



CRISIS PREPAREDNESS GUIDE FOR STAFF AND FAMILIES

Crisis Preparedness and Support Unit
Division for Special Activities



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INTRODUCTION

In the course of their service with the United Nations, staff and their family members may be exposed to risks incurred by living and working in volatile environments, including as targets of malicious acts, first responders to humanitarian crises or affected by events such as health crises or natural disasters. Based on lessons learned, the United Nations Secretariat has developed tools to build the capacity of their staff to be better prepared to face critical situations and strengthened the care and services available to those who suffer from injuries or illnesses as a result of serious incidents, or lose their life whilst in service to the Organization.

This Guide is a practical tool for UN staff and their families with recommendations and information on their benefits and entitlements in the case of injury or death. Getting familiar with the information contained in this Guide is the first step to ensure one's own preparedness in case of an emergency. This Guide has been prepared for UN staff and their families, in the event of serious injury or death as a result of a malicious act, natural disaster or other emergency. You are strongly encouraged to share the information herein with your family and/or other relatives and friends. You should keep this guide close at hand for easy reference.

This Guide aims to provide an overview of information and references for UN staff and their families. While the content of this guide was prepared with utmost care, the Organization does not guarantee the completeness, timeliness or correct sequencing of the information provided. The information is subject to the prevalence, interpretation and application of the United Nations Staff Regulations and Rules, administrative issuances, policies and guidelines, the regulatory and policy framework of other United Nations organizations, as well as the United Nations Joint Staff Pension Fund and other external entities cited in the Guide, as may be applicable and as may differ from case to case. Any person relying on the information herein provided is reminded to verify that the information remains accurate and review the corresponding reference documentation. The United Nations therefore accepts no liability for the content or consequences of any actions taken on the basis of the information herein provided unless that information is subsequently confirmed in writing by a duly authorized official.



GLOSSARY OF TERMS AND DEFINITIONS

TERMS

ABCC - Advisory Board on Compensation Claims

Appendix D - Describes compensation award under the UN Staff Regulations and Rules ASHI

– After Service Health Insurance

CISMU – Critical Incident Stress Management Unit (in DSS)

CPSU – Crisis Preparedness and Support Unit (in DSA/DOS)

CSV – Crisis Support Volunteers

DHMOSH – Division of Health-Care Management and Occupational Safety and Health (in DOS)

DMSPC – Department of Management Strategy, Policy and Compliance

DOS – Department of Operational Support

DSA – Division for Special Activities (in DOS)

DSS – United Nations Department of Safety and Security

FFP - Family Focal Point

GLI - Group Life Insurance

IDS - Insurance and Disbursement Service

MAIP - Malicious Act Insurance Policy MRF -

Memorial and Recognition Fund

OHR - Office of Human Resources (in DMSPC)

UN - United Nations

UNCB - United Nations Claims Board

UNJSPF - United Nations Joint Staff Pension Fund

SCO – Staff Counsellors' Office

SSS- Safety and Security Services (in DSS)



DEFINITIONS

The following are official definitions in accordance with ST/SGB/2018/1 *Staff Regulations and Rules of the United Nations*:

"(a) For the purposes of the Staff Regulations and rules:

(i) A "dependent spouse" is a spouse whose occupational earnings, if any, do not exceed the lowest entry level of the United Nations General Service gross salary scales in force on 1 January of the year concerned for the duty station in the country of the spouse's place of work. In the case of staff in the Professional and higher categories and in the Field Service category, the entry level amount referenced shall not at any duty station be less than the equivalent of the lowest entry level salary at the base of the salary system (G-2, step I, for New York);

(ii) A "child" is any of the following children for whom the staff member provides main and continuing support:

- a. A staff member's natural or legally adopted child; or
- b. A staff member's stepchild who is residing with the staff member; or
- c. A child who cannot be legally adopted, for whom the staff member has legal responsibility and who is residing with the staff member;

(iii) A "dependent child" is a child for whom the staff member provides main and continuing support and who meets one of the following criteria:

- a. The child is under the age of 18 years;
- b. The child is between the age of 18 and 21 years and attends university or its equivalent full-time; the requirement of residing with the staff member does not apply in this case;
- c. The child is of any age and has a disability that is permanent or for a period that is expected to be long-term that prevents substantial gainful employment;

(iv) A staff member claiming a child as a dependent must certify that he or she provides main and continuous support. This certification must be supported by documentary evidence satisfactory to the Secretary-General, if a child:

- a. Does not reside with the staff member;
- b. Is married; or
- c. Is recognized as a dependent under subparagraph (a) (iii) c. above.

(v) A father, mother, brother or sister of a staff member shall be considered as a secondary dependent if the staff member provides such a person with not less than half of that person's financial resources, and in any case with not less than twice the amount of the dependency allowance. The conditions regarding age, school attendance and disability are the same for a brother or sister as those applicable to a staff member's child in subparagraph (iii) above."



MALICIOUS ACT

Includes hostilities, revolution, rebellion, insurrection, riots or civil commotion, sabotage, explosion of war weapons, terrorism, murder, assault or a threat.

NEXT OF KIN

For the United Nations, the next of kin is defined as that person's closest living blood relative or relatives.

SURVIVOR

A survivor may be:

- a staff member who was present at a location when there was a malicious act, incident or natural disaster and who remained alive after others have died;
- a dependent spouse, a dependent child or a secondary dependent who remained alive after the staff member has died.

The definitions of a survivor for the purposes of benefits, entitlements and payments may differ between the United Nations, the United Nations Joint Pension Fund and the Malicious Act Insurance Policy.



POINTS OF CONTACT

The following United Nations resources will be dedicated to helping you in the event of an emergency:

1. DIVISIONS OF ADMINISTRATION

Divisions of Administration at duty stations are usually headed by a Director, who reports directly to the Head of Entity. Divisions of Administration are responsible for ensuring that all regulations, rules and instructions of the Organization pertaining to administrative matters are followed. They usually include Budget and Finance management, Information and Communications Technology, Procurement, Central Support and Human Resources Services.

2. HUMAN RESOURCES SERVICES

The office in your duty station that provides human resources (HR) administrative services is the key resource on all HR related issues. This office usually manages a comprehensive range of services and acts as the custodian of the UN human resources policies, regulations and rules. This office determines your benefits and entitlements and initiates the process for obtaining them. It also provides guidance and direction, reviews and verifies your personal information and documents, and provides clearances and approvals for benefits, entitlements and compensation.

3. HUMAN RESOURCES FAMILY FOCAL POINTS (FFP)

Human Resources Family Focal Points (FFP) are crisis support volunteer staff members who are trained to provide specific assistance to staff who are seriously injured and to families who have lost a loved one whilst in service with the United Nations. When a critical incident occurs, they are assigned by Crisis Preparedness and Support Unit or the local HR office to families and injured staff in need of assistance. Their responsibility is to provide one-on-one support in obtaining access to benefits, entitlements and compensation, navigating the administrative procedures and assisting with the required paperwork.

