**Compensation for Death, Injury or Illness – Appendix D**

1. In the event of illness or injury attributable to the performance of official duties, a staff member is entitled to compensation as prescribed i[n Appendix D to the Staff Rules.](https://popp.undp.org/node/5861) In the event of the staff member's death in consequence of such illness or injury, his/her surviving spouse, child, or secondary dependant is entitled to compensation as prescribed in Appendix D to the Staff Rules. No benefit or compensation is payable in respect of illness, injury, or death resulting from serious and willful misconduct on the part of the staff member concerned.

# Applicability

2. Appendix D rules shall apply to all staff members governed by the UN Staff Regulations and Staff Rules. Appendix D shall apply neither to interns nor to persons engaged under Service Contract or Individual Contract contractual modalities unless specifically mentioned in their conditions of service.

# Attributability

3. The provisions of Appendix D apply only where injury, illness, or death is considered by the Advisory Board on Compensation Claims (ABCC) to be attributable to the performance of official duties. The occurrence of such injury, illness, or death merely while in the employ of UNDP does not establish attributability. It is therefore essential that a claim contain substantial justification to establish a causal connection with the actual performance of official duties.

# Documentation

4. Bearing in mind that a staff member claiming compensation under the provisions of Appendix D should furnish such documentary evidence as may be required by the ABCC, for the purpose of determining entitlement under the Appendix, the following information/documentation will be required depending on the case:

## a) Claims in respect of illness

1. Diagnosis
2. When and where illness was contracted
3. Treatment received
4. Medical report covering all aspects of illness
5. When disability is involved, a detailed medical report should be submitted by the attending physician in a sealed envelope addressed to the UN Medical Director
6. A list of all medical and hospital expenses together with the relevant detailed receipted bills
7. Exact periods of absence from duty

## b) Claims in respect of injury

1. Nature of injury
2. When and how sustained
3. Treatment received
4. Medical report covering all aspects of injury
5. When disability is involved, a detailed medical report should be submitted by the attending physician in a sealed envelope addressed to the UN Medical Director
6. A list of all medical and hospital expenses, together with the relevant detailed receipted bills
7. The official accident report viii) Witnesses' statements, if not included in the official accident report ix) Third party liability, if any, in accordance with the provisions of Appendix D
8. Statement from the resident representative as to whether the staff member was on duty at the time of accident
9. Exact periods of absence from duty

## c) Claims in the event of death

1. Official accident report ii) Witnesses' statements, if not included in the official accident report iii) Third party liability, if any
2. Statement from the resident representative as to whether the staff member was on duty at the time of the accident
3. Death certificate

5. Any compensation claim should also indicate information as to whether the staff member:

1. Is a participant in the UNJSPF
2. Has claimed reimbursement under the Medical Insurance Plan or any other medical insurance scheme
3. Is receiving any pension or other income from any official source as a result of the injury or illness

# Timeliness

6. Through the respective HR Associate in the Office of Human Resources (OHR) Copenhagen, the ABCC should be informed as soon as possible of any illness or injury that may be attributable to the performance of official duties on behalf of UNDP. Any claim and related documentation **must be submitted within four (4) months** from the date of injury or the onset of illness (see Article 12 of Appendix D), unless it can be proven that exceptional circumstances prevented the staff member from taking such action within the four-month time limit. The claim must be submitted, even if all medical bills are not readily available, within the prescribed four-month limit.