



United Nations Institute for Training and Research STATUTE

Statute of the United Nations Institute
for Training and Research*, as promulgated by the
Secretary-General in November 1965 and
amended in March 1967, June 1973, June 1979,
May 1983, April 1988, December 1989 and
December 1999.

Geneva, 2000

* For the original text of the Statute, see Official Records of the Economic and Social Council, Forty-First Session, Annexes, agenda item 28, document E/4200, annex I

ARTICLE I

Purposes

Pursuant to General Assembly resolution 1934 (XVIII) of 11 December 1963 and resolution 42/197 of 11 December 1987, the United Nations Institute for Training and Research is established by the Secretary-General as an autonomous institution within the framework of the United Nations for the purpose of enhancing the effectiveness of the United Nations in achieving the major objectives of the Organization, by the performance of the functions described hereinafter, in particular the maintenance of peace and security and the promotion of economic and social development.

ARTICLE II

Functions

1. The two functions of the Institute are training and research.
2. Training being the main focus of its activities, the Institute shall provide training at various levels to persons, particularly from developing countries, for assignments with the United Nations or the specialized agencies and for assignments in their national services which are connected with the work of the United Nations, the organizations related to it, or other institutions operating in related fields. These programmes may include training for staff members of the United Nations and of the specialized agencies as well as training for special United Nations field assignments.
3. The Institute shall conduct research and study related to the functions and objectives of the United Nations. Such research and study shall give appropriate priority to the requirements of the Secretary-General of the United Nations and of other United Nations organs and the specialized agencies.

ARTICLE III

Board of Trustees

1. There shall be a Board of Trustees of the Institute (hereinafter referred to as "the Board") to be established on a broad geographical basis and composed as follows:
 - a. Not less than eleven members (and not more than thirty) shall be appointed by the Secretary-General in consultation with the President

of the General Assembly¹ and the President of the Economic and Social Council; these Board members may include one or more officials of the United Nations Secretariat;

- b. The term of office of the members of the Board shall be three years;
- c. The term of a member appointed to fill a vacancy on the Board shall be for the duration of the unexpired term of office of the former member of the Board. No appointed member of the Board shall serve continuously for more than two terms;
- d. The Secretary-General, the President of the General Assembly, the President of the Economic and Social Council and the Executive Director of the Institute shall be ex officio members of the Board;
- e. A member of the Board who cannot attend a meeting of the Board shall be represented by an appropriate alternate appointed by the Secretary-General on the proposal of the member of the Board concerned. The rules of procedure of the Board shall specify the modalities of such designation. and the conditions of such representation.

2. The Board shall:

- a. Formulate principles and policies to govern the activities and operations of the Institute;
- b. Establish conditions and procedures for:
 - i. The utilization of funds from the General Fund and the Reserve Fund for the functions of the Institute in accordance with the priorities established by the Board;
 - ii. The receipt and disbursement of special purpose grants;
- c. Consider and approve the work programme and adopt the budget of the Institute on the basis of proposals submitted to it by the Executive Director, including any new programmes that may be proposed by the Secretary-General or by Governments through the General Assembly, within the limits of available financial resources;
- d. In the context of programme and budget preparations, review the composition, structure and staffing of the Institute to be funded from the General Fund, with a view to their adjustment in the light of the financial resources available to, and programme activities of, the Institute;

¹ President of the General Assembly shall mean the President holding office at the current regular session of the General Assembly or, when the General Assembly is not in session, the President who held office at the immediately preceding regular session.

- e. Determine the conditions of admission of participants in the Institute's programmes, courses and meetings;
 - f. Make whatever recommendations it may deem necessary or desirable for the effective functioning of the Institute.
3. The Board shall meet at least once a year. It shall elect its own officers and may adopt such rules of procedure as it may consider necessary. It shall take its decisions in the manner provided in its rules of procedure.
 4. The Board shall consider the methods of financing the Institute with a view to ensuring the effectiveness of its future operations, their continuity and the Institute's autonomous character within the framework of the United Nations.
 5. Specialized agencies and the International Atomic Energy Agency may be represented as appropriate at meetings of the Board in respect of activities of interest to them. The rules of procedure of the Board shall specify the conditions of such representation. Representation of agencies with a major continuing interest shall be arranged for on a permanent basis. Representatives of the regional development institutes and other institutes within the United Nations system may be invited to attend as necessary.

