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## **WIPO Coordination Committee**

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**AMENDMENTS TO STAFF REGULATIONS AND RULES**

*Document prepared by the Director General*

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## I. INTRODUCTION

1. Amendments to the Staff Regulations and to the Staff Rules are presented to the WIPO Coordination Committee for approval and for notification, respectively.
2. These amendments are presented as part of the ongoing review of the Staff Regulations and Rules, which allows WIPO to maintain a sound regulatory framework that adapts to and supports the changing needs and priorities of the Organization, while ensuring alignment with best practices in the United Nations common system.

## II. AMENDMENTS TO STAFF REGULATIONS TO BE EFFECTIVE AS FROM JANUARY 1, 2019 (FOR APPROVAL)

3. The proposed amendments to the Staff Regulations, to be effective as from January 1, 2019, are provided in Annex I. The main amendments are explained below.

### ***Regulation 3.14 – Education Grant***

4. The proposed amendment aims to allow the payment of the education grant to temporary staff members in exceptional cases, where this is in the interests of WIPO.

### ***Regulation 3.22 – Submission of Claims and Recovery of Overpayments***

5. The proposed amendments aim to clarify the provisions on recovery of overpayments and to facilitate effective recovery in case of undue payment(s) to a staff member.

### ***Regulation 4.16 – Temporary Appointments***

6. Currently, the maximum cumulative length of temporary appointments that may be granted to a staff member is two years. The proposed amendment would allow the Director General to extend the maximum cumulative length to three years, in exceptional circumstances.

### ***Other Amendments***

7. Other amendments, which are less substantive in nature, are also proposed for the following Regulations, as detailed in Annex I:

Regulation 1.6	–	Activities and Interests outside the International Bureau
Regulation 3.7	–	Long-Service Step
Regulation 3.12	–	Overtime
Regulation 4.11	–	Medical Examination
Regulation 12.5	–	Transitional Measures

## III. AMENDMENTS TO STAFF RULES TO BE EFFECTIVE AS FROM JANUARY 1, 2019 (FOR NOTIFICATION)

8. The amendments to the Staff Rules, which will be effective as from January 1, 2019, are provided in Annex II. The main amendments are explained below.

### ***Rules 1.3.2 to 1.3.7 – Working Time, Flexible Working Time, Fixed Working Time, Authorized Absences, Unauthorized Absences, and Special Working Hours***

9. Rules 1.3.3 (“Flexible Working Time”) and 1.3.4 (“Fixed Working time”) will be deleted, and Rules 1.3.2 (“Working Time”), 1.3.5 (“Authorized Absences”), 1.3.6 (“Unauthorized Absences”) and 1.3.7 (“Special Working Hours”) will be amended, in order to implement the

reform of the working time arrangements, further to the report and recommendations of the WIPO Working Group on Time Management.

10. These amendments were initially due to enter into force on January 1, 2018 (see document WO/CC/74/4). However, due to technical constraints regarding the development of the supporting IT system (AIMS HR), the entry into force was postponed to January 1, 2019.

### **Other Amendments**

11. Other amendments will also be made to the following Rules, as detailed in Annex II:

Rule 3.6.2	–	Advancement within Grade for Temporary Staff Members
Rule 3.12.1	–	Overtime
Rule 3.12.2	–	Special Overtime and Ordinary Overtime
Rule 3.12.3	–	Compensation for Overtime for Staff Members in the General Service Category
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## **IV. AMENDMENTS TO STAFF RULES IMPLEMENTED BETWEEN JULY 1, 2017, AND JUNE 30, 2018 (FOR NOTIFICATION)**

12. The following amendments to the Staff Rules were implemented between July 1, 2017, and June 30, 2018, as detailed in Annex III.

### ***Staff Rule 6.2.1 – Medical Insurance (Information Circular No. 37/2017)***

13. Staff Rule 6.2.1 was amended with effect from December 6, 2017. The amendments aimed to clarify the provisions on after-service health insurance and to specify that the percentage of the premium borne by WIPO may not be the same for a former staff member as for his or her dependants.

### ***Staff Rule 8.1.1 – Staff Council (Information Circular No. 1/2018)***

14. Staff Rule 8.1.1 was amended with effect from January 8, 2018, in order to provide expressly in the Staff Regulations and Rules that all staff members have the right to vote in elections for the Staff Council.

15. *The WIPO Coordination Committee is invited to approve the amendments to the Staff Regulations as provided in Annex I, document WO/CC/75/2, to be effective as from January 1, 2019.*

16. *The WIPO Coordination Committee is invited to note the amendments to the Staff Rules:*

*(i) as provided in Annex II, document WO/CC/75/2, which will be effective as from January 1, 2019; and*

*(ii) as provided in Annex III, document WO/CC/75/2, which were implemented between July 1, 2017, and June 30, 2018.*

[Annexes follow]

