



PAN AMERICAN HEALTH ORGANIZATION  
WORLD HEALTH ORGANIZATION



## 138th SESSION OF THE EXECUTIVE COMMITTEE

Washington, D.C., USA, 19-23 June 2006

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*Provisional Agenda Item 6.1*

CE138/ 24 (Eng.)

6 June 2006

ORIGINAL: ENGLISH

### AMENDMENTS TO THE PASB STAFF RULES

#### 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 138th Session of the Executive Committee, as annexes to this document, the amendments to the Staff Rules and Staff Regulations made since the 136th 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 117th Session held in January 2005. Thus, the proposed amendments in Section I are intended to ensure compliance with Resolution CE59.R19, 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 and Section III of this document are made in light of the Bureau's experience and in the interest of good personnel management. The text of the proposed amendments to PAHO's Staff Rules is given in Annex 2 and to PAHO's Staff Regulations in Annex 3.

In addition, minor editorial changes are being made throughout the Staff Rules and Staff Regulations to ensure readability. For example, the terms "Director," "Bureau," and "Organization" appear throughout the PAHO Staff Rules and Staff Regulations and are used almost exclusively in an interchangeable manner. The same is true of the words "dependent" and "dependant." Consequently, editorial changes will be made throughout the Staff Rules and Staff Regulations to ensure consistency in the use of these and other terms. Due to the extensive nature of these editorial changes, they are not all reflected in this document.

The Executive Committee is invited to consider two draft resolutions which confirm the amendments contained in this document.

## CONTENTS

Page

### **SECTION I**

<b>Staff Rule Amendments Considered Necessary in Light of Decisions Taken by the Director-General and Confirmed by the WHO Executive Board</b> .....	4
Staff Assessment Scale and Remuneration of Staff in Professional and Higher Categories .....	4
Salaries of Staff in Ungraded Posts.....	4
Classification Review.....	4
Definition of, and Staff in, Posts Subject to Local Recruitment.....	4
Education Grant and Special Education Grant for Children with Disabilities.....	5
Payment of Expatriate Benefits.....	5
Within-Grade Increase .....	6
Promotion.....	6
Leave Without Pay and Sick Leave Under Insurance Cover .....	6
Travel of Staff Members .....	6
Notification of Charges and Reply .....	6
Performance and Change of Status .....	6
Definition of Dependents .....	6

### **SECTION II**

<b>Staff Rule Amendments Considered Necessary in Light of Experience and in the Interest of Good Personnel Management</b> .....	7
Effective Date.....	7
Standards of Conduct .....	7
Salary Determination .....	7
Recruitment Policies .....	7
Appointment Policies.....	7
Recognized Place of Residence .....	7
Promotion.....	8
Reassignment .....	8
Home Leave .....	8
Leave for Military Training or Service .....	8
Sick Leave.....	8
Maternity and Paternity Leave .....	8
Travel of Staff Members .....	8
Separation by Mutual Agreement .....	8
Completion of Appointments.....	8
Suspension Pending Investigation.....	9

**SECTION III**

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

**Personnel Management .....9**

**SECTION IV**

***Action by the Executive Committee .....9***

**ANNEXES**

**Annex 1: Amendments to the Staff Rules for Consistency with WHO .....13**

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).....25

***Annex 2: Amendments to the Staff Rules Based on Organization Experience.....26***

***Annex 3: Amendments to the Staff Regulations Based on Organization Experience.....47***

## **SECTION I**

### **I. STAFF RULE AMENDMENTS CONSIDERED NECESSARY IN LIGHT OF DECISIONS TAKEN BY THE DIRECTOR-GENERAL AND CONFIRMED BY THE WHO EXECUTIVE BOARD**

#### **Staff Assessment Scale and Remuneration of Staff in Professional and Higher Categories**

1. Representatives of the United Nations Secretariat informed the International Civil Service Commission that in order to redress imbalances in the Tax Equalization Fund,<sup>1</sup> a reduction in staff assessment would be required to lower the fund by 20%. Although the adjustment would have no impact on net salaries, it would lower the gross salaries of staff in professional and higher categories by 20%. The Commission recommended this adjustment, which the United Nations General Assembly endorsed; and amendments to Staff Rule 330.1 have been prepared to this effect. Amendments to Appendix 1 to the Staff Rules have also been prepared accordingly. In addition, an explanatory footnote has been added to Appendix 1 to provide clarification on the qualifying period for a within-grade increase between consecutive steps (see also paragraph 16 below relating to Staff Rule 550.2).

#### **Salaries of Staff in Ungraded Posts**

2. Following the above decision of the United Nations General Assembly, the Director-General proposed, in accordance with Staff Regulation 3.1, that the Executive Board should recommend to the Fifty-ninth World Health Assembly reductions in the gross salaries of Assistant Directors-General and Regional Directors; net salaries would remain unchanged. Thus, the gross salary for Assistant Directors-General and Regional Directors would be US\$ 160,574 per annum, resulting in a net salary of US\$ 117,373 (dependency rate) or US\$ 106,285 (single rate). Similar adjustments were made to the gross salary of the Director-General.

#### **Classification Review**

3. Staff Rule 230 has been amended to make explicit reference to the procedures established for the classification review of a post. As part of a cyclical process of human-resources planning, posts are normally reviewed at least every five years but not more than once every two years, except in those circumstances where there are significant changes in the level of duties and responsibilities.

#### **Definition of, and Staff in, Posts Subject to Local Recruitment**

4. In the past, the nonresident's allowance was paid to internationally recruited general service staff serving in duty stations in Europe and North America. Some general service staff

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<sup>1</sup>A fund maintained by, for example, the United Nations, that is used for reimbursing national taxes levied on United Nations income for some staff members.

were recruited on an international basis for service at Headquarters and therefore received the allowance. Since 1 September 1983, based on a decision of the Commission, payment of the allowance has been limited to staff serving in certain designated duty stations (excluding Europe and North America). Staff Rules 310.4 and 1310.4 to 1310.6 have been edited to clarify the references to the nonresident's allowance.

### **Education Grant and Special Education Grant for Children with Disabilities**

5. Staff Rule 350.1.2 has been amended to recognize that, in addition to illness or national-service obligations, there may be other compelling reasons for extending the period of eligibility for education grant and special education for children with disabilities beyond the scholastic year in which the child reaches the age of 25. The Bureau is also proposing to clarify the applicability of the grant to children who turn five during the scholastic year. This rule change will apply beginning with the 2005-2006 scholastic year.

6. Amendments have been made to Staff Rules 350.5 and 355.7 whereby the requirement of proportionally reducing the amounts of the education grant and special education grant for children with disabilities is waived if the staff member dies in service after the beginning of the school year. These changes are being made in the interest of good management of human resources and to align PAHO's Staff Rules with those of the United Nations and other organizations in the common system. PAHO is also making editorial changes to this rule for purposes of clarity.

### **Payment of Expatriate Benefits**

7. At the time of appointment, the Organization determines the recognized place of residence in the country of the staff member's nationality for purposes of establishing entitlements, including education grant, repatriation grant, and home leave. The Staff Rules mentioned in the following paragraphs have been amended to emphasize the expatriate character of these entitlements, which apply to internationally recruited staff members assigned to, or residing outside, the country of their recognized place of residence. These changes also serve to align PAHO's Staff Rules with those of the United Nations and other organizations in the common system. The amendments to the Staff Rules outlined below will apply to any individual who is either appointed or promoted as an internationally recruited professional staff member on or after 1 July 2006.

(a) **Education grant.** Staff Rule 350.3.1 has been amended to clarify that the education grant is not payable to internationally recruited staff members who are assigned to, or residing in, the country of their recognized place of residence.

(b) **Repatriation grant.** Staff Rules 370.1, 370.3, 370.3.2, and 370.4 have been amended to clarify that the grant is not payable to internationally recruited staff members who are assigned to, or residing in, the country of their recognized place of residence. Consequently, the reference to "within 100 kilometres of the staff member's recognized place of residence" has also been removed. Payment of the repatriation grant will require not only proof of

relocation outside the country of the last official duty station, but also outside the country of residence during the last assignment.

(c) **Home leave.** Staff Rules 640.1, 640.3.1, and 640.4 have been amended to clarify that eligibility for home leave does not apply to internationally recruited staff members who are serving or residing in the country of their recognized place of residence.

### **Within-Grade Increase**

8. Rule 550.2.2 has been amended to indicate that the two-year qualifying period of service required for a within-grade increase at the P6/D1 level starts at step IV. In PAHO, this change will apply only to those staff members who have not yet reached the P6/D1 step IV level by 30 June 2007 and will align PAHO's Staff Rules with those of the United Nations and other organizations in the common system.

### **Promotion**

9. Staff Rule 560.3 has been amended to indicate that when a post is reclassified from the general service to the professional category or by more than one grade within a category, the staff member may be granted extra pay as from the fourth month of the effective date of the reclassification, calculated in accordance with the provisions of, and with due regard to, the period specified in Staff Rule 320.5.

### **Leave Without Pay and Sick Leave Under Insurance Cover**

10. Staff Rules 655.2.3 and 750.2 have been amended to indicate that if the period of leave without pay or sick leave under insurance cover is 30 days or less, service credit shall continue to accrue for the purposes specified in those Staff Rules. This change is being made in the interest of administrative simplicity and efficiency and also serves to align WHO's Staff Rules and practices with those of the United Nations and other organizations in the common system.

### **Travel of Staff Members**

11. A new rule, 810.8 has been introduced whereby, in exceptional circumstances, and in accordance with conditions to be established, return travel may be authorized in the case of illness or injury requiring special facilities for the treatment of locally recruited staff members whom the Bureau does not have the obligation to repatriate.

### **Notification of Charges and Reply**

12. Staff Rule 1130 has been amended to reflect actual practice whereby staff members have a right of reply to charges before any type of disciplinary measure listed in Staff Rule 1110.1 (not only dismissal or summary dismissal) is imposed upon them. It has also been clarified that the period for the reply is eight *calendar* days. The Bureau is also amending Staff Rule N 630 to reflect that this same right of reply also applies to local employees.

### **Performance and Change of Status**

13. Staff Rule 570.2 has been amended to align it with amended Staff Rule 1130 which provides for staff members' right of reply in cases of reduction in grade for misconduct. It has also been clarified that the period for the reply is eight *calendar* days.

### **Definition of Dependents**

14. In order to ensure consistency of terminology throughout the Staff Rules and to align PAHO's Staff Rules and administrative issuances with those of the United Nations and other organizations in the common system, the term "spouse" has been introduced in Staff Rules 310.5.1.3, 360.2, 365.5, 640.7, and 820.6.

## **SECTION II**

### **STAFF RULE AMENDMENTS CONSIDERED NECESSARY IN LIGHT OF EXPERIENCE AND IN THE INTEREST OF GOOD PERSONNEL MANAGEMENT**

#### **Effective Date**

1. Staff Rule 040 is being updated to reflect that PAHO's Staff Rules and Regulations are effective as of 1 July 2006 unless otherwise specified.

#### **Standards of Conduct**

2. Staff Rule 110.6 is being amended to clarify that any staff member who receives remuneration from a source outside of the Bureau must report that fact in writing to the Organization.

#### **Salary Determination**

3. Staff Rule 320 is being amended to refer to new Staff Rule 567 relating to acting appointments.

### **Recruitment Policies**

4. Staff Rule 410 provides that persons closely related by blood or by marriage to a staff member shall not normally be appointed if another equally qualified person is available. A definition of the term “closely related by blood or by marriage” is being added to this rule and Staff Rule N 340 for clarity. The definition is consistent with the definition contained in PAHO’s Code of Ethical Principles and Conduct and with longstanding policy.

### **Appointment Policies**

5. Staff Rule 420 is being amended to clarify that the Organization may choose to confirm the appointment of a staff member after a one-year probationary period but may extend the probationary period for up to two years when necessary to adequately evaluate the staff member’s performance, conduct, and suitability for international service. Conversely, the rule also provides that under exceptional circumstances a staff member’s appointment may be terminated at any time after the first six months of the probationary period but before the appointment expires of its own accord. This allows the Organization greater flexibility to terminate the appointment of a new staff member when there is reasonable cause to do so.

