



28 December 2021

Information circular*

To: Members of the staff

From: The Controller

Subject: **Claims for compensation under appendix D to the Staff Rules in the event of death, injury or illness due to coronavirus disease (COVID-19)**

1. The purpose of the present circular is to inform staff members and other eligible individuals of the way in which claims involving death, injury or illness due to coronavirus disease (COVID-19) are addressed under appendix D to the Staff Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations. Each claim will be assessed strictly in accordance with the provisions of appendix D.

Claims for compensation

2. For claims involving death, injury or illness due to COVID-19, it is required under appendix D to the Staff Rules that staff members or their dependents demonstrate that the death, injury or illness that is the subject of their claim meets the definition of a service-incurred incident and provide the evidence necessary to fully support the claim.

3. In accordance with article 1.4 (b) of appendix D to the Staff Rules, the Advisory Board on Compensation Claims, recognizing COVID-19 as a global pandemic, has adopted the following procedural requirements for filing a claim under appendix D involving death, injury or illness due to COVID-19. Among the documents regularly submitted in support of claims for compensation under appendix D, staff members are required to submit the following documents in order for claims related to COVID-19 to be processed:

(a) A confirmed COVID-19 diagnosis by a positive polymerase chain reaction test result or equivalent laboratory test, or if such a test was not available at the time of the illness, sufficient clinical evidence (findings, diagnostic imaging etc.) and/or suitable antibody evidence of infection;

(b) Sufficient evidence establishing that it was more likely than not that the illness, death or injury was due to the staff member's exposure to COVID-19 while engaged in activities and at a place required for the performance of official duties. The nature of the staff member's duties may be a factor in the consideration of such evidence;

* The present circular will be in effect until further notice.



(c) A signed statement from the direct supervisor of the person for whom a claim is being made confirming that the person was performing official duties.

4. Staff are reminded that, as provided in section 3.2 of the administrative instruction on medical clearances ([ST/AI/2018/4](#)), it is the traveller's individual responsibility to obtain the required medical clearances from the Health-Care Management and Occupational Safety and Health Division or the designated United Nations medical service. As set out in the instruction, travel undertaken without medical clearance, when such clearance is required, may lead to the exclusion of claims for compensation under article 2.3 (a) of appendix D to the Staff Rules.