**PROPOSED AMENDMENTS TO STAFF REGULATIONS TO BE EFFECTIVE AS FROM JANUARY 1, 2019**

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
<p><b>Regulation 1.6</b></p> <p>Activities and Interests outside the International Bureau</p>	<p>[...]</p> <p>(b) Apart from their duties with the International Bureau, staff members shall not engage in any activity, or have any financial interest whatever, in any enterprise dealing with intellectual property. They shall not accept any benefits, gratuities or favors from firms or private individuals dealing with intellectual property or having commercial relations with the International Bureau.</p> <p>[...]</p>	<p>[...]</p> <p>(b) Apart from their duties with the International Bureau, staff members shall not engage in any activity, or have any financial interest whatever, in any enterprise <b><u>whose primary business is to provide specialized services with respect to the management of intellectual property (IP) rights, including the filing of any application to obtain IP protection; the receipt, renewal, maintenance, assignment or transfer of any form of IP protection; or prosecution of any opposition or infringement proceeding</u></b> dealing with intellectual property. They shall not accept any benefits, gratuities or favors from <b><u>such enterprises</u></b> (firms or private individuals) <del>dealing with intellectual property</del> or <b><u>those</u></b> having commercial relations with the International Bureau.</p> <p>[...]</p>	<p>To remove the reference to “enterprise dealing with intellectual property”, which is considered to be too wide.</p>
<p><b>Regulation 3.7</b></p> <p>Long-Service Step</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>[...]</p>	<p>(a) Staff members in the General Service category, who have completed at least 20 years of satisfactory service <del>with the International Bureau</del> <b><u>within the United Nations common system</u></b> 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>[...]</p>	<p>To ensure consistency with the requirements established by the International Civil Service Commission (as reflected in the salary scales for General Service staff), as well as with the practice in other organizations of the United Nations common system.</p>
<p><b>Regulation 3.12</b></p> <p>Overtime</p>	<p>(a) Staff members in the General Service category who are required to work in excess of any normal working week shall be entitled to compensatory leave, or may receive additional remuneration, in accordance with the conditions prescribed by the Staff Regulations and Rules.</p>	<p>(a) Staff members in the General Service category who are required to work in excess of any normal working week shall be entitled to compensatory leave, or may receive additional remuneration, in accordance with <del>the</del> conditions prescribed by the <b><u>Director General</u></b> <del>Staff Regulations and Rules</del>.</p>	<p>“Staff Regulations and Rules” replaced by “Director General” as per the amendment to Staff Rule 3.12.3 (see Annex II).</p>

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
	<p>(b) Should the exigencies of the service permit, and subject to the prior approval of the Director General or authorized representative, staff members in the National Professional Officer, Professional and higher categories who have been required to work overtime for substantial or recurrent periods may be granted compensatory leave.</p> <p>[...]</p>	<p>(b) Should the exigencies of the service permit, and subject to the prior approval of the Director General or <b>an</b> authorized representative, staff members in the National Professional Officer, Professional and higher categories who have been required to work overtime for substantial or recurrent periods may be granted compensatory leave.</p> <p>[...]</p>	
<p><b>Regulation 3.14</b></p> <p>Education Grant</p>	<p>[...]</p> <p>(f) This Regulation and the rules thereunder shall not apply to temporary staff members.</p>	<p>[...]</p> <p>(f) This Regulation and the rules thereunder shall not apply to temporary staff members, <b><u>unless the Director General decides, in the exercise of his or her discretion, that it should so apply in exceptional cases, and in the interests of the International Bureau.</u></b></p>	<p>To allow the payment of the grant education grant to temporary staff members in exceptional cases, where this is in the interests of WIPO.</p>
<p><b>Regulation 3.22</b></p> <p>Submission of Claims and Recovery of Overpayments</p>	<p>[...]</p> <p>(b) The International Bureau shall be entitled to recover any payment which was not due. However, except where the irregular nature of the payment was so self-evident that the beneficiary could not fail to realize it, the right of the International Bureau to recover overpayments shall lapse after two years. In the case of a series of overpayments, the two years shall be counted from the date of the last overpayment, but the right to recovery shall be limited to the amount of overpayments made in the 12 months preceding the date of the last overpayment. Such recovery shall be effected by means of deductions from payments due to the staff member concerned over a period not exceeding 12 months.</p>	<p>[...]</p> <p>(b) The International Bureau shall be entitled to recover <b><u>in full</u></b> any payment which was not due. However, except where <b><u>the overpayment was due to the submission of erroneous or fraudulent information by the staff member</u></b> <del>the irregular nature of the payment was so self-evident that the beneficiary could not fail to realize it,</del> the right of the International Bureau to recover overpayments shall lapse <del>after two years</del> <b><u>after the overpayment was made.</u></b> <del>In the case of a series of overpayments, the two years shall be counted from the date of the last overpayment, but the right to recovery shall be limited to the amount of overpayments made in the 12 months preceding the date of the last overpayment.</del> Such recovery shall be effected by means of deductions from payments due to the staff member concerned over a period not exceeding 12 months.</p>	<p>To clarify the provisions regarding the recovery of overpayments and facilitate effective recovery in case of undue payment(s) to a staff member.</p>
<p><b>Regulation 4.11</b></p> <p>Medical Examination</p>	<p>The Director General shall establish appropriate medical standards that staff members shall be required to meet before the issuance of the letter of appointment and during their appointment. The</p>	<p>The Director General shall establish appropriate medical standards that staff members shall be required to meet before <del>the issuance of the letter of appointment</del> and during their appointment. <del>The</del></p>	<p>First sentence: deletion of “the issuance of the letter of appointment” to implement an audit recommendation (Audit of Recruitment IA 2017-04).</p>

