



PAN AMERICAN HEALTH ORGANIZATION
WORLD HEALTH ORGANIZATION



136th SESSION OF THE EXECUTIVE COMMITTEE

Buenos Aires, Argentina, 20-24 June 2005

Provisional Agenda Item 6.1

CE136/22, Rev. 1 (Eng.)

8 June 2005

ORIGINAL: ENGLISH

CONFIRMATION OF AMENDMENTS TO THE STAFF RULES AND STAFF REGULATIONS

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 and Staff Regulations made since the 132nd Session.

The proposed amendments described in Section I of this document have already been adopted by the Executive Board of the World Health Organization at its 115th Meeting held in January 2005. Thus, the proposed amendments in Section I are intended to ensure compliance with Resolution CE59R19, adopted by the Executive Committee at its 59th Session in 1968, which requested that the Director take the necessary steps to maintain a close similarity between the Staff Rules of PAHO and WHO. The text of these proposed amendments to PAHO's Staff Rules is given in Annex 1.

The proposed amendments described in Section II of this document are made in light of the Bureau's experience and in the interest of good personnel management. The text of these proposed amendments to PAHO's Staff Rules is given in Annex 2.

Section III contains proposed amendments to Staff Regulations 1.13 and 1.15, which are made in light of the Bureau's experience regarding national employees. The text of these proposed amendments to PAHO's Staff Regulations is given in Annex 3.

The Executive Committee is invited to consider two draft resolutions which confirm the amendments contained in this document; revise the salary of staff in the professional and higher categories, and of the Deputy Director and Assistant Director; and recommend to the 46th Directing Council a revision in the salary of the Director of the PASB and to Staff Regulations 1.13 and 1.15.

CONTENTS

| | <i>Page</i> |
|---|-------------|
| Staff Rule Amendments Considered Necessary in Light of Decisions Taken by the Director General of WHO and Confirmed by the WHO Executive Committee | 3 |
| Remuneration of the Professional and Higher Categories | 3 |
| Salaries of Deputy Director, Assistant Director and Director | 3 |
| Review of the Levels of the Education Grant | 3 |
| Paternity Leave | 4 |
| Temporary Appointments | 4 |
| Salaries | 5 |
| Promotions | 5 |
| Dependant's Allowance | 5 |
| Education Grant and Special Education Grant for Disabled Children | 5 |
| Repatriation Grant and Removal of Household Goods | 6 |
| Payments and Deductions | 6 |
| Staff Member's Beneficiaries | 6 |
| Within-Grade Increase | 6 |
| Special Leave | 6 |
| Sick Leave | 7 |
| Staff Rule Amendments Considered Necessary in Light of Experience and in the Interest of Good Personnel Management | 7 |
| Standards of Conduct | 7 |
| Conflict of Interest | 7 |
| Misconduct | 7 |
| Recognized Place of Residence | 7 |
| Probationary Period | 8 |
| Performance | 8 |
| Payment in lieu of Notice | 8 |
| Completion of Appointment | 9 |
| Staff Relations | 9 |
| Disciplinary Measures | 9 |
| Appeal Procedures | 9 |
| Staff Regulation Amendments Considered Necessary in Light of Experience and in the Interest of Good Personnel Management | 10 |
| Action by the Executive Committee | 10 |
| Annexes | |

Staff Rule Amendments Considered Necessary in Light of Decisions Taken by the Director General of WHO and Confirmed by the WHO Executive Committee

Remuneration of the Professional and Higher Categories

1. In its 2004 Report to the United Nations General Assembly, the International Civil Service Commission (the “ICSC”) recommended an upward adjustment of 1.88% of the base/floor salary scale of the United Nations common system for the professional and higher categories, to take effect from 1 January 2005. The General Assembly approved this recommendation on 23 December 2004. This adjustment was necessary in order to bring the base/floor salary scale 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-loss/no-gain basis, thereby ensuring, *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 **Staff Rule 330.2** have been prepared accordingly. In addition, an editorial change to Rule 330.2 is referred to in paragraph 10 of this document.

Salaries of Deputy Director, Assistant Director and Director

2. As a result of the change in the salary scale for staff in the professional and higher-graded categories, a similar revision to the salaries for the posts of Deputy Director, Assistant Director, and Director is also required.

3. Using the same process of consolidating post adjustment multiplier points into base salary, on a “no-gain, no-loss” basis, the salaries for these three positions have been adjusted accordingly. In conformity with Staff Rule 330.4, the Executive Committee is asked to approve the resulting salary changes for the posts of Deputy Director and Assistant Director and to recommend to the 46th Pan American Sanitary Conference the applicable salary revision for the post of Director.

Review of the Levels of the Education Grant

4. In accordance with the approved methodology, under which the levels of the education grant are reviewed biennially, the ICSC recommended to the United Nations General Assembly an increase in the maximum admissible expenses and the maximum education grant in the following countries/currency areas: Austria (euro), Belgium (euro), Denmark (krone), France (euro), Germany (euro), Ireland (euro), Italy (euro), Japan (yen), Netherlands (euro), Spain (euro), Sweden (krona), Switzerland (Swiss franc), United Kingdom of Great Britain and Northern Ireland (pound sterling), the United States

dollar in the United States of America and the United States dollar outside the United States of America.

5. Also in line with the approved methodology, the ICSC recommended that the flat rates and the additional amounts for reimbursement of boarding costs over and above the maximum grant payable to staff members at designated duty stations should be revised in the following countries/currency areas: Austria (euro), Denmark (krone), France (euro), Ireland (euro), Italy (euro), Netherlands (euro), Norway (krone), Spain (euro), Sweden (krona) and the United Kingdom of Great Britain and Northern Ireland (pound sterling). The changes to the levels of the education grant are applicable as from the school year in progress on 1 January 2005. Additional amendments to **Staff Rules 350** and **355** are contained in paragraphs 13 through 15.

6. The General Assembly approved this recommendation on 23 December 2004.

Paternity Leave

7. At its 128th Meeting, the Executive Committee confirmed the introduction of up to five days' paternity leave on a trial basis for two years, to be reviewed in light of developments in the common system. The Committee subsequently agreed to extend the trial period until January 2004 in the expectation that the review to be undertaken by the ICSC would have been completed by that time.

8. The ICSC has now completed its review and found that the duration of paternity leave allowed by separate organizations of the United Nations common system varies from one day to eight weeks. In light of these findings, the ICSC recommended to the General Assembly the granting of paternity leave of four weeks for staff assigned to headquarters and family duty stations, and up to eight weeks for staff at non-family duty stations or in exceptional circumstances, such as complications of pregnancy or the death of the mother. **Staff Rule 760.6** has been amended accordingly. The General Assembly confirmed the ICSC's recommendation to have paternity leave implemented throughout the common system within the parameters set forth in the ICSC's 2004 Annual Report. This new entitlement would be available to the fathers of children born on or after 1 January 2005.

Temporary Appointments

9. To respond to the Organization's needs, a staff member may occasionally be required to assume temporarily the responsibilities of an established post at a higher grade for longer than the 12-month period specified in **Staff Rule 320.5**. As a result, a degree of flexibility in the implementation of this Staff Rule is introduced. Staff Rule 320.5 has been amended accordingly.

Salaries

10. The schedule of salaries contained in **Staff Rule 330.2** is moved to Appendix 1 to the Staff Rules. This format will facilitate administrative aspects of future updating. Staff Rule 330.2 has been amended accordingly.

Promotions

11. Promotion resulting from a reclassification of a post is dealt with in Staff Rule 560.2, by which the staff member occupying the post shall be entitled to the promotion provided that he or she has the necessary qualifications and his or her performance and conduct have been satisfactory. It has been decided that, in the interest of equity and transparency for all staff, if an occupied post is reclassified from the general service category to the professional category or by more than one grade within the same category, the post shall be announced to the staff and selection for that post shall be on a competitive basis. Consequently, **Staff Rule 560** has been amended to reflect these new provisions.

Dependants' Allowances

12. Editorial changes are made to **Staff Rule 340** for clarity.

Education Grant and Special Education Grant for Disabled Children

13. **Staff Rule 350** is amended to simplify its presentation. As well, an inadvertent difference in treatment of those children pursuing non-university studies is removed and the possibility of extending the age limit for the grant due to national service or illness is introduced. These two latter changes align PAHO's Staff Rules with those of the United Nations and other organizations in the common system.

14. A correction is made to the terminology used in **Staff Rule 355** to ensure consistency. The Staff Rule is also amended to clarify and simplify the terms of the special education grant. The grant is payable up to the award of the first post-secondary degree and the maximum age limit has been extended from 25 years to 28 years in order align PAHO's Staff Rules with those of the United Nations and other organizations in the common system.

15. The US dollar amounts of education grant are removed from **Staff Rules 350.1, 350.2.2** and **355**. Instead, a comprehensive list, which includes not only the US dollar amount but also the local currency amounts in designated countries established on the basis of amounts recommended by the ICSC, is contained in Appendix 2 to the Staff

Rules. This format will facilitate administrative aspects of future updating. Staff Rules 350.1, 350.2.2 and 355 have been amended accordingly.

Repatriation Grant and Removal of Household Goods

16. The addition of a new rule to the existing provisions of **Staff Rules 370** and **855** is intended to avoid duplication of entitlements when both spouses are staff members of organizations of the United Nations common system. The amendment will be supplemented by provisions in the WHO/PAHO Manual, in order to clarify the entitlements in such situations.

