that time if the medical condition so warrants.**

(b) The date for each such review shall be set up by the committee, having regard to the opinion of the medical officer of the organization on the prospects for the participant's recovery, and in such manner that the interval between reviews does not normally exceed five years to a maximum of ten years in exceptional circumstances as determined by the committee based on reasonably established medical criteria concerning which the medical officer has provided guidance to the committee; the committee may nevertheless review a determination at an earlier date than that set for the review if there is reason to believe that the participant is no longer incapacitated.

(c) The participant shall be informed in writing by the secretary of the committee of the date or interval set for the review in each case and shall, as and when required, submit to a medical examination by the medical officer, or a medical practitioner designated by the medical officer, for the purpose of providing evidence enabling the committee to reach a further determination on the continuance or otherwise of the participant's incapacity.

(d) Upon review, the committee shall:

i) continue a disability benefit if it determines that the participant remains incapacitated;

ii) **suspend a disability benefit if the participant has failed to submit a medical report for review of the disability benefit for one year after being required to do so, or if the results of a medical examination are inconclusive, and it may impose on the participant the fulfillment of a condition precedent to the continuation of a benefit or the removal of a suspension;**

iii) **discontinue the disability benefit (a) if for a period of two years after suspension the participant has failed to submit a medical report; or (b) when the evidence before it shows beyond reasonable doubt that the participant is no longer incapacitated, provided that a benefit so discontinued may be re-instated by the committee if it is satisfied, upon further evidence, that the participant was in fact incapacitated and the participant has not received a withdrawal settlement under article 33(e).**

H.7 (a) A disability benefit which is suspended or discontinued shall cease to be paid at the end of the third complete month after the month in which the decision was taken.

(b) A disability benefit which is re-instated after suspension or discontinuance shall re-commence from the date on which it ceased to be paid, unless the committee, after a review of the circumstances of the case, decides that it shall re-commence from a later date.

Disabled children's (and brother's or sister's) benefits [article 36(b) and 37(c)(ii)]

H.8 A determination under article 36(b) or 37(c)(ii) of the Regulations shall be made by the staff pension committee whenever the child, or the brother or sister, of a participant, eligible in other respects for a child's or secondary dependant's benefit, claims, or is claimed, to be incapacitated by illness or injury for substantial gainful employment:

(a) Upon reaching the age of 21, if immediately prior thereto a child's or a secondary dependant's benefit was payable, as the case may be;

(b) Upon the death in service or entitlement to a retirement or disability benefit of the participant, if the child is then over the age of 21;

(c) Upon the entitlement of the participant to an early retirement benefit. However, a child under the age of 21 shall be considered to be disabled only if the child would have been considered to be such had he or she been 21 years of age on the date of the participant's separation;

(d) Upon the death of a participant entitled to a retirement, early retirement, or disability benefit, if a brother or sister is then over the age of 21 and is claimed to have been incapacitated at the date of the participant's separation.

(e) i) **A staff pension committee may accept a request for a disabled child's benefit under Article 36(b) or secondary dependant's benefit under Article 37(c) (ii) that is made after separation from service, provided that the disability was reported before separation from service. In cases where the request is made more than two years after separation from service, payment of the benefit, if awarded, shall commence on the day after the date of the staff pension committee's decision, with no retroactive payment.**

ii) **A staff pension committee may accept a request for a child disability benefit where the disability was not reported before separation from service if the Medical Consultant concludes that the medical condition was in existence at the time of the participant's separation from service but could not have been diagnosed prior to the time of the request. In such cases, the request must be made within one year of diagnosis. Payment of the benefit, if awarded, shall commence on the day after the date of the staff pension committee's decision, with no retroactive payment.**

H.9 The claim shall be made in writing, addressed to the secretary of the committee, by or on behalf of the child or secondary dependant, and shall be accompanied by a report from a medical practitioner on the nature of the illness or injury and the extent, if any, to which gainful employment is possible; in the case of rule H.8 (b) above, the report shall be submitted by the medical officer of the organization.

H.10 A determination that a child or secondary dependant is incapacitated within the meaning of article 36(b) or (c) shall be reviewed, mutatis mutandis, in accordance with the provisions applicable to disability benefits in rules H.6 and H.7 above, save that the intervals between for those cases involving a medical condition that is not likely to improve over time may be increased to ten years. The committee may nevertheless review a determination at an earlier date than that set for the review if there is reason to believe that the beneficiary is no longer incapacitated within the meaning of article 36(b).

H.11 (a) A beneficiary in receipt of a disability benefit may earn, through paid activities during a 12-month period, up to the maximum gross amount of USD 30,000 or the G-2/Step 1 net remuneration applicable for the duty station where the beneficiary resides, subject to subsequent adjustments as may be determined by the Board, whichever is higher.

(b) **A disability benefit shall be discontinued should a beneficiary be employed by a member organization irrespective of whether the beneficiary again becomes a participant.**

H.12 **A beneficiary who has engaged in, or will soon engage in, a paid activity shall report any earnings to the staff pension committee annually. In accordance with article 33(g), where the beneficiary's earnings from paid activities exceed, or will exceed, the threshold established in Rule H.11, the staff pension committee shall suspend payment of the disability benefit. Suspension will take effect in accordance with Rule H.7(a). Where earnings from paid activities do not exceed the threshold, the staff pension committee shall not suspend payment of the disability benefit under this Rule. The staff pension committee shall review such cases on an annual basis, as long as the beneficiary remains engaged in paid activity, until he or she reaches what would have been his or her normal retirement age. The beneficiary shall be required to submit proof of his or her earnings to enable the review of his or her case by the staff pension committee. The staff pension committee may accept proof of earnings in any form that it considers sufficient to establish the beneficiary's earnings.**

H.13 **A beneficiary who has had payment of his or her disability benefit suspended under Rule H.12 may notify the staff pension committee of any material changes in his or her earnings and request that payment of the benefit be reinstated. The staff pension committee shall request updated proof of earnings and may request a new medical report. Payment of the disability benefit shall recommence from the date on which the beneficiary's earnings no longer exceed the established threshold, unless the staff pension committee decides that it shall re-commence from a later date.**

PENSION ADJUSTMENT SYSTEM

19. **If the applicable CPI has moved by 10 per cent or more from the CPI used for the adjustment made on 1 April as stated in paragraph 17 above, an additional adjustment of the dollar amount or the local currency amount, as the case may be, shall be made on 1 October of the same calendar year.**

Contacting the Fund

■ In writing (Online)

To contact the Fund in writing, please use the Contact Form available on our website:

<https://www.unjspf.org/contact-us/>

■ By mail

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If documents are sent by regular postal mail:

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

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*A mailbox is available at the entrance of the UNOG Client Support Center for dropping off Certificates of Entitlement and other documents/mails for the Fund.

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