



*executive committee of
the directing council*

PAN AMERICAN
HEALTH
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



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AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

In accordance with the provisions of Staff Rule 020, the Director submits to the Executive Committee, as Annex to this document, for confirmation, the amendments to the Staff Rules he has made since the 89th Meeting.

These revisions are in line with those adopted by the Executive Board of the World Health Organization at its Seventy-first Session (Resolution EB71.R12) and are in compliance with operative paragraph 2 of Resolution XIX adopted by the Executive Committee at its 59th Meeting (1968), which requested the Director to continue to introduce changes as he deems necessary to maintain close similarity between the provisions of the Staff Rules of PASB and those of WHO.

Some of these amendments result from the decisions taken by the United Nations General Assembly at its Thirty-seventh session in 1982 on the recommendations of the International Civil Service Commission (ICSC) in its eighth annual report. Others arise from the decision of ICSC at its sixteenth session. Still others are considered necessary in the interest of good personnel management, and in order to bring the Staff Rules into line with similar provisions of the United Nations and other organizations in the common system.

The Executive Committee is invited to consider a proposed resolution confirming the amendments reproduced in the Annex to this document. The effective date is 1 January 1983.

In accordance with the resolution of the Executive Committee at its 89th Meeting, the Director wishes to report to the Executive Committee that there have been no cases of application pertaining to Staff Rule 610.5.

1. Amendments considered necessary in the light of decisions taken by the United Nations General Assembly at its thirty-seventh session on the basis of recommendations of the International Civil Service Commission

1.1 Dependant's allowance for children of staff in the professional and higher categories

The amount per child of the dependant's allowance has been increased from US\$450 to \$700 with maintenance of currency floor arrangements in order to ensure a minimum value in cases where the allowance is paid in a currency other than the US dollar. Accordingly, Rule 340.1 has been amended.

1.2 Education grant

The education grant will henceforth continue to be payable to a staff member reassigned to his home country for the balance of the school year, not exceeding one full school year. Accordingly, Rule 350.3.1 has been amended.

2. Amendments considered necessary in the light of decisions taken by the International Civil Service Commission under Article 11 of its Statute

2.1 Assignment allowance

The rates of the allowance have been increased by 50 per cent. Rules 360.2.1 and 360.2.2 have accordingly been amended.

2.2 Lump sum element of the installation allowance

The amount of the lump sum payable at certain duty stations has been increased from US\$300 to \$600 up to a maximum amount payable of \$2,400 per family. Rule 365.3 has therefore been amended.

3. Amendments considered necessary in the light of experience and in the interest of good personnel management

3.1 Definition of secondary dependants

All requirements for the recognition of a secondary dependant have been grouped in one rule for ease of reference. Accordingly, Rules 310.5.3 and 340.2 have been amended.

3.2 Implications of R and NR^{1/} assignments on assignment allowance

Rule 510.2 has been amended in order to delete an unnecessary reference.

^{1/} See p.3 of Annex for a definition of "R" and "NR" assignments.

3.3 Staff who are to participate in the Pension Fund

Participation in the United Nations Joint Staff Pension Fund is governed by the Regulations and Rules of the Fund, and the relevant conditions are therefore not within the Director's competence. To avoid repetition in PASB Staff Rules, and possible changes in them when the Regulations or Rules of the Fund are changed in this respect, Staff Rule 710 has been amended to state simply that staff members shall participate in the Fund if its Regulations and Rules so require.

3.4 Eligibility of staff and their family members to travel for medical reasons

It is clarified that the Rules governing travel for medical reasons at the Bureau's expense apply to those staff members and family members whom the Bureau has an obligation to repatriate. Accordingly, Rules 810.7 and 820.2.8 have been amended.

3.5 Consequences of resignation on statutory travel

Resignation within six months from return from home leave implies loss of entitlement to repatriation grant travel. Since the Rules now authorize the spouse to visit the staff member in exchange for the latter's travel on home leave, the same loss of entitlement applies if the staff member resigns within six months of the date of such visit. Accordingly, Rule 1010.3 has been amended.

3.6 Calculation of termination indemnities

A cross-reference is added. Accordingly, Rule 1050.4 has been amended.

3.7 Title and composition of boards of appeal

In the past the Rules made provision for an inquiry function of the Headquarters appeal board prior to the application of sanctions by the Bureau. That function was later removed since, if the board were to render an advisory opinion in advance of disciplinary action, it could not serve as an impartial appeal body after the fact. In order to reflect this change, the words "inquiry and" have been removed from the relevant title in the Rules, which now reads "boards of appeal." In order to facilitate the work of appeal boards, provision has been made for the appointment of two alternate chairmen of the area boards and for the Headquarters board of appeal to increase the existing provision from one alternate chairman to two. Accordingly, Rules 1230, 1230.2, 1230.3.1, 1230.4, 1230.4.1, 1230.5, 1230.7, 1230.8.4, 1230.8.5, and 1250 have been amended.

