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STAFF MATTERS

Report by 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, 2002, the post adjustment multiplier in New York has been changed, resulting in an increase of 3.75 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 (UNJSPF), the scale of pensionable remuneration for the above mentioned categories was adjusted with effect from November 1, 2002, by the same percentage as the net remuneration increase.

2. Pursuant to Staff Regulation 12.1(a), corresponding new scales under Staff Regulation 3.1 have been provisionally decreed and applied with effect from November 1, 2003.

3. Furthermore, the General Assembly of the United Nations approved, by its resolutions nos. 57/285 (Section II.A) of December 20, 2002, and 57/310 of June 18, 2003, a differentiated grade-by-grade increase of the base/floor salary scale in order to address the low level of the margin at the upper grades of the salary scale and, thus, bringing the grades P-4 and higher up to the margin level of 111 and the overall margin to 112.2, effective January 1, 2003. This results in an increase of the net salaries of 1.3 percent at grade P-4, 2.6 percent at grade P-5, 9.1 percent at grade D-1 and 6.3 percent at grades D-2 and higher. The grades P-1 to P-3 are already at margin 115 (“mid-point”) or above.

4. As a consequence, and in accordance with the provision of Article 54(b) of the Regulations of the United Nations Joint Staff Pension Fund (UNJSPF), the scales of pensionable remuneration for the above mentioned grades and categories have been further adjusted by the same percentage as the net remuneration increases, effective from the same date.

5. Pursuant to Staff Regulation 12.1(a), corresponding new scales under Staff Regulation 3.1 have been provisionally decreed and applied with effect from January 1, 2003.

6. The revised scales of net and gross salaries and of pensionable remuneration for the Professional and higher categories applied with effect from January 1, 2003, are included in Staff Regulation 3.1 (Salary scales for Professional and higher categories) and are reproduced in Annex I.

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

7. Following the ICSC's (International Civil Service Commission) survey of best prevailing conditions of employment at Geneva in 2002, the Commission approved at its 55th session in New York in July 2002 *one* consolidated salary scale, effective January 1, 2002, representing an increase of 1.93 percent weighted average over the two previous salary scales in force at that time .
8. Pursuant to Staff Regulation 12.1(a), corresponding new scales under Staff Regulation 3.1 have been provisionally decreed and applied with effect from January 1, 2002.
9. Furthermore and in accordance with the existing interim adjustment methodology, the net salaries of staff members in the General Service category in Geneva were adjusted, effective January 1, 2003, on the basis of the movement of the Geneva consumer price index over a period of 12 months from October 2001 to October 2002. The revised salaries represent an across -the-board increase of 1.16 percent.
10. The new gross pensionable salaries are still lower than those in effect on January 1, 1994. Thus, the former gross pensionable salaries have been retained for staff members appointed prior to October 1, 1995, until the amounts are overtaken as a result of subsequent revisions of the relevant salary scales.
11. Pursuant to Staff Regulation 12.1(a), corresponding new scales under Staff Regulation 3.1 have been provisionally decreed and applied with effect from January 1, 2003.
12. The revised scales of net and gross salaries and of pensionable remuneration for the General Service category applied with effect from January 1, 2003, are included in Staff Regulation 3.1 (Salary scales for General Service category) and are reproduced in Annex II.

Dependency allowances for the General Service category in Geneva– Regulation 3.12(B)

13. The Commission approved, effective January 1, 2002, an increase of the allowance payable in respect of a dependent spouse of staff members in the General Service category in Geneva from 5,686 Swiss francs to 7,211 Swiss francs per annum; in respect of a dependent child an increase from 3,883 Swiss francs to 3,913 Swiss francs per annum, and, where there is no spouse, an increase in respect of the first dependent child from 9,569 Swiss francs to 10,702 Swiss francs per annum.
14. Effective August 1, 2002 – in cases where there is no dependent spouse – the revised allowance payable in respect of a dependent parent, a dependent brother or a dependent sister shall be 1,174 Swiss francs per annum; the amount of 1,452 Swiss francs per annum will remain applicable to staff members in the General Service category in Geneva appointed and in receipt of the allowance prior to January 1, 1994, and the amount of 1,308 Swiss francs will remain applicable to entitlements established between January 1, 1994, and July 31, 2002.

15. Pursuant to Staff Regulation 12.1(a), corresponding amendments to Staff Regulation 3.12(B)(a) – (d) have been provisionally decreed and applied with effect from January 1, 2002. The Dependency Allowance under Staff Regulation 3.12(B)(f) has been provisionally decreed and applied with effect from August 1, 2002.