This rule is also being amended to add a new subsection 420.7 which allows the Bureau to withdraw an offer of appointment or cancel employment with the Bureau if, during the application, selection, or appointment process, the individual at issue made any false statement or withheld material information.

### **Recognized Place of Residence**

6. At the time of appointment, the Bureau establishes a staff member’s recognized place of residence in order to determine the staff member’s entitlements under the Staff Rules and Staff Regulations. Staff Rule 460 is being amended to clarify that only in exceptional circumstances will the Bureau change a staff member’s recognized place of residence and that evidence that a new place of residence has been established will be required in order to support the staff member’s request.

### **Promotion**

7. Rule 560.4 is being deleted as it contradicts the principle set forth in Staff Regulation 4.3 that, as far as practicable, selections for vacant posts shall be made on a competitive basis.

### **Reassignment**

8. Staff Rule 565.4 is moved to a new Staff Rule 567 entitled “Acting Appointment.” New Staff Rule 567 clarifies that a staff member may be asked to temporarily perform the duties of a higher- or lower-graded post. Also, this new rule provides that



requests for a staff member to temporarily assume the functions of another post must be made in writing.

### **Home Leave**

9. Staff Rule 640 is being amended to provide that a staff member on home leave must spend at least one week at his recognized place of residence or another place in the same country.

### **Leave for Military Training or Service**

10. Staff Rule 660 is being amended to delete language related to former Staff Rule 1050.

### **Sick Leave**

11. The sick leave provisions set forth in Staff Rule 740 are being amended to clarify that the Bureau's staff physician has the right to review sick leave records; request medical information; monitor sick leave use; and approve or deny the granting of certified sick leave as appropriate.

### **Maternity and Paternity Leave**

12. Staff Rule 760 is modified to correctly reflect that nursing leave may be granted to a new mother until her child reaches the age of two. In addition, changes are being made to ensure consistency and harmonization of application with the Staff Rules of the United Nations and other organizations in the common system.

### **Travel of Staff Members**

13. A new Staff Rule 810.9 is added to provide that the Bureau has the discretion to pay for the travel of a staff member when there are compelling reasons for the Bureau to do so, such as the medical evacuation of a family member who is at risk of losing life or limb.

### **Separation by Mutual Agreement**

14. A change is being made to Staff Rule 1015 to reflect current policy with respect to separations by mutual agreement. Specifically, the rule is amended to provide that staff members separated under the rule are not eligible for reemployment with the Bureau for a period of at least three years following the effective date of their separation.

### **Completion of Appointments**

15. Staff Rule 1040 is amended to clarify that the Bureau is not required to give a staff member three month's notice of nonrenewal prior to the expiry of his or her contract if, in fact, the Bureau intends to pay the staff member in lieu of providing such notice.

### **Suspension Pending Investigation**

16. Staff Rule 1120 is being amended to provide that a staff member who is suspended pending an investigation into misconduct will not accrue service credit during the period of suspension. If the allegations of misconduct are subsequently not sustained, any salary or service credit due to the staff member for the period in question will be credited accordingly.
17. Minor editorial changes are made throughout the Annex to the Staff Rules and Regulations to ensure the consistent usage of the term "national employee."

## **SECTION III**

### **STAFF REGULATION AMENDMENTS CONSIDERED NECESSARY IN LIGHT OF EXPERIENCE AND IN THE INTEREST OF GOOD PERSONNEL MANAGEMENT**

1. Staff Regulations 1.12 through 1.15 are being renumbered and moved to the Annex to the Staff Rules and Staff Regulations. These regulations relate to national employees, the subject of the Annex. Minor editorial changes are being made to Staff Regulation 1.12 as well.

## **SECTION IV**

### **ACTION BY THE EXECUTIVE COMMITTEE**

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

#### **Proposed Resolution 1:**

*THE 138th SESSION OF THE EXECUTIVE COMMITTEE,*

Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau (PASB) submitted by the Director in the Annex to Document CE138/24;

Taking into account the actions of the Fifty-ninth World Health Assembly regarding a reduction in staff assessment in order to lower the Tax Equalization Fund;

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

Recognizing the need for consistency regarding the conditions of employment of the PASB and World Health Organization staff,

*RESOLVES:*

1. To establish, effective 1 January 2006:
  - a. The annual gross salary of the Deputy Director at US\$160,574.
  - b. The annual gross salary of the Assistant Director at US\$159,035.
  
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 2006, and which appear in Annex 1 to this document, as follows:
  - a. Staff Rule 230 – classification review
  - b. Staff Rule 240 – periodicity of review
  - c. Staff Rule 310 – definitions
  - d. Staff Rule 330 – salaries
  - e. Staff Rule 350 – education grant
  - f. Staff Rule 355 – special education grant for children with disabilities
  - g. Staff Rule 360 – mobility and hardship allowance
  - h. Staff Rule 365 – assignment grant
  - i. Staff Rule 370 – repatriation grant
  - j. Staff Rule 550 – within-grade increase
  - k. Staff Rule 560 – promotion
  - l. Staff Rule 570 – reduction in grade
  - m. Staff Rule 640 – home leave
  - n. Staff Rule 655 – leave without pay
  - o. Staff Rule 750 – sick leave under insurance coverage
  - p. Staff Rule 810 – travel of staff members
  - q. Staff Rule 820 – travel of spouse and children
  - r. Staff Rule 1130 – notification of charges and reply
  - s. Staff Rule 1310 – staff in posts subject to local recruitment
  
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 2006, and which appear in Annex 2 to this document, as follows:
  - a. Staff rule 040 – effective date
  - b. Staff Rule 110.6 – standards of conduct for staff members
  - c. Staff Rule 240 (new) – periodicity of review
  - d. Staff Rule 320 – salary determination
  - e. Staff Rule 350 – education grant (with respect to children turning five

- during the scholastic year)
- f. Staff Rule 370 – repatriation grant
  - g. Staff Rule 410 – recruitment policies
  - h. Staff Rule 420 – appointment policies
  - i. Staff Rule 460 – recognized place of residence
  - j. Staff Rule 510 – assignment to duty
  - k. Staff Rule 560 – promotion
  - l. Staff Rule 565 – reassignment
  - m. Staff Rule 567 (new) – acting appointment
  - n. Staff Rule 625 – overtime and compensatory time
  - o. Staff Rule 630 – annual leave
  - p. Staff Rule 640 – home leave
  - q. Staff Rule 660 – leave for military training or service
  - r. Staff Rule 720 – accident and illness insurance
  - s. Staff Rule 740 – sick leave
  - t. Staff Rule 760 – maternity and paternity leave
  - u. Staff Rule 770 – grant in case of death
  - v. Staff Rule 810 – travel of staff members
  - w. Staff Rule 850 – transportation of personal effects
  - x. Staff Rule 870 – expenses on death
  - y. Staff Rule 1015 – separation by mutual agreement
  - z. Staff Rule 1020 – retirement
  - aa. Staff Rule 1030 – termination for reasons of health
  - bb. Staff Rule 1040 – completion of appointment
  - cc. Staff Rule 1050 – abolition of post
  - dd. Staff Rule 1110 – disciplinary measures
  - ee. Staff Rule 1120 – suspension pending investigation
  - ff. Staff Rule 1310 – staff in posts subject to local recruitment
  - gg. Staff Rule N.010 – scope and purpose
  - hh. Staff Rule N.110 – classification of posts
  - ii. Staff Rule N.310 to N.350 – recruitment and appointment
  - jj. Staff Rule N.510 to 530 – social security
  - kk. Staff Rule N.610 to 630 – conduct and disciplinary measures
  - ll. Staff Rule N.810 – right of association
  - mm. Staff Rule N.910 – grievance procedure
  - nn. Staff Rule N.1000 and N1010 – general provision

**Proposed Resolution 2:**

*THE 138th SESSION OF THE EXECUTIVE COMMITTEE,*

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

*RESOLVES:*

To recommend to the 47th Directing Council the adoption of the following resolution regarding the gross annual salary of the Director:

*THE 47th DIRECTING COUNCIL,*

Considering the reduction in the staff assessment needed in order to lower the Tax Equalization Fund;

Taking into account the decision of the Executive Committee at its 138th Session to adjust the gross annual salaries of the Deputy Director and Assistant Director; and

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

*RESOLVES:*

1. To establish, effective 1 January 2006, the gross salary of the Director at US\$176,877 per annum.
2. To approve the amendments to Staff Regulations 1.12 through 1.15 with respect to national employees.
3. To take note the amendments to the Staff Rules made by the Director and confirmed by the Executive Committee at its 138th Session.

## ANNEX 1

### AMENDMENTS TO THE STAFF RULES BASED ON DECISIONS TAKEN BY WHO

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>230. CLASSIFICATION REVIEW</b></p> <p>A staff member may at any time request a re-examination of the classification of the post which he occupies and any staff member may at any time request a re-examination of the classification of any post under his supervision.</p>	<p><b>230. CLASSIFICATION REVIEW</b></p> <p><b>In accordance with established procedures, a staff member may</b> <del>at any time</del> request a re-examination of the classification of the post which he occupies and any staff member may <del>at any time</del> request a re-examination of the classification of any post under his supervision.</p>
	<p><i>[NEW]</i></p> <p><b>240. PERIODICITY OF REVIEW</b></p> <p>Posts are normally reviewed at least every five years but not more than once every two years, except when the Bureau determines that there has been a significant change in the duties and responsibilities of the post.</p>
<p><b>310. DEFINITIONS</b></p> <p>...</p> <p>310.4 “Terminal remuneration” is the figure used in the calculation of separation payments set out in Rule 380.2. For staff in the general service category, “terminal remuneration” is equivalent to gross base salary (less staff assessment), language allowance and the non-resident’s allowance for staff in receipt of this entitlement on 31 August 1983. For staff in the professional and higher categories “terminal remuneration” is the net base salary.</p> <p>310.5 “Dependants” for the purposes of determining entitlements under the Rules, except as otherwise specified, are defined as:</p> <p>...</p> <p>310.5.1.3 if both husband and wife are staff members of international organizations applying the common system of salaries and allowances, neither may be recognized as a dependant for the purposes of Rules 330.2, 335 and 360;</p>	<p><b>310. DEFINITIONS</b></p> <p>310.1 to 310.3 <i>[no change]</i></p> <p>310.4 “Terminal remuneration” is the figure used in the calculation of separation payments set out in Rule 380.2. For staff in the general service category, “terminal remuneration” is equivalent to gross base salary (less staff assessment), and language allowance. <del>and the non-resident’s allowance for, in receipt of this entitlement on 31 August 1983.</del> For staff in the professional and higher categories “terminal remuneration” is the net base salary.</p> <p>310.5 “Dependants” for the purposes of determining entitlements under the Rules, except as otherwise specified, are defined as:</p> <p>310.5.1 to 310.5.1.2 <i>[no change]</i></p> <p>310.5.1.3 if both <del>husband and wife</del> <b>spouses</b> are staff members of international organizations applying the common system of salaries and allowances, neither may be recognized as a dependant for the purposes of Rules 330.2, 335 and 360;</p> <p><i>[no further changes]</i></p>

