

# WIPO



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## WIPO COORDINATION COMMITTEE

**Forty-Fifth (31<sup>st</sup> Ordinary) Session**  
**Geneva, September 25 to October 3, 2000**

### STAFF MATTERS

*Memorandum of the Director General*

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## I. AMENDMENTS TO THE STAFF REGULATIONS AND RULES

### A. AMENDMENTS TO THE STAFF REGULATIONS PROVISIONALLY DECREED AND APPLIED UNDER STAFF REGULATION 12.1

#### Scale of pensionable remuneration for the Professional and higher categories – Regulation 3.15

1. Effective November 1, 1999, the post adjustment multiplier in New York has been changed, resulting in an increase of 3.5 per cent (rounded figure) in the net remuneration of staff in the Professional and higher categories in that city. As a consequence, and in accordance with the provision of Article 54(b) of the Regulations of the United Nations Joint Staff Pension Fund, the scale of pensionable remuneration for the above-mentioned categories was adjusted with effect from November 1, 1999, by the same percentage as the net remuneration increase.

2. The revised scales of pensionable remuneration for the Professional and higher categories are included in Staff Regulation 3.1 (Salary scales for Professional and higher categories) and are reproduced in Annex I (pages 1 to 3).

#### Salaries and internal taxation for the Professional and higher categories – Regulations 3.1 and 3.16bis(a)

3. By its Resolution 54/238 of December 23, 1999, the General Assembly of the United Nations approved, effective March 1, 2000, a revised base scale of gross and net salaries for staff members in the Professional and higher categories and a related modification of the internal taxation scales for staff members in the said categories.

4. By the same Resolution, the General Assembly of the United Nations decided that, with effect from March 1, 2000, the staff assessment amounts at various grades and steps for staff members in the Professional and higher categories receiving remuneration at the single rate will be equal to the difference between the gross salaries at different grades and the corresponding net salaries at the single rate.

5. The scales were implemented in conjunction with a consolidation of 3.42 per cent (rounded figure) of the post adjustment through the establishment of the adjustment multiplier for March 2000 at a level such that the said changes did not result in an increase or decrease in the overall remuneration of staff members in the Professional and higher categories.

6. The corresponding amendments to Staff Regulations 3.1 (Salary scales for the Professional and higher categories) are reproduced in Annex I (pages 1 to 3) and the amendment to Staff Regulation 3.16bis(a) (Internal Taxation) is reproduced in Annex II (pages 1 and 2).

Salaries for staff members in the General Service category in Geneva –  
Regulation 3.1

7. The methodology approved by the International Civil Service Commission (ICSC) provides for periodical adjustments, between salary surveys, to the salary scale for staff in the General Service category, depending, as concerns salaries of General Service staff in Geneva, on changes in the consumer price index for Geneva. In accordance with this interim adjustment procedure, the net salaries of staff members in the General Service category have been adjusted, effective June 1, 2000, on the basis of the movement of the price index of Geneva over a period of 12 months from March 1999 to March 2000. The revised salary scales, representing an increase of 1.9 per cent across the board over current salaries, will apply to staff members appointed on or after October 1, 1995.

8. The revised salary scale still yields lower gross and net salaries than the scale effective on January 1, 1994, and the latter will therefore continue to apply to staff members appointed prior to October 1, 1995.

9. The gross pensionable salaries in force on May 31, 1997, at grade G1, steps 8 to 11; grade G2, steps 5 to 8; grade G3, steps 2 to 5, and grade G4, steps 1 to 2 are higher than those in force as from June 1, 2000, and shall be retained for staff members appointed between October 1, 1995, and May 31, 1997, until overtaken as a result of subsequent revisions of the relevant salary scales.

10. Following judgements 1841 (WIPO) and 1842 (UPOV) of January 28, 1999, of the Administrative Tribunal of the International Labour Organization (ILOAT) concerning the methodology approved by the International Civil Service Commission (ICSC) for adjustments to the salary scales for staff in the General Service category, the salary scales applied on October 1, 1995; on June 1, 1996; on June 1, 1997; on June 1, 1998, and on June 1, 1999, have all had to be recalculated and implemented for staff members in this category in Geneva who entered into service on or after October 1, 1995. At the end of December 1999 the ICSC presented the revised net salary scales to be used with effect from October 1, 1995, and the United Nations Office at Geneva was subsequently requested—as common system lead organization for Geneva—to make the recalculations required for the periods in question. The International Bureau received the corrected salary scales on May 1, 2000, and due to the important additional workload involved in the implementation of the scales and the calculations of the corrected salaries, the readjustments of the salaries for the rather limited number of staff members concerned were only made together with the monthly salary of September 2000.

11. Copies of the texts (English and French versions) of the two judgements of the Administrative Tribunal of the International Labour Organization relevant to the International Bureau and UPOV are available for any delegation that wishes to consult them. The corresponding amendments to Staff Regulation 3.1 (Salary Scales for the General Service Category) following the judgements of the Administrative Tribunal of the International Labour Organization have all been overtaken by subsequent revisions, and only the present scales, valid as from June 1, 2000 (see paragraphs 7 to 9, above), are reproduced in Annex III (pages 1 and 2).

12. *The WIPO Coordination Committee is invited to approve the amendments to the Staff Regulations provisionally decreed and applied by the Director General outlined in paragraphs 1 to 11, above.*

B. AMENDMENTS TO THE STAFF REGULATIONS UNDER STAFF  
REGULATION 12.1

Introduction of an additional grade in the Professional category –  
Regulations 2.1, 3.1 and 3.4(a)

13. On numerous occasions, the International Bureau has drawn the attention of the Coordination Committee to the low level of remuneration in the common system and to difficulties encountered in the recruitment and retention of staff with a high degree of specific competency and the necessary technical skills required to face the increasingly specialized activities of the Organization which are directed to the Member States and private sector interests (see documents WO/CC/X/4, WO/CC/XXX/4, WO/CC/XXXI/3, WO/CC/XXXIII/5 and WO/CC/XXXVI/3).

14. Moreover, as pointed out in various studies by both the International Civil Service Commission (ICSC) and the Administrative Committee on Coordination (ACC), the present compensation package of the United Nations common system is no longer competitive compared to the private sector in industrialized countries. The present comparator of the federal civil service of the United States of America itself lags behind both the German civil service and the private sector (see ICSC Annual Reports for 1998 and 1999, document A/53/30 paragraph 75; document A/54/30 paragraph 44 onwards).

15. Concerned by this trend, the ACC has stated that remedial steps would require greater management flexibility and innovation in terms of motivating staff and rewarding quality performance. The common system should be able to face this challenge and provide its managers with common managerial tools offering greater flexibility and adaptation to the specific characteristics of each organization.

16. In this context, it should be noted that a growing number of posts within the International Bureau require a high level of professional expertise and technical skills and the incumbents deserve recognition and compensation without necessarily being entrusted with managerial responsibilities. The Director General proposes, therefore, to use an existing possibility of flexibility within the United Nations common system to establish an additional grade at P-6 level in the Professional category as Principal Counsellor, in order to further attract, recruit and retain staff with the high degree of specific competency and the necessary technical skills required to face the growing specialized activities of the Organization.

17. The P-6 level has existed in the UN Common System for a number of years. The World Health Organization (WHO) introduced the P-6 level in February 1979 because of the special functions of the organization which require recruitment of highly qualified and specialized candidates. In this context it is recalled that ICSC stated during its 11th session in 1980 that if the agency considered it useful for its own internal purposes to differentiate among all posts at the D-1 level equivalent those which carried directorial responsibilities from those which did not, it was not a matter having implications for the common system of the United Nations (see document ICSC/R.190/Add.1). With regard to post classification, the ICSC “Master Standard for the classification of Professional and higher category posts” applies equally to grades P-6 and D-1. For grade P-6, salaries are equal to the pensionable, gross and net scales that are in use for grade D-1.

18. Other UN common system organizations have introduced the P-6 grade level; the International Fund for Agricultural Development (IFAD) and the Pan-American Health Organization (PAHO) have introduced it as an integrated part of their remuneration system for highly qualified technical staff; the Office of the United Nations High Commissioner for Refugees (UNHCR), the United Nations Children’s Fund (UNICEF) and the United Nations Population Fund (UNFPA) use this grade for project personnel (L-6), all with salaries identical to posts at grade D-1.

19. At the International Bureau the needs are similar to those of the other agencies; grade D-1 was introduced to reflect managerial responsibilities, while the present proposal of the introduction of grade P-6 reflects a high level of specialization not necessarily entailing managerial responsibilities beyond supervision of secretarial support staff members. Promotion to the P-6 level shall—as in other organizations—be limited to certain incumbents of highly specialized P-5 posts who have several years of service within the United Nations common system and vast experience on the job, and who have made a significant personal contribution.

20. Staff Regulation 2.1(b) (Classification), Staff Regulation 3.1 (Salary scales for Professional and higher categories), Staff Regulation 3.4(a) (Advancement within Grade) Staff Rule 6.2.1(d) (Medical Insurance) and Staff Rule 7.1.18(d) (Assignment Grant) will be amended accordingly, and the proposed revised texts are reproduced in Annex IV (pages 1 to 5).

*21. The WIPO Coordination Committee is invited to approve amendments to Staff Regulations 2.1(b), 3.1 and 3.4(a), and to note the amendment to Rules 6.2.1(d) and 7.1.18(d) outlined in paragraphs 13 to 20, above.*

#### Representation Allowance – Regulation 3.18

22. Staff Regulation 3.18 provides that the Director General and the Deputy Directors General shall be entitled to annual representation allowances the amount of which shall be determined by the General Assembly or the Coordination Committee.

23. The annual representation allowances for the Deputy Directors General amounts currently to 7,000 Swiss francs, and has not been adjusted since 1974 when it was directly derived from one-third of the amount granted to the Director General. An increase up to 18,000 Swiss francs with effect from October 1, 2000, is proposed in order to keep with the development of the Consumer Price Index, and to align with the present annual amount granted to the Director General. This proposal would be competitive but the amount will not be the highest amount offered by organizations in the common system of the United Nations.