Payments and Deductions

17. The second sentence of **Staff Rule 380.3.1** is deleted and incorporated into **Staff Rule 550.1** (within-grade increase) to avoid an unnecessary cross-reference. The last sentence of Staff Rule 380.3.1 is deleted since, with the introduction of computerization, it is no longer the case that the effective date of an increase in salary is the first of the month nearest the date of final approval. For example, a reassignment and promotion can take effect on any day of the month.

Staff Member's Beneficiaries (new Staff Rule 495)

18. In the event of the death of a staff member, payments due have been made to the eligible dependants or to the estate of the staff member. This process can involve a lengthy administrative process. The introduction of **Staff Rule 495** will formalize a process whereby the staff member will nominate a beneficiary or beneficiaries at the time of appointment. The staff member will be responsible for notifying the Organization of any revocations or changes of beneficiaries and payments will be made to the nominated beneficiaries. The introduction of this Rule aligns PAHO's Staff Rules with those of the United Nations. **Staff Rule 630.8** has been amended to reflect the provisions of this new Rule.

Within-Grade Increase

19. **Staff Rule 550.1** is amended to clarify the effective date for a within-grade increase without cross-reference to Staff Rule 380.3.1.

Special Leave

20. Special leave with full, partial or no pay may be granted at the request of the staff member. However, there are instances when a staff member may be placed on special leave in the interests of the Organization. **Staff Rule 650** has been amended accordingly.

Sick Leave

21. **Staff Rule 740.1** has been edited to reflect actual implementation of sick leave provisions. There is no requirement that the granting of sick leave be limited to only one illness.

Staff Rule Amendments Considered Necessary In Light Of Experience And In The Interest Of Good Personnel Management

Standards of Conduct

22. **Staff Rule 110.2** is amended to include reference to the ICSC *Standards of Conduct for the International Civil Service* (2001) -- which is applicable to all international civil servants -- and to the Bureau's own principles and policies on ethics and conduct.

Conflict of Interest

23. **Staff Rule 110.7** is amended to provide that a staff member shall advise the Director if he or she or an immediate family member has any known interest and/or association with an entity with which the staff member may be required to have official dealings; which has a commercial interest in the work of PAHO/WHO; or which has a common area of activity with PAHO/WHO. The term "immediate family member" is defined as the spouse, children, parents, and siblings of the staff member and the children, parents and siblings of the staff member's spouse.

Misconduct

24. The definition of "misconduct" contained in **Staff Rule 110.8** is expanded to clarify the types of actions which constitute misconduct in order to regulate the behavior of staff members in the Organization.

25. **Staff Rule 1075.1** currently provides that a staff member whose contract is terminated due to misconduct may be granted an indemnity not exceeding one-half of that payable under Staff Rule 1050.4. This provision is deleted to remove an inconsistency between terminating a staff member's contract due to misconduct and granting that same staff member an indemnity.

Recognized Place of Residence

26. **Staff Rule 460** is amended to provide that the grants (*e.g.*, education, repatriation, assignment) and entitlements (*e.g.*, home leave, dependants travel, moving expenses)

given to a staff member serving outside the country of his or her recognized place of residence will be discontinued if the staff member becomes a permanent resident or citizen of the country where his or her duty station is located or if he or she is subsequently assigned to a duty station that is located in his or her home country. The grants and travel entitlements at issue are primarily intended to (1) help staff members living outside of the country of their recognized place of residence maintain their connections with their family, culture, and national interests; (2) ensure that the children of these staff members have access to a quality education according to international standards; and (3) provide the staff members with assistance to re-establish themselves at their recognized place of residence at the end of their service in the Organization. The rationale for these benefits and entitlements is not applicable to staff members whose duty station is located in the country of their recognized place of residence. This Staff Rule change would only apply prospectively.

Probationary Period

27. **Staff Rule 480** is amended to clarify that WHO staff members who are appointed to a position in PAHO will not be required to undergo a probationary period and will be allowed to retain their contractual status. This change is necessary to ensure that there are no regulatory impediments or disincentives to the mobility and rotation of staff between PAHO and WHO.

Performance

28. **Staff Rules 530, 550, 555 and 560.4** are amended to reflect that a staff member's conduct, as well as his or her performance, will be taken into consideration by the Organization during its appraisal of the staff member's work; when deciding whether or not to confirm or terminate a staff member's appointment; and when deciding whether to grant a within-grade salary increase or a promotion. This amendment is necessary to clarify that a staff member's conduct is an essential aspect of his or her work and will be considered by the Organization when taking a decision that affects the staff member's appointment status.

Payment in lieu of Notice

29. **Staff Rules 1040, 1060, 1070, and 1075** are amended to clarify that, at the Director's discretion, the Organization may provide payment to a staff member in lieu of the notice period required under these provisions.

Completion of Appointment

30. **Staff Rule 1040** is amended to clarify that appointments do not terminate upon their completion, but rather expire at the end of the agreed period of service.

Staff Relations

31. **Staff Rule 920** is amended to provide that management and staff representatives shall be guided in their consultations by the Staff/Management Relations Guiding Principles set forth in the WHO/PAHO Manual.

Disciplinary Measures

32. **Staff Rules 1110.1** and **N 620** in the Annex to the Staff Rules are amended to supplement the existing types of disciplinary measures the Organization may impose when a staff member has been found to have violated the Organization's standards of conduct. Based on experience, the Organization believes that a broader array of disciplinary measures will allow it to impose sanctions that are more consistent with and proportional to the nature and gravity of the particular violations at issue. For example, the Organization has found that certain violations are too serious to be dealt with through issuance of a written reprimand but are not serious enough to warrant a reassignment or dismissal. Consequently, the Organization proposes to amend Staff Rule 1110.1 and N 620 to include suspension without pay and withholding of within-grade increase(s) as new disciplinary measures. In addition, Staff Rule 1110 and N 620 are also amended to delete "oral reprimand" as a disciplinary measure because a written record of the oral reprimand should be created thus making it redundant with the written reprimand currently provided for under the Staff Rule.

Appeal Procedures

33. The appeal procedures set out in **Section 12 of the Staff Rules** are revised for clarity. Substantive amendments to the appeal procedures include extending to the Administration the right to object, for good cause, to not more than two Board members selected to hear an appeal case (**Staff Rule 1230.5**) and granting the Board of Appeal an additional 30 days within which to report its findings and recommendation to the Director (**Staff Rule 1230.7.2**). These amendments are necessary to ensure that the appeal procedures are readily understandable by Organization staff members, that the Organization's interest in ensuring the neutrality of the Board members in a particular matter is protected, and that the appeal procedures prescribe realistic deadlines.

Staff Regulation Amendments Considered Necessary in Light of Experience and in the Interest of Good Personnel Management

34. As part of the review all of the contractual mechanisms for staff in the Organization with a view towards achieving improved efficiency and consistency between such mechanisms, as well as ensuring conformity with the contractual practices used by other United Nations agencies, amendments to **Staff Regulations 1.13** and **1.15** and to **Staff Rules N 920, N 1000** and **N 1010** in the Annex of the Staff Rules are proposed which will remove the submission of the Organization to local jurisdiction. Submission to local jurisdiction necessarily implies a general waiver of one of the most important prerogatives of the Organization, which is jurisdictional immunity. In addition, the Organization's experience to date has demonstrated that this practice exposes it to significant potential liability. Finally, it has been determined that access to an arbitral mechanism is consistent with the best practices within the United Nations system and offers employees an adequate and sufficient mechanism for conflict resolution.

Action by the Executive Committee

35. In light of these revisions, the Executive Committee may wish to consider the following draft resolutions.

Proposed Resolution 1:

THE 136th 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 CE136/22;

Taking into account the actions of the 58th World Health Assembly regarding the remuneration of the Regional Directors, Assistant Directors-General, and the Director-General;

Bearing in mind the provisions of Staff Rule 020 and Staff Regulation 3.1 of the PASB; and

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

RESOLVES:

1. To establish, effective 1 January 2005:

- (a) The annual salary of the Deputy Director at US\$ 117,373 at dependency rate and \$106,285 at the single rate.
- (b) The annual salary of the Assistant Director at US\$ 116,373 at dependency rate and \$105,285 per annum at the single rate.

2. 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 2005, as follows:

- (a) Staff Rule 320.5 regarding temporary appointments.
- (b) Staff Rule 330.2 with regard to the salaries of staff in the professional and higher categories.
- (c) Staff Rules 350 and 355 with respect to the levels of the education grant and special education grant.
- (d) Staff Rule 340 regarding dependants' allowances.
- (e) Staff Rules 370 regarding the repatriation grant.
- (f) Staff Rules 380.3.1 and 550.1 with respect to payments and deductions.
- (g) New Staff Rule 495 and Staff Rule 630.8 regarding staff member's beneficiaries.
- (h) Staff Rule 550.1 pertaining to within-grade increase.
- (i) Staff Rule 560 regarding promotions.
- (j) Staff Rule 650 regarding special leave.
- (k) Staff Rule 760.6 regarding paternity leave.
- (l) Staff Rule 855.3 pertaining to removal of household goods.
- (m) Staff Rule 740.1 with respect to sick leave.

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 July 2005, as follows:

- (a) Staff Rule 110 regarding standards of conduct applicable to Organization staff and conflicts of interest.

