

WIPO



17/1000
WO/CC/XXXIII/2

ORIGINAL : English

DATE : July 18, 1994

WORLD INTELLECTUAL PROPERTY ORGANIZATION
GENEVA

WORLD INTELLECTUAL PROPERTY ORGANIZATION

COORDINATION COMMITTEE

Thirty-Third Session (25th Ordinary)
Geneva, September 26 to October 4, 1994

STAFF MATTERS

Memorandum of the Director General

CONTENTS

	<u>Paragraphs</u>
I. AMENDMENTS TO THE STAFF REGULATIONS AND RULES . .	1 to 14
Amendments to the Staff Regulations under Staff Regulation 12.1	1 to 14
II. INTERNATIONAL CIVIL SERVICE COMMISSION	15 and 16
III. UNITED NATIONS JOINT STAFF PENSION BOARD	17 and 18

I. AMENDMENTS TO THE STAFF REGULATIONS AND RULES

AMENDMENTS TO THE STAFF REGULATIONS UNDER STAFF REGULATION 12.1

Scale of Pensionable Remuneration for the Professional and Higher Categories - Regulation 3.15(a)

1. With effect from November 1, 1993, the net remuneration of staff in the Professional and higher categories in New York increased by 1.8% (rounded figure). In accordance with Article 54(b) of the Regulations of the United Nations Joint Staff Pension Fund, the scale of pensionable remuneration for the said categories of staff was adjusted by the same percentage with effect from the same date.

2. The revised scale of pensionable remuneration for the Professional and Special categories is reproduced in Annex I.

Salaries for the Professional and Higher Categories - Regulation 3.1

3. With effect from March 1, 1994, the General Assembly of the United Nations approved (resolution 48/224 of December 23, 1993) a revised scale for staff members in the Professional and higher categories, resulting in a 3.6 per cent increase in net salaries, through the consolidation, on a no-gain no-loss basis, of the corresponding amount of post adjustment.

4. The corresponding amendment to Staff Regulation 3.1 (salary scale for the Professional and special categories) is reproduced in Annex II.

Internal Taxation for the Professional and Higher Categories - Regulation 3.16bis

5. Together with the revised salary scale referred to in paragraph 3 above, the General Assembly of the United Nations approved, also with effect from March 1, 1994, related changes in the rates of internal taxation used to derive net salaries from gross salaries for staff members in the said categories.

6. The corresponding amendment to Staff Regulation 3.16**bis** (Internal Taxation) is reproduced in Annex III.

Salaries and Dependency Allowances for the General Service Category - Regulations 3.1 and 3.12(B)

7. The methodology approved by the International Civil Service Commission (ICSC) provides for periodic adjustments, between salary surveys, to the salary scale and dependency allowances for staff in the General Service category, depending, as concerns salaries of General Service staff in Geneva, on changes in the consumer price index for Geneva and, as concerns dependency allowances for General Service staff in Geneva, on modifications made to the Geneva Canton scales of income taxes and dependency allowances. The latest adjustments took effect on January 1, 1994, and resulted in an increase over the existing scale of 4.68 per cent in net salaries and from plus 9.62 per cent to minus 13.64 per cent in the various dependency allowances.

8. The corresponding amendments to Staff Regulations 3.1 (salary scale for the General Service category) and 3.12 (Dependency Allowances) are reproduced in Annexes IV and V.

Language Incentive for Professional and Special Categories - Regulation 3.4

9. The Coordination Committee, at its 30th session, approved the introduction of a language incentive for staff in the Professional and Special Categories. In the report (WO/CC/XXX/6), the Coordination Committee noted the undertaking by the Director General that "if and when there will be rules concerning the question under discussion that are "common system" rules, that is, binding the United Nations and those of the Specialized Agencies that are in the common system, the rules adopted today would be changed accordingly. He said that this would be an undertaking accompanying the change in Staff Regulation 3.4."

10. The General Assembly of the United Nations, at its 48th session, decided "that the organizations that already have a language incentive scheme should ensure that the scheme is in line with the parameters set out in the Commission's report (A/48/30, paragraph 172)."

