



PAN AMERICAN HEALTH ORGANIZATION
WORLD HEALTH ORGANIZATION



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AMENDMENTS TO THE PASB STAFF RULES

In accordance with the provisions of Staff Rule 020, the Director submits for confirmation to the Executive Committee the amendments to the Staff Rules of PASB made since the 130th Session.

These revisions are consistent with those adopted by the Executive Board of the World Health Organization at its 111th Session held in January 2003 and are in compliance with paragraph 2 of Resolution CE59.R19 adopted by the Executive Committee at its 59th 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 the World Health Organization (WHO).

The amendments presented in sections 1, 2 and 3 result from decisions taken by the United Nations General Assembly at its Fifty-seventh Session held in December 2002 on the basis of recommendations made by the International Civil Service Commission (ICSC). The amendments implement a salary increase for staff in the professional and higher categories and an increase in the amount of the education grant.

The amendments outlined in section 4 result from decisions taken by the Executive Board of WHO at its 111th Session (Resolution EB111.R9) in which changes were made to the Staff Rules of WHO, primarily relating to the initial step on appointment and the employment of relatives.

The text of all the amended Staff Rules can be found in the Annex to this document.

The Executive Committee is invited to consider a draft resolution which confirms the amendments to the Staff Rules of PASB, revises the remuneration of staff in the professional and higher categories, and recommends to the 44th Directing Council a revision in the remuneration of the Director of PASB.

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Salaries for Professional and Higher-Graded Staff

1. In its 2002 report, the International Civil Service Commission (ICSC) recommended differentiated salary increases for the salary scale of the professional and higher categories, ranging from 0.45% at the P.1 level to 13.3% at the D.1 level (10.7% at level D.2 and above), which, on average, amounted to a 5.7% increase. The purpose of these proposed increases was to bring the level of salaries back to the midpoint of 115,¹ particularly for the upper grade levels where the margin had fallen well below the midpoint.
2. After extensive discussion, the United Nations General Assembly approved, by resolution 57/285 of 20 December 2002, the following real net salary increases by grade: P.4: 1.3%, P.5: 2.6%, D.1: 9.1%, and D.2: 6.3%. These increases, which take effect from 1 January 2003, will bring these grades to a margin level of 111 and the overall margin to 112.2. No salary increase was approved for grades P.1 to P.3 since these grade levels were already at or above the midpoint of 115.
3. Staff Rule 330.2 has been amended accordingly, as shown in the Annex to this document.

Salaries of the Deputy Director, Assistant Director, and Director

4. Further to the above decision of the United Nations General Assembly, a revision of the salaries for the posts of Deputy Director, Assistant Director, and Director is also required.
5. Since 1962, it has been the practice of the Executive Committee to set the salary of the PAHO Deputy Director at the level of the WHO Regional Directors and that of the Assistant Director at US\$ 1,000 less.
6. Considering that 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 January 2003, the annual net salary of the PAHO Deputy Director by 6.3% to \$115,207 per annum at dependency rate and \$104,324 per annum at single rate and that of the Assistant Director to \$114,207 per annum at dependency rate and \$103,324 per annum at single rate.

¹ The relationship between the net remuneration of United Nations system staff in the professional and higher categories in New York and that of the current comparator, the United States Federal Civil Service, using employees in comparable positions in Washington, D.C.

7. The 20th 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 USG level of the UN system salary scale.

8. The Executive Committee may wish to recommend to the 44th Directing Council, therefore, that a similar 6.3% adjustment be made to the salary of the Director, resulting in a net salary of \$125,609 per annum at dependency rate and \$113,041 per annum at single rate, effective 1 January 2003.

Review of the Level of the Education Grant

9. The General Assembly also approved the ICSC’s recommendation to revise the amount of the education grant, which has increased from US\$ 9,750 to \$11,115 per annum. It also approved corresponding increases in seven countries or currency areas: Austria (euro), Switzerland (Swiss franc), Spain (euro), United Kingdom of Great Britain and Northern Ireland (pound sterling), Italy (euro), United States of America (United States dollar) and outside the United States (United States dollar). The ceiling for boarding costs at certain designated duty stations has also been increased. The changes to the levels of the education grant are applicable as from the school year in progress on 1 January 2003. Rules 350.1, 350.2.2 and 355 have been amended accordingly, as shown in the Annex.