## ANNEX 1

### AMENDMENTS TO THE STAFF RULES BASED ON DECISIONS TAKEN BY WHO

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT																								
<p><b>330. SALARIES</b></p> <p>330.1 Gross base salaries shall be subject to the following assessments:            330.1.1 For professional and higher graded staff:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 50%; text-align: center;">Assessable Income</th> <th style="width: 50%; text-align: center;">Staff Assessment rates for those with dependants (as defined in Rules 310.5.1 and 310.5.2)</th> </tr> <tr> <th style="text-align: center;">US\$</th> <th style="text-align: center;">%</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">First \$30,000</td> <td style="text-align: center;">18</td> </tr> <tr> <td style="text-align: center;">Next \$30,000</td> <td style="text-align: center;">28</td> </tr> <tr> <td style="text-align: center;">Next \$30,000</td> <td style="text-align: center;">34</td> </tr> <tr> <td style="text-align: center;">Remaining assessable payments</td> <td style="text-align: center;">38</td> </tr> </tbody> </table> <p>Amounts of staff assessment for those with neither a dependant spouse nor a dependant child would be equal to the differences between the gross salaries at different grades and steps and the corresponding net salaries at the single rate.            ...</p>	Assessable Income	Staff Assessment rates for those with dependants (as defined in Rules 310.5.1 and 310.5.2)	US\$	%	First \$30,000	18	Next \$30,000	28	Next \$30,000	34	Remaining assessable payments	38	<p><b>330. SALARIES</b></p> <p>330.1 Gross base salaries shall be subject to the following assessments:            330.1.1 For professional and higher graded staff:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 50%; text-align: center;">Assessable Income</th> <th style="width: 50%; text-align: center;">Staff Assessment rates for those with dependants (as defined in Rules 310.5.1 and 310.5.2)</th> </tr> <tr> <th style="text-align: center;">US\$</th> <th style="text-align: center;">%</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">First <b>\$50,000</b></td> <td style="text-align: center;"><b>19</b></td> </tr> <tr> <td style="text-align: center;">Next <b>\$50,000</b></td> <td style="text-align: center;">28</td> </tr> <tr> <td style="text-align: center;">Next <b>\$50,000</b></td> <td style="text-align: center;"><b>32</b></td> </tr> <tr> <td style="text-align: center;">Remaining assessable payments</td> <td style="text-align: center;"><b>35</b></td> </tr> </tbody> </table> <p>Amounts of staff assessment for those with neither a dependant spouse nor a dependant child would be equal to the differences between the gross salaries at different grades and steps and the corresponding net salaries at the single rate.            330.1.2 [no change]</p>	Assessable Income	Staff Assessment rates for those with dependants (as defined in Rules 310.5.1 and 310.5.2)	US\$	%	First <b>\$50,000</b>	<b>19</b>	Next <b>\$50,000</b>	28	Next <b>\$50,000</b>	<b>32</b>	Remaining assessable payments	<b>35</b>
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[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>350. EDUCATION GRANT</b></p> <p>350.1 Internationally recruited staff members, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330, are entitled to an education grant under the following conditions:</p> <p>The grant is payable in respect of:</p> <p>...</p> <p>350.1.2 if the child's education is 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>...</p> <p>350.3 The education grant shall not be paid for:</p> <p>350.3.1 periods during which the staff member is assigned to the country of his recognized place of residence except when such periods are immediately preceded by an assignment to an official station outside that country in which case the grant is payable for the balance of the current school year following reassignment but not exceeding one full school year;</p> <p>...</p> <p>350.5 The grant shall be paid in full if in any scholastic year the staff member's period of employment with the Bureau and the period of the child's attendance at the educational institution are each not less than two-thirds of the scholastic year. If this condition is not met the grant shall be proportionately reduced.</p>	<p><b>350. EDUCATION GRANT</b></p> <p>350.1 Internationally recruited staff members, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330, are entitled to an education grant under the following conditions:</p> <p><del>The grant is payable in respect of:</del></p> <p>350.1.1 [no change]</p> <p>350.1.2 if the child's education is interrupted for at least one scholastic year by national service obligations, <del>or</del> illness <b>or other compelling reasons</b>, 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 to 350.2.6 [no change]</p> <p>350.3 The education grant shall not be paid for:</p> <p>350.3.1 periods during which the staff member is assigned to, <b>or residing in</b>, the country of his recognized place of residence except when such periods are immediately preceded by an assignment to an official station outside that country in which case the grant is payable for the balance of the current school year following reassignment but not exceeding one full school year;</p> <p>350.3.2 to 350.4 [no change]</p> <p>350.5 The grant shall be paid in full if in any scholastic year the staff member's period of employment with the Bureau and the period of the child's attendance at the educational institution are each not less than two-thirds of the scholastic year. If this condition is not met the grant shall be proportionately reduced, <b>except if the staff member dies while in service after the beginning of the school year.</b></p> <p>[no further changes]</p>



**ANNEX 1**

**AMENDMENTS TO THE STAFF RULES BASED ON DECISIONS TAKEN BY WHO**

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>355. SPECIAL EDUCATION GRANT FOR DISABLED CHILDREN</b></p> <p>...</p> <p>355.1.1 the special education grant is payable in respect of any physically or mentally 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 the child reaches the age of 28 or is awarded the first recognized post-secondary degree, whichever is earlier;</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>...</p> <p>355.2 “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>...</p> <p>355.5 The grant shall be paid in full if the staff member’s period of employment with the Bureau and the period of the child’s special education are each not less than two-thirds of the year defined in Rule 355.6. If this condition is not met the grant shall be proportionately reduced.</p> <p>...</p>	<p><b>355. SPECIAL EDUCATION GRANT FOR <del>DISABLED</del> CHILDREN <u>WITH DISABILITIES</u></b></p> <p>355.1 <i>[no change]</i></p> <p>355.1.1 the special education grant is payable in respect of any <b>child who is</b> physically or mentally disabled <del>child</del> <b>and is</b> recognized as a dependant under Rule 310.5.2. <b>The grant is payable</b> from the date on which the special teaching or training is required up to the end of the year in which the child reaches the age of 28 or is awarded the first recognized post-secondary degree, whichever is earlier;</p> <p>355.1.2 the amount of the special education grant for each <del>disabled child</del> 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>355.2 “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 <del>the disabled</del> <b>a child who has a mental or physical disability</b> in order that he may attain the highest possible level of functional ability. Normal educational expenses are reimbursed under Rule 350.</p> <p>355.3 and 355.4 <i>[no change]</i></p> <p>355.5 The grant shall be paid in full if the staff member’s period of employment with the Bureau and the period of the child’s special education are each not less than two-thirds of the year defined in Rule 355.6. If this condition is not met the grant shall be proportionately reduced, <b>except if the staff member dies while in service after the beginning of the school year.</b></p> <p><i>[no further changes]</i></p>

## ANNEX 1

### AMENDMENTS TO THE STAFF RULES BASED ON DECISIONS TAKEN BY WHO

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>360. MOBILITY AND HARDSHIP ALLOWANCE</b></p> <p>...</p> <p>360.2 The annual rates of the mobility and hardship allowance shall be calculated as a percentage of the annual net base salary of a staff member at step 6 of grade P.4 with a dependant spouse or a dependant child as defined in Rule 330.2 and in accordance with the matrix below. The resulting annual amounts are applicable to staff members in grades P.4 and P.5. The amounts shall be increased by 13% for staff members in grades P.6/D.1 and above and reduced by 13% for staff members in grades P.1 to P.3. Staff members without dependants as defined in Rules 310.5.1 and 310.5.2 shall receive 75% of the amounts applicable to their grade. If both husband and wife are staff members of international organizations in the common system of salaries and allowances, the allowance shall be payable to each at the rate applicable to their individual official stations. If there are dependant children as defined under Rule 310.5.2 the dependency rate of the allowance shall be payable to the spouse in respect of whom the dependant children are recognized. The amounts established under this Rule shall be increased by three percentage points at official stations in category H for staff members with no entitlement under Rule 855.1 and decreased by five percentage points at official stations in categories A to E for staff members with an entitlement under Rule 855.1.</p>	<p><b>360. MOBILITY AND HARDSHIP ALLOWANCE</b></p> <p>360.1 to 360.1.4 <i>[no change]</i></p> <p>360.2 The annual rates of the mobility and hardship allowance shall be calculated as a percentage of the annual net base salary of a staff member at step 6 of grade P.4 with a dependant spouse or a dependant child as defined in Rule 330.2 and in accordance with the matrix below. The resulting annual amounts are applicable to staff members in grades P.4 and P.5. The amounts shall be increased by 13% for staff members in grades P.6/D.1 and above and reduced by 13% for staff members in grades P.1 to P.3. Staff members without dependants as defined in Rules 310.5.1 and 310.5.2 shall receive 75% of the amounts applicable to their grade. If both <del>husband and wife</del> <b>spouses</b> are staff members of international organizations in the common system of salaries and allowances, the allowance shall be payable to each at the rate applicable to their individual official stations. If there are dependant children as defined under Rule 310.5.2 the dependency rate of the allowance shall be payable to the spouse in respect of whom the dependant children are recognized. The amounts established under this Rule shall be increased by three percentage points at official stations in category H for staff members with no entitlement under Rule 855.1 and decreased by five percentage points at official stations in categories A to E for staff members with an entitlement under Rule 855.1.</p>
<p><b>365. ASSIGNMENT GRANT</b></p> <p>...</p> <p>365.5 If both husband and wife are staff members of international organizations applying the common system of salaries and allowances at the same official station, the grant under Rule 365.1.1 shall be payable to each staff member. The amount under Rule 365.1.2 shall be payable to the staff member in respect of whom the child is recognized as a dependant, whereas the amount under Rule 365.3 shall be payable to the spouse whose entitlement yields the higher amount.</p>	<p><b>365. ASSIGNMENT GRANT</b></p> <p>365.1 to 365.4 <i>[no change]</i></p> <p>365.5 If both <del>husband and wife</del> <b>spouses</b> are staff members of international organizations applying the common system of salaries and allowances at the same official station, the grant under Rule 365.1.1 shall be payable to each staff member. The amount under Rule 365.1.2 shall be payable to the staff member in respect of whom the child is recognized as a dependant, whereas the amount under Rule 365.3 shall be payable to the spouse whose entitlement yields the higher amount.</p>

## ANNEX 1

### AMENDMENTS TO THE STAFF RULES BASED ON DECISIONS TAKEN BY WHO

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>370. REPATRIATION GRANT</b></p> <p>370.1 A staff member who on leaving the service of the Organization, other than by summary dismissal under Rule 1075.2, has performed at least one year of continuous service outside the country of his recognized place of residence shall be entitled to a repatriation grant in accordance with the following schedules and with Rule 380.2. Payment in respect of entitlements accrued as from 1 July 1979 shall be subject to receipt from the former staff member of documentary evidence, in accordance with criteria established by the Director, of relocation outside the country of his last official station, with due regard to the provisions of Rule 370.4. This part of the grant is payable if it is claimed within two years of the effective date of separation.</p> <p style="text-align: center;">...</p> <p>370.3 In computing the years of qualifying service outside the country of the recognized place of residence for the purposes of Rule 370.1, the following periods shall be excluded:</p> <p style="text-align: center;">...</p> <p style="margin-left: 40px;">370.3.2 any period of duty at an official station within 100 kilometers of the staff member's recognized place of residence (see Rule 460).</p>	<p><b>370. REPATRIATION GRANT</b></p> <p>370.1 A staff member who on leaving the service of the <del>Bureau Organization</del>, other than by summary dismissal under Rule 1075.2, has performed at least one year of continuous service outside the country of his <b>or her</b> recognized place of residence shall be entitled to a repatriation grant in accordance with the following schedules and with Rule 380.2. Payment in respect of entitlements accrued as from 1 July 1979 shall be subject to receipt from the former staff member of documentary evidence, in accordance with <b>established</b> criteria <del>established by the Director</del>, of relocation outside the country of his <b>or her</b> last official station <b>or residence during his or her last assignment</b>, with due regard to the provisions of Rule 370.4. This part of the grant is payable if it is claimed within two years of the effective date of separation.</p> <p style="margin-left: 40px;">370.1.1 to 370.2 [no change]</p> <p>370.3 In computing the years of qualifying service <del>outside the country of the recognized place of residence</del> for the purposes of Rule 370.1, the following periods shall be excluded:</p> <p style="margin-left: 40px;">370.3.1 [no change]</p> <p style="margin-left: 40px;">370.3.2 any period of duty <b>during which the staff member is assigned to, or residing in, the country of his or her recognized place of residence at an official station within 100 kilometers of the staff member's recognized place of residence</b> (see Rule 460).</p>

