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Dag Hammarskjöld's saml.

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Recruitment

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- 1 letter from D.H. - to Andrew Cordier (Executive Assistant to the Sec. Gen.)
- 1 letter from A. Cordier - to D.H.

30 November 1954

Dear Mr. Cordier,

In the course of meetings held between 29 October and 3 November 1954, exhaustive consideration was given by the Fifth Committee to the manner in which Annex I of the Staff Regulations relating to salaries and allowances would need to be revised in consequence of the proposed change in the central organisation of the Secretariat at its top level. As you will be aware, this change involves the replacement of the present two echelons of Assistant Secretaries-General and Principal Directors by a single supervisory level immediately under the Secretary-General, comprising Under-Secretaries, with or without Departments, Heads of Offices, and Deputy Under-Secretaries, all having an equivalent status and the same basic emoluments.

2. At its 449th meeting on 3 November 1954, the Committee decided unanimously to recommend that the relevant provisions of Annex I of the Staff Regulations be amended to read as follows:-

"Paragraph 1

An Under-Secretary or an official of equivalent rank shall receive as basic remuneration a salary of \$US 18,000 (subject to the Staff Assessment Plan at the rates laid down in General Assembly resolution 239(III) of 18 November 1948, and to such changes as may be directed from time to time by the General Assembly, and to salary differentials wherever applied), together with an allowance of \$US 3,500.

Under-Secretaries or officials of equivalent rank shall not be entitled to education and children's allowances, but shall, if otherwise eligible, receive other allowances and benefits which are available to staff members generally.

/"Paragraph 2

"Paragraph 2

The Secretary-General is authorised, on the basis of appropriate justification and/or reporting, to make additional payments to Under-Secretaries and officials of equivalent rank at Headquarters, to compensate for such special costs as may be reasonably incurred, in the interest of the Organisation, in the performance of duties assigned to them by the Secretary-General. The maximum total amount of such payments is to be determined in the annual budget by the General Assembly."

3. At the same meeting, the Committee also adopted, by 31 votes to 15, with 2 abstentions, a recommendation that for 1955 an amount of \$US 50,000 should be placed at the Secretary-General's disposal to cover the additional payments referred to in Paragraph 2. above. This amount is related to and based upon anticipated needs in respect of those Headquarters Departments and Offices which have already been the subject of review by the Secretary-General. It is not, therefore, to be construed as applying or necessarily applying to the Technical Assistance Administration or to any of the United Nations Offices away from Headquarters, which are to be reviewed in the course of 1955.

4. The Fifth Committee also concurred, by 35 votes to 15, in the recommendation of the Advisory Committee on Administrative and Budgetary Questions, that upon expiry of the present terms of appointment and in the event of the grant of an extension of appointment or of a new appointment, conditions of service based on the revised regulations shall apply in all cases, the net base salary and the pensionable remuneration being reduced in consequence from \$US 15,000 (the present net salary and pensionable remuneration of an Assistant Secretary-General) to \$US 12,500 (the corresponding amount applicable to an Under-Secretary or official of equivalent rank). I regret very much that the views expressed during Fifth Committee discussion on such issues as the maintenance of existing pension rights, clearly indicated an absence of any appreciable support for transitional arrangements of the type I had so strongly urged.

5. The decisions referred to will, of course, require to be confirmed by the General Assembly in plenary session prior to their taking effect as from 1 January 1955. Since, however, there is no expectation of their being in any way modified, you may wish at this stage to be informed of my intentions with regard to the \$US 50,000 fund for additional representation purposes. After a great deal of consideration I have come to the conclusion that in the light of the functions and responsibilities inherent in the posts in question, and of the special obligations which will have to be placed upon the officials concerned, two normal scales of payment should be initially provided for - at annual levels of approximately \$US 4,000 and \$US 1,000 respectively.