11. The parameters established by the International Civil Service Commission and set out in the above-mentioned report are the following:

- "(a) Criteria/language requirements: Adequate and confirmed knowledge of a second official language;
- (b) Eligibility: The groups eligible for the scheme should be determined by each organization in accordance with its structure and functional requirements. Linguistic staff should, however, be excluded from eligibility for the scheme;
- (c) Mechanism: The incentive should take the form of the granting of within-grade salary increments at an accelerated rate of 10 months (as opposed to 12), and 20 months (as opposed to 24), as appropriate;
- (d) Organizations should take steps to ascertain, on a periodical basis, that a staff member receiving a language incentive retained linguistic proficiency, with a view to the effective use of language skills in the organizations."

12. As far as the current language incentive scheme of the International Bureau is concerned and in accordance with the Coordination Committee's decision at its 30th session, a three-member Examination Board, presided by an outside specialist in the language concerned, has been established by the Director General to assess the language ability of the eligible staff members. The Board is usually convened once a year, and it is proposed that it establish rules concerning periodical review of the language skills of individuals receiving a language incentive in the Professional and Special (D) categories. Although it is still believed that exclusion of staff in language posts leads to unjustified discrimination, it is proposed to amend Staff Regulation 3.4 to bring the WIPO language incentive scheme in line with the recommendation of the ICSC as approved by the General Assembly of the United Nations. The proposed amended text would thus exclude staff newly appointed on language posts from the language incentive scheme.

13. The corresponding amendment to Staff Regulation 3.4 (Advancement within grade) is reproduced in Annex VI.

14. The WIPO Coordination Committee is invited to approve the amendments to the Staff Regulations provisionally decreed and applied by the Director General (paragraphs 1 to 8, above, and to approve the proposed amendment to the Staff Regulation (paragraphs 9 to 13, above).

II. INTERNATIONAL CIVIL SERVICE COMMISSION

15. Under article 17 of its statute, the ICSC is required to submit an annual report to the General Assembly of the United Nations. The executive heads of the other organizations of the United Nations system of organizations are required to transmit the said report to the governing organs of their organizations. The eighteenth and nineteenth annual reports were submitted by the ICSC to the 47th (1992) and 48th (1993) sessions of the General Assembly of the United Nations (documents A/47/30 and A/48/30, respectively). Since those reports were included in the documentation of the said sessions of the General Assembly of the United Nations, they are not reproduced here; however, copies are available for consultation by any delegation which so wishes.

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

III. UNITED NATIONS JOINT STAFF PENSION BOARD

17. Under article 14(a) of the Regulations of the United Nations Joint Staff Pension Fund, the United Nations Joint Staff Pension Board is required to present a report annually to the General Assembly of the United Nations and to the organizations members of the said Fund. The 1992 and 1993 reports were presented by the Board of the said Fund to the General Assembly of the United Nations at its 47th (1992) and 48th (1993) sessions (documents A/47/9 and A/48/9, respectively). Since those reports were included in the documentation of the said sessions of the General Assembly of the United Nations, they are not reproduced here; however, copies are available for consultation by any delegation which so wishes.

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

[The list of annexes follows]

LIST OF ANNEXES

- Annex I - Pensionable Remuneration for the Professional and Special Categories
- Annex II - Salary Scale for the Professional and Special Categories
- Annex III - Internal Taxation
- Annex IV - Salary Scale for the General Service Category
- Annex V - Dependency Allowances for the General Service Category
- Annex VI - Advancement within Grade

[Annex I follows]

ANNEX I

AMENDMENTS TO THE STAFF REGULATIONS

Pensionable Remuneration for the Professional
and Special Categories
(Regulation 3.15(a))

Catégories professionnelle et spéciale / Professional and Special Categories

Barème en vigueur à partir du 1er novembre 1993 / Scale in force as from November 1, 1993

(montants annuels en dollars EU / annual amounts in US dollars)