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
	subject matter of this Regulation and the rules thereunder shall not apply to temporary staff members unless otherwise prescribed by Rule 4.11.2 entitled "Medical Examination of Temporary Staff Members."	<del>subject matter of this Regulation and the rules thereunder shall not apply to temporary staff members unless otherwise prescribed by Rule 4.11.2 entitled "Medical Examination of Temporary Staff Members."</del>	Deletion of second sentence: to reflect that Staff Regulation 4.11 does apply to temporary staff. See also amendments to Staff Rules 4.11.1 and 4.11.2 in Annex II.
<p><b>Regulation 4.16</b></p> <p>Temporary Appointments</p>	<p>(a) Temporary appointments under this Regulation shall be appointments which are granted from a period of one month up to 12 months. Any such appointment may, at the discretion of the Director General, be extended one or more times provided that the cumulative length of the temporary appointments does not exceed a period of two years.</p> <p>[...]</p> <p>(d) Persons having reached the maximum cumulative length of two years for a temporary appointment shall not be re-employed on a temporary appointment by the Organization for a period of at least one year. Where a staff member who has not reached the maximum cumulative length of two years is separated then re-employed after less than one year on another temporary appointment, the previous temporary appointments of less than two years shall be counted towards the maximum cumulative length of two years.</p> <p>[...]</p> <p>(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).</p>	<p>(a) Temporary appointments under this Regulation shall be appointments which are granted from a period of one month up to 12 months. Any such appointment may, at the discretion of the Director General, be extended one or more times provided that the cumulative length of the temporary appointments does not exceed a period of two years. <b><u>In exceptional circumstances, the Director General may extend the maximum cumulative length of the temporary appointments to a period of three years.</u></b></p> <p>[...]</p> <p>(d) Persons having reached the maximum cumulative length of <del>two years</del> for a temporary appointment shall not be re-employed on a temporary appointment by the Organization for a period of at least one year. Where a staff member who has not reached the maximum cumulative length of <del>two years</del> is separated then re-employed after less than one year on another temporary appointment, the previous temporary appointments of <del>less than two years</del> shall be counted towards the maximum cumulative length of two years <b><u>(or three years, if extended in exceptional circumstances pursuant to paragraph (a) above).</u></b></p> <p>[...]</p> <p>(f) During their service, temporary staff members may apply for any vacancies at the International Bureau as external candidates, <del>subject to the exception stipulated in Regulation 12.5(b)(2).</del></p>	<p>Paragraphs (a) and (d): to allow the Director General to extend from two to three years, in exceptional circumstances, the maximum cumulative length of the temporary appointments that may be granted to a staff member.</p> <p>Paragraph (f): to reflect the deletion of Staff Regulation 12.5(b) (see below).</p>
<p><b>Regulation 12.5</b></p>	<p>(a) For individuals in service under a temporary appointment as at January 1, 2013, who had served less than five years with the International Bureau as</p>	<p>(a) <b>[Deleted]</b></p>	<p>Paragraphs (a) to (c): provisions deleted as there are no more staff members falling under these categories.</p>



Provision	Current Text	Proposed New Text	Purpose/Description of amendment
<p>Transitional Measures</p>	<p>of January 1, 2012, under General Service short-term contracts, Consultant contracts, Special Labor Contracts and T contracts for Translators and Revisers (subject to the agreement with the Association Internationale des Traducteurs de Conférence (AITC)):</p> <p>(1) the two-year time limit prescribed in Regulation 4.16 shall not apply. However, their service shall be subject to a time limit of five years to be counted as of January 1, 2013, and to the age limit for retirement prescribed in Regulation 9.10;</p> <p>(2) they shall continue to enjoy the benefits, allowances, and entitlements prescribed in paragraph (c) below, to the extent prescribed by their previous contracts, and provided for in their most recent contract with the International Bureau before becoming staff members.</p> <p>(b) For individuals in service under a temporary appointment as at January 1, 2013, who had served five years or longer with the International Bureau as of January 1, 2012, under General Service short-term contracts, Consultant contracts, Special Labor Contracts and T contracts for Translators and Revisers (subject to the AITC agreement):</p> <p>(1) the two-year time limit prescribed in Regulation 4.16 shall not apply. Additionally, no time limit shall apply to their service, subject to the age limit for retirement prescribed in Regulation 9.10;</p> <p>(2) they shall be regarded as internal candidates for the purposes of competitions held by the International Bureau;</p> <p>(3) they shall continue to enjoy the benefits, allowances, and entitlements prescribed in paragraph (c) below, to the extent</p>	<p>(b) <b>[Deleted]</b></p> <p>(c) <b>[Deleted]</b></p> <p>[...]</p> <p>(f) <b>[Deleted]</b></p> <p>(g) <b>[Deleted]</b></p>	<p>Paragraphs (f) and (g): provisions deleted as there are no more cases falling under these categories.</p>

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
	<p>prescribed by their previous contracts, and provided for in their most recent contract with the International Bureau before becoming staff members.</p> <p>(c) The individuals described in paragraphs (a) and (b) above shall continue to enjoy the following benefits, entitlements, and allowances, to the extent prescribed by their previous contracts before January 1, 2013, for as long as they continue to serve with the International Bureau:</p> <p>(1) language allowance;</p> <p>(2) removal and shipping expenses.</p> <p>[...]</p> <p>(f) Requests for reclassifications of posts submitted prior to January 1, 2013, shall be processed under the Regulations and Rules in force at the time when those requests were initially submitted.</p> <p>(g) Any matter or procedure initiated under Chapter X and Chapter XI of the Staff Regulations and Rules applicable prior to the entry into force of the amendment of Chapter X and Chapter XI and Staff Regulation 8.2, including the Staff Rules thereunder, on January 1, 2014, shall be concluded under the Staff Regulations and Rules or Office Instruction in force at the time when that matter or procedure was officially commenced.</p> <p>[...]</p>		

[Annex II follows]