**ANNEX 1**

**AMENDMENTS TO THE STAFF RULES BASED ON DECISIONS TAKEN BY WHO**

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p>370.4 The grant shall not be payable to a staff member whose official station is in the country of his recognized place of residence at the time of separation provided that the grant may be paid on a full or reduced basis to a staff member transferred to duty in the country of his recognized place of residence prior to termination, the amount of the grant being reduced in proportion to the duration of his residence in that country. In such a case, the evidence of relocation referred to in Rule 370.1 shall not be required.</p>	<p>370.4 The grant shall not be payable to a staff member <del>whose official station is in the country of his recognized place of residence</del> <b>assigned to, or residing in, the country of his or her recognized place of residence</b> at the time of separation provided that the grant may be paid on a full or reduced basis to a staff member transferred to duty in the country of his <b>or her</b> recognized place of residence prior to termination, the amount of the grant being reduced in proportion to the duration of his <b>or her</b> residence in that country. In such a case, the evidence of relocation referred to in Rule 370.1 shall not be required.</p> <p><i>[no further changes]</i></p>
<p><b>550. WITHIN-GRADE INCREASE</b></p> <p>...</p> <p>550.2 The unit of service time is defined as the minimum length of time which must be served at a step in order to achieve a within-grade increase under the terms of Rule 550.1. The unit of service time is as follows:</p> <p>...</p> <p>550.2.2 two years of full-time service at levels: P-2 step XI, P-3 steps XIII and XIV, P-4 step XII to step XIV, P-5 step X to step XII, P-6/D-1 step V to step VIII, and D-2 step I to step V;</p>	<p><b>550. WITHIN-GRADE INCREASE</b></p> <p>550.1 <i>[no change]</i></p> <p>550.2 The unit of service time is defined as the minimum length of time which must be served at a step in order to achieve a within-grade increase under the terms of Rule 550.1. The unit of service time is as follows:</p> <p>550.2.1 <i>[no change]</i></p> <p>550.2.2 two years of full-time service at levels: P-2 step XI, P-3 steps XIII and XIV, P-4 step XII to step XIV, P-5 step X to step XII, P-6/D-1 <del>step V</del> <b>step IV</b> to step VIII, and D-2 step I to step V;</p> <p><i>[no further changes]</i></p>

**ANNEX 1**

**AMENDMENTS TO THE STAFF RULES BASED ON DECISIONS TAKEN BY WHO**

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>560. PROMOTION</b></p> <p>...</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><b>560. PROMOTION</b></p> <p>560.1 to 560.2 <i>[no change]</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. <b>In such cases, the incumbent of the reclassified post may be granted extra pay as of the fourth consecutive month following the effective date of the reclassification, in accordance with the provisions of Rule 320.5.</b></p> <p><i>[no further changes]</i></p>
<p><b>570. REDUCTION IN GRADE</b></p> <p>...</p> <p>570.2 A staff member shall not be reduced in grade for unsatisfactory performance or misconduct until he has received written notification of the proposed action and of the reasons, and has had an opportunity to reply. Such reply must be made in writing within eight days of receipt of the notification.</p>	<p><b>570. REDUCTION IN GRADE</b></p> <p>570.1 to 570.1.3 <i>[no change]</i></p> <p>570.2 A staff member shall not be reduced in grade for unsatisfactory performance or misconduct until he <b>or she</b> has received written notification of the proposed action and of the reasons, and has had an opportunity to reply. Such reply must be made in writing within eight <b>calendar</b> days of receipt of the notification.</p>

## ANNEX 1

### AMENDMENTS TO THE STAFF RULES BASED ON DECISIONS TAKEN BY WHO

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>640. HOME LEAVE</b></p> <p>640.1 Home leave is provided so that a staff member who is serving outside the country and area of his recognized place of residence may spend a reasonable period of leave in his home country (or in another country, as provided for in Rule 640.5.2) with a view to maintaining effective association with its culture, with his family, and with his national, professional or other interests.</p> <p>...</p> <p>640.3 Staff members are eligible for home leave when:</p> <p style="padding-left: 40px;">640.3.1 their official station is outside the country and area of their recognized place of residence as established under Rule 460; and</p> <p>...</p> <p>640.4 Qualifying service under Rule 640.2 consists of continuous service for the Bureau at official stations outside the country and area of the staff member's recognized place of residence, but does not include periods of sick leave under insurance cover in excess of 30 days or leave without pay in excess of 30 days.</p> <p>...</p> <p>640.7 If both husband and wife are staff members in organizations in the United Nations system and eligible for home leave, each shall have the choice of exercising the home leave entitlements as a staff member, or as a spouse, but not as both. Such choice normally may not result in more than one home leave in every home leave cycle.</p>	<p><b>640. HOME LEAVE</b></p> <p>640.1 Home leave is provided so that a staff member who is serving <b>and residing</b> outside the country <del>and area</del> of his <b>or her</b> recognized place of residence may spend a reasonable period of leave in his <b>or her</b> home country (or in another country, as provided for in Rule 640.5.2) with a view to maintaining effective association with its culture, with <del>his</del> family, and with <del>his</del> national, professional or other interests.</p> <p>640.2 <i>[no change]</i></p> <p>640.3 Staff members are eligible for home leave when:</p> <p style="padding-left: 40px;">640.3.1 <del>their official station</del> <b>they are serving and residing</b> outside the country <del>and area</del> of their recognized place of residence as established under Rule 460; and</p> <p style="padding-left: 40px;">640.3.2 to 640.3.4 <i>[no change]</i></p> <p>640.4 Qualifying service under Rule 640.2 consists of continuous service for the Bureau at official stations outside the country <del>and area</del> of the staff member's recognized place of residence, but does not include periods of sick leave under insurance cover in excess of 30 days or leave without pay in excess of 30 days.</p> <p>640.5 to 640.6.5 <i>[no change]</i></p> <p>640.7 If both <del>husband and wife</del> <b>spouses</b> are staff members in organizations in the United Nations system and eligible for home leave, each shall have the choice of exercising the home leave entitlements as a staff member, or as a spouse, but not as both. Such choice normally may not result in more than one home leave in every home leave cycle.</p> <p><i>[no further changes]</i></p>

**ANNEX 1**

**AMENDMENTS TO THE STAFF RULES BASED ON DECISIONS TAKEN BY WHO**

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>655. LEAVE WITHOUT PAY</b></p> <p>...</p> <p>655.2 During any leave without pay under Rule 655.1 the following conditions shall apply:</p> <p>...</p> <p>655.2.3 after the first 30 days no service credit shall accrue for the purposes of annual leave, a within-grade increase, completion of probation, repatriation grant, termination indemnity, home leave, meritorious increases under Rule 555.2, and end-of-service grant;</p>	<p><b>655. LEAVE WITHOUT PAY</b></p> <p>655.1 <i>[no change]</i></p> <p>655.2 During any leave without pay under Rule 655.1 the following conditions shall apply:</p> <p>655.2.1 to 655.2.2 <i>[no change]</i></p> <p>655.2.3 <del>after the first 30 days</del> no service credit shall accrue for the purposes of annual leave, a within-grade increase, completion of probation, repatriation grant, termination indemnity, home leave, meritorious increases under Rule 555.2, and end-of-service grant. <b>Periods of leave without pay of 30 calendar days or less shall not affect the ordinary rates of accrual.</b></p> <p><i>[no further changes]</i></p>
<p><b>750. SICK LEAVE UNDER INSURANCE COVER</b></p> <p>...</p> <p>750.2 After the first 30 days on sick leave under insurance cover no service credit shall accrue for the purposes of annual leave, a within-grade increase, completion of probation, repatriation grant, termination indemnity, home leave and end-of-service grant.</p>	<p><b>750. SICK LEAVE UNDER INSURANCE COVER</b></p> <p>750.1 <i>[no change]</i></p> <p>750.2 <del>After the first 30 days on</del> <b>During</b> sick leave under insurance cover, no service credit shall accrue for the purposes of annual leave, a within-grade increase, completion of probation, repatriation grant, termination indemnity, home leave and end-of-service grant. <b>Periods of 30 calendar days or less shall not affect the ordinary rates of accrual.</b></p>

## ANNEX 1

### AMENDMENTS TO THE STAFF RULES BASED ON DECISIONS TAKEN BY WHO

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>810. TRAVEL OF STAFF MEMBERS</b></p> <p>The Organization shall pay the travel expenses of a staff member as follows: ...</p>	<p><b>810. TRAVEL OF STAFF MEMBERS</b></p> <p>The Organization shall pay the travel expenses of a staff member as follows: 810.1 to 810.7 <i>[no change]</i></p> <p><i>[NEW]</i></p> <p><b>810.8 In exceptional circumstances, return travel may be authorized in the case of illness or injury requiring special facilities for the treatment of a staff member who the Organization does not have an obligation to repatriate.</b></p>
<p><b>820. TRAVEL OF SPOUSE AND CHILDREN</b></p> <p>...</p> <p>820.6 If both husband and wife are staff members in organizations in the United Nations system, eligible for repatriation, each shall have the choice of exercising the repatriation entitlement as a staff member or as a spouse but not as both. Such choice shall not result in more than one journey each.</p>	<p><b>820. TRAVEL OF SPOUSE AND CHILDREN</b></p> <p>820.1 to 820.2.9 <i>[no change]</i></p> <p>820.6 If both <del>husband and wife</del> <b>spouses</b> are staff members in organizations in the United Nations system, eligible for repatriation, each shall have the choice of exercising the repatriation entitlement as a staff member or as a spouse but not as both. Such choice shall not result in more than one journey each.</p>
<p><b>1130. NOTIFICATION OF CHARGES AND REPLY</b></p> <p>A staff member may not be reassigned for misconduct, dismissed for misconduct, nor summarily dismissed for serious misconduct until he has been notified of the charges made against him and has been given an opportunity to reply to those charges. The notification and the reply shall be in writing, and the staff member shall be given eight days from receipt of the notification within which to submit his reply. This period may be shortened if the urgency of the situation requires it.</p>	<p><b>1130. NOTIFICATION OF CHARGES AND REPLY</b></p> <p><b>A disciplinary measure listed in Rule 1110.1 may be imposed only after the staff member may not be reassigned for misconduct, dismissed for misconduct, nor summarily dismissed for serious misconduct until he has been notified in writing of the charges made against him and has been given an opportunity to reply to those charges. The notification and the reply shall be in writing, and the staff member shall be given eight calendar days from receipt of the notification within which to submit his or her written reply. This period may be shortened if the urgency of the situation requires it.</b></p>



