**UNDP Guidelines on Detail Assignments**

**Introduction**

The purpose of these guidelines is to set out the conditions and procedures for detail assignments and to outline the roles and responsibilities concerning their administration.

A detail assignment is the temporary assignment of a staff member to a different position or to a different set of duties for a specified period, at the conclusion of which the staff member is expected to return to his or her regular duties. A staff member on a detail assignment is considered, for remuneration purposes, to be occupying his or her regular position. Therefore, while serving on a detail assignment, there is no change to the staff member’s grade, salary or other entitlements related to the position he/she encumbers, including medical insurance, even though the duties associated with the detail opportunity may be classified at a higher or lower grade level than the staff member's current position, or may be performed in another duty station.

Detail assignments are short-term assignments of **a maximum duration of six months**, which are designed to provide support to an office in another duty station with gaps in capacity due to, for instance, unfilled vacancies, maternity leave, special leave without pay, and extended sick leave.

Detail assignments provide an opportunity for on-the-job learning in a different function or context, they facilitate the sharing of experiences, and foster team building within the Organization. They are crucial tools for UNDP as an Organization seeking constant innovation and looking to create high-performance workplaces where all our people can thrive. They express our commitment to a rewarding employee experience through development opportunities and support for career development

**Eligibility**

Staff members in the International Professional, National Officer, and General Service categories serving on permanent or fixed-term appointments, as well as Junior Professional Officers can undertake a detail assignment.

Detail assignments are not available to staff members serving on temporary appointments or other personnel (including interns, United Nations Volunteers, service contract holders and individual consultants).

**Responsibilities of parties**

Detail assignments can only take place when there is written agreement between the releasing office (staff member’ supervisor), the receiving office (hiring manager) and the staff member concerned.

The table below specifies the responsibilities of the parties involved:

|  |  |  |
| --- | --- | --- |
| **Office** | **Party** | **Responsibility** |
| **Receiving office**  Office that will receive the person on assignment | **Hiring manager** | * Develops and advertises the terms of reference for the assignment. * Identifies resources to fund the assignment. * Informs the releasing office in case there are additional costs related to the assignment (e.g. Danger Pay and Rest and Recuperation (R&R)). * Informs the releasing office and the staff member undertaking the detail assignment to seek additional medical insurance coverage, as necessary. * Ensures payments for travel and Daily Subsistence Allowance (DSA) are processed as appropriate. * Any detail assignments must be funded from the approved budget in the year (i.e. no additional funding) for the office(s). This applies to both the receiving and the releasing offices. |
| **Releasing office**  Office that will release the person on assignment | **Supervisor** | * Approves the request for detail assignment. * Ensures salary costs are cross charged as appropriate, including additional costs related to the assignment. * Any detail assignments must be funded from the approved budget in the year (i.e. no additional funding) for the office(s). This applies to both the receiving and the releasing offices |
| **Staff member** | * Discusses and seeks approval from his/her supervisor to undertake the assignment. * Obtains additional medical insurance coverage, to sufficiently cover him/her in case of accident or illness at the duty station and seeks reimbursement via an F-10 claim. |

**Financial considerations and cost-sharing**

The receiving office will cover:

1. 100% of the staff member’s salary costs[[1]](#footnote-1); and
2. Any additional costs related to the assignment, including those concerning the staff member’s deployment to a different duty station, such as:
   * Danger Pay and Rest and Recuperation (when the duty station is classified for such entitlements);,
   * Additional medical insurance coverage, when required;
   * Cost of the staff member’s travel to and from the duty station of the receiving office, upon initiation and conclusion of the detail assignment;
   * Lump sum for living expenses calculated at 60% of the DSA of the duty station of the receiving office for the entire period the staff member is on detail assignment.

**Conditions of the assignment**

1. The staff member on detail assignment remains administratively on their post for the duration of the assignment.
2. Upon completion of the detail assignment, the staff member must return to his/her position and functions in the releasing office.
3. If the staff member is deployed to a different duty station, there is no administrative change to the staff member’s official duty station and the staff member is placed on duty travel status while on detail assignment.
4. During the period of the detail assignment the staff member retains his/her personal grade, and all the entitlements of the staff member’s parent duty station are maintained, including medical and life insurance coverage.
5. [The staff member will be entitled to Danger Pay](http://content.undp.org/go/userguide/HR/globpayroll/benefits/hazard-pay/?lang=en) and Rest and Recuperation, if the duty station is classified for such entitlements.

**Medical insurance**

The staff member is responsible for arranging any additional medical insurance coverage required, before he/she travels to the receiving office. In particular, staff members undertaking a detail assignment in another duty station are required to arrange for additional medical insurance coverage, which will cover them in cases of accident. Any additional medical insurance subscribed to by the staff member in relation to the detail assignment will be reimbursed via an F-10 claim by the receiving office.

**Special Post Allowance**

Staff members on detail assignments are not eligible to Special Post Allowance (SPA).

**Process**

| **Ref** | **Action** | **Responsibility** |
| --- | --- | --- |
| 1. | Identify resource gap | Hiring Manager at Receiving Office |
| 2. | Draft TOR and establish modality of special assignment | Hiring Manager at Receiving office |
| 3. | Allocate budget for special assignment and ensure that all costs/sharing transactions are fully accounted for and settled at the end of the assignment. Any detail assignments must be funded from the approved budget in the year (i.e. no additional funding) for the office(s). This applies to both the receiving and the releasing offices. | Hiring Manager at Receiving office |
| 4. | Facilitate identifying capacity | Hiring Manager at Receiving office |
| 5. | Request release of SM | Hiring Manager at Receiving office to Supervisor at Receiving Office. |
| 6. | Agree on terms of release | Supervisor at Releasing office and Staff member |
| 7. | Inform OHR/GSSU/BES/GPS | Receiving office |
| 8. | Assume detail assignment | Staff Member |

1. Unless a cost sharing agreement between the releasing and receiving office is established. In this case the agreement needs to be negotiated and established in writing before the commencement of the detail assignment. [↑](#footnote-ref-1)