

Conditions of Service Tweak Log  
(November 2022)

	Nature	Page number	Current	Change
1	Typo	Table of Content	Evaluation	Evacuation
2	Indent	38	di.	e.
3	Deletion	42	"Annual Leave may not be carried over in case of reassignment or a new assignment."	"Annual Leave may not be carried over in case of <del>reassignment or</del> a new assignment."
4	Suggestion	51	"Coverage for UN Volunteers begins from the Commencement of Service and normally ceases one month after the last day of the UN Volunteer Contract date."	Raised by UNV stakeholders, however this was confirmed to be in line with ATLAS/Quantum specifications. No change will be made.
5	Addition	69	Early separation for misconduct	It results in the loss of the Exit Lump Sum allowance
6	Deletion	95	"If the UN Volunteer's assignment has been terminated and the UN Volunteer repatriated, costs related to the shipment of personal effects remaining at the duty station will be deducted from the authorized Exit Lump Sum allowance "	<del>"If the UN Volunteer's assignment has been terminated and the UN Volunteer repatriated, costs related to the shipment of personal effects remaining at the duty station will be deducted from the authorized Exit Lump Sum allowance."</del>
7	Addition	75	"If the decision for which the review is sought was made by the UNV Executive Coordinator, or if, upon receipt of the UNV Executive Coordinator's response to the request for review, the UN Volunteer wishes to contest the decision further, he or she must send a request in writing to the UNDP Administrator within 30 days of receiving the UNV Executive Coordinator's decision. This written request must contain the name of the UN Volunteer, a consolidated statement of the reasons for which the review is sought and be sent directly to the UNDP Administrator with a copy to the UNV Executive Coordinator."	"If the decision for which the review is sought was made by the UNV Executive Coordinator, or if, upon receipt of the UNV Executive Coordinator's response to the request for review, the UN Volunteer wishes to contest the decision further, he or she must send a request in writing to the UNDP Administrator within 30 <b>calendar</b> days of receiving the UNV Executive Coordinator's decision. This written request must contain the name of the UN Volunteer, a consolidated statement of the reasons for which the review is sought and be sent directly to the UNDP Administrator with a copy to the UNV Executive Coordinator."

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8	Addition	62	“No notice of termination will be observed by UNV in the cases of summary dismissal, prolonged incapacity to work because of illness.”	“No notice of termination will be observed by UNV in the cases of summary dismissal or prolonged incapacity to work because of illness.”
9	Addition	72	Page number is missing.	
10	Format change	69-70	Suggest moving the last sentence on page 69 “c. How to Report: Under the UNV Whistle-blower Policy and Procedures in Annex” over to page 70	
11	Capitalization	71	“ i. Are reported to UNV or the UNDP Country Office, are under assessment or investigation or are being reviewed during a UNV disciplinary process; or”	“i. are reported to UNV or the UNDP Country Office, are under assessment or investigation or are being reviewed during a UNV disciplinary process; or”
12	Missing annex		What happened to the Annex containing the provisions on sexual harassment and abuse of authority? While we have definitions of SH and abuse of authority we still need the annex setting out the SGB or at least the main principles of the SGB.	A decision was made to remove the Annex when the UCOS were being finalized and move it under definitions. VSS Policy Specialist confirmed with UNDP Legal Office to maintain current structure.
13	Editorial change	18	Recognized primary dependents: Recognized primary dependents are immediate family members meeting one of the following criteria: recognized spouses or partners (including those who are part of a recognized union), and biological children, adopted children and stepchildren, who are not married or not in a recognized partnership or union and are under the age of 21 (see Definitions in Section III). Dependents already claimed by another UN personnel member cannot also be claimed by a UN Volunteer for purposes of receiving dependency-based benefits and entitlements. In such cases UNV will review the	Recognized primary dependents: Recognized primary dependents are immediate family members meeting one of the following criteria: recognized spouses or partners (including those who are part of a recognized union), and biological children, adopted children and stepchildren, who are not married or not in a recognized partnership or union and are under the age of 21 (see Definitions in Section III). Dependents already claimed by another UN personnel member cannot also be claimed by a UN Volunteer for purposes of receiving dependency-based benefits and entitlements. In such cases UNV will review the

