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WORLD INTELLECTUAL PROPERTY ORGANIZATION

COORDINATION COMMITTEE

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STAFF MATTERS

(ADDENDUM TO DOCUMENT WO/CC/XXX/2)

Memorandum of the Director General

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PART I

AMENDMENTS TO THE STAFF REGULATIONS AND STAFF RULES

A. PROPOSED AMENDMENTS TO THE STAFF REGULATIONS: INTRODUCTION OF THE ASSISTANT DIRECTOR GENERAL LEVEL

1. A major difference between the WIPO Staff Regulations and Rules and those of the United Nations and of most of the other organizations of the common system is that whereas the latter have nine grades in the Professional and higher categories (five for the Professional category (P.1 to P.5), two for the Special category (D.1 and D.2) and two above the Special category (usually called Assistant Director (or Secretary) General and Deputy Director (or Secretary) General), WIPO has only eight grades in the Professional and higher categories, the grade of Assistant Director General missing.
2. As regards the other organizations of the United Nations common system with headquarters in Geneva, in each (ILO, ITU, WHO, WMO and GATT) the Deputy Director (or Secretary) General level and the Assistant Director (or Secretary) General level are remunerated at the Under-Secretary-General grade or Assistant Secretary-General grade, respectively, in the United Nations*. In WIPO, the salary of the Deputy Directors General corresponds to that of the Assistant Secretaries-General in the United Nations (i.e., the lower of the above-mentioned two grades).
3. The grade structure of the International Bureau of WIPO was last reviewed in October 1972. At that time, WIPO was not yet a specialized agency of the United Nations and it had a total staff of about 130. The situation has considerably changed in 20 years. The total staff of the International Bureau is now over 400 and responsibilities placed on the Deputy Directors General and Heads of major sectors of the activities of the Organization have considerably increased. Yet, the current grade structure of the International Bureau does not allow to properly distinguish posts whose incumbents have a degree of responsibility that is between the responsibility of a Director and a Deputy Director General.
4. It is therefore proposed to bring the Staff Regulations of WIPO into line with that of the United Nations and most of the other organizations of the common system by introducing the level of Assistant Director General in the grade structure of WIPO, between the Special (D) category and the Deputy Director General level. Posts at the Assistant Director General level would be established initially by converting the only two D.2 posts currently existing in the International Bureau and promoting the two incumbents of those posts, each of whom is in charge of a major sector of the International Bureau. When, in 1993, the post of Deputy Director General to be filled by a national of a developing country becomes vacant, the Director General will propose not only who should fill that post but also the establishment of an additional post at the Assistant Director General level.

*In the ITU, the Assistant Secretary-General level applies to the members of the International Frequency Registration Board. Outside Geneva, FAO, IFAD and Unesco also have Assistant Directors General.

5. The remuneration applicable to the Assistant Director General level would be that of the Assistant Secretary-General level in the United Nations, whereas the remuneration applicable to the Deputy Director General level would be that of the Under-Secretary-General level in the United Nations. This would mean an increase of some 9% in the remuneration of Deputy Directors General. The proposed consequent amendments to Staff Regulations 2.1(b) and 3.1 are shown in Annex I to this document.

6. The financial implications of the proposed amendments to the said Staff Regulations could be met within the budget approved for the current (1992-1993) biennium.

B. AMENDMENT TO THE STAFF RULES: INSURANCE LIMITS FOR THE TRANSPORTATION OF PERSONAL EFFECTS

7. Following an agreement reached at the seventy-sixth session of the Consultative Committee on Administrative Questions (Personnel and General Administrative Questions) of the United Nations system of organizations and in accordance with measures taken by the United Nations with effect from May 1, 1992, the Director General, pursuant to Staff Regulation 12.2, amended, with effect from the same date, Staff Rule 7.1.20 (Insurance; Compensation for Loss of or Damage to Personal Effects Attributable to Service) in order to:

(i) raise the limit of the insurance coverage applicable in the case of unaccompanied shipment of personal effects of staff members and their dependants from US\$8 to US\$16 per kilogram of the maximum shipment entitlement;

(ii) raise the limit of reimbursement of the insurance premium for the transportation of personal effects and household goods in the case of removal from US\$40,000 to US\$80,000 for a staff member without dependants and from US\$65,000 to US\$130,000 for a staff member with dependants.

8. It is to be noted that the limits in question had not been modified since 1983 and 1985, respectively.

9. The corresponding amendments to Staff Rule 7.1.20 are reproduced in Annex II to this document.

10. The WIPO Coordination Committee is invited to:

(i) approve the amendments to the Staff Regulations proposed in paragraphs 1 to 6 and Annex I of this document;

(ii) note the amendment to the Staff Rules reported in paragraphs 7 to 9 and Annex II of this document.

PART II

ADVICE ON AN APPOINTMENT TO A POST OF GRADE D.1

11. Staff Regulation 4.8(a) provides that "staff members shall be appointed by the Director General; however, appointments to posts in the Special category (grades D.1 and D.2) shall be made taking into account the advice of the Coordination Committee."

12. The Director General will, if the Coordination Committee agrees, appoint Mr. Wang Zhengfa as Director-Advisor (grade D.1), attached to the Deputy Director General in charge of industrial property matters.

