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STAFFMATTERS

ReportbytheDirector General

CONTENTS

	<u>Paragraphs</u>
I. AMENDMENTSTOTHESTAFFREGULATIONSANDRULES	1to22
A. AmendmentstotheStaffRegulationsprovisionally decreedandappliedunderStaffRegulation12.1.....	1to10
B. AmendmentstotheStaffRegulationsunderStaff Regulation12.1.....	11to14
C. AmendmentstotheStaffRulesappliedunderStaff Regulation12.2.....	15to22
II. APPEALBOARD.....	23to28
III. INTERNATIONALCIVILSERVICECOMMISSION.....	29and30
IV. UNITEDNATIONSJOINTSTAFFPENSIONBOARD.....	31and32

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, 2001, the post adjustment multiplier in New York has been changed, resulting in an increase of 3.68 percent (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, 2001, 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.

Salaries for the Professional and higher categories – Regulation 3.1

3. By its resolution 56/244 of December 24, 2001, the General Assembly of the United Nations approved, effective March 1, 2002, revised base scale of gross and net salaries for staff members in the Professional and higher categories and related modification of the internal taxation scales for staff members in the said categories.
4. These scales were implemented in conjunction with a consolidation of 3.87 percent (rounded figure) of the post adjustment through the establishment of the adjustment multiplier for March 2002 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.
5. The corresponding amendments to Staff Regulations 3.1 (Salary scales for the Professional and higher categories) are reproduced in Annex I.

Salaries for staff members in the General Service category in New York (Staff Regulation 3.1), effective May 1, 2002

6. In accordance with the existing interim adjustment procedure, the net salaries of staff members in the General Service category in New York should be adjusted on the basis of the movement of the price index of New York over a period of 12 months, from April 2001 to April 2002. The revised salary scale, representing an increase of 2.5 percent across the board over current salaries, are applied with effect from May 1, 2002.

Language Allowances and Dependency Allowances for staff members in the General Service category in New York (Staff Regulations 3.7(b) and 3.12(B) effective May 1, 2002)

7. With effect from the same date, the language allowance and the dependency allowances have been revised for staff members in the General Service category in New York.
8. Pursuant to Staff Regulation 12.1(a), the corresponding new scale under Staff Regulation 3.1 (Table D), and Staff Regulations 3.7(b) and 3.12(B) have been provisionally decreed and are applied with effect from May 1, 2002.
9. The corresponding amendments to Staff Regulations 3.1 (Salary scales for the General Service category), Staff Regulations 3.7 (Language Allowance) and 3.12(B) (Dependency Allowance) are reproduced in Annex II.

10. The WIPO Coordination Committee is invited to approve the amendments to the Staff Regulations provisionally decreed and applied by the Director General as indicated in paragraphs 1 to 9, above, and contained in Annexes I and II.

B. AMENDMENTS TO THE STAFF REGULATIONS UNDER STAFF REGULATION 12.1

Standards of conduct for the international civil service

11. By its resolution 56/244 of December 24, 2001, the General Assembly of the United Nations approved the new standards of conduct for the international civil service. In 1998, the International Civil Service Commission (ICSC) had decided to update the 1954 report of the International Civil Service Advisory Board, entitled "Standards of conduct in the international civil service," in consultation with participating organizations. Over the past three years the Commission has worked closely with the organizations and their representatives of the staff to reach consensus on a text that would serve the needs of the international civil service in the twenty-first century. After having taken into account the views expressed by the former Administrative Committee on Coordination (ACC), the organizations and their representatives of the staff, the ICSC decided in 2001 to adopt the new standards of conduct which are attached to this document in Annex III. The Director General proposes that the new standards replace the former text.

Post Adjustment – Regulation 3.5

12. As a result of the establishment of WIPO duty stations outside Geneva, the Director General proposes that the provisions concerning the Post Adjustment system pursuant to Staff Regulation 3.5 be amended to reflect this situation. It is therefore suggested to amend Regulation 3.5(a) by inserting a general reference to the multipliers used for the calculation of the post adjustment at the different duty stations (instead of Geneva only). As a result, the present Regulation 3.5(e) will be deleted.

13. The corresponding amendments to Staff Regulation 3.5 (Post Adjustment) are reproduced in Annex IV.

14. The WIPO Coordination Committee is invited to approve the proposed "Standards of conduct for the international civil service" and the amendments to Staff Regulation 3.5 as indicated in paragraphs 11 to 13, above, and contained in Annexes III and IV.

C. AMENDMENTS TO THE STAFF RULES UNDER STAFF REGULATION 12.2

Flexible Working Time and Overtime Work

– Rules 1.3.2, 1.3.3, 1.3.5, 1.3.6 and 3.9.1(a)

15. As of March 2002, an upgraded version of the computerized flexible working time system was put into operation. The changes implemented were – compared to the previous system – based on the recommendations of a working group consisting of staff members and/or supervisors of operational, technical and support units of WIPO as well as staff members of the Human Resources Management Department. The changes were subsequently reviewed with the Staff Association. The working group, after having studied the practices of other Geneva-based United Nations common system organizations, considered the feasibility of offering more flexibility to the users of the system while simplifying and streamlining procedures related thereto.

16. The upgraded system has reduced the administrative workload related to registration of leave and working hours. On the other hand, the increased flexibility offered to the staff results in stricter reaction to unauthorized absence which gives rise to the application of the disciplinary measures provided for in Chapter X of the Staff Regulations and Staff Rules.

17. Pursuant to Staff Regulation 12.2, the corresponding amendment to Staff Rules 1.3.2 (Working Time), 1.3.3 (Flexible Working Time), 1.3.5 (Authorized Absences), 1.3.6 (Unauthorized Absences) and 3.9.1 (Overtime) are applied with effect from March 1, 2002. The corresponding amendments are reproduced in Annex V.

Home Leave

– Rules 5.3.1(h), (i) and (n)

18. In order to adapt the practices of the International Bureau to recent changes in the provisions of the United Nations common system and to offer more flexibility and simplification, the Director General decided to amend Staff Rule 5.3.1(n), by reducing the minimum number of days which staff members on home leave are required to spend in the country of their recognized home for a substantial period of two complete weeks to a reasonable period of at least seven working days.

19. Furthermore, by alignment to the practices of the United Nations common system, it was decided to amend Staff Rules 5.3.1(h) and (i) to allow for a staff member, in exceptional

circumstances, to be granted advance home leave, provided that not less than 12 months of qualifying service have been completed or that not less than 12 months of qualifying service have elapsed since the date of his return from his last home leave. Where advance home leave has been granted, the year in which the next home leave falls due shall not be affected.

20. If a staff member delays taking his home leave beyond the calendar year in which it falls due, such delayed leave may be taken without altering the time of his next and succeeding home leave entitlements, provided that not less than 12 months of qualifying service elapse between the date of the staff member's return from the delayed home leave and the date of his next home leave departure. However, should the Director General decide that exceptional circumstances arising from the exigencies of the service make it necessary for a staff member's home leave to be delayed beyond the calendar year in which it falls due, such delayed leave may be taken without altering the time of his next and subsequent home leave entitlements, provided that not less than six months of qualifying service are completed between the date of the staff member's return from the delayed home leave and the date of his next home leave departure.

