



PAN AMERICAN HEALTH ORGANIZATION
WORLD HEALTH ORGANIZATION



26th PAN AMERICAN SANITARY CONFERENCE

54th SESSION OF THE REGIONAL COMMITTEE

Washington, D.C., USA, 23-27 September 2002

Provisional Agenda Item 5.4

CSP26/21, Add. 1 (Eng.)
23 September 2002
ORIGINAL: ENGLISH

AMENDMENTS TO THE STAFF RULES AND STAFF REGULATIONS OF THE PAN AMERICAN SANITARY BUREAU

For the information of the Pan American Sanitary Conference, the text of all the amended Staff Rules, as already approved by the Executive Committee, appears in Annex 1.

The proposed amendment to Staff Regulation 4.5, presented for consideration by the Conference, appears in Annex 2.

ANNEX 1

AMENDMENTS TO THE STAFF RULES

Staff Rule/Subject	Previous text	Text approved by the Executive Committee
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 temporary appointments of less than one year with terms of service different from those provided in the present Rules, where he or she 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>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:</p> <p>110.7.1 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.</p> <p>110.7.2 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.</p>

Staff Rule/Subject	Previous text	Text approved by the Executive Committee
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 to a service or fixed-term appointment, the net base salary of staff members shall be fixed at step 1 of the grade of the post to be occupied. In exceptional circumstances it may be fixed at a higher step in the grade in order to maintain the staff members' former income level.</p> <p><u>New Rule</u></p> <p>320.2 The net base salary of staff members holding temporary appointments as defined in Rule 420.3 shall be fixed as follows:</p> <p>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.</p> <p>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.</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><u>New Rule</u></p> <p>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.</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:	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 entitled to a dependant's allowance for dependants as defined in Rule 310.5, to be paid as follows:

Staff Rule/Subject	Previous text	Text approved by the Executive Committee
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 Internationally recruited staff members 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. This rule does not apply to staff holding temporary appointments as defined in Rule 420.3 or to consultants appointed under Rule 1330.</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\$3,373 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\$5,060, 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	Previous text	Text approved by the Executive Committee
355. Special Education grant for disabled children	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.	Staff members, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330, are 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.
360. Mobility and hardship allowance	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.	360.1 Staff members, except those holding temporary appointments as defined in Rule 420.3 or those appointed under Rules 1310 and 1330, who are 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.

Staff Rule/Subject	Previous text	Text approved by the Executive Committee
		<p><u>New Rule</u></p> <p>367. Service allowance</p> <p>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.</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.	<p>Staff members holding a fixed-term appointment whose appointment is not renewed after completing five years of continuous qualifying service, and whose performance has been certified as being satisfactory, 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.</p>

Staff Rule/Subject	Previous text	Text approved by the Executive Committee
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 policies¹</p> <p>420.1 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 and fulfillment of such other requirements as the Director may determine.</p> <p><u>New Rule</u></p> <p>420.2 A “fixed-term appointment” is a time-limited appointment for one year or more.</p> <p><i>Previously 420.2</i></p> <p>420.3 A temporary appointment is an appointment for a period not exceeding 11 months. There are two categories of temporary appointments: “short-term appointments” and “term-limited appointments”. Such appointments are granted in accordance with conditions determined by the Director.</p> <p><u>New Rule</u></p> <p>420.4 Appointments may be on a full-time, part-time or when-actually-employed basis.</p> <p><i>Previously 420.3</i></p> <p>420.5 All staff, including staff members seconded to the Organization, shall be appointed initially on fixed-term appointments as defined in Rule 420.2, or on temporary appointments as defined in Rule 420.3.</p> <p>420.6 <i>Previously 420.4 - unchanged</i></p>

¹ 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	Previous text	Text approved by the Executive Committee
440. Appointment procedure	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.	440.1 to 440.3 <i>unchanged</i> 440.4 For staff seconded to the Organization , the offer of appointment, notice of acceptance and supporting documentation of the terms and conditions of secondment, as agreed by the Bureau, the releasing entity 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.
470. Re-employment	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.	470.1 Staff members, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330, who are re-employed within one year of the termination of their appointment, may, at the option of the Bureau, be reinstated. In such a case they shall have restored to them the status which they held upon termination, and the intervening absence shall be charged to annual leave and leave without pay as necessary. They shall refund to the Bureau all separation payments made to them .