16. The revised amendments to Staff Regulation 3.12(B) (Dependency Allowances – Staff Members in the General Service category) are reproduced in Annex III.

Language Allowance for the General Service category in Geneva

– Regulation 3.7

17. At its 55th session, the Commission also approved, effective January 1, 2002, revised language allowances payable to staff members in the General Service category in Geneva; an increase from 2,808 to 3,192 Swiss francs per annum for proficiency in one language and from 4,212 to 4,788 Swiss francs per annum for proficiency in any two languages listed in Staff Regulation 3.7(a).

18. Pursuant to Staff Regulation 12.1(a), corresponding amendments to Staff Regulation 3.7(a) have been provisionally decreed and applied with effect from January 1, 2002.

19. The corresponding amendments to Staff Regulation 3.7 (Language Allowance) are reproduced in Annex IV.

20. 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 19, above, and contained in Annexes I – IV.

B. AMENDMENTS TO THE STAFF RULES UNDER STAFF REGULATION 12.2

Education grant – Rule 3.11.1

21. By its resolution no. 57/285 (Section I.E) of December 20, 2002, the General Assembly of the United Nations approved, with effect from the scholastic year in progress on January 1, 2003, increases in the maximum amount of the education grant, where education-related expenses are incurred in euros in Austria, Belgium, Italy, Luxembourg and Spain, in Swiss francs, in United Kingdom pound sterling and in United States dollars.

22. In addition, the “lump sum” amounts in respect of boarding expenses in the currencies listed in Staff Rule 3.11.1 for the purposes of the education costs (except Japanese yen) have been increased.

23. Pursuant to Staff Regulation 12.2(a), corresponding amendments have been made to the table under Staff Rule 3.11.1, with effect from the scholastic year in progress on January 1, 2003.

24. The corresponding amendments to Staff Rule 3.11.1 (Education Grant) are reproduced in Annex V.

Assignment Grant – Rule 7.1.18

25. In order to adapt the practices of the International Bureau to the provisions of the United Nations common system it has been decided to amend Staff Rule 7.1.18, by inserting a new paragraph (f) in relation to a proportionate recovery of the assignment grant in cases where the eligible staff member does not complete the period of service in respect of which the grant has been paid. The previous Rule 7.1.18(f) has become 7.1.18(g).

26. Pursuant to Staff Regulation 12.2(a), the corresponding amendments to Staff Rule 7.1.18 have been made with effect from July 1, 2003.

27. The corresponding amendments to Staff Regulation 7.1.18 (Assignment Grant) are reproduced in Annex VI.

Compensation for overtime for staff members in the General Service category

– Rule 3.9.3(a)

28. The part of overtime worked which exceptionally exceeds 100 hours within the calendar year, requested by supervisors and authorized in accordance with special procedures fixed by the Director General in an Office Instruction shall always be given as compensatory leave and must be taken within a period of six months. Supervisors are requested to encourage their staff to use their compensatory leave since, if not exercised within six months after the overtime is worked, it will be forfeited.

29. Pursuant to Staff Regulation 12.2(a), corresponding amendments have been made to the table under Staff Rule 3.9.3(a), with effect from June 18, 2003.

30. The corresponding amendments to Staff Rule 3.9.3 (Overtime) are reproduced in Annex VII.

31. The WIPO Coordination Committee is invited to note the amendments to Staff Rules 3.11.1, 7.1.18 and 3.9.3 as indicated in paragraphs 21 to 30, above, and contained in Annexes V -VII.

II. INTERNATIONAL CIVIL SERVICE COMMISSION

32. 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 or 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 57th (2001) session of the General Assembly of the United Nations (document A/57/30). 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, a limited number of copies are available for any delegation that wishes to consult the report.

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

III. UNITED NATIONS JOINT STAFF PENSION BOARD

34. Under Article 14(a) of the Regulations, the United Nations Joint Staff Pension Fund (UNJSPF), the United Nations Joint Staff Pension Board 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 that Board to the General Assembly of the United Nations at its 57th session (document A/57/9). 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, a limited number of copies are available for any delegation that wishes to consult the report.