**AMENDMENTS TO STAFF RULES TO BE EFFECTIVE AS FROM JANUARY 1, 2019**

Provision	Current Text	New Text	Purpose/Description of amendment
<p><b>Rule 1.3.2</b> Working Time</p>	<p>(a) A staff member may opt to follow the fixed or flexible working time system, subject to the authorization procedure, which shall be prescribed in an Office Instruction.</p> <p>(b) Working time for any staff member following the flexible working time system shall, subject to the application of Rule 1.3.3 and the related procedures, be between 30 and 56 hours per week. In that system, the daily working time shall be a minimum of four and a half hours as provided for in Rule 1.3.3.</p> <p>(c) Working time for any staff member following the fixed working time system (Rule 1.3.4) shall be</p>	<p><b><u>(a) Except when derogations are duly authorized:</u></b></p> <p><b><u>(1) A staff member in full-time employment shall work five days and 40 hours per week;</u></b></p> <p><b><u>(2) Core hours shall be from 10:00 to 16:00, with a lunch break, not counted as working time, of 30 minutes minimum and two hours maximum per day;</u></b></p> <p><b><u>(3) The daily time frame of possible working hours shall be between 7:00 and 20:00.</u></b></p> <p><b><u>(b) A staff member may follow flexible working arrangements, subject to organizational needs and the established authorization procedure. The types of flexible working arrangements and their authorization procedure shall be prescribed in an Office Instruction.</u></b></p> <p><b><u>(c) A staff member who does not follow a flexible working arrangement shall observe uniform daily working hours.</u></b></p> <p><del>(a) — A staff member may opt to follow the fixed or flexible working time system, subject to the authorization procedure, which shall be prescribed in an Office Instruction.</del></p> <p><del>(b) — Working time for any staff member following the flexible working time system shall, subject to the application of Rule 1.3.3 and the related procedures, be between 30 and 56 hours per week. In that system, the daily working time shall be a minimum of four and a half hours as provided for in Rule 1.3.3.</del></p> <p><del>(c) — Working time for any staff member following the fixed working time system (Rule 1.3.4) shall be 40 hours per week, not including the lunch break. In that system,</del></p>	<p>Rule amended to implement the reform of the working time arrangements, further to the report and recommendations of WIPO's Working Group on Time Management.</p>

Provision	Current Text	New Text	Purpose/Description of amendment
	<p>40 hours per week, not including the lunch break. In that system, the daily working time shall be eight hours as provided for in Rule 1.3.4.</p> <p>(d) Independent of what is provided in paragraphs (a), (b) and (c), any staff member shall be present at work whenever requested on account of the exigencies of the service.</p> <p>(e) Any abuse of the procedures governing working time, as detailed in the Staff Regulations and Rules, or prescribed by the relevant Office Instructions, shall give rise to the application of the disciplinary measures provided for in Chapter X.</p>	<p><del>the daily working time shall be eight hours as provided for in Rule 1.3.4.</del></p> <p>(d) <b><u>Notwithstanding paragraphs (a) to (c) above</u></b> independent of what is provided in paragraphs (a), (b) and (c), any staff member shall be present at work whenever requested on account of the exigencies of the service.</p> <p>(e) Any abuse of the <b><u>rules and</u></b> procedures governing working time, <del>as detailed in the Staff Regulations and Rules, or prescribed by the relevant Office Instructions,</del> shall <b><u>may</u></b> give rise to <b><u>the initiation of a disciplinary procedure and to</u></b> the application of the disciplinary measures <b><u>as</u></b> provided for in Chapter X.</p>	
<p><b>Rule 1.3.3</b></p> <p>Flexible Working Time</p>	<p>Rule 1.3.3 – Flexible Working Time</p> <p>(a) Any staff member following the flexible working time system shall be present at work on each working day:</p> <p>(1) during the four and a half hours of the two “core periods,” that is, from 9.15 to 11.45 and from 14.15 to 16.15, and</p> <p>(2) a minimum of four and a half hours (with the exception of any authorized absence under Rule 1.3.5), but not before 7.00 and not after 20.00, and not during the lunch break. The lunch break shall be at least 30 minutes long.</p> <p>(b) The procedures for the use of the flexible working time system shall be prescribed in an Office Instruction.</p>	<p><del>Rule 1.3.3 – Flexible Working Time</del></p> <p><del>(a) Any staff member following the flexible working time system shall be present at work on each working day:</del></p> <p><del>(1) during the four and a half hours of the two “core periods,” that is, from 9.15 to 11.45 and from 14.15 to 16.15, and</del></p> <p><del>(2) a minimum of four and a half hours (with the exception of any authorized absence under Rule 1.3.5), but not before 7.00 and not after 20.00, and not during the lunch break. The lunch break shall be at least 30 minutes long.</del></p> <p><del>(b) The procedures for the use of the flexible working time system shall be prescribed in an Office Instruction.</del></p>	<p>Rule deleted to implement the reform of the working time arrangements (which will result in the abolition of the flexible and fixed working time systems).</p>
<p><b>Rule 1.3.4</b></p> <p>Fixed Working Time</p>	<p>Rule 1.3.4 – Fixed Working Time</p> <p>Any staff member following a fixed schedule shall have a daily working time of eight hours excluding the lunch break, according to the schedule agreed upon with his or her supervisor. The schedule shall</p>	<p><del>Rule 1.3.4 – Fixed Working Time</del></p> <p><del>Any staff member following a fixed schedule shall have a daily working time of eight hours excluding the lunch break, according to the schedule agreed upon with his or her supervisor. The schedule shall respect the “core</del></p>	<p>Rule deleted to implement the reform of the working time arrangements (which will result in the abolition of the flexible and fixed working time systems).</p>