21. Pursuant to Staff Regulation 12.2, the corresponding amendment to Staff Rules 5.3.1(h), (i) and (n) are applied with effect from May 1, 2002. The corresponding amendments are reproduced in Annex VI.

22. The WIPO Coordination Committee is invited to take note of the amendments to Rules 1.3.2, 1.3.3, 1.3.5, 1.3.6, 3.9.1(a), 5.3.1(h), (i) and (n) as indicated in paragraphs 16 to 21, above, and contained in Annexes V and VI.

II. WIPO APPEAL BOARD

23. Following his designation as Chairman of the WIPO Appeal Board at the Forty-fourth session of the Coordination Committee in 1999, Ambassador Jean-Marie Noirefalis, Permanent Representative of Belgium to the United Nations Office in Geneva, informed the Director General that he could not serve for more than two sessions.

24. Pursuant to Staff Rule 11.1.1(d)(1)(i), and after consultations with the Staff Council, the Director General proposes the designation, by the WIPO Coordination Committee, of Ambassador Michael Bartolo, Permanent Representative of Malta to the United Nations Office in Geneva.

25. Dr. Michael Bartolo received a BA in Economics, English and History from the Royal University of Malta in 1964, and went on to obtain an MA in International Economics and Economic Development at the University of New Hampshire, Durham, United States of America, in 1968. Thereafter, in 1976, he received a PhD in Economics (concentration in International Trade and Finance and Economic Development) from the Graduate Faculty of the New School for Social Research in New York, United States of America.

26. As of 1968, Dr. Bartolo served with distinction in the United Nations Development Programme (UNDP) in various capacities, including Chief of the Policy Development and

Coordination Section of the Department of Technical Cooperation for Development (DTCD); Deputy Director of the Policy, Programming and Development Planning Division and Chief of the Country Programming and Evaluation Branch at the DTCD. In 1990 and 1991, Dr. Bartolo served as the Principal Adviser to the President of the 45th Session of the United Nations General Assembly. In 1992, he served as Special Adviser to the Deputy Prime Minister and Minister for Foreign Affairs of Malta, on a secondment basis. In 1994, he was appointed Ambassador and Permanent Representative of Malta to the United Nations Office, Specialized Agencies and other International Organizations at Geneva, as well as the Representative to the United Nations Office in Vienna.

27. During his work at the United Nations, Dr. Bartolo devoted much of his attention to the improvement of the Organization's administrative procedures. He was the President of the Central Examination Board of the United Nations, a member of the Joint Appeals Board, the United Nations Headquarters Committee on Contracts, and an alternate member of the United Nations Appointment and Promotion Board.

28. The WIPO Coordination Committee is invited to designate Ambassador Michael Bartolo as the Chairman of the WIPO Appeal Board.

III. INTERNATIONAL CIVIL SERVICE COMMISSION

29. Under Article 17 of its statute, the 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 56th (2001) session of the General Assembly of the United Nations (document A/56/30). 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.

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

IV. UNITED NATIONS JOINT STAFF PENSION BOARD

31. 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 2001 report was presented by the Board of the UNJSPF to the General Assembly of the United Nations at its 56th session (document A/56/289). 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.

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

[Annexes follow]

WO/CC/48/1

ANNEXI

AMENDMENTSTOTHESTAFFREGULATIONS

Salaries –Regulation3.1

ProfessionalCategory

ScaleinforceasfromMarch1,2002

(annualamountsinUSdollars)

Grade		ECH.1	ECH.2	ECH.3	ECH.4	ECH.5	ECH.6	ECH.7	ECH.8	ECH.9	ECH.10	ECH.11	ECH.12	ECH.13	ECH.14	ECH.15
		STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP11	STEP12	STEP13	STEP14	STEP15
P-1	P	53979	55838	57690	59543	61398	63250	65107	66958	68811	70666					
	G	42944	44444	45942	47442	48939	50438	51938	53436	54932	56432					
	D	33920	35000	36078	37158	38236	39315	40395	41474	42551	43631					
	S	31997	32992	33986	34980	35974	36967	37962	38944	39921	40899					
P-2	P	69321	71254	73180	75110	77038	78968	80896	82822	84754	86683	88610	90541			
	G	55346	56907	58465	60027	61729	63429	65130	66829	68532	70233	71932	73636			
	D	42849	43973	45095	46218	47341	48463	49586	50707	51831	52954	54075	55200			
	S	40191	41210	42226	43244	44260	45279	46313	47344	48379	49412	50444	51479			
P-3	P	84497	86655	88812	90965	93125	95280	97436	99596	101853	104213	106569	108927	111285	113641	116001
	G	68306	70208	72112	74011	75915	77815	79715	81620	83523	85423	87326	89226	91202	93226	95250
	D	51682	52937	54194	55447	56704	57958	59212	60469	61725	62979	64235	65489	66745	68000	69255
	S	48242	49396	50553	51706	52862	54015	55169	56324	57477	58632	59782	60933	62083	63233	64384
P-4	P	101524	104036	106544	109052	111565	114073	116583	119094	121603	124111	126619	129136	131643	134152	136664
	G	83255	85283	87306	89329	91442	93597	95752	97906	100065	102216	104371	106529	108682	110837	112994
	D	61548	62887	64222	65557	66894	68230	69566	70902	72240	73574	74910	76284	77583	78919	80256
	S	57316	58546	59770	60994	62220	63443	64669	65894	67118	68342	69540	70717	71888	73062	74235
P-5	P	122795	125369	127942	130517	133091	135663	138237	140813	143383	145958	148532	151112	153870		
	G	101084	103294	105505	107715	109924	112132	114344	116553	118761	120974	123185	125392	127602		
	D	72872	74242	75613	76983	78353	79722	81093	82463	83832	85204	86575	87943	89313		
	S	67698	68955	70159	71362	72565	73767	74970	76173	77376	78579	79781	80983	82162		

P= Pensionableremuneration(Reg.3.15),inforceasfromNovember1,2001

G= Grosssalaries:basisforinternaltaxation(Reg.3.16 *bis*)

D= Netsalaries:staffmemberswithdependentspouseand/ordepend entchild

S= Netsalaries:staffmemberswithoutdependentspouseandwithoutdependentchild

WO/CC/48/1

AnnexI,page2

SpecialandHigherCategories

ScaleinforceasfromMarch1,2002

(annualamountsinUSdollars)

