UNITED NATIONS DISPUTE TRIBUNAL Case No.: UNDT/GVA/2015/12 !"#g \$e% No.: UNDT/2015/0'5 Dale: 2 A"g"s& 2015 O()g)%a*: E%g*)s+

Before: !"#ge Ro , a% Do , %)%g

Registry: Ge%e-a

Registrar: Re%. /. Va(gas /.

/ ELPIGNANO

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SECRETAR01GENERAL O2 T3E UNITED NATIONS

JUDGMENT

Counsel for Applicant: / a()sa / a4*e%%a%5 OSLA

Counsel for Respondent: Ske-e% D)ek()4+5 ALS/O3R / 5 UN Se4(eka()ak A*)ske(C'' \$ \$)%g5 ALS/O3R / 5 UN Se4(eka()ak

10. Pa&ag&a ! s 5 and , of t e suggested #nfo&mat#on $\$.

5. $5n \ okdek \ to \ ;ua"#f6 \ fok \ sons#dekat#on \ fok \ #ntekna" 2a\an\#es. staff+mem%eks \ #n \ t \ e \ geneka" \ sek2#\ sategok6 \ must \ %e \ ke\ku#ted \ t \ koug \ t \ e \ esta\%"#s \ ed \ ke\ku#tment \ !\ ko\sedukes \ of \ t \ e \ Un#ted \ Nat#ons \ and \ G \ must \ fu"f#" \ among \ ot \ ek \ t \ #ngs. \ t \ e \ esta\%"#s \ ed \ ke\ ;u#kement \ of \ m#n#mum \ sen\ #o\ k#t6 \ #n \ gkade.$

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11. A"ong t e same "#nes. !a&ag&a ! @ of t e Gu#de"#nes)(e2#e / of F"#g#%#"#t6-&eads<

@. T e m#ss#on8s Pe&sonne" *e\$t#on \$ondu\$ts a f#&st s\$&een#ng fo& e"#g#%#"#t6 of a!!"#\$ants. *taff mem%e&s a&e e"#g#%"e fo& !&omot#on #f t e6

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)%- fu"f#"" esta%"#s ed m#n#mum sen#o&#t6 &e;u#&ement as out"#ned %e"o / <

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12. 5n 2002. Adm#n#st&at#2e 5nst&u\$t#on *T/A5/2002/4)*taff se"e\$t#on s6stem-/as !&omu"gated. 5n se\$. 5.3. #t !&o2#ded t at 3HtI#me+#n+g&ade e"#g#%#"#t6 &e;u#&ements fo&me&"6 #n use s a"" no "onge& %e a!!"#\$a%"e47 se\$. 3 def#ned t e s\$o!e of a!!"#\$at#on of t #s adm#n#st&at#2e #nst&u\$t#on and #t d#d not e=\$"ude G* staff #n m#ss#ons.

13. 5n 200,. t e a%o2e+&efe&&ed #nst&u\$t#on / as su!e&seded %6 Adm#n#st&at#2e 5nst&u\$t#on *T/A5/200,/3)*taff se"e\$t#on s6stem-. 5ts se\$. 5.1 st#!u"ated t at 3HeI"#g#%#"#t6 &e;u#&ements &ega&d#ng t#me+#n+g&ade o& t#me+#n+!ost t at / e&e fo&me&"6 #n use s a"" no "onge& %e a!!"#\$a%"e47 se\$. 3. / #\$ def#ned t #s

#nst&u\$t#on\$ss\$o!e of a!!"#at#on.d#d not. one aga#n. e="ude G* staff #n m#ss#ons.

14.