Provision	Current Text	New Text	Purpose/Description of amendment
	respect the “core hours” for fixed working time: 9.15 to 12.00, and 14.15 to 17.00. The lunch break shall be at least 30 minutes long.	<del>hours” for fixed working time: 9.15 to 12.00, and 14.15 to 17.00. The lunch break shall be at least 30 minutes long.</del>	
<p><b>Rule 1.3.5</b></p> <p>Authorized Absences</p>	<p>Rule 1.3.5 – Authorized Absences</p> <p>Absence from the office premises shall be authorized in the following cases, for which the conditions shall be prescribed in an Office Instruction:</p> <p>(a) absence on official business or authorized training;</p> <p>(b) absence for a medical appointment;</p> <p>(c) absence for exceptional and important reasons;</p> <p>(d) when leave is authorized.</p>	<p>Rule <b>1.3.3</b> <del>1.3.5</del> – Authorized Absences</p> <p>Absence from the office premises shall be authorized in the following cases, <b>subject to</b> <del>for which</del> the conditions <b>which</b> shall be prescribed in an Office Instruction:</p> <p>(a) absence on official business or authorized training;</p> <p>(b) absence for a medical appointment;</p> <p>(c) absence for exceptional and important reasons;</p> <p>(d) <b><u>absence arising from a duly approved flexible working arrangement;</u></b></p> <p><b>(e)</b> when leave is authorized.</p>	<p>Rule amended to implement the reform of the working time arrangements, further to the report and recommendations of WIPO’s Working Group on Time Management.</p>
<p><b>Rule 1.3.6</b></p> <p>Unauthorized Absences</p>	<p>Rule 1.3.6 – Unauthorized Absences</p> <p>(a) An unauthorized absence shall be any absence from work when presence is required, and any absence in excess of the maximum time allowed for the absence for exceptional and important reasons under Rule 1.3.5(c).</p> <p>(b) An unauthorized absence may give rise to the initiation of a disciplinary procedure and to the application of disciplinary measures as provided for in Chapter X.</p>	<p>Rule <b>1.3.4</b> <del>1.3.6</del> – Unauthorized Absences</p> <p>(a) An unauthorized absence shall be any absence from work when presence is required, <del>and any absence in excess of the maximum time allowed for the absence for exceptional and important reasons under Rule 1.3.5(c).</del></p> <p>(b) An unauthorized absence may give rise to the initiation of a disciplinary procedure and to the application of disciplinary measures as provided for in Chapter X.</p>	<p>Rule amended to implement the reform of the working time arrangements, further to the report and recommendations of WIPO’s Working Group on Time Management.</p>
<p><b>Rule 1.3.7</b></p> <p>Special Working Hours</p>	<p>Rule 1.3.7 – Special Working Hours</p> <p>(a) If the exigencies of the service or the particular nature of a position so require, the Director General may prescribe special working hours for one or more staff members or the entire staff, for a definite or indefinite period.</p>	<p>Rule <b>1.3.5</b> <del>1.3.7</del> – Special Working Hours</p> <p><del>(a)</del> If the exigencies of the service or the particular nature of a position so require, the Director General may prescribe special working hours for one or more staff members or the entire staff, for a definite or indefinite period.</p>	<p>Rule deleted to implement the reform of the working time arrangements (which will result in the abolition of the flexible and fixed working time systems).</p>

Provision	Current Text	New Text	Purpose/Description of amendment
	<p>(b) Any special working hours shall be incorporated mutatis mutandis either in the provisions governing flexible working hours or in those governing fixed working hours.</p>	<p><del>(b) Any special working hours shall be incorporated mutatis mutandis either in the provisions governing flexible working hours or in those governing fixed working hours.</del></p>	
<p><b>Rule 3.6.2</b> Advancement within Grade for Temporary Staff Members</p>	<p>(a) Subject to satisfactory service, temporary staff members shall be eligible for the award of one step in their grade from the second year of service, unless the applicable step is granted biennially. Temporary staff members in the Professional category who are subject to Regulation 12.5(a)(1) and 12.5(b)(1) shall be eligible for this award on a one-time basis, in their second year under these Regulations and Rules.</p> <p>[...]</p>	<p>(a) Subject to satisfactory service, temporary staff members shall be eligible for the award of one step in their grade from the second year of service, unless the applicable step is granted biennially. <del>Temporary staff members in the Professional category who are subject to Regulation 12.5(a)(1) and 12.5(b)(1) shall be eligible for this award on a one-time basis, in their second year under these Regulations and Rules.</del></p> <p>[...]</p>	<p>To reflect the deletion of Staff Regulation 12.5(a) and (b) (see Annex I).</p>
<p><b>Rule 3.12.1</b> Overtime</p>	<p>(a) For any staff member following the flexible working time system, the following shall be regarded as overtime:</p> <p>(1) time spent at work on a non-working day;</p> <p>(2) time spent at work on a working day before 07.00 or after 20.00;</p> <p>(3) time spent at work on a working day between 07.00 and 20.00 (outside the core hours and the lunch break) to the extent to which that time exceeds both eight hours spent at work on that day and 40 hours spent at work by the end of the week.</p> <p>(b) For any staff member following the fixed working time system, the following shall be regarded as overtime:</p>	<p><del>(a) For any staff member following the flexible working time system, the following shall be regarded as overtime:</del></p> <p>(1) time spent at work on a non-working day;</p> <p>(2) time spent at work on a working day before 07:00 or after 20:00;</p> <p><del>(3) time spent at work on a working day between 07.00 and 20.00 (outside the core hours and the lunch break) to the extent to which that, <b>provided the total time spent at work</b> exceeds both eight hours spent at work on that day and 40 hours spent at work by the end of the week <b>(excluding the lunch breaks and subject to any flexible working arrangement).</b></del></p> <p><del>(b) For any staff member following the fixed working time system, the following shall be regarded as overtime:</del></p> <p>(1) time spent at work on a non-working day;</p>	<p>To reflect the abolition of the flexible and fixed working time systems and ensure consistency with the new time management system (see amendments to Staff Rules 1.3.2, 1.3.3 and 1.3.4).</p>