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			facts of the case and will make determination in the interest of the Organization if any benefit or entitlement should be reduced or amended. Recognized primary dependents are separated into two sub-categories for UNV purposes: primary family unit (PFU) and additional primary dependents.	facts of the case and will make a determination in the interest of the Organization if any benefit or entitlement should be reduced or amended. Recognized primary dependents are separated into two sub-categories for UNV purposes: primary family unit (PFU) and additional primary dependents.						
14	Addition	Annex A-05	Reassignment Lump Sum for national UN Volunteer	Add \$200 Entry Lump Sum						
15	Addition	X.1.a	Coverage: The UN Volunteer and eligible PFU dependents will receive UNV provided medical insurance coverage. Coverage for UN Volunteers begins from the Commencement of Service and normally ceases one month after the last day of the UN Volunteer Contract date.	Coverage: The UN Volunteer and eligible PFU dependents will receive UNV provided medical insurance coverage. Coverage for UN Volunteers begins from the Commencement of Service and normally ceases one month after the last day of the UN Volunteer Contract date. (See Annex A-05).						
15	Addition	Annex A-05	Insurance for dependents of international UN Volunteers	Clarify when they are authorized in the duty station <table border="1"> <tr> <td><b>International UN Volunteer (excluding University)</b></td> <td>Recognized PFU members will be extended UNV funded health insurance only when authorized to travel in writing by UNV to join the UN Volunteer at the Duty Station, and meeting all criteria set forth in Section VII.7.</td> </tr> <tr> <td><b>National UN Volunteers (excluding Community &amp; University)</b></td> <td>Recognized PFU members residing in the country of assignment will be extended UNV funded health insurance.</td> </tr> <tr> <td><b>UN Community Volunteers</b></td> <td>Recognized PFU members are excluded from UNV funded insurance as UN Community Volunteers category is designated as single status.</td> </tr> </table>	<b>International UN Volunteer (excluding University)</b>	Recognized PFU members will be extended UNV funded health insurance only when authorized to travel in writing by UNV to join the UN Volunteer at the Duty Station, and meeting all criteria set forth in Section VII.7.	<b>National UN Volunteers (excluding Community &amp; University)</b>	Recognized PFU members residing in the country of assignment will be extended UNV funded health insurance.	<b>UN Community Volunteers</b>	Recognized PFU members are excluded from UNV funded insurance as UN Community Volunteers category is designated as single status.
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<b>UN Community Volunteers</b>	Recognized PFU members are excluded from UNV funded insurance as UN Community Volunteers category is designated as single status.									
16	Deletion and Addition	65	The Final Clearance Checklist is the responsibility of the UN Volunteer at the end of an assignment and must be cleared by the Host Entity and UNDP/UNV.	The Final Clearance Checklist is the responsibility of the UN Volunteer at the end of an assignment and						

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				must be cleared by the Host Entity and <del>UNDP</del> /UNV Headquarters.
17	Deletion	59	All UN Volunteers are required to complete an end of assignment report. The required contents, format, and mode of submission of the end of assignment report will be indicated to the UN Volunteer by UNV. The payment of the final entitlements and the issuance of the Certificate of Service are contingent upon the submission of the end-of-assignment report.	All UN Volunteers are required to complete an end of assignment report. The required contents, format, and mode of submission of the end of assignment report will be indicated to the UN Volunteer by UNV. <del>The payment of the final entitlements and the issuance of the Certificate of Service are contingent upon the submission of the end-of-assignment report.</del>
18	Deletion	50	<b>Full Loss of entitlement:</b> A UN Volunteer will lose the entire entitlement to an Exit Lump Sum allowance in the following cases: <i>i. Summary dismissal;</i> <i>ii. Early separation for misconduct;</i> <i>iii. Termination for facts anterior;</i> <i>iv. Abandonment of post;</i> <i>v. Exclusion for a period of up to 5 years after non-extension of the current Contract for misconduct;</i> <i>vi. Resignation before completion of the initial contract period;</i> <i>vii. Non-compliance with the end of assignment and all reporting requirements.</i>	<b>Full Loss of entitlement:</b> A UN Volunteer will lose the entire entitlement to an Exit Lump Sum allowance in the following cases: <i>i. Summary dismissal;</i> <i>ii. Early separation for misconduct;</i> <i>iii. Termination for facts anterior;</i> <i>iv. Abandonment of post;</i> <i>v. Exclusion for a period of up to 5 years after non-extension of the current Contract for misconduct;</i> <i>vi. Resignation before completion of the initial contract period;</i> <i>vii. Non-compliance with the end of assignment and all reporting requirements.</i>
19	Editorial changes	77	<i>iii. such rebuttal as the claimant may wish to make within 30 days of receipt of the arbitrator's answer, unless the arbitrator orders otherwise;</i>	<i>iii. such rebuttal as the claimant may wish to make within 30 days of receipt of the <b>respondent's</b> answer; unless the arbitrator orders otherwise;</i>
20	Deletion	p. 35 (VII.9.f.)	<b>Maximum deductions:</b> As VLA is set to maintain minimum living standards, deductions from VLA, except for final payments, will generally not be made. However, where authorized, deductions from the full applicable VLA rate should not cumulatively	<b>Maximum deductions:</b> As VLA is set to maintain minimum living standards, deductions from VLA, <del>except for final payments</del> , will generally not be made. However, where authorized, deductions from the full applicable VLA rate should not