Grade	ECH. 1 STEP 1	ECH. 2 STEP 2	ECH. 3 STEP 3	ECH. 4 STEP 4	ECH. 5 STEP 5	ECH. 6 STEP 6	ECH. 7 STEP 7	ECH. 8 STEP 8	ECH. 9 STEP 9	ECH. 10 STEP 10	ECH. 11 STEP 11	ECH. 12 STEP 12	ECH. 13 STEP 13	ECH. 14 STEP 14	ECH. 15 STEP 15
P	39307	40656	41851	43069	44413	45617	47061	48943	50531	51980					
P.1 G	33277	34580	35910	37256	38600	39944	41292	42636	43980	45337					
D	24949	25744	26537	27331	28124	28917	29712	30505	31298	32092					
S	23565	24299	25028	25758	26486	27215	27945	28674	29402	30130					
P	50126	51727	53244	54870	56494	57976	59590	61484	63276	64896	66153	67436			
P.2 G	44351	45779	47226	48675	50123	51572	53021	54468	55953	57453	58953	60456			
D	31517	32344	33169	33995	34820	35646	36472	37297	38124	38949	39774	40601			
S	29603	30359	31110	31862	32614	33366	34118	34869	35620	36367	37114	37862			
P	62019	63945	65806	67582	69414	71222	73149	75454	76965	79000	80494	82270	84109	85989	87912
P.3 G	55753	57431	59111	60787	62467	64145	65839	67550	69259	70970	72680	74389	76098	77807	79519
D	38014	38937	39861	40783	41707	42630	43553	44477	45400	46324	47247	48170	49093	50016	50940
S	35520	36356	37192	38027	38864	39699	40538	41380	42220	43062	43904	44744	45585	46426	47268
P	75690	77696	79690	81590	83656	85645	87666	89908	91965	94146	95601	97660	99763	101912	104108
P.4 G	69020	70843	72661	74480	76302	78120	79941	81794	83649	85502	87355	89213	91066	92921	94775
D	45271	46255	47237	48219	49203	50185	51168	52151	53134	54116	55098	56083	57065	58048	59031
S	42103	43000	43894	44789	45686	46580	47476	48363	49249	50135	51021	51909	52795	53681	54567
P	92067	94177	96197	98256	100389	102366	104473	106905	109081	111123	113203	115321	117479		
P.5 G	84528	86430	88332	90234	92136	94036	95938	97840	99740	101673	103612	105548	107487		
D	53600	54608	55616	56624	57632	58639	59647	60655	61662	62670	63678	64685	65693		
S	49669	50579	51488	52397	53306	54214	55123	56033	56941	57794	58640	59484	60329		
P	103712	106063	108462	110813	113220	115607	117917	120275	122678						
D.1 G	96315	98417	100529	102667	104810	106952	109094	111237	113377						
D	59847	60961	62075	63187	64301	65415	66529	67643	68756						
S	55304	56308	57296	58228	59162	60096	61030	61964	62897						
P	117630	120454	123115	125879	128704	131593									
D.2 G	109444	111946	114448	116948	119450	121952									
D	66711	68012	69313	70613	71914	73215									
S	61183	62273	63364	64454	65545	66636									

P = rémunération considérée aux fins de la pension (art. 3.15), en vigueur à partir du 1er novembre 1993 / pensionable remuneration (Reg. 3.15), in force as from November 1, 1993

G = traitements bruts : base de l'imposition interne (art. 3.16bis) / gross salaries: basis for internal taxation (Reg. 3.16bis)

D = traitements nets : fonctionnaires avec conjoint et/ou enfant(s) à charge / net salaries: staff members with dependent spouse and/or dependent children)

S = traitements nets : fonctionnaires sans conjoint ni enfant à charge / net salaries: staff members without dependent spouse and without dependent child

ANNEX II

AMENDMENTS TO THE STAFF REGULATIONS

Salary scale for Professional and Special Categories
(Regulation 3.1)

Catégories professionnelle et spéciale / Professional and Special Categories

Barème en vigueur à partir du 1er mars 1994 / Scale in force as from March 1, 1994

(montants annuels en dollars EU / annual amounts in US dollars)