- (b) Staff Rules 110.8 and 1075 regarding misconduct.
- (c) Staff Rule 460.1 regarding a staff member's recognized place of residence.
- (d) Staff Rule 480 as it relates to the probationary period for WHO staff.
- (e) Staff Rules 530, 550, 555 and 560.4 regarding performance and conduct.
- (f) Staff Rule 920 pertaining to Staff Relations.
- (g) Staff Rules 1040, 1060, 1070, and 1075 with respect to payment in lieu of notice.
- (h) Staff Rule 1040 as it relates to the completion of appointments.
- (i) Staff Rules 1110.1 and N 620 regarding disciplinary measures.
- (j) Staff Rules 1230, 1240, 1245, 1250 pertaining to appeal procedures.
- (k) Staff Rules N 920, N 1000 and N 1010 regarding local jurisdiction.

Proposed Resolution 2:

THE 136th SESSION OF THE EXECUTIVE COMMITTEE,

Taking into account the actions of the 58th World Health Assembly regarding remuneration of the Regional Directors, Assistant Directors-General, and the Director-General,

RESOLVES:

To recommend to the 46th Directing Council the adoption of the following resolution regarding the salary of the Director:

THE 46th DIRECTING COUNCIL,

Considering the revision to the base/floor salary scale for the professional and higher-graded categories of staff, effective 1 January 2005;

Taking into account the decision by the Executive Committee at its 136th Session to adjust the salaries of the Deputy Director and Assistant Director; and

Noting the recommendation of the Executive Committee with regard to the salary of the Director,

RESOLVES:

1. To establish, effective 1 January 2005, the salary of the Director at US\$ 127,970 per annum at dependency rate and US\$ 115,166 per annum at single rate.
2. To recommend to the 46th Directing Council:
 - (a) to approve the amendments to Staff Regulations 1.13 and 1.15 with respect to dispute resolution mechanisms available to national employees of the Organization, effective 1 July 2005.
 - (b) to recommend to the 46th Directing Council that it note the amendments to the Staff Rules made by the Director and confirmed by the Executive Committee at its 136th session.

Annexes

ANNEX 1
AMENDMENTS TO THE STAFF RULES FOR CONSISTENCY WITH WHO
[Note: Text in square brackets will not appear in the amended Staff Rules]

| PRESENT TEXT | NEW TEXT |
|--|--|
| <p>320. SALARY DETERMINATION</p> <p><i>[320.1 to 320.4 – no changes]</i></p> <p>320.5 A staff member may be officially required to assume temporarily the responsibilities of an established post of a higher grade than that which he occupies; such temporary arrangements shall not be continued for more than 12 months. As from the beginning of the fourth consecutive month of such service, the staff member shall be granted non-pensionable extra pay normally equal to, but not exceeding, the difference between his current pay, consisting of net base salary, post adjustment and allowances, and that which he would receive if promoted to the post of higher grade.</p> | <p>320. SALARY DETERMINATION</p> <p><i>[320.1 to 320.4 – no changes]</i></p> <p>320.5 A staff member may be officially required to assume temporarily the responsibilities of an established post of a higher grade than that which he or she occupies; such temporary arrangements shall not normally be continued for more than 12 months. As from the beginning of the fourth consecutive month of service, the staff member shall be granted non-pensionable extra pay normally equal to, but not exceeding, the difference between his or her current pay, consisting of net base salary, post adjustment and allowances, and that which he or she would receive if promoted to the post of higher grade.</p> |
| <p>330. SALARIES</p> <p><i>[330.1 – no changes]</i></p> <p>330.2 The following schedule of annual gross base salaries and of annual net base salaries shall apply to all professional category and directors' posts:</p> | <p>330. SALARIES</p> <p><i>[330.1 – no changes]</i></p> <p>330.2 The following schedule of annual gross base salaries and annual net base salaries shall apply applicable to all professional category and directors' posts shall be as specified in Appendix 1 to these Rules.</p> |
| <p>340. DEPENDANTS' ALLOWANCES</p> <p>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:</p> <p>340.1 US\$ 1936 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. The 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.</p> <p>340.2 US\$ 3872 per annum for a child who is physically or mentally incapacitated subject to the conditions defined in Rule 340.1 except that if the staff member has no dependent spouse and receives the "with dependent" rate of net salary by virtue of such a child, an allowance of US\$ 1,936 shall be payable..</p> | <p>340. DEPENDANTS' ALLOWANCES</p> <p>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:</p> <p>340.1 US\$ 1936 per annum for a dependent child, except that in cases where there is no dependent spouse the first dependent child is not entitled to an allowance. The 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.</p> <p>340.2 US\$ 3872 per annum for a child who is physically or mentally disabled incapacitated subject to the conditions defined in Rule 340.1, except that if the staff member has no dependent spouse and receives the "with dependent" rate of net salary by virtue of such a child, an allowance of US\$ 1936 shall be payable. the allowance shall be U.S. \$ 1936 per annum.</p> |

| PRESENT TEXT | NEW TEXT |
|---|--|
| 340.3 US\$ 693 per year for a father, mother, brother or sister. | 340.3 US\$ 693 per year for a dependent father, mother, brother or sister. |
| 340.4 In certain designated official stations, the allowances under Rules 340.1, 340.2 and 340.3 shall be established in local currency, as determined by the Director on the basis of procedures agreed among the international organizations concerned. | 340.4 In certain designated official stations, the allowances under Rules 340.1, 340.2 and 340.3 shall be established in local currency, as determined by the Director on the basis of procedures agreed among the international organizations concerned. |
| 350. EDUCATION GRANT | 350. EDUCATION GRANT |
| 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\$ 11,115 or, for expenses incurred in certain currencies as determined by the Director-General 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\$ 5,235 per child per year or, for expenses incurred in certain local currencies as determined by the Director-General 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. | 350.1 Internationally recruited staff members, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330 , shall be are 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\$ 11,115 or, for expenses incurred in certain currencies as determined by the Director-General 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\$ 5,235 per child per year or, for expenses incurred in certain local currencies as determined by the Director-General 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. The grant is payable in respect of under the following conditions: |
| The grant is payable in respect of: | |
| 350.1.1 each child as defined under Rule 310.5.2, except that the entitlement to the grant in respect of such a child shall extend up to the end of the scholastic year in which he reaches the age of 21; | 350.1.1 the education grant is payable for each child recognized as a dependant as defined under Rule 310.5.2, except that the entitlement in respect of such a child shall extend up to the end of the scholastic school year in which the child reaches the age of 24 25, completes four years of post-secondary studies or is awarded the first recognized post-secondary degree, whichever is earlier; |
| 350.1.2 each child as defined under Rule 310.5.2, after such child has reached the age of 21 and not beyond the scholastic year in which he reaches the age of 25, up to the end of the fourth year of post-secondary studies or award of the first recognized | 350.1.2 each child as defined under Rule 310.5.2, after such child has reached the age of 21 and not beyond the scholastic year in which he reaches the age of 25, up to the end of the fourth year of post secondary studies or award of the first recognized degree, whichever is earlier. if the child's education is |

| PRESENT TEXT | NEW TEXT |
|--|---|
| <p>degree, whichever is earlier.</p> <p>350.2 This grant is payable for:</p> <p>350.2.1 the cost of full-time attendance at an educational institution in the country or area of the official station (see also Rule 350.2.5);</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\$ 3,490 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\$ 5,235, 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><i>[350.2.3 through 350.5 – no changes]</i></p> | <p>interrupted for at least one scholastic year by national service obligations or illness, the period of eligibility may be extended, by the period of interruption, beyond the scholastic year in which the child reaches the age of 25;</p> <p>350.1.3 the amount of the education grant for each eligible child shall be equal to 75% of admissible expenses actually incurred up to the applicable maximum grant as specified in Appendix 2 to these Rules.</p> <p>350.2 This grant is payable for:</p> <p>350.2.1 the cost of full-time attendance at an educational institution in the country or area of the official station (see also Rule 350.2.5);</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 full board if provided by the institution. Where full board is not provided by the institution, a flat amount is paid in lieu. The flat amount per child per year shall be US\$ 3490 or, for expenses incurred in certain currencies as determined by the Director General 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\$ 5235, or for expenses incurred in certain currencies as determined by the Director General on the basis of procedures agreed among the international organizations concerned, an amount established in those currencies.</p> <p><i>[350.2.3 to 350.5 – no changes]</i></p> |
| <p>355. SPECIAL EDUCATION GRANT FOR DISABLED CHILDREN</p> <p>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 dependant 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 education expenses actually incurred up to a maximum of US\$ 14, 820 or, for expenses incurred in certain currencies as determined by the Director on the basis of procedures agreed among the international organizations</p> | <p>355. SPECIAL EDUCATION GRANT FOR DISABLED CHILDREN</p> <p>355.1 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 under the following conditions:</p> <p>355.1.1 the special education grant is payable in respect of any physically or mentally incapacitated disabled child, recognized as a dependant under Rule 310.5.2, from the date on which the special teaching or training is required up to the end of the year in which such the child reaches the age of 28 or is awarded the first recognized post-secondary degree,</p> |

