



**UNJSPF**

United Nations Joint  
Staff Pension Fund

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# VALIDATION

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# 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 service(s) with the United Nations and other organizations admitted to membership of the Fund.

The UNJSPF Regulations and Rules govern the conditions of participation and the determination of the entitlements arising therefrom. The rules are numerous and complex; the purpose of this booklet is to guide you, help your understanding of the rules and assist you with information on issues affecting your pension rights. Participants, retirees and beneficiaries facing circumstances not covered by this booklet are encouraged to consult the Fund Secretariat or the Secretary of the Staff Pension Committee (SPC) of the organization for which the participant works.

*Disclaimer: This information is made available for the convenience of UNJSPF participants, retirees, and beneficiaries. If there is any ambiguity, inconsistency or conflict between the information provided in this booklet and the UNJSPF Regulations and Rules, the Regulations and Rules take precedence.*

*Please check the UNJSPF website for the most up to date Regulations and Rules.*

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I. Validation of non-contributory service graph

# FAQ

## **What is validation?**

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

## **Is it costly?**

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

## **What are the advantages?**

Upon separation from service, your monthly pension will be worked out in part according to the number of years and months that you have contributed to the Fund, your contributory service. By validating, you will increase your total number of years and months of contributory service and hence your future pension entitlement. Validation can also help towards reaching certain important thresholds, 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 your participation in the Fund starts, or prior to separation from service, 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 in the Fund commenced within 2 years of finishing the non-contributory service;
3. All eligible periods of prior employment must be validate;
4. Participation in the Fund has not been interrupted by a break of more than one year.

## **What do I have to do to validate?**

If you are interested in validating, you are required to apply for it formally. There are 2 ways of applying for validation:

1. By completing the Notice of Election to Validate (form PENS.B/1 which can be downloaded from the Fund's website or from your Member Self-Service account). You can send this form electronically using the Member Self-Service Document Upload feature or by mail (the Fund's addresses are available at [unjspf.org](http://unjspf.org)). For more information on how to upload them in MSS, please check the MSS page on our website. If you are employed by one of the specialized agencies, you must submit this document to

your local Staff Pension Committee.

2. By submitting the request to validate inside Member Self-Service under the "Validation" tab. You will need to fill out the table with the periods you would like to validate and click on submit.

### **What will happen next?**

By completing and submitting the request, you are not yet committing to pay. Following receipt of your request, the 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, on the other hand, upon review, the 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 from the date of the notification of the amount due to pay this amount to your employer (not to the Fund). 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 Fund will ask your employer to pay its share (twice your contributions).

## **Keep in mind**

1. You must elect to validate within 1 year of starting to contribute to the Fund or prior to your separation from service, whichever is earlier.
2. It has to cover ALL eligible prior periods of service with breaks of LESS THAN 1 YEAR ( you cannot validate part of an eligible prior period of service).
3. Participation in the 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.

### **NOTE**

- i. Payment must be made in 1 lump sum within 90 days of the notification by the Fund (it cannot be paid by installments).
- ii. Failure to validate an eligible period shall cancel the right (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.

# Validation

Election must be made  
within one year of  
participation

## Example 1

VALIDATION WILL BEGIN HERE



## Example 2

VALIDATION IS NOT POSSIBLE



## Example 3

*Contract not open  
to validation*

VALIDATION WILL BEGIN HERE



(P) Beginning of participation  
• • • • Period of contracts



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