## ANNEX 1

### AMENDMENTS TO THE STAFF RULES BASED ON DECISIONS TAKEN BY WHO

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>1310. STAFF IN POSTS SUBJECT TO LOCAL RECRUITMENT</b> (see Staff Regulation 3.2)</p> <p>...</p> <p>1310.4 Persons whom it is necessary to recruit outside the local area for such posts, because qualified candidates are not available locally, shall be appointed under the conditions of employment established for persons locally recruited. In addition, any such staff member whose recognized place of residence is determined to be outside the local area as well as outside the country of the official station may be granted an annual non-resident's allowance in an amount to be fixed by the Director for each area, and any such other entitlement as required to meet extra costs of non-resident status or accepted practices for non-residents employed in the locality.</p> <p>1310.5 At designated official stations, a mobility and hardship allowance may be payable to staff members described in Rule 1310.4 in accordance with the conditions defined under Rule 360 and at the rates payable to staff in grades P.1 to P.3. The Director shall establish, on the basis of procedures agreed among the international organizations concerned, the criteria under which the non-resident's allowance or the mobility and hardship allowance may be payable.</p> <p>1310.6 The non-resident's allowance and other entitlements referred to in Staff Rules 1310.4 and 1310.5 may cease upon determination by the Director that a resident status within the area of the official station has been acquired by the staff member.</p>	<p><b>1310. STAFF IN POSTS SUBJECT TO LOCAL RECRUITMENT</b> (see Staff Regulation 3.2)</p> <p>1310.1 to 1310.3 <i>[no change]</i></p> <p>1310.4 Persons whom it is necessary to recruit outside the local area for such posts, because qualified candidates are not available locally, shall be appointed under the conditions of employment established for persons locally recruited. In addition, any such staff member whose recognized place of residence is determined to be outside the local area as well as outside the country of the official station may be granted <del>an annual non-resident's allowance in an amount to be fixed by the Director for each area, and</del> any such <del>other</del> entitlements as required to meet extra costs of non-resident status or accepted practices for non-residents employed in the locality.</p> <p>1310.5 At designated official stations, a mobility and hardship allowance may be payable to staff members described in Rule 1310.4 in accordance with the conditions defined under Rule 360 and at the rates payable to staff in grades P.1 to P.3. The <del>Director</del> <b>Bureau</b> shall establish, on the basis of procedures agreed among the international organizations concerned, the criteria under which the <del>non-resident's allowance or the</del> mobility and hardship allowance may be payable.</p> <p>1310.6 The <del>non-resident's allowance and other</del> entitlements referred to in Staff Rules 1310.4 and 1310.5 may cease upon determination by the <del>Director</del> <b>Bureau Director</b> that a resident status within the area of the official station has been acquired by the staff member.</p> <p><i>[no further changes]</i></p>

## APPENDIX

### 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)<sup>1</sup>

(effective 1 January 2005)

Level		Step														
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
D-2	Gross	131 94'	134 765 *	137 584 *	140 403 *	143 222 *	146 040 *									
	Net D	... 98 22	100 140	102 057	103 974	105 891	107 807									
	Net S	... 90 22	91 854	93 466	95 072	96 674	98 269									
P-6/D-1	Gross	120 487	122 962	125 435	127 910	130 385 *	132 859 *	135 334 *	137 809 *	140 282 *						
	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	99 511	101 590	103 694	105 799	107 904	110 009	112 115	114 221	116 326	118 431	120 535 *	122 641 *	124 747 *		
	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	81 943	83 861	85 781	87 699	89 618	91 536	93 456	95 374	97 293	99 210	101 196	103 226 *	105 259 *	107 290 *	109 322 *
	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	66 881	68 656	70 435	72 207	73 986	75 761	77 535	79 314	81 090	82 865	84 643	86 417	88 194	89 969 *	91 746 *
	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	54 382	55 972	57 560	59 149	60 738	62 325	63 914	65 500	67 090	68 681	70 267	71 858 *			
	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	42 664	44 022	45 378	46 737	48 093	49 449	50 908	52 436	53 960	55 488					
	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					

<sup>1</sup> D = Rate applicable to staff members with a dependant spouse or child; S = Rate applicable to staff members with no dependant spouse or child.

\* The normal qualifying period for a within-grade increase between consecutive steps is one year, except at those steps marked with an asterisk, for which a two-year period at the preceding step is required (Staff Rule 550.2).

## ANNEX 2

### AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>040. EFFECTIVE DATE</b></p> <p>These Staff Rules are effective as from 1 January 2001 and supersede all Rules in force before that date. All subsequent modifications shall become effective as from the date shown thereon.</p>	<p><b>040. EFFECTIVE DATE</b></p> <p>These Staff Rules are effective as from <del>1 January 2001</del> <b>1 July 2006, unless otherwise specified, and</b> supersede all Rules in force before that date. All subsequent modifications shall become effective as from the date shown thereon.</p>
<p><b>110. STANDARDS OF CONDUCT FOR STAFF MEMBERS</b></p> <p>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.</p>	<p><b>110.6 STANDARDS OF CONDUCT FOR STAFF MEMBERS</b></p> <p>110.6 A staff member who is offered any honor, decoration, <del>or</del> gift, <b>or remuneration</b> from sources external to the Bureau shall report this fact in writing to the <b>Bureau's Ethics Office</b> <del>the Director who</del> <b>which</b> shall decide on the applicability of Staff Regulation 1.7.</p>
	<p><i>[NEW]</i></p> <p><b>240. PERIODICITY OF REVIEW</b></p> <p>Posts are normally reviewed at least every five years but not more than once every two years, except where there has been a significant change in the duties and responsibilities of the post.</p>
<p><b>320. SALARY DETERMINATION</b></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><b>320. SALARY DETERMINATION</b></p> <p>320.5 <b>Pursuant to Staff Rule 567, a-</b>A staff member may be officially <del>required</del> <b>requested</b> to assume temporarily the responsibilities of an established post of a higher grade than that which he or she occupies; <del>— s</del>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>

**ANNEX 2**

**AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE**

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>350. EDUCATION GRANT</b></p> <p>...</p> <p>350.1.1 the education grant is payable for each child recognized as a dependant under Rule 310.5.2, except that the entitlement in respect of such a child shall extend up to the end of the school year in which the child reaches the age of 25, completes four years of post-secondary studies or is awarded the first recognized post-secondary degree, whichever is earlier;</p> <p>...</p> <p>350.3 The education grant shall not be paid for:</p> <p>...</p> <p>350.3.2 attendance at a kindergarten or nursery school at the pre-primary level;</p> <p>...</p>	<p><b>350. EDUCATION GRANT</b></p> <p>...</p> <p>350.1.1 <b>the education grant shall be paid starting with the school year in which a dependant child, as defined under Staff Rule 310.5.2, reaches the age of five if it can be shown that the child is attending a full-time program that contains the basic elements of formal education as a major part of its curriculum. The grant shall extend up to the end of the school year in which a staff member’s child reaches the age of 25, completes four years of post-secondary studies or is awarded the first recognized post-secondary degree, whichever is earlier;</b></p> <p>...</p> <p>350.3 The education grant shall not be paid for:</p> <p>...</p> <p>350.3.2 <del>attendance at a kindergarten or nursery school at the pre-primary level;</del></p> <p><i>350.3.3 and 350.3.4 are renumbered as 350.3.2 and 350.3.3 respectively.</i></p>

## ANNEX 2

### AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>370. REPATRIATION GRANT</b></p> <p>...</p> <p>370.5 In the event of the death of a staff member who at the time of death would have been eligible for the grant, payment shall be made to the spouse and dependant children who are entitled to repatriation, subject to providing the evidence of relocation referred to in Rule 370.1 if required:</p> <p style="padding-left: 40px;">370.5.1 at the lower rate (Rule 370.1) if there is one surviving such family member.</p> <p style="padding-left: 40px;">370.5.2 at the higher rate (Rule 370.1) if there is more than one surviving such family member.</p> <p>...</p>	<p><b>370. REPATRIATION GRANT</b></p> <p>370.1 to 370.4 [<i>no change</i>]</p> <p>370.5 In the event of the death of a staff member who at the time of death would have been eligible for the grant, payment shall be made to the spouse and dependant children who are entitled to repatriation, subject to providing the evidence of relocation referred to in Rule 370.1 if required:</p> <p style="padding-left: 40px;">370.5.1 at the lower rate (Rule 370.1) if there is one <b>such</b> surviving <del>such</del> family member.</p> <p style="padding-left: 40px;">370.5.2 at the higher rate (Rule 370.1) if there is more than one <b>such</b> surviving <del>such</del> family member.</p> <p>[<i>no further changes</i>]</p>

## ANNEX 2

### AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>410. RECRUITMENT POLICIES</b></p> <p>...</p> <p>410.3 Subject to Staff Rule 410.3.1, persons closely related by blood or by marriage to a staff member, as defined by the Director, shall not normally be appointed if another equally qualified person is available.</p> <p>...</p>	<p><b>410. RECRUITMENT POLICIES</b></p> <p>410.1 and 410.2 <i>[no change]</i></p> <p>410.3 Subject to Staff Rule 410.3.1, persons closely related by blood or by marriage to a staff member, <del>as defined by the Director,</del> shall not normally be appointed if another equally qualified person is available. <b>Persons closely related by blood or marriage include an immediate family member, as defined in Rule 110.7.3, and grandparents, grandchildren, uncles, aunts, nieces, and nephews, as well as any step-relatives, of the staff member or his or her spouse.</b></p> <p><i>[no further changes]</i></p>

## ANNEX 2

### AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>420. APPOINTMENT POLICIES</b></p> <p>...</p> <p>420.6 Any appointment of one year or more shall be subject to a period of probation which shall be at least one year and may be extended up to two years when necessary for adequate evaluation of the staff member's performance, conduct and suitability for international service.</p> <p>...</p>	<p><b>420. APPOINTMENT POLICIES</b></p> <p>420.1 to 410.5 <i>[no changes]</i></p> <p>420.6 Any appointment of one year or more shall be subject to a period of probation. <del>which shall be at least one year and may be</del> <b>After the first year of probation, the appointment may be confirmed or the probationary period may be</b> extended up to two years when necessary for adequate evaluation of the staff member's performance, conduct and suitability for international service. <b>In exceptional circumstances, the appointment of a staff member on probation may be terminated for poor performance or unsuitability for international service after the first six months of the probationary period following appointment.</b></p> <p>[NEW]</p> <p><b>420.7 Any misstatement of fact made or material information withheld, by a job applicant during the application, selection, or appointment process may provide grounds for the withdrawal of an offer of appointment or, if an appointment has already been made, the cancellation of employment with the Bureau after notification under Staff Rule 1130. In the event of cancellation of employment, the staff member shall be given one month's notice or, at the discretion of the Bureau, payment in lieu of notice. No indemnity or end-of-service grant is payable. At its discretion, the Bureau may provide a repatriation grant pursuant to Staff Rule 370.</b></p>

## ANNEX 2

### AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>460. DETERMINATION OF RECOGNIZED PLACE OF RESIDENCE</b></p> <p>At the time of appointment of a staff member, the Bureau shall determine, in consultation with him, that place which is to be recognized throughout his service as his residence prior to appointment, for purposes of establishing entitlements under these Staff Rules. Unless there are reasons to the contrary, and except as provided by Rule 1310.2, the residence shall be determined to be the place in the country of the staff member's nationality where he was residing at the time of appointment; if he was living in some other country at the time of appointment, the residence shall be a place in the country of his nationality determined in consultation with him on the basis of reasonable justification. Consideration may be given in individual cases to designating some other place if the facts so warrant.</p> <p>...</p>	<p><b>460. DETERMINATION OF RECOGNIZED PLACE OF RESIDENCE</b></p> <p><b>At the time of appointment, the Bureau shall determine, in consultation with the staff member, that place which is to be recognized throughout the period of service as the staff member's recognized place of residence for purposes of establishing entitlements under these Staff Rules. Except as provided by Rule 1310.2, the residence shall normally be located in the country of the staff member's nationality. Consideration may be given in individual cases to designating some other place if the facts so warrant. Requests to change a recognized place of residence will be considered in exceptional circumstances only and must be supported by evidence that a new place of residence has been established.</b></p> <p><i>[no further changes]</i></p>
<p><b>510. ASSIGNMENT TO DUTY</b></p> <p>510.1 Staff members in the professional category are subject to assignment by the Director to any activity or office of the Bureau. Those in the general service category are not subject to assignment, except by mutual agreement, to an official station other than that for which they have been recruited. Initial recruitment for a specific assignment does not, therefore, relieve the staff member of the obligation to serve in any other designated assignment. In determining the initial and any subsequent assignment, consideration shall be given, to the extent possible, to the staff member's particular abilities and interests.</p> <p>...</p>	<p><b>510. ASSIGNMENT TO DUTY</b></p> <p>510.1 Staff members in <del>the professional category</del> <b>posts subject to international recruitment</b> <del>are subject to assignment by the Director</del> <b>may be assigned</b> to any activity or office of the Bureau. Those in <del>the general service category</del> <b>posts subject to local recruitment may not be assigned</b> <del>are not subject to assignment</del>, except by mutual agreement, to an official station other than that for which they have been recruited. Initial recruitment for a specific assignment does not, therefore, relieve the staff member of the obligation to serve in any other designated assignment. In determining the initial and any subsequent assignment, consideration shall be given, to the extent possible, to the staff member's particular abilities and interests.</p> <p><i>[no further changes]</i></p>