4. CRISIS PREPAREDNESS AND SUPPORT UNIT (CPSU)

The Crisis Preparedness and Support Unit (CPSU) is located in the Client Support and Special Situations Section (CSSSS), Division for Special Activities (DSA), in the Department of Operational Support (DOS), at the United Nations Secretariat. This Unit is a dedicated capacity within DOS to ensure comprehensive support to survivors of malicious acts and natural disasters or other critical incidents. It also has a mandate to enhance the Organization's emergency preparedness and resilience.

During an emergency, CPSU coordinates emergency support mechanisms and resources to specific HR needs. Post incident, CPSU provides continuous support to survivors and families in navigating and following up on issues related to claims, compensation, etc. working with the relevant service providers within the Organization.



CPSU is also responsible for planning and coordinating the Annual Memorial Service hosted by the Secretary-General to commemorate staff who lost their lives in the line of duty.

CPSU has a global mandate and aids in accessing information and resources a staff member may need in case of an emergency, as well as in identifying the offices or persons who can help with evolving and unresolved issues.

For more information, please contact CPSU at cpsu@un.org

5. FINANCIAL RISK MANAGEMENT SERVICE (FRMS)

The Financial Risk Management Service (FRMS) houses the secretariat of the Advisory Board on Compensation Claims (ABCC) and the Health and Life Insurance Section (HLIS). The FRMS ensures that compensation requests and cases regarding staff members' service-incurred injury, illness, loss of life, and lost/damaged personal effects, and health and life insurance enrolments are administered properly and in a timely manner.

For further information, please visit <http://www.un.org/insurance>.

6. DIVISION OF HEALTH-CARE MANAGEMENT AND OCCUPATIONAL SAFETY AND HEALTH (DHMOSH)

The Division of Healthcare Management and Occupational Safety and Health (DHMOSH) provides on-site occupational health services in New York and delivers services to over 100 locations worldwide. DHMOSH also works at improving access to and provision of occupational health services to staff in all duty stations.

DHMOSH manages sick leave, disability, medical clearances, medical evacuations and repatriations, and preparedness for public health emergencies, including the medical aspects of crisis and mass casualty response plans at Secretariat duty stations. DHMOSH provides technical supervision to dispensaries and to clinics of peacekeeping missions and coordinates the implementation of health-care policy throughout the United Nations system.

At duty stations outside UNHQ, if there is a UN Mission clinic or a UN Country Team clinic in the country, these facilities and their medical staff are responsible for providing advice regarding all aspects of local support, including for clearance, medevac and clinical support. When necessary, these staff will also (a) undertake liaison with local WHO/Governmental representatives for coordination with host country medical activities, and (b) seek further support from DHMOSH in HQ New York.

For locations without a local UN clinic, advice may be sought from (a) pre-identified UN Examining Physicians, and (b) local WHO/Governmental representatives for coordination with



host country medical activities. Recommendations regarding medevac or other medical entitlements should be directed to DHMOSH in HQ New York.

In emergencies where urgent 24-hour support from on-call DHMOSH Medical Staff in HQ New York is required, please contact the Safety and Security Service Communications Centre in New York at (+1) 212- 963-6666.

7. COUNSELLING SERVICES (SCO AND CISMU)

The Staff Counsellor's Office (SCO/DHMOSH) provides counselling and other welfare services for staff members at the UN Secretariat Headquarters and Offices Away from Headquarters. The Critical Incident Stress Management Unit (CISMU/DSS) administers critical incident stress prevention and management activities throughout the UN system and coordinates the UN response to critical incident stress management during emergencies. In the immediate aftermath of an emergency, staff counsellors in your location will make every effort to talk to every UN staff and his/her family to assess what assistance may be needed. They are available to assist all UN staff. Both the SCO and CISMU offer individual confidential consultations with mental health professionals. For longer-term assistance, they offer referral services to external professionals.

The Critical Incident Stress Management Unit (CISMU/DSS) trains Peer Helpers in countries where there is a locally-based stress counsellor. In countries without a locally-based counsellor, a cadre of external mental health professionals (EMHP) trained and certified by CISMU are available to provide psychosocial support to staff.

For more information on EMHP, please contact CISMU at undsscismu@un.org, or the following regional counsellors:

Asia Pacific and Russian-speaking countries:

Ms. Madhubashini (Kalhari) Hewage (hewagem@un.org)

Americas and Europe:

Ms. Anne-Marie Serrano (anne-marie.serranobanquet@un.org)

West and Central Africa:

Ms. Djeneba Coulibaly (coulibaly45@un.org)

Middle East and North Africa:

Mr. Abdalla Mansour Amer (mansouramer@un.org)

East and Southern Africa:

Mr. Muhammad Sohail Ali (ali173@un.org)



For further information, please contact the staff or stress counsellor's office in your duty station. Staff serving in NYHQ can contact the Staff Counsellor's Office at SCOHQ@un.org

8. UNITED NATIONS JOINT STAFF PENSION FUND (UNJSPF)

The United Nations Joint Staff Pension Fund (UNJSPF) provides benefits related to retirement, death, and disability for staff members of the United Nations and other organizations admitted to membership in the Fund. The benefits provided are: retirement benefits upon reaching the applicable early or mandatory retirement age, disability benefit in case of serious illness or injury; and in case of death of the participant or retiree, a widow's/widower's benefit, a divorced surviving spouse's benefit (when applicable), a child's benefit, a secondary dependant's benefit, or a residual settlement.

For further information, please visit <http://www.unjspf.org> or contact the UNJSPF office at unjspf@un.org



BENEFITS AND ENTITLEMENTS IN CASE OF SERVICE-INCURRED INJURY

There are many processes and players involved in assisting a staff member when he or she suffers a service-incurred injury. Below is a brief outline of the services, benefits and entitlements that staff members might be eligible for. Please bear in mind that events and circumstances vary and that your experience may differ from what is presented below. We recommend that you seek the guidance of an HR practitioner to discuss details on the available services, benefits and entitlements for which you might be eligible.

Please bear in mind that the benefits and entitlements which are mentioned herein might not be applicable to everyone or to all situations. Staff members should consult with their respective Human Resources offices.

1. EMERGENCY MEDICAL INTERVENTION AND HOSPITALIZATION

Immediately following an incident that results in a single or mass casualty, the local Department of Safety and Security (DSS) office and local UN medical services may dispatch a team to the location. Their role would be to secure the scene, locate and identify United Nations staff who are injured and ensure they receive the medical care and attention needed. They will follow up on the care provided with physicians in treatment facilities and, if required, approve and arrange medical evacuation to the nearest full-service hospital. A team from DHMOSH may also be sent to the area to support the local medical capacity.