17. 9n 2: 9\$to%e& 2012. t e D#&e\$to&. UNG*C. add&essed to a"" UNG*C staff a do\$ument ent#t"ed Administrative Instruction 12/26-01 on t e su%>e\$t of 3F"#g#%#"#t6 &e;u#&ements of m#n#mum sen#o&#t6 #n g&ade4. 'e st&essed t at t e B#e"d Pe&sonne" D#2#s#on)3BPD4-. DB*. #n 'ead;ua&te&s. ad d#&e\$ted UNG*C to fu""6 #m !"ement t e Gu#de"#nes. / #\$ esta%"#s ed t e e"#g#%#"#t6 &e;u#&ements of m#n#mum sen#o&#t6+#n+g&ade7 en\$e. e ad2#sed a"" UNG*C staff t at \$and#dates not meet#ng su\$ &e;u#&ements / ou"d not %e !"a\$ed aga#nst a #g e& "e2e" !os#t#on. 'e added t at t e 3 June 200@ e=\$e!t#ona" / a#2e& "#m#ted to one s!e\$#f#\$!os#t#on s ou"d not %e &ega&ded as 3a %"an?et aut o&#Jat#on4 to %e a!!"#ed to a"" s#m#"a& \$ases. and t at 3an6 \$u&&et !&a\$t#\$e H / asI to %e d#s\$ont#nued4.

10. 9n 27 Aa6 2014. a !ost fo& ' uman (esou&\$es Ass#stant) G^{+} ,-. (efe&en\$e Ve&#f#\$at#on Un#t. UN01/UNG*C. / as ad2e&t#sed %6 VA No. VA+13+14)04,-. / #t 2, June 2014 as t e dead"#ne fo& a !! "#\$at#ons. 5n #ts f#na" se\$t#on. t e VA stated t at 3H#Inte&na" \$and#dates at t e G*+5 "e2e" a&e e"#g#%"e to a !! "6 afte& \$om !"et#on of fou& 6ea&s of se&2#\$e at t e G*+5 "e2e"4.

1:. 9n 3 June 2014. t e A!!"#ant a!!"#ed to Tem!o&a&6 Jo% 9!en#ng)3TJ94-TJ9 13+14)04@-. 'uman (esou&ses Ass#stant)G*+,-. (efe&ene Ve&#f#at#on Un#t. UN01/G*C. T #s TJ9 d#d not an6 t#me+#n+g&ade &e;u#&ement. 9n 21 June 2014. e / as not#f#ed of #s se"et#on fo& t #s TJ9.

20. 9n 2, June 2014. t e A!!"#\$ant a!!"#ed fo& VA+13+14)04,-.

21. As f&om Ju"6 2014. and fo""o / #ng #s se"et#on fo& TJ9+13+14)04@-. t e A ! ! "#\$ant too? u ! #s funt#ons as ' uman (esoutses Ass#stant)G*+,-. (efe&en\$e Ve&#f#\$at#on Un#t. UN01/G*C on a tem ! ota&6 ass#gnment.

22. 5n &es!onse to t e A !! "#\$ant8s ema#" ;ue&6 of 24 Ju"6 2014. fo""o / ed+u ! %6 ema#"s of 15 *e!tem%e& 2014 and 3 Be%&ua&6 2015. t e C #ef 'uman (esou&\$es 9ff#\$e&. UNG*C. #nfo&med #m. on 4 Be%&ua&6 2015. t at a2#ng &e\$e#2ed d#&e\$t#on f&om BPD. 3Ht e6I must a !!"6 t e t#me #n g&ade &e;u#&ements fo& &e\$&u#tment of G staff4. 9n t e same da6. t e A !! "#\$ant soug t \$"a&#f#\$at#on as to / et e&. as a &esu"t. e ad %een dete&m#ned to %e not e"#g#%"e fo& VA+13+14)04,-. 5n &e!T f D14.1872 0 4.911 (t)0.8743 260275574 (!)9.6985f!t -. %efA

