

ADMINISTRATIVE INSTRUCTION (DAJ) No. 36 of 4 November 2011

Outside activities

I. Introduction

- 1 The present Administrative Instruction is laid down in application of Staff Regulation 1.6 and Staff Rule 101.4. It sets out the procedures and rules governing outside activities by Union staff members.
- 2 The present Administrative Instruction shall apply to all Union staff members, regardless of their status.

II. General

- 3 Staff members engaging in activities outside the Union, authorized under the present Administrative Instruction, shall make clear to the organizers and participants in such activities, including any employers, that they act in their personal capacity and not as representatives of the Union.
- 4 For the purposes of the present Administrative Instruction, the following definition shall apply:
 - 4.1 Occupation: exercise of a profession, whether as an employee or an independent contractor.

III. Outside occupation or employment

- 5 The basic rule is that staff members shall not engage in any outside occupation or employment, whether remunerated or not, without the approval of the Director general of the International Bureau (Staff regulations 1.6 paragraph 1).
- 6 In accordance with Staff Regulation 1.6, approval of an occupation or employment outside the Union shall be subject to all the following requirements:
 - a The outside occupation or employment does not conflict with the staff member's official functions or the status of an international civil servant. In determining whether this requirement is met, the UPU shall pay special attention to the need to ensure that the outside occupation or employment would not in any way interfere with the staff member's ability to perform all his or her official duties, or call into question the impartiality and independence of the staff member as an international civil servant.
 - b The outside occupation or employment is not against the interest of the Union. For example, the staff member shall not work with an organization whose goals are incompatible with those of the Union or work in a capacity that would call into questions his impartiality or independence. In determining whether this requirement is met, the Union shall pay special attention to the need to ensure that the occupation or employment does not reflect adversely upon the Union, and is compatible with its activities and goals.
 - c The occupation or employment outside the Union is permitted under local law at the staff member's duty station or where the occupation or employment takes place.
- 7 Special leave may be granted under Staff Rule 105.2, as applicable, for the conduct of an occupation or employment outside the Union approved under chapter III of the present Administrative Instruction. While on special leave, staff members remain subject to the provisions of the present Administrative Instruction.

IV. Activities related to the Union

8 Under Staff Rule 101.4, except in the normal course of official duties, prior authorization from the Director General is required to engage in any of the following acts, if such act relates to the purpose, activities or interests of the Union:

- a issuance of statements to the press, radio or other agencies of public information;
- b acceptance of speaking engagements;
- c taking part in film, theatre, radio or television productions;
- d submitting articles, books or other material for publication.

9 Outside activities that are of benefit to the Union or the achievement of its goals and/or contribute to the development of professional skills of staff members are usually not only permitted but encouraged, provided staff members exercise the utmost discretion with regard to all matters of official business and avoid any public statement that may adversely reflect on their status, or on the integrity, independence and impartiality that are required by that status.

10 Publication of material by a publisher other than a publisher legally subsidiary to any body of the Union shall require the following disclaimer:

"The views expressed herein are those of the author(s) and do not necessarily reflect the views of the Universal Postal Union."

11 In addition to their UPU emoluments, staff members authorized to perform an outside activity approved under chapter IV of the present Administrative Instruction may only accept from sources external to the Union accommodation, travel costs and subsistence allowances generally in line with those payable by the UPU, in accordance with Staff Rule 101.9. A subsistence allowance that may otherwise have been paid by the Union shall be reduced accordingly. Staff members may not accept any additional fee, remuneration or honorarium, except for royalty or related payments for published material where such payment is allowed under local laws.

V. Other outside activities

A. Social or charitable activities

12 Staff members can, at their discretion, engage in private non-remunerated activities for social or charitable purposes which have no relation to the staff member's official functions or to the Union, and which take place outside working hours or while the staff member is on leave. Staff members shall in every instance ensure that the activity is and remains compatible with their status as international civil servants.

B. Political activities

13 In accordance with Staff Regulation 1.9, staff members may exercise the right to vote but shall ensure that their participation in any political activity is consistent with, and does not reflect adversely upon, the independence and impartiality required by their status as international civil servants. In case of doubt as to whether the activity is permitted, enquiries may be made by the staff member concerned, as indicated below in Chapter VI, letter A.

14 In accordance with Staff Rule 101.4.2, membership in a political party is permitted, provided such membership does not entail action, or an obligation to take action, contrary to Staff Regulation 1.9. Payment of normal financial contributions to a political party shall not be construed as an activity inconsistent with the principles set out in Staff Regulation 1.9.

15 Candidature or appointment to political office, including at the local level, shall not be permitted.

C. Participation in boards, panels, committees, expert groups and similar bodies

16 Participation in boards, panels, committees, expert groups or similar bodies that are external to the Union constitutes an outside activity that requires the prior approval of the Director general of the International Bureau. If, after approval as been granted, it appears that the staff member's participation would

involve the consideration of the granting of an honour, gift or remuneration to a United Nations official, the staff member should withdraw from the body concerned since his or her participation would create at least the appearance of a conflict of interest.

VI. Procedures

A. Clarification procedure

17 A staff member may seek in confidence clarification as to whether a planned outside occupation, employment or activity would conflict with his or her status as an international civil servant.

18 The request for clarification shall be addressed in writing to the Human Resources and Social Relations Directorate (DRH).

19 Staff members are also reminded that the Ethics Office, which was established to assist the Director general of the International Bureau in ensuring that all staff members observe and perform their functions consistent with the highest standards of integrity required by the Charter of the United Nations, provides confidential advice and guidance to staff on ethical issues, including conflict of interest.

20 A reply to the staff member's request shall be provided as expeditiously as possible.

21 Unless otherwise requested by the staff member, neither the request for clarification nor the reply shall be made part of his or her official status file.

B. Approval procedure

22 A staff member wishing to engage in an outside activity for which prior approval is required in accordance with chapters III and IV of the present Administrative Instruction shall submit a request in writing through hierarchical channels (i.e. his or her supervisor followed by the DRH) to the Director General. Requests for approval shall specify the employer or sponsor of the outside activity, the nature, timing and duration of the activity, and any related remuneration, which requires specific approval under Staff Regulation 1.8.3 and Staff Rule 101.10.

23 For requests to engage in an outside occupation or employment under chapter III of the present Administrative Instruction:

- a the supervisor shall forward the request for decision to the Director of the DRH, together with his or her comments, if any;
- b the Director of the DRH shall forward the request for decision to the Director General, together with his or her recommendation.

When approval is granted, it shall be for not more than 12 months at a time.

24 For requests to engage in an outside occupation or employment under chapter IV of the present Administrative Instruction:

- a the supervisor shall forward the request for decision to the Director of the DRH, together with his or her comments, if any;
- b the Director of the DRH shall forward the request for decision to the Director General, together with his or her recommendation.

The opinion of any other relevant International Bureau Directorate may be sought in case of doubt.

25 The Director General shall inform the staff member as expeditiously as possible of the decision on the staff member's request for approval. If the request is denied, the reason for the refusal shall be given.

26 A copy of the decision shall be made part of the staff member's official status file.

VII. Final provision

27 The present Administrative Instruction shall enter into force with immediate effect.

Edouard Dayan
Director General