

Appointment of Full-time Senior Fellows of UNITAR (Annex I, A/44/611)

A. Criteria

1. Full-time Senior Fellows shall be appointed with a view to conducting training and/or research within the work programme of the Institute, approved by the Board of Trustees of the United Nations Institute of Training and Research (UNITAR). They shall not normally perform administrative functions that would be assigned to regular staff members of the Institute.
2. Full-time Senior Fellows shall meet the highest standards of competence and integrity. They should have, as appropriate, extensive academic, governmental or international organization experience. If they are former staff members of the United Nations, they should have distinguished themselves at a level at least comparable to a D-2 position in the United Nations system.
3. Full-time Senior Fellows shall have proven expertise and have made outstanding contributions in fields germane to the work of the Institute.

B. Procedure

4. Full-time Senior Fellows shall be appointed by the Secretary-General upon the recommendation of the Executive Director of UNITAR. A panel composed of representatives of the Department of International Economic and Social Affairs, the Office of Legal Affairs and the Office of Human Resources Management shall be designated by the Secretary-General to provide advice, as necessary, with regard to the application of the criteria and conditions for the appointment of Full-time Senior Fellows.

C. Conditions of appointment

5. The legal status, entitlements and obligations of Full-time Senior Fellows shall be spelled out in full in their letters of appointment. The appointment of Full-time Senior Fellows shall be subject to the following conditions:

(a) The appointment of Full-time Senior Fellows shall be made for renewable periods of one year. Renewal of such appointments shall be on the basis of the continuing relevance of their assignments to the programme activities of UNITAR as approved by the Board of Trustees.

(b) Full-time Senior Fellows shall be appointed on a full-time basis, free of charge for UNITAR. For the duration of their appointment, they may only undertake concurrent, remunerated activities with the prior authorisation of the Secretary-General, in which latter event they may receive honoraria not exceeding the limit prescribed by the General Assembly for the United Nations Retirees.

(c) Full-time Senior Fellows shall serve in their personal capacity and have the status of officials of the United Nations for the purpose of articles V and VII of the Convention on the Privileges and Immunities of the United Nations of 13 February 1946 (General Convention) (see General Assembly resolution 22A(I)). They shall not, however, be considered staff members under the Staff Rules and Regulations of the United Nations.

(d) As officials of the United Nations, Full-time Senior Fellows may be issued a United Nations laissez-passers and other travel facilities, including travel expenses if they are required to undertake official travel.

(e) The privileges and immunities attached to the United Nations under the General Convention are conferred on officials of the United Nations in the interest of the Organization. As such officials, Full-time Senior Fellows have a duty immediately to report all cases in which the privileges and immunities arise to the Secretary-General, with whom alone it rests to decide whether they shall be waived.

(f) Full-time Senior Fellows shall refrain from any activity that might adversely reflect on their position and will exercise the utmost discretion in all matters of official business of UNITAR. This obligation does not elapse upon termination of their appointment, except when expressly provided.

(g) Full-time Senior Fellows shall be required to obtain medical clearance from the United Nations Medical Service prior to their appointment or renewal of appointment, and before undertaking travel at United Nations expense.

(h) The United Nations shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services or assignments undertaken by Full-time Senior Fellows on behalf of the Institute. At the request of the United Nations, Full-time Senior Fellows shall assist in securing such property rights and transferring them to the Organization in compliance with the requirements of the applicable law.

(i) Full-time Senior Fellows are fully responsible for arranging, at their own expense, such life, health and other forms of insurance, social security and pension covering the period of their services for the United Nations as they consider appropriate. The Full-time Senior Fellows are not eligible to participate in the life or health insurance scheme available to United Nations staff members. The responsibility of the United Nations is limited, in this respect, to the conditions described in paragraph (j) below.

(j) Full-time Senior Fellows who are authorized to travel at the United Nations expense or who are required to perform their services in a United Nations office, shall be entitled, in the event of death, injury or illness attributable to the performance of services on behalf of the United Nations while in travel status or while working in an office of the Organization on official United Nations business, to compensation equivalent to the compensation that would be payable under the rule governing compensation to members of commissions, committees or similar bodies in respect of whom the United Nations pays daily subsistence allowances or annual remuneration.

(k) The Institute or the United Nations undertakes no liability for taxes, duty, social security, or other contributions payable by Full-time Senior Fellows during the course of their service with UNITAR.

(l) Any dispute relating to the terms and conditions of appointment of Full-time Senior Fellows shall, if attempts at settlement by negotiation have failed, be submitted to arbitration in New York by a single arbitrator agreed to by both parties. Should the parties be unable to agree on a single arbitrator within 30 days of the request for arbitration, then each party shall proceed to appoint one Arbitrator and the two arbitrators thus appointed shall agree on a third. Failing such agreement, either party may request the appointment of the third arbitrator by the President of the United Nations Administrative Tribunal. The decisions rendered in the arbitration shall constitute final adjudication of the dispute. The costs of arbitration shall be borne equally by the parties.