Grade		ECH.1	ECH.2	ECH. 3	ECH.4	ECH.5	ECH.6	ECH.7	ECH.8	ECH.9	ECH.10	ECH.11	ECH.12	ECH.13	ECH.14	ECH.15
		STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP11	STEP12	STEP13	STEP14	STEP15
D-1	P	138748	141593	144437	147277	150123	153109	156158	159207	162250						
	G	114784	117226	119669	122106	124550	126994	129437	131877	134319						
	D	81366	82880	84395	85906	87421	88936	90451	91964	93478						
	S	75209	76539	77868	79195	80526	81845	83115	84384	85652						
D-2	P	156656	160217	163776	167333	170892	174452									
	G	129834	132689	135540	138392	141245	144097									
	D	90697	92467	94235	96003	97772	99540									
	S	83322	84805	86286	87768	89250	90733									
SDG/ ADG	P	188395														
	G	158353														
	D	108379														
	S	98141														
VDG/ DDG	P	203830														
	G	174137														
	D	118165														
	S	106342														

P= Pensionablere muneration(Reg.3.15),inforceasfromNovember1,2001

G= Grosssalaries:basisforinternaltaxation(Reg.3.16 *bis*)

D= Netsalaries:staffmemberswithdependentspouseand/ordependentchild

S= Netsalaries:staffmemberswithoutdependentspous eandwithoutdependentchild

WO/CC/48/1
AnnexI,page3

DirectorGeneral

InforceasfromMarch1,2002

(annualamountsinUSDollars)

Grade		
DG	P	242704
	G	213892
	D	142813
	S	127004

- P= Pensionableremuneration(Reg.3.15),inforceasfr omNovember1,2001
G= Grosssalary:basisforinternaltaxation(Reg.3.16 *bis*)
D= Netsalary:staffmemberwithdependenspouseand/ordependentchild
S= Netsalary:staffmemberwithoutdependenspouseandwithoutdependentchild

[AnnexI Ifollows]

ANNEXII

AMENDMENTSTOTHESTAFFREGULATIONS

GeneralServicecategory(NewYork)

GrossandnetsalariesinforceasfromMay1,2002

(annualamountsinUnitedStatesdollars)

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
		STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP11
G1	893	1)29448 2)28985 3)23475	30608 30087 24368	31768 31189 25261	32927 32320 26154	34087 33479 27047	35247 34638 27940	36406 35798 28833	37566 36956 29726	38726 38116 30619		
G2	988	1)32644 2)32033 3)25936	33927 33317 26924	35210 34600 27912	36494 35883 28900	37777 37167 29888	39060 38450 30876	40357 39734 31864	41692 41017 32852	43027 42301 33840	44362 43584 34828	
G3	1092	1)36166 2)35561 3)28648	37584 36978 29740	39003 38395 30832	40438 39813 31924	41914 41230 33016	43389 42647 34108	44865 44065 35200	46341 45481 36292	47816 46899 37384	49292 48316 38476	50768 49733 39568
G4	1203	1)40104 2)39487 3)31677	41730 41050 32880	43355 42613 34083	44981 44176 35286	46607 45741 36489	48232 47304 37692	49858 48867 38895	51484 50430 40098	53109 51993 41301	54735 53557 42504	56361 55120 43707
G5	1330	1)44581 2)43793 3)34990	46378 45520 36320	48176 47247 37650	49973 48975 38980	51770 50702 40310	53568 52429 41640	55365 54156 42970	57162 55884 44300	58959 57611 45630	60812 59338 46960	62739 61064 48290
G6	1470	1)49558 2)48577 3)38673	51545 50486 40143	53531 52395 41613	55518 54303 43083	57504 56213 44553	59491 58121 46023	61584 60030 47493	63714 61940 48963	65845 63863 50433	67975 65849 51903	70106 67836 53373
G7	1628	1)55034 2)53842 3)42725	57234 55956 44353	59434 58069 45981	61752 60183 47609	64112 62296 49237	66471 64448 50865	68830 66648 52493	71190 68846 54121	73549 71046 55749	75909 73245 57377	78268 75445 59005

- 1) Grosssalariesusedasthebasisforinternaltaxation(“Grosssalaries”)
- 2) GrosssalariesusedasthebasisforthecalculatationofcontributionstoandbenefitsfromthePensionFund(“Grosspensionablesalaries”)
- 3) Netsalaries

Language Allowance – Regulation 3.7(b)

FORMER TEXT

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 allowances shall not be payable for the staff member's mother tongue or 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 (US\$2,502 in New York) per annum for proficiency in any two of the languages mentioned in paragraph (a) above, and 2,808 Swiss francs (US\$1,668 in New York) per annum for proficiency in any one of them, subject to the proviso contained in the said paragraph.

PRESENT TEXT

Language Allowance

(a) [No change.]

(b) The allowance is 4,212 Swiss francs (US \$2,628 in New York) per annum for proficiency in any two of the languages mentioned in paragraph (a) above, and 2,808 Swiss francs (US\$1,752 in New York) per annum for proficiency in any one of them, subject to the proviso contained in the said paragraph.

Dependency Allowance – Regulation 3.12(B)

FORMER TEXT

(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\$1,803 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\$3,038 in New York) per annum.
- (d) In addition to any amount payable pursuant to paragraph (b) or (c) above, 3,883 Swiss francs (US\$1,803 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) 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 authority, by the staff member or the staff member's spouse.
- (f) Where there is no dependent spouse, 1,308 Swiss francs (US\$1,303 in New York) per annum in respect of one of the following persons: a dependent parent, a dependent brother or a dependent sister.
- (g) Locally recruited staff members in the General Service category may be eligible for the reimbursement of the education levy applied by the Canton of Geneva, under conditions established by Office Instruction.

PRESENT TEXT

(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\$3,321 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\$1,932 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\$3,127 in New York) per annum.
- (d) In addition to any amount payable pursuant to paragraph (b) or (c) above, 3,883 Swiss francs (US\$1,932 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\$1,318 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.]

[Annex III follows]

ANNEXIII

(Excerpt from United Nations document A/56/30)

Standards of conduct for the international civil service

1. The United Nations and the specialized agencies embody the highest aspirations of the peoples of the world. Their aim is to save succeeding generations from the scourge of war and to enable every man, woman and child to live in dignity and freedom.
2. The international civil service bears responsibility for translating these ideals into reality. It relies on the great traditions of public administration that have grown up in member States: competence, integrity, impartiality, independence and discretion. But over and above this, international civil servants have a special calling: to serve the ideals of peace, of respect for fundamental rights, of economic and social progress, and of international cooperation. It is therefore incumbent on international civil servants to adhere to the highest standards of conduct; for, ultimately, it is the international civil service that will enable the United Nations system to bring about a just and peaceful world.

