



PAN AMERICAN HEALTH ORGANIZATION  
WORLD HEALTH ORGANIZATION



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### AMENDMENTS TO THE PAN AMERICAN SANITARY BUREAU STAFF RULES

In accordance with the provisions of Staff Rule 020, the Director submits for confirmation to the Executive Committee, as annexes to this document, the amendments to the Staff Rules made since the 128<sup>th</sup> Session.

These revisions are consistent with those adopted by the Executive Board of the World Health Organization (WHO) at its 108<sup>th</sup> and 109<sup>th</sup> Sessions and are in compliance with paragraph 2 of Resolution CE59.R19 adopted by the Executive Committee at its 59<sup>th</sup> Session (1968), which requested the Director to continue to introduce changes deemed necessary to maintain a close similarity between the Staff Rules of the Pan American Sanitary Bureau (PASB) and those of WHO.

The amendments presented in sections 1 and 2 result from decisions taken by the United Nations General Assembly at its fifty-sixth session, on the basis of recommendations made by the International Civil Service Commission (ICSC). The amendments implement the results of the consolidation of post adjustment multiplier points into net base salary, on a "no-gain no-loss" basis, with effect from 1 March 2002.

The amendments in section 3 result from decisions taken by the Executive Board of WHO at its 108<sup>th</sup> Session (Resolution EB108.R8) held in May 2001.

The amendments in section 4 result from decisions taken by the Executive Board of WHO at its 109<sup>th</sup> Session (Resolutions EB109.R27 and EB109.R27 Add. 1) held in January 2002.

Annex 1 to this document contains the text of all the amended Staff Rules.

The proposed amendment to Staff Regulation 4.5, the text of which appears in Annex 2, has been made to reflect the new types of contracts that are being introduced. It is proposed that the 26<sup>th</sup> Pan American Sanitary Conference be asked to approve the amendment to Staff Regulation 4.5 with retroactive effect to 1 July 2002, which is the date of implementation of the new contractual arrangements.

The Executive Committee is invited to consider a draft resolution which confirms the amendments contained in this document, revises the remuneration of staff in ungraded posts, and recommends to the 26<sup>th</sup> Pan American Sanitary Conference a revision in the remuneration of the Director of PASB and in Staff Regulation 4.5.

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## **1. Schedule of Salaries for the Professional and Higher-Graded Categories**

In December 2001, the United Nations General Assembly approved an upward adjustment of 3.87% of the common system base/floor salary scale, to take effect on 1 March 2002. This adjustment is a routine annual exercise designed to bring the base/floor salary scale of the United Nations system into line with the salaries of the comparator civil service (the United States federal civil service in Washington, D.C.). The adjustment consists of a consolidation of post adjustment (the cost-of-living element) into base net salary on a "no-gain no-loss" basis. This ensures, *inter alia*, that allowances that are linked to the base/floor salary scale (the mobility and hardship allowance and certain separation payments) keep pace with inflation. Amendments to the salary scale, as contained in Staff Rule 330.2, have been made accordingly and are reflected in Annex 1.

## **2. Salaries of the Deputy Director, Assistant Director, and Director**

As a result of the revision of the base/floor salary scale for staff in the professional and higher-graded categories, a revision of the salaries for the posts of Deputy Director, Assistant Director, and Director is also required.

Since 1962, it has been the practice of the Executive Committee to set the salary of the Pan American Health Organization (PAHO) Deputy Director at the level of the World Health Organization (WHO) Regional Directors and that of the Assistant Director at \$1,000 less.

Considering that Pan American Sanitary Bureau (PASB) Staff Regulation 3.1 states "the salaries for the Deputy Director and Assistant Director shall be determined by the Director of the Bureau with the approval of the Executive Committee," the Committee may wish to follow this practice and adjust, with effect from 1 March 2002, the net salary of the PAHO Deputy Director to US\$ 108,379 per annum at dependency rate and \$98,141 per annum at single rate, and that of the Assistant Director to \$107,379 per annum at dependency rate and \$97,141 per annum at single rate.

The 20<sup>th</sup> Directing Council, in paragraph 2 of Resolution CD20.R20, requested "the Executive Committee, in case of any future adjustments in respect of professional and ungraded categories of posts, to make recommendations to the Conference or the Directing Council concerning the appropriate level of the salary of the Director." Since 1969, the practice of the Governing Bodies of PAHO has been to maintain the salary of the Director at the Under Secretary-General level of the United Nations system salary scale, which in the past WHO structure corresponded to that of the WHO Deputy Director-General.

The Executive Committee may wish to recommend to the 26<sup>th</sup> Pan American Sanitary Conference, therefore, that it adjust the salary of the Director to \$118,165 per annum at dependency rate and \$106,342 per annum at single rate, effective 1 March 2002.

The above changes are also on the basis of the “no-gain no-loss” formula.

### **3. Amendments to the Staff Rules Resulting from the Amendments to the Staff Rules of the World Health Organization, at the 108th Session of the Executive Board**

At its 108<sup>th</sup> Session, the Executive Board of WHO approved amendments to Staff Rule 110.7, with effect from 1 June 2001, and to Staff Rules 350.1 and 350.2.2, with effect from 1 January 2001. In accordance with PASB Staff Rule 020, the Director submits to the Executive Committee for confirmation the following amendments that have been made to the Staff Rules since the 128<sup>th</sup> Meeting.

#### ***3.1 Staff Rule 110.7: Standards of Conduct for Staff Members***

In order to fulfill its mandate, PAHO must be independent and objective. It is thus essential that its staff discharge their functions as international civil servants with only the interests of the Organization in mind. One way of promoting the independence and objectivity of staff is to require staff to disclose interests with entities with which they may be required to have official dealings on behalf of PAHO, or which have a commercial interest in PAHO work or a common area of activity with PAHO. The purpose of the amendment to Staff Rule 110.7 is to clarify this disclosure requirement and to strengthen the reporting requirement for designated employment categories. The effective date of amendment to Staff Rule 110.7 is 1 June 2001.

#### ***3.2 Staff Rules 350.1 and 350.2.2: Education Grant***

The report of the International Civil Service Commission for the year 2000 (document EB107/16) included an adjustment in the flat rates for boarding school and the additional amounts for reimbursement of boarding costs over and above the maximum grants. These adjustments resulted in an increase in the dollar amount for boarding costs and additional boarding costs with effect from the school year in force on 1 January 2001.

WHO had overlooked including an amendment to Staff Rules 350.1 and 350.2.2 at the 107<sup>th</sup> Session of its Executive Board. This oversight was remedied at the 108<sup>th</sup> Session of the Executive Board, and PAHO seeks to have the Executive Committee's confirmation for this change, which took effect on 1 January 2001.