4. Amendments considered necessary for uniformity with the Staff Regulations and practices of the United Nations and other organizations in the common system

4.1 Installation allowance for locally recruited staff in the general service category

PASB provisions restricted the payment of an installation allowance to internationally recruited staff members. Although the policy of the Bureau is not to reassign locally recruited general service staff, it is felt necessary, in line with similar provisions in other organizations, not to preclude payment of this allowance to such staff should reassignment nevertheless become necessary. Accordingly, Rules 365.1 and 365.3 have been amended.

4.2 Reasons for nonpayment of the repatriation grant

In order to bring PASB practice into line with that of the other organizations the provision not to pay the repatriation grant, or to pay it on a reduced basis, is made dependent upon the criterion of the location of the official station rather than the place of residence. Accordingly, Rule 370.4 has been amended.

4.3 Leave for military service

Rather than automatically charge leave for military service to annual leave first and the balance, if any, to leave without pay, affected staff will be offered the possibility of having absences for military service charged instead to leave without pay. This is in keeping with the current rules of both the United Nations and ILO. Accordingly, Rule 660.1 has been amended.

5. Budgetary implications

It is anticipated that the budgetary implications of these amendments will be absorbed within the averages established for staff costs.

After considering the amendments, the Executive Committee may wish to approve a resolution along the following lines:

Proposed Resolution

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

THE EXECUTIVE COMMITTEE,

Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in the Annex to Document CE90/3;

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

Bearing in mind the provisions of Staff Rule 020,

RESOLVES:

To confirm the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in the Annex to Document CE90/3, with effect from 1 January 1983.

Annex

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

Texts of the amended Staff Rules

310. DEFINITIONS

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310.5.3 A father, mother, brother or sister (not more than one such dependent may be claimed and provided that the staff member does not have a recognized dependent spouse as defined in Rule 310.5.1):

- (1) if the staff member demonstrates that he provides more than half the total support and, in any case, at least twice the amount of the allowance claimed,
- (2) and provided that the brother or sister shall be subject to the same age and school attendance conditions as stated in Rule 310.5.2 for a child.

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340. DEPENDENTS' ALLOWANCES

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340.1 US\$700 per annum for a child, except that in cases where there is no dependent spouse the first dependent child is not entitled to an allowance. If the official station currency is other than the US dollar, the basic amount of the allowance for each eligible child shall not be less than that other currency's equivalent of US\$700 at the 12-month average exchange rate ending 30 June 1982. Nevertheless an entitlement shall be reduced by the amount of any benefit paid from any other public source by way of social security payments, or under public law, by reason of such child.

340.2 US\$300 per year for a father, mother, brother or sister. If, however, the official station currency is other than the US dollar the amount payable shall not be less than that other currency's equivalent of US\$300 at 1 January 1977.

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350. EDUCATION GRANT

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350.3.1 Periods during which the staff member is assigned to the country of his recognized place of residence except when such periods are immediately preceded by an assignment to

an official station outside that country in which case the grant is payable for the balance of the current school year following reassignment but not exceeding one full school year.

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360. ASSIGNMENT ALLOWANCE AND FINANCIAL INCENTIVE
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360.2.1 For official stations outside Canada and the United States of America:

P.4 and below	2,400	3,000
P.5 and above	2,850	3,600

360.2.2 For official stations in Canada and the United States of America:

P.1 and P.2	1,200	1,500
P.3 and P.4	1,425	1,800
P.5 and above	1,650	2,100

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365. INSTALLATION ALLOWANCE
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365.1 On authorized travel upon appointment or upon reassignment to an official station, a staff member shall be paid an installation allowance. The amount thereof shall be the equivalent of:

365.3 The installation allowance shall be increased by a lump sum element for certain field project NR assignments. This element is designed to compensate in part for additional establishment expenses at locations which the Bureau has determined warrant it. The amount of the lump sum is US\$600 for a staff member and US\$600 for each family member for whom an allowance is payable under Rule 365.1.2 up to a maximum of three such family members.

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370. REPATRIATION GRANT
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370.4 The grant shall not be payable to a staff member whose official station is in the country of his recognized place of residence at the time of separation provided that the grant may be paid on a

full or reduced basis to a staff member transferred to duty in the country of his recognized place of residence prior to termination, the amount of the grant being reduced in proportion to the duration of his residence in that country. In such a case, the evidence of relocation referred to in Rule 370.1 shall not be required.

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510. ASSIGNMENT TO DUTY
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510.2 Assignment shall be of two types:

510.2.1 Those made under conditions warranting the full establishment of the staff member at his official station, including the household removal. Such assignments shall be designated as R assignments;

510.2.2 Those made for fixed periods under conditions which do not warrant the full establishment of the staff member at his official station. Such assignments shall be designated as NR assignments.

For the practical implications of R and NR assignments on assignment allowance, see Rule 360; on transportation of personal effects, see Rule 850; and on removal, see Rule 855.

