

*executive committee of
the directing council*



**PAN AMERICAN
HEALTH
ORGANIZATION**

*working party of
the regional committee*



**WORLD
HEALTH
ORGANIZATION**

105th Meeting
Washington, D.C.
June 1990

Provisional Agenda Item 5.3

CE105/5 (Eng.)
20 March 1990
ORIGINAL: ENGLISH

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

In accordance with the provisions of Staff Rule 020, the Director submits to the Executive Committee, as Annex to this document, for confirmation, the amendments to the Staff Rules he has made since the 103rd Meeting.

These revisions are in line with those adopted by the Executive Board of the World Health Organization at its Eighty-fifth Session (Resolutions EB85.R9 and 10) and are in compliance with paragraph 2 of Resolution XIX adopted by the Executive Committee at its 59th Meeting (1968), which requested the Director to continue to introduce changes as he deems necessary to maintain close similarity between the provisions of the Staff Rules of PASB and those of WHO.

The amendments presented in this document result from decisions taken by the United Nations General Assembly at its forty-fourth session, based on the recommendations of the International Civil Service Commission (ICSC).

Other recommendations adopted by the General Assembly at its forty-fourth session will be reviewed by the Consultative Committee on Administrative Questions at its February/March 1990 session. The resulting amendments to the Staff Rules will therefore be submitted to the Executive Board at its Eighty-sixth session in May 1990 and, thereafter, to the Executive Committee as an addendum to this document. The pending amendments concern, inter alia, determination of salary on promotion; revision of staff assessment rates; post adjustment; certain Staff Rules related to payments and deductions; increase in reimbursement of expenses for boarding of children at primary and secondary levels at designated duty stations; changes in some of the definitions under Staff Rule 310; certain entitlements related to the removal of household goods; and replacement of Staff Rules on assignment allowance, financial incentive and installation allowance by the new entitlements related to mobility and hardship.

The Annex to this document contains the texts of the amended Staff Rules, the purpose of which is briefly explained below. The effective dates of these changes are 1 January 1990 and 1 July 1990, as appropriate.

1. Amendments considered necessary in the light of decisions taken by the United Nations General Assembly at its forty-fourth session on the basis of recommendations of the International Civil Service Commission

1.1 Schedule of salaries for the professional and higher categories

In response to the United Nations General Assembly's resolution 43/226 the International Civil Service Commission addressed the issues related to staff recruitment and retention. While recognizing that no single measure could resolve the problems inherent in these issues, it recommended that 12 points of post adjustment be consolidated into net base salary, that an average 5% across the board increase in the base salaries of professional and higher categories of staff be granted in 1990, and that the salary scale structure be improved. The Commission also recommended that the scale thus amended constitute the floor salary scale for staff irrespective of the duty station, in line with the concept applied by the comparator civil service to its employees stationed abroad.

The General Assembly approved all the above recommendations, to be implemented as from 1 July 1990.

Staff Rule 330.2 has been amended accordingly.

1.2 Salaries of ungraded posts

As a consequence of the revision of the schedule of salaries for the professional and higher categories described in the preceding paragraphs, adjustments to the remuneration of the Assistant Director, the Deputy Director and the Director should also be considered.

Since 1962, it has been the policy of the Executive Committee to set the salary of the Deputy Director at the level of other WHO Regional Directors and that of the Assistant Director at \$1,000 less.

Considering that PASB Staff Regulation Article 3.1 states, "The salaries for the Deputy Director and the Assistant Director shall be determined by the Director of the Bureau with the approval of the Executive Committee," this Body may wish to follow the same practice and adjust the annual net salary of the Deputy Director to \$67,000 at dependency rate and \$60,485 at single rate, and that of the Assistant Director to \$66,000 at dependency rate and \$59,485 at single rate, effective 1 July 1990.

Since 1969, the practice of the Governing Bodies of PAHO has been to maintain the salary of the Director of PASB at the same level as that of the Deputy Director-General of WHO.

The XX Meeting of the Directing Council, in operative paragraph 2 of Resolution XX, requested "the Executive Committee, in case of any

future salary adjustments in respect of professional and ungraded categories of posts, to make recommendations to the Conference or the Directing Council concerning the appropriate level of the salary of the Director."

