



Special Message

Voluntary supplemental funding mechanism for OSLA

Date Posted: Thursday, 6 March 2014

Dear colleagues,

In line with the General Assembly resolution 68/254 on the Administration of Justice in the United Nations, in which the Assembly requested the implementation of a voluntary funding mechanism to supplement resources for the Office of Staff Legal Assistance to finance additional resources for the OSLA, an Information Circular, ST/IC/2014/9, dated 28 February 2014 has been issued, elaborating how this voluntary supplemental funding mechanism will be implemented within the Secretariat. Non-Secretariat staff members having access to the UN system of internal justice should check with their executive office, human resources or administering office for details of the implementation in their offices (e.g., those on UNDP contracts - with the local UNDP office).

During the experimental period designated by the General Assembly, a voluntary contribution will be effected **through a monthly payroll deduction of 0.05 per cent of net base salary from each staff member, unless the staff member expressly opts out** of the mechanism. **The first monthly payroll deduction will commence with the April 2014 payroll.**

The Information Circular sets out examples of the estimated monthly amounts that would be deducted at different grades and levels at various duty stations as at 1 January 2014 (Annex I to the Information Circular).

1. **To opt out** of the contribution mechanism, staff members administered by UNOV/UNODC have to send an e-mail, no later than 31 March 2014, to the following e-mail address:

Supplementary-Funding-OSLA@unvienna.org

with the following text **in the subject line** :

"OPT OUT - [your last name], [your first name], [your UN Index Number] decided to opt out of participation in the voluntary supplemental funding mechanism and monthly payroll deduction for the supplemental funding of the Office of Staff Legal Assistance, with effect from the next payroll cycle following the date of submitting this message".

Staff members who decide to opt out may later resume participation in the mechanism.

2. **To resume participation** in the contribution mechanism, staff members administered by UNOV/UNODC have to send an e-mail to the following e-mail address:

Supplementary-Funding-OSLA@unvienna.org

with the following text **in the subject line** :

"RESUME - [your last name], [your first name], [your UN Index Number] decided to resume participation in the voluntary supplemental funding mechanism and monthly payroll deduction for the supplemental funding of the Office of Staff Legal Assistance, with effect from the next payroll cycle

following the date of submitting this message".

Any request received by COB 10th of a particular month will be effective from that month's payroll. Requests submitted later will be effective from the following month's payroll.

Staff members may also make a voluntary contribution to the mechanism for the period 1 January through 31 March 2014.

3. **To make a voluntary contribution to the mechanism for the period of 1 January - 31 March 2014**, staff members administered by UNOV/UNODC have to send an e-mail to the following e-mail address:

Supplementary-Funding-OSLA@unvienna.org

with the following text in the subject line :

"CONTRIBUTE - [your last name], [your first name], [your UN Index Number] hereby authorizes the deduction of 0.05 per cent of my monthly net base salary from my payroll for the months of January, February and March 2014 as a one-time contribution to the voluntary supplemental funding mechanism for the Office of Staff Legal Assistance".

4. When submitting your e-mail, please make sure that you use the correct UN Index number, as indicated on your monthly payslip:

UNITED NATIONS OFFICE AT VIENNA
STATEMENT OF EARNINGS AND DEDUCTIONS



OFFICE DES NATIONS UNIES A VIENNE
RELEVÉ DES EMOLUMENTS ET RETENUES

Contract Type :	Spouse :	Pay Date :	Index No :
Pension Remun :USD		PayPeriod :	Name :
Cat-Grd-Step :		Org :	Location :
		Duty Stn :	

The Information Circular is attached below for ease of reference and also can be accessed at the following link:

http://www.un.org/ga/search/view_doc.asp?symbol=ST/IC/2014/9r



ST_IC_2014_9.pdf

Dennis Thatchaichawalit, Deputy Director-General of UNOV, and
Director, Division for Management

United Nations Office at Vienna and

United Nations Office on Drugs and Crime

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End of Special Message