

United Nations  Nations Unies  
INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

TO: Distribution list

DATE: 20 September 2011

A:

REFERENCE:

THROUGH:

S/C DE:

FROM: Angela Kane *Alkane*  
DE: Under-Secretary-General for Management

SUBJECT: **Proposed abolition of posts 2012/2013**

OBJET:

1. I am writing regarding the abolition of posts proposed in your department/office for the biennium 2012-2013. As you know, the final decision on any abolition of post(s) rests with the General Assembly. In the event that the General Assembly does approve the Secretary-General's proposals, certain preparatory work should be undertaken by each department/office with regard to the staff that will be affected by the abolition of their respective posts.
2. In many cases, the posts are vacant and do not give rise to staff-related concerns. However, if a post slated for abolition is encumbered by staff at the time of the effective abolition, I encourage you to meet with those staff who will be affected by the abolition, and include Staff Union representatives in the dialogue, where possible, if you have not done so already.
3. In the case of posts that are encumbered and are slated for abolition, you might wish to consider the following options:
  - a) Move the staff member(s) laterally to other vacant post(s) in your department/office, where appropriate, as per authority delegated to you.
  - b) Urge the affected staff member(s) to apply for all suitable posts; in this regard, and in order to give priority consideration to staff affected by this abolition exercise, I am requesting that you provide the Assistant Secretary-General for Human Resources Management with the list of all posts proposed for abolition, with full names, EODs, and contractual status of these staff, so that she may arrange for OHRM to take appropriate action.
  - c) Consider agreed termination in accordance with staff rule 9.6 (c) (vi).
  - d) In the event that these options under a) to c) are not feasible or not successful, and as required by staff rule 9.7 (a), in combination with staff rule 13.1, staff members who hold permanent appointments must be given three (3) months written notice of termination of their appointment. Accordingly, should you have staff with this contractual

status, your respective Executive Officer or Human Resources Chief should advise these staff no later than 30 September 2011, in writing, that the General Assembly may decide to abolish their posts as of cob 31 December 2011 and that they may be separated on termination of appointment effective 1 January 2012.

- e) In addition, following staff rule 9.7 (b), staff members holding fixed-term appointments with an expiration date beyond 31 December 2011 must be given 30 days notice of termination of appointment in writing. They should be notified no later than 1 December 2011 that their post is subject to abolition and they will be separated on termination of appointment effective 1 January 2012 should they be unsuccessful in securing an alternative position. Staff holding fixed-term appointments expiring on 31 December 2011 should also be given 30 days notice of separation on expiration of appointment as a matter of courtesy. Staff holding fixed-term appointments expiring prior to 31 December 2011 should be granted extensions of their appointment not exceeding 31 December 2011, with the notice of possible abolition of post and separation effective 1 January 2012. Naturally, a longer notice may be provided.

4. I thank you for your cooperation in this sensitive matter.

cc: Ms. Pollard