Guiding principles

3. The values that are enshrined in the United Nations organizations must also be those that guide international civil servants in all their actions: fundamental human rights, social justice, the dignity and worth of the human person and respect for the equal rights of men and women and of nations great and small.
4. International civil servants should share the vision of their organizations. It is loyalty to this vision that ensures the integrity and international outlook of international civil servants; it guarantees that they will place the interests of their organization above their own and use its resources in a responsible manner.
5. The concept of integrity enshrined in the Charter of the United Nations embraces all aspects of behaviour of an international civil servant, including such qualities as honesty, truthfulness, impartiality and incorruptibility. These qualities are as basic as those of competence and efficiency, also enshrined in the Charter.
6. Tolerance and understanding are basic human values. They are essential for international civil servants, who must respect all persons equally, without any distinction whatsoever. This respect fosters a climate and a working environment sensitive to the needs of all. To achieve this in a multicultural setting calls for a positive affirmation going well beyond passive acceptance.

7. International loyalty means loyalty to the whole United Nations system and not only to the organization for which one works; international civil servants have an obligation to understand and exemplify this wider loyalty. The need for a cooperative and understanding attitude towards international civil servants of other United Nations organizations is obviously most important where international civil servants of several organizations are serving in the same country or region.
8. If the impartiality of the international civil service is to be maintained, international civil servants must remain independent of any authority outside their organization; their conduct must reflect that independence. In keeping with their oath of office, they should not seek nor should they accept instructions from any Government, person or entity external to the organization. It cannot be too strongly stressed that international civil servants are not, in any sense, representatives of Governments or other entities, nor are they proponents of their policies. This applies equally to those secondment from Governments and to those whose services have been made available from elsewhere. International civil servants should be constantly aware that through their allegiance to the Charter and the corresponding instruments of each organization, member State and their representatives are committed to respect this independent status.
9. Impartiality implies tolerance and restraint, particularly in dealing with political or religious convictions. While their personal views remain inviolate, international civil servants do not have the freedom of private persons to take sides or to express their convictions publicly on controversial matters, either individually or as members of a group. This can mean that, in certain situations, personal views should only be expressed with tact and discretion.
10. This does not mean that international civil servants have to give up their personal political views or national perspectives. It does mean, however, that they must at all times maintain a broad international outlook and an understanding of the international community as a whole.
11. The independence of the international civil service does not conflict with, or obscure, the fact that it is the member States that collectively make up (in some cases with other constituents) the organization. Conduct that furthers good relations with individual member States and that contributes to their trust and confidence in the secretariat strengthens the organization and promotes its interest.
12. International civil servants who are responsible for projects in particular countries or regions may be called upon to exercise special care in maintaining their independence. At times they might receive instructions from the host country but this should not compromise their independence. If at any time they consider that such instructions threaten their independence, they must consult their supervisors.
13. An international outlook stems from an understanding of and loyalty to the objectives and purposes of the international organization itself as set forth in its legal

instruments. It implies, inter alia, respect for the right of others to hold different points of view and follow different cultural patterns. It requires a willingness to work without bias with persons of all nationalities, religions and cultures; it calls for constant sensitivity to how proposals, events and statements may look to others. It requires punctilious avoidance of any expression that could be interpreted as biased or intolerant. Working methods can be different in different cultures. International civil servants should not be wedded to the attitudes, working methods or work habits of their own country or region.

14. Freedom from discrimination is a basic human right. International civil servants are expected to respect the dignity, worth and equality of all people without any distinction whatsoever. Assumptions based on stereotypes must be assiduously avoided. One of the main tenets of the Charter is the equality of men and women, and organizations should therefore do their utmost to promote gender equality.

Working relations

15. Managers and supervisors are in positions of leadership and it is their responsibility to ensure a harmonious workplace based on mutual respect; they should be open to all views and opinions and make sure that the merits of staff are properly recognized. They need to provide support to them; this is particularly important when they are subject to criticism arising from the carrying out of their duties. Managers are also responsible for guiding and motivating their staff and promoting their development.

16. It is natural for managers to be seen as role models and they have therefore a special obligation to uphold the highest standards of conduct. It would be quite improper for them to solicit favours, gifts or loans from their staff; they must act impartially, without intimidation and favouritism. In matters relating to the appointment or career of others, no international civil servant should try to influence colleagues for personal reasons.

17. It is naturally incumbent on managers and supervisors to communicate effectively with their staff and share information with them. International civil servants have a reciprocal responsibility to provide all pertinent facts and information to their supervisors and to abide by and defend any decision taken, even when these do not accord with their personal views.

18. International civil servants have to follow the instructions they receive in connection with their official functions and if they have doubts as to whether an instruction is consistent with the Charter or any other constitutional instrument, decisions of the governing bodies or administrative rules and regulations, they should first consult their supervisors. If they cannot agree, the international civil servant may ask for written instructions. These may be challenged through the proper institutional mechanisms, but any challenge should not delay carrying out the instruction. International civil servants may also record their views in official files. They should not follow verbal or written

instructions that are manifestly inconsistent with their official functions or that threaten their safety or that of others.

19. It must be the duty of international civil servants to report any breach of the organization's rules and regulations to a higher level official, whose responsibility it is to take appropriate action. An international civil servant whomakessuchareportingood faith has the right to be protected against reprisals or sanctions.

Harassment

20. Harassment in any shape or form is an affront to human dignity and international civil servants must avoid it. They should not engage in any form of harassment and must be above any suspicion of it. International civil servants have the right to an environment free of harassment. It is the responsibility of organizations to explain their interpretation of the term and to establish rules and provide guidance on what constitutes harassment and how it will be dealt with.

Conflict of interest

21. It can happen that international civil servants are confronted with a question entailing a conflict of interest; such questions can be very sensitive and need to be treated with care. Conflict of interest includes circumstances in which international civil servants, directly or indirectly, would appear to benefit improperly, or allow a third party to benefit improperly, from their association in the management or the holding of a financial interest in an enterprise that engages in any business or transaction with the organization.

22. There can be no question but that international civil servants should avoid assisting private bodies or persons in their dealings with their organization where this might lead to actual or perceived preferential treatment. This is particularly important in procurement matters or when negotiating prospective employment. At times, international civil servants may be required to disclose certain personal assets if this is necessary to enable their organization to make sure that there is no conflict. They should also voluntarily disclose in advance possible conflicts of interest that arise in the course of carrying out their duties. They should perform their official duties and conduct their private affairs in a manner that preserves and enhances public confidence in their own integrity and that of their organization.

Role of the secretariat

23. International organizations are constituted by member States, and their secretariats have the responsibility for providing services to them. The main function of the

secretariat to assist legislative bodies in their work and to carry out their decisions. The executive head is responsible for directing and controlling the work of the secretariat. Accordingly, when submitting proposals or advocating positions before a legislative body or committee, international civil servants are representing the position of the executive head, not that of an individual or unit.

24. In providing service to a legislative or representative body, it goes without saying that international civil servants should serve only the interests of the organization. It would not be appropriate for international civil servants to prepare for government or other international civil service representatives any speeches, arguments or proposals on questions under discussion. It could, however, be quite appropriate to provide factual information, technical advice or assistance with such tasks as the preparation of draft resolutions.