Provision	Current Text	New Text	Purpose/Description of amendment
	<p>(1) time spent at work on a non-working day;</p> <p>(2) time spent at work outside the working hours referred to in Rule 1.3.4.</p> <p>(c) Overtime shall be recognized only if the staff member is present at work at the express request of the supervisor and only within the limits fixed by the supervisor.</p>	<p><del>(2) time spent at work outside the working hours referred to in Rule 1.3.4.</del></p> <p>(e) Overtime shall be recognized only if the staff member is present at work <b>following an</b> at the express request of the supervisor and only within the limits fixed by the supervisor.</p>	
<p><b>Rule 3.12.2</b></p> <p>Special Overtime and Ordinary Overtime</p>	<p>Overtime worked before 07.00 and after 20.00, or on Saturdays before 07.00 and after 13.00, or on Sundays or official holidays, shall be regarded as special overtime. Other overtime shall be regarded as ordinary overtime.</p>	<p>Overtime worked before 07:00 and after 20:00 <b>on a working day</b>, or on Saturdays before 07:00 and after 13:00, or on Sundays or official holidays, shall be regarded as special overtime. Other overtime shall be regarded as ordinary overtime.</p>	<p>Editorial amendments.</p>
<p><b>Rule 3.12.3</b></p> <p>Compensation for Overtime for Staff Members in the General Service Category</p>	<p>(a) Staff members in the General Service category who have been required to work overtime shall, as far as possible, be given compensatory leave or pay. Leave shall be granted as promptly as the exigencies of the service permit and in any event not later than six months after the overtime is worked. If the staff member's supervisor certifies that the exigencies of the service do not permit the grant of compensatory leave within the prescribed period of six months, the overtime shall be compensated in cash. Staff members may choose to be compensated in cash if the supervisor responsible for them certifies that the exigencies of the service will not permit the grant of compensatory leave. As a general rule, the part of overtime worked which exceeds 100 hours within the calendar year in accordance with special authorization procedures to be prescribed by the Director General in an Office Instruction shall always be given as compensatory leave and must be taken within the prescribed period of six months. If the staff member's supervisor certifies that the exigencies of the service will not permit the grant of</p>	<p><del>(a) S For staff members in the General Service category, who have been required to work overtime shall, as far as possible, be given compensatory leave or pay. Leave shall be granted as promptly as the exigencies of the service permit and in any event not later than six months after the overtime is worked. If the staff member's supervisor certifies that the exigencies of the service do not permit the grant of compensatory leave within the prescribed period of six months, the overtime shall be compensated in cash. Staff members may choose to be compensated in cash if the supervisor responsible for them certifies that the exigencies of the service will not permit the grant of compensatory leave. As a general rule, the part of overtime worked which exceeds 100 hours within the calendar year in accordance with special authorization procedures to be prescribed by the Director General in an Office Instruction shall always be given as compensatory leave and must be taken within the prescribed period of six months. If the staff member's supervisor certifies that the exigencies of the service will not permit the grant of compensatory leave, the staff member shall be compensated in cash.</del></p>	<p>Paragraph (a): Deletion of first sentence because it is redundant with Staff Regulation 3.12(a).</p> <p>Paragraph (b): "Compensation in cash" replaced by "additional remuneration" in line with Staff Regulation 3.12(a).</p> <p>Deletion of other provisions: To remove operational details from the Staff Rules, where they do not belong. The details in question will be reflected in the Office Instruction on overtime.</p>

Provision	Current Text	New Text	Purpose/Description of amendment
	<p>compensatory leave, the staff member shall be compensated in cash.</p> <p>(b) Compensatory leave shall be equal to time-and-a-half for ordinary overtime and to double time for special overtime. Compensation in cash shall be paid at the rate of one and a half times the hourly salary of the middle step of the staff member's grade for each hour of ordinary overtime, and twice that salary for each hour of special overtime.</p> <p>(c) In the calculation of daily overtime, periods of less than 15 minutes shall be disregarded. The total overtime shall be calculated each week in hours and half-hours, periods of less than one half-hour being disregarded.</p> <p>(d) Compensatory leave can only be taken in units of half a day, equal to four hours of compensatory leave, after previous written authorization of the supervisor.</p>	<p><del>(b) — C</del> compensatory leave shall be equal to time-and-a-half for ordinary overtime and to double time for special overtime. <b>Where additional remuneration is paid in lieu of compensatory leave, it shall be calculated</b> Compensation in cash shall be paid at the rate of one and a half times the hourly salary of the middle step of the staff member's grade for each hour of ordinary overtime, and twice that salary for each hour of special overtime.</p> <p><del>(c) — In the calculation of daily overtime, periods of less than 15 minutes shall be disregarded. The total overtime shall be calculated each week in hours and half-hours, periods of less than one half-hour being disregarded.</del></p> <p><del>(d) — Compensatory leave can only be taken in units of half a day, equal to four hours of compensatory leave, after previous written authorization of the supervisor.</del></p>	
<p><b>Rule 3.14.1</b> Definitions</p>	<p>[...]</p> <p>(c) this Rule shall not apply to temporary staff members.</p>	<p>[Deleted]</p>	<p>Paragraph deleted in line with the proposed amendment to Staff Regulation 3.14(f).</p>
<p><b>Rule 3.14.2</b> Limits of Eligibility</p>	<p>[...]</p> <p>(c) This Rule shall not apply to temporary staff members.</p>	<p>[Deleted]</p>	<p>Paragraph deleted in line with the proposed amendment to Staff Regulation 3.14(f).</p>
<p><b>Rule 3.14.3</b> Amount of the Education Grant</p>	<p>[...]</p> <p>(i) This Rule shall not apply to temporary staff members.</p>	<p>[Deleted]</p>	<p>Paragraph deleted in line with the proposed amendment to Staff Regulation 3.14(f).</p>