2. MEDICAL EVACUATION

The purpose of a medical evacuation is for a staff member suffering from an injury, a condition or an illness to receive essential medical care or treatment which is not available locally. Depending on the nature of the injuries and residual health and security risks, medical evacuation to a safer location with proper medical facilities may be authorized by the Head of department/office/mission. Please take note that medical evacuation is not automatic but subject to certain conditions.

When a medical evacuation is authorized, travel, entry visa, hospital and reception arrangements will be coordinated by the local office/mission administration. They will also inform the staff member's spouse, other family members or emergency contact of the arrangements. If the condition requires a medical escort, a medical doctor or nurse may be authorized to accompany the patient to the medical evacuation destination, or, in some cases, a family member may be authorized to travel with the patient under the following circumstances:

- a) For psychiatric cases;
- b) For children up to 18 years old;
- c) For evacuees who cannot look after themselves (for example, stretcher or paralytic cases).

It is important for you to have a valid national passport and/or a valid United Nations Laissez- Passer so



that in case you need to be medically evacuated, you can enter the country of



destination. If your travel documents are not up-to-date, the medical evacuation may be cancelled or postponed, which may lead to medical complications or even death.

The authority to approve medical evacuation is delegated to Heads of departments or offices away from Headquarters. The decision to evacuate shall be taken upon the recommendation of the United Nations medical officer or the United Nations physician responsible for the provision of medical services to the department or office concerned. At duty stations where there is no United Nations medical officer or United Nations physician, the decision shall be taken upon the recommendation of a local United Nations examining doctor.

For more information on the UN policy of medical evacuation, please refer to ST/AI/2000/10, Medical evacuation, dated 21 September 2000.

3. PERSONAL EFFECTS

To the extent possible, your personal belongings left at the location of the incident will be returned to you. This process may take some time as all items found at the site of the incident will have to be identified, inventoried, packed, and shipped. Your Family Focal Point and/or HR office will keep you informed of the status and expected timeline for the return of personal effects.

Personal effects can also include the personal effects of your spouse and dependent children residing with you at the time of the incident, provided that they have been travelled and installed at the location (duty station) by the Organization.

Claims for damage or loss of personal effects attributable to service may be submitted to the UN Claims Board. Note: compensation is subject to maximum established limits; therefore, staff are strongly encouraged to obtain, at their own expense, adequate personal property insurance coverage.

All claims must be submitted to the local HR services as soon as possible or within two months of the event, or of discovery of loss or damage. The claim must comprise a written submission providing the following information and attached documents:

- Description, age and condition of the article
- Original cost of the article and date of purchase/acquisition
- Replacement cost
- Official report on loss or damage (from sss or police report)
- Copy of the staff member's staff action (pa) form in effect at the time of the incident

For more information, please see ST/AI/149/Rev.4, Compensation for loss of or damage to personal effects attributable to service, dated 14 April 1993.



4. MEDICAL INSURANCE

Eligible United Nations staff members and their recognized dependants who are covered by the health insurance plans offered by the United Nations will be reimbursed subject to the terms and conditions of the insurance policy. Please contact your health insurance carrier, the United Nations Health and Life Insurance Section or your local human resources office for detailed information on the medical coverage and maximum limits, and any special arrangements that may be needed for your particular situation.

It is advisable that you maintain careful records of all invoices of your hospitalization, treatment and other related costs. You may wish to designate a member of your family or a close friend or colleague to assist you with such matters.

5. SICK LEAVE

If you are injured while working for the United Nations, leave taken from work may be uncertified sick leave or certified sick leave. The maximum sick leave entitlement is based on your type and duration of appointment under the Staff Regulations and rules as follows:

Type of appointment	Uncertified sick leave (days per annum) ¹	Maximum entitlement for extended sick leave
Permanent	7	9 months full pay, and 9 months on half pay, within 4 consecutive years
Continuing	7	9 months full pay, and 9 months on half pay, within 4 consecutive years
Fixed Term	7	More than 3yrs – same as above. Less than 3 years: 3 months full pay, and 3 months on half pay, within 12 consecutive months
Temporary Appointment	7	Not applicable

For further information, please refer to the UN Staff Rule 6.2.

Important Points:

- All certified sick leave must be approved according to ST/AI 2005/3/Amend.1, Sick leave.
- Understand your contractual appointment and corresponding sick leave entitlement.



¹ Annual cycle starts 1 April to 31 March

- Inform your supervisor immediately when you are unable to report to duty due to sickness.
- Maintain careful record of all sick leave taken.
- Retain record of all sick leave recommended by your treating physician and corresponding certification received by the DHMOSH.
- When circumstances cause your certified sick leave to be extended beyond your maximum sick leave entitlement, your HR office and the medical services will advise you on possible options for your consideration regarding your status and leave. This may include a recommendation for separation from service on pension disability for health reasons.
- Keep in close contact with your HR office and the medical services regarding your leave entitlement and pay status.

6. ANNUAL LEAVE

Staff members holding a permanent, continuing or fixed term appointment continue to accrue annual leave at the rate of 2.5 days per each complete calendar month of continuous service. Staff members holding a temporary appointment accrue annual leave at the rate of 1.5 day per each complete calendar month of continuous service.

7. MALICIOUS ACTS INSURANCE POLICY (MAIP)

Coverage

The Malicious Acts Insurance Policy (MAIP) is an inter-agency insurance policy that provides 24-hour coverage to all United Nations staff members as well as to other participating United Nations system organizations staff in case of death or permanent disability (total or partial) caused directly or indirectly by war or a malicious act. For definitions of war and malicious acts, please refer to the Glossary on Page X. For a list of organizations participating in the United Nations MAIP programme, please see Annex 1. Please note that some organizations have their own insurance policy for cases of malicious acts.

If you were injured as the result of a malicious act and you are in compliance with the prevailing UNDSS security directives, guidelines and procedures, you may qualify for compensation if your injury resulted in a permanent loss of function. For your information, UN security directives and guidelines are available on the DSS website, <https://dss.un.org>. Local security directives, guidelines and security procedures are available from the Chief of Security at your location.

The MAIP may also cover medical expenses up to a value of 10% of the benefit paid for death or permanent disability, subject to a maximum of US\$10,000. To the extent that Appendix D, or comparable compensation schemes, already fully covers medical expenses resulting from a service incurred injury, any MAIP proceeds for medical expenses will be used to offset those costs. Medical expenses reimbursed will not be duplicated between Appendix D and the MAIP.



Participation

All United Nations staff members are eligible for automatic MAIP insurance coverage. No enrolment forms need to be completed and participation is at no cost to eligible individuals. Coverage is not extended to spouses or dependent children of the staff members.