**4. Amendments to the Staff Rules Resulting from the Amendments to the Staff Rules of the World Health Organization at the 109th Session of the Executive Board**

At its 109<sup>th</sup> Session, the Executive Board of WHO approved amendments to Staff Rule 530, with effect from 1 January 2002, and to the Staff Rules concerning contractual reform, with effect from 1 July 2002. In accordance with Staff Rule 020, the Director submits to the Executive Committee for confirmation the following amendments that have been made to the Staff Rules since the 128<sup>th</sup> Meeting:

**4.1 *Staff Rule 530: Supervision and Performance Evaluation***

A new Performance Planning Evaluation System (PPES) was recently introduced as part of PAHO's strategic framework for the reform of human resources management. Staff Rule 530 has been amended with effect from 1 January 2002, to reflect the new system.

**4.2 *Various Staff Rules: Contractual Reform***

The result of contractual reform has been to group the new contractual arrangements in three separate categories: "temporary appointments," "fixed-term appointments," and "service appointments," and to revise the separation procedures following post abolition. Conditions of service that are specific to each of these types of appointments have been identified in the Staff Rules and are outlined in document EB109/25 entitled "Reform of Human Resources Management." The effective date of implementation of the new types of appointments and revised separation procedures is 1 July 2002.

**4.3 *Amendment to the Staff Regulations***

To ensure consistency between the Staff Regulations and Staff Rules, it is proposed that the Directing Council be asked to amend Staff Regulation 4.5 as shown in Annex 2.

**5. Action by the Executive Committee**

In light of these revisions, the Committee may wish to consider the following:

*Proposed Resolution*

*THE 130<sup>TH</sup> SESSION OF THE EXECUTIVE COMMITTEE,*

Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau (PASB) submitted by the Director in Annex to Document CE130/26;

Taking into account the actions of the Fifty-fifth World Health Assembly relating to the remuneration of the Regional Directors, Senior Advisors and the Director-General;

Bearing in mind the provisions of Staff Rule 020 and Staff Regulation 3.1 of the PASB and Resolution CD20.R20 of the 20<sup>th</sup> Directing Council; and

Recognizing the need for uniformity of conditions of employment of PASB and WHO staff.

*RESOLVES:*

1. To confirm, in accordance with Staff Rule 020, the amendments to Staff Rule 330.2 that have been made by the Director, with effect from 1 March 2002, concerning the salary scale applicable to staff in the professional and higher categories.
2. To establish, effective 1 March 2002:
  - (a) The net salary of the Deputy Director at US\$ 108,379 per annum at dependency rate and \$98,141 per annum at single rate;
  - (b) The net salary of the Assistant Director at \$107,379 per annum at dependency rate and \$97,141 per annum at single rate.
3. To confirm, in accordance with Staff Rule 020, the amendments to the Staff Rules, which have been made by the Director, as follows:
  - (a) to Staff Rule 110.7, with effect from 1 June 2001, in respect of standards of conduct;

- (b) to Staff Rules 350.1 and 350.2.2, with effect from the school year in progress on 1 January 2001, in respect of education grant entitlements;
  - (c) to Staff Rule 530, with effect from 1 January 2002, in respect of the Supervision and Performance Evaluation System;
  - (d) to the applicable Staff Rules, with effect from 1 July 2002, in respect of contractual reform.
4. To recommend to the 26<sup>th</sup> Pan American Sanitary Conference to:
- (a) note the amendments to the Staff Rules made by the Director and confirmed by the Executive Committee at its 130<sup>th</sup> Session concerning, *inter alia*, standards of conduct, education grant entitlements, performance management, and contractual reform;
  - (b) confirm the annual salary of the Director at \$118,165 per annum at dependency rate and \$106,342 per annum at single rate, effective 1 March 2002;
  - (c) approve the amendment to Staff Regulation 4.5 to reflect the implementation of new contractual mechanisms, effective 1 July 2002.

(Adopted at the \_\_\_\_\_ meeting, June 2002)

**Text of the Amended Staff Rules**

330. Salaries

330.2 The following schedule of annual gross and annual base salaries shall apply to all professional and higher category posts with effect from 1 March 2002

:

**Salary scale for the professional and higher graded categories: annual gross salaries and net equivalents after application of staff assessment  
(effective 1 March 2002)  
(US dollars)**

Level		Step														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
D-2	Gross	129 834	132 689	135 540	138 392	141 245	144 097									
	Net D	90 697	92 467	94 235	96 003	97 772	99 540									
	Net S	83 322	84 805	86 286	87 768	89 250	90 733									
P-6/D-1	Gross	114 784	117 226	119 669	122 106	124 550	126 994	129 437	131 877	134 319						
	Net D	81 366	82 880	84 395	85 906	87 421	88 936	90 451	91 964	93 478						
	Net S	75 209	76 539	77 868	79 195	80 526	81 845	83 115	84 384	85 652						
P-5	Gross	101 084	103 294	105 505	107 715	109 924	112 132	114 344	116 553	118 761	120 974	123 185	125 392	127 602		
	Net D	72 872	74 242	75 613	76 983	78 353	79 722	81 093	82 463	83 832	85 204	86 575	87 943	89 313		
	Net S	67 698	68 955	70 159	71 362	72 565	73 767	74 970	76 173	77 376	78 579	79 781	80 983	82 162		
P-4	Gross	83 255	85 283	87 306	89 329	91 442	93 597	95 752	97 906	100 065	102 216	104 371	106 529	108 682	110 837	112 994
	Net D	61 548	62 887	64 222	65 557	66 894	68 230	69 566	70 902	72 240	73 574	74 910	76 284	77 583	78 919	80 256
	Net S	57 316	58 546	59 770	60 994	62 220	63 443	64 669	65 894	67 118	68 342	69 540	70 717	71 888	73 062	74 235
P-3	Gross	68 306	70 208	72 112	74 011	75 915	77 815	79 715	81 620	83 523	85 423	87 326	89 226	91 202	93 226	95 250
	Net D	51 682	52 937	54 194	55 447	56 704	57 958	59 212	60 469	61 725	62 979	64 235	65 489	66 745	68 000	69 255
	Net S	48 242	49 396	50 553	51 706	52 862	54 015	55 169	56 324	57 477	58 632	59 782	60 933	62 083	63 233	64 384
P-2	Gross	55 346	56 907	58 465	60 027	61 729	63 429	65 130	66 829	68 532	70 233	71 932	73 636			
	Net D	42 849	43 973	45 095	46 218	47 341	48 463	49 586	50 707	51 831	52 954	54 075	55 200			
	Net S	40 191	41 210	42 226	43 244	44 260	45 279	46 313	47 344	48 379	49 412	50 444	51 479			
P-1	Gross	42 944	44 444	45 942	47 442	48 939	50 438	51 938	53 436	54 932	56 432					
	Net D	33 920	35 000	36 078	37 158	38 236	39 315	40 395	41 474	42 551	43 631					
	Net S	31 997	32 992	33 986	34 980	35 974	36 967	37 962	38 944	39 921	40 899					

D = Rate applicable to staff members with a dependent spouse or child.  
S = Rate applicable to staff members with no dependent spouse or child.