24. Regulation 3.18 makes no reference as regards representation allowance for the "Assistant Directors General" category. However, a survey of ungraded posts performed by the Consultative Committee on Administrative Questions (CCAQ-PER) as per March 1, 1999, confirms that it is the practice in all other organizations of the United Nations common system which have staff at the level of the 'Assistant Secretary-General' category to provide a representation allowance. In order to align to the current practice of the other organizations and better reflect the importance of this category of staff members at the International Bureau, the Director General proposes, pursuant to Staff Regulation 12.1, to cover the Assistant Directors General category under the provisions of Regulation 3.18, effective October 1, 2000. The representation allowance should amount to 12,000 Swiss francs per year, which is considered appropriate in light of the amounts offered by the other common system organizations.

25. Staff Regulation 3.18 (Representation Allowance) will be amended accordingly, and the proposed revised text is reproduced in Annex V.

*26. The WIPO Coordination Committee is invited to approve the amendment to Staff Regulation 3.18 outlined in paragraphs 22 to 25, above, and to approve the representation allowance levels of 18,000 Swiss francs per year for Deputy Directors General, and 12,000 Swiss francs per year for Assistant Directors General.*

#### Deletion of Transitional Provision – Regulation 3.2bis

27. Under Regulation 3.2(a), "dependent spouse" shall mean the wife or husband of a staff member whose gross annual occupational earnings are less than or equal to the gross annual salary corresponding to the first step of grade G1 of the General Service category which is applicable to the spouse's place of work, and which is in force on January 1 of the year concerned. If the gross annual occupational earnings of the spouse exceed the relevant above-mentioned salary limits by an amount which is less than the amount of the appropriate dependency benefit payable for him, the spouse shall still be deemed to be a dependant, but the amount in excess shall be deducted from the appropriate dependency benefit.

28. For staff members whose appointment took effect prior to January 1, 1978, Regulation 3.2bis (Transitional Provision) defines the gross annual salary corresponding to the first step of grade G1 of the General Service category in Geneva to be, for the purposes of Regulation 3.2(a), at the level it had reached on December 31, 1977 (i.e., 39,010 Swiss francs

per year) for as long as that amount remains higher than the level of the said salary under the scale in force. This annual amount was overtaken as a result of subsequent revisions on February 1, 1983, and bearing in mind that the relevant annual amount at present is 63,791 Swiss francs, the transitional provision no longer has any effect. The Director General proposes therefore, pursuant to Staff Regulation 12.1, to delete Regulation 3.2*bis*.

29. Staff Regulation 3.2*bis* (Transitional Provision) will be amended accordingly, and the proposed revised text is reproduced in Annex VI.

30. *The WIPO Coordination Committee is invited to approve the amendment to Staff Regulation 3.2bis outlined in paragraphs 27 to 29, above.*

Dependency Allowance – Regulations 3.12(A)(a)-(c) and 3.12(B)(e)

31. In order to align the present text of the provisions concerning the allowances for dependent children to the practice followed by the United Nations and other common system organizations and to clarify long-established practice followed by the International Bureau, the Director General proposes, pursuant to Staff Regulation 12.1, to amend Regulation 3.12(A)(a) and (b) for staff members in the Professional and Higher categories. The proposal underlines the fact that a staff member is entitled to the dependency rate of staff assessment provided for in Regulation 3.16*bis*(a)(1)(i) for the first dependent child if the staff member has no dependent spouse and that no dependency allowance shall be paid in respect of this child. In the present version, Regulation 3.12(A) has to be seen in relation to Regulation 3.5(b) (Post Adjustment). In addition, the proposed text clarifies the situation if the staff member's first dependent child is physically or mentally disabled.

32. Furthermore, in the same context and with the view of aligning the practice of the International Bureau to the best practices followed by the United Nations common system organizations (for example see Staff Rule 103.23(b) of the United Nations), the Director General proposes, pursuant to Staff Regulation 12.1, to amend Regulation 3.12(A)(c) and 3.12(B)(e) to limit the reduction of dependency allowances payable by the International Bureau to any amount of dependency allowances received by the staff member or the staff member's spouse from other organizations in the United Nations common system or from a national public authority. In the present text, any amount received from any other source shall be deducted.

33. Staff Regulations 3.12(A)(a) to (c) and 3.12(B)(e) (Dependency Allowances) will be amended accordingly, and the proposed revised text is reproduced in Annex VII (pages 1 and 2).

34. *The WIPO Coordination Committee is invited to approve the amendment to Staff Regulation 3.12(A)(a) to (c) and Regulation 3.12(B)(e) outlined in paragraphs 31 to 33, above.*

Amendments following organizational changes within the International Bureau and the establishment of the WIPO Coordination Office in New York – Scope and Purpose (b)(2), Staff Regulation 0.2, Staff Regulation 1.10, Staff Regulation 2.1(a), Staff Regulation 3.1, Staff Regulation 3.7(a), Staff Regulation 3.12, Staff Regulation 4.8(a) and (c), Staff Regulation 4.9(b), Staff Regulation 4.14(b), Staff Regulation 9.11(b), Staff Regulation 12.1(a), Staff Regulation 12.3

35. Pursuant to Staff Regulation 12.1, and in order to reflect changes in the structure and manning of the organization of the International Bureau which have taken place over some time, the Director General proposes to make changes in three areas.

36. Firstly, it is proposed to include the “Assistant Director General” category in the Staff Regulations and Staff Rules, wherever appropriate. At present, this category is only referred to in Regulation 2.1(b) (Classification), Regulation 3.1 (Salaries) and Rule 7.1.14(a)(3) (Travel Subsistence Allowance). In addition to what is presented in paragraphs 22 to 25, above, concerning the provision under Regulation 3.18 on representation allowances, it is recalled that Regulation 4.8(a) (Selection and Recruitment of Staff Members), requires that the advice of the Coordination Committee shall be taken into account whenever appointments are made by the Director General to posts in the Special category. The regulation has been in force since November 1, 1976, and the proposal takes into account that the same procedure has also been followed for posts at the level of Assistant Director General. Furthermore, it is proposed to amend Regulation 4.14(b) (Types of Appointment) in order to include Assistant Directors General, and finally including this category in Rule 7.1.9(b)(1) (Travel Conditions) in order to reflect their conditions of travel.

37. Secondly, the Director General proposes to replace the present text “Head of Personnel” by “the Director of the Human Resources Management Division” in the Staff Regulations and Staff Rules. This amendment, which has no implications on the substance of the provisions, and which are not all reproduced in the Annex to this document, concerns Staff Regulation 2.1(a) (Classification), Staff Regulation 4.9(b) (Appointment and Promotion Board), Staff Rule 8.2.1(a)(4) (Joint Advisory Committee) and Annex II to the WIPO Staff Regulations and Staff Rules (Rules of Procedure of the Appointment and Promotion Board).

38. Furthermore, it is recalled that the WIPO Coordination Office in New York presently accommodates four regular staff members, and the Director General proposes to amend the relevant WIPO Staff Regulations and Staff Rules in order to reflect the current situation. Although the WIPO staff members in New York receive remuneration in accordance with the scales and allowances in force in New York for staff members in the United Nations common system, neither the scales nor the text of the relevant WIPO Staff Regulations and Staff Rules have formally been amended.

39. Scope and Purpose (b)(2), Staff Regulation 0.2 (Currencies and Rate of Exchange), Staff Regulation 1.10 (Privileges and Immunities), Staff Regulation 2.1(a) (Classification), Staff Regulation 3.1 (General Service salary scale), Staff Regulation 3.7(b) (Language Allowance), Staff Regulations 3.12(A) and 3.12(B) (Dependency Allowances), Staff Regulation 4.8(a) and (c) (Selection and Recruitment of Staff Members), Staff Regulation 4.14(b) (Types of Appointment), Staff Regulation 9.11(b) (Last Day for Pay Purposes), Staff Regulation 12.1(a) (Amendments to the Regulations), Staff Regulation 12.3 (Interpretation of the Staff Regulations and Staff Rules),



Staff Rule 7.1.8(b) (Route and Mode of Transportation), Staff Rule 7.1.9(b)(1) (Travel Conditions), Staff Rule 7.1.12(a) (Terminal Expenses), Staff Rule 7.1.18(a) (Assignment Grant), Staff Rule 7.1.24 (Transportation of the Remains of Deceased Staff or of their Dependents) and Staff Rule 7.1.25(c) (Removal Expenses) will be amended accordingly, and the proposed revised texts are reproduced in Annex VIII (pages 1 to 20).

40. *The WIPO Coordination Committee is invited to approve amendments to Scope and Purpose (b)(2), Staff Regulation 0.2, Staff Regulation 1.10, Staff Regulation 2.1(a), Staff Regulation 3.1, Staff Regulation 3.7(b), Staff Regulation 3.12(A) and (B), Staff Regulation 4.8(a) and (c), Staff Regulation 4.9(b), Staff Regulation 4.14(b), Staff Regulation 9.11(b), Staff Regulation 12.1(a), Staff Regulation 12.3, and to note the amendments to Staff Rule 7.1.8(b), Staff Rule 7.1.9(b)(1), Staff Rule 7.1.12(a), Staff Rule 7.1.18(a), Staff Rule 7.1.24, Staff Rule 7.1.25(c), Staff Rule 8.2.1(a)(4) and to Annex II to the Staff Regulations and Staff Rules outlined in paragraphs 35 to 39, above.*

#### C. AMENDMENTS TO THE STAFF RULES UNDER STAFF REGULATION 12.2

##### Carrying forward of accrued annual leave – Rule 5.1.1(d)

41. In order to facilitate the planning of staff members' annual leave and to maintain a greater flexibility of staffing during periods of heavy workload, and thus avoiding that staff members lose accrued annual leave entitlements, the Director General has decided, pursuant to Staff Regulation 12.2(a), to amend Rule 5.1.1(d), effective December 1, 1999, to allow for a maximum of 90 days to be carried forward from one calendar year to the next. Under the same provision, the requirement that not more than half the days of annual leave due in any calendar year may be carried forward from that year to the next, has been abolished.

42. The corresponding amendment to Staff Rule 5.1.1(d) (Annual Leave) is reproduced in Annex IX.

##### Medical Insurance – Rule 6.2.1(b)

43. Pursuant to Staff Regulation 12.2(a), the Director General has decided to amend Rule 6.2.1(b) with effect from January 1, 2000, concerning the definition of dependent children for the purpose of the Van Breda Medical Insurance Scheme.