| PRESENT TEXT | NEW TEXT |
|--|---|
| <p>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>whichever is earlier; 25. The amount of the grant per child per year shall be 100% of the special education expenses actually incurred up to a maximum of US\$ 14 820 or, for expenses incurred in certain currencies as determined by the Director-General 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>355.1.2 the amount of the special education grant for each disabled child shall be equal to 100% of admissible expenses actually incurred up to the applicable maximum grant as specified in Appendix 2 to these Rules; and</p> <p>355.1.3 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>355.1 “Special educational expenses” shall mean the cost of such teaching services and equipment as are necessary to provide an educational programme designed to meet the needs of the disabled child in order that he may attain the highest possible level of functional ability. Normal educational expenses are reimbursed under Rule 350.</p> | <p><i>[Paragraph 355.1 is renumbered as 355.2]</i></p> |
| <p>355.2 The special grant is payable when the Organization determines, on the basis of medical evidence and in accordance with review procedures established by the Director, that one of the following circumstances applies:</p> <p>355.2.1 the child is unable by reason of physical or mental disability to attend a normal educational institution and therefore requires special teaching or training to prepare him for full integration into society;</p> <p>355.2.2 the child, while attending a normal educational institution, requires special teaching or training to assist him in overcoming the disability.</p> | <p><i>[Paragraph 355.2 is renumbered as 355.3]</i></p> |
| <p>355.3 The staff member is required to produce evidence that he has exhausted all</p> | <p><i>[Paragraph 355.3 is renumbered as 355.4]</i></p> |

| PRESENT TEXT | NEW TEXT |
|---|--|
| <p>other sources of benefits that may be available for the education and training of the child including those available from State and local governments and from the Staff Health Insurance. The amount of any benefits so received shall be deducted from the expenses taken into account in calculating the special grant.</p> <p>355.4 The grant is payable from the date, as determined by the Organization, on which the special teaching or training is required and up to the end of the year in which the child reaches the age of 25 years.</p> <p><i>[355.5 and 355.6 – no changes]</i></p> | <p>355.4 The grant is payable from the date, as determined by the Organization, on which the special teaching or training is required and up to the end of the year in which the child reaches the age of 25.</p> <p><i>[355.5 and 355.6 – no changes]</i></p> |
| <p>370. REPATRIATION GRANT</p> <p><i>[370.1 to 370.5 – no changes]</i></p> | <p>370. REPATRIATION GRANT</p> <p><i>[370.1 to 370.5 – no changes]</i></p> <p><i>[new rule]</i></p> <p>370.6 If both spouses are staff members of international organizations applying the common system of salaries and allowances and each is entitled to payment of a repatriation grant on separation from service, the amount of the grant paid to each shall be calculated in accordance with terms and conditions set forth in the WHO/PAHO Manual.</p> |
| <p>380. PAYMENTS AND DEDUCTIONS</p> <p><i>[380.1 to 380.2 – no changes]</i></p> <p>380.3 The effective date of any change in salary shall be as follows:</p> <p>380.3.1 Any increase shall be effective from the date of entitlement. The date of entitlement to a within-grade increase shall be the first of the month nearest the date of satisfactory completion of the service requirement. The date of entitlement to any other increase in salary shall be the first of the month nearest the date of final approval.</p> <p>380.3.2 Any decrease shall be effective from the first of the month following completion of the required notice period.</p> | <p>380. PAYMENTS AND DEDUCTIONS</p> <p><i>[380.1 to 380.2 – no changes]</i></p> <p>380.3 The effective date of any change in salary shall be as follows:</p> <p>380.3.1 Any increase shall be effective from the date of entitlement except as otherwise specified in these Rules. The date of entitlement to a within-grade increase shall be the first of the month nearest the date of satisfactory completion of the service requirement. The date of entitlement to any other increase in salary shall be the first of the month nearest the date of final approval.</p> <p>380.3.2 Any decrease shall be effective from the first of the month following completion of the required notice period.</p> |

| PRESENT TEXT | NEW TEXT |
|---|---|
| <i>[380.4 to 380.7 – no changes]</i> | <i>[380.4 to 380.7 – no changes]</i> |
| | <p data-bbox="1066 272 1192 297"><i>[New Rule]</i></p> <p data-bbox="1066 332 1596 357">495. STAFF MEMBER'S BENEFICIARIES</p> <p data-bbox="1066 393 1995 500">495.1 At the time of appointment, each staff member shall nominate a beneficiary or beneficiaries in writing in prescribed form. It shall be the responsibility of the staff member to notify the Organization of any revocations or changes of beneficiaries.</p> <p data-bbox="1066 535 1995 695">495.2 In the event of the death of a staff member, all amounts due to that staff member will be paid to his or her nominated beneficiary or beneficiaries, except as otherwise stated in these Staff Rules and the Regulations of the United Nations Joint Staff Pension Fund. Such payment shall afford the Bureau a complete release from all further liability in respect of any sum so paid.</p> |
| <p data-bbox="105 776 535 800">550. WITHIN-GRADE INCREASE</p> <p data-bbox="105 836 1039 1109">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="105 1169 430 1193"><i>[550.2 to 550.6 – no changes]</i></p> | <p data-bbox="1066 776 1501 800">550. WITHIN-GRADE INCREASE</p> <p data-bbox="1066 836 1995 1133">550.1 Staff members, except those holding temporary appointments as defined in Rule 420.3, whose performance and conduct has have 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 shall be the first of the month nearest the date of satisfactory completion of the service requirement. Increases may be granted up to the maximum for the staff member's grade except that, if either Rule 555 or Rule 1310.9 applies, the normal maximum may be exceeded accordingly.</p> <p data-bbox="1066 1169 1392 1193"><i>[550.2 to 550.6 – no changes]</i></p> |
| <p data-bbox="105 1230 655 1255">560. PROMOTION (see Staff Regulation 4.4)</p> <p data-bbox="105 1291 367 1315">560.1 <i>[no changes]</i></p> <p data-bbox="105 1351 1039 1458">560.2 A staff member shall be entitled to the promotion resulting from a reclassification of the post he occupies if he has the necessary qualifications and his performance has been satisfactory. A staff member whose performance has been satisfactory may at any time be considered for</p> | <p data-bbox="1066 1230 1621 1255">560. PROMOTION (see Staff Regulation 4.4)</p> <p data-bbox="1066 1291 1333 1315">560.1 <i>[no changes]</i></p> <p data-bbox="1066 1351 1995 1481">560.2 Subject to Rule 560.3, a A staff member shall be entitled to the promotion resulting from a reclassification of the post he or she occupies if he or she has the necessary qualifications and his or her performance and conduct has have been satisfactory. A staff member whose performance has been satisfactory may at any time be considered for reassignment to a post of</p> |

| PRESENT TEXT | NEW TEXT |
|---|--|
| <p>reassignment to a post of higher grade for which he has the qualifications.</p> | <p>higher grade for which he has the qualifications.</p> <p><i>[New Rule]</i></p> <p>560.3 If an occupied post is reclassified from the general service category to the professional category or by more than one grade within the same category, the post shall be announced to the staff and selection for that post shall be on a competitive basis.</p> <p>560.4 A staff member whose performance and conduct have been satisfactory may at any time be considered for reassignment to a post of higher grade for which he or she has the qualifications.</p> |
| <p>630. ANNUAL LEAVE</p> <p>630.8 A staff member who, on leaving the service of the Organization, has not exhausted the annual leave to which he is entitled shall be paid in respect of each day of unused annual leave up to a maximum of 60 days (see Rule 380.2.2). A staff member who has taken advanced annual leave beyond that subsequently accrued shall either have the equivalent amount debited to his terminal payments or at the option of the Bureau make a cash refund. In case of death of a staff member, payment in lieu of accrued annual leave shall be made to his estate but no deduction shall be made in respect of advanced annual leave.</p> | <p>630. ANNUAL LEAVE</p> <p>630.8 A staff member who, on leaving the service of the Organization, has not exhausted the annual leave to which he or she is entitled shall be paid in respect of each day of unused annual leave up to a maximum of 60 days (see Rule 380.2.2). A staff member who has taken advanced annual leave beyond that subsequently accrued shall either have the equivalent amount debited to his or her terminal payments or at the option of the Bureau make a cash refund. In case of death of a staff member, payment in lieu of accrued annual leave shall be made to his estate or her nominated beneficiary or beneficiaries under Rule 495.2 but no deduction shall be made in respect of advanced annual leave</p> |
| <p>650. SPECIAL LEAVE</p> <p>Special leave with full, partial or no pay may be granted for training or research in the interest of the Bureau or for other valid reasons, including the death of an immediate family member or the adoption of a child under conditions determined by the Director. Normally, such leave shall not be granted until all accrued annual leave has been exhausted and normally shall not exceed one year in duration. Periods of special leave shall be credited for all purposes except as otherwise specified in the Rules.</p> | <p>650. SPECIAL LEAVE</p> <p>Special leave with full, partial or no pay may be granted for training or research in the interest of the Bureau or for other valid reasons, including the death of an immediate family member or the adoption of a child under conditions determined by the Director. The Director may, at his or her initiative, place a staff member on special leave with full pay if he or she considers such leave to be in the interest of the Organization. Normally, such leave shall not be granted until all accrued annual leave has been exhausted and normally shall not exceed one year in duration. Periods of special leave shall be credited for all purposes except as otherwise specified in the Rules.</p> |
| <p>740. SICK LEAVE</p> <p>740.1 Staff members, except those engaged on a “when-actually-employed” basis and those excluded by the Director under the provisions of Rules 1320 and</p> | <p>740. SICK LEAVE</p> <p>740.1 Staff members, except those engaged on a “when-actually-employed” basis and those excluded by the Director under the provisions of Rules</p> |

