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**STAFF REGULATIONS AND RULES: AMENDMENTS TO STAFF REGULATIONS
FOR APPROVAL; NOTIFICATION OF AMENDMENTS TO STAFF RULES**

Document prepared by the Director General

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I. INTRODUCTION

1. In October 2012, the WIPO Coordination Committee approved revisions to 10 chapters of the WIPO Staff Regulations and Rules, and in October 2013, the final chapters, regarding the internal justice system, were approved. This initiative, which was part of WIPO's Strategic Realignment Program, constituted the first comprehensive review of the Staff Regulations and Rules for over twenty years, resulting in a modernized staff regulatory framework, meeting International Civil Service Commission (ICSC) standards and best practices in the United Nations (UN) common system.

2. In order to meet the needs of an agile and future-focused organization and to adapt to evolving business and staff needs, the Staff Regulations and Rules have to be reviewed on an ongoing basis and amended regularly. After some months of working with the revised Staff Regulations and Rules, further amendments are also proposed to enhance some provisions that have been identified as being unclear, or difficult to apply in practice.

II. AMENDMENTS TO THE STAFF REGULATIONS AND RULES REGARDING NATIONAL PROFESSIONAL OFFICERS TO BE EFFECTIVE ON NOVEMBER 1, 2014 - FOR APPROVAL AND NOTIFICATION

3. The Staff Regulations as amended with effect from January 1, 2013, following approval by the WIPO Coordination Committee, introduced National Professional Officers (NPOs) as a new category of staff members (in addition to the Director, Professional and General Service categories).

4. In order to allow WIPO to proceed with the recruitment of NPOs, as and when relevant, further amendments need to be made to the Staff Regulations and Rules to define the legal framework governing the terms and conditions of employment of NPOs. Although NPOs will remain a minority category of staff, their recruitment will be a useful resource in the future to meet the increasing need for local expertise and in view of the forthcoming expansion of the external offices. WIPO will apply the conditions of service for NPOs set by the International Civil Service Commission, i.e.:

- NPOs perform professional duties that require knowledge and expertise at the national level and so cannot be carried out as effectively by internationally recruited staff;
- NPOs are recruited locally and only in non-Headquarters duty stations;
- The job classification standards used for NPOs are, broadly, those applicable to Professional-level work;
- Salary scales for the NPO category are established on a local basis by comparison with the best prevailing conditions of service in the duty station;
- NPOs are entitled to the same allowances and benefits as General Service staff, except for the language allowance and overtime compensation.

5. In view of the foregoing, it is proposed to amend the following Staff Regulations and Rules as described in Annex I:

Staff Regulations for approval:

- Regulation 2.1 “Classification of Posts”
- Regulation 2.3 “Determination of the Category and Level of the Functions of Temporary Staff Members”
- Regulations 3.4 “Dependency Allowances for Staff Members in the General Service Category”
- Regulation 3.6 “Advancement within Grade”
- Regulation 3.7 “Long-Service Step”
- Regulation 3.12 “Overtime”
- Regulation 3.17 “Pensionable Remuneration”
- Regulation 3.19 “Internal Taxation”
- Regulation 4.2 “Geographical Distribution”
- Regulation 4.6 “International Recruitment”
- Regulation 4.9 “Recruitment”
- Regulation 4.10 “Appointment Boards”
- Regulation 4.15 “Types of Appointments”
- Regulation 4.18 “Continuing Appointments”
- Regulation 9.14 “Commutation of Accrued Annual Leave”
- Regulation 9.15 “Separation Remuneration”

Staff Rules and related annexes for notification:

- Rule 2.2.1 “Implementation of a Reclassification Decision”
- Rule 3.6.3 “Salary on Promotion”
- Rule 4.5.1 “Staff Members Appointed to Positions Subject to Local Recruitment”
- Rule 4.6.1 “International Recruitment of Temporary Staff Members”
- Rule 4.9.2 “Appointments under Funds-in-Trust and other Special Agreements”
- Rule 4.9.3 “Recruitment of Temporary Staff Members”
- Rule 6.2.1 “Medical Insurance”
- Annex I “Glossary”, Article 2, “Glossary”
- Annex II “Salaries and Allowances”, Article 1 “Salaries”

6. *The WIPO Coordination Committee is invited to approve the amendments to the Staff Regulations and note the amendments to the Staff Rules and related annexes regarding NPOs, as provided in detail in Annex I.*

III. AMENDMENTS TO OTHER STAFF REGULATIONS TO BE EFFECTIVE ON NOVEMBER 1, 2014 - FOR APPROVAL

7. A detailed description of the proposed amendments to the Staff Regulations is provided in Annex II, however the main amendments are summarized as follows:

Regulation 1.2 “Assignment of Staff Members”

8. A reference is added to the wider term “functions” rather than “posts”, to clarify that staff members are assigned to perform substantive functions. It is part of the Director General’s inherent managerial power to redeploy staff or assign functions, including temporarily, according to the needs of the International Bureau.

Regulation 3.10 “Language Allowance”

9. The conditions and procedural details have been moved to the level of a staff rule, maintaining the higher principles at the level of the regulation.

Regulation 4.2 “Geographical Distribution”

10. The amendment incorporates gender balance in the Staff Regulations and enables the Organization to implement positive measures to increase gender balance in staffing at all levels, in line with the commitment to achieving gender balance at all levels by 2020, as well as the aims of the UN-wide initiatives on gender equality and the empowerment of women.

Regulation 4.3 “Transfers”

11. Some provisions are moved to the level of a staff rule, to separate the procedural details and conditions from the higher principles, which remain at the level of the regulation.

Regulation 4.10 “Appointment Boards”

12. Some provisions are moved to the level of a staff rule, to separate the conditions and procedural details from the higher principles, which remain at the level of the regulation. A provision is deleted which requires Appointment Boards to consider all staff members in the grade immediately below that of the vacancy, even when they have not submitted an application for the competition. The current provision is unnecessary since vacancies are announced to all staff, who may apply if they are interested and wish to be considered.

Regulation 4.17 “Fixed-Term Appointments”

13. Paragraph (d) of Regulation 4.17 will include, at the level of the regulation, the maximum limit of three years for appointments under funds-in-trust agreements, which is already provided in Rule 4.9.2 “Appointments under Funds-in-Trust and other Special Agreements”.

14. The amendment to paragraph (e) of Regulation 4.17 will allow a limited extension of fixed-term appointments on project posts, which may be necessary for certain projects.

15. A further amendment is proposed to enable project staff to compete as external candidates in WIPO competitions. Presently, project staff are not eligible for a non-project related fixed-term appointment for a period of one year after the expiration of their fixed-term project-related appointment. The one-year prohibition on applying for non-project posts was not considered justified given that project staff go through the same competitive selection process as other fixed-term staff; it could also deprive the Organization of

potentially valuable candidates for non-project fixed-term posts. However, given the fact that that the aim of project posts is to recruit staff for time-limited mandates, this category of staff is not eligible for permanent/continuing appointments and will be considered as external candidates (as is the case with temporary staff) in WIPO competitions in order to prioritize the career development of staff on regular fixed-term and permanent/continuing appointments.

Regulation 5.2 “Special Leave”

16. The amendment clarifies that special leave is normally without pay, and that special leave with full or partial pay will be granted in exceptional circumstances. The conditions applicable to special leave for prolonged illness, in respect of accrual of service credits towards a number of entitlements, are aligned with the general rules governing special leave. However, the Organization will continue to contribute to the pension and the medical insurance during periods of special leave for prolonged illness with half pay.

Regulation 9.2(h) “Termination”

17. The current provision requires that a staff member whose permanent or continuing appointment was terminated due to abolition of post must be offered an appointment to any suitable post which becomes vacant within two years after the termination date. The amendment requires the former staff member to apply before any offer of appointment is made. This ensures that an updated application is submitted allowing the Organization to assess whether the former staff member possesses the necessary qualifications, and that the staff member is actually interested in being offered the post in question.

Regulation 9.15(a)(2) “Separation Remuneration”

18. The amendment clarifies in which cases separation remuneration may include post adjustment. It limits the inclusion of post adjustment in the calculation of termination indemnity to exceptional cases only.

New Regulation 12.6 “Delegation of authority”

19. This new Regulation will allow the Director General to delegate the authority vested in him or her by the Staff Regulations and Rules.

Other amendments

20. Other amendments which are less substantive in nature (e.g., to correct an error or inconsistency, clarify a provision, or address a gap) are also made to the following Regulations:

- Regulation 3.2(a) “Dependency”
- Regulation 3.3(c) “Dependency Allowances for Staff Members in the Professional and Higher Categories”
- Regulation 3.4(e) “Dependency Allowances for Staff Members in the General Service Category”
- Regulation 3.8(d)(1) “Post Adjustment”
- Regulation 3.19(a)(2)(i) “Internal Taxation”
- Regulation 4.4(a) “Promotion”
- Regulation 4.6(d) “International Recruitment”

- Regulation 4.14 "Inter-agency Movements"
- Regulation 4.16 "Temporary Appointments"
- Regulation 4.20 "Performance Appraisals"
- Regulation 9.8(a)(1) "Termination Indemnity"
- Regulation 9.10(b) "Age Limit for Retirement Age"
- Regulation 11.4(b) "Formal Conflict Resolution"

21. *The WIPO Coordination Committee is invited to approve the amendments to the Staff Regulations, as provided in detail in Annex II.*

IV. AMENDMENTS TO OTHER STAFF RULES AND RELATED ANNEXES TO BE EFFECTIVE ON NOVEMBER 1, 2014 - FOR NOTIFICATION

22. A detailed description of the proposed amendments to the Staff Rules is provided in Annex III, however the main amendments are summarized as follows:

New Rule 4.3.1 "Transfers"

23. This new rule incorporates provisions currently contained in Regulation 4.3, to separate the procedural details and conditions from the higher principles, which remain at the level of the regulation. A reference is added to transfers "with posts", where justified by business needs (for example, in the case of an organizational restructuring or to rebalance workforce where activities are increasing or declining) or in other exceptional circumstances. Such transfers are subject to the limits set out in the Financial Regulations and Rules. Transfers shall be at the same grade, but responsibilities may be different, therefore the reference to the new post having "comparable responsibilities" is deleted. The provision that "a staff member may at any time request consideration for a transfer in his or her own interest" is deleted; this principle will remain applicable, but does not need to be specified in the Staff Regulations and Rules.

New Rule 4.10.1 "Composition and Rules of Procedures of Appointment Boards"

24. The new rule incorporates provisions currently contained in Regulation 4.10, in accordance with Staff Regulation 4.9(c) which provides that the "Director General shall define the conditions for the establishment of Appointment Boards."

Rule 4.13.1(c) "Reappointment"

25. The provision is amended to cover the situation of staff members reappointed less than 12 months after separation from any organization applying the United Nations common system of salaries and allowances, and not only from the International Bureau. The intention of the amendment is to avoid duplication of benefits.

Rule 4.16.1 "Probationary Period"

26. The probationary period for temporary staff appointed for less than six months is extended from two weeks to one month, to provide sufficient time to assess performance, in the interests of both the staff member and his or her manager.

Rule 6.2.2(e)(4) “Sick Leave and Special Leave for Prolonged Illness”

27. Special leave for prolonged illness will no longer be granted with full pay, in line with amendment to Regulation 5.2 and practice in other organizations of the UN common system. As per Rule 6.2.2(e)(3), special leave for prolonged illness may only be granted after the staff member has exhausted all entitlements to paid sick leave (up to nine months with full pay and nine months with half pay), as well as accrued annual leave entitlements.

Rule 9.2.2(b)(1) “Termination of Appointments of Temporary Staff Members”

28. Staff Rule 9.2.2(b)(1) refers to termination “with or without cause.” Termination of an appointment should not be without cause, therefore the reference has been deleted. For the same reason, “with or without cause” has also been deleted from Staff Rule 4.16.1(b) “Probationary period”.

Other amendments

29. Other amendments which are less substantive in nature (e.g., to correct an error or inconsistency, clarify a provision, or to align the text with changes made to regulations) are also made to the following rules:

- Rule 1.3.6(b) “Unauthorized Absences”
- Rule 3.10.1 “Language Allowance”
- Rules 4.20.1(a) “Performance of Staff Members
- Rule 4.20.2 “Performance Appraisal of Temporary Staff Members”
- Rule 6.2.2 “Sick Leave and Special Leave for Prolonged Illness”
- Rule 6.2.7(c)(3) “Health Protection and Insurance for Temporary Staff Members”
- Rule 7.3.7 “Excess Baggage and Unaccompanied Shipment”
- Rule 7.3.10 “Travel-related Insurance”
- Rule 7.3.13(a) “Travel-Related Entitlements for Temporary Staff Members”
- Annex IV, “Rules of Procedure of Appointment Boards”, Article 2, “Constitution”
- Annex IV, “Rules of Procedure of Appointment Boards”, Article 3, “Procedure”

30. *The WIPO Coordination Committee is invited to note the amendments to the Staff Rules as provided in detail in Annex III.*

V. AMENDMENTS TO STAFF RULES AND RELATED ANNEXES ALREADY IMPLEMENTED IN 2014 - FOR NOTIFICATION

31. The following Staff Rules were amended by the Director General and implemented in 2014. A detailed description of the amendments is provided in Annex IV, however the main amendments are summarized as follows:

Staff Rule 11.1(b)(1) “Appeal Board” (Office Instruction No. 52/2013)

32. Staff Rule 11.5.1(b)(1) was amended with effect from January 1, 2014, to ensure that the work of the WIPO Appeal Board, with the new composition as provided in new Staff Rule 11.5.1(b), was not interrupted pending the designations by the WIPO Coordination Committee of a Chair and Deputy Chair of the WIPO Appeal Board, by enabling the Director General to make an interim appointments.

Salary scales for staff members in the professional and higher categories (Office Instruction No. 3/2014)

33. By its resolution 68/253, the United Nations General Assembly approved the upward adjustment by 0.19 per cent of the base/floor salary scale for staff in the Professional and higher categories. The WIPO salary scales were adjusted accordingly, with effect from January 1, 2014.

34. In accordance with the above-mentioned resolution, the revised base/floor salary scale was implemented on a "no loss, no gain" basis. Consequently, post adjustment multipliers applicable at all duty stations were commensurately reduced by the same percentage. The total net remuneration amount (base salary plus post adjustment) therefore remained unchanged, except for very minor differences due to rounding. The adjustment of the base/floor salary scale did not have any impact on the levels of pensionable remuneration for the staff in the Professional and higher categories. Annex II, Article 1 “Salaries” of the Staff Regulations and Rules was amended accordingly.

Education grant – special measure for Belgium (Office Instruction No. 3/2014)

35. By its resolution 68/253, the United Nations General Assembly also approved the introduction of a special measure, which allows reimbursement of the education-related expenses up to the maximum established for the United States dollar inside the United States zone (i.e., 45,586 United States dollars), for three English-curriculum schools in Brussels, Belgium, as from the school year in progress on January 1, 2013. Annex II, Article 1(f), of the Staff Regulations and Rules, which contains the amounts applicable for the purposes of the education grant, was amended accordingly.

Staff Rule 5.3.1 “Home Leave” (Office Instruction No. 21/2014)

36. Staff Rule 5.3.1(i) was amended, with effect from May 1, 2014, to enable the Director General to designate an authorized representative to decide whether 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.