Claim

- Your HR office will liaise with the Risk management and Compensation Section regarding your claim and advise you of any decision made regarding the claim.
- Your HR office will submit the claim along with the required reports and attachments (including but not limited to the incident report, your Staff Action form, a verified medical report) on your behalf.
- The United Nations Division of Health-Care Management and Occupational Safety and Health (DHMOSH) will review the medical reports submitted to determine the degree of the permanent loss of function. Please note that if the United Nations Division of Health-Care Management and Occupational Safety and Health (DHMOSH) determines that there is no permanent loss of function there will be no compensation under the MAIP.
- The insurers will review the claim in accordance with the policy terms and conditions. Thereafter, the insurers will either approve or reject the claim for compensation.
 1. Payment of insurance proceeds under the MAIP for the UN Secretariat is governed by ST/SGB/2004/11, Payment of insurance proceeds under the malicious act insurance policy dated August 2004. Beneficiaries are defined as follows:
 1. The proceeds of the MAIP shall be paid to the staff member when he or she is covered under the MAIP and suffers an injury or illness resulting in permanent disability, whether total or partial, as a result of an incident covered by the policy.

Your responsibility will be to ensure that:

- You provide complete and accurate information to your HR office and/or Security focal point upon request.
- You obtain a copy of the submission for your records.
- You follow up on the status of the claim.

Please do not send any request for compensation directly. Such requests should always be sent on your behalf by the Human Resources Services at your duty station.

For further information on the distribution of the MAIP proceeds, please see ST/SGB/2004/11, Payment of Insurance Proceeds under the Malicious Acts Insurance Policy, dated 9 August 2004, and/or send an email to: MAIPquestions_UNHQ@un.org.



8. WORKERS' COMPENSATION (APPENDIX D TO THE STAFF RULES)

Participation and coverage

Appendix D to the United Nations Staff Regulations and Rules provides workers' compensation *coverage for injury, illness or death which is directly attributable to the performance of official duties* on behalf of the United Nations.

All United Nations staff appointed under the United Nations Staff Regulations and Rules are covered under Appendix D in the event of an injury, illness or death caused by the performance of their duties, and may be eligible for compensation which includes:

- Directly related medical costs (not covered by health insurance);
- A lump sum payment for permanent loss of function and/or disfigurement; and
- Monthly payments for disability or death (in the case of such monthly benefits, compensation awarded under Appendix D is a supplement of the benefits of the United Nations Joint Staff Pension Fund).

Claim

When a staff member sustains an injury or illness caused by the performance of official duties, he/she should report the accident or incident, or ensure it is reported, to the security or medical office in the duty station as soon as possible. The deadline for filing a claim for compensation is twelve months from the date of the accident or incident.

The HR office will advise if a claim can be made under Appendix D. They will obtain an investigation report, witness statements, HR information, security reports and other supporting documentation, and submit the claim on behalf of the staff member to the ABCC secretariat for review and processing. A claimant may be required to submit medical reports, proofs of payment and other documentation. Claims should not be sent directly to the ABCC secretariat.

Normally the claim will comprise of the following documents:

- Form P.290 (Claim for Compensation under Appendix D to the Staff Rules)
- Medical reports certified by DHMOSH
- Documents substantiating medical expenses
- Staff Action form
- Travel Authorization (if on travel status)
- Accident investigation/security report
- Witness statement (if applicable)
- Sick leave documents (if applicable)

The claim will be reviewed by the ABCC secretariat and the Director of the Division of Health-Care Management and Occupational Safety and Health (DHMOSH) before submission



to the ABCC for recommendation on a claim. The recommendations of the ABCC for compensation under Appendix D are subject to the Secretary-General's approval.

For further information, please refer to the Appendix D of ST/SGB/2018/1, *Staff Regulations and rules of the United Nations*, dated 1 January 2018.

9. DISABILITY PAYMENTS: PENSION FUND

If due to your illness or injury, your physician determines that you are incapacitated for work for a long period or permanently, and you have exhausted your maximum sick leave entitlement, the Division of Health-Care Management and Occupational Safety and Health (DHMOSH) will determine whether you are eligible to be considered for a disability benefit in accordance with ST/AI/1999/16, *Termination of appointment for reasons of health*, dated 28 December 1999.

Termination of appointment for reasons of health entitles the former Fund participant to receive monthly disability payments from the United Nations Joint Staff Pension Fund (UNJSPF), for as long as the staff member remains incapacitated.

Requests for termination of appointment for reasons of health can only be approved by the Secretary-General following review and award of a disability benefit by the United Nations Staff Pension Committee based on a recommendation by the Medical Advisor to the UNJSPF and a joint recommendation of the UNJSPF Committee.

The amount of the monthly disability payment is determined by the UNJSPF. Staff members are encouraged to consult with a UNJSPF representative to learn more about the payment they might receive and any other options that may be available to them if they are over the applicable early retirement age.

Once the separation Staff Action form is completed by the HR office, the UNJSPF will take 4-6 weeks to execute the first monthly payment.

For further information on disability benefits, please visit <http://www.unjspf.org>

10. TRAVEL OF FAMILY MEMBERS

In case of serious injury or illness of a staff member not accompanied at the duty station by an eligible family member, the travel of such a family member to visit the staff member may be authorized, provided that the Medical Director certifies that the condition of the staff member requires the presence of the family member and that the family member's travel cannot be covered under other official travel. The standard of air travel accommodation to be provided to the eligible family member shall be economy class.



11. REPATRIATION

(i) Repatriation travel (internationally recruited staff only)

If a staff member is separated from the Organization due to disability following an injury or illness, the Organization will provide transport back to his/her place of recruitment or place of home leave via the most economical route. Spouses and recognized dependants who were transported to the duty station by the Organization will also be eligible for repatriation travel.

(ii) Repatriation Grant

Internationally recruited staff members who have completed at least five years of qualifying service and whom the Organization is obligated to repatriate following separation from service may be eligible to receive a repatriation grant upon submission of evidence of their relocation away from the country of the last duty station. The amount of grant is subject to the length of service with the United Nations and to the staff member’s marital and dependency status. The rates of allowance are outlined in the table below:

<i>Years of continuous service away from home country</i>	<i>Staff member with a spouse or dependent child at time of separation</i>	
	<i>Professional and higher categories</i>	<i>General Service category</i>
5	14	8
6	16	9
7	18	10
8	20	11
9	22	13
10	24	14
11	26	15
12 or more	28	16

Weeks of gross salary, less staff assessment, where applicable



(iii) Shipment of personal effects

Your HR office will provide you with information on eligibility and available options. Please see ST/AI/2016/4, *Excess baggage, shipments and insurance*, dated 1 July 2016 for detailed information.

12. AFTER SERVICE HEALTH INSURANCE (ASHI)

In case of injury resulting in separation from service and receipt of a disability benefit under the Regulations of the UNJSPF or with compensation for disability under Appendix D of the Staff rules, a former staff member, who was enrolled in a contributory health insurance plan at the time of separation, is eligible for after-service health insurance coverage (ASHI); ASHI is available only as a continuation from previous active-service coverage in a contributory health insurance plan of the United Nations.

The spouse and eligible recognized children of a staff member may also be eligible for coverage provided they were enrolled in the same contributory health insurance plan as the staff member at the date of separation.

