

# Inter-Organization Agreement concerning Transfer, Secondment or Loan of Staff among the Organizations applying the United Nations Common System of Salaries and Allowances

## I - GENERAL

1. (a) The Organizations listed in Annex I have reached the following agreement concerning the rights of a staff member of one organization who is transferred, seconded or loaned to another organization, and the rights and liabilities of the two organizations concerned.

(b) The Agreement does not give any organization the right to transfer, second or loan a staff member to another organization without the staff member's consent. It does not of itself give the staff member rights which are enforceable against an organization. It merely sets out what the organizations will normally do. The agreement can only be enforced to the extent that either the organizations have included appropriate provisions in their administrative rules or the parties have accepted to apply it in the individual case.

(c) The releasing organization of a staff member will inform him or her fully through its human resources office of the extent to which and the manner in which the two organizations concerned will apply this Agreement and what the staff member's entitlements will be.

2. For the purposes of this Agreement:

(a) "Releasing organization" is an organization which transfers, seconds or loans a staff member to another organization pursuant to this Agreement;

(b) "Receiving organization" is an organization which accepts a staff member on transfer, secondment or loan from another organization pursuant to this Agreement;

(c) "Transfer" is the movement of a staff member from one organization to another under conditions which give the staff member no right to return to the releasing organization. Employment by an organization of a former staff member of another organization, after a break in service not exceeding twelve months, may, with the agreement of the parties concerned, be treated as if it were a transfer;

(d) "Secondment" is the movement of a staff member from one organization to another for a fixed period, normally not exceeding two years, during which the staff member will normally be paid by and, except as otherwise provided hereafter, be subject to the staff regulations and rules of the receiving organization, but will retain his or her rights of employment in the releasing organization. The period of secondment may be extended for a further fixed period by agreement among all the parties concerned.

(e) "Loan" is the movement of a staff member from one organization to another for a limited period, normally not exceeding one year, during which the staff member will be subject to the administrative supervision of the receiving organization but will continue to be subject to the staff regulations and rules of the releasing organization.

## II - PROCEDURE

3. (a) No organization will make an offer of appointment to a staff member of another organization before discussing the matter with the human resources office of the latter. If consent is given, a proposal for transfer of the staff member will be made by the first organization to the human resources office of the second organization.

(b) An organization which seeks the secondment or loan of a staff member of another organization will make a request, therefore, to the human resources office of that organization.

(c) When a staff member applies for a vacancy in another organization, his or her human resources office will, if so requested by the second organization, send to the latter a description of the staff member's functions and a comprehensive appraisal of his or her performance and qualifications. In any event, if the second envisages the possibility of the staff member's transfer, secondment or loan, it will inform the organization in which the staff member is employed. Thereafter, negotiations may proceed as may be agreed between the two human resources offices.

### Medical examination

4. An organization may require a staff member of another organization to undergo a medical examination as a condition of transfer, secondment or loan.

### Provision of data

5. (a) When a staff member is to be transferred or seconded, the releasing organization will send without delay to the human resources office of the receiving organization the following information:

- (i) name, nationality and date of birth of the staff member;
- (ii) place to which the staff member is entitled to be repatriated if he or she has such an entitlement, and recognized home if different;
- (iii) names, nationalities and dates of birth of the staff member's recognized dependents, and their present location(s);
- (iv) date of the staff member's entry on duty and grade and contractual status \ at that date;
- (v) current grade and step and date of advancement thereto;
- (vi) type and duration of appointment;
- (vii) status in the UN Joint Staff Pension Fund, including date of affiliation and pension number;
- (viii) accumulated leave balance and full information concerning last home leave and family visit travel, if any;
- (ix) dates of sick leave in previous four years;
- (x) accumulated service credit toward repatriation grant;
- (xi) health and group life insurance arrangements, and accumulated participation credit in these arrangements;

(xii) the cut-off date for annual leave in the releasing organization.

In addition, certified true copies of any necessary supporting material, such as birth certificates, will be forwarded.