| PRESENT TEXT | NEW TEXT |
|---|--|
| <p>1330, who are unable to perform their duties because of illness or injury, or whose attendance is prevented by public health requirements, may be granted sick leave with pay in the following amounts:</p> <p>740.1.1 a staff member holding an appointment of one year's duration or more may be granted up to six months' leave with full pay in connection with any one illness or in any period of 12 consecutive months, provided that the total of all absences on account of sick leave shall not exceed nine months in any four-year period (See also Rules 655.1 and 750.1);</p> <p><i>[740.1.2 to 740.1.4, and 740.2 to 740.6 – no changes]</i></p> | <p>1320 and 1330, who are unable to perform their duties because of illness or injury, or whose attendance is prevented by public health requirements, may be granted sick leave with pay in the following amounts:</p> <p>740.1.1 a staff member holding an appointment of one year's duration or more may be granted up to six months' sick leave with full pay in connection with any one illness or in any period of 12 consecutive months, provided that the total of all absences on account of sick leave shall not exceed nine months in any four-year period (See also Rules 655.1 and 750.1);</p> <p><i>[740.1.2 to 740.1.4, and 740.2 to 740.6 – no changes]</i></p> |
| <p>760. MATERNITY AND PATERNITY LEAVE</p> <p><i>[760.1 to 760.5 – no changes]</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> | <p>760. MATERNITY AND PATERNITY LEAVE</p> <p><i>[760.1 to 760.5 – no changes]</i></p> <p>760.6 PATERNITY LEAVE</p> <p>Upon presentation of satisfactory evidence of the birth of his child, A 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 a maximum period of four weeks for staff assigned to family duty stations. In exceptional circumstances, such as complications of pregnancy or the death of the mother, paternity leave shall be for a maximum period of eight weeks. Staff at non-family duty stations shall be entitled to paternity leave for a maximum period of eight weeks. Paternity leave must be exhausted within 12 months from the date of the child's birth.</p> |
| <p>855. REMOVAL OF HOUSEHOLD GOODS</p> <p><i>[855.1 to 855.2 – no changes]</i></p> | <p>855. REMOVAL OF HOUSEHOLD GOODS</p> <p><i>[855.1 to 855.2 – no changes]</i></p> <p><i>[New Rule]</i></p> <p>855.3 If both spouses are staff members of international organizations applying the common system of salaries and allowances, the entitlement to the removal of household goods shall be governed by terms and conditions set forth in the WHO/PAHO Manual.</p> |

Appendix 1

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

(effective 1 January 2005)

| Level | | Step | | | | | | | | | | | | | | |
|---------|-------|----------|-----------|------------|-----------|----------|-----------|------------|-------------|-----------|----------|-----------|------------|-------------|------------|-----------|
| | | <i>I</i> | <i>II</i> | <i>III</i> | <i>IV</i> | <i>V</i> | <i>VI</i> | <i>VII</i> | <i>VIII</i> | <i>IX</i> | <i>X</i> | <i>XI</i> | <i>XII</i> | <i>XIII</i> | <i>XIV</i> | <i>XV</i> |
| D-2 | Gross | 141 974 | 145 065 | 148 156 | 151 248 | 154 340 | 157 431 | | | | | | | | | |
| | Net D | 98 224 | 100 140 | 102 057 | 103 974 | 105 891 | 107 807 | | | | | | | | | |
| | Net S | 90 236 | 91 854 | 93 466 | 95 072 | 96 674 | 98 269 | | | | | | | | | |
| P-6/D-1 | Gross | 129 405 | 132 119 | 134 832 | 137 457 | 140 261 | 142 974 | 145 689 | 148 403 | 151 116 | | | | | | |
| | Net D | 90 431 | 92 114 | 93 796 | 95 479 | 97 162 | 98 844 | 100 527 | 102 210 | 103 892 | | | | | | |
| | Net S | 83 587 | 85 050 | 86 509 | 87 965 | 89 418 | 90 867 | 92 312 | 93 755 | 95 194 | | | | | | |
| P-5 | Gross | 106 368 | 108 679 | 110 987 | 113 295 | 115 605 | 117 913 | 120 223 | 122 532 | 124 842 | 127 150 | 129 458 | 131 768 | 134 077 | | |
| | Net D | 76 148 | 77 581 | 79 012 | 80 443 | 81 875 | 83 306 | 84 738 | 86 170 | 87 602 | 89 033 | 90 464 | 91 896 | 93 328 | | |
| | Net S | 70 742 | 72 014 | 73 282 | 74 550 | 75 815 | 77 077 | 78 338 | 79 596 | 80 852 | 82 106 | 83 358 | 84 607 | 85 855 | | |
| P-4 | Gross | 86 211 | 88 303 | 90 423 | 92 650 | 94 879 | 97 106 | 99 335 | 101 563 | 103 792 | 106 018 | 108 247 | 110 474 | 112 703 | 114 931 | 117 160 |
| | Net D | 63 499 | 64 880 | 66 262 | 67 643 | 69 025 | 70 406 | 71 788 | 73 169 | 74 551 | 75 931 | 77 313 | 78 694 | 80 076 | 81 457 | 82 839 |
| | Net S | 59 132 | 60 390 | 61 647 | 62 901 | 64 155 | 65 407 | 66 659 | 67 909 | 69 157 | 70 405 | 71 651 | 72 896 | 74 140 | 75 383 | 76 625 |
| P-3 | Gross | 69 779 | 71 715 | 73 656 | 75 589 | 77 530 | 79 467 | 81 402 | 83 342 | 85 280 | 87 217 | 89 156 | 91 161 | 93 226 | 95 287 | 97 350 |
| | Net D | 52 654 | 53 932 | 55 213 | 56 489 | 57 770 | 59 048 | 60 325 | 61 606 | 62 885 | 64 163 | 65 443 | 66 720 | 68 000 | 69 278 | 70 557 |
| | Net S | 49 149 | 50 325 | 51 503 | 52 678 | 53 856 | 55 030 | 56 206 | 57 383 | 58 558 | 59 734 | 60 906 | 62 079 | 63 250 | 64 422 | 65 594 |
| P-2 | Gross | 56 465 | 58 056 | 59 643 | 61 344 | 63 077 | 64 809 | 66 542 | 68 273 | 70 008 | 71 742 | 73 473 | 75 209 | | | |
| | Net D | 43 655 | 44 800 | 45 943 | 47 087 | 48 231 | 49 374 | 50 518 | 51 660 | 52 805 | 53 950 | 55 092 | 56 238 | | | |
| | Net S | 40 947 | 41 985 | 43 020 | 44 057 | 45 092 | 46 130 | 47 184 | 48 234 | 49 289 | 50 341 | 51 392 | 52 447 | | | |
| P-1 | Gross | 43 831 | 45 358 | 46 883 | 48 413 | 49 938 | 51 464 | 52 992 | 54 519 | 56 043 | 57 571 | | | | | |
| | Net D | 34 558 | 35 658 | 36 756 | 37 857 | 38 955 | 40 054 | 41 154 | 42 254 | 43 351 | 44 451 | | | | | |
| | Net S | 32 599 | 33 612 | 34 625 | 35 638 | 36 650 | 37 662 | 38 676 | 39 676 | 40 672 | 41 668 | | | | | |

¹ D = Rate applicable to staff members with a dependent spouse or child; S = Rate applicable to staff members with no dependent spouse or child.

Appendix 2
**EDUCATION GRANT ENTITLEMENTS APPLICABLE IN CASES
WHERE EDUCATIONAL EXPENSES ARE INCURRED IN SPECIFIED
CURRENCIES AND COUNTRIES**
(effective school year in progress 1 January 2005)

| <i>Country/currency area</i> | <i>(1) Maximum admissible educational expenses and maximum grant for disabled children</i> | <i>(2) Maximum education grant</i> | <i>(3) Flat rate when boarding not provided</i> | <i>(4) Additional flat rate for boarding (for staff serving at designated duty stations)</i> | <i>(5) Maximum grant for staff members serving at designated duty stations</i> | <i>(6) Maximum admissible educational expenses for attendance (only when flat rate for boarding is paid)</i> |
|---|--|--|---|--|--|--|
| Part A | | | | | | |
| Euro | | | | | | |
| Austria | 15 198 | 11 399 | 3 392 | 5 087 | 16 486 | 10 676 |
| Belgium | 14 446 | 10 835 | 3 147 | 4 720 | 15 555 | 10 251 |
| Finland | 9 082 | 6 812 | 2 382 | 3 572 | 10 384 | 5 907 |
| France | 10 263 | 7 697 | 2 716 | 4 074 | 11 771 | 6 641 |
| Germany | 18 993 | 14 245 | 3 794 | 5 690 | 19 935 | 13 935 |
| Ireland | 10 997 | 8 248 | 2 755 | 4 132 | 12 380 | 7 324 |
| Italy | 15 316 | 11 487 | 2 818 | 4 227 | 15 714 | 11 559 |
| Luxembourg | 12 898 | 9 673 | 3 147 | 4 720 | 14 393 | 8 701 |
| Monaco | 9 330 | 6 997 | 2 672 | 4 008 | 11 005 | 5 767 |
| Netherlands | 15 440 | 11 580 | 3 594 | 5 392 | 16 972 | 10 648 |
| Spain | 13 762 | 10 332 | 2 733 | 4 099 | 14 431 | 10 132 |
| Denmark (krone) | 89 010 | 66 758 | 23 601 | 35 401 | 102 159 | 57 543 |
| Japan yen (yen) | 2 324 131 | 1 743 098 | 525 930 | 788 895 | 2 531 993 | 1 622 891 |
| Norway (krone) | 71 632 | 53 724 | 18 338 | 27 507 | 81 231 | 47 181 |
| Sweden (krona) | 100 733 | 75 550 | 22 569 | 33 853 | 109 403 | 70 641 |
| Switzerland (Swiss franc) | 26 868 | 20 151 | 5 182 | 7 773 | 27 924 | 19 959 |
| United Kingdom of Great Britain and Northern Ireland (pound sterling) | 18 285 | 13 714 | 3 181 | 4 772 | 18 486 | 14 044 |
| Part B | | | | | | |
| United States dollar (outside the United States of America) | 17 189 | 12 892 | 3 490 | 5 235 | 18 127 | 12 536 |
| Part C | | | | | | |
| United States dollar (in the United States)* | 28 832 | 21 624 | 4 742 | 7 113 | 28 737 | 22 509 |

*Also applies, as a special measure, for China, Indonesia, Romania and the Russian Federation.