44. The corresponding amendment to Staff Rule 6.1.2 (Medical Insurance) is reproduced in Annex X.

Sick Leave – Rules 6.2.2(a)(2) and 6.2.2(a)(6)

45. Pursuant to Staff Regulation 12.2(a), and in order to align the text of the Staff Rule to the current practice, the Director General has decided to amend Rule 6.2.2(a)(2) with effect from July 1, 2000. On September 1, 1996, when the qualifying period of continuous service of the staff member was reduced from five to three years (see document WO/CC/XXXVI/3), the last part of the provision was inadvertently kept and it has no longer any practical or legal effect.

46. Furthermore, the maximum number of days of *non-certified* sick leave within a year was increased by an Office Instruction dated June 1, 1995, from seven to 15. In the context of the evolution of Work/Family programs within the common system of the United Nations and the rapidly changing workplace of today, the Director General has decided to amend Staff Rule 6.2.2(a)(6) with effect from August 1, 2000, to allow the staff members to take a total of seven of these days of non-certified sick leave for family-related emergencies.

47. The corresponding amendment to Staff Rules 6.2.2(a)(2) and 6.2.2(a)(6) (Sick Leave) is reproduced in Annex XI.

Miscellaneous Travel Expenses – Rule 7.1.17

48. Pursuant to Staff Regulation 12.2(a) and in line with the amendment of Staff Rule 107.19 of the United Nations, the Director General has decided to amend Rule 7.1.17 with effect from July 1, 2000, in order to increase the minimum amount from 6 to 20 US dollars for which travel expenses must be supported by receipts for purposes of reimbursement.

49. The corresponding amendment to Staff Rule 7.1.17 (Miscellaneous Travel Expenses) is reproduced in Annex XII.

Loss of Entitlement to Removal Expenses – Rule 7.1.26(c)

50. Pursuant to Staff Regulation 12.2(a) and in line with the text of Staff Rule 107.28(c) of the United Nations, the Director General has decided to amend Rule 7.1.26(c) with effect from July 1, 2000, in order to increase from one to two years the maximum period of delayed shipment of a staff member's removal goods upon separation from service and to provide for an additional delay if both husband and wife are staff members.

51. The corresponding amendment to Staff Rule 7.1.26(c) (Loss of Entitlement to Removal Expenses) is reproduced in Annex XIII.

52. *The WIPO Coordination Committee is invited to note the amendments to Rules 5.1.1(d), 6.2.1(b), 7.1.17 and 7.1.26(c) reported in paragraphs 41 to 51, above.*

## II. INTERNATIONAL CIVIL SERVICE COMMISSION

53. Under Article 17 of its statute, the International Civil Service Commission (ICSC) is required to submit an annual report to the General Assembly of the United Nations. The Executive Heads of the other organizations of the United Nations system of organizations are required to transmit this report to the governing bodies of the respective organizations. The annual report was submitted by the ICSC to the 54th (1999) session of the General Assembly of the United Nations (document A/54/30). Since the report was included in the documentation of the said session of the General Assembly of the United Nations, it is not reproduced by the International Bureau; nevertheless, copies are available for any delegation that wishes to consult the report.

54. *The WIPO Coordination Committee is invited to note the information contained in the preceding paragraph.*

## III. UNITED NATIONS JOINT STAFF PENSION BOARD

55. Under Article 14(a) of its Regulations, the United Nations Joint Staff Pension Fund (UNJSPF) is required to present a report annually to the General Assembly of the United Nations and to the other organizations members of the said Fund. The 1999 report was presented by the Board of the UNJSPF to the General Assembly of the United Nations at its 54th session (document A/54/9). Since the report was included in the documentation of the said session of the General Assembly of the United Nations, it is not reproduced by the International Bureau; nevertheless, copies are available for any delegation that wishes to consult the report.

56. *The WIPO Coordination Committee is invited to note the information contained in the preceding paragraph.*

[Annexes follow]

ANNEX I

AMENDMENTS TO THE STAFF REGULATIONS

Salaries – Regulation 3.1

**Professional category**

Scale in force as from March 1, 2000

(annual amounts in US dollars)

Grade		ECH.1 STEP1	ECH.2 STEP2	ECH.3 STEP3	ECH.4 STEP4	ECH.5 STEP5	ECH.6 STEP6	ECH.7 STEP7	ECH.8 STEP8	ECH.9 STEP9	ECH.10 STEP10	ECH.11 STEP11	ECH.12 STEP12	ECH.13 STEP13	ECH.14 STEP14	ECH.15 STEP15
P-1	P	50238	51968	53691	55416	57142	58865	60594	62317	64041	65768					
	G	38988	40363	41735	43108	44479	45851	47226	48599	49969	51343					
	D	31071	32061	33049	34038	35025	36013	37003	37991	38978	39967					
	S	29310	30221	31131	32043	32953	33863	34775	35674	36568	37465					
P-2	P	64516	66315	68108	69904	71698	73494	75289	77081	78880	80674	82468	84265			
	G	50349	51779	53206	54635	56063	57490	58919	60377	61938	63495	65052	66612			
	D	39251	40281	41308	42337	43365	44393	45422	46449	47479	48507	49534	50564			
	S	36815	37749	38680	39612	40543	41477	42424	43368	44317	45263	46208	47155			
P-3	P	78640	80648	82656	84660	86670	88676	90682	92692	94793	96989	99182	101377	103571	105764	107961
	G	61730	63473	65217	66956	68700	70441	72182	73926	75668	77411	79153	80894	82636	84377	86121
	D	47342	48492	49643	50791	51942	53091	54240	55391	56541	57691	58841	59990	61140	62289	63440
	S	44191	45248	46307	47364	48422	49479	50536	51594	52650	53708	54762	55816	56870	57923	58977
P-4	P	94487	96825	99159	101493	103832	106166	108502	110839	113174	115509	117843	120185	122518	124853	127191
	G	75424	77282	79135	80986	82844	84697	86552	88406	90279	92252	94224	96202	98174	100148	102124
	D	56380	57606	58829	60051	61277	62500	63724	64948	66173	67396	68619	69845	71068	72292	73517
	S	52503	53629	54751	55872	56996	58116	59238	60360	61481	62603	63701	64778	65852	66926	68002
P-5	P	114283	116679	119074	121470	123866	126259	128655	131052	133444	135841	138236	140638	143205		
	G	91215	93239	95265	97289	99313	101335	103361	105385	107408	109434	111458	113481	115505		
	D	66753	68008	69264	70519	71774	73028	74284	75539	76793	78049	79304	80558	81813		
	S	62014	63164	64267	65370	66471	67572	68674	69776	70878	71980	73082	74183	75262		

- P = Pensionable remuneration (Reg. 3.15), in force as from November 1, 1999
- G = Gross salaries : basis for internal taxation (Reg. 3.16*bis*)
- D = Net salaries : staff members with dependent spouse and/or dependent child
- S = Net salaries : staff members without dependent spouse and without dependent child

**Special and Higher categories**

Scale in force as from March 1, 2000

(annual amounts in US dollars)

Grade	ECH.1 STEP1	ECH.2 STEP2	ECH.3 STEP3	ECH.4 STEP4	ECH.5 STEP5	ECH.6 STEP6	ECH.7 STEP7	ECH.8 STEP8	ECH.9 STEP9	ECH.10 STEP10	ECH.11 STEP11	ECH.12 STEP12	ECH.13 STEP13	ECH.14 STEP14	ECH.15 STEP15
D-1	P	129131	131779	134426	137069	139717	142497	145334	148171	151004					
	G	103763	106000	108239	110471	112710	114947	117185	119423	121658					
	D	74533	75920	77308	78692	80080	81467	82855	84242	85628					
	S	68893	70112	71329	72545	73763	74972	76135	77297	78459					
D-2	P	145798	149111	152424	155734	159047	162360								
	G	117550	120165	122777	125389	128002	130615								
	D	83081	84702	86322	87941	89561	91181								
	S	76325	77683	79041	80398	81756	83113								
ADG	P	175336													
	G	143674													
	D	99278													
	S	89899													
DDG	P	189701													
	G	158132													
	D	108242													
	S	97411													

- P = Pensionable remuneration (Reg. 3.15), in force as from November 1, 1999
- G = Gross salaries : basis for internal taxation (Reg. 3.16bis)
- D = Net salaries : staff members with dependent spouse and/or dependent child
- S = Net salaries : staff members without dependent spouse and without dependent child

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**Director General**

In force as from March 1, 2000

(annual amounts in US dollars)

Grade		
DG	P	225883
	G	194548
	D	130820
	S	116335

- P = Pensionable remuneration (Reg. 3.15), in force as from November 1, 1999
- G = Gross salary : basis for internal taxation (Reg. 3.16*bis*)
- D = Net salary : staff member with dependent spouse and/or dependent child
- S = Net salary : staff member without dependent spouse and without dependent child

[Annex II follows]

ANNEX II

AMENDMENTS TO THE STAFF REGULATIONS

Internal taxation – Regulation 3.16bis(a)

FORMER TEXT

Internal Taxation

Each staff member shall be subject to internal taxation at the following rates:

(a) For staff members in the Professional category and above:

(1) Tax rates used in conjunction with gross salaries

<u>Assessable amounts</u> (in US dollars)	<u>(per cent)</u> "Dependency rates"	"Single rates"
first \$15,000 per year . . . .	9.0	11.8
next \$ 5,000 per year . . . .	18.1	24.4
next \$ 5,000 per year . . . .	21.5	26.9
next \$ 5,000 per year . . . .	24.9	31.4
next \$ 5,000 per year . . . .	27.5	33.4
next \$10,000 per year . . . .	30.1	35.6
next \$10,000 per year . . . .	31.8	38.2
next \$10,000 per year . . . .	33.5	38.8
next \$10,000 per year . . . .	34.4	39.7
next \$15,000 per year . . . .	35.3	40.7
next \$20,000 per year . . . .	36.1	43.9
remaining assessable amounts. .	37.0	47.2

The "dependency rates" shall apply to any staff member to whom the dependency rate of post adjustment applies under Regulation 3.5, and the "single rates" shall apply to any staff member to whom the single rate of post adjustment applies under the said Regulation.