Grade	ECH. 1 STEP 1	ECH. 2 STEP 2	ECH. 3 STEP 3	ECH. 4 STEP 4	ECH. 5 STEP 5	ECH. 6 STEP 6	ECH. 7 STEP 7	ECH. 8 STEP 8	ECH. 9 STEP 9	ECH. 10 STEP 10	ECH. 11 STEP 11	ECH. 12 STEP 12	ECH. 13 STEP 13	ECH. 14 STEP 14	ECH. 15 STEP 15
P.1 P G D S	39307 31393 25847 24418	40656 32604 26671 25181	41851 33812 27492 25942	43069 35023 28315 26704	44413 36287 29136 27453	45617 37551 29958 28203	47061 38818 30782 28954	48943 40082 31603 29704	50531 41346 32425 30453	51980 42611 33247 31203					
P.2 P G D S	50126 41695 32652 30660	51727 43013 33508 31442	53244 44328 34363 32221	54870 45665 35219 33000	56494 47022 36074 33777	57976 48380 36929 34553	59590 49738 37785 35330	61484 51095 38640 36106	63276 52455 39496 36884	64896 53811 40351 37660	66153 55174 41206 38436	67436 56578 42063 39216			
P.3 P G D S	62019 52274 39383 36781	63945 53792 40339 37649	65806 55321 41296 38518	67582 56887 42251 39387	69414 58456 43208 40258	71222 60024 44165 41128	73149 61592 45121 41998	75454 63161 46078 42869	76965 64729 47034 43739	79000 66319 47992 44610	80494 67913 48948 45481	82270 69507 49904 46351	84109 71101 50860 47221	85989 72694 51817 48091	87912 74290 52774 48962
P.4 P G D S	75690 64509 46901 43618	77696 66200 47920 44545	79690 67896 48938 45471	81590 69591 49955 46397	83656 71291 50974 47325	85645 72986 51992 48250	87666 74683 53010 49177	89908 76404 54028 50103	91965 78130 55047 51028	94146 79855 56064 51952	95601 81579 57082 52876	97660 83308 58102 53803	99763 85033 59119 54728	101912 86759 60138 55653	104108 88485 61156 56578
P.5 P G D S	92067 78948 55530 51466	94177 80718 56574 52415	96197 82488 57618 53364	98256 84258 58662 54313	100389 86028 59707 55261	102366 87797 60750 56209	104473 89567 61794 57158	106905 91360 62839 58063	109081 93158 63882 58953	111123 94959 64926 59845	113203 96759 65970 60736	115321 98558 67014 61626	117479 100359 68058 62517		
D.1 P G D S	103712 89918 62001 57346	106063 91906 63156 58333	108462 93896 64310 59319	110813 95882 65461 60302	113220 97872 66616 61287	115607 99862 67770 62272	117917 101852 68924 63257	120275 103842 70078 64242	122678 105830 71231 65226						
D.2 P G D S	117630 102177 69113 63418	120454 104501 70460 64568	123115 106825 71808 65718	125879 109147 73155 66868	128704 111496 74503 67999	131593 113861 75851 69120									

P = rémunération considérée aux fins de la pension (art. 3.15), en vigueur à partir du 1er novembre 1993 / pensionable remuneration (Reg. 3.15), in force as from November 1, 1993

G = traitements bruts : base de l'imposition interne (art. 3.16bis) / gross salaries: basis for internal taxation (Reg. 3.16bis)

D = traitements nets : fonctionnaires avec conjoint et/ou enfant(s) à charge / net salaries: staff members with dependent spouse and/or dependent children

S = traitements nets : fonctionnaires sans conjoint ni enfant à charge / net salaries: staff members without dependent spouse and without dependent child

ANNEX III

AMENDMENTS TO THE STAFF REGULATIONS

Internal Taxation
(Regulation 3.16bis(a))

Former Text

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

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

Tax rates used in conjunction with gross salaries

Assessable amounts (in US dollars)	(per cent)	
	"Dependency rates"	"Single rates"
first \$15,000 per year	13.0	17.1
next \$ 5,000 per year	31.0	34.2
next \$ 5,000 per year	34.0	38.4
next \$ 5,000 per year	37.0	41.7
next \$ 5,000 per year	39.0	43.7
next \$10,000 per year	41.0	45.8
next \$10,000 per year	43.0	48.1
next \$10,000 per year	45.0	50.2
next \$15,000 per year	46.0	50.8
next \$20,000 per year	47.0	52.2
remaining assessable amounts	48.0	56.4

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

Present Text

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

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

Tax rates used in conjunction with gross salaries

Assessable amounts (in US dollars)	(per cent)	
	"Dependency rates"	"Single rates"
first \$15,000 per year	9.0	12.4
next \$ 5,000 per year	21.0	26.9
next \$ 5,000 per year	25.0	30.4
next \$ 5,000 per year	29.0	34.7
next \$ 5,000 per year	32.0	37.0
next \$10,000 per year	35.0	40.7
next \$10,000 per year	37.0	42.8
next \$10,000 per year	39.0	44.5
next \$10,000 per year	40.0	45.4
next \$15,000 per year	41.0	46.4
next \$20,000 per year	42.0	50.5
remaining assessable amounts	43.0	52.6

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

[Annex IV follows]

ANNEX IV

AMENDMENTS TO THE STAFF REGULATIONS

Salary Scale for the General Service Category
(Regulation 3.1)Catégorie des services généraux / General Service categoryTraitements en vigueur à partir du : 1er janvier 1994
Salaries in force as from: January 1, 1994(montants annuels en francs suisses /
annual amounts in Swiss francs)