Where educational expenses are incurred in any of the currencies set out in the table above, the maximum applicable amounts are set out in columns (1) to (6) against those currencies. Where educational expenses are incurred in the United States of America, the maximum applicable amounts are set out in columns (1) to (6) against part C above. Where educational expenses are not incurred in any of the currencies set out in part A above or in the United States, the maximum applicable amounts are set out in columns (1) to (6) against part B above.

Attendance at an educational institution outside the duty station

- (i) Where the educational institution provides board, the amount shall be 75% of the admissible costs of attendance and the costs of board up to the maximum indicated in column (1), with a maximum grant indicated in column (2) per year.
- (ii) Where the educational institution does not provide board, the amount shall be a flat sum as indicated in column (3), plus 75% of the admissible costs of attendance up to a maximum grant as indicated in column (2) per year.

Attendance at an educational institution at the duty station

- (iii) The amount shall be 75% of the admissible costs of attendance up to the maximum indicated in column (1), with a maximum grant as indicated in column (2) per year.
- (iv) Where the grant is payable for the cost of boarding for attendance at an educational institution in the country of the official station but beyond commuting distance from the official station, and when no suitable education facility exists in that area, the amount of the grant shall be calculated at the same rates as specified in (i) or (ii) above.

Staff serving at designated duty stations with inadequate or no education facilities with attendance at an educational institution at the primary or secondary level outside the duty station

- (v) Where the educational institution provides board, the amount shall be:
 - a. 100% of the costs of board up to the maximum indicated in column (4); and
 - b. 75% of the admissible costs of attendance and of any part of the costs of board in excess of the amount indicated in column (4), with a maximum reimbursable amount as indicated in column (5).
- (vi) Where the educational institution does not provide board, the amount shall be:
 - a. A flat sum for board as indicated in column (4); and
 - b. 75% of the admissible costs of attendance, with a maximum reimbursable amount as indicated in column (5).

ANNEX 2
AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE

| PRESENT TEXT | NEW TEXT |
|---|---|
| 110. STANDARDS OF CONDUCT FOR STAFF MEMBERS | 110. STANDARDS OF CONDUCT FOR STAFF MEMBERS |
| 110.1 <i>[no changes]</i> | 110.1 <i>[no changes]</i> |
| 110.2 The basic standards for staff members are set out in Section 1 of the Staff Regulations. | 110.2 The Organization's basic standards of conduct for staff members are set out in Article I of the Staff Regulations, the International Civil Service Commission Standards of Conduct for the International Civil Service, and in PAHO's principles and policies regarding ethical conduct in the Organization. |
| <i>[110.3 to 110.5 – [no changes]</i> | <i>[110.3 to 110.5 – [no changes]</i> |
| 110.6 A staff member who is offered any honor, decoration or gift from sources external to the Bureau shall report this fact to the Director who shall decide on the applicability of Staff Regulation 1.7. | 110.6 A staff member who is offered any honor, decoration or gift from sources external to the Bureau shall report this fact in writing to the Director who shall decide on the applicability of Staff Regulation 1.7. |
| 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: | 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: |
| 110.7.1 A staff member who has, or whose spouse or dependent children have, any interest in (including association with) any entity: | 110.7.1 A staff member who has, or whose spouse or dependent children have, any interest in (including association with) any entity A staff member must immediately advise the Director, in writing, if he or she or any immediate family member has an interest in (including association with) any entity: |
| (1) with which the staff member may be required, directly or indirectly, to have official dealings on behalf of the Organization; or | (1) with which the staff member may be required, directly or indirectly, to have official dealings on behalf of the Organization; PAHO or WHO or |
| (2) which has a commercial interest in the work of WHO, or | (2) which has a commercial interest in the work of PAHO or WHO; or |
| (3) which has a common area of activity with WHO shall report the interest to the Director. | (3) which has a common area of activity with PAHO or WHO. shall report the interest to the Director. |

| PRESENT TEXT | NEW TEXT |
|--|---|
| <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> | <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 and their immediate family members a declaration in a prescribed form disclosing designated types of interests.</p> <p>110.7.3 The term “immediate family member” means the spouse, children, parents, and siblings of the staff member and the children, parents and siblings of the staff member’s spouse.</p> |
| <p>110.8 “Misconduct” means:</p> <p>110.8.1 any improper action by a staff member in his official capacity;</p> <p>110.8.2 any conduct by a staff member, unconnected with his official duties, tending to bring the Bureau into public discredit;</p> <p>110.8.3 any improper use or attempt to make use of his position as a staff member for his personal advantage;</p> <p>110.8.4 any conduct contrary to the terms of his oath or declaration.</p> | <p>110.8 “Misconduct” means:</p> <p>110.8.1 any improper action by a staff member in his or her official capacity that:</p> <p>(1) is inappropriate;</p> <p>(2) is unethical;</p> <p>(3) is fraudulent;</p> <p>(4) constitutes deliberate wrongdoing;</p> <p>(5) demonstrates serious negligence or disregard for the Organization’s interests;</p> <p>(6) demonstrates intentional or substantial disregard for the staff member’s duties and obligations to the Organization; or</p> <p>(7) violates the Staff Regulations, Staff Rules or Organization policy.</p> <p>110.8.2 any conduct by a staff member, unconnected with his or her official duties, tending to that could bring the Organization into public discredit;</p> <p>110.8.3 any improper use or attempt to make use of his or her position as a staff member for personal advantage;</p> <p>110.8.4 any conduct contrary to the terms of the oath or declaration.</p> |

| PRESENT TEXT | NEW TEXT |
|--|--|
| <p>460. DETERMINATION OF RECOGNIZED PLACE OF RESIDENCE</p> | <p>460. DETERMINATION OF RECOGNIZED PLACE OF RESIDENCE</p> <p><i>[New Rule]</i></p> <p>460.1 The grants and travel entitlements accorded to staff members serving outside the country of their recognized place of residence will be lost if the staff member becomes a permanent resident or citizen of the country of the duty station or if he or she is subsequently assigned to a duty station that has been determined to be his or her recognized place of residence.</p> |
| <p>480. INTERORGANIZATION TRANSFERS</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><i>[480.1.1 and 480.1.2 – no change]</i></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> <p><i>[480.1.4 and 480.2 – no changes]</i></p> | <p>480. INTERORGANIZATION TRANSFERS</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><i>[480.1.1 and 480.1.2 – no change]</i></p> <p>480.1.3 except for appointees transferred from the World Health Organization, 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> <p><i>[480.1.4 and 480.2 – no changes]</i></p> |
| <p>530. PERFORMANCE PLANNING AND EVALUATION</p> <p><i>[530.1 and 530.2 – no changes]</i></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 The evaluation of performance as reflected in these reports shall be the basis for assisting the staff member to make his most effective contribution to the work of the Bureau and for decisions concerning the staff member’s status and retention in the Bureau.</p> | <p>530. PERFORMANCE PLANNING AND EVALUATION</p> <p><i>[530.1 and 530.2 – no changes]</i></p> <p>530.3 The performance and conduct 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 The evaluation of performance and conduct as reflected in these reports shall be the basis for assisting the staff member to make his most effective contribution to the work of the Bureau and for decisions concerning the staff member’s status and retention in the Bureau.</p> |