Amendments to the Staff Rules of PASB

10. The following Staff Rule changes are submitted for confirmation:

- ***Standards of Conduct for Staff Members***

Staff Rule 110.7.1 has been edited for clarification purposes only.

- ***Salary Determination***

Staff Rule 320.1 has been amended to clarify the basis for granting additional steps on appointment.

- ***Recruitment Policy: Employment of Relatives***

Staff Rule 410.3.1 and 410.3.2.1 have been edited for clarification purposes only.

• ***Paternity Leave***

In January 2001, the Executive Board of WHO confirmed the introduction of five days of paternity leave on a trial basis for two years, with effect from January 2001, to be reviewed in light of developments in the common system. Since the ICSC is taking up consideration of the issue in 2003, it is considered appropriate to extend the trial period until January 2004, in the expectation that the review to be undertaken by ICSC will have been completed by that time. The footnote to Staff Rule 760 has been amended to reflect this extension.

Action by the Executive Committee

11. In light of these revisions, the Executive Committee may wish to consider the following draft resolution which would confirm the amendments to the Staff Rules of PASB, as contained in the Annex to this document.

Proposed Resolution

THE 132nd SESSION OF 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 CE/132/26;

Taking into account the actions of the Fifty-sixth 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 Pan American Sanitary Bureau and Resolution CD20.R20 of the 20th 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 January 2003 concerning the salary scale applicable to staff in the professional and higher categories.

2. To establish, effective 1 January 2003:
 - (a) The net annual salary of the Deputy Director at US\$ 115,207 per annum at dependency rate and \$104,324 per annum at single rate;
 - (b) The net annual salary of the Assistant Director at \$114,207 per annum at dependency rate and \$103,324 per annum at single rate.

3. To confirm in accordance with Staff Rule 020 the amendments to the Staff Rules that have been made by the Director with effect from 1 January 2003 as follows:
 - (a) to Staff Rule 110.7 regarding standards of conduct;
 - (b) to Staff Rule 320.1 concerning salary determination;
 - (c) to Staff Rules 350.1, 350.2.2 and 355 with effect from the school year in progress on 1 January 2003, in respect of education grant entitlements; and
 - (d) to Staff Rules 410.3.1 and 410.3.2.1 regarding the employment of relatives.

4. To recommend to the Forty-fourth Directing Council to:
 - (a) Note the amendments to the Staff Rules made by the Director and confirmed by the Executive Committee at its 132nd session concerning, *inter alia*, Standards of Conduct, Education Grant Entitlements, Salary Determination, Recruitment Policies and Paternity Leave;
 - (b) Confirm the annual salary of the Director at \$125,609 per annum at dependency rate and \$113,041 per annum at single rate, effective 1 January 2003.

Annex

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 January 2003.

Salary scale for the Professional and higher categories: annual gross salaries and net equivalents after application of staff assessment effective 1 January 2003

(United States dollars)

Level		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
USG	Gross	186,144														
	Net D	125,609														
	Net S	113,041														
ASG	Gross	169,366														
	Net D	115,207														
	Net S	104,324														
D-2	Gross	139,050	142,085	145,119	148,154	151,189	154,223									
	Net D	96,411	98,292	100,174	102,055	103,937	105,818									
	Net S	88,571	90,159	91,741	93,318	94,890	96,456									
D-1	Gross	126,713	129,377	132,041	134,705	137,369	140,033	142,697	145,361	148,024						
	Net D	88,762	90,414	92,065	93,717	95,369	97,020	98,672	100,324	101,975						
	Net S	82,045	83,481	84,913	86,342	87,768	89,190	90,609	92,025	93,437						
P-5	Gross	104,102	106,369	108,635	110,901	113,168	115,434	117,701	119,967	122,234	124,500	126,766	129,033	131,299		
	Net D	74,743	76,149	77,554	78,959	80,364	81,769	83,174	84,580	85,985	87,390	88,795	90,200	91,606		
	Net S	69,437	70,685	71,930	73,174	74,416	75,655	76,892	78,127	79,360	80,591	81,820	83,046	84,271		
P-4	Gross	84,435	86,489	88,544	90,637	92,824	95,011	97,198	99,385	101,572	103,759	105,946	108,133	110,320	112,507	114,694
	Net D	62,327	63,683	65,039	66,395	67,751	69,107	70,463	71,819	73,175	74,530	75,886	77,242	78,598	79,954	81,310
	Net S	58,041	59,276	60,509	61,740	62,971	64,200	65,429	66,656	67,881	69,106	70,329	71,551	72,772	73,992	75,211
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					