The Executive Committee, following this guide, may wish to recommend to the XXIII Pan American Sanitary Conference that it adjust the annual net salary of the Director to \$73,942 at dependency rate and \$65,370 at single rate, effective 1 July 1990.

1.3 Dependents' allowances in respect of disabled children of staff in the professional and higher categories

The United Nations General Assembly has accepted the ICSC's recommendation to double the amount of the children's allowance in respect of a disabled child. This revised allowance is to become effective from 1 July 1990. A new subsection of Staff Rule 340 (Rule 340.2) has been introduced to reflect this change, and the present Rule 340.2 has accordingly been renumbered 340.3.

1.4 Within-grade increase

A number of steps have been added at the top of levels P-2 to D-2 as a result of the structural improvements introduced in the salary scale for staff in the professional and higher categories. Within-grade increases at these additional steps will be granted every two years. Staff Rules 550.2.1 and 550.2.2 have been amended accordingly.

1.5 Home leave

The United Nations General Assembly noted the ICSC's comments on home leave cycles and agreed to its recommendation to discontinue the 18-month cycle. Staff Rules 640.2, 640.5.2 and 640.6.1 have been amended accordingly.

1.6 Measures to restore the actuarial balance of the United Nations Joint Staff Pension Fund

In order to help restore the actuarial balance of the United Nations Joint Staff Pension Fund the United Nations General Assembly agreed to the ICSC's recommendation to extend the normal age of retirement to 62 years for participants who enter or re-enter the Pension Fund on or after 1 January 1990. As of this date there will be an increase in the rate of contribution from 22.5% to 23.7% of pensionable remuneration, of which the Bureau will pay 15.8% and the participant 7.9%. Amendments have been made to Rules 1020.1 and 1020.2 accordingly.

2. Budgetary implications

2.1 The budgetary implications of the above changes for 1990-1991 are estimated at \$1,700,000 for funds from all sources. These additional costs will be met during 1990-1991 from within the allocations established.

3. Draft resolutions

The Executive Committee is invited to consider two proposed resolutions: the first confirms the amendments reproduced in the Annex to this document; the second concerns the revision of the remuneration levels of staff in the ungraded posts.

Proposed Resolution

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU
THE 105th MEETING OF THE EXECUTIVE COMMITTEE,

Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in the Annex to Document CE105/5;

Recognizing the need for uniformity of conditions of employment of PASB and WHO staff; and

Bearing in mind the provisions of Staff Rule 020,

RESOLVES:

To confirm the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in the Annex to Document CE105/5, with effect from 1 January 1990 concerning the retirement age, and with effect from 1 July 1990 concerning a) the salary scale applicable to staff in the professional and higher categories' posts; b) the amount of dependents' allowances for disabled children; c) the requirements regarding service time to qualify for additional steps in the salary scale; and d) the discontinuation of the 18-month home leave cycle.

Proposed Resolution

SALARIES FOR UNGRADED POSTS

THE 105th MEETING OF THE EXECUTIVE COMMITTEE,

Considering the revision made to the schedule of salaries for the professional and higher categories in graded posts, effective 1 July 1990:

Taking into account the recommendation of the Eighty-fifth Session of the WHO Executive Board to the Forty-third World Health Assembly related to the remuneration of the Regional Director, the Deputy Director-General and the Director-General; and

Bearing in mind Staff Regulation 3.1 of the Pan American Sanitary Bureau and Resolution XX of the XX Meeting of the Directing Council,

RESOLVES:

1. To approve the proposal of the Director, effective 1 July 1990, to:
 - a) Establish the annual net salary of the Deputy Director at \$67,000 at dependency rate and \$60,485 at single rate;
 - b) Establish the annual net salary of the Assistant Director at \$66,000 at dependency rate and \$59,485 at single rate.
2. To recommend to the XXIII Pan American Sanitary Conference that it establish the annual net salary of the Director at \$73,942 at dependency rate and \$65,370 at single rate, effective 1 July 1990.

