



1st May 2020

Annual Open Enrolment Period for the United Nations Staff Mutual Insurance Society Against Sickness and Accident (from 1st to 30 June 2020)

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 1st to 30 June 2020 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 obtained on the following link from our website : <https://medical-insurance.unog.ch/drupal/?q=affiliationenrolment-form> or from the Human Resources Management Service of WMO, UNDP, UNICEF, UNHCR, UNV, UNCCD and ITU.

Distribution :

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

OFFICE DES NATIONS UNIES À GENÈVE

ASSURANCE MUTUELLE
CONTRE LA MALADIE ET LES ACCIDENTS
DU PERSONNEL DES NATIONS UNIES



UNITED NATIONS OFFICE AT GENEVA

UNITED NATIONS
STAFF MUTUAL INSURANCE SOCIETY
AGAINST SICKNESS AND ACCIDENT

COMMUNICATION DU COMITE EXECUTIF

COMMUNICATION FROM THE EXECUTIVE COMMITTEE

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 1st to 30 June 2020) otherwise they will not be considered. Admission to the Society takes place on the date the application form is signed by the staff member. A medical examination is not required.

6. There is no annual enrolment period for the AETNA group life insurance plan. However, information in this respect may be obtained from the Secretariat of the Group Life Insurance, ext. 72473, every working day.

7. Staff members can obtain information about the Society and the AETNA group life insurance plan by consulting our website on <https://medical-insurance.unog.ch>.

The Executive Secretary

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Centre d'assistance à la clientèle / Palais des Nations, bureau S-035
Téléphone: 022-917 99 99 / Courriel: unsmis@un.org
Site web: <https://medical-insurance.unog.ch>
Ouvert du lundi au vendredi de 10h à 16h

Client Support Centre / Palais des Nations, Office S-035
Telephone: 022-917 99 99 / Email: unsmis@un.org
Website: <https://medical-insurance.unog.ch>
Open Monday to Friday from 10am to 4pm