Annex V “Specific Rules Applicable to Staff Members in Part-Time Employment” (Office Instruction No. 21/2014)

37. Annex V, Article 1(a)(1) was amended, with effect from May 1, 2014, to indicate that the amount payable for home leave to staff in part-time employment is now calculated on a *pro rata* basis in relation to their employment rate. For example, a staff member whose

employment rate is 80 per cent shall be eligible for 80 per cent of the amount to which a staff member in full-time employment is entitled. Some additional amendments have been made to Article 1, as reflected in Annex IV.

Staff Rule 7.3.2 “Assignment Grant” (Office Instruction No. 31/2014)

38. Staff Rule 7.3.2 was amended, with effect from May 5, 2014, to align with the conditions set by the International Civil Service Commission. Further detail has been added to the Staff Rule to specify that the amount of the lump sum portion of the assignment grant depends on factors such as the classification of the duty station, the duration of the assignment and whether or not full removal expenses have been paid. Some additional amendments have been made, as reflected in Annex IV.

Staff Rules 7.3.4 “Dependants Eligible for Travel and Removal at the Expense of the International Bureau and for the Installation Grant”, 7.3.6 “Removal Expenses” and 7.3.7 “Excess Baggage and Unaccompanied Shipment” (Office Instruction No. 31/2014)

39. As from January 1, 2013, WIPO’s Staff Regulations and Rules included a provision on the non-removal allowance (Staff Regulation 3.24), which is part of the mobility and hardship scheme, and which compensates staff for the non-removal of personal effects and household goods. The non-removal allowance may be paid in addition to an unaccompanied shipment under Staff Rule 7.3.7(e), and the lump sum portion of the assignment grant under Staff Rule 7.3.2.

40. The amendments made to Staff Rules 7.3.6 and 7.3.7 enable staff members entitled to the full removal to opt instead for non-removal. The amendments to Staff Rules 7.3.4, 7.3.6 and 7.3.7 also clarify the eligibility criteria and options for the new range of removal/non-removal entitlements. Some additional amendments have been made, as reflected in Annex IV. The amendments to these rules entered into force on May 5, 2014.

41. *The WIPO Coordination Committee is invited to note the amendments to the Staff Rules as provided in detail in Annex IV.*

[Annexes follow]

Annex I

**AMENDMENTS TO THE STAFF REGULATIONS AND RULES REGARDING NATIONAL PROFESSIONAL OFFICERS
TO BE EFFECTIVE ON NOVEMBER 1, 2014
FOR APPROVAL AND NOTIFICATION**

CHAPTER II – CLASSIFICATION

| Regulation/Rule | Current text | Proposed/new text | Purpose/Description of Amendment |
|---|--|--|--|
| <p>Regulation 2.1</p> <p>Classification of Posts</p> | <p>(a) The nature of the duties and responsibilities attaching to each grade shall be determined by the Director General in light of the standards for staff in the Director, Professional, and National Professional Officer categories used by the other intergovernmental organizations of the United Nations common system and, for staff in the General Service category, the common standards for Geneva or for New York [...]</p> <p>(b) The Director General shall determine the place of each post within the following classification. Each post shall be assigned to a suitable grade in any of the following categories: Director, Professional, National Professional Officer, and General Service. [...] National Professional Officer: NOD, NOC, NOB and NOA.</p> | <p>(a) The nature of the duties and responsibilities attaching to each grade shall be determined by the Director General in light of the standards for staff in the Director, Professional, and National Professional Officer categories used by the other intergovernmental organizations of the United Nations common system and, for staff in the General Service category, the common standards for Geneva or for New York [...]</p> <p>(b) The Director General shall determine the place of each post within the following classification. Each post shall be assigned to a suitable grade in any of the following categories: Director, Professional, National Professional Officer, and General Service. [...] National Professional Officer: NOE, NOD, NOC, NOB and NOA. [...]</p> | <p>To add possibility to hire NPOs at grade E, as in other UN organizations.</p> |
| <p>Rule 2.2.1</p> <p>Implementation of a Reclassification Decision</p> | <p>(b)[...]</p> <p>(3) if the review leads to a higher grade of the post than initially classified, but only by a single grade, within the General Service or Professional categories, then the incumbent shall be promoted as a result of reclassification of the post to which he or she is assigned, provided he or she fully meets the post requirements and his or her performance ratings under the performance appraisal mechanism are effective or better for the two years preceding promotion.</p> <p>[...]</p> | <p>(b)[...]</p> <p>(3) if the review leads to a higher grade of the post than initially classified, but only by a single grade, within the General Service, National Professional Officer or Professional categories, then the incumbent shall be promoted as a result of reclassification of the post to which he or she is assigned, provided he or she fully meets the post requirements and his or her performance ratings under the performance appraisal mechanism are effective or better for the two years preceding promotion.</p> <p>[...]</p> | <p>To include a reference to the NPO category.</p> |

| Regulation/Rule | Current text | Proposed/new text | Purpose/Description of Amendment |
|---|--|--|--|
| | (e) The Director General shall have the authority to approve the promotion of staff members resulting from post reclassifications within the Professional category and within the Director category. The Director of HRMD shall have the authority to approve the promotion of staff members within the General Service category. | (e) The Director General shall have the authority to approve the promotion of staff members resulting from post reclassifications within the National Professional Officer , Professional category and within the Director categories category. The Director of HRMD shall have the authority to approve the promotion of staff members within the General Service category. | |
| Regulation 2.3(b) Determination of the Category and Level of the Functions of Temporary Staff Members | The Director General shall assign to each function a suitable grade in any of the following categories: Director, Professional, General Service and related categories. Applicable grades in each category shall be as follows: Director Category: D-1. Professional Category: P-5, P-4, P-3, P-2 and P-1. National Professional Officer: NOD, NOC, NOB and NOA. General Service Category: G-7, G-6, G-5, G-4, G-3, G-2 and G-1. | The Director General shall assign to each function a suitable grade in any of the following categories: Director, Professional, National Professional Officer and General Service and related categories . Applicable grades in each category shall be as follows: Director Category: D-1. Professional Category: P-5, P-4, P-3, P-2 and P-1. National Professional Officer: NOE , NOD, NOC, NOB and NOA. General Service Category: G-7, G-6, G-5, G-4, G-3, G-2 and G-1. | “related categories” include NPOs. However, since there are no other “related categories” in WIPO, it is deleted entirely. Further, the amendment ensures consistency with Staff Regulation 2.1(b), which only lists four categories of staff, without any reference to “related categories”: <i>“The Director General shall determine the place of each post within the following classification. Each post shall be assigned to a suitable grade in any of the following categories: Director, Professional, National Professional Officer, and General Service [...]”</i> |

CHAPTER III – SALARIES AND ALLOWANCES

| Regulation/Rule | Current text | Proposed/new text | Purpose/Description of Amendment |
|--|--|---|--|
| Regulations 3.4 Dependency Allowance for Staff Members in the General Service Category | Dependency Allowances for 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: [...] | Dependency Allowances for Staff Members in the General Service and National Professional Officer Category categories Staff members in the General Service and National Professional Officer categories category shall be entitled to the following non-pensionable allowances under the conditions set forth below: [...] | To include a reference to the NPO category (see also amendment to Annex II below). |
| Regulation 3.6(b) Advancement within Grade | The interval shall be reduced to ten months instead of one year, or 20 months instead of two years, in the case of staff members in the Professional and Director categories, except staff members in language posts, who have an adequate and confirmed knowledge of two of the following languages: Arabic, Chinese, | The interval shall be reduced to ten months instead of one year, or 20 months instead of two years, in the case of staff members in the National Professional Officer , Professional and Director categories, except staff members in language posts, who have an adequate and confirmed knowledge of two of the | To include a reference to NPOs in paragraph (b) since they may be granted an accelerated step increment, subject to the eligibility criteria, as is the case for staff in the Professional or Director categories. |

| Regulation/Rule | Current text | Proposed/new text | Purpose/Description of Amendment |
|---|--|--|--|
| | English, French, German, Japanese, Korean, Portuguese, Russian, and Spanish. | following languages: Arabic, Chinese, English, French, German, Japanese, Korean, Portuguese, Russian, and Spanish. | |
| <p>Rule 3.6.3</p> <p>Salary on Promotion</p> | <p>The salaries of promoted staff members shall be calculated in the following manner:</p> <p>(a) for staff members in continuous service in the General Service category, during the year following promotion, salary shall be determined so that they receive, in addition to the sum which they would have received had they not been promoted, an amount corresponding to one step of their new grade; however, if the salary at the first step of the new grade gives them a greater increase, they shall be entitled to that salary. The step and the date of the periodical salary increment in the higher grade shall be fixed accordingly;</p> <p>(b) [...]</p> <p>(c) Where a staff member is promoted from the General Service to or to the Professional category, the provision in paragraph (a) above shall apply, with the following elements considered to be part of the salaries to be used for the determination of the step in the new grade:</p> <p>(1) the net amount of any allowance which is pensionable and which the staff member received while serving in the General Service or related categories;</p> <p>(2) any post adjustment at the single rate applicable to the grade/step in the Professional category to which the staff member is promoted.</p> <p>[...]</p> | <p>The salaries of promoted staff members shall be calculated in the following manner:</p> <p>(a) for staff members in continuous service in the General Service category or in the National Professional Officers categories category, during the year following promotion, salary shall be determined so that they receive, in addition to the sum which they would have received had they not been promoted, an amount corresponding to one step of their new grade; however, if the salary at the first step of the new grade gives them a greater increase, they shall be entitled to that salary. The step and the date of the periodical salary increment in the higher grade shall be fixed accordingly;</p> <p>(b) [...]</p> <p>(c) Where a staff member is promoted from the General Service to the National Professional Officer category or to the Professional category, or from the National Professional Officer category to the Professional category, the provision in paragraph (a) above shall apply, with the following elements considered to be part of the salaries to be used for the determination of the step in the new grade:</p> <p>(1) the net amount of any allowance which is pensionable and which the staff member received while serving in the General Service or related National Professional Officer categories;</p> <p>(2) any post adjustment at the single rate applicable to the grade/step in the Professional category to which the staff member is promoted.</p> <p>[...]</p> | <p>To include provisions regarding:</p> <ul style="list-style-type: none"> - promotions within the NPO category and - promotions from G to NPO and NPO to P. |

| Regulation/Rule | Current text | Proposed/new text | Purpose/Description of Amendment |
|---|--|---|--|
| <p>Regulation 3.7 Long-Service Step</p> | <p>Staff members in the General Service category, who have completed at least 20 years of satisfactory service with the International Bureau and who have been at the top step of their grade for at least five years, shall be eligible to receive one additional step, which shall be pensionable and shall form an extension of the corresponding salary scale. This Regulation shall not apply to temporary staff members.</p> | <p>(a) Staff members in the General Service category, who have completed at least 20 years of satisfactory service with the International Bureau and who have been at the top step of their grade for at least five years, shall be eligible to receive one additional step, which shall be pensionable and shall form an extension of the corresponding salary scale. This Regulation shall not apply to temporary staff members.</p> <p>(b) Staff members in the National Professional Officer category may be eligible for a long-service step, which shall be pensionable, according to conditions defined in the corresponding local salary scale. This Regulation shall not apply to temporary staff members.</p> | <p>To add a provision specific to NPOs (conditions for the granting of the long-service step may differ between duty stations).</p> |
| <p>Regulation 3.12(b) Overtime</p> | <p>Should the exigencies of the service permit, and subject to the prior approval of the Director General or authorized representative, staff members in the Professional and higher categories who have been required to work overtime for substantial or recurrent periods may be granted compensatory leave.</p> | <p>Should the exigencies of the service permit, and subject to the prior approval of the Director General or authorized representative, staff members in the Professional, National Professional Officer and higher categories who have been required to work overtime for substantial or recurrent periods may be granted compensatory leave.</p> | <p>To add a reference to the NPO category. As per the ICSC, NPOs are entitled to the same allowances and benefits as GS staff, <i>except for</i> the language allowance and overtime compensation.</p> |
| <p>Regulation 3.17(c) Pensionable Remuneration</p> | <p>Where promotion of a staff member from the General Service category to the Professional category results in a reduction of his or her pensionable remuneration, the staff member concerned shall continue to benefit from the said remuneration at the level it had reached immediately prior to promotion until such time as, for any reason, the pensionable remuneration corresponding to his or her salary in the Professional category exceeds the aforementioned level.</p> | <p>Where promotion of a staff member from the General Service or the National Professional Officer categories category to the Professional category results in a reduction of his or her pensionable remuneration, the staff member concerned shall continue to benefit from the said remuneration at the level it had reached immediately prior to promotion until such time as, for any reason, the pensionable remuneration corresponding to his or her salary in the Professional category exceeds the aforementioned level.</p> | <p>To add a reference to the NPO category.</p> |
| <p>Regulation 3.19 Internal Taxation</p> | <p>Each staff member shall be subject to internal taxation at the following rates: [...]</p> <p>(b) For staff members in the General Service category:</p> <p>(1) Rates for pensionable remuneration and gross salary purposes: [...]</p> | <p>Each staff member shall be subject to internal taxation at the following rates: [...]</p> <p>(b) For staff members in the General Service and National Professional Officer categories category:</p> <p>1) Rates for pensionable remuneration and gross salary purposes: [...]</p> | <p>To add a reference to the NPO category.</p> |