To apply:

Application forms for enrolment in the After Service Health Insurance (ASHI) plan are available from the HR office at your location, the Health and Life Insurance Section/UNHQ (HLIS), or on the HLIS website at www.un.org/insurance and may be submitted to your HR office up to 31 days prior to separation. The latest date for enrolment in the Plan is 31 days following the date of separation.

To learn more about ASHI, please see ST/AI/2007/3, *After-service health Insurance*, dated 1 July 2007.

13. FINAL PAYMENT

Upon separation from service, staff members may receive a lump sum payment representing their final settlement. This payment will include any outstanding salary and applicable allowances (such as post adjustment, mobility incentive, hardship allowance, commutation of accrued annual leave days, child or dependent spouse allowance, language allowance) accrued or owed to the staff member at the date of separation. Any amount owed to the Organization by the staff member will be deducted from this amount. Such amounts would include, for example, travel advances, education grant advances, salary advances, advance annual leave days, telephone and communication costs, value of lost United Nations property, etc.

Your HR office will determine the last day on which salary, allowances and benefits will cease based on which your final settlement will be calculated.



BENEFITS AND ENTITLEMENTS IN CASE OF DEATH

Specific benefits and entitlements will be paid to the surviving families and beneficiaries on behalf of the staff member who dies in service. These benefits and entitlements are described below along with guidance on how to access them.

Please bear in mind that the benefits and entitlements which are mentioned herein might not be applicable to everyone or to all situations. Staff members should consult with their respective Human Resources offices.

Benefits may be paid to a recognized spouse, dependent children, other family member, acquaintance or entity, officially recorded as a beneficiary by the staff member prior to his/her death.

Persons recognized as primary dependants can include:

- Officially recognized spouse;
- Natural or legally adopted children up to age 18 years, or 21 years if enrolled full time at an education institution;
- Stepchildren up to age 18 years or 21 years, if enrolled full time at an education institution, and if residing with the staff member at the time of death.

1. CONTINUED MEDICAL COVERAGE

The recognized spouse and eligible dependent children of a staff member who dies while participating in a United Nations contributory health insurance plan have the option to apply for participation in the United Nations After Service Health Insurance, referred to as “ASHI” once both of the following conditions are met:

1. They are participating in the same health insurance plan at the time of death of the staff member;
2. They are eligible for a periodic benefit awarded under the Regulations of the UNJSPF and/or Appendix D to the Staff Rules.

To apply for ASHI:

- Application forms are available from the HR office at the staff member’s location or from the Health and Life Insurance Section/UNHQ, or at <http://www.un.org/insurance>
- The recognized spouse and/or dependent children will be required to complete and submit an application to the HR office at their location, or to the Health and Life Insurance Section/UNHQ within 90 days following the date of death of the staff member.

To learn more about ASHI, please see ST/AI/2007/3, After-service health Insurance, dated 1 July 2007.



2. LIFE INSURANCE BENEFITS

Group Life Insurance (GLI) is an unsubsidized insurance plan underwritten by The Hartford insurance company which is made available to staff members on an optional basis. If a staff member contributed to GLI, upon his/her death, the beneficiaries officially recorded prior to the death will receive a benefit in accordance with ST/IC/2002/63.

To obtain a life insurance benefit:

The Health and Life Insurance Section at UNHQ will inform The Hartford of a staff member's passing and submit the claim on behalf of the beneficiary(ies). The HR office will assist the beneficiary(ies) designated by the deceased staff member regarding the documents to be submitted. The claim must be submitted to The Hartford through the Health and Life Insurance Section at UNHQ or the deceased staff member's local HR office. The claim should not be submitted to the insurance company directly.

The documents required to be submitted with the Life Insurance claim can be found in the following document:

https://www.un.org/insurance/sites/www.un.org.insurance/files/Forms/Death%20Claims%20Checklist-1-2019-New-Ver-1_0.pdf

Proceeds are paid separately to each beneficiary and/or to the legal guardian of the estate of a minor child who is a beneficiary. Several weeks should be allowed from the date the claim is submitted by UNHQ to The Hartford until the process is completed. There is no deadline for submitting a claim.

Please do not send any request for compensation directly. Such requests should always be sent on your behalf by the Human Resources Services at your duty station.

For further information, please visit <http://www.un.org/insurance/>

3. PENSION BENEFITS

When a United Nations staff member who is a participant in the United Nations Joint Staff Pension Fund (UNJSPF) passes away, benefits are paid to the surviving spouse(s) and dependants under the age of 21 years. These relationships must be officially recognized by the Organization. The following Pension Fund benefits will be paid:

Widow/widower's benefit

Payable to the recognized surviving spouse(s) of a participant. (Reference: Articles 34 and 35 of the Regulations of UNJSPF, which can be accessed through the link at the end of this section).



Child's benefit

Payable to each officially recognized child of the participant under the age of 21 years. Benefits may also be payable to children over the age of 21, but only if they are found by the United Nations Staff Pension Committee to have been incapacitated by illness or injury for substantial gainful employment.

In this case, if there is no other surviving parent, arrangements should be made to legally appoint a guardian for the minor or incapacitated child so that payments can be made accordingly. (Reference: Article 36 of the Regulations and Administrative Rule J.2(e) of UNJSPF, which can be accessed through the link at the end of this section).

Divorced surviving spouse's benefit

A benefit may be payable to the former spouse of a participant upon request under the following conditions:

- Must have been married to the staff member for a continuous period of at least 10 years during which the staff member contributed to the Fund;
- If the staff member's death occurred within 15 years of the date when the divorce became final unless there is an obligation on the part of the staff member to pay maintenance;
- The former spouse has reached the age of 40;
- Evidence is provided by the former spouse that there is no express renouncement of UNJSPF pension benefit entitlements as part of the divorce settlement.

(Reference: Article 35 of the UNJSPF Regulations, which can be accessed through the link at the end of this section and UNJSPF Divorce Booklet, accessed via the following link:

<https://www.unjspf.org/documents/divorce/>

Secondary dependant's benefit

This benefit is payable if there is no surviving spouse, divorced surviving spouse or child eligible for a periodic benefit, under certain circumstances, and in strict conformity with article 37 of the Regulations of UNJSPF. Please note the following:

- A secondary dependant's benefit is payable to only one surviving secondary dependent;
- If payable to a surviving parent, the benefit would be paid at the same rate used for a surviving spouse;
- If payable to a surviving sibling under the age of 21 or who is over the age of 21 and disabled, the benefit would be paid at the same rate used for a child's benefit;
- If more than one person is eligible, the benefit would be paid to the person designated by the participant or, in the absence of such designation, to the person designated by the Board.