Provision	Current Text	New Text	Purpose/Description of amendment
<p><b>Rule 3.14.4</b></p> <p>Amount of the Special Education Grant</p>	<p>[...]</p> <p>(e) This Rule shall not apply to temporary staff members.</p>	<p>[Deleted]</p>	<p>Paragraph deleted in line with the proposed amendment to Staff Regulation 3.14(f).</p>
<p><b>Rule 3.14.5</b></p> <p>Education Grant Travel</p>	<p>[...]</p> <p>(b) This Rule shall not apply to temporary staff members.</p>	<p>[Deleted]</p>	<p>Paragraph deleted in line with the proposed amendment to Staff Regulation 3.14(f).</p>
<p><b>Rule 3.14.6</b></p> <p>Application for Grants</p>	<p>Staff members shall submit applications for education grants and related advances in writing, together with such supporting evidence of estimated costs, presence and enrollment, as the Director General may prescribe. This Rule shall not apply to temporary staff members.</p>	<p>Staff members shall submit applications for education grants and related advances in writing, together with such supporting evidence of estimated costs, presence and enrollment, as the Director General may prescribe. <del>This Rule shall not apply to temporary staff members.</del></p>	<p>Deletion of last sentence in line with the proposed amendment to Staff Regulation 3.14(f).</p>
<p><b>Rule 4.11.1</b></p> <p>Medical Examination</p>	<p>(a) A staff member shall be required upon initial appointment, separation or periodically to satisfy the medical adviser designated by the International Bureau, by means of a medical examination or related examinations that may be required, that he or she is free from any ailment likely to impair the health of others or which affects the staff member's ability to perform his or her official functions.</p> <p>[...]</p>	<p>(a) A staff member <u>may periodically</u> shall be required <del>upon initial appointment, separation or periodically</del> to satisfy the medical adviser designated by the International Bureau, by means of a medical examination or related examinations that may be required, that he or she is free from any ailment likely to impair the health of others or which affects the staff member's ability to perform his or her official functions.</p> <p>[...]</p>	<p>Deletion of "upon initial appointment" because it is redundant with Staff Regulation 4.11.</p> <p>Deletion of "(upon) separation" to leave it to the Organization's discretion to require a staff member to undergo a medical examination on separation, in line with rules and practices in the other organizations of the UN common system.</p>
<p><b>Rule 4.11.2</b></p> <p>Medical Examination of Temporary Staff Members</p>	<p>(a) Regulation 4.11, "Medical Examination," shall apply to temporary staff members.</p> <p>(b) Rule 4.11.1, "Medical Examination," shall apply to temporary staff members, except for paragraph (a).</p> <p>(1) A staff member on a temporary appointment shall be required upon initial appointment, or periodically to satisfy the medical adviser designated by the International Bureau, by means of a medical examination or related</p>	<p>[Deleted]</p>	<p>Rule deleted in its entirety because it is redundant with the amended versions of Regulation 4.11 and Rule 4.11.1 (see above).</p>

Provision	Current Text	New Text	Purpose/Description of amendment
	<p>examinations that may be required, that he or she is free from any ailment likely to impair the health of others or which affects the staff member's ability to perform his or her official functions.</p>		
<p><b>Rule 5.1.1</b> Annual Leave</p>	<p>[...]</p> <p>(e) Annual leave may be accumulated, provided that not more than 60 days of such leave shall be carried forward from one calendar year to the next. Those staff members who accumulated more than 60 days prior to January 1, 2013, shall be entitled to retain them until December 31, 2017. Following this date, accumulated annual leave in excess of 60 days shall be forfeited on January 1 of each calendar year.</p> <p>[...]</p>	<p>[...]</p> <p>(e) Annual leave may be accumulated, provided that not more than 60 days of such leave shall be carried forward from one calendar year to the next. <del>Those staff members who accumulated more than 60 days prior to January 1, 2013, shall be entitled to retain them until December 31, 2017. Following this date, a</del>Accumulated annual leave in excess of 60 days shall be forfeited on January 1 of each calendar year.</p> <p>[...]</p>	<p>To delete the transitional measure, which expired on December 31, 2017, and which is therefore no longer applicable.</p>
<p><b>Rule 7.3.6</b> Removal Expenses</p>	<p>[...]</p> <p>(d) Payment by the International Bureau of removal expenses shall be subject to the following conditions:</p> <p>[...]</p> <p>(2) the International Bureau shall not normally pay storage charges other than those normally included in transportation costs. When staff members are assigned to a new duty station to which they have the entitlement to removal, the International Bureau may upon request pay the cost of storage of all or part of their household goods and personal effects during the period of service at that duty station, provided that:</p>	<p>[...]</p> <p>(d) Payment by the International Bureau of removal expenses shall be subject to the following conditions:</p> <p>[...]</p> <p>(2) the International Bureau shall not normally pay storage <del>and demurrage</del> charges other than those normally included in transportation costs. When staff members are assigned to a new duty station to which they have the entitlement to removal, the International Bureau may upon request pay the cost of storage of all or part of their household goods and personal effects during the period of service at that duty station, provided that:</p> <p>[...]</p> <p>(3) the International Bureau shall pay reasonable costs of packing, crating, carriage, uncrating, and unpacking related to the</p>	<p>To clarify that the Organization is not responsible for paying demurrage and customs-related charges, as per current practice.</p>