**AMENDMENTS TO THE STAFF RULES**

Staff Rule/Subject	Existing text	Proposed text
030. Application	The Staff Rules shall apply to all staff members of the Pan American Sanitary Bureau, except as specifically provided in any particular Rule herein. Nothing in the present Rules shall be interpreted as preventing the Director from making short-term appointments of less than one year with terms of service different from those provided in the present Rules, where he considers that the interests of the service so require.	The Staff Rules shall apply to all staff members of the Pan American Sanitary Bureau, except as specifically provided in any particular Rule herein. Nothing in the present Rules shall be interpreted as preventing the Director from making <b>temporary</b> appointments of less than one year with terms of service different from those provided in the present Rules, where he <b>or she</b> considers that the interests of the service so require.
110.7 Standards of Conduct for Staff Members	A staff member who has any financial interest in any business concern with which he may be required, directly or indirectly, to have official dealings on behalf of the Bureau shall report such interest to the Director, who shall decide on the applicability of Staff Regulation 1.4.	<p><b>110.7 The Director shall decide on the compatibility of any interests declared by staff members with Article I of the Staff Regulations, and on any action to be taken under this Rule:</b></p> <p>110.7.1 <b>A staff member who has, or whose spouse or dependent children have, any interest in (including association with) any entity with which the staff member may be required, directly or indirectly, to have official dealings on behalf of the Organization, or which has a commercial interest in the work of PAHO, or a common area of activity with PAHO, shall report the interest to the Director.</b></p> <p>110.7.2 <b>As determined by the Director, staff members in designated employment categories shall be required, upon appointment and at prescribed intervals, to file in respect of themselves, their spouses and dependent children, a declaration in a prescribed form disclosing designated types of interests.</b></p>

Staff Rule/Subject	Existing text	Proposed text
320. Salary determination	320.1 On appointment, the net base salary of a staff member shall be fixed at step 1 of the grade of the post he is to occupy. In exceptional circumstances it may be fixed at a higher step in the grade in order to maintain the staff member's former income level.	<p>320.1 On appointment <b>to a service or fixed-term appointment</b>, the net base salary of <b>staff members</b> shall be fixed at step 1 of the <b>grade of the post to be occupied</b>. In exceptional circumstances it may be fixed at a higher step in the grade in order to maintain the <b>staff members'</b> former income level.</p> <p><b><u>New Rule</u></b></p> <p><b>320.2 The net base salary of staff members holding temporary appointments as defined in Rule 420.3 shall be fixed as follows:</b></p> <p style="padding-left: 40px;"><b>320.2.1 for those holding short-term appointments: step 1 of the level of the assignment determined in accordance with guidelines established by the Director.</b></p> <p style="padding-left: 40px;"><b>320.2.2 for those holding term-limited appointments: step 3 of the level of the assignment determined in accordance with guidelines established by the Director.</b></p> <p>320.2, 320.3 and 320.4 remain unchanged but are renumbered 320.3, 320.4 and 320.5</p>
330. Salaries		<p>330.1 and 330.2 unchanged</p> <p><b><u>New Rule</u></b></p> <p><b>330.3 The net base salary of staff members in the professional and higher categories holding temporary appointments as defined in Rule 420.3 shall be paid in accordance with the schedule in Rule 330.2 at the rate applicable to staff members with no dependent spouse or dependent child.</b></p>
340. Dependants' allowances	A staff member in a post of professional or higher grade, except for short-term staff members appointed under Rule 1320 or consultants appointed under Rule 1330, is entitled to a dependent's allowance for dependents as defined in Rule 310.5, to be paid as follows:	<b>Staff members in the professional or higher category, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330, are</b> entitled to a dependant's allowance for dependants as defined in Rule 310.5, to be paid as follows:

Staff Rule/Subject	Existing text	Proposed text
350. Education grant	<p>350.1 An internationally recruited staff member shall be entitled to an education grant, except as indicated in Rule 350.3. The amount of the grant payable under this Rule shall be 75% of the education expenses actually incurred and admissible under Rule 350.2. The maximum grant per child per year shall not exceed a total payment of US\$9750 or, for expenses incurred in certain currencies as determined by the Director on the basis of procedures agreed among the international organizations concerned, an amount established in those currencies. For staff members at certain designated official stations, the amount of the grant in respect of primary and secondary education shall be increased by an additional amount corresponding to 100% of boarding costs up to US\$5060 per child per year or, for expenses incurred in certain local currencies as determined by the Director on the basis of procedures agreed among the international organizations concerned, an amount established in those currencies.</p> <p>350.2.2. the cost of full-time attendance at an educational institution outside the country or area of the official station, including the cost of board if provided by the institution. Where board is not provided by the institution, a flat amount is paid in lieu. The flat amount per child per year shall be US\$3,164 or, for expenses incurred in certain currencies as determined by the Director on the basis of procedures agreed among the international organizations concerned, an amount established in those currencies. For staff members at certain designated official stations the flat amount in respect of primary and secondary education is US\$4,746, or for expenses incurred in certain currencies as determined by the Director on the basis of procedures agreed among the international organizations concerned, an amount established in those currencies.</p>	<p>350.1 <b>Internationally recruited staff members</b> shall be entitled to an education grant, except as indicated in Rule 350.3. The amount of the grant payable under this Rule shall be 75% of the education expenses actually incurred and admissible under Rule 350.2. The maximum grant per child per year shall not exceed a total payment of US\$9750 or, for expenses incurred in certain currencies as determined by the Director on the basis of procedures agreed among the international organizations concerned, an amount established in those currencies. For staff members at certain designated official stations, the amount of the grant in respect of primary and secondary education shall be increased by an additional amount corresponding to 100% of boarding costs up to US\$5060 per child per year or, for expenses incurred in certain local currencies as determined by the Director on the basis of procedures agreed among the international organizations concerned, an amount established in those currencies. <b>This rule does not apply to staff holding temporary appointments as defined in Rule 420.3 or to consultants appointed under Rule 1330.</b></p> <p>350.2.2. the cost of full-time attendance at an educational institution outside the country or area of the official station, including the cost of board if provided by the institution. Where board is not provided by the institution, a flat amount is paid in lieu. The flat amount per child per year shall be <b>US\$3,373</b> or, for expenses incurred in certain currencies as determined by the Director on the basis of procedures agreed among the international organizations concerned, an amount established in those currencies. For staff members at certain designated official stations the flat amount in respect of primary and secondary education is <b>US\$5,060</b>, or for expenses incurred in certain currencies as determined by the Director on the basis of procedures agreed among the international organizations concerned, an amount established in those currencies.</p>