Staff Rule/Subject	Previous text	Text approved by the Executive Committee
480. Interorganization transfers	<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"), appointees 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 they are being assigned if this is necessary to maintain their existing salary level;</p> <p>480.1.2 shall transfer their pension fund credit if they are participants 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 420.5, and serve on transfer the same probationary period as a newly appointed staff member;</p>
530. Supervision and performance evaluation	<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>530. Performance management and development</p> <p>530.1 Supervisors shall be responsible for:</p> <p>530.1.1 facilitating the adjustment of the staff they supervise to their work;</p> <p>530.1.2 establishing, in consultation with each staff member, a work plan;</p> <p>530.1.3 guiding staff under their supervision.</p> <p>530.1.4 <i>Deleted</i></p>

Staff Rule/Subject	Previous text	Text approved by the Executive Committee
	<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 development potential of all staff members 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 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.</p> <p>530.3 The performance of staff members during the preceding year shall be evaluated according to procedures established by the Director. The form shall be signed by the supervisors and the staff members concerned; the latter may if they so wish attach a statement concerning any part of the report with which they disagree and this shall become a part of their 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 Rule 420.6). On the basis of this report, a decision shall be taken and notified to the staff member, that his:

Staff Rule/Subject	Previous text	Text approved by the Executive Committee
550. Within-grade increase	<p data-bbox="443 329 1018 760">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 data-bbox="443 797 1018 1195">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 data-bbox="1039 329 1801 699">550.1 Staff members, except those holding temporary appointments as defined in Rule 420.3, 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 data-bbox="1039 732 1245 760">550.2 <i>Unchanged</i></p> <p data-bbox="1039 797 1801 1133">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 those holding temporary appointments as defined in Rule 420.3 and linguistic staff, i.e., translators, editors, revisers and interpreters.</p>

Staff Rule/Subject	Previous text	Text approved by the Executive Committee
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 The grade of staff members may be reduced as a consequence of reclassification of the post occupied 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 under Rule 1050.</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><u>New Rule</u></p> <p>630.3.2 to holders of temporary appointments as defined in Rule 420.3 engaged on a daily basis;</p> <p><i>Previously 630.3.2</i></p> <p>630.3.3 to consultants appointed under Rule 1310 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	Previous text	Text approved by the Executive Committee
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 Staff members are eligible for home leave when:</p> <p>640.3.1 their official station is outside the country and area of their recognized place of residence as established under Rule 460; and</p> <p>640.3.2 their 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 they are not locally recruited under Rule 1310, do not hold a temporary appointment as defined in Rule 420.3, and are not appointed as a consultant under Rule 1330; and</p> <p>640.3.4 they have 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, staff members, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330, may be granted leave of absence for military training or service required by their government for a period not exceeding one year in the first instance but subject to extension on request. At the staff members' 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	Previous text	Text approved by the Executive Committee
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>720.1.1 Staff members appointed for one year or more shall participate in the Bureau's Staff Health Insurance, and their 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>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.</p>
760. Maternity leave and paternity leave ¹	<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 Staff members other than consultants appointed under Rule 1330 shall be entitled to maternity leave and paternity leave, subject to the conditions specified in this Rule.</p> <p>760.2 Maternity leave for staff holding an appointment of one year or more</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. The leave is paid with full salary and allowances.</p>