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660. LEAVE FOR MILITARY TRAINING OR SERVICE
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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.

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710. STAFF PENSION FUND
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Full-time and part-time staff members shall be participants in the United Nations Joint Staff Pension Fund if the Regulations and Rules of the Fund so require.

810. TRAVEL OF STAFF MEMBER

810.7 In the case of illness or injury requiring special facilities for treatment of a staff member whom the Bureau has an obligation to repatriate, the Director may authorize return travel between the official station and the nearest place where such facilities exist. The Staff Physician advises on the location of the facilities. To the extent feasible, such travel shall subsequently be charged to entitlements becoming due under Rules 810.4, 810.5, 810.6 and 870.

820. TRAVEL OF SPOUSE AND CHILDREN

820.2.8 In case of illness or injury requiring special facilities for treatment of a family member whom the Bureau has an obligation to repatriate, the Director may authorize return travel between the official station and the nearest place where such facilities exist. The Staff Physician advises on the location of the facilities. To the extent feasible, such travel shall subsequently be charged to entitlements becoming due under Rules 820.2.4, 820.2.5, 820.2.7, 825 and 870.

1010. RESIGNATION

1010.3 A staff member resigning within six months from the date of return from travel on home leave or from the date of qualifying for it, whichever is the later, or from travel under Rule 810.5, forfeits entitlement to repatriation travel at the Bureau's expense for himself and family members who accompanied him on such travel. In case the staff member exercises his entitlement under Rule 820.2.6 and resigns within six months from the starting date of such travel, he forfeits entitlement to his repatriation travel at the Bureau's expense. Exceptions may be granted by the Director in case of resignation compelled by exceptional circumstances.

1050. ABOLITION OF POST AND REDUCTION IN FORCE

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.

1230. BOARDS OF APPEAL

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1230.2 To hear appeals on these grounds there is at Headquarters a Board of Appeal and, at each Area Office, an Area Board of Appeal. Only the Headquarters Board of Appeal shall have competence to hear appeals under Rule 1230.1.4. At the request of the Headquarters Board of Appeal, an Area Board may conduct a hearing on any matter reserved to the competence of the Headquarters' Board, the findings of such hearing to be reported to the Headquarters Board for review.

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1230.3.1 The Headquarters Board of Appeal shall report its findings and recommendations to the Director, with whom the final decision shall rest. The Director shall inform the appellant of his decision within sixty calendar days of the date of the receipt by him of the findings and recommendations of the Board, and at the same time send him a copy of the report. If no decision is taken by the Director within this period, the recommendations of the Board shall be deemed to have been rejected and such rejection shall be subject to appeal, as provided in Rule 1240, as if a final action had been taken on it;

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1230.4 The Headquarters Board of Appeal shall consist of five members having equal votes as follows:

1230.4.1 A chairman and two alternate chairmen appointed by the Director after consultation with the representatives of the staff;

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1230.5 The Area Board of Appeal shall be composed of three members having equal votes, selected as follows: one person and two alternates designated by the Area Representative, one person and two alternates elected by the staff, and a third member and two alternates, who will serve as chairman and alternate chairmen respectively, designated by the Area Representative after consultation with the representatives of the staff.

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1230.7 The Headquarters Board of Appeal shall establish its own rules of procedure which, so far as practicable, shall be followed by the Area Boards of Appeal, provided that the appellant shall, if he so wishes, be heard by the appropriate board in person and/or through a representative of his choice. Any travel occasioned by such

appearance shall be at the appellant's expense unless the Board hearing the appeal determines that the appearance of the staff member himself is essential to the proper consideration of the appeal. The Board may, in the light of its findings and if it finds it reasonable, recommend full or partial payment of those expenses claimed by the appellant which are directly connected with the appeal.

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1230.8.4 A staff member assigned to Headquarters shall address his appeal to the Headquarters Board of Appeal. A staff member who was assigned to an Area at the time of the action complained of shall address his appeal to the Area Board of Appeal of the Area concerned except as provided in Rule 1230.2 for classification standards.

1230.8.5 A staff member shall have the right to appeal to the Board of Appeal at Headquarters against the decision of an Area Representative based upon the recommendation of an Area Board of Appeal. Notification of such appeal must be dispatched to the Board in writing within sixty calendar days after receipt by the appellant of the Area Representative's decision on the original appeal. The complete record of the Area proceedings shall be forwarded to the Headquarters Board of Appeal, which shall decide what further evidence, if any, need be obtained before making a recommendation to the Director for a final decision.

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1250. AVAILABILITY OF RULES OF PROCEDURE

Copies of the rules of procedure of the Headquarters Board of Appeal and the Statute of the Tribunal shall be maintained in all personnel offices of the Bureau and made available to any staff member on request. Each Area Office shall also maintain copies of the rules of procedure of the Area Board of Appeal for that office.