(continues)

PRESENT TEXT

Internal Taxation

Each staff member shall be subject to internal taxation at the following rates:

(a) For staff members in the Professional category and above:

(1) Tax rates used in conjunction with gross salaries

(i) Rates for staff members with dependents:

<u>Assessable annual amounts</u> (in US dollars)	<u>(per cent)</u>
first \$ 30,000 . . . . .	18.0
next \$ 30,000 . . . . .	28.0
next \$ 30,000 . . . . .	34.0
remaining assessable amounts	38.0

(ii) Rates for staff members without dependents:

Assessable amounts for staff members with neither a dependent spouse nor a dependent child will be equal to the difference between the gross salaries at different grades and the corresponding net salaries at the single rate.

The rates for staff members with dependents shall apply to any staff member to whom the dependency rate of post adjustment applies under Regulation 3.5, and the rates for staff members without dependents shall apply to any staff member to whom the single rate of post adjustment applies under the said Regulation.

(continues)

(continued)

(2) Tax rates for purposes of pensionable remuneration and pensions

<u>Assessable amounts</u> (in US dollars)	<u>(per cent)</u>
up to \$20,000 per year . . . . .	11.0
\$20,001 to \$40,000 per year. . . . .	18.0
\$40,001 to \$60,000 per year. . . . .	25.0
\$60,001 and above per year . . . . .	30.0

(b) – (c) [No change.]

(continued)

(2) [No change.]

(b) – (c) [No change.]

[Annex III follows]



## ANNEX III

## AMENDMENTS TO THE STAFF REGULATIONS

Salaries – Regulation 3.1General Service category

Gross and net salaries in force as from June 1, 2000  
(annual amounts in Swiss francs)

Grade	Augmentation annuelle Annual increment	ECH. 1	ECH. 2	ECH. 3	ECH. 4	ECH. 5	ECH. 6	ECH. 7	ECH. 8	ECH. 9	ECH. 10	ECH. 11
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
G1	1544	1) 59238	61277	63364	65450	67536	69623	71709	73796	75882	77969	80055
		2) 58788	60792	62798	64804	66808	68814	70819	72825	74828	76834	78881
		3) 46821	48365	49909	51453	52997	54541	56085	57629	59173	60717	62261
G2	1684	1) 64882	67158	69434	71709	73985	76261	78536	80812	83088	85364	87639
		2) 64255	66442	68630	70816	73003	75191	77377	79635	81911	84187	86462
		3) 51033	52717	54401	56085	57769	59453	61137	62821	64505	66189	67873
G3	1836	1) 71053	73534	76015	78496	80977	83458	85939	88420	90923	93584	96245
		2) 70188	72572	74957	77341	79801	82281	84761	87243	89724	92203	94683
		3) 55599	57435	59271	61107	62943	64779	66615	68451	70287	72123	73959
G4	2003	1) 77882	80589	83296	86003	88709	91475	94378	97281	100184	103087	105990
		2) 76755	79416	82122	84829	87534	90240	92947	95650	98357	101064	103769
		3) 60653	62656	64659	66662	68665	70668	72671	74674	76677	78680	80683
G5	2189	1) 85624	88582	91609	94781	97954	101126	104299	107471	110643	113816	116988
		2) 84444	87402	90361	93320	96280	99239	102196	105156	108115	111073	114033
		3) 66382	68571	70760	72949	75138	77327	79516	81705	83894	86083	88272
G6	2398	1) 94414	97890	101365	104841	108316	111791	115267	118742	122217	125698	129168
		2) 92978	96218	99459	102701	105941	109182	112423	115665	119061	122536	126012
		3) 72696	75094	77492	79890	82288	84686	87084	89482	91880	94278	96676
G7	2626	1) 104420	108226	112032	115838	119643	123449	127255	131061	134867	138672	142478
		2) 102308	105856	109406	112956	116506	120293	124099	127907	131712	135518	139325
		3) 79600	82226	84852	87478	90104	92730	95356	97982	100608	103234	105860

- 1) Gross salaries used as the basis for internal taxation (“Gross salaries”)
- 2) Gross salaries used as the basis for the calculation of contributions to and benefits from the Pension Fund (“Gross pensionable salaries”)
- 3) Net salaries

Annex III, page 2

Gross pensionable salaries applicable to staff members appointed between October 1, 1995, and May 31, 1997

(annual amounts in Swiss francs)

Grade	ECH. 1	ECH. 2	ECH. 3	ECH. 4	ECH. 5	ECH. 6	ECH. 7	ECH. 8	ECH. 9	ECH. 10	ECH. 11
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
G1	58788	60792	62798	64804	66808	68814	70819	72830	74862	76894	78925
G2	64255	66442	68630	70816	73011	75225	77439	79656	81911	84187	86462
G3	70188	72577	74991	77404	79820	82281	84761	87243	89724	92203	94683
G4	76809	79443	82122	84829	87534	90240	92947	95650	98357	101064	103769
G5	84444	87402	90361	93320	96280	99239	102196	105156	108115	111073	114033
G6	92978	96218	99459	102701	105941	109182	112423	115665	119061	122536	126012
G7	102308	105856	109406	112956	116506	120293	124099	127907	131712	135518	139325

[Annex IV follows]

ANNEX IV

AMENDMENTS TO THE STAFF REGULATIONS

Classification – Regulation 2.1(b)

PRESENT TEXT

PROPOSED TEXT

Classification

Classification

(a) The importance of the duties and responsibilities attaching to each grade shall be determined by the Director General in the light of the standards used by the other intergovernmental organizations having their headquarters in Geneva, and after having sought the advice of a Classification Committee designated by him. The Committee shall be composed of four persons: a chairman, who must be a person with experience of staff matters in intergovernmental organizations and who must not be a staff member of the International Bureau, and three staff members of the International Bureau, of whom one shall be designated from a list of three names submitted by the Staff Council and one shall be the Director of the Human Resources Management Division of the International Bureau. The grading standards, fixing the level of duties and responsibilities and the requisite qualifications, shall be brought to the notice of the staff.

(a) [No change.]

(b) The Director General shall determine the place of each post within the following classification:

Deputy Director General and  
Assistant Director General categories: unclassified.

Special Category: D-2, D-1.

Professional Category: P-5, P-4, P-3, P-2 and P-1.

General Service Category: G7, G6, G5, G4, G3, G2 and G1

(b) The Director General shall determine the place of each post within the following classification:

Deputy Director General and  
Assistant Director General categories: unclassified.

Special Category: D-2, D-1.

Professional Category: P-6, P-5, P-4, P-3, P-2 and P-1.

General Service Category: G7, G6, G5, G4, G3, G2 and G1

Salaries – Regulation 3.1

**Professional category**

Scale in force as from March 1, 2000

Grade		ECH. 1 STEP 1	ECH. 2 STEP 2	ECH. 3 STEP 3	ECH. 4 STEP 4	ECH. 5 STEP 5	ECH. 6 STEP 6	ECH. 7 STEP 7	ECH. 8 STEP 8	ECH. 9 STEP 9	ECH. 10 STEP 10	ECH. 11 STEP 11	ECH. 12 STEP 12	ECH. 13 STEP 13	ECH. 14 STEP 14	ECH. 15 STEP 15
P-1	P	50238	51968	53691	55416	57142	58865	60594	62317	64041	65768					
	G	38988	40363	41735	43108	44479	45851	47226	48599	49969	51343					
	D	31071	32061	33049	34038	35025	36013	37003	37991	38978	39967					
	S	29310	30221	31131	32043	32953	33863	34775	35674	36568	37465					
P-2	P	64516	66315	68108	69904	71698	73494	75289	77081	78880	80674	82468	84265			
	G	50349	51779	53206	54635	56063	57490	58919	60377	61938	63495	65052	66612			
	D	39251	40281	41308	42337	43365	44393	45422	46449	47479	48507	49534	50564			
	S	36815	37749	38680	39612	40543	41477	42424	43368	44317	45263	46208	47155			
P-3	P	78640	80648	82656	84660	86670	88676	90682	92692	94793	96989	99182	101377	103571	105764	107961
	G	61730	63473	65217	66956	68700	70441	72182	73926	75668	77411	79153	80894	82636	84377	86121
	D	47342	48492	49643	50791	51942	53091	54240	55391	56541	57691	58841	59990	61140	62289	63440
	S	44191	45248	46307	47364	48422	49479	50536	51594	52650	53708	54762	55816	56870	57923	58977
P-4	P	94487	96825	99159	101493	103832	106166	108502	110839	113174	115509	117843	120185	122518	124853	127191
	G	75424	77282	79135	80986	82844	84697	86552	88406	90279	92252	94224	96202	98174	100148	102124
	D	56380	57606	58829	60051	61277	62500	63724	64948	66173	67396	68619	69845	71068	72292	73517
	S	52503	53629	54751	55872	56996	58116	59238	60360	61481	62603	63701	64778	65852	66926	68002
P-5	P	114283	116679	119074	121470	123866	126259	128655	131052	133444	135841	138236	140638	143205		
	G	91215	93239	95265	97289	99313	101335	103361	105385	107408	109434	111458	113481	115505		
	D	66753	68008	69264	70519	71774	73028	74284	75539	76793	78049	79304	80558	81813		
	S	62014	63164	64267	65370	66471	67572	68674	69776	70878	71980	73082	74183	75262		
P-6 <sup>1</sup>	P	129131	131779	134426	137069	139717	142497	145334	148171	151004						
	G	103763	106000	108239	110471	112710	114947	117185	119423	121658						
	D	74533	75920	77308	78692	80080	81467	82855	84242	85628						
	S	68893	70112	71329	72545	73763	74972	76135	77297	78459						

- P = Pensionable remuneration (Reg. 3.15), in force as from November 1, 1999
- G = Gross salaries : basis for internal taxation (Reg. 3.16bis)
- D = Net salaries : staff members with dependent spouse and/or dependent child
- S = Net salaries : staff members without dependent spouse and without dependent child

<sup>1</sup> In force as from October 1, 2000

Advancement within Grade – Regulation 3.4(a)

PRESENT TEXT

PROPOSED TEXT

Advancement within Grade

Advancement within Grade

(a) Subject to satisfactory service, staff members shall receive annual salary increases according to the steps provided in Regulation 3.1. However, for staff members of grade D-2 the interval shall be two years, for staff members of grade D-1 it shall be two years from step 4 onwards, for staff members of grade P-5 it shall be two years from step 10 onwards, for staff members of grade P-4 it shall be two years from step 12 onwards, for staff members of grade P-3 it shall be two years from step 13 onwards and for staff members of grade P-2 it shall be two years from step 11.