## ANNEX 2

### AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>560. PROMOTION (see Staff Regulation 4.4)</b></p> <p>...</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><b>560. PROMOTION (see Staff Regulation 4.4)</b></p> <p>560.1 to 560.3 [no changes]</p> <p><del>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.</del></p>
<p><b>565. REASSIGNMENT</b></p> <p>...</p> <p>565.4 A staff member may be required, without formal reassignment and in the interests of the Bureau, to perform duties of a post other than his own, due regard being given to the provisions of Rule 320.4; any such arrangement shall not exceed twelve months.</p>	<p><b>565. REASSIGNMENT</b></p> <p>565.1 to 565.3 [no changes]</p> <p><del>565.4 A staff member may be required, without formal reassignment and in the interests of the Bureau, to perform duties of a post other than his own, due regard being given to the provisions of Rule 320.4; any such arrangement shall not exceed twelve months.</del></p>
	<p>[NEW]</p> <p><b>567. ACTING APPOINTMENT</b></p> <p>When it is in the best interest of the Bureau, a staff member may be requested to temporarily perform the duties of another post, which may be at the same, lower or higher grade level than the staff member's post. If the temporary duties relate to a post at a higher grade than that of the staff member, due regard shall be given to the provisions of Rule 320.5. Any request made pursuant to the provisions of this rule must be made in writing to the staff member. An acting appointment made in accordance with this rule shall not normally exceed 12 months.</p>

## ANNEX 2

### AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>625. OVERTIME AND COMPENSATORY LEAVE</b></p> <p>When authorized by the appropriate supervisor a staff member may be required to work overtime and may be compensated as follows, subject to procedures established by the Director:</p> <p style="padding-left: 40px;">625.1 staff in posts in the professional category and above may be given compensatory leave;</p> <p style="padding-left: 40px;">625.2 staff in posts subject to local recruitment shall be given compensatory leave or monetary compensation.</p>	<p><b>625. OVERTIME AND COMPENSATORY LEAVE</b></p> <p>When authorized by the appropriate supervisor, a staff member may be required to work overtime and may be compensated as follows, subject to procedures established by the <del>Director</del> <b>Bureau</b>:</p> <p style="padding-left: 40px;">625.1 staff <del>in posts</del> in the professional category and above may be given compensatory leave;</p> <p style="padding-left: 40px;">625.2 staff <del>in posts subject to local recruitment</del> <b>in the general service category</b> shall be given compensatory leave or monetary compensation.</p>

## ANNEX 2

### AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>630. ANNUAL LEAVE</b></p> <p>...</p> <p>630.3 Annual leave accrues to all staff members except:</p> <p style="padding-left: 40px;">630.3.1 to those appointed on a “when actually employed” basis;</p> <p style="padding-left: 40px;">630.3.2 to holders of temporary appointments as defined in Rule 420.3 engaged on a daily basis;</p> <p style="padding-left: 40px;">630.3.3 to consultants appointed under Rule 1310 who are governed, instead, by the conditions established for them;</p> <p style="padding-left: 40px;">630.3.4 to those on leave without pay under Rule 655.1 in excess of 30 days;</p> <p style="padding-left: 40px;">630.3.5 to those on special leave under insurance coverage in excess of 30 days.</p>	<p><b>630. ANNUAL LEAVE</b></p> <p><i>630.1 and 630.2 [no change]</i></p> <p>630.3 Annual leave accrues to all staff members except:</p> <p style="padding-left: 40px;">630.3.1 to those appointed on a “when actually employed” basis;</p> <p style="padding-left: 40px;">630.3.2 to holders of temporary appointments as defined in Rule 420.3 engaged on a daily basis;</p> <p style="padding-left: 40px;">630.3.3 to consultants appointed under Rule 1310 who are governed, instead, by the conditions established for them;</p> <p style="padding-left: 40px;">630.3.4 to those on leave without pay under Rule 655.1 in excess of 30 days;</p> <p style="padding-left: 40px;">630.3.5 to those on special leave under insurance coverage in excess of 30 days;</p> <p style="padding-left: 40px;"><b>630.3.6 when otherwise specified in the Rules.</b></p> <p><i>[no further changes]</i></p>

## ANNEX 2

### AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>640. HOME LEAVE</b></p> <p>...</p> <p>640.5 Home leave consists of travel time without charge to the staff member's annual leave with return transportation paid by the Bureau for the staff member, his spouse and eligible children, up to the cost of travel between the official station and the staff member's recognized place of residence. Travel shall be authorized as follows:</p> <p style="padding-left: 40px;">640.5.1 at 24-month stations, travel shall be between the official station and the staff member's recognized place of residence or another place in the same country; as a condition for the payment of travel the staff member, his spouse and eligible children must spend a reasonable period of time in that country;</p> <p>...</p>	<p><b>640. HOME LEAVE</b></p> <p><i>640.1 to 640.4 [no change]</i></p> <p>640.5 Home leave consists of travel time without charge to the staff member's annual leave with return transportation paid by the Bureau for the staff member, his spouse and eligible children, up to the cost of travel between the official station and the staff member's recognized place of residence. Travel shall be authorized as follows:</p> <p style="padding-left: 40px;">640.5.1 at 24-month stations, travel shall be between the official station and the staff member's recognized place of residence or another place in the same country; as a condition for the payment of travel the staff member, his spouse and eligible children must spend <del>a reasonable period of time</del> <b>at least one week</b> in that country;</p> <p><i>[no further changes]</i></p>
<p><b>660. LEAVE FOR MILITARY TRAINING OR SERVICE</b></p> <p>...</p> <p>660.3 Upon application, within 90 days after release from military service, the staff member shall be restored to active duty in the Bureau in the same status he had at the time he entered military service, provided there is a post available at his level which is not occupied by a person of higher retention status. If no such post is available, the provisions of Rule 1050 shall be applied to determine his status and entitlements.</p>	<p><b>660. LEAVE FOR MILITARY TRAINING OR SERVICE</b></p> <p><i>660.1 and 660.2 [no change]</i></p> <p>660.3 Upon application, within 90 days after release from military service, the staff member shall be restored to active duty in the Bureau in the same status <b>and at the same grade he or she had at the time he entered upon entry into</b> military service, provided there is a post available <del>at his level which is not occupied by a person of higher retention status</del> <b>for which the staff member is qualified</b>. If no such post is available, the provisions of Rule 1050 shall be applied. <del>to determine his status and entitlements.</del></p>

## ANNEX 2

### AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>720. ACCIDENT AND ILLNESS INSURANCE</b></p> <p>.720.1 Staff Health Insurance</p> <p>720.1.1 Staff members appointed for one year or more shall participate in the Organization's Staff Health Insurance and their spouse and eligible dependants shall also be covered by it, in accordance with rules established by the Director in consultation with the staff. Staff members shall contribute to the cost.</p> <p>...</p> <p>720.2 Accident and Illness Insurance</p> <p>720.2.1 Staff members appointed for one year or more shall be insured against the risk of disability or accidental death to the extent provided for in the Bureau's accident and illness insurance policy relating to them. Staff members shall contribute to the cost.</p> <p>...</p>	<p><b>720. ACCIDENT AND ILLNESS INSURANCE</b></p> <p>.720.1 Staff Health Insurance</p> <p>720.1.1 Staff members <del>appointed for one year or more</del> shall participate in the Organization's Staff Health Insurance and their spouse and eligible dependants shall also be covered by it, in accordance with rules established by the Director in consultation with the staff. Staff members shall contribute to the cost.</p> <p>720.2 <i>[no change]</i></p> <p>720.2 Accident and Illness Insurance</p> <p>720.2.1 Staff members <del>appointed for one year or more</del> shall be insured against the risk of disability or accidental death to the extent provided for in the Bureau's accident and illness insurance policy relating to them. Staff members shall contribute to the cost.</p> <p>720.2.2 <i>[no change]</i></p>

## ANNEX 2

### AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>740. SICK LEAVE</b></p> <p>...</p> <p>740.2 Any absence of more than three consecutive working days which is to be charged as sick leave must be supported by a certificate from a duly recognized medical practitioner stating that the staff member is unable to perform his duties and indicating the probable duration of the illness. Not more than seven working days of uncertified absences within one calendar year shall be charged as sick leave. Part or all of this uncertified sick leave may be granted to attend to serious family-related emergencies, other than in the event of the death of an immediate family member in which case the certification requirement in respect of three consecutive working days shall not apply.</p> <p>740.3 In any case of a staff member’s claiming sick leave, he shall submit such periodic reports on his condition as the Staff Physician shall require and shall be examined by the Staff Physician if the latter so decides.</p> <p>740.4 Sick leave shall be recorded in units of one hour.</p> <p>740.5 The termination of a staff member’s appointment shall, from the date it is effective, terminate any claim to sick leave under these rules.</p> <p>740.6 Upon the recommendation of the Staff Physician, the Director may require a staff member to absent himself on sick leave.</p>	<p><b>740. SICK LEAVE</b></p> <p>740.1 [no change]</p> <p>740.2 Any absence of more than three consecutive working days which is to be charged as sick leave must be <b>approved by the Staff Physician</b> <del>supported by</del> <b>based on</b> a certificate from a duly recognized medical practitioner:</p> <ul style="list-style-type: none"> <li>• stating that the staff member is unable to perform his <b>or her</b> duties;</li> <li>• <b>presenting a diagnosis;</b></li> <li>• indicating the probable duration of the illness.</li> </ul> <p><b>740.3</b> Not more than seven working days of uncertified absences within one calendar year shall be charged as sick leave. Part or all of this uncertified sick leave may be granted to attend to serious family-related emergencies, other than in the event of the death of an immediate family member in which case the certification requirement in respect of three consecutive working days shall not apply.</p> <p><b>740.34</b> In any case of a staff member’s claiming sick leave, he <b>or she</b> shall submit such periodic reports <del>on his condition</del> as the Staff Physician shall require <b>to monitor his or her condition and progress, and to verify the need for continued sick leave. In addition, the staff member</b> <del>and</del> shall be examined by the Staff Physician if the latter so decides.</p> <p><b>740.45</b> Sick leave shall be recorded in units of one hour.</p> <p><b>740.56</b> The termination of a staff member’s appointment shall, from the date it is effective, terminate any claim to sick leave under these rules.</p> <p><b>740.67</b> Upon the recommendation of the Staff Physician, the Director may require a staff member to absent himself <b>or herself</b> on sick leave.</p>

## ANNEX 2

### AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>760. MATERNITY AND PATERNITY LEAVE</b></p> <p>...</p> <p>760.2 Maternity leave for staff holding an appointment of one year or more On presentation of a certificate from a duly recognized medical practitioner stating that her confinement will probably take place within six weeks, the staff member shall be entitled to maternity leave. At the request of the staff member and on medical advice, the Director may permit the maternity leave to commence less than six weeks but not less than two weeks before the expected date of confinement. Maternity leave shall extend for a period of 16 weeks from the time it is granted, except that in no case shall it terminate less than ten weeks after the actual date of her confinement. The leave is paid with full salary and allowances.</p> <p>...</p> <p>760.4 A nursing mother shall be allowed additional maternity leave of sufficient time each day to nurse her child.</p> <p>...</p> <p>760.6 Paternity leave Upon presentation of satisfactory evidence of the birth of his child, 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 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><b>760. MATERNITY AND PATERNITY LEAVE</b></p> <p>760.1 <i>[no change]</i></p> <p>760.2 Maternity leave for staff holding an appointment of one year or more.  <b>Staff members are entitled to 16 weeks of maternity leave. This leave shall commence within six weeks of the staff member's due date based on a certificate from a duly recognized medical practitioner or midwife indicating the expected date of birth. Maternity leave may not commence less than two weeks before the expected due date and shall not terminate less than ten weeks after the actual date of birth. The leave is paid with full salary and allowances.</b></p> <p>760.3 <i>[no change]</i></p> <p>760.4 A nursing mother shall be allowed <del>additional maternity</del> <b>nursing</b> leave of sufficient time each day to nurse her child <b>until the child reaches the age of two.</b></p> <p>760.5 <i>[no change]</i></p> <p>760.6 Paternity leave  <b>Upon presentation of satisfactory evidence of the birth of his child, a staff member, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330, shall be entitled to four weeks of paternity leave or, in exceptional circumstances, to eight weeks of such leave. Internationally-recruited staff members serving at a non-family duty station are entitled to eight weeks of paternity leave. Paternity leave must be exhausted within 12 months from the date of the child's birth.</b></p>