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

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	<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>760.3 Maternity leave for staff holding temporary appointments</p> <p>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.</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>760.6 Paternity leave</p> <p>A staff member, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330, 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, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330 , 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	Previous text	Text approved by the Executive Committee
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 members holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 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:
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 staff members are 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 category 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 holding temporary appointments as defined in Rule 420.3 nor to consultants appointed under Rule 1330.
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. Completion of appointments In the absence of any offer and acceptance of extension, fixed-term and temporary appointments shall terminate automatically on the completion of the agreed period of service. 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. 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	Previous text	Text approved by the Executive Committee
	<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. Abolition of post</p> <p>1050.1 The fixed-term appointment of a staff member engaged on 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 service appointment¹ – is abolished or comes to an end, reasonable efforts shall be made to reassign the staff member occupying that post, in accordance with procedures established by the Director, and based upon the following principles:</p> <p><i>Subparagraphs have been revised and reordered</i></p> <p><u>New Rules</u></p> <p>1050.2.1 the reassignment process shall be coordinated by a Reassignment Committee established by the Director.</p> <p>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;</p> <p>1050.2.3 the Director may establish priorities for reassigning staff members;</p> <p>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;</p> <p>1050.2.5 during the reassignment period, the staff member may be provided with training to enhance specific existing qualifications;</p>

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

Staff Rule/Subject	Previous text	Text approved by the Executive Committee
	<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>1050.2.6 if the post is in the professional category or above, the reassignment process shall extend to all offices; if the post is subject to local recruitment, the reassignment process shall be limited to the locality in which the post is to be abolished;</p> <p><u><i>New Rules</i></u></p> <p>1050.2.7 staff members shall be given due preference for vacancies during the reassignment period, within the context of Rule 1050.2.2;</p> <p>1050.2.8 staff members may be reassigned to vacant posts at the same grade as the post to be abolished, or one grade lower;</p> <p>1050.2.9 the staff member's appointment shall be terminated if no reassignment decision is made during the reassignment period.</p> <p>1050.3 Termination under this Rule shall require the giving of at least three months' notice to a staff member holding a service appointment or a non-probationary fixed-term appointment and at least one month's notice to any other staff member.</p> <p>1050.4 Staff members whose appointment are 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	Previous text	Text approved by the Executive Committee
	<p>Years of Service Indemnity (Terminal remuneration) Staff holding Career-service Appointments Staff holding fixed-term appointments</p> <p>Less than 1</p> <p>1 One week per unexpired</p> <p>2 3 months month of contract,</p> <p>3 3 months subject to a minimum of 6</p> <p>4 4 months weeks and a maximum of</p> <p>5 5 months 3 months</p> <p>6 6 months 3 months</p> <p>7 7 months 5 months</p> <p>8 8 months 7 months</p> <p>9 9 months 9 months</p> <p>10 9.5 months 9.5 months</p> <p>11 10 months 10 months</p> <p>12 10.5 months 10.5 months</p> <p>13 11 months 11 months</p> <p>14 11.5 months 11.5 months</p> <p>15 or more 12 months 12 months</p> <p>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.</p> <p>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.</p>	<p>Years of Service Indemnity (Terminal remuneration) Staff holding Career-service Appointments Staff holding fixed-term appointments</p> <p>Less than 1))One week per</p> <p>1)) unexpired</p> <p>2) Not applicable)month of contract, subject</p> <p>3))to a minimum of 6 weeks</p> <p>4))and a maximum of 3 months</p> <p>5) 4 months</p> <p>6 6 months 5 months</p> <p>7 7 months 6 months</p> <p>8 8 months 7 months</p> <p>9 9 months 9 months</p> <p>10 9.5 months 9.5 months</p> <p>11 10 months 10 months</p> <p>12 10.5 months 10.5 months</p> <p>13 11 months 11 months</p> <p>14 11.5 month 11.5 months</p> <p>15 or more 12 months 12 months</p> <p><i>New Rule</i></p> <p>1050.4.1 In the case of termination of appointment under Rule 1050.2, the indemnity shall be increased by 50 percent.</p> <p>1050.4.2 In other cases, the Director may decide to increase the indemnity by up to 50 percent if the conditions so warrant.</p> <p>1050.5 <i>Deleted</i></p> <p>1050.5 <i>Previously 1050.6 – unchanged</i></p>

Staff Rule/Subject	Previous text	Text approved by the Executive Committee
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 establish conditions of service for temporary appointments 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

Staff Regulation	Existing text	Proposed text
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 appointments of a duration, and under such terms and conditions consistent with these regulations as the Director may prescribe.