(b) The receiving organization will be given such other information as it may reasonably request to enable it to have an adequate record of the whole of the international service and the qualifications of a staff member who is to be or who has been transferred or seconded to it, a copy of all such information to be provided at the same time to the staff member in question.

(c) In the case of loan, the releasing organization will send to the receiving organization such information as the latter may reasonably request.

6. The receiving organization will inform the releasing organization as soon as possible of any change in the personal or official status of a seconded staff member.

7. (a) When a seconded staff member returns to the releasing organization the receiving organization will provide the releasing organization with a statement showing:

- (i) changes in dependency status which occurred during the period of secondment;
- (ii) dates of any promotions or increments accorded during the period;
- (iii) dates of sick leave taken during the period, and the annual leave balance at the date service ceased in the receiving organization;
- (iv) accumulated service credit towards repatriation grant at date of conclusion of secondment;
- (v) health and group life insurance arrangements, and accumulated participation credit in these arrangements;
- (vi) an appraisal of the performance and conduct of the staff member during his or her secondment;
- (vii) the dates of any home leave or family visit travel entitlements exercised during the period of secondment.

A copy of the above statement will be provided at the same time to the staff member in question.

(b) When a loaned staff member returns to the releasing organization, the receiving organization will provide the releasing organization with information as in (a) (iii), (iv) and (vii). A copy of all such information is to be provided at the same time to the staff member in question.

### **III. CONTRACTUAL RELATIONSHIPS BETWEEN THE STAFF MEMBER AND THE ORGANIZATIONS**

#### **Transfer**

8. (a) A staff member who is transferred will cease as from the date of transfer to have any contractual relationship with the releasing organization, which will therefore be under no obligation to re-employ him or her should the staff member leave the receiving organization.

(b) As from the date of transfer, the entitlements of the staff member will be governed by his or her contractual relationship with the receiving organization.

(c) Subject to satisfactory completion by the staff member of any period of probation which it may require, the receiving organization will, if it is possible to do so in accordance with its normal policies, grant the staff member an appointment of duration not less than that of his or her appointment in the releasing organization.

#### **Secondment**

9. (a) When a staff member is seconded to another organization, his or her contractual relationship with the releasing organization will, except as may be otherwise provided hereafter, be suspended until the expiry of the agreed period of secondment, or until such earlier date as the parties may agree.

(b) For the agreed duration of the period of secondment, the staff member's contractual relationship with the receiving organization will be that of a staff member with a fixed-term appointment, except that:

- (i) if the receiving organization considers that it has justification for terminating the appointment before the expiry of the agreed secondment period it will, subject to (ii) below, consult with the releasing organization with a view to ending the secondment at an earlier date to be agreed between the two organizations in such a way that there is no break in service;
- (ii) if the two organizations are unable to agree on an earlier date of return, or if the receiving organization considers that the circumstances warrant separation without consultation with the releasing organization, it may terminate the appointment in the receiving organization;
- (iii) in the event of a termination under (ii), the releasing organization will decide if the circumstances justify termination of the staff member's appointment in the releasing organization. If it does not terminate that appointment, the termination by the receiving organization will not affect the rights of the staff member to resume employment in the releasing organization on the date originally agreed for the end of the secondment, but the said organization may

determine the staff member's status therein on that date, in the light of the circumstances.

(c) A seconded staff member may resign from the receiving organization in accordance with the terms of his or her appointment in that organization. Such resignation will not, unless the staff member also resigns from the releasing organization, affect either that staff member's right or duty to resume employment in the releasing organization on the date agreed between the two organizations for the end of the secondment; nor will it give that staff member any right to return to the releasing organization before that date.

(d) A seconded staff member who abandons his or her post in the receiving organization renders him- or herself liable to dismissal in both the receiving and the releasing organizations. Each organization will take such action as it deems appropriate under its rules, subject to (b) above.

(e) The releasing organization will be under no obligation to recognize any change of official status of the staff member which may occur in the receiving organization, except in calculating payments under paragraphs 18(b) and 20 below.