CHAPTER IV – PRINCIPLES GOVERNING RECRUITMENT, APPOINTMENT AND PROMOTION

| Regulation/Rule | Current text | Proposed/new text | Purpose/Description of Amendment |
|---|--|---|--|
| <p>Regulation 4.2(b) Geographical Distribution</p> | <p>Recruitment on as wide a geographical basis as possible, in accordance with the requirements of paragraph (a) above, shall not apply to staff members appointed to “language” positions (namely positions of translators, interpreters, editors and revisers) or to staff members appointed to positions in the General Service category and staff members recruited locally in non-Headquarters offices.</p> | <p>Recruitment on as wide a geographical basis as possible, in accordance with the requirements of paragraph (a) above, shall not apply to staff members appointed to “language” positions (namely positions of translators, interpreters, editors and revisers) or to staff members appointed to positions in the General Service and National Professional Officer categories category and staff members recruited locally in non-Headquarters offices.</p> | <p>To add a reference to the NPO category.</p> |
| <p>Rule 4.5.1 Staff Members Appointed to Positions Subject to Local Recruitment</p> | <p>(a) All staff in the General Service category, except as provided for in Regulation 4.6(d) and Rule 4.6.1(d) below, shall be recruited in the host country or within reasonable commuting distance of the Headquarters and, notwithstanding national boundaries, irrespective of their nationality and of the length of time they may have been in the host country. The allowances and benefits available to staff members in the General Service shall be set by the Director General. The above provision shall apply mutatis mutandis to non-Headquarters offices.</p> <p>(b) A staff member subject to local recruitment under this Rule shall not be eligible for the allowances or benefits provided for by Regulation 4.6(b) and Rule 4.6.1(b) below.</p> | <p>(a) All staff in the General Service category, except as provided for in Regulation 4.6(d) and Rule 4.6.1(d) below, shall be recruited in the host country or within reasonable commuting distance of the Headquarters and, notwithstanding national boundaries, irrespective of their nationality and of the length of time they may have been in the host country. The allowances and benefits available to staff members in the General Service shall be set by the Director General. The above provision shall apply mutatis mutandis to non-Headquarters offices.</p> <p><u>(b) All staff in the National Professional Officer category, except as provided for in Regulation 4.6(d) and Rule 4.6.1(d) below, shall be recruited locally in the country of the duty station. National Professional Officers shall normally be nationals of the country of the duty station. The allowances and benefits available to staff members in the National Professional Officer category shall be set by the Director General. A staff member in this category may only be recruited in non-Headquarters offices.</u></p> <p><u>(c) (b)</u> A staff member subject to local recruitment under this Rule shall not be eligible for the allowances or benefits provided for by Regulation 4.6(b) and Rule 4.6.1(b) below.</p> | <p>To add a reference to the NPO category.</p> |

| Regulation/Rule | Current text | Proposed/new text | Purpose/Description of Amendment |
|---|--|--|--|
| <p>Regulation 4.6(d)</p> <p>International Recruitment</p> | <p>For certain posts in the General Service category for which candidates are not available locally, staff members who have been recruited may be held to be internationally recruited as prescribed by the Director General.</p> | <p>For certain posts in the General Service and National Professional Officer categories category for which candidates are not available locally, staff members who have been recruited may be held to be internationally recruited as prescribed by the Director General.</p> | <p>To add a reference to the NPO category</p> |
| <p>Rule 4.6.1(d)</p> <p>International Recruitment of Temporary Staff Members</p> | <p>For certain positions in the General Service category for which candidates are not available locally, temporary staff members who have been recruited may be held to be internationally recruited when so decided by the Director General.</p> | <p>For certain positions in the General Service and National Professional Officer categories category for which candidates are not available locally, temporary staff members who have been recruited may be held to be internationally recruited when so decided by the Director General.</p> | <p>To add a reference to the NPO category.</p> |
| <p>Regulation 4.9</p> <p>Recruitment</p> | <p>(a) As a general rule, recruitment shall be made on the basis of a competition. Vacancies in the Professional and higher categories shall be brought to the attention of the staff members of the International Bureau and the Member States, with details as to the nature of the functions to be fulfilled, the qualifications required and the conditions of employment.</p> <p>(b) Vacancies at grades G1 to G7 shall be filled, on a competitive basis, by the appointment of candidates residing as close to the duty station as possible; where this is not feasible, the vacant posts shall be advertised on a competitive basis, as provided for in paragraph (a) above, but recruitment shall be undertaken with due regard to its financial implications.</p> <p>[...]</p> | <p>(a) As a general rule, recruitment shall be made on the basis of a competition. Vacancies in the Professional and higher categories shall be brought to the attention of the staff members of the International Bureau and the Member States, with details as to the nature of the functions to be fulfilled, the qualifications required and the conditions of employment.</p> <p><u>(b) Vacancies in the National Professional Officer category shall be filled on a competitive basis by the appointment of candidates who shall normally be nationals of the country of the duty station and who shall be recruited locally, subject to the exception specified in Regulation 4.6(d).</u></p> <p><u>(c)</u> (b) Vacancies at grades G1 to G7 shall be filled, on a competitive basis, by the appointment of candidates residing as close to the duty station as possible; where this is not feasible, the vacant posts shall be advertised on a competitive basis, as provided for in paragraph (a) above, but recruitment shall be undertaken with due regard to its financial implications.</p> <p>[...]</p> | <p>To add a reference to the NPO category.</p> |
| <p>Rule 4.9.2(a)</p> <p>Appointments under Funds-in-Trust and other Special Agreements</p> | <p>When certain services in the Professional category and also specific posts in the General Service category are envisaged under Funds-in-Trust or co-operation agreements between the International Bureau and national and regional intellectual property offices, or Member State governments, the Director General may proceed with appointments without having recourse to a competition. [...]</p> | <p>When certain services in the Professional category and also specific posts in the General Service and National Professional Officer categories category are envisaged under Funds-in-Trust or co-operation agreements between the International Bureau and national and regional intellectual property offices, or Member State governments, the Director General may proceed with appointments without having recourse to</p> | <p>To add a reference to the NPO category.</p> |

| Regulation/Rule | Current text | Proposed/new text | Purpose/Description of Amendment |
|--|---|--|--|
| | | a competition. [...] | |
| <p>Rule 4.9.3(c) Recruitment of Temporary Staff Members</p> | <p>When certain services in the Professional category and also specific positions in the General Service category are envisaged under Funds-in-Trust or co-operation agreements between the International Bureau and national and regional intellectual property offices, or Member State governments, the Director General may proceed with appointments without having recourse to a competition. [...]</p> | <p>When certain services in the Professional category and also specific positions in the General Service and National Professional Officer categories category are envisaged under Funds-in-Trust or co-operation agreements between the International Bureau and national and regional intellectual property offices, or Member State governments, the Director General may proceed with appointments without having recourse to a competition. [...]</p> | <p>To add a reference to the NPO category.</p> |
| <p>Regulation 4.10(a) Appointment Boards</p> | <p>The Director General shall set up Appointment Boards to advise him or her in all cases where a vacancy has been the subject of a competition in the General Service, Professional or Director category.</p> | <p>The Director General shall set up Appointment Boards to advise him or her in all cases where a vacancy has been the subject of a competition in the General Service, National Professional Officer, Professional or Director category.</p> | <p>To add a reference to the NPO category.</p> |
| <p>Regulation 4.15 Types of Appointments</p> | <p>(a) Staff members in the Professional and Higher and General Service categories shall be granted either temporary, fixed-term, continuing, or permanent appointments. (b) Deputy Directors General and Assistant Directors General shall be granted fixed-term appointments.</p> | <p>(a) Staff members in the Professional and Higher and General Service categories shall be granted either temporary, fixed-term, continuing, or permanent appointments. <u>(b) Staff members in the National Professional Officers category shall be granted either temporary, fixed-term, or continuing appointments.</u> <u>(c) (b) Deputy Directors General and Assistant Directors General shall be granted fixed-term appointments.</u></p> | <p>To add a reference to the NPO category.</p> |
| <p>Regulation 4.18(a) Continuing Appointments</p> | <p>[...] A continuing appointment may be granted to a staff member in the Director, Professional or General Service categories who has completed at least three years of continuous service [...].</p> | <p>[...] A continuing appointment may be granted to a staff member in the Director, Professional, National Professional Officer or General Service categories who has completed at least three years of continuous service [...].</p> | <p>To add a reference to the NPO category.</p> |

CHAPTER VI – SOCIAL SECURITY

| Regulation/Rule | Current text | Proposed/new text | Purpose/Description of Amendment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|---|---|-------------------|----|----|-----------|----|----|-----------------|----|----|-----|----|----|-----|----|----|---------------|----|----|--|--|---|---|------------------------------|----|----|-----------|----|----|-----------------------------------|----|----|--------------------|----|----|--------------------|----|----|---------------|----|----|--|
| Rule 6.2.1(d) Medical Insurance | Premiums due under the medical insurance scheme for staff members and their dependants shall be shared between the staff member and the International Bureau according to the following table: | Premiums due under the medical insurance scheme for staff members and their dependants shall be shared between the staff member and the International Bureau according to the following table: | To add a reference to the NPO category. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th></th> <th>Percentage of the premium to be borne by the staff member</th> <th>Percentage of the premium to be borne by the International Bureau</th> </tr> </thead> <tbody> <tr> <td>GI to G4, and P-1</td> <td>25</td> <td>75</td> </tr> <tr> <td>G5 and G6</td> <td>30</td> <td>70</td> </tr> <tr> <td>G7, P-2 and P-3</td> <td>35</td> <td>65</td> </tr> <tr> <td>P-4</td> <td>40</td> <td>60</td> </tr> <tr> <td>P-5</td> <td>45</td> <td>55</td> </tr> <tr> <td>D-1 and above</td> <td>50</td> <td>50</td> </tr> </tbody> </table> | | Percentage of the premium to be borne by the staff member | Percentage of the premium to be borne by the International Bureau | GI to G4, and P-1 | 25 | 75 | G5 and G6 | 30 | 70 | G7, P-2 and P-3 | 35 | 65 | P-4 | 40 | 60 | P-5 | 45 | 55 | D-1 and above | 50 | 50 | <table border="1"> <thead> <tr> <th></th> <th>Percentage of the premium to be borne by the staff member</th> <th>Percentage of the premium to be borne by the International Bureau</th> </tr> </thead> <tbody> <tr> <td>GI to G4, NOA and P-1</td> <td>25</td> <td>75</td> </tr> <tr> <td>G5 and G6</td> <td>30</td> <td>70</td> </tr> <tr> <td>G7, NOB, NOC, P-2 and P-3</td> <td>35</td> <td>65</td> </tr> <tr> <td>NOD and P-4</td> <td>40</td> <td>60</td> </tr> <tr> <td>NOE and P-5</td> <td>45</td> <td>55</td> </tr> <tr> <td>D-1 and above</td> <td>50</td> <td>50</td> </tr> </tbody> </table> | | Percentage of the premium to be borne by the staff member | Percentage of the premium to be borne by the International Bureau | GI to G4, NOA and P-1 | 25 | 75 | G5 and G6 | 30 | 70 | G7, NOB, NOC , P-2 and P-3 | 35 | 65 | NOD and P-4 | 40 | 60 | NOE and P-5 | 45 | 55 | D-1 and above | 50 | 50 | |
| | Percentage of the premium to be borne by the staff member | Percentage of the premium to be borne by the International Bureau | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GI to G4, and P-1 | 25 | 75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| G5 and G6 | 30 | 70 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| G7, P-2 and P-3 | 35 | 65 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P-4 | 40 | 60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P-5 | 45 | 55 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D-1 and above | 50 | 50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Percentage of the premium to be borne by the staff member | Percentage of the premium to be borne by the International Bureau | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GI to G4, NOA and P-1 | 25 | 75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| G5 and G6 | 30 | 70 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| G7, NOB, NOC , P-2 and P-3 | 35 | 65 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NOD and P-4 | 40 | 60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NOE and P-5 | 45 | 55 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D-1 and above | 50 | 50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

CHAPTER IX – SEPARATION FROM SERVICE

| Regulation/Rule | Current text | Proposed/new text | Purpose/Description of Amendment |
|--|--|--|---|
| Regulation 9.14(b) Commutation of Accrued Annual Leave | For the purposes of this Regulation, “salary” shall mean, for staff members in the Professional and higher categories, the aggregate amount of salary (Regulation 3.1) and post adjustment (Regulation 3.8) and, for staff members in the General Service category, salary (Regulation 3.1) in addition to the language allowance (Regulation 3.10), if payable. | For the purposes of this Regulation, “salary” shall mean, for staff members in the Professional and higher categories, the aggregate amount of the salary (Regulation 3.1) and post adjustment (Regulation 3.8) and , for staff members in the General Service category, the salary (Regulation 3.1) in addition to the language allowance (Regulation 3.10), if payable, and for staff members in the National Professional | To add a reference to the NPO category. |

| Regulation/Rule | Current text | Proposed/new text | Purpose/Description of Amendment |
|--|---|--|---|
| | | <u>Officer category, the salary (Regulation 3.1).</u> | |
| Regulation 9.15(a) Separation Remuneration | [...] (1) for staff members in the General Service category, the separation remuneration shall be the salary (Regulation 3.1) in addition to the language allowance (Regulation 3.10), if payable; (2) for staff members in the Professional and Higher categories, the separation remuneration shall be the salary as defined in Regulation 3.1(a), with or without post adjustment. | [...] (1) for staff members in the General Service category, the separation remuneration shall be the salary (Regulation 3.1) in addition to the language allowance (Regulation 3.10), if payable; <u>(2) for staff members in the National Professional Officer category, the separation remuneration shall be the salary as defined in Regulation 3.1(a);</u> (2) (3) for staff members in the Professional and Higher categories, the separation remuneration shall be the salary as defined in Regulation 3.1(a), with or without post adjustment. | To add a reference to the NPO category. |

ANNEX I – GLOSSARY

| Article | Current text | Proposed/new text | Purpose/Description of Amendment |
|--|--|--|---|
| Article 2(a)(4) Glossary | “National Professional Officer” shall mean a staff member who is locally recruited equivalent to “P” staff, and who performs professional functions requiring local expertise. (5) ‘NOA’ shall mean National Professional Assistant Administrative or Program Officer. (6) ‘NOB’ shall mean National Professional Associate Administrative or Program Officer. (7) ‘NOC’ shall mean National Professional Administrative or Program Officer. (8) ‘NOD’ shall mean National Professional Senior Administrative or Program Officer. (9) [...] (10) [...] | “National Professional Officer” shall mean a staff member who is locally recruited at a non-Headquarters duty station equivalent to “P” staff, and who performs professional functions requiring local expertise. (5) ‘NOA’ shall mean National Professional Assistant Administrative or Program Officer. (6) ‘NOB’ shall mean National Professional Associate Administrative or Program Officer. (7) ‘NOC’ shall mean National Professional Administrative or Program Officer. (8) ‘NOD’ shall mean National Professional Senior Administrative or Program Officer. (9) (5) [...] (10) (6) [...] | To clarify that NPOs can only be recruited at non-Headquarters duty stations. The definitions of NOA, NOB, NOC and NOD are deleted as they are too restrictive. NPOs can be hired to perform functions that are not only administrative or program-related (e.g., public information). |

| Article | Current text | Proposed/new text | Purpose/Description of Amendment |
|---------|--------------|----------------------------------|----------------------------------|
| | (11) [...] | (14) (7) [...] | |

ANNEX II – SALARIES AND ALLOWANCES

| Article | Current text | Proposed/new text | Purpose/Description of Amendment |
|---|---|---|--|
| <p>Article 1</p> <p>Salaries</p> | <p>[...]</p> <p>(d) The salary scales for General Service staff and related categories shall be located on the WIPO Intranet.</p> <p>[...]</p> <p>(h) The amounts applicable for the purposes of the Dependency Allowance under Staff Regulation 3.4, for staff members in the General Service categories, shall be as follows:</p> <p>(1) Allowance for dependent spouses and dependent children [...]</p> <p>(2) Allowance for a dependent parent, a dependent brother or a dependent sister, where there is no dependent spouse (as per Regulation 3.4(f)) [...]</p> | <p>[...]</p> <p>(d) The salary scales for staff in the General Service staff and related and National Professional Officer categories shall be located on the WIPO Intranet.</p> <p>[...]</p> <p>(h) The amounts applicable for the purposes of the Dependency Allowance under Staff Regulation 3.4, for staff members in the General Service and National Professional Officer categories, shall be as follows:</p> <p>(1) Allowance for dependent spouses and dependent children of staff in the General Service category [...]</p> <p>(2) Allowance for a dependent parent, a dependent brother or a dependent sister of staff in the General Service category, where there is no dependent spouse (as per Regulation 3.4(f)) [...]</p> <p>(3) The amounts applicable for National Professional Officers shall be located on the WIPO Intranet.</p> | <p>To add a reference to the salary scales and dependency allowances for the NPO category.</p> |

[Annex II follows]