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a. T e de\$#s#on to &u"e t e A !! "#\$ant #ne"#g#%"e #s not me&e"6 !&e!a&ato&6.
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As fa& as e #s \$on\$e&ned. #t #s a f#na" ad2e&se dete&m#nat#on on #s e"#g#%#"#t6. essent#a""6 e=\$"ud#ng #m f&om t e &e\$&u#tment !&o\$ess. T us. #t ad d#&e\$t "ega" \$onse;uen\$es fo& #m s!e\$#f#\$a""6 #n t #s &e\$&u#tment. #n not on"6 %e#ng &u"ed #ne"#g#%"e and not a2#ng a \$ an\$e to fu&t e& \$om!ete and !oss#%"6 %e#ng se"e\$ted. %ut a"so #n #s a%#"#t6 to a!!"6 fo& an6 G+, !os#t#on7

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e. T e Gu#de"#nes / e&e o&#g#na""6 add&essed to f#e"d m#ss#ons. a"t oug
su\$ m#ss#ons needed to #m!"ement t em %6 / a6 of #nfo&mat#on \$#&\$u"a&.
T e Gu#de"#nes / e&e add&essed to s!e\$#f#\$ ent#t#es %6 name. un"#?e mo&e

>. *e\$. 2., of *T/A5/2010/3 !&o2#des t at 3HmIanua"s / #"" %e #ssued to !&o2#de gu#dan\$e4. %ut t at #n \$ase of 3#n\$ons#sten\$6 %et / een t e manua"s and t e te=t of t e G #nst&u\$t#on. t e !&o2#s#on of t e #nst&u\$t#on s a"" !&e2a#"4. Bu&t e&mo&e. t e A!!ea"s T&#%una" as &u"ed t at not on"6 must #nfe&#o& #ssuan\$es not su!e&sede su!e&#o& ones. %ut t e6 must not add su%stant#2e &e;u#&ements. un"ess e=!&ess"6 !e&m#tted to do so. T e&efo&e. t e Gu#de"#nes \$annot %e t e %as#s fo& an add#t#ona" &e;u#&ement7

?. T e Adm#n#st&at#on8s a ! ! &oa\$ amounts to d#s\$&#m#nat#on. 5t !ena"#ses UN01 "o\$a""6+&e\$&u#ted staff 2#s+L+2#s e=te&na" \$and#dates D not su%>e\$t to t#me+#n+g&ade &e; u#&ements D and staff #n 'ead; ua&te&s. / e&e t#me+#n+g&ade &e; u#&ements a&e not a ! ! "#ed7

". As !e& !a&ag&a! 5.5.1.,.1)Ko&? F=!e&#en\$e- of t e 5ns!#&a (e\$&u#te&s Aanua")(e"ease 3.0 of 10 9\$to%e& 2012-<

#f t e &e;u#&ed e=!e&#en\$e H#n a Jo% 9!en#ngI #s too s!e\$#f#\$. t #s ma6 e"#m#nate !e&fe\$t"6 su#ta%"e a!!"#\$ants / o "a\$? a na&&o/"6 def#ned &e;u#&ement. Too na&&o/ a des\$&#!t#on \$ou"d a"so "ead to \$on\$e&ns t at t e >o% o!en#ng as %een ta#"o&ed to su#t a !a&t#\$u"a& a!!"#\$ant.

m.

2:. T e (es!ondent8s !&#n\$#!a" \$ontent#ons a&e<

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a. T e #nstant a!!"#\$at#on #s !&ematu&e and t us #&&e\$e#2a%"e. A f#na" de\$#s#on as not %een ta?en #n t e \$ontested VA. T e dete&m#nat#on t at t e A!!"#\$ant #s #ne"#g#%"e fo& \$ons#de&at#on #s a !&e!a&ato&6 ste! and. as su\$. not a!!ea"a%"e unde& t e T&#%una"8s *tatute. T e A!!ea"s T&#%una" e"d #n Ivanov 2013+UNAT+37@ t at on"6 one adm#n#st&at#2e de\$#s#on \$om!"etes t e se"e\$t#on !&o\$ess7 #.e.. t e se"e\$t#on of t e su\$\$essfu" \$and#date. and t #s #s t e de\$#s#on t at ma6 %e \$ontested %6 ot e& \$and#dates. A"" ot e& de\$#s#ons / #t #n t e se"e\$t#on !&o\$ess a&e !&e!a&#ng t e f#na" se"e\$t#on and do not amount to a \$ontesta%"e adm#n#st&at#2e de\$#s#on7