### Loan

10. (a) When a staff member is loaned, that staff member will be under the administrative supervision of the receiving organization, but will have no contractual relationship with it, continuing to be subject to the staff regulations and rules of, and retaining his or her contractual rights with, the releasing organization. The staff member may, however, be suspended from duty or placed on administrative or special leave or equivalent measure by the receiving organization in circumstances which would justify the suspension of a staff member of that organization. In such event, the receiving organization will consult with the releasing organization to enable the latter to decide the appropriate consequential action.

(b) If the loan involves a change of duty station, the releasing organization will decide in the light of the circumstance whether the new duty station should be regarded as a temporary duty station or a new permanent duty station.

### Appeals

11. Appeals against administrative decisions taken before or after a transfer, or during a period of secondment or loan, will be heard by the appropriate appeals body of the organization which took the decision appealed against, and be dealt with under the regulations and rules of that organization.

## IV - ENTITLEMENTS OF THE STAFF MEMBER

### A. SERVICE CREDIT

12. In the case of a transferred or seconded staff member, service in the releasing organization will be counted for all purposes, including credit towards within-grade increments, as if it had been made in the receiving organization at the duty stations where the staff member actually served. In the case of a loaned staff member, service in the receiving organization will be counted as service in the releasing organization.

### B. SALARY AND ALLOWANCES

13. (a) When a staff member in the Professional and higher categories is transferred or seconded to another organization:

- (i) at a higher or lower grade than he held in the releasing organization, the staff member's base salary will be determined as if, immediately before the transfer or secondment, he or she had been serving in the receiving organization at the grade and step which he or she had held in the releasing organization, and had then been promoted or downgraded under the rules of the receiving organization;
- (ii) at the same grade, the staff member's grade, step and incremental date at the date of joining the receiving organization will be the same as they were in the releasing organization, provided that the step will not be higher than the normal maximum of the grade.

(b) When a staff member in the General Service or an equivalent local category is transferred or seconded to a post in the Professional category in another organization:

- (i) if there is no change in the staff member's duty station, his or her base salary will be determined as if, immediately before the transfer or secondment, the staff member had been serving in the receiving organization at the grade and step corresponding to those which he or she had held in the releasing organization, and had then been promoted under the rules of the receiving organization;
- (ii) if there is a change in the staff member's duty station, his or her base salary will be determined as in (b)(i) above, and his post adjustment will then be set at the level in force at the new duty station.

(c) When a staff member in the General Service or an equivalent local category is transferred or seconded to a post in the General Service or equivalent local category in another organization:

- (i) if there is no change in the staff member's duty station, his or her base salary will be determined as in (b)(i) above, including, where applicable, the clause concerning promotion;
- (ii) if there is a change in the staff member's duty station, his or her grade and salary will be determined under the rules of the receiving organization and specified in advance of the transfer or secondment.

### **C. ANNUAL LEAVE**

14. (a) When a staff member is transferred, seconded or loaned, the staff member will carry with him or her to the receiving organization any accrued annual leave credit.

(b) If, in the receiving organization, the cut-off date for carrying forward annual leave is earlier than the cut-off date of the releasing organization, the staff member will, if necessary, be granted an appropriate period of grace, to be decided by the receiving organization, in which to utilize any annual leave in excess of the amount which could be carried forward.

(c) So far as possible, the receiving organization will enable a seconded or loaned staff member to take, before his or her return to the releasing organization, all the annual leave which he accumulates during his or her service with it.

(d) When a staff member returns to the releasing organization, the staff member will carry with him or her any accrued leave credit at the date of his or her return.

### **D. HOME LEAVE**

15. (a) When a staff member is transferred or seconded, any home leave entitlement the staff member may have will be determined as if all his or her previous service had been with the receiving organization, at the places where the staff member actually worked for the releasing organization.

(b) The receiving organization will not authorize home leave travel of a seconded staff member whose appointment with the releasing organization is due to expire within six months of his or her expected return from home leave unless the releasing organization certifies its intention to extend the appointment beyond the six-month period.