## ANNEX 2

### AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>770. GRANT IN CASE OF DEATH</b></p> <p>770.1 On the death of a staff member, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330, whose death does not result in any indemnity payment from the Bureau's accident or illness insurance policy, a payment shall be made to:</p> <p>...</p>	<p><b>770. GRANT IN CASE OF DEATH</b></p> <p>770.1 On the death of a staff member, <del>except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330,</del> whose death does not result in any indemnity payment from the Bureau's accident or illness insurance policy, a payment shall be made to:</p> <p><i>[no further changes]</i></p>
<p><b>810. TRAVEL OF STAFF MEMBERS</b></p> <p>...</p> <p>810.6 On termination except as provided in Rule 1010.2, from the official station to the recognized place of residence, or to any other place provided that the cost to the Bureau does not exceed that for the travel to the recognized place of residence.</p> <p>...</p>	<p><b>810. TRAVEL OF STAFF MEMBERS</b></p> <p><i>810.1 to 810.5 [no change]</i></p> <p>810.6 On termination, except as provided in Rule 1010.2, from the official station to the recognized place of residence, or to any other place provided that the cost to the Bureau does not exceed that for the travel to the recognized place of residence.</p> <p><i>810.7 [no change]</i></p> <p><i>[NEW]</i></p> <p><b>810.9 In other appropriate cases when, in the opinion of the Bureau, there are compelling reasons for paying such expenses.</b></p>
<p><b>850. TRANSPORTATION OF PERSONAL EFFECTS</b></p> <p>The cost of transportation of personal effects in connection with authorized travel shall be borne by the Bureau within limits established by the Director.</p>	<p><b>850. TRANSPORTATION OF PERSONAL EFFECTS</b></p> <p>The cost of transportation of personal effects in connection with authorized travel shall be <del>borne</del> <b>paid</b> by the Bureau within established limits <del>established by the Director.</del></p>



**ANNEX 2**

**AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE**

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>870. EXPENSES ON DEATH</b></p> <p>870.1 On the death of a staff member or his spouse or his child (ren), when the Bureau had an obligation to repatriate the deceased under Rule 810.6 or 820.2.7, the Bureau shall pay the expenses of preparing and transporting the remains. The maximum transportation costs borne by the Bureau shall not exceed those from the last place to which the deceased person(s) travelled at the Bureau's expense to the staff member's recognized place of residence.</p> <p>...</p>	<p><b>870. EXPENSES ON DEATH</b></p> <p>870.1 If, <del>On</del> on the death of a staff member or his <b>or her</b> spouse or child (ren), <del>when</del> the Bureau <del>had</del> <b>has</b> an obligation to repatriate the deceased under Rule 810.6 or 820.2.7, the Bureau shall pay the expenses of preparing and transporting the remains. The maximum transportation costs borne by the Bureau shall not exceed those from the last place to which the deceased person(s) travelled at the Bureau's expense to the staff member's recognized place of residence.</p> <p><i>[no further changes]</i></p>
<p><b>1015. SEPARATION BY MUTUAL AGREEMENT</b></p> <p>The Director may terminate the appointment of a staff member who holds an appointment for one year or more if such action would be in the interest of the Bureau and in accordance with the standards outlined in the Staff Regulations, provided that the action is not contested by the staff member concerned.</p>	<p><b>1015. SEPARATION BY MUTUAL AGREEMENT</b></p> <p>The Director may terminate the appointment of a staff member who holds an appointment for one year or more if such action would be in the interest of the Bureau and in accordance with the standards outlined in the Staff Regulations, provided that the action is not contested by the staff member concerned. <b>Staff members who are separated under this Rule shall not be eligible for re-employment in the Bureau for a period of at least three years following the effective date of separation.</b></p>

## ANNEX 2

### AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>1020. RETIREMENT</b></p> <p>1020.1 Staff Members shall retire on the last day of the month in which they reach the age of 60. However, staff members who have become participants in the United Nations Joint Staff Pension Fund on or after 1 January 1990 shall retire on the last day of the month in which they reach the age of 62. In exceptional circumstances the Director may, in the interests of the Bureau, extend the retirement age, provided that not more than a one-year extension shall be granted at a time and that in no case shall any extension be granted beyond the staff member's sixty-fifth birthday.</p> <p>...</p>	<p><b>1020. RETIREMENT</b></p> <p>1020.1 Staff Members shall retire on the last day of the month in which they reach the age of 60. However, staff members who have become participants in the United Nations Joint Staff Pension Fund on or after 1 January 1990 shall retire on the last day of the month in which they reach the age of 62. In exceptional circumstances <del>the Director may, in the interests of the Bureau, extend the retirement age,</del> <b>a staff member's appointment may be extended beyond the mandatory age of retirement provided that the extension is in the interest of the Bureau</b> <del>provided and</del> that not more than a one-year extension shall be granted at a time. <del>and that in</del> <b>In</b> no case shall any extension be granted beyond the staff member's sixty-fifth birthday.</p> <p><i>[no further changes]</i></p>
<p><b>1030. TERMINATION FOR REASONS OF HEALTH</b></p> <p>...</p> <p>1030.2.2 reassignment possibilities shall be explored and an offer made if this is feasible;</p> <p>...</p> <p>1030.3.1 shall be given three months' notice;</p> <p>...</p>	<p><b>1030. TERMINATION FOR REASONS OF HEALTH</b></p> <p><i>1030.1 through 1030.2.1 [no changes]</i></p> <p>1030.2.2 reassignment possibilities <b>for staff members holding service or fixed-term appointments</b> shall be explored and an offer made if this is feasible;</p> <p><i>1030.2.3 through 1030.3 [no changes]</i></p> <p>1030.3.1 shall be given three months' notice <b>if serving on a service or fixed-term appointment and one month's notice if serving on a temporary appointment;</b></p> <p><i>[no further changes]</i></p>

## ANNEX 2

### AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>1040. COMPLETION OF APPOINTMENTS</b></p> <p>In the absence of an offer and acceptance of extension, fixed-term and temporary appointments shall 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. 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><b>1040. COMPLETION OF APPOINTMENTS</b></p> <p>In the absence of an offer and acceptance of extension, fixed-term and temporary appointments shall 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 <del>notified thereof no less than three months before the expiry of the appointment</del> <b>given three month's notice</b>. At the discretion of the <del>Bureau Director</del>, payment in lieu of notice may be given to the staff member. 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>

## ANNEX 2

### AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>1050. ABOLITION OF POST</b></p> <p>...</p> <p>1050.2 When a post of indefinite duration – or any post held by a staff member with a service appointment<sup>3</sup> – is abolished or comes to an end, reasonable efforts shall be made to reassign the staff member occupying that post, in accordance with procedures established by the Director, and based upon the following principles:</p> <p>...</p> <p>1050.2.6 if the post is in the professional category or above, the reassignment process shall extend to all offices; if the post is subject to local recruitment, the reassignment process shall be limited to the locality in which the post is to be abolished;</p> <p>...</p> <p>1050.4.2 In other cases, the Director may decide to increase the indemnity by up to 50 percent if the conditions so warrant.</p> <p>...</p> <p><sup>3</sup>In this Rule, references to staff members holding service appointments shall be interpreted to include staff members holding career-service appointments.</p>	<p><b>1050. ABOLITION OF POST</b></p> <p><i>1050.1 [no change]</i></p> <p>1050.2 When a post of indefinite duration – or any post held by a staff member with a service appointment<sup>3</sup> – is abolished <del>or comes to an end</del>, reasonable efforts shall be made to reassign the staff member occupying that post, in accordance with <b>established</b> procedures <del>established by the Director</del>, and based upon the following principles:</p> <p><i>1050.2.1 to 1050.2.5 [no changes]</i></p> <p>1050.2.6 <del>if the post is in the professional category or above</del> <b>for professional posts subject to international recruitment in the professional category or above higher-graded posts</b>, the reassignment process shall extend to all offices; if the post is subject to local recruitment, the reassignment process shall be limited to the locality in which the post is to be abolished;</p> <p><i>1050.2.7 to 1050.4.1 [no change]</i></p> <p>1050.4.2 <del>In other cases</del> <b>In the case of termination of appointment under Rule 1050.1</b>, the Director may decide to increase the indemnity by up to 50 percent if the conditions so warrant.</p> <p><i>[no further changes]</i></p> <p><sup>3</sup>In this Rule, references to staff members holding service appointments shall be interpreted to include staff members holding career-service appointments.</p>

## ANNEX 2

### AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>1110. DISCIPLINARY MEASURES</b></p> <p>...</p> <p>1110.1.1 written reprimand</p> <p>...</p>	<p><b>1110. DISCIPLINARY MEASURES</b></p> <p><i>1110.1 [no change]</i></p> <p>1110.1.1 written reprimand <b>signed by the HR Manager;</b></p> <p><i>[no further changes]</i></p>
<p><b>1120. SUSPENSION PENDING INVESTIGATION</b></p> <p>If a case of misconduct arises involving a staff member and if it is considered that continuance of the staff member in office pending further investigation of the matter is likely to prejudice the interests of the Bureau, the staff member may be suspended from his functions, with or without pay. At the time of suspension the staff member shall be given a written statement containing the reason for the suspension, his status during suspension, and its probable duration. If the staff member is suspended without pay and any resulting charge is subsequently not sustained, the salary withheld shall be paid.</p>	<p><b>1120. SUSPENSION PENDING INVESTIGATION</b></p> <p>If a case of misconduct arises involving a staff member and if it is considered that continuance of the staff member in office pending further investigation of the matter <del>is likely to prejudice the interests of the Bureau</del> <b>may prejudice the results of the investigation or adversely affect the interests of the Bureau</b>, the staff member may be suspended from <del>duty, his functions</del>, with or without pay. At the time of suspension, the staff member shall be given a written statement containing the reason for the suspension, his <del>or her</del> status during suspension, and its probable duration. If the staff member is suspended without pay <b>no service credit shall accrue during the period of suspension. If the allegation(s) of misconduct</b> is subsequently not sustained, the salary withheld shall be paid <b>and the corresponding period of service shall be credited to the staff member.</b></p>