%. G#2en t at !&e!a&ato&6 de\$#s#ons \$an on"6 %e d#s!uted #n "#g t of t e f#na" de\$#s#on. unt#" a f#na" se"e\$t#on de\$#s#on as %een made. t e&e #s no adm#n#st&at#2e de\$#s#on \$a&&6#ng "ega" \$onse;uen\$es fo& t e A!!"#\$ant8s te&ms of a!!o#ntment7

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\$. 5n g#2#ng fu"" and fa#& \$ons#de&at#on to \$and#dates. t e Adm#n#st&at#on #s %ound %6 t e te&ms of t e VA #n ;uest#on. T e Adm#n#st&at#on as %&oad d#s\$&et#on #n se"e\$t#on and a!!o#ntment de\$#s#ons and #ts a\$ts a2e a !&esum!t#on of &egu"a&#t6. 5t #s not fo& t e T&#%una" to su%st#tute #ts o/n >udgment fo& t at of t e *e\$&eta&6+Gene&a"7 #t \$an \$ondu\$t a "#m#ted >ud#\$#a" &e2#e / of t e se"e\$t#on e=e&\$#se to 2e&#f6 #f a \$and#date / as fu""6 and fa#&"6 \$ons#de&ed. / #\$ #n\$"udes a &e2#e / as to / et e& a \$and#date met t e s!e\$#f#ed e"#g#%#"#t6 &e;u#&ements7

d. T e e"#g#%#"#t6 &e; u#&ement \$onta#ned #n t e VA at #ssue / as "a / fu". T at / as \$onf#&med #n se2e&a" >udgments f&om t e fo&me& Un#ted Nat#ons Adm#n#st&at#2e T&#%una")3UNAdT4-)/rubant and *ight , thers No. 3@:)1:@7-. 0ayyar No. 43@)1:@@-. a/an No. : , :)2000--7

3,. T e (es!ondent su%m#ts t at t e A!!ea"s T&#%una" e"d #n Ivanov 2013+ UNAT+37@ t at t e on"6 adm#n#st&at#2e de\$#s#on / #\$ \$om!"etes t e se"e\$t#on !&o\$ess #s t e se"e\$t#on of t e su\$\$essfu" \$and#date. and a"" ot e& de\$#s#ons / #t #n t e !&o\$ess do not amount to \$ontesta%"e adm#n#st&at#2e de\$#s#ons. ' o / e2e&. afte& \$a&efu" &ead#ng of t e Ivanov \$and#date #s t e on"6 t6!e of de\$#s#on t at ma6 enta#" d#&e\$t "ega" \$onse;uen\$es fo& an6 of t e \$and#dates.

3:. Bu&t e&. #t #s / o&t not#ng t e A!!ea"s T&#%una"8s Judgment 8 han/ee 2015+ UNAT+527. 5n t #s \$ase. t e A!!"#\$ant \$ a""enged t e de\$#s#on not to s o&t"#st #m fo& #nte&2#e / on t e g&ounds t at e fe"" s o&t of t e e=!e&#en\$e &e;u#&ement. 5ndeed. t #s Judgment. / #"e not e=!&ess"6 stat#ng so. a!!ea&s to e;uate t e effe\$ts of sa#d de\$#s#on / #t t ose of a non+se"e\$t#on. *!e\$#f#\$a""6. #n #ts ;uotat#on of t e f#&st #nstan\$e >udgment at !a&ag&a! 4,. t e A!!ea"s T&#%una" a""udes to 3t e de\$#s#on not to se"e\$t t e A!!"#\$ant fo& t e \$ontested !ost. %6 not s o&t"#st#ng #m to %e #n2#ted fo& an #nte&2#e / 4. and. at !a&ag&a! 4:. #t &efe&s st&a#g tfo& / a&d to t e 3de\$#s#on not to se"e\$t A&. D an>ee4.