| PRESENT TEXT | NEW TEXT |
|--|---|
| <p>555. MERITORIOUS WITHIN-GRADE INCREASE</p> <p>555.1 A staff member whose performance has been especially meritorious beyond that which may reasonably be expected of a normally well-qualified staff member may be granted one, or exceptionally two, extra within-grade steps. Such increase shall not affect the staff member's eligibility for normal within-grade increases up to the normal maximum step in the grade.</p> <p><i>[555.2 – no changes]</i></p> | <p>555. MERITORIOUS WITHIN-GRADE INCREASE</p> <p>555.1 A staff member whose performance has been especially meritorious beyond that which may reasonably be expected of a normally well-qualified staff member, and whose conduct has been satisfactory, may be granted one, or exceptionally two, extra within-grade steps. Such increase shall not affect the staff member's eligibility for normal within-grade increases up to the normal maximum step in the grade.</p> <p><i>[555.2 – no changes]</i></p> |
| <p>920. STAFF REPRESENTATIVES</p> <p>In any consultations concerning personnel policy or conditions of service, the duly elected representatives of the staff shall be recognized by the Bureau as representing the views of that portion of the staff from which elected. Any proposal to change the Staff Regulations or Staff Rules of the Bureau shall be referred to the elected representatives of the staff for comment.</p> | <p>920. STAFF REPRESENTATIVES</p> <p>920.1 In any consultations concerning personnel policy or conditions of service, the duly elected representatives of the staff shall be recognized by the Bureau as representing the views of that portion of the staff from which elected. Any proposal to change the Staff Regulations or Staff Rules of the Bureau shall be referred to the elected representatives of the staff for comment. In the interest of maintaining sound management/staff relations, management and staff representatives shall be guided by the principles set forth in the WHO/PAHO Manual.</p> |
| <p>1040. COMPLETION OF APPOINTMENTS</p> <p>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.</p> | <p>1040. COMPLETION OF APPOINTMENTS</p> <p>In the absence of any offer and acceptance of extension, fixed-term and temporary appointments shall terminate expire 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. At the discretion of the Director, payment in lieu of notice may be given to the staff member. Such a A staff member who does not wish to be considered for reappointment shall also give notice of his or her intention within the minimum period specified above.</p> |
| <p>1060. NON-CONFIRMATION OF APPOINTMENT</p> <p>If, during an initial or extended probationary period, a staff member's performance or conduct is not satisfactory, or if he is found unsuited to international service, the appointment shall not be confirmed but terminated. The staff member shall be given one month's notice. No indemnity is payable.</p> | <p>1060. NON-CONFIRMATION OF APPOINTMENT</p> <p>If, during an initial or extended probationary period, a staff member's performance or conduct is not satisfactory, or if he or she is found unsuited to international service, the appointment shall not be confirmed but terminated. The staff member shall be given one month's notice or, at the discretion of the Director, payment in lieu of notice. No indemnity is payable.</p> |

| PRESENT TEXT | NEW TEXT |
|---|---|
| <p>1070. UNSATISFACTORY PERFORMANCE OR UNSUITABILITY FOR INTERNATIONAL SERVICE</p> <p><i>[1070.1 and 1070.2 – no changes]</i></p> <p>1070.3 A staff member whose appointment is terminated under this Rule shall be entitled to a notice period equivalent to that specified in Rule 1050.3.</p> <p><i>[1070.4 – no changes]</i></p> | <p>1070. UNSATISFACTORY PERFORMANCE OR UNSUITABILITY FOR INTERNATIONAL SERVICE</p> <p><i>[1070.1 and 1070.2 – no changes]</i></p> <p>1070.3 A staff member whose appointment is terminated under this Rule shall be entitled to a notice period equivalent to that specified in Rule 1050.3. At the discretion of the Director, payment in lieu of notice may be provided to the staff member.</p> <p><i>[1070.4 – no changes]</i></p> |
| <p>1075. MISCONDUCT</p> <p>1075.1 A staff member may be dismissed for misconduct as defined in Rule 110.8 and subject to the notification of charges and reply procedure required by Rule 1130. The staff member shall be given one month's notice. The Director may grant him an indemnity not exceeding one-half of that payable under Rule 1050.4. No end-of-service grant is payable.</p> | <p>1075. MISCONDUCT</p> <p>1075.1 A staff member may be dismissed for misconduct as defined in Rule 110.8 and subject to the notification of charges and reply procedure required by Rule 1130. The staff member shall be given one month's notice or, at the discretion of the Director, payment in lieu of notice. The Director may grant him an indemnity not exceeding one-half of that payable under Rule 1050.4. No indemnity or end-of-service grant is payable.</p> |
| <p>1110. DISCIPLINARY MEASURES</p> <p>1110.1 A staff member who fails to observe the standards of conduct as defined under Article 1 of the Staff Regulations and Staff Rule 110 shall be subject to disciplinary measures. According to the gravity of the offence, this may take the form of any or a combination of the following:</p> <p>1110.1.1 oral reprimand;</p> <p>1110.1.2 written reprimand;</p> <p>1110.1.3 reassignment with or without reduction in grade;</p> <p>1110.1.4 dismissal for misconduct;</p> <p>1110.1.5 summary dismissal for serious misconduct.</p> | <p>1110. DISCIPLINARY MEASURES</p> <p>1110.1 A staff member who fails to observe the standards of conduct as defined under Article I of the Staff Regulations and Staff Rule 110 shall be subject to disciplinary measures. According to the gravity of the offence, this may take the form of any one or a combination of the following:</p> <p>1110.1.1 oral reprimand; written reprimand;</p> <p>1110.1.2 written reprimand; temporary suspension without pay;</p> <p>1110.1.3 reassignment with or without reduction in grade; withholding of within-grade increase(s);</p> <p>1110.1.4 dismissal for misconduct; reassignment with or without reduction in grade;</p> <p>1110.1.5 summary dismissal for serious misconduct; dismissal for misconduct;</p> <p>1110.1.6 summary dismissal for serious misconduct.</p> |

| PRESENT TEXT | | NEW TEXT | |
|--------------|--|-----------|--|
| 1230. | BOARD OF APPEAL | 1230. | BOARD OF APPEAL |
| 1230.1 | Subject to the provisions of Rule 1230.7, a staff member may appeal against any administrative action or decision affecting his appointment status on the grounds that the action or decision complained of resulted from one or more of the following factors: | 1230.1 | Subject to the provisions of Rule 1230.7 4 , a staff member may appeal against any administrative action or decision affecting his or her appointment status on the grounds that the action or decision complained of resulted from one or more of the following factors: |
| 1230.1.1 | personal prejudice on the part of a supervisor or of any other responsible official; | 1230.1.1 | personal prejudice on the part of a supervisor or of any other responsible official; |
| 1230.1.2 | incomplete consideration of the facts; | 1230.1.2 | incomplete consideration of the facts; |
| 1230.1.3 | failure to observe or apply correctly the provisions of the Staff Regulations or Staff Rules, or the terms of his contract; | 1230.1.3 | failure to observe or apply correctly the provisions of the Staff Regulations or Staff Rules, or the terms of his or her contract; |
| 1230.1.4 | improper application of the WHO post classification standards. | 1230.1.4 | improper application of the WHO PAHO post classification standards. |
| 1230.2 | To hear appeals on these grounds there is at headquarters a Board of Appeal. | 1230.2 | To hear appeals on these grounds there is at headquarters a Board of Appeal. A Board of Appeal shall be established at PAHO Headquarters to hear appeals on the grounds specified in Rule 1230.1. |
| 1230.3 | The reporting procedure of the Board shall be as follows: | 1230.37 | The reporting procedure of the Board of Appeal shall be as follows: |
| 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; | 1230.37.1 | The headquarters Board of Appeal Examining Appeal Panel shall report its findings and recommendations to the Director, with whom the final decision shall rest. The Director shall inform the appellant of his the the decision taken within sixty 60 calendar days of the date of receipt by him of the findings and recommendations of the Board the Examining Appeal Panel's report and at the same time send to the appellant, at the same time, a copy of the report. If no decision is taken by the Director within this period, the recommendations of the Board an Examining Appeal Panel 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; |
| 1230.3.2 | the Board of Appeal shall report its findings and recommendations to the Director within ninety calendar days of the date that the appellant's full statement of his case is received by the Board. This period may be extended by the | 1230.37.2 | the Board of appeal shall report its The findings and recommendations of an Examining Appeal Panel shall be submitted to the Director within ninety calendar days of the date that the appellant's full statement of his case is |

| PRESENT TEXT | NEW TEXT |
|--|---|
| <p>Board if the appellant and the administration concerned agree.</p> | <p>received by the Board 120 calendar days of:</p> <p>(1) the date that all pleadings and relevant documentation have been received by the Examining Appeal Panel; or</p> <p>(2) the conclusion of an oral hearing, if one was requested by the appellant, and receipt of any relevant documentation requested by the Examining Appeal Panel during the hearing.</p> <p>This period may be extended by the Board of Appeal if both the appellant and the Administration concerned agree.</p> |
| <p>1230.4 The headquarters Board of Appeal shall consist of five members having equal votes, as follows:</p> <p>1230.4.1 a chairman and three alternate chairmen appointed by the Director after consultation with the representatives of the staff;</p> <p>1230.4.2 two members drawn from the list of four members and eight alternates appointed by the Director.</p> <p>1230.4.3 two members representing the staff, drawn from a panel organized in three groups:</p> <p>Group I - staff in grades subject to local recruitment</p> <p>Group II – staff in grades P-1 through P-3</p> <p>Group III – staff in grades P-4 through D-2.</p> | <p>1230.43 The headquarters Board of Appeal shall consist of five members having equal votes, as follows The Board of Appeal shall be composed of:</p> <p>1230.4.3.1 one chairman chairperson and three alternates chairmen appointed by the Director after consultation with the representatives of the staff.</p> <p>1230.43.2 two members drawn from the list of four members and eight alternates appointed by the Director twelve members appointed by the Director;</p> <p>1230.43.3 two members representing the staff, drawn from a panel organized in three groups: a twelve-member panel elected biennially by the staff, organized into three groups as follows:</p> <p>Group I – staff in grades subject to local recruitment three staff members from the general service category;</p> <p>Group II – three staff members in grades P-1 through P-3; and</p> <p>Group III – six staff members in grades P-4 through D-2</p> <p>1230.3.4 a non-voting secretary and alternate appointed by the Director, whose services shall be provided by the Bureau</p> |

