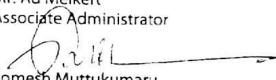




**Interoffice Memorandum**

To: Mr. Ad Melkert  
Associate Administrator

Date: 11 June 2007

From:   
Romesh Muttukumaru  
Officer-in-Charge  
Office of Human Resources, BOM

Extension: 5200

Subject: Ms. Eveline HERFKENS

File: HERFKENS, E. (PE)

Ms. Eveline Herfkens, UN Executive Coordinator of the Millennium Campaign, was recruited under an ALD appointment on 1 November 2002. Upon completion of her four-year ALD appointment, the Executive Office authorized her appointment conversion to the 200 series fixed-term appointment at the L-7 level, step 6, for a period of one year effective 1 November 2006 to ensure continuous support to the work of the MDG Campaign. Her employment is currently on a part-time basis with a remuneration equivalent to the ASG salary level.

In a meeting that OHR had with Ms. Herfkens on 14 March 2007, the staff member informed OHR the following:

1. She has started the process of obtaining her US permanent resident status based on the fact that she met the US criteria of a "person with exceptional abilities".
2. She also advised OHR that she has already obtained her employment authorization and permission to travel which was expeditiously facilitated at very high congressional levels.
3. She did not wish to reverse the work that has already been done in moving the green card along.
4. She needs to be able to travel quickly, not only in the interest of her campaigning responsibilities but also because her mother is ailing.
5. She would like the organization's consideration to be given to converting her to another contractual modality wherein she will not be required to put the green card process on hold.
6. She willingly accepts the loss of whatever benefits she derives from her current "L" series contract.
7. She is strongly committed to continue her work in leading the UN Millennium Campaign through whatever contractual arrangements the organization considers fitting under the circumstances.
8. Her only request in changing contracts would be that she will continue to be able to:
  - (a) retain her grounds pass;
  - (b) travel business class; and
  - (c) retain the title of SG's Executive Coordinator.
9. She will gladly surrender the UN Laissez-Passer she received in 2002 when she finds it (as she has misplaced it).



Given that in accordance with current administrative instruction ST/AI/2000/19 (Section 5.3 and 5.7) authorization may not be granted to Ms. Herfkens to sign the waiver of rights, privileges, exemptions and immunities in order to acquire permanent residence status in the United States, and in order to ensure continuous support to the work of the MDG Campaign on a transitional basis, we recommend for your approval the following arrangements:

- (a) that we accept her resignation from her current "L" contract as of 30 June 2007 (close of business);
- (b) that an SSA contract be issued effective 1 July 2007 without any break-in-service through 31 October 2007, which is the period remaining from her current "L" contract (a retroactive resignation date of 31 March 2007 and SSA with an effective date of 1 April 2007 is not appropriate);
- (c) that a waiver of the required break-in-service between the two contracts ("L" and SSA) be granted to her given the business need for continuous support to the work of the MDG Campaign;
- (d) that her SSA contract be under the attached specific Terms of Reference with the understanding that there will be no managerial, supervisory, representational and Atlas approval functions;
- (e) that she be allowed to:
  - i. retain her current gold ground pass through 31 October 2007 as per earlier authorization given by your office;
  - ii. retain a title of Special Advisor for the Millennium Campaign instead.

The standard for any air travel authorized by UNDP under an SSA contract will be economy class as per the revised SSA guidelines issued in January 2007. The standard payment of travel costs will be through the lump sum option based on full economy class. The staff member has been informed about this policy which is applied consistently across the organization for SSA contract holders.

We also recommend that somebody else should take the leadership role for the Millennium Campaign.

APPROVED: \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'J. Herfkens', written over a horizontal line.

DATE: \_\_\_\_\_

2/16/07