40. At t e 2e&6 m#n#mum. #t s ou"d %e st&essed t at t e A!!ea"s T&#%una" \$e&ta#n"6 d#d not f#nd t at t e de\$#s#on \$ontested %6 A&. D an>ee / as not su%>e\$t to >ud#\$#a" &e2#e / . as #t ente&ed #nto t e me&#ts of #s \$"a#m aga#nst #t. ' o / e2e&. "#?e #n t e \$ase at %a&. t e #m!ugned de\$#s#on / as ta?en as !a&t of t e &e\$&u#tment !&o\$edu&e. and ad t e effe\$t of e=\$"ud#ng t e \$on\$e&ned staff mem%e& f&om fu&t e& \$ons#de&at#on at a stage / e&e t e f#na" se"e\$t#on de\$#s#on ad not 6et %een made.

41. Bo& t ese & easons. t e T&#%una" #s sat#sf#ed t at t e !& esent a !! "#\$at#on fa""s / #t #n #ts >u&#sd#\$t#on and #s t e& efo& & & & . As su\$. #t / #"" !&o\$eed to e=am#ne #ts me&#ts.

43. K#t t #s #n m#nd. t e T&#%una" / #"" fo\$us on / et e& t e Gu#de"#nes. and #n !a&t#\$u"a& t e t#me+#n+g&ade &e;u#&ement !&es\$&#%ed t e&e#n. / e&e 2a"#d. #n fo&\$e and a ! !"#\$a%"e to UN01 at t e t#me of t e \$ontested de\$#s#on.

5na!!"#\$a%#"#t6 of t e Gu#de"#nes to UN01

44. T e Gu#de"#nes do not 0 + 0 = 0 a!!"#\$at#on de"#m#t#ng t e#& s\$o!e of a!!"#\$at#on #n te&ms of ent#t#es \$o2e&ed. 'o/e2e& t e#& t#t"e D as /e"" as t e t#t"e of t e Te&ms of (efe&en\$e and t e suggested #nfo&mat#on \$#&\$u"a& #ssued toget e& /#t t em D !u&!o&ts t at t e6 a!!"6 to 3esta%"#s ed m#ss#ons4.

45. No def#n#t#on of 3esta%"#s ed m#ss#on4 #s found #n t e te=t of t e Gu#de"#nes.
o& an6 / e&e #n #ts a\$\$om!an6#ng do\$uments. 5nstead. t e Gu#de"#nes enume&ate f#2e esta%"#s ed m#ss#ons< UNT*9. UND9B. UNB5CAP. UNA 9G5P. UNB50.
T ese a&e #ndeed t e on"6 f#2e ent#t#es to / ose CA9s t e Gu#de"#nes / e&e \$#&\$u"ated #n 1::,.

4,. 5t #s not#\$ea%"e t at UN01 / as not on t #s "#st. a"t oug #t / as a"&ead6 #n e=#sten\$e fo& mo&e t an a 6ea& / en t e Gu#de"#nes / e&e \$#&\$u"ated. T e T&#%una" 2#e / s t #s as a st&ong #nd#\$at#on t at t e aut o&#t6 f&om / #\$ t e Gu#de"#nes emanated d#d not #ntend at t at t#me to a2e t em a!!"6 to UN01.

47. A an6 6ea&s "ate&. Adm#n#st&at#2e 5nst&u\$t#on *T/A5/2003/3)*!e\$#a" !ost
a""o / an\$e fo& f#e"d m#ss#on staff- !&o2#ded a def#n#t#on of 3esta%"#s ed m#ss#on4.
As !en%""a\$""nd""e*s"e"s.
nd #nns5-3.66523(a)-3.17732(5892(n)9.69228.0755 f D14.18721s)-5.3

peace\$eeping operations; special political missions and other field presences.