Annex

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

Texts of the Amended Staff Rules

330. SALARIES

330.2 The following schedule of annual gross base salaries and of annual net base salaries shall apply to all professional category and directors' posts:

Level		STEPS														
		I US \$	II US \$	III US \$	IV US \$	V US \$	VI US \$	VII US \$	VIII US \$	IX US \$	X US \$	XI US \$	XII US \$	XIII US \$	XIV US \$	XV US \$
P-1	Gross	26857	27916	28975	30034	31128	32221	33315	34408	35519	36649					
	Net D	20970	21637	22304	22971	23638	24305	24972	25639	26306	26973					
	Net S	19779	20394	21009	21624	22238	22851	23465	24078	24689	25296					
P-2	Gross	35831	37007	38183	39359	40536	41712	42888	44064	45249	46467	47684	48902			
	Net D	26490	27184	27878	28572	29266	29960	30654	31348	32042	32736	33430	34124			
	Net S	24856	25488	26119	26751	27383	28014	28646	29277	29908	30537	31165	31793			
P-3	Gross	45088	46449	47811	49172	50533	51895	53256	54618	56015	57425	58836	60247	61658	63069	64480
	Net D	31950	32726	33502	34278	35054	35830	36606	37382	38158	38934	39710	40486	41262	42038	42814
	Net S	29825	30528	31230	31933	32635	33338	34040	34743	35443	36143	36843	37543	38242	38942	39642
P-4	Gross	55818	57320	58822	60324	61825	63327	64829	66356	67885	69415	70944	72474	74004	75533	77063
	Net D	38050	38876	39702	40528	41354	42180	43006	43832	44658	45484	46310	47136	47962	48788	49614
	Net S	35346	36091	36836	37581	38325	39070	39815	40560	41305	42050	42795	43540	44285	45030	45775
P-5	Gross	68611	70180	71748	73317	74885	76454	78022	79591	81181	82779	84377	85975	87574		
	Net D	45050	45897	46744	47591	48438	49285	50132	50979	51826	52673	53520	54367	55214		
	Net S	41659	42423	43186	43950	44714	45478	46242	47006	47747	48481	49214	49948	50681		
P-6/ D-1	Gross	78333	80068	81834	83600	85366	87132	88898	90664	92430						
	Net D	50300	51236	52172	53108	54044	54980	55916	56852	57788						
	Net S	46393	47236	48047	48857	49668	50479	51289	52100	52910						
D-2	Gross	89189	91251	93313	95375	97438	99500									
	Net D	56070	57163	58256	59349	60442	61535									
	Net S	51423	52369	53316	54262	55209	56156									

D - Rate applicable to staff members with a dependent spouse or dependent child.
S - Rate applicable to staff members with no dependent spouse or dependent child.

340. DEPENDENTS' ALLOWANCES

340.2 (New subsection of Rule 340)

US\$2,100 per annum for a child who is physically or mentally incapacitated, subject to the conditions defined in Rule 340.1 except that the basic amount of the allowance will be the equivalent in local currency of US\$2,100 in certain designated official stations as determined by the Director.

(Former Rule 340.2 becomes Rule 340.3. The text remains unchanged).

550. WITHIN-GRADE INCREASE

550.2.1 one year of full-time service at all levels and steps except at those in Rule 550.2.2;

550.2.2 two years of full-time service at levels: P-2 step XI, P-3 steps XIII and XIV, P-4 step XII to step XIV, P-5 step X to step XII, P-6/D-1 step V to step VIII, and D-2 step I to step V;

640. HOME LEAVE

640.2 The date of eligibility for home leave shall be the date on which the staff member has completed 24 months of qualifying service, except at those official stations designated by the Director as having difficult conditions of life and work. At the designated official stations, the date of eligibility shall be the date on which the staff member has completed 12 months of qualifying service; however, the date may be determined according to criteria established by the Director in cases of reassignment or reclassification of official stations. All official stations are classified for this purpose, according to their home leave cycle, as "24-month stations" or "12-month stations."

.....

640.5.2 at 12-month stations, travel shall be as under Rule 640.5.1, except that every second travel may be between the official station and a country other than that of the recognized place of residence, in which case a reasonable period of time must be spent away from the official station.