Provision	Current Text	New Text	Purpose/Description of amendment
	<p>[...]</p> <p>(3) the International Bureau shall pay reasonable costs of packing, crating, carriage, uncrating, and unpacking related to the maximum entitlement provided under paragraph (d)(1) above, but shall not pay costs for adapting appliances, dismantling or installing fixtures or special packing;</p> <p>[...]</p>	<p>maximum entitlement provided under paragraph (d)(1) above, but shall not pay costs for adapting appliances, dismantling or installing fixtures or special packing. <b><u>The International Bureau shall not pay any customs, import, export or related charges which may be levied on the household goods and personal effects;</u></b></p> <p>[...]</p>	
<p><b>Rule 7.3.7</b></p> <p>Excess Baggage and Unaccompanied Shipment</p>	<p>[...]</p> <p>(g) The International Bureau shall pay reasonable costs of packing, crating, carriage, uncrating and unpacking of unaccompanied shipments authorized in accordance with paragraph (e) or (f) above, and within the limits of authorized weight or volume, but shall not pay storage charges other than those directly connected with shipment, nor costs for adapting appliances, dismantling or installing fixtures, or special packing.</p> <p>[...]</p>	<p>[...]</p> <p>(g) The International Bureau shall pay reasonable costs of packing, crating, carriage, uncrating and unpacking of unaccompanied shipments authorized in accordance with paragraph (e) or (f) above, and within the limits of authorized weight or volume, but shall not pay storage <b><u>and demurrage</u></b> charges other than those directly connected with shipment, nor costs for adapting appliances, dismantling or installing fixtures, or special packing, <b><u>nor any customs, import, export or related charges which may be levied on the shipment.</u></b></p> <p>[...]</p>	<p>To clarify that the Organization is not responsible for paying demurrage and customs-related charges, as per the current practice.</p>

[Annex III follows]

**AMENDMENTS TO STAFF RULES IMPLEMENTED BETWEEN JULY 1, 2017 AND JUNE 30, 2018**

Provision	Previous Text	Current/New Text	Purpose/Description of amendment
<p><b>Rule 6.2.1</b> Medical Insurance</p>	<p>(f) Premiums due under the medical insurance scheme for beneficiaries of pensions from the Pension Fund who continue to participate in the medical insurance scheme, as well as for their dependants, shall be shared on a 35 per cent/65 per cent basis between the insured person and the International Bureau. However, any additional premium to which insured persons referred to in this paragraph would be subject on grounds of residence outside Switzerland shall be borne in full by the International Bureau.</p>	<p>[...]</p> <p>(f) Premiums <del>due under the medical insurance scheme</del> for <b><u>former staff members who are entitled to a</u></b> beneficiaries of pensions from the Pension Fund <b><u>and</u></b> who continue to participate in the medical insurance scheme, as well as for their dependants, shall be shared on a 35 per cent/65 per cent basis between the insured person and the International Bureau. <b><u>The same cost sharing principle shall normally apply for their dependants, subject to any exceptions that may be prescribed by the Director General in an Office Instruction.</u></b> <del>However, any additional premium to which insured persons referred to in this paragraph would be subject on grounds of residence outside Switzerland shall be borne in full by the International Bureau.</del></p>	<p>Entry into force: December 6, 2017 (Information Circular No. 37/2017).</p> <p>The reference to “beneficiaries” was deleted in the first sentence because a former staff member does not necessarily have to be the beneficiary of a pension from the Pension Fund to be entitled to the after-service health insurance coverage. “[A]s well as for their dependants” was also deleted, and a new sentence was added after the first sentence, to clarify that exceptions to the 35/65 cost sharing principle for the after-service health insurance premium are made for certain categories of dependants. In line with current practice and as specified in Office Instruction No. 40/2017, the former staff member must pay 100 per cent of the premium for a secondary dependant, as well as for dependent children who are 18 or more but under 30 years of age and who are neither in regular attendance at a school, university or similar educational institution, nor incapacitated for substantial gainful employment, but for whom the former staff member provides main and continuing support. The other amendments to the first sentence are editorial. The last sentence has been deleted because it is not applicable.</p>
<p><b>Rule 8.1.1</b> Staff Council</p>	<p>(a) The Staff Council shall be composed in such a way as to afford equitable representation to staff at all levels and to all groups of staff members with common interests.</p> <p>[...]</p>	<p>(a) <b><u>All staff members shall have the right to vote in elections for the Staff Council.</u></b> The Staff Council shall be composed in such a way as to afford equitable representation to staff at all levels and to all groups of staff members with common interests.</p> <p>[...]</p>	<p>Entry into force: January 8, 2018 (Information Circular No. 1/2018).</p> <p>The aim of this amendment was to provide expressly in the Staff Regulations and Rules that all staff members have the right to vote in elections for the Staff Council.</p>

[End of Annex III and document]