Staff Rule/Subject	Existing text	Proposed text
<p>355. Special Education grant for disabled children</p>	<p>A staff member, except for short-term staff members appointed under Rule 1320 or consultants appointed under Rule 1330, is entitled to a special education grant in respect of any physically or mentally incapacitated child, recognized as dependent under Rule 310.5.2, up to the end of the year in which such child reaches the age of 25. The amount of the grant per child per year shall be 100% of the special educational expenses actually incurred up to a maximum of US\$13,000 or, for expenses incurred in certain currencies as determined by the Director on the basis of procedures agreed among the international organizations concerned, up to a maximum amount established in those currencies. In cases where an education grant is payable under Rule 350, the total of the amounts payable under Rules 350 and 355 shall not exceed the applicable maximum.</p>	<p><b>Staff members, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330, are</b> entitled to a special education grant in respect of any physically or mentally incapacitated child, recognized as dependent under Rule 310.5.2, up to the end of the year in which such child reaches the age of 25. The amount of the grant per child per year shall be 100% of the special educational expenses actually incurred up to a maximum of US\$13,000 or, for expenses incurred in certain currencies as determined by the Director on the basis of procedures agreed among the international organizations concerned, up to a maximum amount established in those currencies. In cases where an education grant is payable under Rule 350, the total of the amounts payable under Rules 350 and 355 shall not exceed the applicable maximum.</p>
<p>360. Mobility and hardship allowance</p>	<p>360.1 A staff member, other than one appointed under Rules 1310, 1320 and 1330, who is assigned or transferred to an official station for a period of one year or longer, shall receive a non-pensionable mobility and hardship allowance designed to recognize varying degrees of hardship at different official stations and provide incentives for mobility, under the conditions set out in sub-sections 360.1.1, 360.1.2, 360.1.3, and 360.1.4. Official stations shall be categorized according to conditions of life and work and on the basis of criteria agreed among the international organizations concerned for classifying official stations. Official stations in Canada and the United States of America, and similar designated locations, shall be categorized H official stations, whereas all other official stations shall be categorized from A to E.</p>	<p>360.1 <b>Staff members, except those holding temporary appointments as defined in Rule 420.3 or those appointed under Rules 1310 and 1330, who are</b> assigned or transferred to an official station for a period of one year or longer, shall receive a non-pensionable mobility and hardship allowance designed to recognize varying degrees of hardship at different official stations and provide incentives for mobility, under the conditions set out in sub-sections 360.1.1, 360.1.2, 360.1.3, and 360.1.4. Official stations shall be categorized according to conditions of life and work and on the basis of criteria agreed among the international organizations concerned for classifying official stations. Official stations in Canada and the United States of America, and similar designated locations, shall be categorized H official stations, whereas all other official stations shall be categorized from A to E.</p>

Staff Rule/Subject	Existing text	Proposed text
		<p><b><u>New Rule</u></b></p> <p>367. Service allowance</p> <p><b>Staff holding term-limited appointments as defined in Rule 420.3 shall receive a non-pensionable service allowance expressed as a percentage of their annual net base salary. This percentage shall be determined by the Director and range between 5% and 25% for staff in the professional category, and between 3% and 12% for staff in the general service category.</b></p>
375. End-of-service grant	A staff member holding a fixed-term appointment whose appointment is not renewed after completing ten years of continuous qualifying service shall be entitled to a grant based on the years of service unless an offer of renewal of appointment has been either received or declined or the staff member has reached the statutory age of retirement as defined under Rule 1020.1. The amount of the grant shall be fixed according to the schedule in Rule 1050.4 for termination of temporary fixed-term appointments.	<b>Staff members</b> holding a fixed-term appointment whose appointment is not renewed after completing <b>five</b> years of continuous qualifying service, <b>and whose performance has been certified as being satisfactory</b> , shall be entitled to a grant based on the years of service unless an offer of renewal of appointment has been either received or declined or the staff member has reached the statutory age of retirement as defined under Rule 1020.1. The amount of the grant shall be fixed according to the schedule in Rule 1050.4 for termination of temporary fixed-term appointments.

Staff Rule/Subject	Existing text	Proposed text
420. Appointment policies	<p>420.1 A career-service appointment is an appointment without time limit and is "permanent" within the meaning of Staff Regulation 4.5. A staff member may be granted a career-service appointment upon completion of at least five years' satisfactory service and fulfillment of other such requirements as the Director may determine.</p> <p>420.2 A temporary appointment is an appointment with a time limit within the meaning of Staff Regulation 4.5. It may be on a full-time, part-time or when-actually-employed basis. There are two categories of temporary appointment: those of one year or more, called fixed-term appointments, and those of less than one year, called short-term appointments.</p> <p>420.3 All staff, including staff members on secondment from government service, shall be appointed initially on a temporary basis as defined in Rule 420.2.</p>	<p>420. Appointment policies<sup>1</sup></p> <p>420.1 <b>A “service appointment” is an appointment without specified time-limit. A service appointment may be granted after a minimum of five years’ certified satisfactory service on fixed-term appointments</b> and fulfillment of such other requirements as the Director may determine.</p> <p><b><u>New Rule</u></b></p> <p>420.2 <b>A “fixed-term appointment” is a time-limited appointment for one year or more.</b></p> <p><i>Previously 420.2</i></p> <p>420.3 A temporary appointment is an appointment <b>for a period not exceeding 11 months. There are two categories of temporary appointments: “short-term appointments” and “term-limited appointments”.</b> Such appointments are granted in accordance with conditions determined by the Director.</p> <p><b><u>New Rule</u></b></p> <p>420.4 <b>Appointments may be on a full-time, part-time or when-actually-employed basis.</b></p> <p><i>Previously 420.3</i></p> <p>420.5 All staff, including staff members <b>seconded to the Organization,</b> shall be appointed initially on <b>fixed-term appointments as defined in Rule 420.2, or on temporary appointments as defined in Rule 420.3.</b></p> <p>420.6 <i>Previously 420.4 - unchanged</i></p>

<sup>1</sup> Staff members holding career-service appointments on 1 July 2002, and who remain below grade P6/D1, shall retain such appointments until they separate from the Organization.

