



Letter of Appointment

Dear Ms. Eveline HERFKENS,

You are hereby offered an appointment for a limited duration on the Staff of the United Nations Development Programme, in accordance with the terms and conditions specified below and subject to the provisions of the Staff Regulations and Staff Rules (300 Series) applicable to the United Nations Development Programme together with such amendments as may from time to time be made to such Staff Regulations and Staff Rules. This appointment is offered on the basis, inter alia, of your certification of the accuracy of the information provided by you on the induction form. A copy of the Staff Regulations and Staff Rules is transmitted herewith (300 Series).

1. Assignment

Effective Date of Appointment: **01 November 2002**
Functional Title: **Executive Coordinator for MDG's campaign**
Category: **Activities of Limited Duration (ALD)**
Band and Quartile: **A5/4**
Duty Station: **New York, USA**

The foregoing particulars may be changed from time to time by the Administrator in pursuance of the Staff Regulations and Staff Rules

****** 2. Annual Net Pay:

Your annual net salary will be \$134,331. This amount does not reflect any deductions which may be made as a result of your participation in the UNJSPF, or any supplement that may be added in lieu of health insurance enrolment.

3. Duration of Appointment:

This appointment is for a period of One year from the effective date of appointment shown above. It, therefore, expires on 31 Oct 2003. The appointment expires automatically on this date and without prior notice, unless an extension is mutually agreeable to you and UNDP.

This appointment may be terminated prior to its expiration date in accordance with the relevant provisions of the Staff Regulations and the Staff Rules, in which case the Administrator of UNDP will give 30 days' written notice or will provide compensation in lieu of the notice period.

If your appointment expires on the expiration date, no termination indemnity will be payable. If the appointment is terminated prior to the expiration date, a termination indemnity equivalent to one week of net salary for each month of uncompleted service will be paid. In the event of summary dismissal for serious misconduct, there is no entitlement to either a period of notice or an indemnity payment.

4. Medical Clearance:

This appointment is issued subject to medical clearance by the United Nations Medical Director. If you are not medically cleared, this appointment may be terminated, in which case you will be paid your salary only for the period of service actually worked. There will not be an entitlement to termination indemnity.



5. Information Note:

Your particular attention is drawn to Staff Regulation 3.3. relating to the Staff Assessment Plan and to the Regulations and Rules relating to the United Nations Joint Staff Pension Fund.

6. Special Conditions:

This appointment is non-career in nature, and does not carry any expectancy of renewal or of conversion to any other type appointment on the Staff of the United Nations Development Programme. Staff members specifically recruited for the United Nations Development Programme have no entitlement for consideration for posts outside that Programme.

Furthermore, the conditions, amendments and/or additions signified below shall apply:

References in the Staff Rules to the Secretary-General shall be taken to refer to the Administrator of UNDP.

The salary rates referred to under Staff Rule 303.1 (a)(ii) are established by the Administrator of UNDP and published separately in an appendix.

In accordance with Staff Rule 305.1 (b), you will be eligible for annual leave and will accrue such leave while in full pay status at the rate of two and one half days for each full month of continuous service -- i.e., thirty days per year.

An extension of this appointment may be considered subject to certain conditions established by UNDP and subject to the agreement of yourself and UNDP. In the event of an extension, this salary for the new contractual period may be adjusted: a) to reflect the current UNDP parameters regarding cost-of-living, hardship, and housing; and b) on the basis of performance, as measured through a Performance Evaluation carried out by the managing unit.

S.R. 306.1 shall read '... The pensionable remuneration for staff members on short-term appointment who become participants in the Pension Fund shall be published separately by UNDP.'

With regard to Staff Rule 306.3 concerning medical insurance, the UNDP Van Breda Plan is available at no cost to the ALD staff member and the premiums are paid in full by the Organization. Premium for eligible family members are paid in full by the ALD staff member through a salary deduction.

With regard to Staff Rules 307.1 to 307.7, referring to travel-related issues, and specific arrangements please see the attached annex.

With regard to Staff Rule 309.3 (a), the notice of termination shall be thirty days' written notice

7. Changes to the letter of Appointment:

Changes in this Letter of Appointment will be made through the issuance of a PA Personnel Action.

01 November 2002

Date

Richard Dictus
Officer in Charge

Office of Human Resources

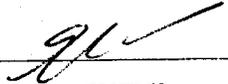
On behalf of the Administrator of UNDP
United Nations Development Programme

Note: Annual salary, allowances and deductions will be prorated since the employment is at 80%



To the Director, Office of Human Resources - UNDP

I hereby accept the appointment described in this letter, subject to the conditions therein specified and to those laid down in Staff Regulations and in the 300 Series of the Staff Rules applicable to the United Nations Development Programme. I have been made acquainted with the Regulations and Rules, a copy of which has been transmitted to me with this letter of appointment.



Eveline HERFKENS

Nov '02
Date