### **E. EDUCATION GRANT**

16. (a) A transferred or seconded staff member who at the date of transfer or secondment was entitled to an education grant under the rules of the releasing organization will, in respect of any of his or her children in an educational institution at the date, remain entitled to the grant and related travel costs under the rules of the releasing organization until the end of the scholastic year concerned or, if earlier, until the date on which his or her children leave the school. Thereafter, any entitlement will be governed by the rules of the receiving organization.



(b) In respect of children who were not already in an educational institution at the date of transfer or secondment, the staff member's entitlement will be governed by the rules of the receiving organization.

(c) When, as a result of transfer, secondment or loan, a staff member changes his or her family residence during the scholastic year, any entitlement to education travel will cover the cost of re-uniting the staff member's children with the family at the new place of residence.

(d) No staff member may receive from the releasing and receiving organization together, in respect of anyone child for one scholastic year, more than the grant the staff member would have received had all his or her service been with one organization, nor may the costs of more than one education grant journey be paid for, except where the staff member is serving in a duty station which is designated by the ICSC as being one where the costs of two such journeys may be reimbursed.

## **F. SOCIAL SECURITY**

### **Joint Staff Pension Fund**

17. The Agreement does not affect any rights which the staff member may have under the Regulations of the UN Joint Staff Pension Fund.

### **Compensation for service-incurred illness» injury or death**

18. (a) Any claim for compensation for illness, injury or death will be made to and dealt with by and under the rules of the organization to whose service it is attributable.

(b) Any compensation based on salary will however be calculated with reference to the last grade and step held by the staff member prior to the death or incapacity giving rise to the compensation.

### **Health and Group Life Insurance**

19. (a) A transferred staff member and his or her dependants will in so far as the matter lies within the control of the receiving organization be entitled to participate in any health or group life insurance arrangements of that organization without new medical reservations or waiting periods. If, however, the staff member prefers to continue participation in the arrangements of the releasing organization, and the two organizations agree that this would be reasonable and possible in the circumstances, the staff member will be enabled to do so.

(b) A seconded staff member and his or her dependants will, in so far as the matter lies within the control of the organizations, be entitled:

- (i) to participate in any health insurance arrangements of the receiving organization without new medical reservations or waiting periods. If,

however, the staff member prefers to continue participation in the arrangements of the releasing organization» and the two organizations agree that this would be reasonable and possible in the circumstances, the staff member will be enabled to do so;

- (ii) to continue participation in the group life insurance arrangements of the releasing organization. If, however, the staff member prefers to participate in the arrangements of the receiving organization, the staff member will be enabled to do so.

(c) A loaned staff member and his or her dependants will be entitled to continue participation in the health or group life insurance arrangements of the releasing organization. If, however, the staff member prefers to participate in the arrangements of the receiving organization, and the two organizations agree that this would be reasonable and possible in the circumstances, the staff member will be enabled to do so.

(d) In so far as the matter lies within the control of the organizations, periods during which a staff member has participated in any health or group life insurance arrangements of one organization will be taken into account in determining his or her eligibility for post-retirement participation in any schemes in which the staff member was participating at the time of his or her retirement. The organizations will consult as necessary on the detailed application of this principle.

## **G. PAYMENTS OF SALARY AND ALLOWANCES ON SEPARATION**

20. If during a period of secondment the services of a staff member are terminated both by the receiving and the releasing organization, or if the staff member resigns from both organizations, or if the staff member dies, his or her entitlements will be determined under the rules of the releasing organization as if all his or her service had been with it.

21. If during a period of secondment the services of a staff member are terminated by the receiving organization but not by the releasing organization, or if the staff member resigns from the receiving organization but not from the releasing organization, the staff member's entitlements, if any, will be determined as follows:

(a) between the date of termination by, or resignation from the receiving organization and the date of resumption of duty in the releasing organization the staff member will be deemed to be on leave without pay from the latter organization, his or her position vis-à-vis the UN Joint Staff Pension Fund will be regulated accordingly;

(b) termination indemnities will be payable by the receiving organization under its rules governing the payment of these indemnities for the termination of fixed-term appointments;

(c) entitlement to repatriation grant, if any, will be determined solely on the basis of service with the receiving organization. A period of service in respect of which a repatriation grant was paid by the receiving organization will not be reckonable toward any subsequent entitlement to the grant from the releasing organization;

(d) any payment for accrued annual leave will not exceed payment for leave earned in respect of service with the receiving organization less leave taken during that service. Any leave standing to the credit of the staff member in excess of the amount for which payment is made will be credited to the staff member when he or she resumes service in the releasing organization.