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

[Annexes follow]

ANNEXI

AMENDMENTSTOTHESTAFFREGULATIONS

Salaries –Regulation3.1

ProfessionalCategory

ScaleinforceasfromJanuary1,2003

(annualamountsinUSdollars)

| 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 | 56008 | 57937 | 59858 | 61781 | 63706 | 65627 | 67554 | 69475 | 71398 | 73322 | | | | | |
| | 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 | 71927 | 73932 | 75931 | 77933 | 79934 | 81936 | 83937 | 85935 | 87940 | 89941 | 91941 | 93944 | | | |
| | 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 | 87673 | 89912 | 92150 | 94384 | 96625 | 98861 | 101098 | 103340 | 105682 | 108130 | 110575 | 113021 | 115468 | 117913 | 120361 |
| | 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 | 106673 | 109313 | 111948 | 114583 | 117224 | 119859 | 122496 | 125135 | 127771 | 130406 | 133041 | 135686 | 138320 | 140957 | 143596 |
| | G | 84435 | 86489 | 88544 | 90637 | 92824 | 95011 | 97198 | 99385 | 101572 | 103759 | 105946 | 108133 | 110320 | 112507 | 114694 |
| | D | 62327 | 63683 | 65039 | 66395 | 67751 | 69107 | 70463 | 71819 | 73175 | 74530 | 75886 | 77242 | 78598 | 79954 | 81310 |
| | S | 58041 | 59276 | 60509 | 61740 | 62971 | 64200 | 65429 | 66656 | 67881 | 69106 | 70329 | 71551 | 72772 | 73992 | 75211 |
| P-5 | P | 130683 | 133422 | 136160 | 138901 | 141640 | 144377 | 147116 | 149858 | 152594 | 155333 | 158073 | 160818 | 163754 | | |
| | G | 104102 | 106369 | 108635 | 110901 | 113168 | 115434 | 117701 | 119967 | 122234 | 124500 | 126766 | 129033 | 131299 | | |
| | D | 74743 | 76149 | 77554 | 78959 | 80364 | 81769 | 83174 | 84580 | 85985 | 87390 | 88795 | 90200 | 91606 | | |
| | S | 69437 | 70685 | 71930 | 73174 | 74416 | 75655 | 76892 | 78127 | 79360 | 80591 | 81820 | 83046 | 84271 | | |

InforceasfromNovember1,2002,forgradesP -1 –P -3andasfromJanuary1,2003,forgradesP -4andP -5:

P= Pensionableremuneration(Reg.3.15)

InforceasfromMarch1,2002,forgradesP -1 – P-3andasfromJanuary1,2003,forgradesP -4andP -5:

G= Grosssalaries:basisforinternaltaxation(Reg.3.16 bis)

D= Netsalaries:staffmemberswithdependentspouseand/ordependentchild

S= Netsalaries:staffmemberswithoutdependentspouseandwithoutdependentchild

Annex I, page 2

Special and Higher Categories

Scale in force as from January 1, 2003

(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 | 157049 | 160270 | 163489 | 166704 | 169925 | 173305 | 176756 | 180207 | 183652 | | | | | | |
| | G | 126713 | 129377 | 132041 | 134705 | 137369 | 140033 | 142697 | 145361 | 148024 | | | | | | |
| | D | 88762 | 90414 | 92065 | 93717 | 95369 | 97020 | 98672 | 100324 | 101975 | | | | | | |
| | S | 82045 | 83481 | 84913 | 86342 | 87768 | 89190 | 90609 | 92025 | 93437 | | | | | | |
| D-2 | P | 172784 | 176712 | 180638 | 184561 | 188487 | 192413 | | | | | | | | | |
| | G | 139050 | 142085 | 145119 | 148154 | 151189 | 154223 | | | | | | | | | |
| | D | 96411 | 98292 | 100174 | 102055 | 103937 | 105818 | | | | | | | | | |
| | S | 88571 | 90159 | 91741 | 93318 | 94890 | 96456 | | | | | | | | | |
| SDG/ ADG | P | 207792 | | | | | | | | | | | | | | |
| | G | 169366 | | | | | | | | | | | | | | |
| | D | 115207 | | | | | | | | | | | | | | |
| | S | 104324 | | | | | | | | | | | | | | |
| VDG/ DDG | P | 224816 | | | | | | | | | | | | | | |
| | G | 186144 | | | | | | | | | | | | | | |
| | D | 125609 | | | | | | | | | | | | | | |
| | S | 113041 | | | | | | | | | | | | | | |

In force as from January 1, 2003:

- P= Pensionable remuneration (Reg. 3.15)
- 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

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Director General

In force as from January 1, 2003

(annual amounts in US dollars)

| Grade | | |
|-------|---|--------|
| DG | P | 267692 |
| | G | 228403 |
| | D | 151810 |
| | S | 135005 |

P= Pensionable remuneration (Reg. 3.15)

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]

ANNEXII

AMENDMENTSTOTHESTAFFREGULATIONS

GeneralServicecategory(Ge neva)

GrossandnetsalariesinforceasfromJanuary1,2003

(annualamountsinSwissfrancs)

| 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 |
|-------|-------------------------------------------------|---------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| | | STEP1 | STEP2 | STEP3 | STEP4 | STEP5 | STEP6 | STEP7 | STEP8 | STEP9 | STEP10 | STEP11 |
| G1 | 1648 | 1)63158 2)62288 3)49952 | 65299 64428 51600 | 67497 66568 53248 | 69724 68708 54896 | 71951 70848 56544 | 74178 72989 58192 | 76405 75128 59840 | 78632 77269 61488 | 80859 79409 63136 | 83086 81549 64784 | 85314 83689 66432 |
| G2 | 1797 | 1)69119 2)68129 3)54448 | 71547 70462 56245 | 73976 72796 58042 | 76404 75128 59839 | 78832 77462 61636 | 81261 79795 63433 | 83689 82129 65230 | 86118 84462 67027 | 88546 86795 68824 | 90974 89128 70621 | 93403 91462 72418 |
| G3 | 1958 | 1)75707 2) 74454 3)59323 | 78353 76997 61281 | 80999 79540 63239 | 83645 82083 65197 | 86291 84627 67155 | 88936 87171 69113 | 91582 89714 71071 | 94228 92258 73029 | 96874 94801 74987 | 99558 97344 76945 | 102396 99902 78903 |
| G4 | 2138 | 1)82984 2)81454 3)64708 | 85873 84231 66846 | 88762 87007 68984 | 91651 89783 71122 | 94541 92558 73260 | 97430 95334 75398 | 100414 98110 77536 | 103513 100940 79674 | 106612 103829 81812 | 109710 106718 83950 | 112809 109606 86088 |
| G5 | 2336 | 1)91247 2) 89393 3)70823 | 94404 92427 73159 | 97561 95461 75495 | 100842 98494 77831 | 104228 101607 80167 | 107613 104763 8250 3 | 110999 107921 84839 | 114384 111077 87175 | 117770 114233 89511 | 121155 117390 91847 | 124541 120546 94183 |
| G6 | 2558 | 1)100455 2) 98144 3)77564 | 104162 101544 80122 | 107870 105002 82680 | 111577 108459 85238 | 115284 111916 87796 | 118991 115373 90354 | 122699 118831 92912 | 126406 122287 95470 | 130113 125745 98028 | 133820 129203 100586 | 137528 132659 103144 |
| G7 | 2802 | 1)111126 2)108038 3)84927 | 115187 111824 87729 | 119248 115611 90531 | 123309 119398 93333 | 127370 123185 96135 | 131430 126971 98937 | 135491 130757 101739 | 139552 134545 104541 | 143613 138331 107343 | 147674 142118 110145 | 151735 145904 112947 |

- 1) Grosssalariesusedasthebasisforinternaltaxation("Grosssalaries")
- 2) GrosssalariesusedasthebasisforthecalculatioofcontributionstoandbenefitsfromthePensionFund("Grosspensionablesalaries")
- 3) Netsalaries

[AnnexIIIfollows]

ANNEX III

AMENDMENTS TO THE STAFF REGULATIONS

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\$3,321 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) 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.

(continues)

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) 7,211 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) 3,913 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 10,702 Swiss francs (US\$3,127 in New York) per annum.
- (d) In addition to any amount payable pursuant to paragraph (b) or (c) above, 3,913 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.]

(continues)

FORMER TEXT

(continued)

(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) 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

(continued)

(f) Where there is no dependent spouse, 1,174 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 IV follows]

ANNEXIV

AMENDMENTSTOTHESTAFFREGULATIONS

Language Allowance – Regulation 3.7(b)

FORMERTEXT

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\$2,628 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.

PRESENTTEXT

Language Allowance

(a) [No change.]

(b) The allowance is 4,788 Swiss francs (US\$2,628 in New York) per annum for proficiency in any two of the languages mentioned in paragraph (a) above, and 3,192 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.