Annex II

AMENDMENTS TO OTHER STAFF REGULATIONS TO BE EFFECTIVE ON NOVEMBER 1, 2014 – FOR APPROVAL

| Staff Regulation | Current text | Proposed/new text | Purpose/Description of amendment |
|---|---|--|---|
| <p>Regulation 1.2 Assignment of Staff Members</p> | <p>Staff members shall be assigned to posts according to the needs of the International Bureau, due account being taken of their qualifications as much as possible. The Director General may second a staff member, with the latter's consent, for the performance of temporary duties outside the International Bureau; such secondment shall in no way affect the application of these Regulations with respect to the rights and obligations of the staff member concerned. This Regulation shall not apply to temporary staff members.</p> | <p>Staff members shall be assigned to posts functions according to the needs of the International Bureau, due account being taken of their qualifications as much as possible. The Director General may second a staff member, with the latter's consent, for the performance of temporary duties outside the International Bureau; such secondment shall in no way affect the application of these Regulations with respect to the rights and obligations of the staff member concerned. This Regulation shall not apply to temporary staff members.</p> | <p>Wording modified to clarify that staff members are assigned to perform substantive functions. It is part of the Director General's inherent managerial power to redeploy staff or assign functions, including temporarily, according to the needs of the International Bureau.</p> |
| <p>Regulation 3.2(a) Dependency</p> | <p>A "dependent spouse" shall mean a spouse whose gross annual occupational earnings, if any, are less than or equal to the gross annual salary corresponding to the first step of grade G1 of the General Service category which is applicable to the spouse's place of work, and which is in force on January 1 of the year concerned. For staff members in the Professional and higher categories, however, the said gross annual occupational earnings shall not, at any place of work, be less than the equivalent of the gross annual salary corresponding to the first step of grade G2 of the General Service category in force on January 1 of the year concerned in New York. [...]</p> | <p>A "dependent spouse" shall mean a spouse whose gross annual occupational earnings, if any, are less than or equal to the gross annual salary corresponding to the first step of grade G1 of the General Service category which is applicable to the spouse's place of work, and which is in force on January 1 of the year concerned. For staff members in the Professional and higher categories, however, the said gross annual occupational earnings shall not, at any place of work, be less than exceed the equivalent of the gross annual salary corresponding to the first step of grade G2 of the General Service category in force on January 1 of the year concerned in New York. [...]</p> | <p>To correct an error.</p> |
| <p>Regulation 3.3(c) Dependency Allowances for Staff Members in the Professional and Higher Categories</p> | <p>the allowance provided for under paragraph (a) above, increased, where applicable, by the amount of the allowance provided for under paragraph (b) above, shall be reduced by the amount of any other dependency allowance received from the International Bureau, from another organization in the United Nations common system or from a national public authority, by the staff member or the staff member's spouse;</p> | <p>the allowance provided for under paragraph (a) above, increased, where applicable, by the amount of the allowance provided for under paragraph (b) above, shall be reduced by the amount of any other dependency allowance received from the International Bureau; or from another organization in the United Nations common system or from a national public authority any source external to the International Bureau by the staff member or the staff member's spouse;</p> | <p>To avoid duplication of benefits and achieve equity between staff members who receive dependency benefits from any source external to the International Bureau and those who do not.</p> |

| Staff Regulation | Current text | Proposed/new text | Purpose/Description of amendment |
|--|--|--|---|
| <p>Regulation 3.4(e)</p> <p>Dependency Allowances for Staff Members in the General Service Category</p> | <p>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;</p> | <p>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, another organization in the United Nations common system or from a national public authority or from any source external to the International Bureau by the staff member or the staff member's spouse;</p> | <p>Same as above.</p> |
| <p>Regulation 3.8(d)(1)</p> <p>Post Adjustment</p> | <p>when a staff member is assigned to a duty station for less than 12 months, the Director General shall decide at the time of assignment whether to apply the post adjustment applicable to that duty station and, if appropriate, to pay the assignment grant and the non-removal allowance under Rules 7.3.2(a) and (d) or, in lieu of the above, to authorize appropriate daily subsistence allowance in accordance with Rule 7.2.9;</p> | <p>when a staff member is assigned to a duty station for less than 12 months, the Director General shall decide at the time of assignment whether to apply the post adjustment applicable to that duty station and, if appropriate, to pay the assignment grant and the non-removal allowance under Rules 7.3.2(a) and Regulation 3.24 (d) or, in lieu of the above, to authorize appropriate daily subsistence allowance in accordance with Rule 7.2.9;</p> | <p>To correct the reference to Rule 7.3.2 and to add a reference to Regulation 3.24 applicable in so far as the non-removal allowance is concerned.</p> |
| <p>Regulation 3.10</p> <p>Language Allowance</p> | <p>(a) A pensionable language allowance may be paid to staff members in the General Service category who pass an examination organized by the Director General and who demonstrate proficiency in one or two of the following languages: Arabic, Chinese, English, French, German, Japanese, Korean, Portuguese, Russian, and Spanish. The allowance shall not be payable for the staff member's mother tongue nor for any language in which the Director General determines the staff member is required to be fully proficient by the terms of his or her appointment.</p> <p>(b) For proficiency in any one language, the amount of the allowance per annum is in Annex II, subject to the provisions contained in said Annex and these Regulations and Rules.</p> <p>(c) This Regulation shall not apply to temporary staff members.</p> | <p>(a) A pensionable language allowance may be paid to staff members in the General Service category under conditions prescribed by the Director General, who pass an examination organized by the Director General and who demonstrate proficiency in one or two of the following languages: Arabic, Chinese, English, French, German, Japanese, Korean, Portuguese, Russian, and Spanish. The allowance shall not be payable for the staff member's mother tongue nor for any language in which the Director General determines the staff member is required to be fully proficient by the terms of his or her appointment.</p> <p>(b) For proficiency in any one language, the amount of the allowance per annum is in Annex II, subject to the provisions contained in said Annex and these Regulations and Rules.</p> <p>(c) (b) This Regulation shall not apply to temporary staff members.</p> | <p>No substantive change except that some of the provisions containing conditions or procedural details in Regulation 3.10 have been moved to Rule 3.10.1, maintaining the higher principles at the regulation level.</p> <p>Provision deleted in paragraph (a) moved under Rule 3.10.1(a).</p> <p>Provision deleted in paragraph (b) moved under Rule 3.10.1(d).</p> |

| Staff Regulation | Current text | Proposed/new text | Purpose/Description of amendment |
|--|---|---|--|
| <p>Regulation 3.19(a)(2)(i) Internal Taxation</p> | <p>assessable amounts for staff members with neither a dependent spouse nor a dependent child shall be equal to the difference between the gross salaries at different grades and the corresponding net salaries at the single rate;</p> | <p>staff assessment assessable amounts for staff members with neither a dependent spouse nor a dependent child shall be equal to the difference between the gross salaries at different grades and the corresponding net salaries at the single rate;</p> | <p>To correct the terminology (the “difference between the gross salaries at different grades and the corresponding net salaries at the single rate” is the staff assessment, whereas the <i>assessable</i> amount is the gross salary).</p> |
| <p>Regulation 4.2(a) Geographical Distribution</p> | <p>Geographical Distribution (a) Due regard shall be paid to the importance of recruiting staff members on as wide a geographical basis as possible.</p> | <p>Geographical Distribution and Gender Balance (a) Due regard shall be paid to the importance of recruiting staff members on as wide a geographical basis as possible, recognizing also the need to take into account considerations of gender balance.</p> | <p>To incorporate gender balance in the Staff Regulations and Rules and to enable positive measures to increase gender balance.</p> |
| <p>Regulation 4.3 Transfers</p> | <p>(a) A staff member may be transferred whenever the interests of the International Bureau so require. Due consideration shall be given to respecting the staff member concerned. (b) Any staff member may at any time request consideration for a transfer in his or her own interest. (c) A transfer shall be to a post classified at the same grade as that of the staff member and with comparable responsibilities. The staff member must have the required qualifications for the post. (d) The reasons for the transfer shall be communicated to the staff member in writing. (e) Exceptionally, the incumbent may be transferred, subject to his or her written consent, to a post classified one level below the grade of the post. In such a case, the staff member shall retain his or her grade at the personal level.</p> | <p>(a) A staff member may be transferred to any of the organizational units of WIPO whenever the interests of the International Bureau so require. Due consideration shall be given to respecting the staff member concerned (f) (b) This Regulation shall not apply to temporary staff members. <u>New Rule 4.3.1</u> (b) Any staff member may at any time request consideration for a transfer in his or her own interest. (c) (a) A transfer shall normally be to a post classified at the same grade as that of the staff member and with comparable responsibilities. The staff member must have the required qualifications for the post. (d) The reasons for the transfer shall be communicated to the staff member in writing. (e) (b) Exceptionally, the incumbent a staff member may be transferred, subject to his or her written consent, to a post classified one level below the grade of the post. In such a case, the staff member shall retain his or her grade at the personal level.</p> | <p>Paragraph (a) amended to recall the paramount principle enshrined in Regulation 1.2. Provisions currently contained in Regulation 4.3 are moved to a new Staff Rule 4.3.1 to separate the procedural details and conditions from the higher principles, which remain at the regulation level. (d) moved below, no change made to the provision.</p> |

| Staff Regulation | Current text | Proposed/new text | Purpose/Description of amendment |
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| | (f) This Regulation shall not apply to temporary staff members. | <p><u>(c) A staff member may be transferred with his or her post when justified by business needs or in other exceptional circumstances.</u></p> <p><u>(d)</u> The reasons for the transfer shall be communicated to the staff member in writing.</p> <p>(f) <u>(e)</u> This Rule Regulation shall not apply to temporary staff members.</p> | New paragraph (c) added to allow transfers with posts where justified by business needs or in other exceptional circumstances. |
| <p>Regulation 4.4(a) Promotion</p> | “Promotion” shall include the advancement of a staff member to a post at a higher grade as a result either of reassignment following a competition, or reclassification of the post to which he or she is assigned. | “Promotion” shall include the advancement of a staff member to a post at a higher grade as a result either of reassignment following a competition, or reclassification of the post to which he or she is assigned. | To remove the reference to reassignment which is no longer used anywhere else in the Staff Regulations and Rules. |
| <p>Regulation 4.6(d) International Recruitment</p> | For certain posts in the General Service category for which candidates are not available locally, staff members who have been recruited may be held to be internationally recruited as prescribed by the Director General. | For certain posts in the General Service category for which candidates are not available locally, staff members who have been recruited <u>to serve in such posts</u> may be held to be internationally recruited as prescribed by the Director General. | Minor linguistic change to clarify the sentence. |
| <p>Regulation 4.10 Appointment Boards</p> | <p>(a) The Director General shall set up Appointment Boards to advise him or her in all cases where a vacancy has been the subject of a competition in the General Service, Professional or Director category.</p> <p>(b) Each Appointment Board shall consist of a chairman and three members, whose grade shall not be lower than that of the vacant post, appointed by the Director General. One of the three members shall be the Director of HRMD, or an authorized representative. The persons nominated to be</p> | <p>(a)The Director General shall set up Appointment Boards to advise him or her in all cases where a vacancy has been the subject of a competition in the General Service, Professional or Director category.</p> <p>(e)<u>(b)</u>This Regulation shall not apply to temporary appointments except as specified in the rules contained in these Staff Regulations and Rules. The selection procedures for temporary appointments shall be prescribed by the Director General in Annex III.</p> <p><u>Rule 4.10.1 – Composition and Rules of Procedures of Appointment Boards</u></p> <p>(b) <u>(a)</u> Each Appointment Board shall consist of a chairman and three members, whose grade shall not be lower than that of the vacant post <u>and who shall not be temporary staff</u>, appointed by the Director General. One of the three members shall be the Director of HRMD, or an authorized representative. The persons nominated to be authorized</p> | <p>Staff Regulation 4.9(c) provides that the Director General “shall define the conditions for the establishment of Appointment Boards [...]” Consequently, paragraphs (b), (c) and (d) of Regulation 4.10, which contain these conditions, have been moved to new Staff Rule 4.10.1.</p> <p>To specify that Appointment Board members shall not be temporary staff.</p> |

| Staff Regulation | Current text | Proposed/new text | Purpose/Description of amendment |
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| | <p>authorized representatives shall be listed and distributed to the Staff Council for comment. One of the remaining two members shall be the hiring manager and the other one shall be designated from a list of names submitted by the Staff Council. Each member shall have one vote. The chairman and each member shall have one or more designated alternates who shall sit on the Appointment Board when either the chairman or any one of the three members is unable to do so. The Board shall consider, in addition to the applications submitted, all staff members in the grade immediately below that of the vacancy, due consideration being given to seniority.</p> <p>(c) The Human Resources Management Department shall provide a secretary for the Appointment Board.</p> <p>(d) The Director General shall establish the Rules of Procedure for Appointment Boards. The deliberations of Appointment Boards shall be secret.</p> <p>(e) This Regulation shall not apply to temporary appointments except as specified in the rules contained in these Staff Regulations and Rules. The selection procedures for temporary appointments shall be prescribed by the Director General in Annex III.</p> | <p>representatives shall be listed and distributed to the Staff Council for comment. One of the remaining two members shall be the hiring manager and the other one shall be designated from a list of names submitted by the Staff Council. The chairman and Each member shall have one vote. The chairman and each member shall have one or more designated alternates who shall sit on the Appointment Board when either the chairman or any one of the three members is unable to do so. The Board shall consider, in addition to the applications submitted, all staff members in the grade immediately below that of the vacancy, due consideration being given to seniority.</p> <p>(c) (b) The Human Resources Management Department shall provide a secretary for the Appointment Board.</p> <p>(d) (c) The Director General shall establish the Rules of Procedure for Appointment Boards. The deliberations of Appointment Boards shall be secret.</p> <p>(e) [now Regulation 4.10 (b)]</p> | <p>Deletion of last sentence in former Regulation 4.10(b)/New Rule 4.10.1(a). This provision is unnecessary since staff are informed of all vacancies as soon as they are issued and are free to apply if they wish to be considered.</p> |
| <p>Regulation 4.14</p> <p>Inter-agency movements</p> | <p>(a) Inter-agency movements shall be defined in, and shall be governed by, an inter-organization agreement among the organizations applying the United Nations common system of salaries and allowances. The International Bureau may apply the provisions of the Inter-Agency Mobility Accord, or any equivalent accord, to the movement of staff members to or from another agency of the United Nations, even when such agency is not a signatory to the arrangements by which the Accord is reached for general application.</p> <p>[...]</p> | <p>(a) Inter-agency organization movements shall be defined in, and shall be governed by, an inter-organization agreement among the organizations applying the United Nations common system of salaries and allowances. The International Bureau may apply the provisions of the Inter-Agency Mobility Accord such an agreement, or any equivalent accord, to the movement of staff members to or from another agency of the United Nations organization applying the United Nations common system of salaries and allowances, even when such agency organization is not a signatory of the agreement to the arrangements by which the Accord is reached for</p> | <p>To ensure consistency of wording.</p> <p>The name of the agreement has changed and may change again in the future.</p> |