Staff Rule/Subject	Existing text	Proposed text
440. Appointment procedure	<p>440.4 For staff seconded from government service the offer of appointment, notice of acceptance and supporting documentation of the terms and conditions of secondment, as agreed by the Bureau, the government and the staff member concerned, shall constitute evidence of the existence and validity of secondment from government service to the Bureau for the period stated in the offer of appointment. Any extension of appointment that continues the secondment status shall be subject to agreement by all parties concerned.</p>	<p><i>440.1 to 440.3 unchanged</i></p> <p>440.4 For staff seconded <b>to the Organization</b>, the offer of appointment, notice of acceptance and supporting documentation of the terms and conditions of secondment, as agreed by the Bureau, <b>the releasing entity</b> and the staff member concerned, shall constitute evidence of the existence and validity of secondment from government service to the Bureau for the period stated in the offer of appointment. Any extension of appointment that continues the secondment status shall be subject to agreement by all parties concerned.</p>
470. Re-employment	<p>470.1 A staff member, other than one referred to in Rules 1320 and 1330, who is re-employed within one year of the termination of his appointment, may, at the option of the Bureau, be reinstated. In such a case he shall have restored to him the status which he held upon termination, and the intervening absence shall be charged to annual leave and leave without pay as necessary; he shall refund to the Bureau all separation payments made to him.</p>	<p>470.1 <b>Staff members, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330, who are</b> re-employed within one year of the termination of <b>their</b> appointment, may, at the option of the Bureau, be reinstated. In such a case <b>they</b> shall have restored to <b>them</b> the status which <b>they</b> held upon termination, and the intervening absence shall be charged to annual leave and leave without pay as necessary. <b>They</b> shall refund to the Bureau all separation payments made to <b>them</b>.</p>

Staff Rule/Subject	Existing text	Proposed text
<p>480. Interorganization transfers</p>	<p>480.1 Subject to the requirements of Rules 430 and 440 ("Medical Certification and Inoculations" and "Appointment Procedure"), an appointee accepted for transfer from the World Health Organization, or another United Nations organization, or the Organization of American States:</p> <p>480.1.1 may be appointed at an advanced step in the grade of the post to which he is being assigned if this is necessary to maintain his existing salary level;</p> <p>480.1.2 shall transfer his pension fund credit if he is a participant in the United Nations Joint Staff Pension Fund;</p> <p>480.1.3 shall be appointed on a fixed-term appointment in accordance with Staff Rule 420.3, and serve on transfer the same probationary period as a newly appointed staff member;</p>	<p>480.1 Subject to the requirements of Rules 430 and 440 ("Medical Certification and Inoculations" and "Appointment Procedure"), <b>appointees</b> accepted for transfer from the World Health Organization, or another United Nations organization, or the Organization of American States:</p> <p>480.1.1 may be appointed at an advanced step in the grade of the post to which <b>they are</b> being assigned if this is necessary to maintain <b>their</b> existing salary level;</p> <p>480.1.2 shall transfer <b>their</b> pension fund credit if <b>they are participants</b> in the United Nations Joint Staff Pension Fund;</p> <p>480.1.3 shall be appointed on a fixed-term appointment in accordance with Staff Rule <b>420.5</b>, and serve on transfer the same probationary period as a newly appointed staff member;</p>
<p>530. Supervision and performance evaluation</p>	<p>530.1 Supervisors shall be responsible for facilitating the adjustment of a staff member to his work by:</p> <p>530.1.1 providing him with a clear statement of his duties and his official relationships;</p> <p>530.1.2 instructing and guiding him in performing his functions;</p> <p>530.1.3 introducing him properly to those staff members with whom he will be required to work;</p> <p>530.1.4 discussing his work with him at frequent intervals.</p>	<p><b>530. Performance management and development</b></p> <p><b>530.1 Supervisors shall be responsible for:</b></p> <p>530.1.1 <b>facilitating the adjustment of the staff they supervise to their work;</b></p> <p>530.1.2 <b>establishing, in consultation with each staff member, a work plan;</b></p> <p>530.1.3 <b>guiding staff under their supervision.</b></p> <p>530.1.4 <i>Deleted</i></p>

Staff Rule/Subject	Existing text	Proposed text
	<p>530.2 For staff at D.2 level and below, in addition to the normal work review and discussion with a staff member, supervisors shall periodically make a formal evaluation of the performance, conduct and potentialities for greater usefulness of each staff member under their supervision. This evaluation shall be made at such intervals as the work situation or the individual's performance requires but in no case less frequently than once a year. Supervisors shall discuss their conclusions with the staff member and make specific suggestions for improvement in any aspects of performance which are not entirely satisfactory. If a staff member exercises supervisory responsibilities, the evaluation shall include an assessment of his performance as a supervisor.</p> <p>530.3 The functions and activities performed by the staff member during the preceding year shall be summarized by him and shall be evaluated by his supervisors on an established form, in relation to the actual duties and responsibilities of the post. The form shall be signed by the supervisors and the staff member concerned who may, if he so wishes, attach a statement concerning any part of the report with which he disagrees and this shall become a part of his performance report file.</p>	<p>530.2 For staff at D.2 level and below, in addition to the normal work review and discussion with a staff member, supervisors shall periodically make a formal evaluation of the performance, conduct and <b>development potential of all staff members</b> under their supervision. This evaluation shall be made at such intervals as the work situation or the individual's performance requires but in no case less frequently than once a year. Supervisors shall discuss their conclusions with the staff member and make specific suggestions for improvement <b>in performance as necessary. For staff members with supervisory responsibilities, the evaluation shall include an assessment of their performance as supervisors, including how they fulfil their performance management and development responsibilities.</b></p> <p>530.3 <b>The performance of staff members during the preceding year shall be evaluated according to procedures established by the Director.</b> The form shall be signed by the supervisors and the staff members concerned; <b>the latter</b> may if <b>they</b> so <b>wish</b> attach a statement concerning any part of the report with which <b>they disagree</b> and this shall become a part of <b>their</b> performance report file.</p> <p>530.4 <i>Unchanged</i></p>
540. End of probation	540.1 A performance evaluation report (see Rule 530.2) shall be made before the end of the normal probationary period (see Rule 420.4). On the basis of this report, a decision shall be taken and notified to the staff member, that his:	540.1 A performance evaluation report (see Rule 530.2) shall be made before the end of the normal probationary period (see <b>Rule 420.6</b> ). On the basis of this report, a decision shall be taken and notified to the staff member, that his:

