

International Standard for Archival Description

- 1.1 Reference code** UNHCR 34
- 1.2 Title** Records of the Office of the Mediator
- 1.3 Dates of creation** circa 1993-1999
- 1.4 Level** Fonds
- 1.5 Extent (quantity)** 1.5 m
- 2.2 Administrative/Biographical history** The Mediator facilitates a confidential, neutral and informal process to resolve work-place related problems. The Mediator reports directly to the Deputy High Commissioner, with access to the High Commissioner when necessary. The Mediator produces an annual report that is sent to all staff members. The report includes statistics and information on emerging issues.
- 3.1 Scope and content** The records include UNHCR staffing tables, files regarding mediator policy and some monthly reports.
- 3.3 Accruals** Accruals are expected
- 4.1 Conditions governing access** Records are subject to the Archives Access Policy of the UNHCR Archives
- 4.2 Conditions governing reproduction** Records are subject to the Copyright Policy of UNHCR
- 7.2 Rules or conventions** Internal UNHCR rules
- 7.3 Date of description** 06 March 2006