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			exceed 30 per cent of the full applicable monthly VLA rate, unless the deductions are made from the final month's VLA or Exit Lump Sum allowance, in which case 100 per cent may be deducted.	cumulatively exceed 30 per cent of the full applicable monthly VLA rate, unless the deductions are made from the final month's VLA or Exit Lump Sum allowance, in which case 100 per cent may be deducted.
21	Deletion	p. 41 (VII.13)	<p><b>13. Deductions from Allowances and Payments</b></p> <p>a. UNV Headquarters may make deductions from any allowance or payment due to the UN Volunteer to cover:</p> <p><i>i. Indebtedness to UNV, the UN system and UNV contracted health insurance provider.</i></p> <p><i>ii. Family support debts, if judicially established by a competent court, and when a deduction for this purpose is authorized by the UNV Executive Coordinator in alignment with the process set out in the Secretary General's bulletin ST/SGB/1999/4.</i></p> <p><i>iii. Government-ordered payments.</i></p> <p><i>iv. Unauthorized absence from service.</i></p> <p><i>b. Deductions for the above four categories may only be up to 30% monthly from the VLA, however, up to 100% of the Exit Lump Sum allowance and the last month of the VLA may be deducted.</i></p>	<p><b>13. Deductions from Allowances and Payments</b></p> <p>a. UNV Headquarters may make deductions from any allowance or payment due to the UN Volunteer to cover:</p> <p><i>i. Indebtedness to UNV, the UN system and UNV contracted health insurance provider.</i></p> <p><i>ii. Family support debts, if judicially established by a competent court, and when a deduction for this purpose is authorized by the UNV Executive Coordinator in alignment with the process set out in the Secretary General's bulletin ST/SGB/1999/4.</i></p> <p><i>iii. Government-ordered payments.</i></p> <p><i>iv. <del>Unauthorized absence from service.</del></i></p> <p><i>b. Deductions for the above four categories may only be up to 30% monthly from the VLA, however, up to 100% of the Exit Lump Sum allowance and the last month of the VLA may be deducted.</i></p>
22	Deletion	p. 61 (XIII.3.c.)	<p><b>c. Consequences of failure to comply with the stipulated notice period:</b> If the UN Volunteer resigns with insufficient notice, the number of deficient days from the applicable notice period will be charged first against their Annual Leave. Any days deficient in notice beyond the accrued Annual Leave will be treated as an unauthorized absence and a pro-rated amount deducted accordingly. Lastly, the UN</p>	<p><b>c. Consequences of failure to comply with the stipulated notice period:</b> If the UN Volunteer resigns with insufficient notice, the number of deficient days from the applicable notice period will be charged against their Annual Leave. <b>Any days deficient in notice beyond the accrued Annual Leave will be treated as an unauthorized absence. The UN Volunteer will also lose that portion of</b></p>

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			Volunteer will also lose that portion of their Exit Lump Sum that accrued during their most recent contract period.	their Exit Lump Sum that accrued during their most recent contract period for failure to comply with the stipulated notice period.																																																	
23	TBC	Reduce Minimum Service Period to 3 months for UN Youth Volunteers	<table border="1"> <thead> <tr> <th rowspan="2"></th> <th colspan="4">International</th> <th colspan="5">National</th> </tr> <tr> <th>University</th> <th>Youth</th> <th>Specialist</th> <th>Expert</th> <th>Community</th> <th>University</th> <th>Youth</th> <th>Specialist</th> <th>Expert</th> </tr> </thead> <tbody> <tr> <td>Age</td> <td>18-26</td> <td>18-26</td> <td>27-80</td> <td>35-80</td> <td>18+</td> <td>18-26</td> <td>18-26</td> <td>27+</td> <td>35+</td> </tr> <tr> <td>Experience (years)</td> <td>0-3</td> <td>0-3</td> <td>3-15</td> <td>15+</td> <td>0</td> <td>0-3</td> <td>0-3</td> <td>3-15</td> <td>15+</td> </tr> <tr> <td>Minimum Duration (months)</td> <td>3-6</td> <td>6-24</td> <td>3-48</td> <td>3-48</td> <td>3-48</td> <td>3-6</td> <td>6-24</td> <td>3-48</td> <td>3-48</td> </tr> </tbody> </table>		International				National					University	Youth	Specialist	Expert	Community	University	Youth	Specialist	Expert	Age	18-26	18-26	27-80	35-80	18+	18-26	18-26	27+	35+	Experience (years)	0-3	0-3	3-15	15+	0	0-3	0-3	3-15	15+	Minimum Duration (months)	3-6	6-24	3-48	3-48	3-48	3-6	6-24	3-48	3-48	<p><b>Pros</b></p> <ul style="list-style-type: none"> <li>Feedback from ROs: to synchronize with the C decision on minimum contract months made in September 2019</li> <li>HEs request contract duration of three months to assess youth volunteers' skills and competencies, rather starting with six-month contracts for costs efficiencies</li> </ul> <p><b>Cons</b></p> <ul style="list-style-type: none"> <li>Overlap with University Volunteers</li> <li>Cost-efficiency (specific processes e.g. APT)</li> <li>Most partners are interested in longer-term (12 months) assignments</li> <li>Learning</li> </ul>
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24	Addition	Front page	Effective 1 October 2021	Version 1.1. effective 14 November 2022  Effective 14 November 2022, this document replaces the prior version of the unified Conditions of Service for UN Volunteers. Copyright © 2022																																																	
25	Clarification		Definition of an initial contract to be further clarified	After thorough review it was jointly agreed by all parties (Legal and Policy Teams) that no further changes would be required.																																																	