



**World Food
Programme**

Executive Director's Circular **(Human Resources Division)**

Date: 22 February 2014
Circular No.: OED2014/002
Revises:
Amends:
Supersedes: AD2004/004

<p align="center">Recognition of personal status for the purposes of granting WFP entitlements and benefits</p>
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Introduction:

1. The Programme is committed to employment opportunities for individual without discrimination on the basis of gender, sexual orientation or marital status.
2. In a continuous effort to ensure that our policy framework reflects this principle, the Programme is revising the basis for recognition of the personal status of staff members for the purposes of granting WFP entitlements and benefits.
3. To date, the practice of the Programme for determining the personal status of staff members for the purpose of entitlements has been by reference to the law of nationality of the staff member concerned. With the issuance of this Circular, the Programme is broadening the basis on which to recognize the personal status of staff members.

Application:

4. This policy applies to all International Professional staff members, General Service staff members in Headquarters and Liaison Offices and locally recruited staff members in the field-based offices.

Basis for recognition of personal status:

5. Personal status for the purposes of granting WFP entitlements and benefits will be recognized for staff members who have entered into a marriage or domestic partnership legally recognized by a competent national authority by reference to the law of the location where the marriage or domestic partnership was celebrated or registered. The relevant WFP HR Manual Sections shall be amended accordingly.
6. Spousal benefits, entitlements and obligations, as established in the applicable rules and regulations, will apply to staff members who have entered into a marriage or domestic partnership as defined above.

7. For the purposes of dependency benefits, only one spouse/recognised domestic partner will be acknowledged by the Programme at any time.
8. A change in status claimed under the provisions of this Circular will be effective as of the month that such claim is received.
9. There may be instances, outside the control of the Programme, where a personal status is not recognized for benefits and privileges, such as the following:
 - a. Pension benefits are governed by the UNJSPF regulations and rules. The Pension Fund currently determines the eligibility to spousal benefits by reference to the law of the country of nationality of the UNJSPF participant;
 - b. While on secondment or transfer to another organization, staff members are subject to the regulations and rules of the receiving organization and their respective policies on personal status recognition; and
 - c. Issuance of visas or residence permits is subject to the authority of host countries, some of which may not recognize the personal status under their laws. As such WFP will assist, to the extent possible, with the travel and installation of spouse/recognised domestic partner to the eligible staff member's country of assignment, but cannot guarantee the outcome in all cases.

Responsibilities of staff members:

10. It is the responsibility of every staff member to immediately inform the Programme of changes to their personal status. Staff members must provide satisfactory evidence of the personal status claimed.
11. Staff members who seek recognition of personal status must submit a certificate of marriage or a certificate of domestic partnership from a national authority along with the birth certificate or valid national passport of the spouse/recognised domestic partner. If the marriage or domestic partnership is dissolved, staff members are required to submit supporting documentation such as a divorce decree, separation order or certificate of dissolution of domestic partnership, as applicable, from a national authority.

Effective date:

12. This Circular comes into force and effect on the date of its issuance.

Ertharin Cousin

Executive Director