

ST/SGB/Organization  
Annex I/Amend.2  
4 June 1982

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: CLAIMS BOARD

1. The Claims Board shall, henceforth, be composed of five members.
2. All the five members, including their alternates, shall be nominated by the Assistant Secretary-General for Financial Services in consultation with the heads of other interested offices/departments.
3. Existing page 3 of annex I to document ST/SGB/Organization, issued in June 1976, is hereby superseded and should be replaced by the attached text.

Javier PEREZ DE CUELLAR  
Secretary-General

## Secretary

The ex officio member of the panel from the Office of Personnel Services.

### Functions

Assists the Appointment and Promotion Board in the performance of its functions in respect of staff in the Field Service, General Service and Manual Workers categories.

## CLAIMS BOARD

### Composition

### Membership

Five representatives, including the Chairperson, and five alternates designated by the Assistant Secretary-General for Financial Services in consultation with the heads of other interested offices/departments.

## Secretary

Designated by the Assistant Secretary-General for Financial Services.

### Functions

Makes recommendations to the Assistant Secretary-General for Financial Services concerning the compensation to be paid to staff members, auxiliary personnel and others for the loss of or damage of personal effects resulting from performance of official duties, service in a special area, or travel by means of transport furnished by or at the expense of the United Nations.

## COMMITTEE ON CONTRACTS<sup>b/</sup>

### Composition

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<sup>b/</sup> There are comparable committees at the United Nations Office at Geneva and the respective headquarters of ESCAP, ECLA, ECA, ECWA, UNIDO and UNEP.

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## Membership

A member from the Office of General Services;

A member from the Office of Legal Affairs;

A member from the Office of Financial Services.

The Chairman is designated by the Assistant Secretary-General for General Services from this membership.

The Chief of the Purchase and Transportation Service attends meetings in an advisory capacity.

The Internal Audit Service may be represented at meetings by an observer at the discretion of the Director of the Internal Audit Service.

A department or office may be represented before the Committee in a non-voting capacity when a project initiated by it is discussed.

## Secretary

Designated by the Assistant Secretary-General for General Services.

## Functions

Advises the Assistant Secretary-General for General Services on

(a) All contracts involving commitments to a single contractor in respect of a single requisition or a series of related requisitions totalling \$US 20,000 or more;

(b) All contracts or series of related contracts, including those for television or film activities, which involve income to the Organization of \$US 5,000 or more; and

(c) Such other matters as may be referred to it by the Assistant Secretary-General for General Services.

## COMMITTEE ON THE EMPLOYMENT OF WOMEN IN THE SECRETARIAT

### Composition

#### Membership

A Chairman designated by the Joint Advisory Committee;

Three members representing the Staff Council;