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S-0046-0001-002 (In Container)

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Dept of M. Personnel/general

### Note to Mr. Connor

# Year 2000 contingency measures regarding timing of the payment of salaries to staff

Thank you for note of 29 September on the above subject. I am grateful to you and your colleagues for working out a common policy on this thorny problem.

OCT - 5 1999

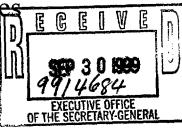
Kofi A. Annan 5 October 1999

United Nations



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29 September, 1999

## Note to the Secretary-General

Year 2000 contingency measure regarding timing of the payment of salaries to Subject: staff

At the 21 July meeting of the Senior Management Group, in the context of a presentation 1. I made on Y2K, I had stated that it would be important that a common approach be followed at each duty station by all organizations of the UN system with regard to the timing of end of the year salary payments. I am pleased to bring to your attention that following extensive consultations, I have now approved such a common policy, on behalf of the high level meeting of CCAQ. The text of the decision is attached. An information circular to inform all staff of this so that they can plan their banking transactions before the end of the year will be issued shortly.

## Decision of the High Level CCAQ Timing of the payment of the December 1999 and January 2000 salaries

24 September 1999

In the context of the potential problems associated with the year 2000 (Y2K) date conversion problem of computers, the High Level CCAQ has approved the following arrangements for the timing of the payment of the December 1999 and January 2000 salaries:

 For duty stations in the following countries: United States, Canada, United Kingdom, Denmark, France, Germany, Italy <sup>1</sup>, Switzerland, Australia, Austria, Belgium, Spain and Japan:

No special arrangements with regard to salary advances for the month of January 2000; salary payments for December to be paid earlier than usual to enable sufficient time for staff to transact any banking business before the end of 1999.

### • For other duty stations:

Salary payments for the month of December 1999 to be paid earlier than usual to enable sufficient time for staff to transact any banking business before the end of 1999. Advances equivalent to 80% of January 2000 salaries to be provided to all locally recruited staff. Each organization could decide for itself whether or not to provide advances for January 2000 to internationally recruited staff. Any organization electing not to provide such advances should communicate this fact to the internationally recruited staff sufficiently early for them to undertake their own contingency planning with regard to cash availability.

Joseph E. Connor Under-Secretary-General for Management Chairman, High Level CCAQ

Note re Italy: one organization located in Rome indicated that for operational reasons it would most probably be providing in December advances to all staff with respect to January salary