| PRESENT TEXT | NEW TEXT |
|---|--|
| <p>The members of the panel shall be elected biennially by the staff, four persons being elected for each of Groups I and II and six persons for Group III. They shall be eligible for re-election at the end of their term of office. In hearings by the Board, at least one member shall be from the group to which the staff member appealing to the Board belongs and none shall be in a group below that to which he belongs</p> <p>Subject to this Rule, the members of each group shall be called upon in rotation by the Secretary of the Board, as required, to constitute the Board. The staff member appealing to the Board shall have the right to object to not more than two members, whether appointed by the Director or drawn from the staff panel. If objection is raised against members from the staff panel, they shall be replaced by the next members due to serve from that panel. If objection is raised against members appointed by the Director, they shall be replaced by alternate or substitute members appointed by the Director.</p> | <p>The members of the panel shall be elected biennially by the staff, four persons being elected for each of Groups I and II and six persons for Group III. They shall be eligible for re-election at the end of their term of office. In hearings by the Board, at least one member shall be from the group to which the staff member appealing to the Board belongs and none shall be in a group below that to which he belongs [see 1230.5 and 1230.6]</p> <p>1230.6 Subject to this rule The members of each group the Board of Appeal shall be called upon in rotation by the Secretary of the Board, as required, to constitute the Board an Examining Appeal Panel. The staff member appealing to the Board The appellant shall have the right to object to not more than two members, whether appointed by the Director or drawn from the staff panel. The Administration shall also have the right to object to not more than two members but must make a showing of good cause, in writing, to the Chairperson of the Examining Appeal Panel. If objection is raised against members from the staff panel, they shall be replaced by other members of the staff panel. If objection is raised against members appointed by the Director, they shall be replaced by alternate or substitute other members appointed by the Director.</p> <p>Staff panel members shall be eligible for re-election at the end of their terms of office.</p> |
| <p>1230.5 Secretarial services to the Board shall be provided by the Bureau.</p> | <p>1230.5 The Board Chairperson shall convene a five-member Examining Appeal Panel to hear appeal cases. The Examining Appeal Panel shall consist of the following members, each having an equal vote:</p> <p>1230.5.1 The Chairperson or an alternate;</p> <p>1230.5.2 Two board members appointed by the Director; and</p> <p>1230.5.3 Two board members selected from the staff panel. In hearings by an Examining Appeal Panel, at least one member of the staff panel shall be from the group to which the appellant belongs and none shall be from a lower group.</p> |
| <p>1230.6 The headquarters Board of Appeal shall establish its own rules of procedure, provided that the appellant shall, if he so wishes, be heard by the Board in person and/or through a representative of his choice. Any</p> | <p>1230.5 Secretarial services to the Board shall be provided by the Bureau. [See 1230.3.4]</p> <p>1230.68 The headquarters Board of Appeal shall establish its own rules of procedure, provided that the appellant shall can, if he so wishes upon request, be heard by the Board an Examining Appeal Panel in person</p> |

| PRESENT TEXT | NEW TEXT |
|---|--|
| <p>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 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.</p> | <p>and/or through a representative of his or her choice. Any travel occasioned by such appearance shall be at the appellant's expense unless the Board Examining Appeal Panel hearing the appeal determines that the appearance of the staff member himself appellant is essential to for a proper consideration of the appeal. The Board Examining Appeal Panel may, in 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</p> |
| <p>1230.7 The following provisions shall govern the conditions of appeal:</p> <p>1230.7.1 No staff member shall bring an appeal before the Board until all the existing administrative channels have been tried and the action complained of has become final. An action is to be considered as final when it has been taken by a duly authorized official and the staff member has received written notification of the action.</p> <p>1230.7.2 If the staff member has submitted a written request relating to his appointment status, the request shall be deemed to have been rejected and such rejection shall be subject to appeal as if final action had been taken on it as in Rule 1230.7.1 above if no definitive reply to that request has been made within:</p> <ol style="list-style-type: none"> 1) two months for staff at headquarters; 2) three months for staff assigned to other duty stations. <p>1230.7.3 A staff member wishing to appeal against a final action must dispatch to the Board, within sixty calendar days after receipt of such notification, a written statement of his intention to appeal, specifying the action against which appeal is made and the subsection or sections of Rule 1230.1 under which the appeal is filed. The Board shall open its proceedings at the earliest possible moment after receipt of the appellant's full statement of his case.</p> | <p>1230.74 The following provisions shall govern the conditions of appeal:</p> <p>1230.74.1 No staff member shall bring an appeal before the Board until all the existing administrative channels have been tried and the action complained of has become final. An action is final when it has been taken by a duly authorized official and the staff member has received written notification of the action.</p> <p>1230.74.2 If the staff member has submitted a written request relating to his or her appointment status, the request shall be deemed to have been rejected and such rejection shall be subject to appeal as if final action had been taken on it as in Rule 1230.9.1 above if no definitive reply to that request has been made within 60 calendar days.</p> <ol style="list-style-type: none"> 1) two months for staff at headquarters; 2) three months for staff assigned to other duty stations. <p>1230.74.3 A staff member wishing to appeal against a final action must dispatch to the Board, within sixty 60 calendar days after receipt of such notification, a written statement of intent to appeal, specifying the action against which the appeal is filed made and the subsection(s) of Rule 1230.1 under which the appeal is filed. The Board shall open its proceedings at the earliest possible moment after receipt of the appellant's full statement of his case.</p> |

| PRESENT TEXT | | NEW TEXT | |
|--------------|---|----------|--|
| 1240. | ADMINISTRATIVE TRIBUNAL | 1240. | ADMINISTRATIVE TRIBUNAL |
| 1240.1 | Pending definitive arrangements for the use of the Administrative Tribunal of the United Nations, disputes between the Bureau and a staff member which cannot be resolved internally may be referred to the Administrative Tribunal of the International Labour Organization, in accordance with the provisions of the Statute of the Tribunal. | 1240.1 | <i>[no changes]</i> |
| 1240.2 | An appeal may be made to the Tribunal when the decision contested is a final decision and the person concerned has exhausted such other means of resisting it as are open to him under these Rules, and in particular Rules 1210 to 1230. | 1240.2 | An appeal may be made to the Tribunal when the decision contested is a final decision and the person concerned has exhausted such other means of resisting it as are open to him all internal avenues of appeal under these Rules, and in particular Rules 1210 to 1230. |
| 1245. | EFFECT OF APPEALS ON ADMINISTRATIVE ACTION Except as provided in Rule 1210.2, the filing of an appeal under any of the procedures described in this section shall not constitute grounds for delaying the administrative action against which the appeal is made. | 1245. | EFFECT OF APPEALS ON ADMINISTRATIVE ACTION <i>[no changes]</i> |
| 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. | 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 upon request. |
| N 620 | Breaches of conduct shall be dealt with by way of any one or combination of the following: N 620.1 oral warning; N 620.2 written reprimand N 620.3 assignment to a less responsible post; N 620.4 dismissal. | N 620 | Breaches of conduct shall be dealt with by way of any one or a combination of the following: N 620.1 oral warning; written reprimand; N 620.2 written reprimand temporary suspension without pay; N 620.3 assignment to a less responsible post; withholding of within-grade increase(s); N 620.34 assignment to a less responsible post; N 620.4 5 dismissal. |

| PRESENT TEXT | NEW TEXT |
|--|--|
| <p>N 920 In the event that it has not been possible to settle the grievance as indicated in Staff Rule N 910 by common agreement, disputes should be resolved by way of arbitration, as reflected in the individual appointment documentation or as prescribed by prevailing government legislation. Arbitration should take place in no case sooner then 90 days following the date on which the grievance has been officially referred to the Director.</p> | <p>N 920 In the event that it has not been possible to settle the grievance as indicated in Staff Rule N 910 by common agreement, disputes should be resolved by way of arbitration, as reflected in the individual appointment documentation or as prescribed by prevailing government legislation. Arbitration should take place in no case sooner then 90 days following the date on which the grievance has been officially referred to the Director.</p> |
| <p>N 1000 Any matter arising which has not been foreseen by the above-mentioned Staff Rules shall be considered, reviewed and settled in accordance with the Bureau's practices and/or local legislation and practices.</p> | <p>N 1000 Any matter arising which has not been foreseen by the above-mentioned Staff Rules shall be considered, reviewed and settled in accordance with the Bureau's practices and/or local legislation and practices, without prejudice to the privileges and immunities of the Organization.</p> |
| <p>N 1010 In case of differences between local legislation and any provision of these Rules, the local legislation shall prevail.</p> | <p>N 1010 In case of differences between local legislation and any provision of these Staff Rules, the local legislation the Staff Rules shall prevail.</p> |

ANNEX 3
AMENDMENTS TO THE STAFF REGULATIONS BASED ON ORGANIZATION EXPERIENCE

| PRESENT TEXT | NEW TEXT |
|--|---|
| <p>1.13. The contracts of such national employees shall be governed in every aspect, including those of work-related accidents, social security and pensions, by the labor laws and practices of the country concerned.</p> | <p>1.13. The contracts of such national employees shall be governed in every aspect, including those of work-related accidents, social security and pensions, by the labor laws and practices of the country concerned, without prejudice to the privileges and immunities of the Organization.</p> |
| <p>1.15 National employees shall have access to arbitration or labor tribunals of the countries in which they are employed for the settlement of disputes, in accordance with their respective contracts, and shall therefore have no access to the Administrative Tribunal of the International Labour Organization, whose competence is not recognized in respect of national employees.</p> | <p>1.15 National employees shall have access to arbitration or labor tribunals of in the countries in which they are employed for the settlement of disputes, in accordance with their respective contracts, and shall therefore have no access to the Administrative Tribunal of the International Labour Organization, whose competence is not recognized in respect of national employees.</p> |