| Staff Regulation | Current text | Proposed/new text | Purpose/Description of amendment |
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| | <p>(c) In the case of a transfer from the United Nations or another agency of the United Nations common system, the length of service of the staff member with the releasing organization shall be taken into account when considering the eligibility for a permanent appointment as referred to under Regulation 4.19 or when considering the eligibility prescribed by the Director General for a continuing appointment pursuant to Regulation 4.18, in line with the policy of the International Bureau, which shall be prescribed by an Office Instruction.</p> <p>[...]</p> | <p>general application.</p> <p>[...]</p> <p>(c) In the case of a transfer from the United Nations or another agency of the United Nations common system an organization applying the United Nations common system of salaries and allowances, the length of service of the staff member with the releasing organization shall be taken into account when considering the eligibility for a permanent appointment as referred to under Regulation 4.19 or when considering the eligibility prescribed by the Director General for a continuing appointment pursuant to Regulation 4.18, in line with the policy of the International Bureau, which shall be prescribed by an Office Instruction.</p> | <p>To ensure consistency with Regulation 9.8(b) (Termination Indemnity) (“<i>Years of service</i>” shall mean the total period of a staff member’s full-time continuous service with the International Bureau and with another organization applying the United Nations common system of salaries and allowances immediately preceding his or her appointment[...]).</p> |
| <p>Regulation 4.16</p> <p>Temporary Appointments</p> | <p>New paragraph</p> | <p><u>(f) During their service, temporary staff members may apply for any vacancies at the International Bureau as external candidates, subject to the exception stipulated in Regulation 12.5(b)(2).</u></p> | <p>To ensure consistency with Regulation 12.5(b)(2) and align with similar provisions for fixed-term staff appointed under funds-in-trust (Rule 4.9.2(b)) and proposed provisions for project staff in Regulation 4.17(e).</p> |
| <p>Regulation 4.17(b)</p> <p>Fixed-Term Appointments</p> | <p>Any initial fixed-term appointment of one year or more shall be subject to a period of probation, which shall be at least of one year and may be extended up to two years, when necessary, for adequate evaluation of the staff member’s performance, conduct and suitability to the international civil service.</p> | <p>Any initial fixed-term appointment of one year or more shall be subject to a period of probation, which shall be at least of one year and may be extended up to two years, when necessary, for adequate evaluation of the staff member’s <u>suitability as an international civil servant with respect to his or her qualifications</u>, performance <u>and</u> conduct <u>and</u> suitability to the international civil service.</p> | <p>To align the text with other Regulations and Rules, for example, Regulation 4.19(a):</p> <p><i>“[...] A permanent appointment may be granted to a staff member in the Director, Professional or General Service category who has completed at least three years of continuous service, whose qualifications, performance and conduct have fully demonstrated his or her suitability as an international civil servant and who has shown that he or she meets the standards required under Regulation 4.1.” (emphasis added)</i></p> |
| <p>Regulation 4.17(d)</p> <p>Fixed-Term Appointments</p> | <p>Fixed-term appointments under Rule 4.9.2 shall be for a period whose minimum and maximum duration are set under the terms of the relevant funds-in-trust agreements or co-operation arrangements between the International Bureau and national and regional intellectual property offices.</p> | <p>Fixed-term appointments under Rule 4.9.2 shall be for a period whose minimum and maximum duration <u>(not exceeding three years)</u> are set under the terms of the relevant funds-in-trust agreements or co-operation arrangements between the International Bureau and national and regional intellectual property offices.</p> | <p>To include the maximum limit of three years (as already provided in Rule 4.9.2) in the Regulation.</p> |

| Staff Regulation | Current text | Proposed/new text | Purpose/Description of amendment |
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| <p>Regulation 4.17(e) Fixed-Term Appointments</p> | <p>Fixed-term appointments granted for approved projects shall be for a period whose minimum and maximum duration are tied to the funding and terms of reference of the project. Fixed-term appointments for projects shall never exceed five years. The holders of such appointments shall not be eligible for a non-project related fixed-term appointment for a period of one year after the expiration of their fixed-term project related appointment.</p> | <p>Fixed-term appointments granted for approved projects shall be for a period whose minimum and maximum duration are tied to the funding and terms of reference of the project. <u>The overall duration of a fixed-term appointments for a projects shall never normally not</u> exceed five years. The holders of such appointments shall not be eligible for a non-project related fixed-term appointment for a period of one year after the expiration of their fixed-term project related appointment. <u>Fixed-term appointments granted for approved projects shall not be converted to a permanent or continuing appointment. During their service, the holders of such appointments may apply for any vacancies at the International Bureau as external candidates.</u></p> | <p>To allow a limited extension, which may be necessary for certain projects.</p> <p>Given that projects have by nature a finite duration, fixed-term appointments for projects should not be converted to permanent or continuing appointments.</p> <p>To enable project staff to compete as external candidates and to align with provisions for temporary staff and for fixed-term staff appointed under a FIT (Rule 4.9.2(b)).</p> |
| <p>Regulation 4.20 Performance Appraisals</p> | <p>All staff members, including Deputy Directors General and Assistant Directors General, shall be accountable to the Director General for the proper discharge of their functions. Performance appraisal is fundamental to the career development of staff members. Their performance shall be appraised periodically to ensure that the required standards of performance and conduct are met. The subject matter of this Regulation and the rules thereunder shall not apply to temporary staff members unless otherwise prescribed by Rule 4.20.2 entitled "Performance Appraisal of Temporary Staff Members".</p> | <p>All staff members, including Deputy Directors General and Assistant Directors General, shall be accountable to the Director General for the proper discharge of their functions. Performance appraisal is fundamental to <u>the professional</u> the career development of staff members, <u>as well as ensuring their accountability.</u> Their performance shall be <u>evaluated</u> appraised periodically to ensure that the required standards of performance and conduct are met. The subject matter of this Regulation and the rules thereunder shall not apply to temporary staff members unless otherwise prescribed by Rule 4.20.2 entitled "Performance Appraisal of Temporary Staff Members".</p> | <p>Accountability is also relevant to temporary staff members (moved from Rule 4.20.1 to Regulation 4.20).</p> <p>"Career development" is amended to "professional development".</p> <p>Deletion of reference to "conduct" as misconduct is covered by Chapter X, not by the performance evaluation mechanisms.</p> |
| <p>Regulation 5.2 Special Leave</p> | <p>(a) Special leave with full or partial pay, or without pay, may be granted by the Director General to staff members for studies or research in the interest of the International Bureau, for family-related reasons, or for any other exceptional and important reason, other than cases of prolonged illness, which are dealt with in Rule 6.2.2. The interests of the service to which the staff member concerned is assigned must, however, be safeguarded.</p> | <p>(a)<u>(1)</u> Special leave with full or partial pay, or without pay, may be granted by the Director General to staff members for studies or research in the interest of the International Bureau, for family-related reasons, or for any other exceptional and important reason, other than <u>such as in</u> cases of prolonged illness, which are dealt with in Rule 6.2.2. The interests of the service to which the staff member concerned is assigned must, however, be safeguarded.</p> <p><u>(2) Special leave is normally without pay. In exceptional circumstances, special leave with full</u></p> | <p>To clarify that special leave is normally without pay.</p> |

| Staff Regulation | Current text | Proposed/new text | Purpose/Description of amendment |
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| | <p>(b) Special leave without pay may be granted also to staff members for the performance of their national military obligations.</p> <p>(c) With the exception of special leave for cases of prolonged illness under Rule 6.2.2, staff members shall not accrue service credits towards annual, home and maternity leave, periodical salary increment, termination indemnity and repatriation grant during periods of one or more full months of special leave with partial pay or without pay. No contribution shall be paid by the International Bureau towards a staff member's pension or medical insurance during such periods. Periods of less than one full month of such leave shall not affect the rates of accrual; nor shall continuity of service be considered broken by periods of special leave.</p> <p>(d) [...]</p> | <p><u>or partial pay may be granted.</u></p> <p>(b) Special leave without pay may be granted also to staff members for the performance of their national military obligations.</p> <p>(c) With the exception of special leave for cases of prolonged illness under Rule 6.2.2, sStaff members shall not accrue service credits towards sick, annual, home and maternity leave, periodical salary increment, termination indemnity and repatriation grant during periods of one or more full months of special leave with partial pay or without pay. With the exception of special leave with half pay for prolonged illness under Rule 6.2.2, No contribution shall be paid by the International Bureau towards a staff member's pension or medical insurance during such periods. Periods of less than one full month of such special leave with partial pay or without pay shall not affect the rates of accrual; nor shall continuity of service be considered broken by periods of special leave.</p> <p>(d) [...]</p> | <p>To align conditions applicable to special leave for prolonged illness with general rules applicable to special leave, with the exception of special leave for prolonged illness with half pay.</p> |
| <p>Regulation 9.2(h)</p> | <p>Any staff member whose permanent or continuing appointment is terminated as a result of the abolition of a post shall normally be offered an appointment to another suitable post for which he or she is considered to possess the necessary qualifications if such a post becomes vacant within a period of two years after the date on which the termination becomes effective.</p> | <p>Any staff member whose permanent or continuing appointment is terminated as a result of the abolition of a post shall normally be offered an appointment to another suitable post for which he or she has applied, and for which he or she is considered to possess the necessary qualifications, if such a post becomes vacant within a period of two years after the date on which the termination becomes effective.</p> | <p>The amendment requires the former staff member to apply before any offer of appointment is made. This ensures that an updated application is submitted enabling the Organization to assess whether the former staff member possesses the necessary qualifications, and to ensure that the former staff member is actually interested in being offered the post in question.</p> <p>Several organizations, such as the UN, do not have such a provision.</p> |
| <p>Regulation 9.8(a)(1)</p> <p>Termination Indemnity</p> | <p>Months of separation remuneration as defined in Regulation 9.13</p> | <p>[...] Months of separation remuneration as defined in Regulation 9.15-9.13 [...]</p> | <p>To correct the reference to the Staff Regulation.</p> |

| Staff Regulation | Current text | Proposed/new text | Purpose/Description of amendment |
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| <p>Regulation 9.10(b)</p> <p>Age Limit for Retirement</p> | <p>(a) Staff members whose appointments took effect on or after January 1, 2014, shall not be retained in service beyond the age of 65.</p> <p>(b) Staff members whose appointments took effect on or after November 1, 1990, shall not be retained in service beyond the age of 62.</p> <p>(c) [...]</p> | <p>(a) Staff members whose appointments took effect on or after January 1, 2014, shall not be retained in service beyond the age of 65.</p> <p>(b) Staff members whose appointments took effect on or after November 1, 1990, and prior to January 1, 2014, shall not be retained in service beyond the age of 62.</p> <p>(c) [...]</p> | <p>To correct an omission and ensure consistency with paragraph (a).</p> |
| <p>Regulation 9.15(a)(2)</p> <p>Separation Remuneration</p> | <p>for staff members in the Professional and Higher categories, the separation remuneration shall be the salary as defined in Regulation 3.1(a), with or without post adjustment.</p> | <p>for staff members in the Professional and Higher categories, the separation remuneration shall be the salary as defined in Regulation 3.1(a), with or without post adjustment. <u>In exceptional cases, and only for the purposes of calculating the termination indemnity payable under Staff Regulations 9.2(a)(6), 9.4 and 9.8(a)(6), the Director General may, at his or her discretion, decide to take into account the post adjustment.</u></p> | <p>To clarify in which cases the separation remuneration may include post adjustment.</p> |
| <p>Regulation 11.4(b)</p> <p>Formal Conflict Resolution</p> | <p>The Director General shall review and take a decision on any matter referred to in subparagraph (a) above in respect of which he or she has already taken a decision. The Director General may delegate his or her authority to review such decisions. The Director of HRMD shall review and take a decision on any matter referred to in subparagraph (a) above in respect of which the Director General has not already taken a decision.</p> | <p>The Director General shall review and take a decision on any matter referred to in subparagraph (a) above in respect of which he or she has already taken a decision. The Director General may delegate his or her authority to review and take a decision on such decisions matters. The Director of HRMD shall review and take a decision on any matter referred to in subparagraph (a) above in respect of which the Director General has not already taken a decision.</p> | <p>To address a gap in the provision and clarify that the Director General can delegate his/her authority to review <i>and</i> take a decision.</p> |
| <p>Chapter XII</p> <p>General Provisions</p> <p><u>New Regulation 12.6</u></p> <p><u>Delegation of authority</u></p> | <p><i>New regulation</i></p> | <p><u>The Director General may delegate the authority vested in him or her by the Staff Regulations and Rules under such terms as he or she deems desirable.</u></p> | <p>To allow the Director General to delegate authority.</p> |

[Annex III follows]

Annex III

AMENDMENTS TO OTHER STAFF RULES AND RELATED ANNEXES TO BE EFFECTIVE ON NOVEMBER 1, 2014 – FOR NOTIFICATION

| Staff Rule | Current text | Proposed/new text | Purpose/Description of amendment |
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| <p>Rule 1.3.6(b) Unauthorized Absences</p> | <p>An unauthorized absence shall give rise to the application of the disciplinary measures provided for in Chapter X.</p> | <p>An unauthorized absence shall may give rise to the <u>initiation of a disciplinary procedure and to the application of the disciplinary measures <u>as</u></u> provided for in Chapter X.</p> | <p>To ensure consistency with Chapter X on disciplinary measures. Disciplinary measures cannot be applied unless the disciplinary procedure has been followed, and the latter may not necessarily lead to the application of a disciplinary measure.</p> |
| <p>Rule 3.10.1 Language Allowance</p> | <p>(a) Examinations for the award of language allowances shall be held at least once a year.</p> <p>(b) Staff members who receive a language allowance may be required to undergo further examination at intervals of not less than five years in order to demonstrate their continued proficiency in the languages for which they receive the allowance.</p> <p>(c) The language allowance shall be taken into account in calculating contributions to the Pension Fund, remuneration for overtime and night differential, and payments and indemnities on separation from service.</p> <p>(d) This Rule shall not apply to temporary staff members.</p> | <p>(a) <u>A pensionable language allowance may be paid to staff members in the General Service category who pass an examination organized by the Director General and who demonstrate proficiency in one or two of the following languages: Arabic, Chinese, English, French, German, Japanese, Korean, Portuguese, Russian, and Spanish. Notwithstanding the foregoing, the allowance shall not be payable for the staff member's mother tongue nor for any language in which the Director General determines the staff member is required to be fully proficient by the terms of his or her appointment.</u></p> <p>(b) Examinations for the award of language allowances shall be held at least once a year.</p> <p>(b) (c) Staff members who receive a language allowance may be required to undergo further examination at intervals of not less than five years in order to demonstrate their continued proficiency in the languages for which they receive the allowance.</p> <p>(d) <u>For proficiency in any one language, the amount of the allowance per annum is in Annex II, subject to the provisions contained in said Annex and these Regulations and Rules.</u></p> <p>(e) (e) The language allowance shall be taken into account in calculating contributions to the Pension Fund, remuneration for overtime and night differential, and payments and indemnities on separation from service.</p> <p>(f) (f) This Rule shall not apply to temporary staff members.</p> | <p>No substantive change except that some of the provisions contained in Regulation 3.10 concerning the conditions and procedures have been moved to Rule 3.10.1 maintaining the higher principles at the level of the regulation.</p> <p>New provision in paragraph (a) moved from Regulation 3.10(a).</p> <p>New provision in paragraph (d) moved from Regulation 3.10(b).</p> |