## **H. TRAVEL AND REMOVAL COSTS AND ASSIGNMENT GRANT ON TAKING UP DUTY IN THE RECEIVING ORGANIZATION**

### **Travel**

22. If a transferred or seconded staff member is obliged to change his or her duty station, the staff member will be entitled to his or her travel expenses, and to those of his or her dependants, in accordance with and subject to the rules of the receiving organization.

23. The entitlement of a loaned staff member to travel costs for him- or herself and his or her dependants arising from the staff member's assignment to a new duty station will be governed by the rules of the releasing organization. However, if during his or her period of service with the receiving organization a loaned staff member is obliged to perform journeys on the official business of that organization, the staff member's entitlements in respect of such journeys will be governed by the rules of the receiving organization.

### **Removal of household effects**

24. (a) When a staff member, as the result of transfer, or secondment, is obliged to change his or her duty station, his or her entitlement to removal of household effects will be determined under the rules of the receiving organization.

(b) The provisions of sub-paragraph (a) will not affect the right of the receiving organization to provide for alternative arrangements instead of removal, if so provided for under its rules.

(c) A staff member who is loaned will have no entitlement to removal of household effects.

### **Assignment grant**

25. (a) If a staff member as the result of being transferred or seconded is obliged to change his or her duty station, the staff member will be entitled to assignment grant under the rules of the receiving organization.

(b) A staff member who is obliged to change his or her duty station as a result of being loaned will be entitled to assignment grant under the rules of the releasing organization unless the staff member is entitled to a daily subsistence allowance during his or her service with the receiving organization.

## **I. TRAVEL AND REMOVAL COSTS ON SEPARATION FROM THE RECEIVING ORGANIZATION**

### **Travel**

26. On completion of a period of secondment a staff member who returns to duty in the releasing organization at a place other than the duty station where the staff member worked for the receiving organization will be entitled to his or her travel expenses, and to those of his or her dependants, in accordance with and subject to the rules of the receiving organization.

27. (a) If during a period of secondment the services of a staff member are terminated both by the receiving and the releasing organizations, or if the staff member resigns from both organizations, or dies, the staff member's entitlement, if any, (and/or that of his or her dependants) to repatriation travel will be determined under the rules of the releasing organization as if all his or her service had been with it.

(b) When an entitlement to repatriation exists under sub-paragraph (a) the staff member may, if the secondment entailed a change of duty station and the separation occurred at the new duty station while recognized dependants and/or household effects remained at the original duty station, be permitted to return to the original duty station before the repatriation entitlement is exercised.

28. (a) If during a period of secondment the services of a staff member are terminated by the receiving organization but not by the releasing organization, or if the staff member resigns from the receiving organization but not from the releasing organization, the staff member's entitlement to repatriation travel, and that of his or her recognized dependants, will, subject to (b), be determined under the rules of the receiving organization.

(b) If, after separation under (a) above, the staff member returns to duty in the releasing organization without break in service, the staff member will not be entitled either for him- or herself or his or her dependants, to repatriation travel. Instead, the staff member and his or her recognized dependants will be entitled to travel to the duty station to which the staff member is assigned by the releasing organization.

(c) If, after separation under (a) above, the staff member returns to duty in the releasing organization after a break in service, the staff member will have the same entitlements to travel expenses for him- or herself and his or her recognized dependants as if the staff member were being newly appointed provided that where the break in service is due to resignation, the staff member's entitlement will not exceed the cost of travel by direct route between the duty station where the staff member was serving when he or she resigned and the duty station to which the staff member is posted by the releasing organization.

## **Removal**

29. On completion of a period of secondment, a staff member who returns to duty in the releasing organization will be entitled to removal of his or her household effects to his or her new duty station under the rules of the receiving organization, if it had granted the staff member a removal entitlement on the occasion of his or her secondment to it.