Staff Rule/Subject	Existing text	Proposed text
550. Within-grade increase	<p>550.1 A staff member whose performance has been certified by the supervisors as being satisfactory shall be entitled to a within-grade salary increase of one step upon completion of each unit of service time as defined in Rule 550.2. The date of entitlement shall not be earlier than the date of confirmation of the appointment except as provided in Rule 480. The effective date for a within-grade increase is defined in Rule 380.3.1. Increases may be granted up to the maximum for the staff member's grade except that, if either Rule 555.2 or Rule 1310.9 applies, the normal maximum may be exceeded accordingly.</p> <p>550.3 The unit of service time shall be reduced to ten months under Rule 550.2.1 and to twenty months under Rule 550.2.2 in the case of staff members who have demonstrated, by passing a prescribed test, proficiency in a second official language of the Bureau. Staff members whose mother tongue is one of the official languages of the Bureau must demonstrate proficiency in a second official language. This rule applies to staff members in the professional and higher categories except for linguistic staff, i.e., translators, editors, revisers and interpreters.</p>	<p>550.1 <b>Staff members, except those holding temporary appointments as defined in Rule 420.3</b>, whose performance has been certified by the supervisors as being satisfactory shall be entitled to a within-grade salary increase of one step upon completion of each unit of service time as defined in Rule 550.2. The date of entitlement shall not be earlier than the date of confirmation of the appointment except as provided in Rule 480. The effective date for a within-grade increase is defined in Rule 380.3.1. Increases may be granted up to the maximum for the staff member's grade except that, if either Rule 555.2 or Rule 1310.9 applies, the normal maximum may be exceeded accordingly.</p> <p>550.2 <i>Unchanged</i></p> <p>550.3 The unit of service time shall be reduced to ten months under Rule 550.2.1 and to twenty months under Rule 550.2.2 in the case of staff members who have demonstrated, by passing a prescribed test, proficiency in a second official language of the Bureau. Staff members whose mother tongue is one of the official languages of the Bureau must demonstrate proficiency in a second official language. This rule applies to staff members in the professional and higher categories except for <b>those holding temporary appointments as defined in Rule 420.3 and</b> linguistic staff, i.e., translators, editors, revisers and interpreters.</p>

Staff Rule/Subject	Existing text	Proposed text
570. Reduction in grade	<p>570.1 A staff member's grade may be reduced as a consequence of reclassification of the post he occupies or reassignment to a different post of lower grade. The latter may result:</p> <p>570.1.1 from the staff member's own request for personal reasons;</p> <p>570.1.2 from unsatisfactory performance or misconduct;</p> <p>570.1.3 as an alternative to termination in a reduction in force.</p>	<p>570.1 <b>The grade of staff members</b> may be reduced as a consequence of reclassification of the <b>post occupied</b> or reassignment to a different post of lower grade. The latter may result:</p> <p>570.1.1 from the staff member's own request for personal reasons;</p> <p>570.1.2 from unsatisfactory performance or misconduct;</p> <p>570.1.3 as an alternative to termination <b>under Rule 1050.</b></p>
630. Annual leave	<p>630.3 Annual leave accrues to all staff members except:</p> <p>630.3.1 to those appointed on a "when-actually-employed" basis;</p> <p>630.3.2 to short-term staff, consultants and manual workers who are governed, instead, by the conditions established for them;</p> <p>630.3.3 to those on leave without pay under Rule 655.1 in excess of 30 days;</p> <p>630.3.4 to those on special leave under insurance coverage in excess of 30 days.</p>	<p><i>630.1 and 630.2 unchanged</i></p> <p>630.3 Annual leave accrues to all staff members except:</p> <p>630.3.1 to those appointed on a "when-actually-employed" basis;</p> <p><b><u>New Rule</u></b></p> <p>630.3.2 <b>to holders of temporary appointments as defined in Rule 420.3 engaged on a daily basis;</b></p> <p><i>Previously 630.3.2</i></p> <p>630.3.3 <b>to consultants appointed under Rule 1310</b> who are governed, instead, by the conditions established for them;</p> <p>630.3.4 <i>Previously 630.3.3 – unchanged</i></p> <p>630.3.5 <i>Previously 630.3.4 – unchanged</i></p>

Staff Rule/Subject	Existing text	Proposed text
640. Home leave	<p>640.3 A staff member is eligible for home leave when:</p> <p>640.3.1 his official station is outside the country and area of his recognized place of residence as established under Rule 460; and</p> <p>640.3.2 his service is expected to continue at least six months beyond the date of return from home leave or six months beyond the date of eligibility for home leave, whichever is later; and</p> <p>640.3.3 he is not locally recruited under Rule 1310, is not appointed on a short-term basis under Rule 1320, and is not appointed as a consultant under Rule 1330; and</p> <p>640.3.4 he has met the requirements for qualifying service under Rule 640.4.</p>	<p><i>640.1 and 640.2 unchanged</i></p> <p>640.3 <b>Staff members are</b> eligible for home leave when:</p> <p>640.3.1 <b>their</b> official station is outside the country and area of <b>their</b> recognized place of residence as established under Rule 460; and</p> <p>640.3.2 <b>their</b> service is expected to continue at least six months beyond the date of return from home leave or six months beyond the date of eligibility for home leave, whichever is later; and</p> <p>640.3.3 <b>they are</b> not locally recruited under Rule 1310, <b>do not hold a temporary appointment as defined in Rule 420.3</b>, and <b>are</b> not appointed as a consultant under Rule 1330; and</p> <p>640.3.4 <b>they have</b> met the requirements for qualifying service under Rule 640.4.</p>
660. Leave for military training or service	<p>660.1 Upon application, a staff member, other than one referred to in Rules 1320 and 1330, may be granted leave of absence for military training or service required by his government for a period not exceeding one year in the first instance but subject to extension on request. At the staff member's option, such absence shall be charged as either leave without pay or as annual leave to the extent accrued and thereafter to leave without pay. During any period of leave without pay for this purpose the provisions of Rule 655.2 shall apply.</p>	<p>660.1 Upon application, <b>staff members, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330</b>, may be granted leave of absence for military training or service required by <b>their</b> government for a period not exceeding one year in the first instance but subject to extension on request. At the staff <b>members'</b> option, such absence shall be charged as either leave without pay or as annual leave to the extent accrued and thereafter to leave without pay. During any period of leave without pay for this purpose the provisions of Rule 655.2 shall apply.</p>