| Staff Rule | Current text | Proposed/new text | Purpose/Description of amendment |
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| <p>New Rule 4.3.1</p> <p>Transfers</p> | <p><i>New Rule</i></p> | <p><u>New Rule 4.3.1</u></p> <p><u>(a) A transfer shall normally be to a post classified at the same grade as that of the staff member. The staff member must have the required qualifications for the post.</u></p> <p><u>(b) Exceptionally, a staff member may be transferred, subject to his or her written consent, to a post classified one level below the grade of the post. In such a case, the staff member shall retain his or her grade at the personal level.</u></p> <p><u>(c) A staff member may be transferred with his or her post when justified by business needs or in other exceptional circumstances.</u></p> <p><u>(d) The reasons for the transfer shall be communicated to the staff member in writing.</u></p> <p><u>(e) This Rule shall not apply to temporary staff members.</u></p> | <p>New Rule incorporating provisions currently contained in Regulation 4.3 (Transfers), as well as a new provision (c) allowing transfers with posts where justified by business needs or other exceptional circumstances.</p> |
| <p>New Rule 4.10.1</p> <p>Composition and Rules of Procedures of Appointment Boards</p> | <p><i>New Rule</i></p> | <p><u>(a) Each Appointment Board shall consist of a chairman and three members, whose grade shall not be lower than that of the vacant post and who shall not be temporary staff, appointed by the Director General. One of the three members shall be the Director of HRMD, or an authorized representative.</u></p> <p><u>The persons nominated to be authorized representatives shall be listed and distributed to the Staff Council for comment. One of the remaining two members shall be the hiring manager and the other one shall be designated from a list of names submitted by the Staff Council. The chairman and each member shall have one vote. The chairman and each member shall have one or more designated alternates who shall sit on the Appointment Board when either the chairman or any one of the three members is unable to do so.</u></p> <p><u>(b) The Human Resources Management Department shall provide a secretary for the</u></p> | <p>New Rule incorporating provisions currently contained in Regulation 4.10 since Staff Regulation 4.9(c) provides that the Director General “shall define the conditions for the establishment of Appointment Boards [...]”</p> |

| Staff Rule | Current text | Proposed/new text | Purpose/Description of amendment |
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| | | <p><u>Appointment Board.</u></p> <p><u>(c) The Director General shall establish the Rules of Procedure for Appointment Boards. The deliberations of Appointment Boards shall be secret.</u></p> | |
| <p>Rule 4.13.1(c) Reappointment</p> | <p>When a staff member receives a new appointment with the International Bureau less than 12 months after separation, the amount of any payment on account of termination indemnity, repatriation grant or commutation of accrued annual leave shall be adjusted so that the number of months, weeks or days of salary to be paid at the time of the separation after the new appointment, when added to the number of months, weeks or days paid for prior periods of service, does not exceed the total of months, weeks or days that would have been paid had the service been continuous.</p> | <p>When a staff member receives a new appointment with the International Bureau less than 12 months after separation <u>from the International Bureau or another organization applying the United Nations common system of salaries and allowances</u>, the amount of any payment on account of termination indemnity, repatriation grant or commutation of accrued annual leave shall be adjusted so that the number of months, weeks or days of salary to be paid at the time of the separation after the new appointment, when added to the number of months, weeks or days paid for prior periods of service, does not exceed the total of months, weeks or days that would have been paid had the service been continuous.</p> | <p>To cover the situation of staff members appointed after separation from another UN organization and to avoid duplication of benefits.</p> |
| <p>Rule 4.16.1 Probationary Period</p> | <p>(a) A staff member with an initial temporary appointment of between six and 12 months shall have a probationary period of two months. A staff member with an initial temporary appointment of less than six months shall have a probationary period of two weeks.</p> <p>(b) During the probationary period, a contract may be terminated by either party at any time either with or without cause.</p> | <p>(a) A staff member with an initial temporary appointment of between six and 12 months shall have a probationary period of two months. A staff member with an initial temporary appointment of less than six months shall have a probationary period of two weeks <u>one month</u>.</p> <p>(b) During the probationary period, a contract may be terminated by either party at any time either with or without cause.</p> | <p>To provide sufficient time to assess performance, in the interests of both the staff member and his or her manager.</p> <p>Staff Rules 4.16.1(b) and 9.2.2(b)(1) refer to termination “with or without cause.” Termination of an appointment should not be without cause.</p> |
| <p>Rule 4.20.1(a) Performance of Staff Members</p> | <p>Staff members shall be evaluated through performance appraisal mechanisms that shall assess their performance and conduct in order to ensure accountability and professional development. The evaluation shall be made at such intervals as the work situation or the individual performance requires. Supervisors shall regularly provide feedback to the staff member on his or her performance, and make specific suggestions for improvement in performance and conduct as necessary.</p> | <p>Staff members shall be evaluated through performance appraisal mechanisms that shall assess their performance and conduct in order to ensure accountability and professional development. The evaluation shall be made at such intervals as the work situation or the individual performance requires. Supervisors shall regularly provide feedback to the staff member on his or her performance, and make specific suggestions for improvement in performance and conduct as necessary.</p> | <p>Reference to “accountability” and “professional development” is already made under Regulation 4.20.</p> |

| Staff Rule | Current text | Proposed/new text | Purpose/Description of amendment |
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| <p>Rule 4.20.2</p> <p>Performance Appraisal of Temporary Staff Members</p> | <p>(a) Temporary staff members who have completed at least one year of continuous service shall be evaluated through the performance appraisal mechanism established for staff members on temporary appointments.</p> <p>(b) A temporary staff member may request the preparation of a performance evaluation in anticipation of contract completion. In the event that an extension of contract is being considered by the International Bureau, and in the process of deciding whether to extend that contract, a performance evaluation shall be undertaken in a performance evaluation mechanism established for temporary staff members.</p> <p>(c) Further details on the performance evaluation for temporary staff members shall be prescribed by the Director General.</p> | <p>(a) Temporary staff members who <u>were granted temporary appointments on or after January 1, 2013</u> have completed at least one year of continuous service shall be evaluated through the performance appraisal mechanisms established for staff members on temporary appointments. <u>Temporary staff members who were granted temporary appointments before January 1, 2013 shall be evaluated through the performance appraisal mechanisms established under Rule 4.20.1 entitled "Performance of Staff Members"</u>.</p> <p>(b) A temporary staff member <u>who was granted a temporary appointment on or after January 1, 2013</u> may request the preparation of a performance evaluation in anticipation of contract completion. In the event that an extension of contract is being considered by the International Bureau, and in the process of deciding whether to extend that contract, a performance evaluation shall be undertaken in a performance evaluation mechanism established for temporary staff members.</p> <p>(c) Further details on the performance evaluation appraisal of for temporary staff members shall be prescribed by the Director General <u>through Office Instructions</u>.</p> | <p>Temporary staff members who were granted temporary appointments before January 1, 2013 fall under the PMSDS system.</p> <p>Temporary staff members shall be evaluated for the reasons listed under Rule 4.20.2(b). This can take place before the completion of one year of service.</p> <p>Rule 4.20.2(b) applies only to those who do not fall under the PMSDS.</p> <p>To align the text with the title of the rule.</p> |
| <p>Rule 6.2.2(e)(4)</p> <p>Sick Leave and Special Leave for Prolonged Illness</p> | <p>Special leave for prolonged illness with full or partial pay, or without pay, may be granted by the Director General. The purposes for which such special leave may be granted shall normally be to provide a bridge to a staff member's recovery and resumption of duties, or pending the finding of incapacity by reason of injury or illness for further service within the meaning of the Regulations of the UNJSPF, and the consequent payment of a disability benefit. To receive consideration for special leave, a staff member should provide an appropriate medical certificate or, in the case of a pending request for the finding of incapacity, as referred to above, evidence of a petition to the UNJSPF for payment of disability benefits. The interests of the service to which the staff member is assigned must, however, be safeguarded.</p> | <p>Special leave for prolonged illness <u>may be granted by the Director General, but only</u> with full or partial half pay, or without pay, may be granted by the Director General. The purposes for which such special leave may be granted shall normally be to provide a bridge to a staff member's recovery and resumption of duties, or pending the finding of incapacity by reason of injury or illness for further service within the meaning of the Regulations of the UNJSPF, and the consequent payment of a disability benefit. To receive consideration for special leave, a staff member should provide an appropriate medical certificate or, in the case of a pending request for the finding of incapacity, as referred to above, evidence of a petition to the UNJSPF for payment of disability benefits. The interests of the service to which the staff member is assigned must, however, be</p> | <p>Special leave for prolonged illness with full pay will no longer be granted, in line with amendments to Regulation 5.2 and the practice in other UN organizations. As per Rule 6.2.2(e)(3), special leave for prolonged illness may only be granted after the staff member has exhausted all entitlements to paid sick leave (up to 9 months with full pay and 9 months with half pay), as well as accrued annual leave entitlements.</p> |

| Staff Rule | Current text | Proposed/new text | Purpose/Description of amendment |
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| | | safeguarded. | |
| <p>Rule 6.2.2(h)</p> <p>Sick Leave and Special Leave for Prolonged Illness</p> | <p>Periods of sick leave, whether on full or half pay, and periods of special leave for prolonged illness, whether on full or partial pay, shall not affect the accrual of service credits towards periodical salary increment, annual, home and maternity leave, termination indemnity and repatriation grant.</p> | <p>Periods of sick leave, whether on full or half pay, and periods of special leave for prolonged illness, whether on full or partial pay, shall not affect the accrual of service credits towards periodical salary increment, annual, home and maternity leave, termination indemnity and repatriation grant.</p> | <p>To ensure consistency with revised Regulation 5.2 on special leave.</p> |
| <p>Rule 6.2.2(j)</p> <p>Sick Leave and Special Leave for Prolonged Illness</p> | <p>Entitlement to sick leave shall lapse on expiration of a staff member's appointment.</p> | <p>Entitlement to sick leave shall lapse on <u>separation from service</u>. expiration of a staff member's appointment.</p> | <p>Entitlement to sick leave lapses on separation from service (whether separation results from expiration of appointment, termination, etc.), not only upon expiration of appointment.</p> |
| <p>Rule 6.2.7(c)(3)</p> <p>Health Protection and Insurance for Temporary Staff Members</p> | <p>periods of sick leave and periods of special leave for prolonged illness, whether on full or partial pay, shall not affect the accrual of service credits towards annual leave, maternity leave and termination indemnity.</p> | <p>periods of sick leave and periods of special leave for prolonged illness, whether on full or partial pay, shall not affect the accrual of service credits towards annual leave, maternity leave and termination indemnity.</p> | <p>To ensure consistency with revised Regulation 5.2 on special leave.</p> |
| <p>Rule 7.3.7(f)</p> <p>Excess Baggage and Unaccompanied Shipment</p> | <p>On appointment, transfer or separation from service, when the staff member is entitled to reimbursement of removal expenses, he or she may be reimbursed expenses incurred in transporting unaccompanied baggage by surface, or by air if the latter mode of transportation is more economical, up to a maximum, including packaging materials but excluding crating and lift vans, of:</p> <p>(1) 450 kg (990 lb) or 2.80 m3 (99 cubic feet) for the staff member;</p> <p>(2) 300 kg (660 lb) or 1.87 m3 (66 cubic feet) for the first dependant;</p> <p>(3) 150 kg (330 lb) or 0.93 m3 (33 cubic feet) for every other dependant authorized to travel at the expense of the International Bureau, provided that the total shall not exceed 1,200 kg (2,640 lb) or 7.45 m3 (263 cubic feet) for the staff member and his dependants. [...]</p> | <p>On appointment, transfer or separation from service, when the staff member is entitled to reimbursement of removal expenses, he or she may be reimbursed expenses incurred in transporting unaccompanied baggage by surface, or by air if the latter mode of transportation is more economical, up to a maximum, including packaging materials but excluding crating and lift vans, of:</p> <p>(1) 450 kg (990 lb) or 2.80 <u>4.5</u> m3 (99 <u>160</u> cubic feet) for the staff member;</p> <p>(2) 300 kg (660 lb) or 1.87 <u>3</u> m3 (66 <u>105</u> cubic feet) for the first dependant;</p> <p>(3) 150 kg (330 lb) or 0.93 <u>1.5</u> m3 (533 cubic feet) for every other dependant authorized to travel at the expense of the International Bureau, provided that the total shall not exceed 1,200 kg (2,640 lb) or 7.45 <u>12</u> m3 (263 <u>423</u> cubic feet) for the staff member and his dependants. [...]</p> | <p>To correct the figures in m3 and cubic feet.</p> |

| Staff Rule | Current text | Proposed/new text | Purpose/Description of amendment |
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| <p>Rule 7.3.7(h) Excess Baggage and Unaccompanied Shipment</p> | <p>(h) In cases where the shipment by air is not more economical than by surface the maximum authorized shall be:</p> <p>(1) 225 kg (445 lb) or 1.40 m³ (49.5 cubic feet) for the staff member;</p> <p>(2) 150 kg (330 lb) or 0.93 m³ (33 cubic feet) for the first dependant;</p> <p>(3) 75 kg (165 lb) or 46 m³ (16 cubic feet) for every other dependant authorized to travel at the expense of the International Bureau.</p> | <p>(h) In cases where the shipment by air is not more economical than by surface the maximum authorized by air shall be:</p> <p>(1) 225 kg (445 495 lb) or 1.40 2.25 m³ (49.5 80 cubic feet) for the staff member;</p> <p>(2) 150 kg (330 lb) or 0.93 1.50 m³ (533 cubic feet) for the first dependant;</p> <p>(3) 75 kg (165 lb) or 46 0.75 m³ (46 26 cubic feet) for every other dependant authorized to travel at the expense of the International Bureau.</p> | <p>To correct the figures in lb, m3 and cubic feet.</p> |
| <p>Rule 7.3.7(i) Excess Baggage and Unaccompanied Shipment</p> | <p>The conversion of the whole or part of the surface shipment entitlement, under paragraphs (b)(1), (b)(2) and (b)(3), (c) and (d) above, into air freight may be authorized upon request, on the basis of one-half of the weight or volume of the surface entitlement listed in paragraph above. In any event, the total weight and volume allowed for shipment by air shall not exceed 600 kg (1,320lb) or 3.22 m³ (131 cubic feet) for the staff member and his or her dependants.</p> | <p>The conversion of the whole or part of the surface shipment entitlement, under paragraphs (b)(1), (b)(2) and (b)(3), (c) and (d) (e) and (f) above, into air freight may be authorized upon request, on the basis of one-half of the weight or volume of the surface entitlement listed in paragraph above. In any event, the total weight and volume allowed for shipment by air shall not exceed 600 kg (1,320lb) or 3.22 6 m³ (131 211 cubic feet) for the staff member and his or her dependants.</p> | <p>To correct the paragraph numbers and figures in m3 and cubic feet.</p> |
| <p>Rule 7.3.10(b) Travel-Related Insurance</p> | <p>In the case of unaccompanied shipments authorized under Rule 7.2.14 (except in connection with home leave or education grant travel), the International Bureau shall provide insurance coverage up to a value representing 16 US dollars per kilogram of the maximum shipment entitlement. Such insurance coverage shall not include articles of particular value for which extra premiums are charged. The International Bureau shall not be responsible for loss or breakage of articles in unaccompanied shipments.</p> | <p>In the case of unaccompanied shipments authorized under 7.2.14 Rule 7.3.7 (except in connection with home leave or education grant travel), the International Bureau shall provide insurance coverage up to a value representing 16 US dollars per kilogram of the maximum shipment entitlement. Such insurance coverage shall not include articles of particular value for which extra premiums are charged. The International Bureau shall not be responsible for loss or breakage of articles in unaccompanied shipments.</p> | <p>To correct the reference to the Staff Rule.</p> |
| <p>Rule 7.3.10(d) Travel-Related Insurance</p> | <p>In the case of unaccompanied shipments, as provided for in Rules 7.2.14 and 7.3.7, the staff member shall provide the International Bureau, prior to shipment, with an inventory in duplicate of all items enclosed, including containers such as suitcases, and the replacement value in Swiss francs of each item. Staff members shall be entitled, within limits and under conditions prescribed by the Director General, to reasonable compensation in the event of loss of or</p> | <p>In the case of unaccompanied shipments, as provided for in Rules 7.2.14 and 7.3.7, the staff member shall provide the International Bureau, prior to shipment, with an inventory in duplicate of all items enclosed, including containers such as suitcases, and the replacement value in Swiss francs of each item. Staff members shall be entitled, within limits and under conditions prescribed by the Director General, to reasonable compensation in the event of loss of or</p> | <p>To correct the reference to the Staff Rule.</p> |