(b) The interval shall be reduced to ten months instead of one year, or 20 months instead of two years, in the case of staff members in the Professional and Special categories, except staff members in language posts, who have an adequate and confirmed knowledge of two of the following languages: Arabic, Chinese, English, French, German, Japanese, Russian and Spanish.

(a) Subject to satisfactory service, staff members shall receive annual salary increases according to the steps provided in Regulation 3.1. However, for staff members of grade D-2 the interval shall be two years; for staff members of grades D-1 and P-6 it shall be two years from step 4 onwards; for staff members of grade P-5 it shall be two years from step 10 onwards; for staff members of grade P-4 it shall be two years from step 12 onwards; for staff members of grade P-3 it shall be two years from step 13 onwards and for staff members of grade P-2 it shall be two years from step 11.

(b) [No change.]

Medical Insurance – Rule 6.2.1(d)

PRESENT TEXT

Medical Insurance

(a) – (c) [No change.]

(d) Premiums due under the medical insurance scheme for staff members and their dependents shall be shared between the staff member and the International Bureau according to the following table:

	<u>Percentage of the premium to be borne by the staff member</u>	<u>Percentage of the premium to be borne by the International Bureau</u>
G1 to G4 and P-1	25	75
G5 and G6	30	70
G7, P-2 and P-3	35	65
P-4	40	60
P-5	45	55
D-1 and above	50	50

(e) [No change.]

PROPOSED TEXT

Medical Insurance

(a) – (c) [No change.]

(d) Premiums due under the medical insurance scheme for staff members and their dependents shall be shared between the staff member and the International Bureau according to the following table:

	<u>Percentage of the premium to be borne by the staff member</u>	<u>Percentage of the premium to be borne by the International Bureau</u>
G1 to G4 and P-1	25	75
G5 and G6	30	70
G7, P-2 and P-3	35	65
P-4	40	60
P-5	45	55
P-6, D-1 and above	50	50

(e) [No change.]

Assignment Grant – Rule 7.18.1(d)

PRESENT TEXT

Assignment Grant

(a) – (c) [No change.]

(d) When a staff member travels at the expense of the International Bureau on appointment but is not entitled to the payment of removal costs, he shall also receive a lump sum corresponding to his salary (Regulation 3.1) and, where applicable, post adjustment (Regulation 3.5), non-resident allowance (Regulation 3.6), language allowance (Regulation 3.7) and the dependency allowance referred to in Regulation 3.12(B)(a) or 3.12(B)(c), for one month after his arrival at the duty station. In addition, up to the effective date of an extension of his appointment by virtue of which the staff member becomes entitled to the payment of removal costs, he shall receive a supplement, which shall be non-pensionable and shall be payable monthly in an amount corresponding to 3 percent of the monthly salary (Regulation 3.1) payable at grade P-4, step 6, except that, for staff members in the General Service category and in grades P-1 to P-3, that amount shall be reduced by 13 percent and, for staff members in grades D-1 and above, that amount shall be increased by 13 percent.

(e) – (f) [No change.]

PROPOSED TEXT

Assignment Grant

(a) – (c) [No change.]

(d) When a staff member travels at the expense of the International Bureau on appointment but is not entitled to the payment of removal costs, he shall also receive a lump sum corresponding to his salary (Regulation 3.1) and, where applicable, post adjustment (Regulation 3.5), non-resident allowance (Regulation 3.6), language allowance (Regulation 3.7) and the dependency allowance referred to in Regulation 3.12(B)(a) or 3.12(B)(c), for one month after his arrival at the duty station. In addition, up to the effective date of an extension of his appointment by virtue of which the staff member becomes entitled to the payment of removal costs, he shall receive a supplement, which shall be non-pensionable and shall be payable monthly in an amount corresponding to 3 percent of the monthly salary (Regulation 3.1) payable at grade P-4, step 6, except that, for staff members in the General Service category and in grades P-1 to P-3, that amount shall be reduced by 13 percent and, for staff members in grades P-6, D-1 and above, that amount shall be increased by 13 percent.

(e) – (f) [No change.]

[Annex V follows]

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ANNEX V

AMENDMENTS TO THE STAFF REGULATIONS

Representation Allowance – Regulation 3.18

PRESENT TEXT

PROPOSED TEXT

Representation Allowance

The Director General and the Deputy Directors General shall be entitled to annual representation allowances the amount of which shall be determined by the General Assembly or the Coordination Committee.

Representation Allowance

The Director General, the Deputy Directors General and the Assistant Directors General shall be entitled to annual representation allowances the amount of which shall be determined by the General Assembly or the Coordination Committee.

[Annex VI follows]



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ANNEX VI

AMENDMENTS TO THE STAFF REGULATIONS

Transitional Provision – Regulation 3.2bis

PRESENT TEXT

PROPOSED TEXT

Transitional Provision

Transitional Provision

For staff members whose appointment took effect prior to January 1, 1978, the gross annual salary corresponding to the first step of grade G1 of the General Service category in Geneva shall be deemed to be, for the purposes of Regulation 3.2(a), at the level it had reached on December 31, 1977, for as long as that level remains higher than the level of the said salary under the scale in force.

[Deleted.]

[Annex VII follows]

AMENDMENTS TO THE STAFF REGULATIONS

Dependency Allowance – Regulation 3.12(A)(a)-(c) and Regulation 3.12(B)(e)

PRESENT TEXT

Dependency Allowances

(A) Staff Members in the Professional and Higher Categories

Staff members in the Professional and higher categories shall be entitled to the following non-pensionable allowances under the conditions set forth below:

(a) 3,364 Swiss francs per annum in respect of each dependent child, except that the allowance shall not be paid in respect of the first dependent child if the staff member has no dependent spouse.

(b) In addition to any amount payable pursuant to paragraph (a) above, 3,364 Swiss francs per annum in respect of a child who is determined to be physically or mentally disabled either permanently or for a period expected to be of long duration.

(c) The allowance provided for under paragraph (a) above, increased, where applicable, by the amount of the allowance provided for under paragraph (b) above, shall be reduced by the amount of any other dependency allowance received in respect of the same child, from the International Bureau or a source other than the International Bureau, by the staff member or the staff member's spouse.

(d) [No change.]

(continues)

PROPOSED TEXT

Dependency Allowances

(A) Staff Members in the Professional and Higher Categories

Staff members in the Professional and higher categories shall be entitled to the following non-pensionable allowances under the conditions set forth below:

(a) 3,364 Swiss francs per annum in respect of each dependent child, except that the allowance shall not be paid in respect of the first dependent child if the staff member has no dependent spouse, in which case the staff member shall be entitled to the dependency rate of staff assessment provided for in Regulation 3.16*bis*(a)(1)(i).

(b) In addition to any amount payable pursuant to paragraph (a) above, 3,364 Swiss francs per annum in respect of a child who is determined to be physically or mentally disabled either permanently or for a period expected to be of long duration. If the child is a dependent in respect of whom the staff member is entitled to the dependency rate of staff assessment provided for in Regulation 3.16*bis*(a)(1)(i), only the amount pursuant to paragraph (a), above, shall be payable.

(c) The allowance provided for under paragraph (a) above, increased, where applicable, by the amount of the allowance provided for under paragraph (b) above, shall be reduced by the amount of any other dependency allowance received from the International Bureau, from another organization in the United Nations common system or from a national public authority, by the staff member or the staff member's spouse.

(d) [No change.]

(continues)

PRESENT TEXT

(continued)

(B) Staff Members in the General Service Category

Staff members in the General Service category shall be entitled to the following non-pensionable allowances under the conditions set forth below:

- (a) 5,686 Swiss francs per annum in respect of a dependent spouse, subject to the application of Regulation 3.2(a).
- (b) 3,883 Swiss francs per annum in respect of each dependent child.
- (c) Where there is no spouse, the allowance in respect of the first dependent child shall be 9,569 Swiss francs per annum.
- (d) In addition to any amount payable pursuant to paragraph (b) or (c) above, 3,883 Swiss francs per annum in respect of a child who is determined to be physically or mentally disabled either permanently or for a period expected to be of long duration.
- (e) The allowances provided for under paragraphs (b) and (c) above, increased, where applicable, by the amount of the allowance provided for under paragraph (d) above, shall be reduced by the amount of any other dependency allowance received in respect of the same child, from the International Bureau or a source other than the International Bureau, by the staff member or the staff member's spouse.

(f) – (g) [No changes.]

PROPOSED TEXT

(continued)

(B) Staff Members in the General Service Category

Staff members in the General Service category shall be entitled to the following non-pensionable allowances under the conditions set forth below:

- (a) [No change.]
- (b) [No change.]
- (c) [No change.]
- (d) [No change.]
- (e) The allowances provided for under paragraphs (b) and (c) above, increased, where applicable, by the amount of the allowance provided for under paragraph (d) above, shall be reduced by the amount of any other dependency allowance received from the International Bureau, from another organization in the United Nations common system or from a national public authority, by the staff member or the staff member's spouse.

(f) – (g) [No changes.]

ANNEX VIII

AMENDMENTS TO THE STAFF REGULATIONS

Scope and Purpose (b)(2)

PRESENT TEXT

Scope and Purpose

- (a) [No change.]
- (b) Except where otherwise stated, the Staff Regulations and Rules shall apply to all staff members of the International Bureau with the exception of:
- (1) staff specifically engaged for technical assistance projects ("project personnel") who normally serve in the field and are appointed for periods of less than one year or from one to five years; the conditions of recruitment and service applicable to this category of staff are the subject of specific Rules established by the Director General in the light of the conditions applicable within the United Nations common system;
- (2) staff specifically engaged for short-term service, that is for periods of less than one year, as well as maintenance staff, who shall be subject to particular conditions of service determined by the Director General in the light of the practice of the other intergovernmental organizations of the United Nations common system in Geneva;
- (c) [No change.]

