



17 May 2023

**Annual Open Enrolment Period for the United Nations Staff Mutual  
Insurance Society Against Sickness and Accident  
(from 1<sup>st</sup> to 30 June 2023)**

1. **Purpose:** The purpose of the annual open enrolment period is to give staff members who have not been able to join the Society within the statutory time-limit an opportunity to do so. This year, the open enrolment period will be from 1<sup>st</sup> to 30 June 2023 inclusive. Staff members and their immediate family (including children between the ages of 21 and 29 years inclusive who are unmarried and who are continuing their studies, or are not in regular employment and persons who are secondary dependants within the meaning of the Staff Rules, i.e, father, mother, brother or sister), may join the Society by applying for admission within the open enrolment period.

2. Staff members who are on mission or otherwise officially absent during the open enrolment period may submit applications for themselves or members of their family on their return to duty. Such applications will only be considered if submitted within 31 days following the staff member's return to duty. They must be accompanied by a covering note from the staff member's Chief certifying his or her absence and its duration.

3. **Conditions for admission:** Any staff member holding a permanent, continuing, indefinite, probationary or fixed-term appointment may apply for coverage for himself or herself and family members. Staff members holding a temporary contract may find the conditions for admission in rule III (Membership) of the Society's Internal Rules. According to the Statutes and Internal Rules of the Mutual Insurance, the enrolment period does not concern retired staff members nor their family.

4. Application forms can be downloaded from our website from the following link [Affiliation/Enrolment Form | UNSMIS \(unog.ch\)](#) or by contacting the Human Resources Management Service of WMO, UNDP, UNICEF, UNHCR, UNV and UNCCD.



5. Applications for membership in the Society must reach the Human Resource Management Service of the international organisation to which the staff member belongs within the open enrolment period (from 1<sup>st</sup> to 30 June 2023) otherwise they will not be considered. Enrolment will be effective on 1<sup>st</sup> July 2023. A medical examination is not required.

6. Staff members of the United Nations Office at Geneva can obtain information about UNSMIS by email to [unsmis@un.org](mailto:unsmis@un.org) or by telephone at 022 917 99 99 between 10am to 12pm and between 2 to 4pm. Staff members of other organisations should consult their administrative or personnel unit.

7. Staff members can obtain information about the benefits, limitations, obligations and exclusions of UNSMIS by consulting the following website [Welcome | UNSMIS \(unog.ch\)](http://unog.ch).

8. There is no annual enrolment period for the AETNA group life insurance plan. However, information in this respect may be obtained by consulting the Headquarters United Nations Health and Life Insurance Section Website.

**Distribution :**

UNDP, UNICEF, WMO, UNHCR, UNV, UNCCD, ITU

The Executive Secretary

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