## ANNEX 2

### AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>1310. STAFF IN POSTS SUBJECT TO LOCAL RECRUITMENT</b> (see Staff Regulation 3.2)</p> <p>...</p> <p>1310.5 At designated official stations, a mobility and hardship allowance may be payable to staff members described in Rule 1310.4 in accordance with the conditions defined under Rule 360 and at the rates payable to staff in grades P.1 to P.3. The Director shall establish, on the basis of procedures agreed among the international organizations concerned, the criteria under which the non-resident's allowance or the mobility and hardship allowance may be payable.</p> <p>...</p>	<p><b>1310. STAFF IN POSTS SUBJECT TO LOCAL RECRUITMENT</b> (see Staff Regulation 3.2)</p> <p><i>1310.1 to 1310.4 [no changes]</i></p> <p>1310.5 At designated official stations, a mobility and hardship allowance may be payable to staff members described in Rule 1310.4 in accordance with the conditions defined under Rule 360 and at the rates payable to staff in grades P.1 to P.3. The Director shall establish, on the basis of procedures agreed among the international organizations <del>concerned</del> <b>in the common system</b>, the criteria under which the non-resident's allowance or the mobility and hardship allowance may be payable.</p> <p><i>1310.6 to 1310.9 [no changes]</i></p>
<p><b>SCOPE AND PURPOSE</b></p> <p>N.010 The following Staff Rules are for the purpose of implementing Articles 1.12, 1.13, 1.14 and 1.15 of the Staff Regulations of the Pan American Sanitary Bureau, as they apply to staff recruited by the Bureau. These Staff Rules are effective as from 1 July 1987. All subsequent modifications shall become effective as from the date shown thereon.</p> <p>...</p>	<p><b>SCOPE AND PURPOSE</b></p> <p>N.010 The following <del>Staff</del> Rules are for the purpose of implementing <del>Articles 1.12, 1.13, 1.14 and 1.15</del> <b>Staff Regulations 13.1, 13.2, 13.3 and 13.4</b> of the Staff Regulations of the Pan American Sanitary Bureau, as they apply to <del>staff</del> <b>employees</b> recruited by the Bureau. These <del>Staff</del> Rules are effective as from 1 July 1987. All subsequent modifications shall become effective as from the date shown thereon.</p> <p><i>[no further changes]</i></p>
<p><b>CLASSIFICATION OF POSTS</b></p> <p>N.110 All posts established under Staff Regulation Article 1.14 shall be classified in accordance with local standards pertaining to the classification of posts in comparable occupations.</p>	<p><b>CLASSIFICATION OF POSTS</b></p> <p>N.110 All posts established under Staff Regulation <del>Article 1.14</del> <b>13.3</b> shall be classified in accordance with <del>local</del> standards pertaining to the classification of posts in comparable occupations.</p>

## ANNEX 2

### AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>RECRUITMENT AND APPOINTMENT</b></p> <p>N.310 The main consideration in the selection of national staff shall be competence in relation to the post to be filled and the integrity of the individual under consideration.</p> <p>N.320 The Director or his delegated representative shall have the authority to appoint national staff for periods of one year or more, or for indefinite periods, subject to a satisfactory medical determination. Fixed-term appointments could be extended for further periods, as required. Each appointment shall be in keeping with local labor practice.</p> <p>N.330 All national staff shall be selected on a competitive basis by means of selection committees established in each locality. Selection committees normally should be composed of three staff members: the supervisor serving as representative of the receiving unit, one staff member serving as representative of the staff, and one serving as an independent staff member. Selections must be approved by the Director or his delegated representative.</p> <p>N.340. <b>No</b> person closely related by blood or marriage to an existing staff member of the Bureau shall be appointed unless an exception has been obtained by the Director. When exceptions are made, such persons should not be assigned within the same line of authority.</p> <p>N.350 National staff selected for posts in the Bureau should normally devote the whole of their time to the Organization. National staff wishing to seek employment elsewhere in addition to the position to which they have been selected in the Bureau must receive prior approval of the Director.</p>	<p><b>RECRUITMENT AND APPOINTMENT</b></p> <p>N.310 The main consideration in the selection of national <b>staff employees</b> shall be competence in relation to the post to be filled and the integrity of the individual under consideration.</p> <p>N.320 The Director or his delegated representative shall have the authority to appoint national <b>staff employees</b> for periods of one year or more, or for indefinite periods, subject to a satisfactory medical determination. Fixed-term appointments could be extended for further periods, as required. Each appointment shall be in keeping with local labor practice.</p> <p>N.330 All national <b>staff employees</b> shall be selected on a competitive basis by means of selection committees established in each locality. Selection committees normally should be composed of three staff members: the supervisor serving as representative of the receiving unit, one staff member serving as representative of the staff, and one serving as an independent staff member. Selections must be approved by the Director or his delegated representative.</p> <p>N340. No person closely related by blood or marriage to <del>an existing staff member of the</del> <b>someone working in the</b> Bureau shall be appointed unless an exception has been obtained by the Director. When exceptions are made, such persons should not be assigned within the same line of authority. <b>A person is closely related by blood or marriage if they are the mother, father, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, nephew, niece, husband, wife, step-parent, step-child, step-brother, step-sister, guardian or ward of someone working in the Bureau.</b></p> <p>N.350 National <b>staff employees</b> selected for posts in the Bureau should normally devote the whole of their time to the Organization. National <b>staff employees</b> wishing to seek employment elsewhere in addition to the position to which they have been selected in the Bureau must receive prior approval of the Director.</p>

## ANNEX 2

### AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>SOCIAL SECURITY</b></p> <p>...</p> <p>N.520 Each Representation/Center/Project shall ensure compliance by national staff members with social security requirements, including tax legislation, when applicable. The Bureau shall report to the authorities, as well as to national staff members, such withholdings as may be required by local laws for pertinent purposes.</p> <p>N.530 National staff shall be compensated in accordance with the rules of the national social security system in the event of illness, accident or death attributable to the performance of their official duties on behalf of the Bureau. Where there is no such scheme available, the Bureau shall provide reasonable compensation.</p>	<p><b>SOCIAL SECURITY</b></p> <p><i>N.510 [no change]</i></p> <p>N.520 Each Representation/Center/Project shall ensure compliance by national <del>staff members</del> <b>employees</b> with social security requirements, including tax legislation, when applicable. The Bureau shall report to the authorities, as well as to national <del>staff members</del> <b>employees</b>, such withholdings as may be required by local laws for pertinent purposes.</p> <p>N.530 National <del>staff</del> <b>employees</b> shall be compensated in accordance with the rules of the national social security system in the event of illness, accident or death attributable to the performance of their official duties on behalf of the Bureau. Where there is no such scheme available, the Bureau shall provide reasonable compensation.</p>



## ANNEX 2

### AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>CONDUCT AND DISCIPLINARY MEASURES</b></p> <p>N.610 The basic standards of conduct for national staff are set forth in Article 1 of the Staff Regulations to the extent that the Article relates to national staff.</p> <p>...</p> <p>N620.4 dismissal</p> <p>N 630. National Staff shall not be dismissed as a result of misconduct before they have been notified of the charges made against them and been given an opportunity to reply to those charges. Such notification shall be in writing, and unless the urgency of the situation prevents, the individual shall be given a reasonable time to submit the reply.</p>	<p><b>CONDUCT AND DISCIPLINARY MEASURES</b></p> <p>N.610 The basic standards of conduct for national staff are set forth in Article 1 of the Staff Regulations to the extent that the Article relates to national staff.</p> <p><i>N.620 to N.620.3 [no changes]</i></p> <p>N620.4 5dismissal</p> <p>N 630. <del>National Staff shall not be dismissed as a result of misconduct before they have been notified of the charges made against them and been given an opportunity to reply to those charges. Such notification shall be in writing, and unless the urgency of the situation prevents, the individual shall be given a reasonable time to submit the reply.</del> <b>A disciplinary measure listed in Rule N. 620 may be imposed only with respect to national employee if they have been notified in writing of the charges. National employees shall be given eight calendar days from receipt of the notification within which to submit a written reply. This period may be shortened if the urgency of the situation requires it.</b></p>
<p><b>RIGHT OF ASSOCIATION</b></p> <p>N.810 National staff at each locality shall have the right to associate themselves for the purpose of ensuring that the terms of their appointment are observed and for the purpose of promoting their interests.</p>	<p><b>RIGHT OF ASSOCIATION</b></p> <p>N.810 National <del>staff</del> <b>employees</b> at each locality shall have the right to associate themselves for the purpose of ensuring that the terms of their appointment are observed and for the purpose of promoting their interests.</p>

## ANNEX 2

### AMENDMENTS TO THE STAFF RULES BASED ON ORGANIZATION EXPERIENCE

[Note: Text in square brackets will not appear in the amended Staff Rules]

PRESENT TEXT	NEW TEXT
<p><b>GRIEVANCE PROCEDURE</b></p> <p>N.910 Grievances resulting from the interpretation of the Staff Rules or the terms of the employment contract should be settled as a first step at the level of the supervisor(s) and the staff member concerned, at the local level. If the grievance cannot be settled, it should be referred within 60 days to the Director and his representative(s), who should provide a proposed settlement after review and consideration of all the facts of the case.</p>	<p><b>GRIEVANCE PROCEDURE</b></p> <p>N.910 Grievances resulting from the interpretation of <del>the Staff</del> <b>these</b> Rules or the terms of the employment contract should be settled as a first step at the level of the supervisor(s) and the <del>staff member</del> <b>national employee</b> concerned, at the local level. If the grievance cannot be settled, it should be referred within 60 days to the Director and his representative(s), who should provide a proposed settlement after review and consideration of all the facts of the case.</p>
<p><b>GENERAL PROVISION</b></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 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 Staff Rules, these Staff Rules shall prevail.</p>	<p><b>GENERAL PROVISION</b></p> <p>N.1000 Any matter arising which has not been foreseen by the above-mentioned <del>Staff</del> Rules shall be considered, reviewed and settled in accordance with the Bureau's practices and 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 <del>Staff</del> Rules, these <del>Staff</del> Rules shall prevail.</p>

### ANNEX 3

#### AMENDMENTS TO THE STAFF REGULATIONS BASED ON ORGANIZATION EXPERIENCE

*[Note: Text in square brackets will not appear in the amended Staff Rules]*

PRESENT TEXT	NEW TEXT
<b>ARTICLE I</b>	<b>ARTICLE I- XIII</b>
<b>Duties, Obligations and Privileges</b>	<b>Duties, Obligations and Privileges</b>
...	...
1.12 The Bureau may hire under local conditions of employment national staff members (nationals of the country and aliens, whether residents or not, who legally qualify for the employment there) to whom the Staff Regulations and Rules shall not apply save in regard to the present Article 1 on Duties, Obligations and Privileges as national employees and not as international functionaries. Respecting privileges, such employees shall be governed by the Basic Agreement on Privileges and Immunities between the Organization and the country in which they are employed.	<del>1-12</del> <b>13.1</b> The Bureau may hire under local conditions of employment national <del>staff members</del> <b>employees</b> (nationals of the country and aliens, whether residents or not, who legally qualify for the employment there) to whom the Staff Regulations and Rules shall not apply <del>save in regard to the present</del> <b>except with regard to</b> Article 1 on Duties, Obligations and Privileges as national employees and not as international functionaries. Respecting privileges, such employees shall be governed by the Basic Agreement on Privileges and Immunities between the Organization and the country in which they are employed.
1.13 The contracts of such national employees shall be governed by the labor laws and practices of the country concerned, including those of work-related accidents, social security and pensions, without prejudice to the privileges and immunities of the Organization.	<del>1-13</del> <b>13.2</b> The contracts of such national employees shall be governed by the labor laws and practices of the country concerned, including those of work-related accidents, social security and pensions, without prejudice to the privileges and immunities of the <del>Organization</del> <b>Bureau</b> .
1.14 The Director shall determine the posts to be subject to these rules and shall establish scales of salaries and allowances, in conformity with competitive conditions of employment of the locality in the type of work performed or related to the functions of the office.	<del>1-14</del> <b>13.3</b> The <del>Director</del> <b>Bureau</b> shall determine the posts to be subject to these rules and shall establish scales of salaries and allowances, in conformity with competitive conditions of employment of the locality in the type of work performed or related to the functions of the office.
1.15 In accordance with their respective contracts, national employees shall have access to arbitration in the countries in which they are employed for the settlement of disputes and shall therefore have no access to the local labor tribunals or the Administrative Tribunal of the International Labour Organization, whose competence is not recognized in respect of national employees. Such access to arbitration shall be without prejudice to the privileges and immunities of the Organization under international law.	<del>1-15</del> <b>13.4</b> In accordance with their respective contracts, national employees shall have access to arbitration in the countries in which they are employed for the settlement of disputes and shall therefore have no access to the local labor tribunals or the Administrative Tribunal of the International Labour Organization, whose competence is not recognized in respect of national employees. Such access to arbitration shall be without prejudice to the privileges and immunities of the <del>Organization</del> <b>Bureau</b> under international law.

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