Residual settlement

If there is no surviving relative eligible for a periodic benefit, as described above, a residual settlement may be payable to the beneficiary designated by the participant on the form “Designation of recipient of residual settlement” (PENS.A/2 form). This settlement would be a one-time payment. This form is separate from the P.2 form, which is used for the designation of a beneficiary of any amounts due by the United Nations as the employer of the staff member (Article 38 of the Regulations of the UNJSPF).

In the event of a staff member’s death, the HR office will submit the relevant documents to the Pension Fund immediately following the approval of the separation Staff Action (PA). Finalizing a Staff Action (PA) is often delayed by unresolved leave issues, outstanding travel and education claims, etc. Staff members are therefore encouraged to ensure their records are in order and that they take immediate action on their administrative issues during their service with the Organization. It is important that family members or beneficiaries be able to produce as quickly as possible any information requested by the HR office to supplement the payment request. Bearing in mind the need for income continuity of your dependants, please note that a settlement from the UNJSPF will take up to 4 to 6 weeks following receipt of the Staff Action form (PA) in their office. If you have a disabled child over the age of 21, you should contact the Pension Fund for guidance on what actions you should take now to ensure that the child receives a pension benefit in the event of your passing.

For further information, please refer to Survivor’s Benefits Booklet located on UNJSPF website <http://www.unjspf.org>.

For more information on the Pension Fund regulations, please consult the Regulations, Rules and Pension Adjustment System of the United Nations Joint Staff Pension Fund at <https://www.unjspf.org/regulations-and-rules-of-the-unjspf/>

4. COMPENSATION PAYMENT UNDER APPENDIX D

Participation and coverage:

Appendix D to the United Nations Staff Rules provides workers’ compensation coverage for death, injury or illness attributable to the performance of official duties on behalf of the United Nations. It should be noted that not all deaths, injuries or illnesses that occur in the course of performing official duties or duty related travel are automatically considered to be directly attributable to the performance of official duties.

All United Nations staff appointed under the United Nations Staff Regulations and Rules are covered under Appendix D in the event of death, injury or illness caused by the performance of their duties, and may be eligible for compensation which includes:

- compensation for loss of life of the staff member paid to the recognized spouse and dependent children;



- a reasonable amount for reimbursement of funeral expenses, including preparation of the remains;
- reimbursement of costs directly related to hospitalization and medical treatment;
- transportation of remains and transportation of eligible dependants to their place of residence, official duty station or, with some limitations, to another place specified by the staff member's family.

Claim:

When a staff member's death takes place during the performance of official duties, the incident should be reported to the security or medical office in the duty station as soon as possible. The deadline for filing a claim for compensation is 12 months from the date of the incident.

The HR office will advise if a claim can be made under Appendix D. Each claim is considered on a case-by-case basis. Claims should be processed through the HR office. The following documents are generally required for the claim, and will be obtained by the HR office, who will submit the claim on behalf of the recognized dependants of the staff member to the Advisory Board on Compensation Claims (ABCC) secretariat for review and processing. A claimant may be required to submit medical reports, proofs of payment and other documentation. Claims should not be sent directly to the ABCC secretariat.

Normally the claim will comprise the following documents:

- Form "Claim for Compensation under Appendix D of the Staff Rules" (P.290) duly completed;
- Description of the circumstances of the incident or illness;
- Official incident/security/investigation report or report of the Board of Inquiry, as applicable;
- Witness statements, if available;
- Administrative statement confirming that the claimant was on official duty when the incident occurred;
- Medical reports;
- Staff Action form and/or contract that was in effect at the time of the incident;
- A letter claiming compensation for the surviving spouse and/or dependent children;
- Copies of the death certificate;
- Copies of the marriage and/or birth certificates for dependent children.

The claim will be reviewed by the ABCC secretariat and the Director of the United Nations Division of Health-Care Management and Occupational Safety and Health (DHMOSH) before submission to the ABCC for consideration. All recommendations for compensation under Appendix D must be submitted to the Secretary-General for approval.



Please do not send any request for compensation directly. Such requests should always be sent on your behalf by the Human Resources Services at your duty station.

For further information, please refer to Appendix D of ST/SGB/2018/1, Staff Regulations and rules of the United Nations, dated 1 January 2018.

5. PROCEEDS FROM THE MALICIOUS ACT INSURANCE POLICY (MAIP)

Coverage and participation:

The Malicious Acts Insurance Policy (MAIP) is an inter-agency insurance policy that provides 24-hour coverage for all staff members of the United Nations including participating United Nations system organizations globally in respect of death or permanent disability (total or partial) caused directly or indirectly by war or a malicious act. For a list of organizations participating in the United Nations MAIP programme, please see Annex 1. However, please note that some organizations have their own insurance plan.

Should a staff member covered under the policy die as a result of an incident covered by the policy, the proceeds shall be paid as follows:

If the staff member has a surviving spouse and/or a dependent child or children at the time of death, the proceeds shall be paid to the spouse and any dependent children, in equal shares.

If the staff member does not have a surviving spouse and/or a dependent child or children at the time of death, the proceeds shall be paid to the beneficiaries designated by the staff member.

Each beneficiary shall receive the share of the proceeds indicated by the staff member. In the absence of any instructions given by the staff member as to the share of each beneficiary, the proceeds shall be paid in equal shares to all designated beneficiaries who survive the staff member.

If there is no designated beneficiary at the time of death, the proceeds shall be paid to the estate of the staff member.

Staff should contact their HR Office in order to make any change to their “*Designation, Revocation and Change of Beneficiary*” form (P.2).

The MAIP may also cover medical expenses up to a value of 10% of the benefit for death, subject to a maximum of US\$10,000.

Eligibility and Enrolment:

All United Nations staff members are eligible for automatic MAIP coverage. No enrolment forms need to be completed and participation is at no cost to eligible individuals. Coverage is not extended to spouses or dependent children of the staff member.



Claim:

The claimant’s HR office will liaise with the Insurance and Disbursement Service (IDS) regarding the claim and in turn will advise whether or not the claimant is eligible for compensation under the MAIP.

The claimant’s HR office will submit the claim, attach the required documentation and obtain the necessary recommendations/approvals from the IDS.

The MAIP benefits are paid upon signing a release form.

Please do not send any request for compensation directly. Such requests should always be sent on your behalf by the Human Resources Services at your duty station.

For further information on the MAIP, please refer to ST/SGB/2004/11, *Payment of insurance proceeds under the malicious acts insurance policy*, dated 9 August 2004, or send an email to: MAIPquestions_UNHQ@un.org.

A comparison chart between Appendix D and MAIP is available in Annex 2.

6. DEATH BENEFIT TO SURVIVING SPOUSE AND/OR DEPENDENT CHILDREN

A lump sum payment is made to the officially recorded surviving spouse and/or dependent children of a staff member who dies when holding an appointment of at least one year or having completed one year of service. There is no such payment on behalf of staff members who do not have an officially recorded spouse or dependent children.