| Staff Rule | Current text | Proposed/new text | Purpose/Description of amendment |
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| | damage to personal effects when it is established that such loss or damage is directly attributable to the performance of their official duties with the International Bureau. | damage to personal effects when it is established that such loss or damage is directly attributable to the performance of their official duties with the International Bureau. | |
| <p>Rule 7.3.13(a)</p> <p>Travel-Related Entitlements for Temporary Staff Members</p> | <p>(a) Travel and Shipment Expenses</p> <p>(1) [...]</p> <p>(2) A temporary staff member with an appointment of at least 12 months and who is deemed to be internationally recruited shall be entitled to payment of travel and shipment expenses, for himself or herself, and to travel expenses for the spouse and dependent children upon initial appointment and final separation from service, provided that the staff member declares that his or her dependants intend to reside at least six months at the duty station. Regulation 7.1.3(a) shall apply for the definition of dependants for the payment of transportation expenses.</p> <p>(3) Upon the extension of an initial appointment of less than 12 months resulting in an uninterrupted period of service of longer than 12 months, temporary staff members shall be entitled to payment of travel and removal expenses for themselves as well as travel expenses for their spouse and dependent children. A shipment shall not be authorized if the staff member is not expected to remain at the duty station for at least six months.</p> | <p>(a) Travel and Shipment Expenses</p> <p>(1) [...]</p> <p>(2) A temporary staff member with an appointment of at least 12 months and who is deemed to be internationally recruited shall be entitled to payment of travel and shipment expenses, for himself or herself, and to travel expenses for the spouse and dependent children upon initial appointment and final separation from service, provided that the staff member declares that his or her dependants intend to reside at least six months at the duty station. Regulation 7.1.3 (a) Rule 7.3.4(a) shall apply for the definition of dependants for the payment of transportation travel expenses.</p> <p>(3) Upon the extension of an initial appointment of less than 12 months resulting in an uninterrupted period of service of longer than 12 months, temporary staff members shall be entitled to payment of travel and removal shipment expenses for themselves as well as travel expenses and for their spouse and dependent children. A shipment shall not be authorized if the staff member is not expected to remain at the duty station for at least six months.</p> | <p>Deletion of “travel expenses” to ensure consistency with paragraph (c)(1) which provides for the payment of shipment expenses (and not only travel expenses) for the spouse and dependent children.</p> <p>Correction of reference to “Rule 7.3.4(a)”.</p> <p>“transportation” replaced by “travel” to ensure consistency with the other provisions of Rule 7.3.13.</p> |
| <p>Rule 9.2.2(b)(1)</p> <p>Termination of Appointments of Temporary Staff Members</p> | <p>(b) The Director General, giving his or her reasons therefor, may terminate the appointment of a staff member who holds a temporary appointment for any of the following reasons:</p> <p>(1) during the probation period at any time either with or without cause;</p> | <p>(b) The Director General, giving his or her reasons therefor, may terminate the appointment of a staff member who holds a temporary appointment for any of the following reasons:</p> <p>(1) during the probation period at any time either with or without cause;</p> | <p>Staff Rules 4.16.1(b) and 9.2.2(b)(1) refer to termination “with or without cause.” Termination of an appointment should not be without cause.</p> |
| <p>Annex IV</p> <p>Rules of Procedure of Appointment Boards</p> | <p>The Board shall be appointed in accordance with Regulation 4.10 (b), when a post is open to competition. Each Board shall be competent to handle one or more vacancies.</p> | <p>The Board shall be appointed in accordance with Regulation 4.10 (b) Rule 4.10.1 (a), when a post is open to competition. Each Board shall be competent to handle one or more vacancies.</p> | <p>To correct the reference to the staff Regulation in view of amendment to Regulation 4.10 and introduction of new Rule 4.10.1.</p> |

| Staff Rule | Current text | Proposed/new text | Purpose/Description of amendment |
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| Article 2 (a) Constitution | | | |
| Annex IV Rules of Procedure of Appointment Boards Article 3 (f) Procedure | In accordance with Regulation 4.10(d), the deliberations of the Board shall be secret. Any breach of the secrecy concerning these deliberations or information on the individual application files of the candidates shall be governed by the relevant provisions of Chapter X of the Staff Regulations and Rules. | In accordance with Regulation 4.10(d) Rule 4.10.1(c) , the deliberations of the Board shall be secret. Any breach of the secrecy concerning these deliberations or information on the individual application files of the candidates shall be governed by the relevant provisions of Chapter X of the Staff Regulations and Rules. | To correct the reference to the staff Regulation in view of amendment to Regulation 4.10 and introduction of new Rule 4.10.1. |

[Annex IV follows]

Annex IV

AMENDMENTS TO STAFF RULES AND RELATED ANNEXES ALREADY IMPLEMENTED IN 2014 – FOR NOTIFICATION

| Staff Rule | Former text | New text | Purpose/Description of amendment |
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| <p>Rule 5.3.1(i) Home leave</p> | <p>If a staff member delays taking home leave beyond the calendar year in which it falls due, such delayed leave may be taken without altering the time of his or her 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 the 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 or her 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 or her next home leave departure.</p> | <p>If a staff member delays taking home leave beyond the calendar year in which it falls due, such delayed leave may be taken without altering the time of his or her 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 the next home leave departure. However, should the Director General <u>or his or her authorized representative</u> 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 or her 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 or her next home leave departure.</p> | <p>Date of entry into force: May 1, 2014.</p> <p>To enable the Director General to designate an authorized representative to decide whether 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.</p> |
| <p>Rule 7.3.2 Assignment Grant</p> | <p>(a) Subject to the conditions set forth below, staff members who travel at the expense of the International Bureau on appointment or assignment to another duty station shall receive an assignment grant for themselves and their dependants provided that the appointment or period of assignment is expected to be of at least one year's duration. This grant shall be the total contribution of the International Bureau towards the extraordinary expenses incurred by staff members for them and their dependants immediately following their arrival at the duty station.</p> <p>(b) For the staff member concerned, the amount of the assignment grant shall be equal to that of the daily subsistence allowance for 30 days after arrival at the duty station.</p> <p>(c) The assignment grant payable for a dependant whose travel expenses have been paid by</p> | <p>(a) Subject to the conditions set forth below, staff members who travel at the expense of the International Bureau on appointment or assignment to another duty station shall receive an assignment grant for themselves and their dependants provided that the appointment or period of assignment is expected to be of at least one year's duration. This grant shall be the total contribution of the International Bureau towards the extraordinary expenses incurred by staff members for them and their dependants immediately following their arrival at the duty station.</p> <p>(b) For the staff member concerned, the amount of the assignment grant shall be equal to that of the daily subsistence allowance for 30 days after arrival at the duty station.</p> <p>(c) The assignment grant payable for a dependant whose travel expenses have been paid by the</p> | <p>Date of entry into force: May 5, 2014.</p> <p>Former paragraphs (b), (c), (d), (i), (j) and (k) are replaced by new paragraphs (b) and (c).</p> |

| Staff Rule | Former text | New text | Purpose/Description of amendment |
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| | <p>the International Bureau shall be one-half the amount payable to the staff member concerned in accordance with paragraph (b) above.</p> | <p>International Bureau shall be one-half the amount payable to the staff member concerned in accordance with paragraph (b) above.</p> <p><u>(b) The assignment grant consists of two portions:</u></p> <p><u>(1) the daily subsistence allowance portion, which shall be equivalent to:</u></p> <p><u>(i) thirty days of daily subsistence allowance at the daily rate applicable at the duty station of assignment for the staff member; and</u></p> <p><u>(ii) thirty days of daily subsistence allowance at half the daily rate applicable at the duty station of assignment in respect of each eligible family member for whom travel expenses have been paid by the International Bureau under Rule 7.3.3 and Rule 7.3.4.</u></p> <p><u>(2) the lump sum portion which is non-pensionable and is calculated on the basis of the staff member's net base salary and the applicable post adjustment at the duty station of assignment. The lump sum provided for staff members with dependants shall be payable regardless of the place of residence of the dependants. The lump sum is payable, provided that:</u></p> <p><u>(i) the staff member travels at the expense of the International Bureau on appointment or assignment to a headquarters duty station for a period of at least two years and is entitled to removal expenses under Staff Rule 7.3.6, but opts not to exercise the entitlement; or</u></p> <p><u>(ii) the staff member travels at the expense of the International Bureau on appointment or assignment for a period of at least</u></p> | <p>New paragraph (b) provides the conditions under which the lump sum portion of the assignment grant may be paid, taking into account the staff member's removal entitlement, whether he or she opts for full removal or non-removal (where applicable), and the category of the duty station to which he or she is assigned.</p> |

| Staff Rule | Former text | New text | Purpose/Description of amendment |
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| | <p>(d) When a staff member travels at the expense of the International Bureau on appointment or assignment to another duty station but is not entitled to the payment of removal costs, he or she shall in addition to any amount payable under paragraphs (a) to (c), above, receive a non-pensionable annual lump sum from the month following the one of his or her taking up duties, but not earlier than from the thirty-first day in service at the duty station. The amount of the lump sum shall correspond to the amounts set by the ICSC. The lump sum provided for staff members with dependants shall be payable regardless of the place of residence of the dependants. The lump sum shall not be paid beyond 36 months after the staff member took up service at the duty station and in no case beyond the date on which an eventual removal takes place. The Director General may, at his or her discretion, authorize the continued payment if determined to be in the interest of the International Bureau, but in no case beyond the date on which an eventual removal takes place. Staff members who are entitled to the payment of removal costs in accordance with Rule 7.3.6 but who choose not to undertake the removal, shall not normally benefit from the lump sum payment under this paragraph.</p> | <p><u>two years, is entitled to removal expenses under Staff Rule 7.3.6, and is assigned to an A to E category duty station; or</u></p> <p><u>(iii) the staff member travels at the expense of the International Bureau on appointment or assignment to another duty station for an assignment of at least one year, but he or she has no entitlement to removal expenses under Staff Rule 7.3.6.</u></p> <p><u>(c) The amount of the lump sum portion of the assignment grant is set by the ICSC, depending on the classification of the duty station, the duration of the assignment, and whether or not removal expenses have been paid under Staff Rule 7.3.6.</u></p> <p>(d) When a staff member travels at the expense of the International Bureau on appointment or assignment to another duty station but is not entitled to the payment of removal costs, he or she shall in addition to any amount payable under paragraphs (a) to (c), above, receive a non-pensionable annual lump sum from the month following the one of his or her taking up duties, but not earlier than from the thirty-first day in service at the duty station. The amount of the lump sum shall correspond to the amounts set by the ICSC. The lump sum provided for staff members with dependants shall be payable regardless of the place of residence of the dependants. The lump sum shall not be paid beyond 36 months after the staff member took up service at the duty station and in no case beyond the date on which an eventual removal takes place. The Director General may, at his or her discretion, authorize the continued payment if determined to be in the interest of the International Bureau, but in no case beyond the date on which an eventual removal takes place. Staff members who are entitled to the payment of removal costs in accordance with Rule 7.3.6 but who choose not to undertake the removal, shall not normally benefit from the lump sum payment under this paragraph.</p> | <p>The references to the 36-month limit on the lump sum payment and the timing of the lump sum payment (“[...] not earlier than from the 30-first day in service at the duty station [...]”) contained in former paragraph (d) have been deleted, as has the transitional measure contained in former paragraph (e), since these are no longer applicable.</p> |

| Staff Rule | Former text | New text | Purpose/Description of amendment |
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| | <p>(e) Any fixed-term staff member whose appointment took effect prior to January 1, 2007, shall receive, where applicable, the amount provided for under paragraph (d) above, as it stood on December 31, 2006, should the latter amount be higher than the amount provided for as it now stands.</p> <p>(f) The Director General may, at his or her discretion, authorize payment of all or part of an assignment grant under paragraphs (a) to (d) above, 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.</p> <p>(g) If the staff member has not completed the period of service for which an assignment grant has been paid to him, and unless the Director General determines the departure is justified by exceptional circumstances, the grant shall be adjusted proportionately and recovery shall be deducted from any amount due to the staff member.</p> <p>(h) If a dependant, for 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 determines the departure is justified by exceptional circumstances, any assignment grant paid for the dependant shall be deducted from any amount due to the staff member concerned.</p> | <p>(e) Any fixed-term staff member whose appointment took effect prior to January 1, 2007, shall receive, where applicable, the amount provided for under paragraph (d) above, as it stood on December 31, 2006, should the latter amount be higher than the amount provided for as it now stands.</p> <p>(f) (d) The Director General may, at his or her discretion, authorize payment of all or part of an assignment grant under paragraphs (a) to (d) (a) to (c) above, 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.</p> <p>(g) (e) If the staff member has not completed the period of service for which an assignment grant has been paid to him, and unless the Director General determines the departure is justified by exceptional circumstances, the grant shall be adjusted proportionately and recovery shall be deducted from any amount due to the staff member.</p> <p>(h) (f) If a dependant, for whom an assignment grant has been paid in accordance with paragraph (c) (b)(1)(ii) above, resides less than six months at the duty station, and unless the Director General determines the departure is justified by exceptional circumstances, any assignment grant paid for the dependant shall be deducted from any amount due to the staff member concerned.</p> <p>(g) <u>Where both spouses are staff members of organizations in the United Nations common system, travelling at the expense of the International Bureau to the same duty station, the daily subsistence allowance portion of the grant shall be paid to each in respect of himself or herself. If they have a dependent child or children, the relevant amount shall be paid to the staff member in respect of whom the child or children are recognized as dependant(s). If both would otherwise qualify for the lump sum portion of the grant, only one lump-sum entitlement shall be paid, namely, to the spouse whose</u></p> | <p>New paragraph (g) covers cases where two spouses are staff members in the UN common system.</p> |