0!e&at#ons4. F2en t e #nd#at#2e ma! on t e DB* / e%s#te s o/s DPC9 o!e&at#ons. on t e one and. and s!eat "!o"#t#a" m#ss#ons. on t e ot e&. / #"e #t ma&?s UN01 se!a&ate"6 f&om %ot .

57. Ne#t e& #s UN01 a f#e"d !&esen\$e. A\$\$o&d#ng to Anne= 5 of *T/5C/2014/4. 5ta"6 #s a \$ount&6 / e&e dut6 stat#ons a&e \$"ass#f#ed #n t e 'ead;ua&te&s)'-\$atego&67 t at #s. "o\$at#ons 3 / e&e t e Un#ted Nat#ons as no de2e"o!menta" o& head#uarters duty stations such as the =nited 0 ations -ogistics <ase; <rindisi o& t e Un#ted Nat#ons Pea\$e?ee!#ng Bo&\$e. C6!&us.)em! as#s added-

,0. T e T&#%una" #s m#ndfu" t at t e *9P on 9n+%oa&d#ng of staff fo& UN !ea\$e o!e&at#ons e=!"#\$#t"6 \$#tes UN0P among t e 3esta%"#s ed m#ss#ons4. 'o/e2e&. / #"e t #s *9P #n\$"udes UN01 #n #ts enume&at#on)*e\$t#on F-. #t \$ont&ad#\$ts #tse"f %6 \$#&\$ums\$&#%#ng at t e same t#me t e mean#ng of 3m#ss#ons4 to UN !ea\$e?ee!#ng o!e&at#ons and s!e\$#a" !o"#t#\$a" m#ss#ons)*e\$t#on A-. / #\$. as demonst&ated #n t e ana"6s#s a%o2e. a&e d#st#n\$t f&om UN01. 5n an6 \$ase. t e *9P \$annot !&e2a#" o2e& adm#n#st&at#2e #nst&u\$t#ons and ot e& %#nd#ng #ssuan\$es of su!e&#ok "ega" fo&\$e. su\$ as *T/A5/2010/3.²

, 1. ' a2#ng dete&m#ned t at UN01 #s not an 3esta%"#s ed m#ss#on4. #t fo""o / s t at t e Gu#de"#nes \$ou"d not %e a ! ! "#\$a%"e to UN01.

!" "#\$%\$"&

,2. 5t #s t e Adm#n#st&at#on8s !os#t#on t at t e Gu#de"#nes / e&e a ! !"#ed #n t e !&esent se"e\$t#on e=e&\$#se as t e se"e\$t#on s6stem esta%"#s ed %6 *T/A5/2010/3 does not 02e G* staff #n UN01. t e&e%6 \$&eat#ng a lacuna of "a / t at ne\$ess#tated to %e f#""ed !&o2#s#ona""6. unt#" t e &e;u#&ed no&mat#2e ad>ustments / e&e made.

,3. *e\$. 3.1 of *T/A5/2010/3 sets t e #nst&u\$t#on8s s\$o!e to<

t e se"et on and a!!o#ntment of a"" staff mem%e&s to / om t e 9&gan#Jat#on as g&anted o& !&o!oses to g&ant an a!!o#ntment of one 6ea& o& "onge& unde& t e *taff (u"es at t e G+5 and a%o2e "e2e"s #n t e Gene&a" *e&2#\$e \$atego&6

/ e&eas se\$. 3.2s ! e\$#f#\$a""6 e=\$"udes. among ot e& \$atego&#es of &e\$&u#tments<

) - A!!o#ntment and se"e\$t#on of staff #n t e Gene&a" *e&2#\$e \$atego&6 #n !ea\$e?ee!#ng o!e&at#ons and s!e\$#a" !o"#t#\$a" m#ss#ons.

² (efet to !atagta! s @4 to @7 %e"o/.