PROPOSED TEXT

Scope and Purpose

- (a) [No change.]
- (b) [No change.]
- (1) [No change.]
- (2) staff specifically engaged for short-term service, that is for periods of less than one year, as well as maintenance staff, who shall be subject to particular conditions of service determined by the Director General in the light of the practice of the other intergovernmental organizations of the United Nations common system at the duty station;
- (c) [No change.]

Currencies and Rate of Exchange – Regulation 0.2

PRESENT TEXT

PROPOSED TEXT

Currencies and Rate of Exchange

All amounts due to staff members stationed at Geneva shall be calculated and paid in Swiss francs; the amounts expressed in dollars of the United States of America in the Staff Regulations and Rules shall be the equivalent of the said amounts in Swiss francs at the official rate of exchange of the United Nations in force at the date on which payment is due.

Currencies and Rate of Exchange

(a) All amounts due to staff members stationed at Geneva shall be calculated and paid in Swiss francs; the amounts expressed in dollars of the United States of America in the Staff Regulations and Rules shall be the equivalent of the said amounts in Swiss francs at the official rate of exchange of the United Nations in force at the date on which payment is due.

(b) [New] All amounts due to staff members stationed at New York shall be calculated and paid in dollars of the United States of America (US\$).

Privileges and Immunities – Regulation 1.10

PRESENT TEXT

Privileges and Immunities

(a) Staff members shall enjoy the privileges and immunities specified in the Headquarters Agreement and those provided for in any agreement concluded to that end between the Republic and Canton of Geneva and the Director General.

(b) These privileges and immunities are conferred in the interests of the International Bureau. They do not provide staff members with an excuse for not meeting their private obligations or complying with laws and police regulations. In all cases where these privileges and immunities are involved the staff member concerned shall immediately inform the Director General, who shall decide whether or not they should be waived.

PROPOSED TEXT

Privileges and Immunities

(a) Staff members in Geneva shall enjoy the privileges and immunities specified in the Headquarters Agreement and those provided for in any agreement concluded to that end between the Republic and Canton of Geneva and the Director General.

(b) [New] Staff members in New York shall enjoy the privileges and immunities specified in any United States law and regulations relating to international organizations, and, to the extent applicable, the privileges and immunities specified in the Agreement between the United Nations and the United States of America regarding the Headquarters of the United Nations.

(c) [New] Staff members, where applicable, shall enjoy the privileges and immunities specified in the 1947 Convention on the Privileges and Immunities of the Specialized Agencies.

(d) These privileges and immunities are conferred in the interests of the International Bureau. They do not provide staff members with an excuse for not meeting their private obligations or complying with laws and police regulations. In all cases where these privileges and immunities are involved the staff member concerned shall immediately inform the Director General, who shall decide whether or not they should be waived.

Classification – Regulation 2.1(a)

PRESENT TEXT

Classification

(a) The importance of the duties and responsibilities attaching to each grade shall be determined by the Director General in the light of the standards used by the other intergovernmental organizations having their headquarters in Geneva, and after having sought the advice of a Classification Committee designated by him. The Committee shall be composed of four persons: a chairman, who must be a person with experience of staff matters in intergovernmental organizations and who must not be a staff member of the International Bureau, and three staff members of the International Bureau, of whom one shall be designated from a list of three names submitted by the Staff Council and one shall be the Director of the Human Resources Management Division of the International Bureau. The grading standards, fixing the level of duties and responsibilities and the requisite qualifications, shall be brought to the notice of the staff.

(b) The Director General shall determine the place of each post within the following classification:

Deputy Director General and  
Assistant Director General categories: unclassified.

Special Category: D-2, D-1.

Professional Category: P-5, P-4, P-3, P-2 and P-1.

General Service Category: G7, G6, G5, G4, G3, G2 and G1

PROPOSED TEXT

Classification

(a) The importance of the duties and responsibilities attaching to each grade shall be determined by the Director General in the light of the standards for staff in the Professional and Special categories used by the other intergovernmental organizations of the United Nations common system and, for staff in the General Service category, the common standards for Geneva or for New York, and after having sought the advice of a Classification Committee designated by him. The Committee shall be composed of four persons: a chairman, who must be a person with experience of staff matters in intergovernmental organizations and who must not be a staff member of the International Bureau, and three staff members of the International Bureau, of whom one shall be designated from a list of three names submitted by the Staff Council and one shall be the Director of the Human Resources Management Division of the International Bureau. The grading standards, fixing the level of duties and responsibilities and the requisite qualifications, shall be brought to the notice of the staff.

(b) [No change.] (See Annex IV page 1, above.)

Salaries – Regulation 3.1

**General Service category (New York)**

Salaries in force as from January 1, 1999, for staff members appointed as from this date

(annual amounts in United States dollars)

Grade	Augmen- tation annuelle / Annual increment	ECH. 1	ECH. 2	ECH. 3	ECH. 4	ECH. 5	ECH. 6	ECH. 7	ECH. 8	ECH. 9	ECH. 10	ECH. 11
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
G1	824	1) 27139 2) 26787 3) 21697	28209 27804 22521	29279 28821 23345	30349 29838 24169	31319 30867 24993	32490 31937 25817	33560 33007 26641	34630 34077 27465	35700 35147 28289		
G2	912	1) 30088 2) 29589 3) 23968	31273 30720 24880	32457 31904 25792	33642 33089 26704	34826 34274 27616	36010 35458 28528	37195 36643 29440	38379 37828 30352	39564 39013 31264	40778 40197 32176	
G3	1010	1) 33349 2) 32799 3) 26479	34661 34110 27489	35973 35422 28499	37284 36733 29509	38596 38044 30519	39908 39355 31529	41269 40666 32539	42634 41978 33549	43999 43289 34559	45369 44600 35569	46728 45911 36579
G4	1111	1) 36977 2) 36423 3) 29272	38419 37866 30383	39862 39309 31494	41358 40752 32605	42859 42195 33716	44361 43638 34827	45862 45081 35938	47364 46524 37049	48865 47967 38160	50366 49410 39271	51868 50853 40382
G5	1229	1) 40996 2) 40407 3) 32337	42657 43003 33566	44318 43598 34795	45978 45194 36024	47639 46790 37253	49300 48386 38482	50961 49982 39711	52622 51578 40940	54282 53174 42169	55943 54769 43398	57604 56365 44627
G6	1358	1) 45596 2) 44828 3) 35741	47431 46591 37099	49299 48354 38457	51101 50118 39815	52936 51881 41173	54772 53644 42531	56607 55407 43889	58442 57170 45247	60297 58934 46605	62265 60697 47963	64233 62508 49321
G7	1503	1) 50659 2) 49693 3) 39488	52691 51645 40991	54722 53597 42494	56753 55548 43997	58784 57500 45500	60874 59451 47003	63052 61409 48506	65230 63439 50009	67409 65470 51512	69587 67501 53015	71765 69532 54518

- 1) Gross salaries used as the basis for internal taxation (Reg. 3.16bis)
- 2) Gross pensionable salaries: component of pensionable remuneration
- 3) Net salaries (Reg. 3.1).



Language Allowance – Regulation 3.7(b)

PRESENT TEXT

PROPOSED TEXT

Language Allowance

Language Allowance

- (a) A pensionable language allowance may be paid to staff members in the General Service category who pass an examination organized for the purpose by the Director General and who demonstrate proficiency in one or two of the following languages: Arabic, Chinese, English, French, German, Japanese, Russian and Spanish. The allowance shall not be payable for the staff member's mother tongue nor for any language in which the Director General considers that the staff member is required to be fully proficient by the terms of his appointment.
- (b) The allowance is 4,212 Swiss francs per annum for proficiency in any two of the languages mentioned in paragraph (a) above, and 2,808 Swiss francs per annum for proficiency in any one of them, subject to the proviso contained in the said paragraph.

- (a) [No change.]
- (b) The allowance is 4,212 Swiss francs (US\$ 2,430 in New York) per annum for proficiency in any two of the languages mentioned in paragraph (a) above, and 2,808 Swiss francs (US\$ 1,620 in New York) per annum for proficiency in any one of them, subject to the proviso contained in the said paragraph.

Dependency Allowances – Regulation 3.12(A) – (B)

PRESENT TEXT

Dependency Allowances

(A) Staff Members in the Professional and Higher Categories

Staff members in the Professional and higher categories shall be entitled to the following non-pensionable allowances under the conditions set forth below:

(a) 3,364 Swiss francs per annum in respect of each dependent child, except that the allowance shall not be paid in respect of the first dependent child if the staff member has no dependent spouse.

(b) In addition to any amount payable pursuant to paragraph (a) above, 3,364 Swiss francs per annum in respect of a child who is determined to be physically or mentally disabled either permanently or for a period expected to be of long duration.

(c) [No change.]

(d) Where there is no dependent spouse, 1,499 Swiss francs per annum in respect of one of the following persons: a dependent parent, a dependent brother or a dependent sister.

(continues)

PROPOSED TEXT

Dependency Allowances

(A) Staff Members in the Professional and Higher Categories

Staff members in the Professional and higher categories shall be entitled to the following non-pensionable allowances under the conditions set forth below:

(a) 3,364 Swiss francs (US\$1,730 in New York) per annum in respect of each dependent child, except that the allowance shall not be paid in respect of the first dependent child if the staff member has no dependent spouse.

(b) In addition to any amount payable pursuant to paragraph (a) above, 3,364 Swiss francs (US\$ 1,730 in New York) per annum in respect of a child who is determined to be physically or mentally disabled either permanently or for a period expected to be of long duration.

(c) [No change.]

(d) Where there is no dependent spouse, 1,499 Swiss francs (US\$ 619 in New York) per annum in respect of one of the following persons: a dependent parent, a dependent brother or a dependent sister.