| Staff Rule | Former text | New text | Purpose/Description of amendment |
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| | <p>(i) Subject to the conditions set forth below, staff members who travel at the expense of the International Bureau on appointment or assignment to another duty station shall receive an assignment grant for themselves and their dependants provided that the appointment or period of assignment is expected to be of at least one year's duration. This grant shall be the total contribution of the International Bureau towards the extraordinary expenses incurred by staff members for themselves and their dependants immediately following their arrival at the duty station.</p> <p>(j) For the staff member concerned, the amount of the assignment grant shall be equal to that of the travel subsistence allowance for 30 days after his or her arrival at the duty station.</p> <p>(k) The assignment grant payable for a dependant whose travel expenses have been paid by the International Bureau shall be one-half the amount payable to the staff member concerned in accordance with paragraph (b) above.</p> | <p><u>entitlements yield a higher amount.</u></p> <p>(i) Subject to the conditions set forth below, staff members who travel at the expense of the International Bureau on appointment or assignment to another duty station shall receive an assignment grant for themselves and their dependants provided that the appointment or period of assignment is expected to be of at least one year's duration. This grant shall be the total contribution of the International Bureau towards the extraordinary expenses incurred by staff members for themselves and their dependants immediately following their arrival at the duty station.</p> <p>(j) For the staff member concerned, the amount of the assignment grant shall be equal to that of the travel subsistence allowance for 30 days after his or her arrival at the duty station.</p> <p>(k) The assignment grant payable for a dependant whose travel expenses have been paid by the International Bureau shall be one-half the amount payable to the staff member concerned in accordance with paragraph (b) above.</p> | |
| <p>Rule 7.3.4</p> <p>Dependants Eligible for Travel or Removal at the Expense of the International Bureau, and for the Installation Grant</p> | <p>Rule 7.3.4 – Dependants Eligible for Travel or Removal at the Expense of the International Bureau and for the Installation Grant</p> <p>(a) For payment of travel and removal expenses, as well as of the assignment grant, dependants shall be deemed to comprise:</p> <p>[...]</p> | <p>Rule 7.3.4 – Dependants Eligible for Travel or Removal at the Expense of the International Bureau and for the <u>Installation Assignment</u> Grant</p> <p>(a) For payment of travel and removal expenses, <u>of excess baggage and unaccompanied shipment</u>, as well as of the assignment grant, dependants shall be deemed to comprise:</p> <p>[...]</p> | <p>Date of entry into force: May 5, 2014.</p> <p>The title of Staff Rule 7.3.4 is amended to refer to “assignment grant” and not “installation grant”, to ensure consistency in terminology throughout the Staff Regulations and Rules.</p> <p>A reference is added in paragraph (a) to the entitlement of a staff member's dependants to excess baggage and unaccompanied shipment, as provided in Staff Rule 7.3.7.</p> |
| <p>Rule 7.3.6</p> <p>Removal Expenses</p> | <p>(a) [...]</p> <p>(2) where the initial appointment or assignment was for a period of less than two years but where it is extended so that the appointment or assignment, taking into</p> | <p>(a) [...]</p> <p>(2) where the initial appointment or assignment was for a period of less than two years but where it is extended so that the appointment or assignment, taking into</p> | <p>Date of entry into force: May 5, 2014.</p> <p>First sentence of paragraph (a)(2) is deleted, as a staff member with an appointment or assignment of at least one year (but less than two years) is instead entitled to an unaccompanied shipment under Staff</p> |

| Staff Rule | Former text | New text | Purpose/Description of amendment |
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| | <p>account the extension, will cover a period of at least two years beginning from the date of initial appointment or assignment, upon such extension; upon separation from service, provided that the appointment or assignment was for a period of at least two years or that the staff member had completed at least two years of continuous service.</p> <p>(b) In the cases provided for in paragraph (a)(1) and (2) above, the International Bureau shall pay the cost of removing a staff member's household goods and personal effects to the duty station either from the place of recruitment or from the place in which he or she is entitled to take home leave, provided that such goods and effects were in his or her possession at the time of appointment and are being transported for the staff member's sole use. Payment of removal expenses to the duty station from another place may be authorized by the Director General in exceptional cases, on such terms and conditions as he or she deems appropriate.</p> <p>(c) In the case provided for in paragraph (a) above, the International Bureau shall pay the cost of removing a staff member's household goods and personal effects from the duty station to the place to which the staff member is entitled to return at the expense of the International Bureau, or any other place authorized by the Director General in exceptional cases on such terms and conditions as he or she deems appropriate, provided the goods and effects were in the staff member's possession at the time of separation from service and are being transported for his or her sole use.</p> <p>[...]</p> <p>(g) Any staff member whose appointment took effect prior to July 1, 1990, shall continue to receive, where applicable, the assignment grant provided for in these Regulations and Rules as it stood on June 30, 1990.</p> | <p>account the extension, will cover a period of at least two years beginning from the date of initial appointment or assignment, upon such extension; upon separation from service, provided that the appointment or assignment was for a period of at least two years or that the staff member had completed at least two years of continuous service.</p> <p>(b) In the cases provided for in paragraph (a)(1) and (2) above, the International Bureau shall pay the cost of removing a staff member's household goods and personal effects to the duty station either from the place of recruitment or from the place in which he or she is entitled to take home leave, provided that such goods and effects were in his or her possession at the time of appointment and are being transported for the staff member's sole use. Payment of removal expenses to the duty station from another place may be authorized by the Director General in exceptional cases, on such terms and conditions as he or she deems appropriate.</p> <p>(c) In the case provided for in paragraph (a)<u>(2)</u> above, the International Bureau shall pay the cost of removing a staff member's household goods and personal effects from the duty station to the place to which the staff member is entitled to return at the expense of the International Bureau, or any other place authorized by the Director General in exceptional cases on such terms and conditions as he or she deems appropriate, provided the goods and effects were in the staff member's possession at the time of separation from service and are being transported for his or her sole use.</p> <p>[...]</p> <p>(g) Any staff member whose appointment took effect prior to July 1, 1990, shall continue to receive, where applicable, the assignment grant provided for in these Regulations and Rules as it stood on June 30, 1990.</p> | <p>Rule 7.3.7(e), a non-removal allowance under Staff Regulation 3.24, and the lump sum portion of the assignment grant under Staff Rule 7.3.2 (new paragraph (b)(2)).</p> <p>The cross references in paragraphs (b) and (c) are renumbered accordingly.</p> <p>Former paragraph (g) is deleted as it is no longer applicable and former paragraph (h) is renumbered accordingly.</p> |

| Staff Rule | Former text | New text | Purpose/Description of amendment |
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| | <p>(h) It shall be understood that, for the purposes of removal and shipment, when a staff member is given a choice between volume and weight, they shall choose the more economical of the two.</p> | <p>(h) (g) It shall be understood that, for the purposes of removal and shipment, when a staff member is given a choice between volume and weight, they shall choose the more economical of the two.</p> <p><u>(h) Staff members who are eligible for removal expenses under this Rule and who opt not to exercise their entitlement may be eligible for the non-removal allowance under Staff Regulation 3.24, and may be reimbursed expenses incurred in transporting personal effects and household goods under Staff Rule 7.3.7(e).</u></p> | <p>New paragraph (h) is added to highlight the alternative non-removal option for staff members who are eligible for removal expenses under Staff Rule 7.3.6.</p> |
| <p>Rule 7.3.7(e) Excess Baggage and Unaccompanied Shipment</p> | <p>On appointment, transfer, or separation from service, when the staff member is not entitled to removal expenses, he or she may be reimbursed expenses incurred in transporting personal effects and household goods by surface, or by air if the latter mode of transportation is more economical, up to a maximum, including packaging materials but excluding crating and lift vans, of:</p> <p>(1) 1,000 kg (2,200 lb) or 6.23 m³ (220 cubic feet) for the staff member;</p> <p>(2) 500 kg (1,100 lb) or 3.11 m³ (110 cubic feet) for the first dependant;</p> <p>(3) 300 kg (660 lb) or 1.87 m³ (66 cubic feet) for every other dependant authorized to travel at the expense of the International Bureau.</p> | <p>On <u>Upon initial appointment, or transfer assignment to another duty station for a period of at least one year, or where the assignment is extended for a total period of at least one year, or on</u> separation from service <u>provided that the appointment was for at least one year,</u> when the staff member is not entitled to removal expenses; <u>under Staff Rule 7.3.6, or is entitled and opts not to exercise the entitlement,</u> he or she may be reimbursed expenses incurred in transporting personal effects and household goods. <u>Transportation shall be</u> by surface, or by air if the latter mode of transportation is more economical, up to a maximum, including packaging materials but excluding crating and lift vans, of:</p> <p>(1) 1,000 kg (2,200 lb) or 6.23 m³ (220 cubic feet) for the staff member;</p> <p>(2) 500 kg (1,100 lb) or 3.11 m³ (110 cubic feet) for the first dependant;</p> <p>(3) 300 kg (660 lb) or 1.87 m³ (66 cubic feet) for every other dependant authorized to travel at the expense of the International Bureau.</p> | <p>Date of entry into force: May 5, 2014.</p> <p>To enable staff members who are entitled to removal expenses under Staff Rule 7.3.6, but who opt not to exercise the entitlement, to be reimbursed for a limited shipment of personal effects and household goods (the unaccompanied shipment).</p> <p>A reference is added to clarify that, for a staff member to be eligible, his or her appointment or assignment has to be for a period of at least one year, or be extended for a total period of at least one year.</p> <p>In terms of minor linguistic changes, “transfer” is changed to “assignment”, in line with the terminology used in Staff Rule 7.1.2 “Official travel of staff members”, Staff Rule 7.3.2 “Assignment Grant” and Staff Rule 7.3.6 “Removal expenses”.</p> |
| <p>Rule 11.5.1(b)(1) Appeal Board</p> | <p>The Appeal Board shall be composed as follows:</p> <p>(1) A Chair and a Deputy Chair designated by the</p> | <p>The Appeal Board shall be composed as follows:</p> <p>(1) A Chair and a Deputy Chair designated by the</p> | <p>Date of entry into force: January 1, 2014.</p> <p>To ensure that the work of the WIPO Appeal Board, with the new composition as provided in new Staff</p> |

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| | <p>WIPO Coordination Committee on a proposal made by the Director General after consultation with the Staff Council, from among persons having experience in the law of the international civil service or equivalent experience in applicable administrative law, who are not staff members or former staff members for the past 10 years of the International Bureau.</p> | <p>WIPO Coordination Committee on a proposal made by the Director General after consultation with the Staff Council, from among persons having experience in the law of the international civil service or equivalent experience in applicable administrative law, who are not staff members or former staff members for the past 10 years of the International Bureau. <u>Subject to the eligibility criteria provided above, the Director General shall make an interim appointment of the Chair and the Deputy Chair, after consultation with the Staff Council, pending designation by the WIPO Coordination Committee on the proposal made by the Director General. The interim appointments shall expire on the date that the WIPO Coordination Committee decides on the designations for these functions.</u></p> | <p>Rule 11.5.1(b), is not interrupted pending the designations by the WIPO Coordination Committee of a Chair and Deputy Chair of the WIPO Appeal Board, which will take place only during its annual meeting in September/October 2014, by enabling the Director General to make an interim appointment of the Chair and Deputy Chair of the WIPO Appeal Board.</p> |
| <p>Annex V</p> <p>Specific Rules Applicable to Staff Members in Part-Time Employment</p> <p>Article 1 – Rules for Staff Members in Part-Time Employment</p> | <p>(a) The Staff Regulations and Rules shall apply to staff members in part-time employment subject to the following rules:</p> <p>(1) the salaries, allowances and grants provided for in Regulations 3.1 (net salaries), 3.8 (post adjustment), 3.10 (language allowance) and 3.3 and 3.4 (dependency allowances) and in Regulation 3.14 and Annex II (education grant), shall apply to staff members in part-time employment on a <i>pro rata</i> basis of their normal working week in relation to 40 hours;</p> <p>(2) the pensionable remuneration (Regulation 3.17), as well as the contribution of the International Bureau to the premiums due under the medical insurance scheme (Rule 6.2.1(d)) are the same for staff members in part-time employment as for staff members in full-time employment; however, contributions to the Pension Fund by the</p> | <p>(a) The Staff Regulations and Rules shall apply to staff members in part-time employment subject to the following rules:</p> <p>(1) the salaries, allowances and grants <u>entitlements</u> provided for in Regulations 3.1 (net salaries), 3.8 (post adjustment), 3.10 (language allowance) and 3.3 and 3.4 (dependency allowances), <u>3.8 (post adjustment), 3.10 (language allowance), and in Regulation 3.14 and Annex II (education grant), and 5.3 (home leave), and in the related staff rules and annexes of the Staff Regulations and Rules</u> shall apply to staff members in part-time employment on a <i>pro rata</i> basis <u>in relation to their employment rate</u> of their normal working week in relation to 40 hours;</p> <p>(2) the pensionable remuneration (Regulation 3.17), as well as the contribution of the International Bureau to the premiums due under the medical insurance scheme (Rule 6.2.1(d)) are the same for staff members in part-time employment as for staff members in full-time employment; however, contributions to the Pension Fund by the International Bureau and by staff members in part-time employment shall be calculated on a <i>pro rata</i> basis <u>in relation to their employment rate</u> of their normal working week in relation to 40 hours, as</p> | <p>Date of entry into force: May 1, 2014.</p> <p>Article 1(a)(1) is amended to indicate that, henceforth, the amount payable for home leave to staff in part-time employment shall be calculated on a <i>pro rata</i> basis in relation to their employment rate (e.g., a staff member whose employment rate is 80% shall be eligible for 80% of the amount to which a staff member in full-time employment is entitled). A sentence is added in this sub-paragraph to specify that the related staff rules and annexes of the Staff Regulation and Rules concerning these entitlements apply to part-time staff in the same way as the staff regulations.</p> <p>Some other minor editorial changes have been made to Article 1(a)(1),(2) and (3).</p> |

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| | <p>International Bureau and by staff members in part-time employment shall be calculated on a <i>pro rata</i> basis of their normal working week in relation to 40 hours, as also shall the length of their service for the purposes of benefits from the Pension Fund;</p> <p>(3) for the purposes of the application of Regulations 5.1 (annual leave), 5.3 (home leave), 9.8 (termination indemnity), 9.9 (repatriation grant), 9.10 (age limit for retirement), and 9.12 (grant on death), the length of service of staff members in part-time employment shall be calculated on a <i>pro rata</i> basis of their normal working week in relation to 40 hours. The Staff Rules related to the above-mentioned Staff Regulations shall apply <i>mutatis mutandis</i> to staff members in part-time employment;</p> <p>[...]</p> | <p>also shall the length of their service for the purposes of benefits from the Pension Fund;</p> <p>(3) for the purposes of the application of Regulations 5.1 (annual leave), 5.3 (home leave), 9.8 (termination indemnity), 9.9 (repatriation grant), 9.10 (age limit for retirement), and 9.12 (grant on death), <u>and the related staff rules</u>, the length of service of staff members in part-time employment shall be calculated on a <i>pro rata</i> basis <u>in relation to their employment rate of their normal working week in relation to 40 hours</u>. The Staff Rules related to the above-mentioned Staff Regulations shall apply mutatis mutandis to staff members in part-time employment;</p> <p>[...]</p> <p><u>(5) Changes in the staff member's employment rate over the period in which any applicable service credit is accrued shall be taken into account in the calculation of the entitlements under subparagraphs (1) to (3) above.</u></p> | <p>The reference to "Regulation 5.3 (home leave)" is deleted in Article 1(a)(3); henceforth the home leave cycle shall be two years, in accordance with Staff Regulation 5.3. The reference to Regulation 9.10 "Age Limit for Retirement Age" is deleted as the retirement age applies to part-time staff in the same way as to staff in full-time employment.</p> <p>New sub-paragraph (5) is added to Article 1(a) to clarify that changes in the employment rate over the period in which any applicable service credit is accrued will be taken into account in the prorating of entitlements.</p> |

[End of Annex IV and of document]