640.6 Home leave may be granted subject to the following conditions:

640.6.1 the date of departure on home leave may be at any time during the eligibility period specified below:

Official station	Eligibility period
24 month	6 months before and after eligibility date
12 month	3 months before and after eligibility date

When the date of departure is after the end of the eligibility period, qualifying service towards the next home leave shall accrue from the date of departure, unless the leave has been postponed at the request of the Bureau;

1020. RETIREMENT

- 1020.1 Staff members shall retire on the last day of the month in which they reach the age of 60. However, staff members who have become participants in the United Nations Joint Staff Pension Fund on or after 1 January 1990 shall retire on the last day of the month in which they reach the age of 62. In exceptional circumstances the Director may, in the interests of the Bureau, extend the retirement age, provided that not more than a one-year extension shall be granted at a time and that in no case shall any extension be granted beyond the staff member's sixty-fifth birthday.
- 1020.2 A staff member whose years of service and age qualify him for receipt upon separation of an early retirement benefit under the United Nations Joint Staff Pension Fund regulations may retire before the normal retirement age, subject to the conditions stated in Rule 1010.

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105th Meeting
Washington, D.C.
June 1990



Provisional Agenda Item 5.3

CE105/5, ADD. I (Eng.)
18 June 1990
ORIGINAL: ENGLISH

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

As a result of decisions taken by the United Nations General Assembly at its Forty-fourth Session on the basis of the recommendations of the International Civil Service Commission (ICSC), the Director has authorized a number of amendments to the Staff Rules, subject to confirmation by the Executive Committee at its 105th Meeting. In this regard document CE105/5 is submitted to the Executive Committee for its review. In paragraph 4, page 1, of that document, it is noted that further amendments will be submitted to the Executive Committee, following a review by the Consultative Committee on Administrative Questions (CCAQ) at its February/March 1990 session. The resulting amendments are therefore, presented to the Executive Committee as an addendum to Document CE105/5.

The present addendum contains the revisions made to the Staff Rules which are in line with those adopted by the Executive Board of the World Health Organization at its Eighty-sixth Session on 21 May 1990 (Resolution EB86.R2).

The Annex for this document contains the texts of the amended Staff Rules, the purpose of which is briefly explained below. The effective date of these changes is 1 July 1990.

1. Amendments considered necessary in the light of decisions taken by the United Nations General Assembly at its Forty-fourth Session on the basis of recommendations of the International Civil Service Commission

- 1.1 Definition of "terminal remuneration"

As a further consequence of the United Nations General Assembly's decision to calculate all separation payments of professional and higher categories on the basis of the salary scale, except for the commutation of accrued annual leave, it was considered necessary to revise the definition of "terminal remuneration". This definition in respect of general service staff has also been revised for the purpose of clarity.

Staff Rule 310.4 has been amended accordingly.

1.2 Determination of salary on promotion

The General Assembly has accepted ICSC's recommendation to award on promotion an increase in net base salary at least equal to that which would have resulted from the granting of two steps within the staff member's present grade.

Staff Rule 320.2 has been amended accordingly.

1.3 Revision of the rates of staff assessment for the professional and higher categories

The General Assembly has approved a slight downward revision of the rates of staff assessment for staff members without dependents with the introduction of the salary scale effective 1 July 1990.

Staff Rule 330.1.1 has been amended accordingly.

1.4 Post adjustment

In order to remove all regressivity from the post adjustment system, the General Assembly has decided that the amount of post adjustment per index point at a given grade and step will equal 1% of net base salary.

Staff Rule 335 has been amended accordingly.

1.5 Dependents' allowances in respect of disabled children of staff in the professional and higher categories

Document CE105/5 contains an amendment to Staff Rule 340 which doubles the children's allowance in respect of a disabled child (new Rule 340.2, the former Rule 340.2 being renumbered 340.3).

At the February/March 1990 session of the CCAQ, further clarification was provided whereby the allowance in respect of a disabled child would be maintained at its original amount of US\$1,050 if the staff member had no dependent spouse and his/her dependency rate of net salary would be generated by virtue of such a child.

The new Staff Rule 340.2 has been further revised.