25. It is entirely improper for international civil servants to lobby or seek support from government representatives or members of legislative organs to obtain advancement either for themselves or for others or to block or reverse unfavourable decisions regarding their status. By adhering to the Charter and the constitutions of the organizations of the United Nations system, Governments have undertaken to safeguard the independence of the international civil service; it is therefore understood that government representatives and members of legislative bodies will neither accede to such requests nor intervene in such matters. The proper method for an international civil servant to address such matters is through administrative channels; each organization is responsible for providing these.

Staff management relations

26. Relations between management and staff should be guided by mutual respect. Elected staff representatives have a cardinal role to play in the consideration of conditions of employment and work, as well as in all matters of staff welfare. Freedom of association is a fundamental human right and international civil servants have the right to form and join associations, unions or other groupings to promote and defend their interests. Continuing dialogue between staff and management is indispensable. Management should facilitate this dialogue.

27. Elected staff representatives enjoy rights that derive from their status; this may include the opportunity to address legislative organs of their organization. These rights should be exercised in a manner that is consistent with the Charter, the Universal Declaration of Human Rights and the international covenant on human rights and does not undermine the independence and integrity of the international civil service. In using the broad freedom of expression they enjoy, staff representatives must exercise a sense of responsibility and avoid undue criticism of the organization.

28. Staff representatives must be protected against discriminatory or prejudicial

treatment based on their status or activities as staff representatives, both during their term of office and after it has ended.

Relations with member States and legislative bodies

29. It is the clear duty of all international civil servants to maintain the best possible relations with Governments and avoid any action which might impair this; they should certainly not interfere in the policies or affairs of Governments. It is unacceptable for them, either individually or collectively, to criticize or try to discredit a Government. At the same time, it is understood that international civil servants may speak freely in support of their organizations' policies. Any activity, direct or indirect, to undermine or overthrow a Government constitutes serious misconduct.

30. International civil servants are not representatives of their countries, nor do they have authority to act as liaison agents between international organizations and their Governments. The executive head may, however, request an international civil servant to undertake such duties, a unique role for which international loyalty and integrity are essential. For their part, neither Governments nor organizations should place international civil servants in a position where their international and national loyalties may conflict.

Relations with the public

31. For an international organization to function successfully, it must have the support of the public. All international civil servants therefore have a continuing responsibility to promote a better understanding of the objectives and work of their organizations. This requires them to be well informed of the achievements not only of their own organizations but of the United Nations system as a whole. The opportunity to provide information to the public can arise at any time.

32. There is a risk that on occasion international civil servants may be subject to criticism from outside their organizations; in keeping with their responsibility as international civil servants, they should respond with tact and restraint. They have the right to be defended by their organizations against criticism for action taken in fulfillment of their duties and they should be confident that this will be done.

33. It would not be proper for international civil servants to air personal grievances or criticize their organizations in public. International civil servants should endeavour at all times to promote a positive image of the international civil service, in conformity with their oath of loyalty.

Relations with the media

34. Openness and transparency in relations with the media are effective means of communicating the organizations' messages, and the organizations should have guidelines and procedures for this purpose. With in that context, the following principles should apply: international civil servants should regard themselves as speaking in the name of their organizations and avoid personal references and views; in no circumstances should they use the media to further their own interests, to air their own grievances, to reveal unauthorized information or to attempt to influence policy decisions facing their organizations.

Use and protection of information

35. The disclosure of confidential information may seriously jeopardize the efficiency and credibility of an organization. International civil servants are responsible for exercising discretion in all matters of official business. They must not divulge confidential information without authorization. Nor should international civil servants use information that has not been made public and is known to them by virtue of their official position to private advantage. These are obligations that do not cease upon separation from service. It is necessary for organization to maintain guidelines for the use and protection of confidential information, and it is equally necessary for such guidelines to keep pace with developments in communication technology. It is understood that these provisions do not affect established practices governing the exchange of information between the secretariats and member States, which ensure the fullest participation of member States in the life and work of the organizations.

Respect for different customs and culture

36. The world is home to a myriad of different peoples, languages, cultures, customs and traditions. It is self-evident that a genuine respect for them all is fundamental for an international civil servant. Any behaviour that is not acceptable in a particular cultural context must be avoided. However, if a tradition is directly contrary to any human rights instrument adopted by the United Nations system, the international civil servant must be guided by it. International civil servants should avoid an ostentatious lifestyle and any display of an inflated sense of personal importance.

Security and safety

37. While an executive head must remain free to assign staff in accordance with the exigencies of the service, it is the responsibility of organizations to make sure that the health, well-being and lives of their staff, without any discrimination whatsoever, will not be subject to undue risk. The organizations should take measures to protect their safety

and that of their family members. On the other hand, it goes without saying that it is incumbent on international civil servants to comply with all instructions designed to protect their safety.

Personal conduct

38. The private life of international civil servants is their own concern and organizations should not intrude upon it. There can be situations, however, in which the behaviour of an international civil servant can reflect on the organization. International civil servants must therefore bear in mind that their conduct and activities outside the workplace, even if unrelated to official duties, can compromise the image and the interests of the organization. This can also result from the conduct of members of international civil servants' households and it is the responsibility of international civil servants to make sure that their households are fully aware of this.

39. The privileges and immunities that international civil servants enjoy are conferred upon them solely in the interests of the organizations. They do not exempt international civil servants from observing local laws, nor do they provide an excuse for ignoring private legal or financial obligations. It should be remembered that only the executive head is competent to waive the immunity accorded to international civil servants or to determine its scope.

40. Violations of law can range from serious criminal activities to trivial offences, and organizations may be called upon to exercise judgement in the light of the nature and circumstances of individual cases. A conviction by a national court will usually, although not always, be persuasive evidence of the act for which an international civil servant was prosecuted, and acts that are generally recognized as offences by national criminal laws will normally also be violations of the standards of conduct for the international civil service.

Outside employment and activities

41. The primary obligation of international civil servants is to devote their energies to the work of their organizations. It is therefore improper for international civil servants to engage, without prior authorization, in any outside activity, whether remunerated or not, that interferes with that obligation or is incompatible with their status or conflicts with the interests of the organization. Any questions about this should be referred to the executive head.

42. Subject to the above, outside activities may, of course, be beneficial both to staff members and to their organizations. Organizations should allow, encourage and facilitate the participation of international civil servants in professional activities that foster contacts with private and public bodies and thus serve to maintain and enhance their

professional and technical competencies.

43. International civil servants on leave, whether with or without pay, should bear in mind that they remain international civil servants in the employ of their organization and are still subject to its rules. They may, therefore, only accept employment, paid or unpaid, during their leave with proper authorization.

44. In view of the independence and impartiality that they must maintain, international civil servants, while retaining the right to vote, should not participate in political activities, such as standing for or holding local or national political office. This does not, however, preclude participation in local community or civic activities, provided that such participation is consistent with the oath of service in the United Nations system. It is necessary for international civil servants to exercise discretion in their support for a political party or campaign, and they should not accept or solicit funds, write articles or make public speeches or make statements to the press. These cases require the exercise of judgement and, where there is any doubt, should be referred to the executive head.