Upon confirmation of death, this payment will be initiated and approved by the staff member’s HR office for disbursement to the surviving spouse and/or dependent children. The payment is calculated based on the years of service according to the following schedule:

Completed years of service	Months of base/floor salary
3 or less	3
4	4
5	5
6	6
7	7
8	8
9 or more	9



For more information, please see Staff Rule 9.11(vii) of ST/SGB/2018/1, *Staff Regulations and rules of the United Nations*, dated 1 January 2018 for more information.

7. EDUCATION GRANT

Education grant and education grant travel for eligible dependent children are extended until the end of the academic year in which the staff member passed away.

8. UNITED NATIONS MEMORIAL AND RECOGNITION FUND (MRF)

The United Nations Memorial and Recognition Fund has been created as a living memorial to United Nations civilian staff who have died in the line of duty, and provides a practical way of helping their families by assisting financially in the education of surviving children.

Financial support from the Fund consists of a one-time monetary disbursement per family with at least one surviving dependent child aged between 5 and 25 and who was enrolled in full-time education at the time of the staff member's death. When surviving dependent children are under the age of 5 at the time of the staff member's death, the disbursement will be paid when the first dependent child turns 5 and is enrolled in full-time education.

The amount payable shall be the lump sum equivalent of one month of pensionable remuneration at the P-3/VI level at the rate in effect at the time of the incident. Only one payment will be made even if there are multiple surviving children or if the family comprises more than one family unit.

Eligibility:

An application can be made when the following conditions are met:

- a) The parent or legal guardian of the child or children was a United Nations civilian staff and has lost his/her life in the line of duty or is presumed dead in the line of duty;
- b) There is at least one surviving child aged between 5 and 25 who is in full-time attendance at an educational institution;
- c) That child has not yet completed four years of post-secondary studies.

How to apply?

Applications can be made by the surviving spouse or legal guardian on behalf of eligible surviving children directly to the local HR office. When a child is over 18 years of age and no parental or other guardianship applies, he/she can submit an application directly.

For further information, please contact your HR office. You can also refer to ST/SGB/2010/8/Rev.1, *United Nations Memorial and Recognition Fund*, dated 24 May 2012.

9. COMMUTATION OF ACCRUED ANNUAL LEAVE

Beneficiaries will be paid for the days of accrued annual leave of a staff member upon his/her death up to a maximum of 60 days for permanent, continuing or fixed-term appointments and 15 days for temporary appointments.



10. REPATRIATION AND TRANSPORTATION OF REMAINS AND PERSONAL EFFECTS TO PLACE OF BURIAL

Repatriation of staff member's remains:

The Organization will cover the cost for the transportation of the remains from the duty station or place of the incident to the place of recruitment or place of home leave. In the event that a decision is made by the family to transport the remains to a different location, the Organization will pay the cost up to the authorized entitlement.

The Organization offers two options for the repatriation of remains:

3. Transportation and arrangements by the Organization; or
4. Lump-sum option.

The corresponding HR office and/or the HR Family Focal point will advise on options available for repatriation, and initiate travel arrangements.

For more information, please see ST/AI/2011/9, Coordination of action in cases of death of staff members: travel and transportation in cases of death or health related emergency, dated 1 August 2011.

11. SHIPMENT OF STAFF MEMBER'S PERSONAL AND HOUSEHOLD EFFECTS:

The United Nations will pay for the shipment of personal effects and household goods to the place of home leave or place of recruitment as requested by the family, and in accordance with the initial shipment entitlement established upon recruitment/assignment to the duty station. The shipment entitlement should be discussed with the HR office as early as possible.

When the separation is the result of death attributable to performance of official duties, the two years grace period allowed for removal expenses on separation will not apply.

12. REPATRIATION OF SURVIVING DEPENDANTS **Repatriation travel:**

The United Nations will repatriate the surviving spouse and dependent children to the place of recruitment or place of home leave, if they were officially travelled to and installed at the staff member's duty station

Repatriation shipment:

Dependants who were installed at the duty station will be entitled to shipment of their personal effects and household goods to the place of recruitment or place of home leave as requested, in accordance with the initial shipment entitlement established upon recruitment/assignment to the duty station. The shipment entitlement should be discussed with the HR office as early as possible.

**Repatriation grant:**

If the staff member was serving outside his/her home country or country of nationality and had accrued at least 5 years of qualifying service, the United Nations will pay a grant to the surviving spouse and/or dependent children, upon submission of evidence of relocation to a place outside the country of the duty station.

13. FUNERAL COSTS

A portion of funeral costs that are associated with the preparation of the body may be reimbursable, up to the amount equivalent to three times the monthly G-2, step I, pensionable remuneration applicable at the time of death for the country where the funeral takes place, or, where there is no pensionable remuneration scale for the country where the funeral takes place, the pensionable remuneration scale for Headquarters in New York.

Before confirming funeral arrangements, family members are advised to confirm with the HR office what funeral costs will be reimbursed. All original receipts for related expenses should be kept for supporting the reimbursement claim.

14. FINAL SETTLEMENT UPON SEPARATION

The final settlement is a lump sum payment that includes all salary, allowances and outstanding amounts owed by the Organization to a staff member at the time of death. The settlement will include salary and applicable allowances (such as post adjustment, mobility incentive, hardship allowance, overtime, annual leave accrued, spouse, child, or single parent allowance, language allowance, rental subsidy, etc.) as well as a settlement of travel claims, education grant claims and tax reimbursement.

Any amounts due to the Organization by the staff member will be subtracted from this sum (i.e. overpayments on salary and allowances, salary advances, advances related to education grant, travel, annual leave, telephone and communications costs, payments in lieu of lost property, etc.).

Important to note:

- The final settlement will be paid to the person(s) the staff member has designated as his/her beneficiary(ies) on the form entitled "Designation, Change, or Revocation of Beneficiary" (P.2), which is available from your local HR office and on iSeek → Quick Links → Forms. The surviving spouse and dependent children are not automatic beneficiaries of this payment. Therefore, careful attention should be given when filling in and updating this form to ensure that the settlement is paid to the beneficiary(ies) of your wish. The original form must be placed on the staff member's Official Status File (OSF) in his/her local HR office.
- Payment of the final settlement is contingent on the completion and approval of the Staff Action (PA) form recording the separation from service. The PA is only finalized once certifications are received on leave records, overtime worked, travel claims submitted and cleared, education grants submitted and cleared, telephone calls certified and all outstanding payments to the Organization are cleared. Often, delays occur pending the



resolution and certification of these administrative issues. It is the staff member’s responsibility to ensure that all records and administrative paperwork are up-to-date at all times so this process can be expedited by the HR office as quickly as possible.

The checklist below allows you to note the benefits and entitlements you or your family members may be eligible for in the event of your separation from service due to injury or death, and confirm whether you have the information required to expedite the processing and payment.