1.6 Education grant for staff members in designated official stations

The General Assembly has accepted ICSC's recommendation to increase the existing education grant for staff members serving at designated locations where educational facilities are not available or are deemed to be inadequate. The change will enable staff members stationed at such locations to claim reimbursement of 100% of the boarding costs of their children up to US\$3,000 per year instead of the current \$1,500, as an amount additional to the present maximum grant of \$6,750. The flat amount payable where board is not provided by the institution has also been increased from \$2,000 to \$3,000 to bring it in line with the revised amount for reimbursement of boarding costs at such locations. The revised amounts are only payable to children at primary and secondary school levels.

Staff Rules 350.1 and 350.2.2 have been amended accordingly.

1.7 Introduction of a new mobility and hardship scheme

The new mobility and hardship scheme is composed of a mobility and hardship allowance and an assignment grant.

The mobility and hardship allowance combines in one allowance an amount which corresponds to varying degrees of hardship at different official stations and varies according to the number of assignments, thus providing incentives for mobility.

The existing installation allowance has been restructured into the assignment grant.

Significant amendments have been made to Staff Rules 360 and 365.

1.8 Calculation of separation payments and the commutation of accrued annual leave

All separation payments of professional and higher categories, except for the commutation of accrued annual leave, will be calculated on the basis of the salary scale. The lump-sum payable in lieu of unused annual leave will be calculated on the basis of annual net base salary and post adjustment applicable to the official station at the time of separation. At present, separation payments are calculated on the basis of the Separation Payment Scale.

Staff Rules 380.2.1.1, 380.2.1.2, 380.2.1.3 and 380.2.2 have been amended accordingly.

1.9 Normal age of recruitment

Document CE105/5 contains an amendment to the Staff Rules extending the normal age of retirement to 62 years for participants who enter or re-enter the Pension Fund on or after 1 January 1990. Consequently, the maximum age at which a candidate may be considered for appointment has been increased to 62 years of age.

Staff Rule 410.2 has been amended accordingly.

1.10 Revision and deletion of certain references in the Staff Rules resulting from the amendments submitted for confirmation

Changes have been made to Staff Rules 330.1, 330.1.2, 550.2, 550.5.4, 1030.3.4 and 1050.4 as a consequence of the amendments submitted for confirmation under items 1.1, Definition of "terminal remuneration," 1.2, Determination of salary on promotion, and 1.8, Calculation of separation payments and the commutation of accrued annual leave, of this document.

2. Budgetary implications

2.1 The budgetary implications of the above changes for 1990-1991 are additional estimated costs of US\$500,000 in funds from all sources. These additional costs will be met during 1990-1991 from within the allocations established.

3. Draft resolution

The Executive Committee is invited to consider the following resolution confirming the amendments reproduced in the Annex to this document.

Proposed Resolution

THE 105th MEETING OF THE EXECUTIVE COMMITTEE,

Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in the Annex to Document CE105/5, ADD. I;

Recognizing the need for uniformity of conditions of employment of PASB and WHO staff; and

Bearing in mind the provisions of Staff Rule 020,

RESOLVES:

To confirm the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in the Annex to Document CE105/5, ADD. I, with effect from 1 July 1990.

Annex

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

Texts of the Amended Staff Rules

310. DEFINITIONS

310.4 "Terminal remuneration" is the figure used in the calculation of separation payments set out in Rule 380.2. For staff in the general service category, "terminal remuneration" is equivalent to gross base salary (less staff assessment), language allowance and the non-resident's allowance for staff in receipt of this entitlement on 31 August 1983. For staff in the professional and higher categories "terminal remuneration" is the net base salary.

320. SALARY DETERMINATIONS

320.2 On promotion to a higher grade the net base salary of a staff member shall be fixed at the lowest step in the new grade that will provide an increase in net base salary at least equal to that which would have resulted from the granting of two steps within his present grade. However, on restoration to a higher grade formerly held, the staff member's net base salary shall not exceed that which he would have attained had he remained in the higher grade.