45. The significance of membership in a political party varies from country to country and it is difficult to formulate standards that will apply in all cases. In general, international civil servants may be members of a political party provided its prevailing views and the obligations imposed on its members are consistent with the oath of service in the United Nations system.

Gifts, honors and remuneration from outside sources

46. To protect the international civil service from any appearance of impropriety, international civil servants must not accept, without authorization from the executive head, any honour, decoration, gift, remuneration, favour or economic benefit of more than nominal value from any source external to their organizations; it is understood that this includes Governments as well as commercial firms and other entities.

47. It is not proper for international civil servants to accept supplementary payments or other subsidies from a Government or any other source prior to, during or after their assignment with an international organization if the payment is related to that assignment. Balancing this requirement, it is understood that Governments or other entities should not make or offer such payments, recognizing that they are at variance with the spirit of the Charter and the constitutions of the organizations of the United Nations system.

Conclusion

48. The attainment of the standards of conduct for the international civil service requires the highest commitment of all parties. International civil servants must be committed to the values, principles and standards set forth here. They are expected to

take a positive and active approach in upholding them. They should feel responsible for contributing to the broad ideal to which they dedicated themselves in joining the United Nations system. International organizations have a particular responsibility to ensure that the necessary guidance or rules are adopted to implement these standards. For their part, member States are expected, through their allegiance to the Charter and other constituent instruments, to preserve the independence and impartiality of the international civil service.

49. For these standards to be effectively applied, it is essential that they be widely disseminated, and that measures be taken to ensure that their scope and importance are understood throughout the international civil service, the member States and the organizations of the United Nations system.

50. Respect for these standards assures that the international civil service will continue to be an effective instrument in fulfilling its responsibilities and in meeting the aspirations of the peoples of the world.

(UN document A/56/30)
December 2001

[Annex IV follows]

ANNEXIV

AMENDMENTSTOTHESTAFFREGULATIONS

PostAdjustment –Regulation3.7(a)and(e)

PRESENTTEXT

PostAdjustment

(a) ThebasesalariesofstaffmembersintheProfessionalandhighercategoriesshall beadjustedbytheapplicationofnon -pensionablepostadjustments,theamountofwhich shallbedeterminedbymultiplyingonepercentofthecorrespondingbasesalaryatthe dependencyorsingleratebyamultiplierreflectingthepostadjustmentclassificationof thedutystation.

(b) The“dependencyrate”shallapplytoanystaffmemberwhohasadependent spouseoratleastonedependentchild.Theplaceofresidenceof thedependantis irrelevant.Wheneverthedependencyratedoesnotapply,the"singlerate"shallapply.

(c) WheretwostaffmembersofWIPOentitledtopostadjustmentaremarriedto eachotherandtheyhave,oroneofthemhas,adependentchild,thede pendencyrate shallapplytothestaffmemberhavingthehigherremunerationandthesinglerateshall applytothestaffmemberhavingthelowerremuneration.

(d) WhereastaffmemberofWIPOismarriedtoastaffmemberofanother organizationwithinthecommonsystemoftheUnitedNations,wheretheyareboth entitledtopostadjustmentandtheyhave,oroneofthemhas,adependentchild,the dependencyrateshallapplytotheWIPOstaffmemberiftheotherorganization appliesthesingleratetothespouse,whereasthesinglerateshallapplytotheWIPO staffmemberiftheotherorganizationappliesthedependencyratetothespouse,it beingunderstoodthatWIPOshallalwaysseektoagreewiththeotherorganization thatthedependencyratebeappliedtothatoneofthespouseswhohasthehigher remuneration.

(continues)

PROPOSEDTEXT

PostAdjustment

(a) ThebasesalariesofstaffmembersintheProfessionalandhighercategoriesshall beadjustedbytheapplicationofnon -pensionablepostadjustments,theamountofwhich shallbedeterminedbymultiplyingonepercentofthecorrespondingbasesalaryatthe dependencyorsingleratebyamultiplierreflectingthepostadjustmentclassification establishedforthedutystationbytheInternationalCivilServiceCommission,andthe effectivedateofanychangeinthemultipliershallbeasfixedbythesaidCommission.

(b) [Nochange.]

(c) [Nochange.]

(d) [Nochange.]

(continues)

PRESENTTEXT

(continued)

(e) The multiplier applied for calculating the post adjustments shall be that established for Geneva by the International Civil Service Commission, and the effective date of any change in the multipliers shall be as fixed by the said Commission..

PROPOSEDTEXT

(continued)

(e) [Deleted.]

[Annex V follows]

ANNEXV

AMENDMENTSTOTHESTAFFRULES

Flexible Working Time and Overtime Work – Rules 1.3.2, 1.3.3, 1.3.5, 1.3.6 and 3.9.1(a)

FORMER TEXT

PRESENT TEXT

Rule 1.3.2 – Working Time

Rule 1.3.2 – Working Time

(a) [Flexible Working Time] Working time for any staff member following the system of flexible working time (Rule 1.3.3) shall, subject to the application of that Rule, be between 30 and 50 hours per week. In that system, the daily working time shall be a minimum of 5 hours as provided for in Rule 1.3.3(b)(i).

(a) [Flexible Working Time] Working time for any staff member following the system of flexible working time (Rule 1.3.3) shall, subject to the application of that Rule, be between 30 and 56 hours per week. In that system, the daily working time shall be a minimum of four and a half hours as provided for in Rule 1.3.3(b)(i).

ule,

(b) [Fixed Working Time] Working time for any staff member following the system of fixed working time (Rule 1.3.4) shall be 40 hours per week, not including the lunch break. In that system, the daily working time shall be 8 hours as provided for in Rule 1.3.4(b).

(b) [No change.]

(c) [Weeks with Less than Five Working Days] Where during any week, there are one or more holidays or compensatory non-working days (Rule 1.3.1(b) and (c)), the weekly working time shall be reduced by as many times 8 hours as the number of such days is during that week.

(c) [No change.]

(d) [Weeks with Absences on Authorized Leave] Where during any week, the staff member is on authorized leave (Rule 1.3.3(d), Rule 3.9.3(d) and Chapters V and VI), the weekly working time shall be reduced by 8 hours for each day, and by 4 hours for each half day, of such leave.

(d) [No change.]

(e) [Exceptional Presence at Work] Independent of what is provided in paragraphs (a) and (b), any staff member shall be present at work whenever he is requested to do so on account of the exigencies of the service.

(e) [No change.]

(continues)

(continues)

PRESENT TEXT

(continued)

Rule 1.3.3 – Flexible Working Time

(a) [Authorization] Any staff member requesting and authorized to do so by the Director General shall follow the system of flexible working time. Such authorization may be revoked or suspended by the Director General at any time if the exigencies of the service require that the staff member follow the system of fixed working time.