Grade	Augmen- tation annuelle Annual incre- ment	ECH. 1	ECH. 2	ECH. 3	ECH. 4	ECH. 5	ECH. 6	ECH. 7	ECH. 8	ECH. 9	ECH. 10	ECH. 11
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
G.1	1605	1) 63791	65975	68172	70370	72569	74767	76966	79174	81388	83602	85816
		2) 48672	50277	51882	53487	55092	56697	58302	59907	61512	63117	64722
G.2	1748	1) 69777	72172	74566	76961	79366	81777	84188	86599	89010	91436	93864
		2) 53054	54802	56550	58298	60046	61794	63542	65290	67038	68786	70534
G.3	1911	1) 76292	78918	81554	84190	86825	89463	92117	94771	97425	100079	102761
		2) 57810	59721	61632	63543	65454	67365	69276	71187	73098	75009	76920
G.4	2080	1) 83525	86394	89263	92151	95040	97929	100818	103748	106677	109607	112537
		2) 63061	65141	67221	69301	71381	73461	75541	77621	79701	81781	83861
G.5	2278	1) 91740	94904	98068	101238	104446	107655	110863	114072	117280	120489	123697
		2) 69005	71283	73561	75839	78117	80395	82673	84951	87229	89507	91785
G.6	2493	1) 100861	104372	107883	111394	114906	118417	121928	125439	128951	132462	135973
		2) 75571	78064	80557	83050	85543	88036	90529	93022	95515	98008	100501
G.7	2730	1) 110975	114820	118665	122510	126355	130200	134045	137890	141735	145580	149425
		2) 82752	85482	88212	90942	93672	96402	99132	101862	104592	107322	110052

1) Traitements bruts : élément de la rémunération considérée aux fins de la pension et base de
l'imposition interne (art. 3.16bis)

Gross salaries: component of pensionable remuneration and basis for internal taxation (Reg. 3.16bis)

2) Traitements nets (art. 3.1) / Net salaries (Reg. 3.1.).

ANNEX V

AMENDMENTS TO THE STAFF REGULATIONS

Dependency Allowances for the General Service Category
(Regulation 3.12(B))

Former Text

(B) Staff Members in the General Service Category

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

(a) 5,844 Swiss francs per annum in respect of a dependent spouse, subject to the application of Regulation 3.2(a).

(b) 3,411 Swiss francs per annum in respect of each dependent child.

(c) Where there is no spouse, the allowance in respect of the first dependent child shall be 8,755 Swiss francs per annum.

(d) In addition to any amount payable pursuant to paragraph (b) or (c) above, 3,411 Swiss francs per annum in respect of a child who is determined to be physically or mentally disabled either permanently or for a period expected to be of long duration.

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

(f) Where there is no dependent spouse, 1,452 Swiss francs per annum in respect of one of the following persons: a dependent parent, a dependent brother or a dependent sister.

(g) Locally recruited staff members in the General Service category may be eligible for the reimbursement of the education levy applied by the Canton of Geneva, under conditions established by Office Instruction.

Present Text

(B) Staff Members in the General Service Category

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

(a) 6,406 Swiss francs per annum in respect of a dependent spouse, subject to the application of Regulation 3.2(a).

(b) 3,299 Swiss francs per annum in respect of each dependent child.

(c) Where there is no spouse, the allowance in respect of the first dependent child shall be 9,205 Swiss francs per annum.

(d) In addition to any amount payable pursuant to paragraph (b) or (c) above, 3,299 Swiss francs per annum in respect of a child who is determined to be physically or mentally disabled either permanently or for a period expected to be of long duration.

(e) [No change]

(f) Where there is no dependent spouse, 1,254 Swiss francs per annum in respect of one of the following persons: a dependent parent, a dependent brother or a dependent sister.

(g) [No change]

[Annex VI follows]

ANNEX VI

AMENDMENTS TO THE STAFF REGULATIONS

Advancement within Grade
(Regulation 3.4)

Former Text

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

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

Proposed Text

(a) [No change]

(b) The interval shall be reduced to ten months instead of one year, or 20 months instead of two years, in the case of staff members in the Professional and Special categories who have an adequate and confirmed knowledge of two of the following languages: Arabic, Chinese, English, French, Russian and Spanish. With effect from November 1, 1994, staff members appointed in language posts shall not be eligible to reduced intervals.

[End of Annex VI and of document]