330. SALARIES

330.1 Gross base salaries shall be subject to the following assessments:

330.1.1 For professional and higher graded staff:

Amounts per year	Assessment per cent	
	Rate with dependents*	Rate without dependents*
First US\$15,000	13.0	17.7
Next US\$ 5,000	31.0	34.3
Next US\$ 5,000	34.0	38.6
Next US\$ 5,000	37.0	41.9
Next US\$ 5,000	39.0	43.9
Next US\$10,000	41.0	46.3
Next US\$10,000	43.0	48.4
Next US\$10,000	45.0	50.4
Next US\$15,000	46.0	51.3
Next US\$20,000	47.0	54.1
Remaining assessable payments	48.0	59.0

(*as defined in Rules 310.5.1 and 310.5.2)

330.1.2 For the general service category:

<u>Amounts per year</u>	<u>Assessment per cent</u>
First US\$2,000	11.0
Next US\$2,000	14.0
Next US\$2,000	17.0
Next US\$2,000	20.0
Next US\$4,000	22.0
Next US\$4,000	24.0
Next US\$4,000	26.0
Next US\$6,000	28.0
Next US\$6,000	30.0
Next US\$6,000	32.0
Next US\$6,000	34.0
Remaining assessable payments	36.0

335. POST ADJUSTMENT

335.1 The net base salaries of staff in the professional and higher categories shall be adjusted for cost-of-living variations in relation to a base index of 100 points. The post adjustment index for each official station and corresponding multiplier shall be determined at regular intervals on the basis of statistical procedures agreed among the international organizations concerned.

335.2 The amount by which the net base salary is to be adjusted shall be determined by multiplying 1% of the net base salary by a multiplier corresponding to the number of points by which the index for the official station concerned exceeds the base index.

(Former Rules 335.3, 335.4 and 335.5 are deleted.)

340. DEPENDENTS ALLOWANCE

340.2*
US\$2,100 per annum for a child who is physically or mentally incapacitated subject to the conditions defined in Rule 340.1 except that if the staff member has no dependent spouse and receives the "with dependent" rate of net salary by virtue of such a child, an allowance of US\$1,050 shall be payable. In certain designated official stations, as determined by the Director on the basis of procedures agreed among the international organizations concerned, the allowance shall be the equivalent in local currency.

(* New Rule 340.2, the former Rule 340.2 being renumbered 340.3)

350. EDUCATION GRANT

350.1 An internationally recruited staff member shall be entitled to an education grant, except as indicated in Rule 350.3. The amount of the grant payable under this Rule shall be 75% of the education expenses actually incurred and admissible under Rule 350.2, not to exceed a total payment of US\$6,750 per child per year. For staff members at certain designated official stations, the amount of the grant in respect of primary and secondary education shall be 100% of boarding costs up to US\$3,000 per child per year payable as an amount additional to the above-mentioned maximum grant of US\$6,750 per child per year. For expenses incurred in certain designated countries, as determined by the Director on the basis of procedures agreed among the international organizations concerned, the maximum reimbursable amount will be the equivalent in local currency.

The grant is payable in respect of:

.....
350.2.2 The cost of full-time attendance at an educational institution outside the country or area of the official station, including the cost of board if provided by the institution. Where board is not provided by the institution, a flat amount of US\$2,000.00 per year is paid in lieu. For staff members at certain designated official stations the flat amount in respect of primary and secondary education is US\$3,000. For attendance in certain designated countries, as determined by the Director on the basis of procedures agreed among the international organizations concerned, the flat rate amount will be the equivalent in local currency.

360.* MOBILITY AND HARDSHIP ALLOWANCE

(* Section previously headed "ASSIGNMENT ALLOWANCE AND FINANCIAL INCENTIVE")

360.1 A staff member, other than one appointed under Rules 1310, 1320 and 1330, who is assigned or transferred to an official station for a period of one year or longer, shall receive a non-pensionable mobility and hardship allowance designed to recognize varying degrees of hardship at different official stations and provide incentives for mobility, under the conditions set out in sub-sections 360.1.1, 360.1.2 and 360.1.3. Official stations shall be categorized according to conditions of life and work and on the basis of criteria agreed among the international organizations concerned for classifying official stations. Official stations in Canada and the United States of America, and similar designated locations, shall be categorized H official stations, whereas all other official stations shall be categorized from A to E.