ARTICLE IV

Staff

1. In conformity with principles laid down by the General Assembly, the Secretary-General, on the recommendation of the Board, shall determine the composition and level of the staff of the Institute, having regard to the responsibilities of the posts and the financial resources and level of programme activities of the Institute, as necessary, to enable the Institute to fulfil its mandate and carry out its programme activities effectively.
2. The Institute shall have an Executive Director, to be appointed by the Secretary-General after consultation with the Board.
3. The other staff of the Institute shall be appointed by the Executive Director and shall be responsible to him in the exercise of their functions. The Executive Director shall consult with the Secretary-General with respect to the selection of the senior officials of the Institute.
4. The salaries and emoluments of the staff shall be paid from the funds of the Institute.
5. The terms and conditions of service of the staff shall be those provided by the Staff Regulations and Rules of the United Nations, subject to

such arrangements for special rules or terms of appointment as may be approved by the Secretary-General on the recommendation of the Board.

6. The staff of the Institute shall be recruited on as wide a geographical basis as possible, primary consideration being given to the particular requirements of the Institute.
7. The staff of the Institute shall be officials of the United Nations within the meaning of Article 105 of the Charter of the United Nations and of other international agreements and United Nations resolutions defining the status of the officials of the Organization.
8. The Institute may also obtain the services, for a limited period, of staff members of the United Nations, its organs or specialized agencies, or of officials from Member States or senior academics on official leave of absence from their official functions, to participate in the functions of the Institute. Such persons, to be known as rotating staff of the Institute, shall be appointed by the Executive Director on the basis of formal arrangements between the Institute and the releasing organization or Government, which arrangements shall include provisions for:
 - a. In the case of staff members of the United Nations, its organs or specialized agencies, continued payment, by the releasing organization, of their salaries and benefits for the duration of their service with the Institute, on a reimbursable basis from special purpose grants or without cost to the Institute;
 - b. In any other case, payment in advance by the releasing Government, organization or institution of the full costs associated with the service of the rotating staff with the Institute.

ARTICLE V

Functions of the Executive Director

1. The Executive Director, consistently with the applicable resolutions and decisions of the General Assembly and policies formulated by the Board, shall have the over-all responsibility for the organization, direction and administration of the Institute in accordance with the regulations and rules of the United Nations.
2. The Executive Director shall, inter alia
 - a. Submit the work programmes and the budget estimates of the Institute to the Board for its consideration and approval, including any new programmes that may be proposed by the Secretary-General or by Governments through the General Assembly;

- b. Execute the work programmes and make the expenditures envisaged in the budget as approved by the Board;
- c. Appoint and direct the staff of the Institute;
- d. Design programmes and allocate staff in accordance with priorities established by the Board;
- e. Set up such advisory bodies on training and research as may be necessary, including an advisory committee or panel on the training and research programmes of the Institute, on which interested specialized and related agencies and other institutions within the United Nations system are to be represented, as well as public and private organizations particularly concerned with the activities of the Institute;
- f. Negotiate arrangements with Governments and international as well as national public and private agencies with a view to offering and receiving services related to the activities and within the mandate of the Institute;
- g. After consultations with the Chairman of the Board and subject to the provisions of article VIII, paragraph 4, below, accept on behalf of the Institute voluntary contributions, donations and grants to the Institute from Governments, international and national organizations, from foundations, institutions and other non-governmental sources, for the purpose of financing the Institute's activities and developing its facilities;
- h. Co-ordinate the work of the Institute with that of other international, regional and bilateral programmes in similar fields;
- i. Report to the Board, as appropriate, on the Institute's activities and the execution of its work programmes;
- j. In consultation with the Board, report, through the Secretary-General, to the General Assembly, the Economic and Social Council and, as appropriate, to other United Nations bodies.

ARTICLE VI

Full-time senior fellows, fellows, consultants, correspondents and advisory bodies

1. The Secretary-General may appoint, for renewable periods of one year, a small number of especially qualified persons to serve on a full-time basis, free of charge for the Institute, as full-time senior fellows of the Institute. Such persons, who may be invited to participate as lecturers or research

scholars, shall be selected on the basis of outstanding contributions that they have made in fields germane to the work of the Institute, but they shall not be considered as members of the staff of the Institute or of the United Nations. They shall, however, have the status of officials of the United Nations for purposes of the Convention on the Privileges and Immunities of the United Nations². For the duration of their appointment, they may only undertake concurrent remunerated activities with the prior authorization of the Secretary-General, in which latter event they may receive honoraria not exceeding the amounts prescribed by the General Assembly for United Nations retirees. The other criteria and terms and conditions of service for their appointment shall be governed by the relevant resolutions and decisions of the General Assembly.