[Annex V follows]

ANNEXV

AMENDMENTSTOTHESTAFFRULES

EducationGrant –Rule3.11.1

AMOUNTSAPPLICABLEFORTHEPURPOSESOFTHEEDUCATIONGRANT

| Countryofstudy (andCurrency) | Maximumamountof admissible expenses | Lumpsumin respectof boardingexpenses | MaximumAmountof EducationGrant andLumpsum | Maximum SpecialEd ucationGrant |
|-----------------------------------------|----------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------|-------------------------------------------|
| Austria Euro | 13,618 | 3,300 | 10,214 | 13,618 |
| Belgium Euro | 12,898 | 3,147 | 9,673 | 12,898 |
| Denmark Danishkroner | 77,400 | 23,062 | 58,050 | 77,400 |
| Finland Euro | 9,082 | 2,382 | 6,812 | 9,082 |
| France Euro | 9,330 | 2,672 | 6,997 | 9,330 |
| Germany Euro | 15,736 | 3,794 | 11,802 | 15,736 |
| Ireland Euro | 9,997 | 2,652 | 7,498 | 9,997 |
| Italy Euro | 13,518 | 2,696 | 10,138 | 13,518 |
| Japan Japaneseyen | 2,301,120 | 525,930 | 1,725,840 | 2,301,120 |

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| Country of study (and Currency) | Maximum amount of admissible expenses | Lumpsum in respect of boarding expenses | Maximum Amount of Education Grant and Lumpsum | Maximum Special Education Grant |
|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------|
| (continued) | | | | |
| Luxembourg Euro | 12,898 | 3,147 | 9,673 | 12,898 |
| The Netherlands Euro | 13,085 | 3,521 | 9,814 | 13,085 |
| Norway Norwegian kroner | 71,632 | 17,978 | 53,724 | 71,632 |
| Spain Euro | 10,586 | 2,606 | 7,940 | 10,586 |
| Sweden Swedish kronor | 91,575 | 22,127 | 68,681 | 91,575 |
| Switzerland Swiss franc | 25,347 | 5,182 | 19,010 | 25,347 |
| United Kingdom Pound sterling | 15,900 | 3,104 | 11,925 | 15,900 |
| United States of America United States dollar | 25,743 | 4,742 | 19,307 | 25,743 |
| Other countries United States dollar (applicable to all other countries whose currencies are not listed above) | 14,820 | 3,490 | 11,115 | 14,820 |

[Annex VI follows]

ANNEXVI

AMENDMENTSTOTHESTAFFRULES

AssignmentGrant –Rules7.1.18(f) –(g)

FORMERTEXT

AssignmentGrant

(a) Subjecttotheconditionssetforthbelow,astaffmemberwhotravelsat theexpenseoftheInternationalBureauonappointmentsshallreceivean assignmentgrantforhimselfandhisdependantsprovidedthathisappointment isexpe ctedtobeofatleastoneyear'sduration.Thisgrantshallbethetotal contributionoftheInternationalBureautowardstheextraordinaryexpenses incurredbythestaffmemberforhimselfandhisdependantsimmediately followingtheirarrivalatthedu tystation.

(b) Theamountoftheassignmentgrantsshall,forthestaffmemberhimself, beequaltothatofthetravelsubsistenceallowancefor30daysafterhisarrival athisdutystation.

(c) Theassignmentgrantpayableforadependantwhosetravel expenses havebeenpaidbytheInternationalBureaushallbeone -halftheamount payabletothestaffmemberconcernedinaccordancewithparagraph (b)above.

(d) WhenastaffmembertravelsattheexpenseoftheInternationalBureau onappointmentbut isnotentitledtothepaymentofremovalcosts,heshallalso receivealumpsumcorrespondingtohissalary(Regulation3.1)and,where applicable,postadjustment(Regulation3.5),non -residentialallowance (Regulation3.6),languageallowance(Regulation 3.7)andthependency allowancereferredtoinRegulation3.12(B)(a)or3.12(B)(c),foronemonth afterhisarrivalatthedutystation.Inaddition,uptotheeffectivedateofan extensionofhisappointmentbyvirtueofwhichthestaffmemberbecomes

(continues)

PRESENTTEXT

AssignmentGrant

(a) [Nochange.]

(b) [Nochange.]

(c) [Nochange.]

(d) [Nochange.]