(b) [Time of Presence at Work] Any staff member following the system of flexible working time shall be present at work one each working day:

- (i) during the five hours of the two “core periods”, that is, from 9 a.m. to 11.45 a.m. and from 2.15 p.m. to 4.30 p.m., and
- (ii) for three hours – or where the flexibility provided in paragraph (d) permits it, for less or more than three hours – but not before 7 a.m. and not after 7 p.m., and not during the lunch break.

Any absence during a core period, unless authorized under Rule 1.3.5, below, shall be considered as an unauthorized absence (Rule 1.3.6).

(c) [Recording of Presence at Work] The staff members shall record, in a time recording device provided for this purpose, the time of the day (hour and minute) when he starts and ends his presence at work at Headquarters before lunch break and when he starts and ends his presence at work at Headquarters after the lunch break. If the duration of the lunch break so recorded is less than 30 minutes, the lunch break shall be considered as if it had lasted 30 minutes from the time it had started. Any staff member who interrupts his presence at work at Headquarters for reasons other than for the lunch break (for example, for WIPO business in Geneva outside Headquarters or for a medical appointment) shall also record in the said device the time of the day (hour and minute) when he starts and ends the interruption. The details, including the procedure where the recording device is out of order, shall be fixed in Office Instructions.

(continues)

PROPOSED TEXT

(continued)

Rule 1.3.3 – Flexible Working Time

(a) [No change.]

(b) [Time of Presence at Work] Any staff member following the system of flexible working time shall be present at work one each working day:

- (i) during the four and a half hours of the two “core periods”, that is, from 9.15 a.m. to 11.45 a.m. and from 2.15 p.m. to 4.15 p.m., and
- (ii) for three and a half hours – or where the flexibility provided in paragraph (d) permits it, for less or more than three and a half hours – but not before 7 a.m. and not after 8 p.m., and not during the lunch break.

[Deleted.]

(c) [Recording of Presence at Work] The staff members shall record, in a time recording device provided for this purpose, the time of the day (hour and minute) when he starts and ends his presence at work at Headquarters before lunch break and when he starts and ends his presence at work at Headquarters after the lunch break. If the duration of the lunch break so recorded is less than 30 minutes, the lunch break shall be considered as if it had lasted 30 minutes from the time it had started. If no lunch break has been recorded, the end/start of the core hours (i.e., 11.45 a.m. and 2.15 p.m.) will automatically be registered. Any staff member who interrupts his presence at work at Headquarters for reasons other than for the lunch break (for example, for professional reasons in Geneva outside Headquarters or for a medical appointment) shall also record in the said device the time of the day (hour and minute) when he starts and ends the interruption. The details, including the procedure where the recording device is out of order, shall be fixed in Office Instructions.

(continues)

FORMER TEXT

(continued)

(d) [Debit and Credit of Working Time] At the end of each week, the time spent present at work shall be verified. If such time is less than 40 hours (reduced as required pursuant to Rule 1.3.2(c) and (d)), the staff members shall be “debited” with the difference, and if such time is more than 40 hours, the staff member will be “credited” with the difference, provided that:

- (i) the debiting shall take place after deduction of any accumulated credit, and after adding any accumulated debit, shown at the end of the preceding week; if the net result is more than 10 debit hours, the difference shall be considered as unauthorized absence (Rule 1.3.6);
- (ii) the crediting shall take place after deduction of any accumulated debit, and after adding any accumulated credit, shown at the end of the preceding week; if the net result is more than 10 credit hours, the credit carried over to the next week shall be 10 hours and the difference shall be forfeited.

In calculating any debtor credit, no account shall be taken of any overtime as defined in Rule 3.9.1. Any staff member who has to his credit between 4 and 10 hours may, after previous written authorization of his supervisor, be absent from work for one half day before or after the lunch break and shall, for such absence, be debited by four hours, provided that there shall be at least two weeks between any two such half-day absences, and that there are no more than twelve such half-day absences in any calendar year.

(continues)

PRESENT TEXT

(continued)

(d) [Debit and Credit of Working Time] At the end of each week, the time spent present at work shall be verified. If such time is less than 40 hours (reduced as required pursuant to Rule 1.3.2(c) and (d)), the staff members shall be “debited” with the difference, and if such time is more than 40 hours, the staff member will be “credited” with the difference, provided that:

- (i) [No change.]

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- (ii) the crediting shall take place after deduction of any accumulated debit, and after adding any accumulated credit, shown at the end of the preceding week; if the net result is more than 16 credit hours, the credit carried over to the next week shall be 16 hours and the difference shall be forfeited.

In calculating any debtor credit, no account shall be taken of any overtime as defined in Rule 3.9.1. Any staff member who has to his credit between four and 16 hours may, with previous written authorization of his supervisor, be absent from work for one half-day before or after the lunch break and shall, for such absence, be debited by four hours, or he may be absent from work for a full day, and shall be debited by eight hours for such absence, provided that staff members working full-time may take credit leave at intervals of two weeks, and staff members working 80 percent or 50 percent at intervals of three weeks, and also that there are no more than nine such full-day absences, which may be taken in four-hour or eight-hour portions, in any calendar year.

(continues)

FORMER TEXT

(continued)

Rule 1.3.5 - Authorized Absences

- (a) [Definition] Absence from the Headquarters Building is authorized in the cases and under the conditions provided for in paragraphs (b), (c), (d), (e) and (f) and where leave is authorized (Rule 1.3.3(d), Rule 3.9.3(d) and Chapters V and VI).
- (b) [Absence on WIPO Business in Geneva] Absence from the Headquarters Building on official business in Geneva shall be considered as presence at work. The procedural details shall be fixed in Office Instructions.
- (c) [Absence on Missions Outside Geneva] Where a staff member is on WIPO mission outside Geneva, he shall be considered as present at work for eight hours per working day, provided that any such staff member in the General Service category shall be present at work at the times indicated by his supervisor. The latter shall keep a record, countersigned by the staff member, of the period during which the staff member was required to be present and was present at work, for the purposes of certifying any overtime.
- (d) [Absence for Participating in United Nations Courses] Absence for authorized participation in a class of a course organized by the United Nations Office or a specialized agency at Geneva shall be regarded as authorized absence if the class is actually attended. Where the staff member follows the system of flexible working time, the time spent at the courses shall not be considered as time spent at work but 45 minutes will be credited for each class lasting one hour, or 70 minutes for each class lasting one hour and a half, provided that the course is actually attended. The procedural details shall be fixed in Office Instructions.

(continues)

PRESENT TEXT

(continued)

Rule 1.3.5 - Authorized Absences

- (a) [No change.]
- (b) [No change.]
- (c) [No change.]
- (d) [Absence for Participating in United Nations Courses] Absence for authorized participation in a class of a course organized by the United Nations Office or a specialized agency at Geneva shall be regarded as authorized absence if the class is actually attended. Where the staff member follows the system of flexible working time, the time spent at the courses shall be considered as time spent at work for as long as it lasts; travel time to and from the courses shall not be understood to be working time. The procedural details shall be fixed in Office Instructions.