30. If during a period of secondment the services of a staff member are terminated both by the receiving and the releasing organization, or if the staff member resigns from both organizations, or dies, his or her entitlements to removal expenses will be determined under the rules of the releasing organization as if all the staff member's services had been with it.

31. If during a period of secondment the services of a staff member are terminated by the receiving organization but not by the releasing organization, or if the staff member resigns from the receiving organization but not from the releasing organization, his or her entitlement to removal expenses will be limited to the entitlement the staff member would have under paragraph 29 above had the staff member completed the period of secondment.

## **V - FINANCIAL LIABILITIES OF THE RELEASING AND RECEIVING ORGANIZATIONS**

32. All transfers, secondments and loans will be subject to the following inter-organization financial arrangements unless otherwise agreed in a particular case between the organizations concerned.

### **Salary, allowances and social security contributions**

33. (a) The receiving organization will bear the cost<sup>1</sup> of the staff member's salary and allowances, and of the employer's Pension Fund contribution, from the day the staff member begins travel to that organization. In case of secondment or loan, its liability ceases on the day prior to the day on which the staff member reports back for duty in the releasing organization or, if this is sooner, on the effective date of termination of the staff member's appointment by the receiving, but not by the releasing, organization. The two organizations may, however, agree on an alternative date for the cessation of liability, particularly where leave is taken between the periods of employment.

(b) The extent of each organization's liability for employers' contributions to health insurance or social security schemes other than the Pension Fund will be agreed between the two organizations in each case.

(c) Any advances on salary or allowances (but not of travel expenses) made to the staff member by the releasing organization, which have not been recovered by the date of transfer or secondment, will be refunded to the releasing organization by the receiving

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<sup>1</sup> This does not affect the principle that a loaned staff member remains on the payroll of the releasing organization.

organization, by which they will thereafter be recoverable from the staff member. The reverse procedure will be applied in respect of any advances outstanding against the staff member when he or she returns to the releasing organization after a secondment.

(d) In cases of transfer or secondment the cost of any education grant for the scholastic year in which the transfer or secondment takes place will be borne by the two organizations in proportion to the period of service in each during that scholastic year.

(e) The extent of each organization's liability for the cost of any education travel will be agreed between the organizations in the light of the circumstances of each case, provided that:

- (i) expenses for journeys already paid for by the releasing organization before the date of transfer or secondment will not be recoverable from the receiving organization;
- (ii) expenses paid by the receiving organization will not be recoverable from the releasing organization;
- (iii) if the secondment results in a change of duty station which appreciably increases the cost of education travel in a particular year, the extra cost will be borne by the receiving organization.

#### **Home leave costs**

34. (a) Wherever possible, subject to the exigencies of the service, a transfer, secondment or loan which involves a change of duty station will be arranged in such a way that home leave, if the staff member is or soon will be entitled to it, can be taken between the last day of service in the releasing organization and the first day of service in the receiving organization. In such cases, the provisions of paragraph 40 regarding travel costs may be modified by agreement between the two organizations concerned.

(b) The costs of home leave taken after the staff member has reported for duty in the receiving organization will be borne in the first instance by that organization, but may be recovered in the case of a secondment or loan from the releasing organization if the total period of service in the receiving organization is less than twelve months.

#### **Cost of validation of prior non-pensionable service**

35. If during a period of secondment or after transfer a staff member validates for UNJSPF purposes a period of prior non-pensionable service, the organizations which employed the staff member during the period validated will pay directly to the UNJSPF, in accordance with the Administrative Rules of the Fund, the sums due from them under the Regulations of the Fund.

#### **Compensation for service-incurred illness, injury or death**

36. The cost of any compensation for illness, injury or death, attributable to service, shall be borne by the organization in which the relevant service was performed.

#### **Salary and allowances on separation**

37. If the staff member is separated from service after transfer, any terminal payments due to the staff member will be paid by the receiving organization, provided that if separation occurs within two years of the date of transfer, that organization will be entitled to recover from the releasing organization that proportion of the payments which the number of months of service of the staff member before the date of transfer bears to the total number of the staff member's months of service.