,4. 5n e=am#n#ng / et e& UN01 fa""s unde& t e e=e!t#on e=1e!t#on e=1e!t#on for #n sea. 3.2) - of T/A5/2010/3. t e T&#%una" & and e=e!t#on #s to %e \$onst&ued st&#\$t"6 and na&o/"6)7asmani 2010+UNAT+011. 3ran 0guyen UNDT/2015/002-. K#t t #s #n m#nd. #t ta?es note of t e Adm#n#st&at#on8s

esta%"#s ment of a 3su%s#d#a&6 !ane"4 fo& t e a !!o#ntment and !&omot#on of G* staff7 !a&ag&a ! 5 #nst&u\$ts t at t e m#ss#on8s Pe&

Case No. UNDT/GVA/2015/124

7@. 5t #s \$"ea& t at #n 2002. Adm#n#st&at#2e 5nst&u\$t#on T/A5/2002/4 su!e&seded T/A5/413 and set u! a ne / staff se"e\$t#on s6stem. 5ts se\$. 5.3 une;u#20\$a""6 !&es\$&#%ed t at 3t#me+#n+g&ade e"#g#%#"#t6 &e;u#&ements fo&me&"6 #n use s a"" no "onge& %e a!!"#\$a%"e4. Bou& 6ea&s "ate&. Adm#n#st&at#2e 5nst&u\$t#on T/A5/200,/3 su!e&seded T/A5/2002/4 and &e+\$&afted t e &eg#me of staff se"e\$t#on. Aga#n. #ts se\$. 5.1 \$"ea&"6 s!e\$#f#ed< 3F"#g#%#"#t6 &e;u#&ements &ega&d#ng t#me+#n+g&ade o& t#me+#n+!ost t at / e&e fo&me&"6 #n use s a"" no "onge& %e a!!"#\$a%"e4.

7:. No e=!"#\$#t e=\$e!t#ons / e&e "a#d do / n to an6 of t e t / o \$#ted !&o2#s#ons. and not #ng #n t e#& !"a#n / o&d#ng suggested t at t e6 / e&e meant to su!!&ess t#me+#n+g&ade &e;u#&ements fo& \$e&ta#n \$atego&#es of staff on"6. / #"st ma#nta#n#ng t em fo& ot e&s. su\$ as G* "o\$a""6+&e\$&u#ted staff se&2#ng at m#ss#ons.

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T #s #nst&u\$#on sets out t e !&o\$edu&es a!!"#\$a%"e f&om t e %eg#nn#ng to t e end of t e staff se"e\$t#on !&o\$ess. Aanua"s /#"" %e #ssued t at !&o2#de gu#dan\$e on t e &es!ons#%#"#t#es of t ose \$on\$e&ned fo\$us#ng on t e ead of de!a&tment/off#\$e/m#ss#on. t e #&#ng manage&. t e staff mem%e&/a!!"#\$ant. t e \$ent&a" &e2#e / mem%e&s. t e &e\$&u#te&. name"6. t e 9ff#\$e of 'uman (esou&\$es Aanagement)9 '(A-. t e B#e"d Pe&sonne" D#2#s#on of t e De!a&tment of B#e"d *u!!o&t. e=e\$ut#2e off#\$es and "o\$a" uman &esou&\$es off#\$es as /e"" as t e o\$\$u!at#ona" g&ou! manage& and e=!e&t !ane". 2hould there be any inconsistency bet@een the manuals and the te+t of the present instruction; the provisions of the instruction shall prevail)em! as#s added-.

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:5. T e T&#%una" / #"" t us not a / a&d an6 f#nan\$#a" \$om ! ensat#on.

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a. T e \$ontested de \$#s#on #s un"a / fu" #n "#g t of t e a ! ! "#\$a%"e &u"es and ! &#n \$# ! "es7

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)2igned-Judge (o / an Do / n#ng Dated t #s 24^t da6 of August 2015

Fnteled #n t e (eg#stel on t #s 24^t da6 of August 2015) 2igned-(en0 A. Valgas A.. (eg#stlal. Gene2a