Note:

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`

Former Text	New Text
<p>110. STANDARDS OF CONDUCT FOR STAFF MEMBERS</p> <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. STANDARDS OF CONDUCT FOR STAFF MEMBERS <i>110.1 to 110.6 unchanged</i></p> <p>110.7 Unchanged</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:</p> <ol style="list-style-type: none"> (1) with which the staff member may be required, directly or indirectly, to have official dealings on behalf of the Organization; or (2) which has a commercial interest in the work of WHO, or (3) which has a common area of activity with WHO shall report the interest to the Director. <p><i>No further changes</i></p>
<p>320. SALARY DETERMINATION</p> <p>320.1 On appointment to a fixed-term position, 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 member's former income level.</p>	<p>320. SALARY DETERMINATION</p> <p>320.1 On appointment to a fixed-term position, the net base salary of staff members shall normally be fixed at step 1 of the grade of the post to be occupied; in exceptional circumstances, however, it may be fixed at a higher step in the grade in order to take into account a staff member's qualifications, skills, and experience in relation to the requirements of the post.</p>

AMENDMENTS TO THE STAFF RULES`

Former Text	New Text
<p>410. RECRUITMENT POLICIES</p> <p>410.1 The paramount considerations in the selection of staff shall be competence and integrity. For posts in the professional category and above, geographical representation shall also be given full consideration. Such representation is not a consideration in appointments to posts subject to local recruitment.</p> <p>410.2 Candidates under 20 or over 62 years of age shall not normally be considered for appointment.</p> <p>410.3 Subject to Staff Rule 410.3.1, persons closely related by blood or by marriage to a staff member, as defined by the Director, shall not normally be appointed if another equally qualified person is available.</p> <p>410.3.1 The spouse of a staff member may be appointed provided that the spouse is fully qualified for the post and provided that the spouse is not given any preference for appointment by virtue of the relationship to the staff member.</p> <p>410.3.2 A staff member who is related to another staff member as specified under Rules 410.3 and 410.3.1:</p> <p style="padding-left: 20px;">410.3.2.1 shall not be assigned to serve in a post in the same unit, or to a post that is superior or subordinate in the line of authority to the post occupied by the staff member to whom he or she is related.</p>	<p>410. RECRUITMENT POLICIES</p> <p>410.1 <i>Unchanged</i></p> <p>410.2 <i>Unchanged</i></p> <p>410.3 <i>Unchanged</i></p> <p>410.3.1 The spouse of a staff member may be appointed provided that the spouse is fully qualified for the position and provided that the spouse is not given any preference for appointment by virtue of the relationship to the staff member.</p> <p>410.3.2 <i>Unchanged</i></p> <p>410.3.2.1 shall not be assigned to serve in a position in the same unit, or to a position that is superior or subordinate in the line of authority to the position occupied by the staff member to whom he or she is related.</p>

AMENDMENTS TO THE STAFF RULES'

Former Text		New Text	
410.	<p>RECRUITMENT POLICIES</p> <p>410.3.2.2 shall not participate in the process of selection, assignment, reassignment, or transfer of the related staff member; or in the taking or reviewing of an administrative decision affecting the employment status, entitlements, or other benefits of the related staff member.</p> <p>410.3.3 The marriage of one staff member to another shall not affect the contractual status of either spouse, but their entitlements and other benefits shall be modified as provided in the Staff Rules and Manual. The same modifications shall apply in the case of a staff member whose spouse is a staff member of another Organization participating in the United Nations common system.</p>	410.	<p>RECRUITMENT POLICIES</p> <p>410.3.2.2 <i>Unchanged</i></p> <p>410.3.3 <i>Unchanged</i></p>
760.	<p>MATERNITY LEAVE AND PATERNITY LEAVE ¹</p> <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.</p>	760.	<p>MATERNITY LEAVE AND PATERNITY LEAVE ¹</p> <p>¹ Paternity leave is introduced on a trial basis for two years, with effect from 1 January 2001, to be reviewed in January 2004.</p>