38. If during a period of secondment a staff member is separated from the service of both the receiving and the releasing organizations, any terminal payments under paragraph 20 above will be made by the receiving organization, which will be entitled to recover from the releasing organization that proportion of the payments which the length of the service of the staff member before the date of secondment bears to the total length of service.

39. If during a period of secondment a staff member is separated from the service of the receiving, but not of the releasing organization, any terminal payments under paragraph 21 above will be made and borne by the receiving organization.

#### **Travel, installation and removal costs**

40. (a) In the case of transfer, secondment or loan the receiving organization will bear the travel costs of the staff member and of any dependants authorized to travel, for the journey to the duty station of the receiving organization.

(b) The receiving organization shall bear the cost of any assignment grant or subsistence allowance which is payable to the staff member at the new duty station.

(c) The receiving organization shall bear the costs of any removal upon assignment authorized under paragraph 24 or of any alternative assignment allowances and costs of storage of effects. In the case of a transferred staff member who had an entitlement to full removal upon repatriation in the releasing organization, and who is separated from the receiving organization within two years, any costs of the removal upon repatriation not payable by the receiving organization will be borne by the releasing organization, thereafter the full cost of the staff member's entitlement shall be borne by the receiving organization.

41. If during his or her secondment a staff member's appointment with the receiving organization is terminated, or if the staff member resigns from the receiving organization, but his or her appointment with the releasing organization remains in force, the receiving organization will bear any costs of travel under paragraph 28, and costs of removal under paragraph 31, as well as the cost of any assignment grant to which the staff member may be entitled at the new duty station.

42. If during the period of his or her secondment a staff member is separated from the service of both the receiving and the releasing organizations, the releasing organization will bear any costs of travel under paragraph 27(a) and costs of removal under paragraph 30, provided that if these costs exceed the cost which the organization would have incurred had the separation taken place at the duty station of the releasing organization where the staff

member served before the secondment, the excess may be recovered from the receiving organization.

43. The receiving organization will bear the cost of any travel under paragraph 27(b).

44. When a staff member returns to duty in the releasing organization on completion of his or her period of secondment or loan, the staff member's travel expenses to the new duty station under paragraph 26, together with the expenses of his entitled dependants, will be borne by the receiving organization up to an amount not exceeding the cost of travel back to the original duty station from which the staff member was seconded. Costs of removal under paragraph 29 will be dealt with in the same manner. The cost of any assignment grant to which the staff member may be entitled at the new duty station will be borne by the receiving organization.



## **ANNEX I**

### **LIST OF ORGANIZATIONS PARTIES TO THIS AGREEMENT**

Rev4 - updated list of participating organizations 19 June 2025

United Nations (including the Funds and Programmes<sup>1</sup> and other entities of the UN<sup>2</sup>)  
Food and Agriculture Organization (FAO)  
International Atomic Energy Agency (IAEA)  
International Civil Aviation Organization (ICAO)  
International Criminal Court (ICC)  
International Fund for Agricultural Development (IFAD)  
International Labour Organization (ILO)  
International Maritime Organization (IMO)  
International Organization for Migration (IOM)  
International Seabed Authority (ISA)  
International Telecommunication Union (ITU)  
Organization for the Prohibition of Chemical Weapons (OPCW)  
Special Tribunal for Lebanon (STL)  
United Nations Educational, Scientific and Cultural Organization (UNESCO)  
United Nations Industrial Development Organization (UNIDO)  
Universal Postal Union (UPU)  
United Nations World Tourism Organization (UNWTO)  
World Health Organization (WHO)  
World Intellectual Property Organization (WIPO)  
World Meteorological Organization (WMO)

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<sup>1</sup> UNCTAD, UNODC, UNEP, UNICEF, UNDP, UNFPA, UNHCR, WFP, UNRWA, UN-HABITAT, UNWOMEN.

<sup>2</sup> OHCHR, UNOPS, UNU, UNSSC, UNAIDS, UNFCCC.