13. Mr. Wang Zhengfa, a national of China, has been working in the field of industrial property in the China Council for the Promotion of International Trade (CCPIT) since 1980 and was Deputy Director of the China Patent Agent (H.K.) Ltd. from July 1985 to June 1990 when he became Director of the Patent Agency of the CCPIT. He is currently employed by WIPO as a Consultant.

14. The WIPO Coordination Committee is invited to advise the Director General in respect of the intended appointment referred to in paragraphs 11 to 13, above.

PART III

WIPO STAFF PENSION COMMITTEE

15. The WIPO Coordination Committee decided, in its ordinary session of 1977, that the WIPO Staff Pension Committee would consist of three members and three alternate members, one member and one alternate to be elected by the Coordination Committee. The members elected by the Coordination Committee have a four-year term of office.

16. In 1989, the Coordination Committee elected as member of the WIPO Staff Pension Committee, Mr. Wolfgang Milzow, Counsellor (Financial Affairs), Permanent Mission of the Federal Republic of Germany to the Office of the United Nations and other International Organizations in Geneva. The four-year term of Mr. Milzow was due to expire with the 1993 ordinary session of the Coordination Committee. However, Mr. Milzow has been transferred by his Government, is no longer in Geneva and, consequently, is no longer in a position to serve on the WIPO Staff Pension Committee. The Permanent Mission of Germany has informed the Director General that it would be ready to make Mr. Clemens Wetz, Counsellor (Financial Affairs) in the said Permanent Mission, available to serve as a member of the WIPO Staff Pension Committee for the remainder of the term of office of Mr. Milzow, if so elected.

17. The WIPO Coordination Committee is invited to elect a member of the WIPO Staff Pension Committee for a term expiring with the 1993 ordinary session of the WIPO Coordination Committee.

[Annex I follows]

ANNEX I

AMENDMENTS TO THE STAFF REGULATIONS

Classification
(Regulation 2.1(b))

Present text

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

Deputy Director General category:
unclassified.

Special Category: D.2, D.1.

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

General Service Category: G.7, G.6,
G.5, G.4, G.3,
G.2 and G.1.

Proposed text

(b) [No change]

Deputy Director General and
Assistant Director General
categories: unclassified.

[No change]

[No change]

[No change]

Salaries
(Regulation 3.1)

Present text

Proposed text

(a) Staff members shall be remunerated by gross salaries, the amounts of which shall be subject to deductions for the purpose of internal taxation, as indicated in Regulation 3.16bis, in order to arrive at the net salaries specified in this Regulation. Unless expressly stated otherwise, the word "salary" in these Regulations and Rules shall mean net salary.

(a) [No change]

(b) Salaries shall be as follows*:

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Director General

(In force as from January 1, 1968)

Equivalent of the salary provided for the "Under-Secretaries-General" category in the United Nations, plus 9.45%.

Director General

[No change]

Deputy Directors General

(In force as from October 1, 1975)

Equivalent of the salary provided for the "Assistant Secretaries-General" category in the United Nations.

Deputy Directors General

(In force as from October 1, 1992)

Equivalent of the salary provided for the "Under-Secretaries-General" category in the United Nations.

Assistant Directors General

(In force as from October 1, 1992)

Equivalent of the salary provided for the "Assistant Secretaries-General" category in the United Nations.

[The scales in force for the Professional and Special categories and for the General Service category follow]

[No change]

*Explanatory note: these salaries correspond to those in force within the United Nations Common System. They may be adjusted in accordance with Regulation 12.1.

*[No change]

[Annex II follows]

ANNEX II

AMENDMENT TO THE STAFF RULES

Insurance: Compensation for Loss of or Damage to Personal Effects Attributable to Service (Rule 7.1.20)

Former text

(a) Premiums for personal accident insurance or insurance of accompanied baggage shall not be reimbursed. However, staff members who lose accompanied baggage may receive compensation in accordance with such arrangements as may be in force under paragraph (e) below.

(b) In the case of unaccompanied shipments authorized under Rule 7.1.19 (except in connection with home leave or education grant travel), the International Bureau shall provide insurance coverage up to a value representing 8 US dollars per kg 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.

(c) The International Bureau shall reimburse the premium for transportation insurance of the personal effects and household goods referred to in Rule 7.1.25 (excluding articles of particular value for which extra premiums are charged), up to a maximum coverage of 40,000 US dollars for a staff member without dependants and 65,000 US dollars for a staff member with dependants, subject to review and approval of the valuation by the Director General. The International Bureau shall in no case be responsible for loss or breakage.

(d) In the case of unaccompanied shipments, as provided for in Rules 7.1.19 and 7.1.25, 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.

(e) Staff members shall be entitled, within limits and under conditions laid down by the Director General, to reasonable compensation in the event of loss of or 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.

Present text

(a) [No change]

(b) In the case of unaccompanied shipments authorized under Rule 7.1.19 (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 kg 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.

(c) The International Bureau shall reimburse the premium for transportation insurance of the personal effects and household goods referred to in Rule 7.1.25 (excluding articles of particular value for which extra premiums are charged), up to a maximum coverage of 80,000 US dollars for a staff member without dependants and 130,000 US dollars for a staff member with dependants, subject to review and approval of the valuation by the Director General. The International Bureau shall in no case be responsible for loss or breakage.

(d) [No change]

(e) [No change]