The allowance is composed of three elements:

360.1.1* The mobility element of the allowance is payable to staff members who have completed five consecutive years of service with the Bureau or the World Health Organization. At official stations in categories A to E the allowance is payable to staff members who are serving at their second or subsequent official station. At official stations in category H, the mobility element is payable as from the staff member's fourth assignment provided that at least two earlier assignments were at official stations in categories A to E. After five consecutive years of service at the same official station the amount of the mobility element of the allowance shall be reduced by ten percentage points at official stations in categories A to E and shall cease at official stations in category H. However, if the staff member is maintained at the same official station at the initiative of the Bureau, the payment of the allowance may be extended for a further period of one year.

360.1.2* The hardship element of the allowance is payable from the date of assignment to an official station in categories B to E for the full duration of the staff member's assignment at the rate corresponding at any given time to the classification of the official stations.

360.1.3* The non-removal element of the allowance is payable at official stations in categories A to E as long as the staff member is not entitled to a removal of household goods under Rule 855.1, irrespective of the staff member's length of service with the Bureau or the World Health Organization; it shall not be payable on initial appointment in the home country.

(*New sub-sections of Rule 360.1)

360.2 The annual rates of the mobility and hardship allowance shall be calculated as a percentage of the annual net base salary of a staff member at step 6 of grade P.4 with a dependent spouse or a dependent child as defined in Rule 330.2 and in accordance with the matrix below. The resulting annual amounts are applicable to staff members in grades P.4 and P.5. The amounts shall be increased by 13% for staff members in grades P.6/D.1 and above and reduced by 13% for staff members in

grades P.1 to P.3. Staff members without dependents as defined in Rules 310.5.1 and 310.5.2 shall receive 75% of the amounts applicable to their grade. If both husband and wife are staff members of international organizations applying the common system of salaries and allowances, the allowance shall be payable to each at the rate applicable to their individual official stations. If there are dependent children as defined under Rule 310.5.2 the dependency rate of the allowance shall be payable to the spouse in respect of whom the dependent children are recognized. The amounts established under this Rule shall be increased by three percentage points at official stations in category H for staff members with no entitlement under Rule 855.1 and decreased by five percentage points at official stations in categories A to E for staff members with an entitlement under Rule 855.1.

Mobility and Hardship Matrix

Official Station	Assignments				
	1	2	3	4	5 or more
H	0%	0%	0%	4%	6%
A	5%	15%	17%	19%	21%
B	13%	23%	25%	27%	29%
C	20%	30%	32%	34%	36%
D	25%	35%	37%	39%	41%
E	30%	40%	42%	44%	46%

(Former Rules 360.2.1, 360.2.2, 360.3, 360.4, 360.4.1, 360.4.2, 360.4.3, 360.5, 360.5.1, 360.5.2, 360.5.3, 360.5.4 and 360.6 are deleted.)

365.* ASSIGNMENT GRANT

(* Section formerly headed "INSTALLATION ALLOWANCE")

365.1 On authorized travel upon appointment or upon reassignment to an official station for a period of at least one year, a staff member shall be paid an assignment grant. The amount thereof shall be the equivalent of:

365.1.1 travel per diem in respect of himself for a period of 30 days from his arrival;

365.1.2 travel per diem, in respect of each family member accompanying or joining him at the Bureau's expense under Rule 820, except for children eligible for travel under Rule 820.1.4, for 30 days at half the rate after their arrival.

365.2 No assignment grant shall be paid for children born, or for any other dependent acquired, after the arrival of the staff member at the official station.

365.3 The assignment grant shall be increased by a lump sum for a staff member appointed or transferred for a period of one year or more to an official station in category H without an entitlement to a removal of household goods under Rule 855.1, or for a staff member appointed or transferred to an official station in categories A to E for a period of one year or more with or without an entitlement under Rule 855.1. The lump sum amount shall be the equivalent of one month's net base salary and post adjustment at the official station to which the staff member is assigned at his grade, step and rate. A second lump sum shall be payable at official stations in categories A to E to a staff member without an entitlement under Rule 855.1 maintained at the same official station for a third year or more.