Staff Rule/Subject	Existing text	Proposed text
720. Accident and illness insurance	<p>720.1 Staff Health Insurance:</p> <p>A staff member appointed for one year or more shall participate in the Bureau's Staff Health Insurance, and his spouse and eligible dependents shall also be covered by it, in accordance with rules established by the Director in consultation with the staff. Staff members shall contribute to the cost.</p>	<p>720.1 Staff Health Insurance:</p> <p><b>720.1.1 Staff members</b> appointed for one year or more shall participate in the Bureau's Staff Health Insurance, and <b>their</b> spouse and eligible dependents shall also be covered by it, in accordance with rules established by the Director in consultation with the staff. Staff members shall contribute to the cost.</p> <p><i>New Rule</i></p> <p><b>720.1.2 Staff members holding temporary appointments as defined in Rule 420.3 shall also participate in the Bureau's Staff Health Insurance, in accordance with rules established by the Director. Their eligible family members may be covered by it, in accordance with rules established by the Director. Staff members shall contribute to the cost.</b></p>
760. Maternity leave and paternity leave <sup>1</sup>	<p>760.1 Staff members appointed for periods of one year or more shall be entitled to maternity leave and paternity leave with full salary and allowances.</p> <p>760.2 Maternity leave. On presentation of a certificate from a duly recognized medical practitioner stating that her confinement will probably take place within six weeks, a staff member shall be entitled to maternity leave. At the request of the staff member and on medical advice, the Director may permit the maternity leave to commence less than six weeks but not less than two weeks before the expected date of confinement. Maternity leave shall extend for a period of 16 weeks from the time it is granted, except that in no case shall it terminate less than ten weeks after the actual date of confinement.</p>	<p>760.1 <b>Staff members other than consultants appointed under Rule 1330</b> shall be entitled to maternity leave and paternity leave, <b>subject to the conditions specified in this Rule.</b></p> <p>760.2 <b>Maternity leave for staff holding an appointment of one year or more</b></p> <p>On presentation of a certificate from a duly recognized medical practitioner stating that her confinement will probably take place within six weeks, a staff member shall be entitled to maternity leave. At the request of the staff member and on medical advice, the Director may permit the maternity leave to commence less than six weeks but not less than two weeks before the expected date of confinement. Maternity leave shall extend for a period of 16 weeks from the time it is granted, except that in no case shall it terminate less than ten weeks after the actual date of confinement. <b>The leave is paid with full salary and allowances.</b></p>

<sup>1</sup> Paternity leave is introduced on a trial basis for two years, with effect from 1 January 2001, to be reviewed in January 2003.

Staff Rule/Subject	Existing text	Proposed text
	<p>760.3 A nursing mother shall be allowed additional maternity leave of sufficient time each day to nurse her child.</p> <p>760.4 Where both parents of a newborn child are staff members of the Pan American Sanitary Bureau, any unused portion of maternity leave to which the mother would otherwise have been entitled under Rule 760.2 may be used by the father of the child, under conditions established by the Director.</p> <p>760.5 Paternity leave. A staff member shall be entitled to paternity leave for up to five days upon presentation of satisfactory evidence of the birth of his child.</p>	<p><i>New rule</i></p> <p><b>760.3 Maternity leave for staff holding temporary appointments</b></p> <p><b>For a staff member holding a temporary appointment as defined in Rule 420.3, maternity leave shall be granted under conditions established by the Director.</b></p> <p>760.4 <i>Previously 760.3 - unchanged</i></p> <p>760.5 <i>Previously 760.4 - unchanged</i></p> <p><i>Previously 760.5</i></p> <p><b>760.6 Paternity leave</b></p> <p>A staff member, <b>except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330</b>, shall be entitled to paternity leave for up to five days upon presentation of satisfactory evidence of the birth of his child.</p>
770. Grant in case of death	770.1 On the death of a staff member holding a fixed-term or career-service appointment, whose death does not result in any indemnity payment from the Bureau's accident and illness insurance policy, a payment shall be made to:	770.1 On the death of a staff member, <b>except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330</b> , holding a fixed-term or career-service appointment, whose death does not result in any indemnity payment from the Bureau's accident and illness insurance policy, a payment shall be made to:

Staff Rule/Subject	Existing text	Proposed text
820. Travel of spouse and children	820.2 Except for staff referred to in Rules 1320 and 1330, the Bureau shall pay the travel expenses of a staff member's spouse and dependent children as defined in Rule 820.1 under the following circumstances:	820.1 <i>Unchanged</i>  820.2 Except for staff <b>members holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330</b> , the Bureau shall pay the travel expenses of a staff member's spouse and dependent children as defined in Rule 820.1 under the following circumstances:
825. Special education grant travel	The Bureau shall, in accordance with terms and conditions determined by the Director, pay travel expenses of a staff member's dependent child in respect of whom the staff member is entitled to the special education grant under Rule 355. In this case, the provisions for education grant travel under Rule 820.2.5 shall not apply, except for the round trips under Rules 820.2.5.2. and 820.2.5.3. The provisions of this Rule shall apply to professional and higher graded staff not serving in the country of their recognized place of residence, and to staff referred to in Rule 1310.4 recruited outside the local area as well as outside the country of the official station. They shall not apply to other staff referred to in Rule 1310, nor to staff referred to in Rules 1320 and 1330.	The Bureau shall, in accordance with terms and conditions determined by the Director, pay travel expenses of a staff member's dependent child in respect of whom the <b>staff members are</b> entitled to the special education grant under Rule 355. In this case, the provisions for education grant travel under Rule 820.2.5 shall not apply, except for the round trips under Rules 820.2.5.2. and 820.2.5.3. The provisions of this Rule shall apply to professional and higher <b>category</b> staff not serving in the country of their recognized place of residence, and to staff referred to in Rule 1310.4 recruited outside the local area as well as outside the country of the official station. They shall not apply to other staff referred to in Rule 1310, <b>nor to staff holding temporary appointments as defined in Rule 420.3 nor to consultants appointed under Rule 1330.</b>
1040. Completion of temporary appointments	Temporary appointments, both fixed-term and short-term, shall terminate automatically on the completion of the agreed period of service in the absence of any offer and acceptance of extension. However, a staff member serving under a fixed-term appointment of one year or more, whom it has been decided not to reappoint, shall be notified thereof not later than three months before the date of expiry of the contract. Such a staff member who does not wish to be considered for reappointment shall also give notice of his intention within the minimum period specified above.	1040. <b>Completion of appointments</b>  <b>In the absence of any offer and acceptance of extension, fixed-term and temporary appointments</b> shall terminate automatically on the completion of the agreed period of service. <b>Where it has been decided not to offer an extension of appointment to a staff member holding a fixed-term appointment, the staff member shall be notified thereof no less than three months before the expiry of the appointment.</b> Such a staff member who does not wish to be considered for reappointment shall also give notice of his intention within the minimum period specified above.