(continues)

FORMER TEXT

(continued)

(e) [Absence for Medical Appointment] Absence for medical appointments shall be regarded as authorized absence. Where the staff member follows the system of flexible working time, the time needed for the appointments shall be considered as presence at work. The procedural details shall be fixed in Office Instructions.

(f) [Absence for Exceptional and Important Reasons] Any absence for an exceptional and important reason of a staff member following the system of flexible working time requires, if the absence is wholly or in part during a core period, that the staff member state in writing the reason. Where the reason is accepted by his supervisor, the time of absence shall be regarded as authorized but shall not be considered as time spent at work. The procedural details shall be fixed in Office Instructions.

Rule 1.3.6 – Unauthorized Absences

(a) [Definition] Any absence from work during a period during which presence at work is required (including an absence referred to in Rule 1.3.3(b) and (d)(i) and Rule 1.3.4(b)) shall be considered as unauthorized absence, unless it is authorized under Rule 1.3.5.

(b) [Sanctions] Unauthorized absences shall give rise to the application of the disciplinary measures provided in Chapter X.

(continues)

PRESENT TEXT

(continued)

(e) [Absence for Medical Appointment] Absence for medical appointments shall be regarded as authorized absence. Where the staff member follows the system of flexible working time, the time spent at the medical appointment is considered as presence at work up to a maximum of two hours. The procedural details shall be fixed in Office Instructions.

(f) [Absence for Exceptional and Important Reasons] Any absence for an exceptional and important reason of a staff member following the system of flexible working time requires, if the absence is wholly or in part during a core period, that the staff member takes due account of the demands of work and consult the supervisor. The time of absence shall be regarded as authorized but shall not be considered as time spent at work, and shall be deducted from the annual credit balance of hours intended for that purpose. Any absence that goes beyond that credit balance shall cause the disciplinary measures provided for in Chapter X to be applied.

Rule 1.3.6 – Unauthorized Absences

(a) [Definition] Any absence from work during a period during which presence at work is required (including an absence referred to in Rule 1.3.3(b) and Rule 1.3.4(b)), and any absence in excess of the maximum time allowed for exceptional and important reasons under Rule 1.3.5(f) shall be considered as unauthorized absence.

(b) [No change.]

(continues)

FORMER TEXT

(continued)

Rule 3.9.1 - Overtime

(a) [System of Flexible Working Time] For any staff member following the system of flexible working time, the following shall be regarded as overtime:

- (i) time spent at work on a non-working day;
- (ii) time spent at work on a working day before 7 a.m. or after 7 p.m.;
- (iii) time spent at work on a working day between 7 a.m. and 7 p.m. (outside the core periods and the lunch break) to the extent to which that time exceeds both 8 hours of time spent at work on that day and 40 hours of time spent at work by the end of the week.

PRESENT TEXT

(continued)

Rule 3.9.1 - Overtime

(a) [System of Flexible Working Time] For any staff member following the system of flexible working time, the following shall be regarded as overtime:

- (i) [No change.];
- (ii) time spent at work on a working day before 7 a.m. or after 8 p.m.;
- (iii) time spent at work on a working day between 7 a.m. and 8 p.m. (outside the core periods and the lunch break) to the extent to which that time exceeds both 8 hours of time spent at work on that day and 40 hours of time spent at work by the end of the week.

[Annex VI follows]

ANNEXVI

AMENDMENTSTOTHESTAFFRULE S

HomeLeave –Rules5.3.1(h),(i)and(n)

FORMERTEXT

Rule5.3.1 – HomeLeave

(a) –(g) [Nochange.]

(h) Inexceptionalcircumstances,astaffmembermaybegantedadvancehome leave,providedthatnotlessthan12monthsofqualifying servicehavebeencompleted sincethedateofhisreturnfromhislasthomeleave.Whereadvancehomeleavehas beengranted,theyearinwhichthenexthomeleavefallsdueshallnotbeaffected.

(i) Subjecttotheprovisionshereinafter,astaffmemb erwhodelaystakinghis home leavebeyondthecalendaryearinwhichitfallsdueshallnotbeentitledtotakehisnext homeleaveuntilthesecondcalendaryearfollowingthatinwhichhetookhisdelayed leave.However,shouldtheDirectorGeneraldec idethatexceptionalcircumstances arisingfromtheexigenciesoftheservice makeitnecessaryforastaffmember'shome leavetobedelayedbeyondthecalendaryearinwhichitfallsdue,suchdelayedleave maybetakenwithoutalteringthetimeofhisn extandsubsequenthomeleave entitlements,providedthatnotlessthan12monthsofqualifyingservicearecompleted betweenthe dateofthestaffmember'sreturnfromthedelayedhomeleaveandthedata ofhisnexthomeleavedeparture.

(j) –(m) [Noc hange.]

(n) Astaffmembertravellingonhomeleaveshallnormallyberequiredtospenda substantialportionofsuchleaveinthecountryofhisrecognizedhome.TheDirector Generalmayrequestastaffmember,onhisreturnfromhomeleave,tofurnis h satisfactoryevidencethatthisrequirementhasbeenfullymet.

PRESENTTEXT

Rule5.3.1 – HomeLeave

(a) –(g) [Nochange.]

(h) Inexceptionalcircumstances,astaffmembermaybegantedadvancehome leave,providedthatnotlessthan12monthsofqualifyingserv icehavebeencompleted orthatnotlessthan12monthsofqualifyingservicehaveelapsed sincethedateofhis returnfromhislasthomeleave.Whereadvancehomeleavehasbeengranted,theyear inwhichthenexthomeleavefallsdueshallnotbeaffec ted.

(i) Ifastaffmemberdelaystakinghis homeleavebeyondthecalendaryearinwhich itfallsdue,suchdelayedleavemaybetakenwithoutalteringthetimeofhisnextand succeedinghomeleaveentitlements,providedthatnotlessthan12monthsof qualifying serviceelapsebetweenthe dateofthestaffmember'sreturnfromthedelayedhome leaveandthedataofhisnexthomeleavedeparture.However,shouldtheDirector Generaldecidethatexceptionalcircumstancesarisingfromtheexigenciesofth eservice makeitnecessaryforastaffmember'shomeleavetobedelayedbeyondthecalendar yearinwhichitfallsdue,suchdelayedleavemaybetakenwithoutalteringthetimeof hisnextandsubsequenthomeleaveentitlements,providedthatnotlesst hansixmonths ofqualifyingservicearecompletedbetweenthe dateofthestaffmember'sreturnfrom thedelayedhomeleaveandthedataofhisnexthomeleavedeparture.

(j) –(m) [Nochange.]

(n) Astaffmembertravellingonhomeleaveshallnormal lyberequiredtospenda reasonableportionofsuchleaveinthecountryofhisrecognizedhome.TheDirector Generalmayrequestastaffmember,onhisreturnfromhomeleave,tofurnish satisfactoryevidencethatthisrequirementhasbeenfullymet .

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