2. For the purpose of contributing to the analysis and planning of the activities of the Institute or for special assignments in connection with the Institute's programmes of training and research, the Executive Director may arrange for the services of consultants, fellows and experts, who shall not be considered as officials of the United Nations and who shall not be regarded as members of the staff of the Institute or of the United Nations.
3. The Executive Director may also appoint correspondents in countries or regions to assist in maintaining contacts with national or regional institutions, in selecting trainees and in carrying out or advising on studies and research.
4. In addition to the advisory bodies referred to in article V, paragraph 2 (e), above, the Executive Director may establish other advisory bodies composed of individual experts or representatives of organizations and institutions to advise him with regard to the programmes and functioning of the Institute.
5. Fellows, experts, correspondents and other additional personnel of the Institute shall be financed from special purpose grants.

ARTICLE VII

Co-operation with the specialized agencies and other organizations and institutions of the United Nations and with other institutions for training and research

1. In addition to the system of representation referred to in article III, paragraph 5, above, the Institute shall develop arrangements for active co-operation with the specialized agencies and other organizations, programmes and institutions of the United Nations, including the regional

² See General Assembly resolution 22A(I).

economic development institutes established under the aegis of the regional commissions of the Economic and Social Council.

2. The Institute may also develop arrangements for co-operation with other organizations or institutions active in the fields of training and research which may be of assistance to the performance of the Institute's functions.

ARTICLE VIII

Finance

1. The Financial Regulations and the rules and procedures of the United Nations shall apply to the financial operations of the Institute, subject to such special rules and procedures as the Executive Director, in agreement with the Secretary-General, may issue after consultations with the Board of Trustees and the Advisory Committee on Administrative and Budgetary Questions of the United Nations.
2. The expenses of the Institute shall be met from voluntary contributions made by Governments, intergovernmental organizations and from foundations and other non-governmental sources, as well as from the income generated by the Reserve Fund.
3. The Institute shall operate on the basis of paid-in voluntary contributions and such other additional resources as may be available.
4. The Executive Director may accept contributions on behalf of the Institute, provided that no contribution for a specific purpose may be accepted if the purpose is inconsistent with the purposes and policies of the Institute or the United Nations. Contributions which may directly or indirectly involve an immediate or ultimate financial liability for the Institute may be accepted only with the approval of the Board.
5. Voluntary contributions from Governments, intergovernmental organizations and non-governmental organizations and from foundations shall be credited to the General Fund.
6. Donations and grants accepted for purposes specified by the donor shall be treated as special purpose grants and credited to separate accounts established for the purpose.
7. There shall be established a Reserve Fund to which shall be credited proceeds from the sale of any capital assets of the Institute, as well as donations and grants to the Institute in respect of which no purpose is specified.
8. The financing of the Institute's training programmes shall be in accordance with the following principles:

- a. The core training programme, concentrating on training for international co-operation and multilateral diplomacy at various levels, primarily of persons from developing countries, shall be financed from the General Fund;
 - b. Other training programmes, designed and conducted by the Institute for other United Nations bodies and specialized agencies, shall be carried out on a fully reimbursable basis, without resulting in any financial obligations for the General Fund;
 - c. Training for economic and social development and any other training activities shall be funded from special purpose grants.
9. The financing of the Institute's research programmes shall be in accordance with the following principles:
- a. Research and study falling within the mandate of the Institute may be financed from special purpose grants on a full-cost basis;
 - b. Research-cum-training in negotiating techniques, international law and economic and social development shall be financed through special purpose grants.
10. The funds of the Institute shall be kept in a special account to be established by the Secretary-General in accordance with the Financial Regulations of the United Nations.
11. The funds of the Institute shall be held and administered solely for the purposes of the Institute. The Controller of the United Nations shall perform all necessary financial and accounting functions for the Institute, including the custody of its funds, and shall prepare and certify the biennial accounts showing the status of the Institute's special account.
12. Funds administered by and for the Institute shall, as provided in the United Nations Financial Regulations, be subject to audit by the United Nations Board of Auditors.
13. The general administrative, personnel and financial services of the United Nations shall be utilized by the Institute on conditions determined in consultation between the Secretary-General and the Executive Director, it being understood that no extra cost to the regular budget of the United Nations is to be incurred.

ARTICLE IX

Location and premises

The Institute shall have its headquarters in Geneva and may establish other offices elsewhere.

ARTICLE X

Status and authority

1. The Institute, as part of the United Nations, shall enjoy the status, privileges and immunities provided in Articles 104 and 105 of the Charter of the United Nations and other international agreements and United Nations resolutions relating to the status and privileges and immunities of the Organization.
2. The Institute may, under the authority of the Executive Director, enter into contracts with organizations, institutions or firms for the purpose of carrying out its programmes. The Institute may acquire and dispose of real and personal property and may take other legal action necessary to the performance of its functions.

ARTICLE XI

Amendments

Amendments to this Statute may be made by the Secretary-General after consultations with the Board.