Checklist - <i>Understand the benefits, entitlements and payments in case of injury or death</i>	Eligible for this benefit?	Have necessary information?
Salary up to time of death, including all allowances		
Shipment of personal effects (staff member and family)		
Sick leave		
Compensation under the Malicious Acts Insurance Policy (MAIP)		
Compensation under the Appendix D to the Staff Rules		
UNJSPF Disability benefit in case of injury or illness that leaves a participant incapacitated for further service		
Repatriation travel to home country for staff member and eligible family members		
ASHI - After service health insurance (including for spouse and dependants)		
Group life insurance (beneficiaries designated on Aetna form)		



Pension benefits (widow/er’s benefit, child benefit, secondary dependant’s benefit, residual settlement)		
Lump sum for recognized spouse and/or dependent children (calculated based on years of service) in case of death		
Compensation for lost personal property		
Education grant for dependants		
Disbursement from the UN Memorial and Recognition Fund		
Commutation of annual leave (up to 60 days)		
Repatriation and transportation of the remains to place of recruitment or home country		
Reimbursement of part of funeral costs		
Repatriation grant for surviving dependants		



REFERENCE DOCUMENTS

- ST/SGB/2018/1 Staff Regulations and rules of the United Nations, dated 1 January 2018
- ST/SGB/2018/1/Appendix D, Appendix D to Staff rules, dated 1 January 2018
- ST/AI/149/Rev.4, Compensation for Loss of or Damage to Personal Effects Attributable to Service, dated 14 April 1993
- ST/AI/1999/16, Termination of Appointment for Reasons of Health, dated 28 December 1999
- ST/AI/2000/10, Medical Evacuation, dated 21 September 2000
- ST/SGB/2004/11, Payment of Insurance Proceeds under the Malicious Acts Insurance Policy, dated 9 August 2004
- ST/AI/2016/4, Excess Baggage, Shipments and Insurance, dated 1 July 2016
- Regulations, Rules and Pension Adjustment System of the United Nations Joint Staff Pension Fund
- ST/AI/2007/3, After-Service Health Insurance, dated 1 July 2007
- ST/IS/2002/63, United Nations group life insurance plan
- ST/AI/2011/9, Coordination of Action in Cases of Death of Staff Members: travel and transportation in cases of death or health related emergency, dated 1 August 2011
- ST/SGB/2010/8/Rev.1, The United Nations Memorial and Recognition Fund, dated 24 May 2012
- ST/AI/2013/4, Consultants and Individual Contractors



ANNEX 1. ENTITIES PARTICIPATING IN UN MAIP PROGRAMME

1. Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO)
2. Food and Agriculture Organization (FAO)
3. International Atomic Energy Agency (IAEA)
4. International Civil Aviation Organization (ICAO)
5. International Court of Justice (ICJ)
6. International Fund for Agricultural Development (IFAD)
7. International Maritime Organization (IMO)
8. International Organization for Migration (IOM)
9. International Studies Association (ISA)
10. International Trade Centre (ITC)
11. United Nations (UN)
12. UNAIDS
13. United Nations Convention to Combat Desertification (UNCCD)
14. United Nations High Commissioner for Refugees (UNCHR)
15. United Nations Development Programme (UNDP)
16. United Nations Educational, Scientific, and Cultural Organization (UNESCO)
17. United Nations Framework Convention on Climate Change (UNFCCC)
18. United Nations Population Fund (UNFPA)
19. United Nations Children's Fund (UNICEF)
20. United Nations Mechanism for International Criminal Tribunals (UNICTR)
21. United Nations' International Court Tribunal for the former Yugoslavia (UNICTY)
22. United Nations Industrial Development Organization (UNIDO)
23. United Nations Office for Project Services (UNOPS)
24. United Nations Relief and Works Agency (UNRWA)
25. United Nations System Staff College (UNSSC)
26. United Nations University (UNU)
27. United Nations Women (joined 2012)
28. Special Tribunal for Lebanon (STL)
29. World Meteorological Organization (WMO, joined 2012)



ANNEX 2. COMPARISON CHART BETWEEN APPENDIX D AND MAIP

	Appendix D	MAIP
Eligibility		
Staff Status	<p><u>All</u> international and locally recruited staff.</p> <p><i>Note: Consultants and individual contractors are entitled to compensation equivalent to that provided under Appendix D to the Staff Rules (ST/AI/2013/4 para. 5.24).</i></p>	<p><u>All</u> international and locally recruited staff.</p> <p><i>Note: Consultants and individual contractors are also covered under the MAIP (ST/AI/2013/4 para. 5.25).</i></p>
Applicable Situations	Covers death, injury, or illness attributable to the performance of official duties.	Covers death, permanent total disability, permanent partial disability or permanent loss of function caused directly or indirectly by war or a malicious act.
Eligibility of Beneficiaries	In the event of death, applies to recognized dependants.	In the event of death, applies to the surviving spouse and/or a dependent child or children, or anyone designated as beneficiary if there are no surviving spouse or a dependent child(children).
Coverage	<ul style="list-style-type: none"> ▪ Death ▪ Permanent or temporary disability (partial or total) ▪ Illness 	<ul style="list-style-type: none"> ▪ Death ▪ Permanent total disability ▪ Permanent partial disability ▪ Permanent loss of function caused directly or indirectly by war or a malicious act ▪ Includes PTSD
Benefits		
Type of Payments	Lump Sum + Monthly	Lump Sum only
Death Benefits	Monthly payments for lifetime of spouse and/or dependent child(children) or secondary dependent if no surviving spouse or child (children).	Lump Sum payment.



Permanent Loss of Function	Lump sum according to Appendix D established reference scale	According to MAIP established reference scale
Partial Disability Benefits (after permanent diagnosis)	Lump Sum payment + monthly payments for life of disabled staff member up to the age of retirement (60 or 62).	Lump Sum payment according to the established reference scale.
Administrative Process		
Claims Board/ Department	Adjudicated by Advisory Board on Compensation Claims (ABCC).	Administered by Insurance and Disbursement Service (IDS) in the Accounts Division, Office of Programme Planning, Budget and Accounts (OPPBA).
Claims Request (Notification)	Deadline for submission of claims is no more than 12 months after incident.	As soon as possible; provide additional details as they become available.
Supporting Documents	Medical certificate of injury/illness and/or DSS report depending on the nature of injury.	<p>Circumstances of the Incident</p> <ul style="list-style-type: none"> • Description of loss (injuries or death) • Name and index number of staff member(s) • Date of Birth of staff member(s) • Level/grade of staff member(s) • Copy of staff member's contract • Copy of latest Staff Action • Security report and police report if applicable <p>For death cases only:</p> <ul style="list-style-type: none"> • Death certificate and post mortem report • Beneficiary designation <p>For medical expenses claim:</p> <ul style="list-style-type: none"> • Medical invoices to substantiate the claim • The invoices and costs must be certified as necessary and validated by the relevant UN Medical Officer.
Determination	Case-by-case, by ABCC	Depends on DSS determination of whether or not event qualifies