(continues)

FORMER TEXT

(continued)

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) The Director General may, at his discretion, authorize payment of all or part of the assignment grant in cases where the International Bureau did not have to pay travel expenses on the appointment of a staff member regarded as having been internationally recruited.

(f) If a dependant, in respect of whom an assignment grant has been paid in accordance with paragraph (c) above, resides less than six months at the duty station, and unless the Director General considers his departure as justified by exceptional circumstances, any assignment grant paid on his account shall be deducted from the salary of the staff member concerned.

PRESENT TEXT

(continued)

(e) [No change.]

(f) In cases where the staff member has not completed the period of service in respect of which an assignment grant has been paid to him, and unless the Director General considers the departure as justified by exceptional circumstances, the grant shall be adjusted proportionately and recovery shall be made by deduction from any amount due to the staff member concerned.

(g) If a dependant, in respect of whom an assignment grant has been paid in accordance with paragraph (c) above, resides less than six months at the duty station, and unless the Director General considers his departure as justified by exceptional circumstances, any assignment grant paid on his account shall be deducted from any amount due to the staff member concerned.

[Annex VII follows.]

ANNEXVII

AMENDMENTSTOTHESTAFFRULES

CompensationforOvertimeforStaffMembersintheGeneralServiceCategory -Rule3.9.3(a)

FORMERTEXT

PRESENTTEXT

Compensationfor OvertimeforStaffMembersintheGeneralServiceCategory

CompensationforOvertimeforStaffMember sintheGeneralServiceCategory

(a) StaffmembersintheGeneralServicecategorywhohavebeenrequiredto workovertimeshall,asfaraspossible,begivencompensatoryleave.Suchleave shallbegrantedaspromptlyasthe exigenciesoftheservicepermitandinanyevent notlaterthansixmonthsaftertheovertimeisworked.Ifthesuperiorresponsible forthestaffmemberconcernedcertifiesthat,owingtoexceptionalcircumstances, theexigenciesoftheservicedonotp ermitthegrantofcompensatoryleavewithin theprescribedperiodofsixmonths,theovertimeshallbecompensatedincash. Thestaffmembermay,however,choosetobecompensatedincashafteraperiodof twomonthsifthesuperiorresponsibleforhimc ertifiesthattheexigenciesofthe servicehavenotpermittedthegrantofcompensatoryleavewithinthatperiod.

(a) StaffmembersintheGeneralServicecategorywhohavebeenrequiredto workovertimeshall,asfaraspossible,begivencompensatoryleave.Suchleave shallbegrantedaspromptlyastheexigenciesoftheservice permitandinanyevent notlaterthansixmonthsaftertheovertimeisworked.Ifthesuperiorresponsible forthestaffmemberconcernedcertifiesthat,owingtoexceptionalcircumstances, theexigenciesoftheservicedonotpermitthegrantofcompens atoryleavewithin theprescribedperiodofsixmonths,theovertimeshallbecompensatedincash. Thestaffmembermay,however,choosetobecompensatedincashafteraperiodof twomonthsifthesuperiorresponsibleforhimcertifiesthattheexigenci esofthe servicehavenotpermittedthegrantofcompensatoryleavewithinthatperiod.The partoovertimeworkedwhichexceeds100 hourswithinthecalendaryearin accordancewithspecialauthorizationprocedures tobefixedbytheDirector Generali nanOfficeInstructionshallalwaysbegivenascompensatoryleaveand mustbetakenwithinthe prescribedperiodofsixmonths.

(b) Thedurationofcompensatoryleaveshallbeequaltotime -and-a-halffor ordinaryovertimeandtodoubletimeforspecialovertime .Compensationincash shallbepaidattherateofoneandahalftimesthehourlysalaryofthemiddlestep ofthestaffmember'sgradeforeachhourofordinaryovertime,andtwicethatsalary foreachhourofspecialovertime.

(b) [Nochange.]

(c) Inthecalculatio ofdailyovertime,periodsoflessthan15minutesshallbe disregarded.Thetotalovertimeshallbecalculatedeachweekinhoursandhalf hours,periodsoflessthan30minutesbeingdisregarded.

(c) [Nochange.]

(continued)

(continued)

Annex VII, page 2

FORMER TEXT

(continues)

(d) [Compensatory Leave] Compensatory leave can only be taken in units of half a day, equal to four hours of compensatory leave, after previous written authorization of the supervisor.

PRESENT TEXT

(continues)

(d) [No change.]

[End of Annex VII and of document]