365.4 If a staff member resigns from the Bureau within six months of the date of his appointment, any assignment grant paid under Rules 365.1 and 365.3 is recoverable proportionately under conditions established by the Director.

365.5* If both husband and wife are staff members of international organizations applying the common system of salaries and allowances at the same official station, the grant under Rule 365.1.1 shall be payable to each staff member. The amount under Rule 365.1.2 shall be payable to the staff member in respect of whom the child is recognized as a dependent, whereas the amount under Rule 365.3 shall be payable to the spouse whose entitlement yields the higher amount.

(* New sub-section of Rule 365)

380. PAYMENTS AND DEDUCTIONS

380.2 Separation payments shall be computed as follows:

380.2.1 For computation of end-of-service grant, grant in case of death, indemnities and repatriation grant:

380.2.1.1 Each "month of salary" means 1/12 of the annual terminal remuneration as defined in Rule 310.4.

380.2.1.2 Each "week of salary" means 1/52 of the annual terminal remuneration as defined in Rule 310.4.

380.2.1.3 Each "day of salary" means 1/360 of the annual terminal remuneration as defined in Rule 310.4.

380.2.2 Payment for each day of accumulated annual leave shall be at the rate of 1/260 of the annual net base salary and post adjustment applicable to the official station at the time of separation for professional and higher graded staff and at the rate of 1/260 of the annual terminal remuneration for the general service category of staff.

(Rule 380.2.3 is deleted, former Rule 380.2.4 being renumbered 380.2.3, with the text unchanged.)

(Rule 380.5.2 is deleted, former Rules 380.5.3, 380.5.4 and 380.5.5 being renumbered 380.5.2, 380.5.3 and 380.5.4 respectively, with the texts unchanged.)

410. RECRUITMENT POLICIES

410.2 Candidates under 20 or over 62 years of age shall not normally be considered for appointment.

510. ASSIGNMENT TO DUTY

510.2 Assignments shall be of two types:

510.2.1 those made under conditions warranting the full establishment of the staff member at his official station, including the household removal. Such assignments shall be designated as R assignments;

510.2.2 those made for fixed periods under conditions which do not warrant the full establishment of the staff member at his official station. Such assignments shall be designated as NR assignments.

For the practical implications of R and NR assignments on the mobility and hardship allowance, see Rule 360; on assignment grant, see Rule 365; on transportation of personal effects, see Rule 850; and on removal, see Rule 855.

550. WITHIN-GRADE INCREASE

550.2 The unit of service time is defined as the minimum length of time which must be served at a step in order to achieve a within-grade increase under the terms of Rule 550.1. The unit of service time is as follows:

550.5.4 A promotion to a higher grade.

855. REMOVAL OF HOUSEHOLD GOODS

855.2 On an NR assignment (see Rule 510.2.2) a staff member is entitled to receive the mobility and hardship allowance in accordance with Rule 360 and an assignment grant under Rule 365 but is not entitled to the removal of household goods.

1030. TERMINATION FOR REASONS OF HEALTH

1030.3.4 Shall receive a termination payment at the rates set out in Rule 1050.4, provided that the amount due under that Rule, together with any periodic disability benefits due in the 12 months following termination and payable by virtue of the provisions of Section 7, shall not exceed one year's terminal remuneration;

1050. ABOLITION OF POST AND REDUCTION IN FORCE

1050.4 A staff member whose appointment is terminated under this Rule shall be paid an indemnity in accordance with the following schedule and with due regard to Rule 380.2.

Indemnity
(Terminal Remuneration)

Years of service	Staff holding career-service appointments	Staff holding fixed-term appointments
Less than 1		One week per unexpired month of contract, subject to a minimum of 6 weeks and maximum of 3 months
1		
2	3 months	
3	3 months	
4	4 months	
5	5 months	
6	6 months	3 months
7	7 months	5 months
8	8 months	7 months
9	9 months	9 months
10	9.5 months	9.5 months
11	10 months	10 months
12	10.5 months	10.5 months
13	11 months	11 months
14	11.5 months	11.5 months
15 or more	12 months	12 months