(continues)

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(continued)

(B) Staff Members in the General Service Category

Staff members in the General Service category shall be entitled to the following non-pensionable allowances under the conditions set forth below:

- (a) 5,686 Swiss francs per annum in respect of a dependent spouse, subject to the application of Regulation 3.2(a).
- (b) 3,883 Swiss francs per annum in respect of each dependent child.
- (c) Where there is no spouse, the allowance in respect of the first dependent child shall be 9,569 Swiss francs per annum.
- (d) In addition to any amount payable pursuant to paragraph (b) or (c) above, 3,883 Swiss francs per annum in respect of a child who is determined to be physically or mentally disabled either permanently or for a period expected to be of long duration.
- (e) [No change.]
- (f) Where there is no dependent spouse, 1,308 Swiss francs per annum in respect of one of the following persons: a dependent parent, a dependent brother or a dependent sister.
- (g) [No change.]

(continued)

(B) Staff Members in the General Service Category

Staff members in the General Service category shall be entitled to the following non-pensionable allowances under the conditions set forth below:

- (a) 5,686 Swiss francs (US\$ 3,038 in New York) per annum in respect of a dependent spouse, subject to the application of Regulation 3.2(a).
- (b) 3,883 Swiss francs (US\$ 1,044 in New York) per annum in respect of each dependent child.
- (c) Where there is no spouse, the allowance in respect of the first dependent child shall be 9,569 Swiss francs (US\$ 4,082 in New York) per annum.
- (d) In addition to any amount payable pursuant to paragraph (b) or (c) above, 3,883 Swiss francs (US\$ 1,044 in New York) per annum in respect of a child who is determined to be physically or mentally disabled either permanently or for a period expected to be of long duration.
- (e) [No change.]
- (f) Where there is no dependent spouse, 1,308 Swiss francs (US\$ 1,181 in New York) per annum in respect of one of the following persons: a dependent parent, a dependent brother or a dependent sister.
- (g) [No change.]

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(Pending the Coordination Committee's approval of Staff Regulation 3.12(B)(e) (see Annex VII), the text will be amended accordingly.)

Selection and Recruitment of Staff Members – Regulation 4.8(a) and (c)

PRESENT TEXT

PROPOSED TEXT

Selection and Recruitment of Staff Members

Selection and Recruitment of Staff Members

(a) Staff members shall be appointed by the Director General; however, appointments to posts in the Special category (grades D-1 and D-2) shall be made taking into account the advice of the Coordination Committee.

(a) Staff members shall be appointed by the Director General; however, appointments to posts in the Special and Higher categories (grade D-1 and above) shall be made taking into account the advice of the Coordination Committee.

(b) As a general rule, recruitment for posts in the Professional and higher categories shall be made on the basis of a competition. Vacancies shall be brought to the attention of the staff of the International Bureau and the Administrations of Member States, with details as to the nature of the posts to be filled, the qualifications required and the conditions of employment. However, when certain services in the Professional category are urgently required for a limited period – particularly for current projects – the Director General may proceed by direct recruitment, without having recourse to a competition. Staff members recruited according to the latter procedure shall be granted fixed-term appointments not exceeding three years, which shall not be extended or converted to a permanent appointment.

(b) [No change.]

(c) Vacancies in grades G1 to G7 shall be filled, on a competitive basis, by the appointment of candidates residing as close to Geneva as possible; where this is not feasible, the vacant posts shall be advertised on a competitive basis, as provided for in paragraph (b) above, but recruitment shall be made with due regard to its financial implications.

(c) Vacancies in grades G1 to G7 shall be filled, on a competitive basis, by the appointment of candidates residing as close to the duty station as possible; where this is not feasible, the vacant posts shall be advertised on a competitive basis, as provided for in paragraph (b) above, but recruitment shall be made with due regard to its financial implications.

(d) [No change.]

(d) [No change.]

Types of Appointment – Regulation 4.14(b)

PRESENT TEXT

PROPOSED TEXT

Types of Appointment

Types of Appointment

(a) Staff members in the Special, Professional and General Service categories shall be granted either fixed-term or permanent appointments.

(a) [No change.]

(b) Deputy Directors General shall be granted fixed-term appointments.

(b) Deputy Directors General and Assistant Directors General shall be granted fixed-term appointments.

Last Day for Pay Purposes – Regulation 9.11(b)

PRESENT TEXT

PROPOSED TEXT

Last Day for Pay Purposes

Last Day for Pay Purposes

(a) On separation from service, the date on which entitlement to salary, allowances and other benefits shall cease shall be determined according to the following provisions:

(a) [No change.]

(1) In the case of resignation, the date shall be either the date of expiration of the notice period or such other date as the Director General accepts. Staff members shall continue to perform their duties during the period of notice of resignation, except when resignation takes effect upon completion of maternity leave, sick leave or special leave. Annual leave will be granted during the period of notice of resignation only for brief periods and taking into account the provisions of Regulation 9.12.

(2) In the case of expiration of a fixed-term appointment, the date shall be that specified in the letter of appointment.

(3) In the case of termination, the date shall be that indicated in the notice of termination.

(4) In the case of retirement, the date shall be that approved by the Director General.

(5) In the case of summary dismissal, the date shall be the date of dismissal.

(6) In the case of death, the date shall be the date of death.

(continues)

(continues)

(continued)

(b) In the case of internationally recruited staff members whose return travel is paid by the International Bureau, the last day for pay purposes shall be the date specified in sub-paragraphs (1), (2) or (3) above, or the estimated date of the staff member's arrival at his destination, whichever is later. The estimated date of arrival shall be determined on the basis of the time required to travel without interruption by an approved route and mode of direct transportation from Geneva to the place to which the staff member is entitled to return, starting not later than the day following the date specified in paragraph (a).

(continued)

(b) In the case of internationally recruited staff members whose return travel is paid by the International Bureau, the last day for pay purposes shall be the date specified in sub-paragraphs (1), (2) or (3) above, or the estimated date of the staff member's arrival at his destination, whichever is later. The estimated date of arrival shall be determined on the basis of the time required to travel without interruption by an approved route and mode of direct transportation from the duty station to the place to which the staff member is entitled to return, starting not later than the day following the date specified in paragraph (a).

Amendments to the Regulations – Regulation 12.1(a)

PRESENT TEXT

PROPOSED TEXT

Amendments to the Regulations

Amendments to the Regulations

(a) The Director General may propose amendments to these Regulations. Such amendments shall enter into force after approval by the Coordination Committee. However, any amendment for the purpose of adapting certain provisions of the Staff Regulations to changes in the provisions concerning the staff of the United Nations or the Specialized Agencies of the United Nations (“common system”), and in particular to any adjustment of salaries and allowances within the common system as applied in Geneva, may be provisionally decreed and applied by the Director General, provided the required amounts can be covered by the budget.

(b) [No change.]

(a) The Director General may propose amendments to these Regulations. Such amendments shall enter into force after approval by the Coordination Committee. However, any amendment for the purpose of adapting certain provisions of the Staff Regulations to changes in the provisions concerning the staff of the United Nations or the Specialized Agencies of the United Nations (“common system”), and in particular to any adjustment of salaries and allowances within the common system as applied at the duty station, may be provisionally decreed and applied by the Director General, provided the required amounts can be covered by the budget.

(b) [No change.]



Interpretation of the Staff Regulations and Staff Rules – Regulation 12.3

PRESENT TEXT

PROPOSED TEXT

Interpretation of the Staff Regulations and Staff Rules

In case of doubt as to the interpretation of the modalities of application of the Staff Regulations and Staff Rules, the Director General shall be guided by practice in the other intergovernmental organizations with their headquarters in Geneva.

Interpretation of the Staff Regulations and Staff Rules

In case of doubt as to the interpretation of the modalities of application of the Staff Regulations and Staff Rules, the Director General shall be guided by practice in the other intergovernmental organizations with their headquarters in Geneva or in New York.

Route and Mode of Transportation – Rule 7.1.8(b)

PRESENT TEXT

PROPOSED TEXT

Route and Mode of Transportation

Route and Mode of Transportation

(a) [No change.]

(a) [No change.]

(b) The Director General shall issue from time to time lists of approved travel routes between Geneva and cities most commonly visited in the course of travel on official business or home leave. In addition to approved routes and modes of transportation for specific journeys, these lists shall specify standards of accommodation, maximum travel times, and allowances for terminal and transit expenses provided for under these Rules.

(b) The Director General shall issue from time to time lists of approved travel routes between the duty stations and cities most commonly visited in the course of travel on official business or home leave. In addition to approved routes and modes of transportation for specific journeys, these lists shall specify standards of accommodation, maximum travel times, and allowances for terminal and transit expenses provided for under these Rules.

(c) – (d) [No change.]

(c) – (d) [No change.]

Travel Conditions – Rule 7.1.9(b)(1)

PRESENT TEXT

PROPOSED TEXT

Travel Conditions

Travel Conditions

(a) [No change.]

(a) [No change.]

(b) When for any purpose staff members travel by air at the expense of the International Bureau, the following conditions shall apply:

(b) When for any purpose staff members travel by air at the expense of the International Bureau, the following conditions shall apply:

(1) The Director General and Deputy Directors General shall travel first class.

(1) The Director General, Deputy Directors General and Assistant Directors General shall travel first class.

(2) – (5) [No change.]

(2) – (5) [No change.]

Terminal Expenses – Rule 7.12.1(a)

PRESENT TEXT

Terminal Expenses

(a) A staff member travelling to or from the headquarters of the International Bureau may claim 80 Swiss francs for himself and 27 Swiss francs for each of his dependents to cover terminal expenses for any authorized outward or return journey. Where a journey to or from Geneva involves a number of official stopovers, the point most distant from Geneva shall be regarded as the terminal point. This terminal expenses allowance is deemed to cover expenditure for taxis or other means of public conveyance, transfer of baggage and all other incidental expenses at the points of departure and arrival except the cost of forwarding to the place of residence any authorized heavy baggage which may not be carried in a public conveyance.

(b) – (c) [No change.]

PROPOSED TEXT

Terminal Expenses

(a) A staff member travelling to or from the headquarters of the International Bureau may claim 80 Swiss francs for himself and 27 Swiss francs for each of his dependents to cover terminal expenses for any authorized outward or return journey. Where a journey to or from the duty station involves a number of official stopovers, the point most distant from the duty station shall be regarded as the terminal point. This terminal expenses allowance is deemed to cover expenditure for taxis or other means of public conveyance, transfer of baggage and all other incidental expenses at the points of departure and arrival except the cost of forwarding to the place of residence any authorized heavy baggage which may not be carried in a public conveyance.