Staff Rule/Subject	Existing text	Proposed text
	<p>1050.1 The temporary appointment of a staff member engaged for a post of limited duration may be terminated prior to its expiration date if that post is abolished.</p> <p>1050.2 When a post of indefinite duration - or any post held by a staff member with a career-service appointment - comes to an end, a reduction in force shall (if the post was filled) take place, in accordance with procedures established by the Director, based upon the following principles:</p> <p>1050.2.1 competition for retention shall be limited to staff holding relevant posts at the same grade as the post to be abolished, or one grade lower;</p> <p>1050.2.2 if the post is in the professional category and above, competition shall extend to all offices; if the post is subject to local recruitment, competition shall be limited to the locality in which the post is to be abolished;</p> <p>1050.2.3 staff members holding career-service appointments shall be given priority for retention. The Director may establish priorities among the temporary staff;</p>	<p>1050. <b>Abolition of post</b></p> <p>1050.1 The <b>fixed-term</b> appointment of a staff member engaged <b>on</b> a post of limited duration may be terminated prior to its expiration date if that post is abolished.</p> <p>1050.2 When a post of indefinite duration - or any post held by a staff member with a <b>service</b> appointment<sup>1</sup> – <b>is abolished or</b> comes to an end, <b>reasonable efforts shall be made to reassign the staff member occupying that post</b>, in accordance with procedures established by the Director, <b>and</b> based upon the following principles:</p> <p><i>Subparagraphs have been revised and reordered</i></p> <p><u><b>New Rules</b></u></p> <p><b>1050.2.1 the reassignment process shall be coordinated by a Reassignment Committee established by the Director.</b></p> <p><b>1050.2.2 the paramount consideration shall be the necessity of securing the highest standards of efficiency, competence and integrity with due regard given to the performance, qualifications and experience of the staff member concerned;</b></p> <p><b>1050.2.3 the Director may establish priorities for reassigning staff members;</b></p> <p><b>1050.2.4 the reassignment period shall normally end within six months from its commencement; this period may be exceptionally extended by the Director for up to an additional six months;</b></p> <p><b>1050.2.5 during the reassignment period, the staff member may be provided with training to enhance specific existing qualifications;</b></p>

<sup>1</sup> In this Rule, references to staff members holding service appointments shall be interpreted to include staff members holding career-service appointments.

Staff Rule/Subject	Existing text	Proposed text
	<p>1050.2.4 within any priority group, preference for retention shall be based first upon performance, and, when this is not decisive, upon seniority of service;</p> <p>1050.2.5 a staff member's appointment shall not be terminated before he has been made a reasonable offer of reassignment if such offer is immediately possible.</p> <p>1050.3 Termination under this Rule shall require the giving of at least three months' notice to a staff member holding a career-service appointment or a confirmed fixed-term appointment of one year or more and at least one month's notice to any other staff member.</p> <p>1050.4 A staff member whose appointment is terminated under this Rule shall be paid an indemnity in accordance with the following schedule and with due regard to Rule 380.2:</p>	<p><i>Previously 1050.2.2</i></p> <p><b>1050.2.6</b> if the post is in the professional category or above, <b>the reassignment process</b> shall extend to all offices; if the post is subject to local recruitment, the <b>reassignment process</b> shall be limited to the locality in which the post is to be abolished;</p> <p><i>New Rules</i></p> <p><b>1050.2.7</b> <b>staff members shall be given due preference for vacancies during the reassignment period, within the context of Rule 1050.2.2;</b></p> <p><b>1050.2.8</b> <b>staff members may be reassigned to vacant posts at the same grade as the post to be abolished, or one grade lower;</b></p> <p><b>1050.2.9</b> <b>the staff member's appointment shall be terminated if no reassignment decision is made during the reassignment period.</b></p> <p>1050.3 Termination under this Rule shall require the giving of at least three months' notice to a staff member holding a <b>service</b> appointment or a <b>non-probationary</b> fixed-term appointment and at least one month's notice to any other staff member.</p> <p>1050.4 <b>Staff members whose appointment are</b> terminated under this Rule shall be paid an indemnity in accordance with the following schedule and with due regard to Rule 380.2:</p>

Staff Rule/Subject	Existing text			Proposed text		
	Years of Service	Indemnity (Terminal remuneration) Staff holding Career-service Appointments	Staff holding fixed-term appointments appd	Years of Service	Indemnity (Terminal remuneration) Staff holding service appointments	Staff holding fixed-term appointments
	Less than 1		One week per unexpired month of contract, subject to a minimum of 6 weeks and a maximum of	Less than 1 )		)One week per unexpired month of contract, subject to a minimum of 6 weeks and a maximum of 3 months
	1			1 )		
	2	3 months		2 )	Not applicable	
	3	3 months		3 )		
	4	4 months		4 )		
	5	5 months	3 months	5 )		4 months
	6	6 months	3 months	6	6 months	5 months
	7	7 months	5 months	7	7 months	6 months
	8	8 months	7 months	8	8 months	7 months
	9	9 months	9 months	9	9 months	9 months
	10	9.5 months	9.5 months	10	9.5 months	9.5 months
	11	10 months	10 months	11	10 months	10 months
	12	10.5 months	10.5 months	12	10.5 months	10.5 months
	13	11 months	11 months	13	11 months	11 months
	14	11.5 months	11.5 months	14	11.5 month	11.5 months
	15 or more	12 months	12 months	15 or more	12 months	12 months
				<i>New Rule</i>		
				<b>1050.4.1</b>	<b>In the case of termination of appointment under Rule 1050.2, the indemnity shall be increased by 50 percent.</b>	
1050.5			The appointment of a staff member who has satisfactorily served the Bureau for five years or more shall be considered as having been terminated under this Rule if the appointment was not renewed because of the abolition or intended abolition of a post.	<b>1050.4.2</b>	<b>In other cases, the Director may decide to increase the indemnity by up to 50 percent if the conditions so warrant.</b>	
1050.6			Posts of indefinite duration comprise those that continue in existence unless and until an express decision is taken to abolish them. Posts of limited duration automatically lapse at the end of the period for which they were established unless an express decision is taken to continue them. The Director shall determine the categories of posts falling within each of the above two definitions.	1050.5 Deleted		
				1050.5 Previously 1050.6 – unchanged		

Staff Rule/Subject	Existing text	Proposed text
1320. Short-term staff	The Director may appoint short-term staff for conference and other short-term service without regard to the provisions of other sections of the Staff Rules.	The Director may <b>establish conditions of service for temporary appointments</b> for conference and other short-term service without regard to the provisions of other sections of the Staff Rules.

ANNEX 2

**AMENDMENT TO THE STAFF REGULATIONS**

<b>Staff Regulation</b>	<b>Existing text</b>	<b>Proposed text</b>
4.5	The Director shall appoint the Deputy Director and Assistant Director for a specific duration with the approval of the Executive Committee. Other staff members shall be granted either permanent or temporary appointments, under such terms and conditions consistent with these regulations as the Director may prescribe.	The Director shall appoint the Deputy Director and Assistant Director for a specific duration with the approval of the Executive Committee. Other staff members shall be granted <b>appointments of a duration, and</b> under such terms and conditions consistent with these regulations as the Director may prescribe.