6. On this basis, it is my intention to authorise payment at the \$US 4,000 level in the case of the two Under-Secretaries without Departments, the three Under-Secretaries in charge of "Council" Departments (Economic and Social Affairs, Political and Security Council Affairs, and Trusteeship and Information from Non-Self-Governing Territories), the Under-Secretary for Public Information, the Under-Secretary for Conference Services, the Executive Assistant to the Secretary-General, and the Director of Personnel. This arrangement will be subject, however, to the proviso that an additional payment in the amount of \$US 2,000 each (bringing the total of such payments to an annual level of \$US 6,000) will be authorised in the case of the Under-Secretaries for Economic and Social Affairs and for Public Information respectively, in recognition of the fact that they will be required to assume, by way of delegation from the Secretary-General, duties and responsibilities in the performance of which correspondingly heavier representational and related obligations will need to be incurred.

7. In the case of the other officials concerned, namely, the Controller, the Legal Counsel, the Director of General Services, and the three Deputy Under-Secretaries for whom provision is to be made in 1955 (Economic and Social Affairs, Public Information and Conference Services) - payments will be authorised at the \$US 1,000 level.

8. It is proposed that the payment to be authorised for each entitled official should be obligated for the full year, leaving an unobligated balance in the recommended global appropriation, of \$US 5,000 as a reserve for special or emergency payments in excess of the amounts stipulated if, in the opinion of the Secretary-General, the circumstances clearly justify such additional reimbursement.

9. It is further proposed that one-half of the total amount thus obligated should be paid at the beginning of the year to each entitled official and that, in keeping with the intent of the revised Staff Regulations, he should report to the Secretary-General by the end of June on the manner in which the payment has been utilised. The Secretary-General's decision as to payment for the second half of the year will then be made in the light of the justifications thus furnished. While it is hoped and expected that the amount available for additional representation and related purposes, though subject to annual appropriation, will be maintained at a relatively stable level, the arrangements I am proposing for 1955 should be considered as tentative and subject to such later revision or readjustment as may be found necessary or desirable.

10. You will note that under the revised Staff Regulations which have been recommended by the Fifth Committee, Under-Secretaries and officials of equivalent rank will not be entitled to children's allowances (which are currently being paid to Principal Directors), nor to education grants, though in the latter connection, transportation expenses will continue to be reimbursed as heretofore. If otherwise eligible, however, they will receive all other allowances and benefits available to staff members generally, including specifically, dependency credit, cost-of-living allowance, home leave and repatriation grant.

11. Subject, therefore, to final action by the General Assembly, your emoluments as Executive Assistant to the Secretary-General, expressed on a net basis (i.e., after deduction of Staff Assessment), will be as detailed hereunder:-

/(i)

- (i) A base salary (and pensionable remuneration) of \$US 12,500 (\$US 18,000 gross subject to Staff Assessment);
- (ii) A dependency credit of \$US 200.00;
- (iii) A cost-of-living allowance of \$US 375.00 (\$US 750.00 gross subject to Staff Assessment);
- (iv) An allowance of \$US 3,500;
- (v) Additional payments, for which an amount of \$US 4,000 will be obligated in 1955 in accordance with arrangements indicated above, to compensate for such special costs as may be reasonably incurred, in the interest of the Organisation and in the performance of duties assigned to you by the Secretary-General.

I would appreciate your informing me, in writing, of your acceptance of appointment on the conditions as to remuneration indicated herein.

Yours sincerely,

Dag Hammarskjöld
Secretary-General

Mr. Andrew Cordier,
United Nations Headquarters.

17 December 1954

Dear Mr. Hammarskjold,

I am grateful to you for your letter of 30 November setting out the emoluments for my post as Executive Assistant to the Secretary-General for the year 1955.

On behalf of all of my colleagues, I want to express appreciation for your efforts to establish emoluments for this category of officials at an appropriate level. As a member of the group I shall try to justify the confidence that your efforts and this offer imply.

Very sincerely yours,

Andrew W. Cordier

Mr. Dag Hammarskjold,
Secretary-General of the United Nations,
New York, N.Y.