(b) – (c) [No change.]

Assignment Grant – Rule 7.1.18(a)

PRESENT TEXT

PROPOSED TEXT

Assignment Grant

Assignment Grant

(a) Subject to the conditions set forth below, a staff member who travels at the expense of the International Bureau on appointment shall receive an assignment grant for himself and his dependents provided that his appointment is expected to be of at least one year's duration. This grant shall be the total contribution of the International Bureau towards the extraordinary expenses incurred by the staff member for himself and his dependents immediately following their arrival in Geneva.

(b) – (f) [No change.]

(a) Subject to the conditions set forth below, a staff member who travels at the expense of the International Bureau on appointment shall receive an assignment grant for himself and his dependents provided that his appointment is expected to be of at least one year's duration. This grant shall be the total contribution of the International Bureau towards the extraordinary expenses incurred by the staff member for himself and his dependents immediately following their arrival at the duty station.

(b) – (f) [No change.]

Transportation of the Remains of Deceased Staff or of their Dependents – Rule 7.1.24

PRESENT TEXT

PROPOSED TEXT

Transportation of the Remains of Deceased Staff or  
of their Dependents

On the death of a staff member or of a staff member's spouse or dependent child, the International Bureau shall pay the cost of transportation from Geneva (or, should death occur while on official business away from Geneva, from the place where it occurred) to the place to which the deceased was entitled to return at the expense of the International Bureau. Such payment shall include a reasonable sum for the preparation of the body. If local interment or cremation is elected, reasonable expenses incurred for the interment or cremation may be reimbursed.

Transportation of the Remains of Deceased Staff or  
of their Dependents

On the death of a staff member or of a staff member's spouse or dependent child, the International Bureau shall pay the cost of transportation from the duty station (or, should death occur while on official business away from the duty station, from the place where it occurred) to the place to which the deceased was entitled to return at the expense of the International Bureau. Such payment shall include a reasonable sum for the preparation of the body. If local interment or cremation is elected, reasonable expenses incurred for the interment or cremation may be reimbursed.

Removal Expenses – Rule 7.1.25(c)

PRESENT TEXT

Removal Expenses

(a) Subject to the conditions laid down in these Rules, the International Bureau shall pay the cost of removal of an internationally recruited staff member's household goods and personal effects in the following cases:

- (1) upon initial appointment, provided that the appointment is for a period of at least two years;
- (2) where the initial appointment was for a period of less than two years but where it is extended so that the appointment, taking into account the extension, will cover a period of at least two years counted from the date of initial appointment, upon such extension;
- (3) upon separation from service, provided that the appointment was for a period of at least two years or that the staff member had completed at least two years of continuous service.

(b) [No change.]

(c) In the case provided for in paragraph (a)(3) above, the International Bureau shall pay the cost of removing a staff member's household goods and personal effects from Geneva to the place to which he is entitled to return at the expense of the International Bureau, or any other place authorized by the Director General in exceptional cases on such terms and conditions as he deems appropriate, provided the goods and effects were in the staff member's possession at the time of separation from service and are being transported for his sole use.

(d) – (g) [No change.]

PROPOSED TEXT

Removal Expenses

(a) [No change.]

(b) [No change.]

(c) In the case provided for in paragraph (a)(3) above, the International Bureau shall pay the cost of removing a staff member's household goods and personal effects from the duty station to the place to which he is entitled to return at the expense of the International Bureau, or any other place authorized by the Director General in exceptional cases on such terms and conditions as he deems appropriate, provided the goods and effects were in the staff member's possession at the time of separation from service and are being transported for his sole use.

(d) – (g) [No change.]

ANNEX IX

AMENDMENTS TO THE STAFF RULES

Annual Leave – Rule 5.1.1(d)

FORMER TEXT

Annual Leave

(a) – (c) [No change.]

(d) Not more than half the days of annual leave due in any calendar year may be carried forward from that year to the next, and the total entitlement carried forward shall not exceed 60 days.

(e) – (g) [No Change.]

PRESENT TEXT

Annual Leave

(a) – (c) [No change.]

(d) Annual leave may be accumulated, provided that not more than 90 days of such leave shall be carried forward from one calendar year to the next.

(e) – (g) [No change.]



ANNEX X

AMENDMENTS TO THE STAFF RULES

Medical Insurance – Rule 6.2.1(b)

FORMER TEXT

Medical Insurance

- (a) [No change.]
- (b) For the purposes of this Rule, dependents shall be deemed to comprise:
  - (i) the spouse;
  - (ii) dependent children;
  - (iii) one of the following persons: a dependent parent, a dependent brother or a dependent sister.
- (c) – (e) [No change.]

PRESENT TEXT

Medical Insurance

- (a) [No change.]
- (b) For the purposes of this Rule, dependents shall be deemed to comprise:
  - (i) the spouse;
  - (ii) dependent children as defined in paragraph 3.2(d) and 3.2(f) of Part C of the Administrative Manual;
  - (iii) one of the following persons: a dependent parent, a dependent brother or a dependent sister.
- (c) – (e) [No change.]

[Annex XI follows]

ANNEX XI

AMENDMENTS TO THE STAFF RULES

Sick Leave – Rules 6.2.2(a)(2) and 6.2.2(a)(6)

FORMER TEXT

Sick leave

(a) Staff members who are unable to perform their duties owing to illness or accident or whose attendance is prevented by public health measures shall be entitled to sick leave in accordance with the following provisions:

- (1) All sick leave must be approved on behalf of the Director General.
- (2) A staff member who has completed less than three years of continuous service shall be entitled to sick leave up to three months at full salary and up to three months at half salary in any period of 12 consecutive months provided that the amount of sick leave permitted in any four consecutive years shall not exceed 18 months, of which nine months at full salary and nine months at half salary.
- (3) A staff member who has completed at least three years of continuous service shall be entitled to sick leave up to 18 months, of which nine months at full salary and nine months at half salary in any period of four consecutive years.

PRESENT TEXT

Sick leave

(a) Staff members who are unable to perform their duties owing to illness or accident or whose attendance is prevented by public health measures shall be entitled to sick leave in accordance with the following provisions:

- (1) [No change.]
- (2) A staff member who has completed less than three years of continuous service shall be entitled to sick leave up to three months at full salary and up to three months at half salary in any period of 12 consecutive months.
- (3) [No change.]

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(4) Staff members shall be responsible for informing their supervisors as soon as possible of any absence due to illness or injury. Where practicable they shall, before absenting themselves, report to the medical adviser.

(4) [No change.]

(5) Except with the authorization of the Director General, no staff member shall be granted sick leave for a period of more than three consecutive working days without producing a certificate from a duly qualified medical practitioner, to the effect that he is unable to perform his duties and stating the probable duration of his absence. Such certificate shall, except in circumstances beyond the control of the staff member, be produced not later than the end of the fourth working day following his initial absence from duty.

(5) [No change.]

(6) Where a staff member has taken a total of seven working days of non-certified sick leave within a year, any further absence from duty within that year shall be supported by a medical certificate; otherwise, it shall be deducted from annual leave or, if annual leave is exhausted, charged as special leave without pay.

(6) Where a staff member has taken a total of 15 working days of non-certified sick leave within a year, of which a maximum of seven days may be used for family-related emergencies, any further absence from duty within that year shall be supported by a medical certificate; otherwise, it shall be deducted from annual leave or, if annual leave is exhausted, charged as special leave without pay.

(7) A staff member may at any time be required to submit a medical certificate as to his state of health or to undergo examination by a medical practitioner designated by the Director General. If the Director General is satisfied that the staff member is able to resume his duties, he may refuse to grant further sick leave or cancel the leave already granted; however, if the staff member so requests, the matter shall be referred to an independent practitioner or a medical board acceptable to both the Director General and the staff member.

(7) [No change.]

(8) While on sick leave a staff member shall not leave the area of the duty station without the prior approval of the Director General.

(8) [No change.]

ANNEX XII

AMENDMENTS TO THE STAFF RULES

Miscellaneous Travel Expenses – Rule 7.1.17

FORMER TEXT

Miscellaneous Travel Expenses

Necessary additional expenses incurred by a staff member in connection with travel on official business or other official travel shall be reimbursed by the International Bureau after travel has ended, provided that the necessity for and nature of the expenses are satisfactorily demonstrated and supported by receipts which shall normally be required for any expenditure in excess of 6 US dollars. Such expenses, for which advance authorization shall as far as possible be obtained, shall normally be limited to:

- (1) use of local transportation other than on arrival;
- (2) telephone and telegraph messages on behalf of the International Bureau;
- (3) forwarding of authorized baggage by an appropriate agency;
- (4) rental of office space for official use;
- (5) stenographic or typewriting services or rental of typewriters for the preparation of official reports or correspondence;
- (6) transportation or storage of baggage or equipment used on behalf of the International Bureau.

PRESENT TEXT

Miscellaneous Travel Expenses

Necessary additional expenses incurred by a staff member in connection with travel on official business or other official travel shall be reimbursed by the International Bureau after travel has ended, provided that the necessity for and nature of the expenses are satisfactorily demonstrated and supported by receipts which shall normally be required for any expenditure in excess of 20 US dollars. Such expenses, for which advance authorization shall as far as possible be obtained, shall normally be limited to:

- (1) – (6) [No change.]

ANNEX XIII

AMENDMENTS TO THE STAFF RULES

Loss of Entitlement to Removal Expenses – Rule 7.1.26(c)

FORMER TEXT

PRESENT TEXT

Loss of Entitlement to Removal Expenses

Loss of Entitlement to Removal Expenses

(a) A staff member who resigns before completing two years of service shall not normally be entitled to payment of removal expenses.

(a) [No change.]

(b) The International Bureau shall not pay removal expenses when the staff member's services are not expected to continue for more than six months beyond the expected date of arrival of his household goods and personal effects.

(b) [No change.]

(c) The International Bureau shall not pay removal expenses on separation from service if removal is not undertaken within one year after the date of separation.

(c) The International Bureau shall not pay removal expenses on separation from service if removal is not undertaken within two years after the date of separation. Where both husband and wife are staff members and the spouse who separate first is entitled to removal expenses, his or her entitlement shall not cease until two years after the date of separation of the other spouse.

[End of Annex XIII and of document]