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PAN AMERICAN  
HEALTH  
ORGANIZATION

WORLD  
HEALTH  
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Provisional Agenda Item 17

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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 80th Meeting. These revisions are in line with those adopted by the Executive Board of the World Health Organization at its Sixty-third Session (Resolution EB63.R22), and are in compliance with paragraph 2 of Resolution XIX adopted by the Executive Committee of PAHO at its 59th Meeting, which reads as follows:

"To request the Director to continue to introduce changes as he deems necessary to maintain close similarity between the provisions of the Staff Rules of the Pan American Sanitary Bureau and those of the World Health Organization."

The majority of the amendments result from the recommendations of the International Civil Service Commission approved by the United Nations General Assembly at its Thirty-third Session in December 1978, and include the following features:

1. Dependent's Allowance

The children's allowance for the professional and higher categories of staff is modified in order to ensure that the amount of the allowance payable in local currency shall not be less than the local currency equivalent of the dollar amount at the time it was last established, i.e., US\$450 on 1 January 1975. The secondary dependent's allowance is treated similarly, i.e., the local currency equivalent of US\$300 on 1 January 1977.

2. Education Grant

The value of the grant in the currency in which the expenses are incurred and the reimbursements made are protected in a way similar to that described in item 1 above, the date on which the current rates of the education grant were established being 1 January 1977.

The exclusion from eligibility of studies at university level in the country or area of the staff member's official station is removed with effect from the beginning of the academic year in course on 1 January 1979.

3. Grant in Case of Death

The grant is modified in order to standardize the rates and conditions throughout all the organizations of the United Nations system. As a result of this standardization, the rates and conditions are improved in PASB with effect from 1 January 1979.

The possibility of paying the grant to a secondary dependent, when there is no spouse or dependent children, is removed; however, since it is desirable that this should not take effect before promulgation of the new Staff Rules, the effective date will be set accordingly.

In addition, acting under the authority given to it by paragraph (b) of Article 11 of its Statute, the International Civil Service Commission standardized conditions for the payment of installation allowance at 30 days per diem for all staff members regardless of whether or not they are accompanied by dependents. Previously it was 15 days for those unaccompanied by dependents and 30 days for those who were accompanied. The lump sum element conditions are modified to increase the number of eligible dependents from one to three.

Other amendments to the Staff Rules included in the Annex to this document are considered necessary in the interests of conformity with WHO and good personnel management.

After considering the amendments, the Executive Committee may wish to approve a resolution along the following lines:

Proposed Resolution

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 CE82/7;

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 CE82/7, effective 1 January 1979.

AMENDMENTS TO THE STAFF RULES

<u>Staff Rule</u>	<u>New Text</u>	<u>Comments</u>
320.4	<p>A staff member may be officially required to assume temporarily the responsibilities of an established post of a higher grade than that which he occupies; such temporary arrangements shall not be continued for more than 12 months. As from the beginning of the fourth consecutive month of such service, the staff member shall be granted non-pensionable extra pay normally equal to, but not exceeding, the difference between his current pay, consisting of net base salary, post adjustment and allowances, and that which he would receive if promoted to the post of higher grade.</p>	<p>The limit of 12 months in the duration of such assignments, at present described only in the Manual, has been introduced in the first sentence of the Rule itself. In the second sentence the words "may" and "not exceeding" have been replaced by "shall" and "normally equal to, but not exceeding", respectively in order to make it clear that the payment is mandatory and to fix its amount according to uniform practices. For clarity, post adjustment has been added to net base salary and allowances in the last sentence. Minor editorial changes have likewise been introduced.</p>
335.	<p>POST ADJUSTMENT</p>	
335.1	<p>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. For that purpose the Director shall adopt a post adjustment class for each official station.</p>	
335.2	<p>The amount by which the net base salary is to be adjusted shall be determined by taking the class adopted for the appropriate official station, finding the corresponding multiplier in the table below, and multiplying the rates given in Staff Rules 335.3 and 335.4 by that factor.</p>	

Staff Rule

New Text

Comments

POST ADJUSTMENT CLASSES AND MULTIPLIERS

The table has been expanded by adding four more classes of post adjustment (17 to 20).

<u>Class</u>	<u>Corresponding Index</u>	<u>Corresponding Multiplier</u>
D	80	-20
C	85	-15
B	90	-10
A	95	-5
0	100	0
1	105	5
2	110	10
3	116	16
4	122	22
5	128	28
6	134	34
7	141	41
8	148	48
9	155	55
10	163	63
11	171	71
12	180	80
13	189	89
14	198	98
15	208	108
16	218	118
17	229	129
18	241	141
19	253	153
20	265	165

Staff Rule

New Text

Comments

- 340.1 US \$450 per annum for a child, except that in cases where there is no dependent spouse the first dependent child is not entitled to an allowance. If the official station currency is other than the US dollar the basic amount of the allowance for each eligible child shall not be less than that of other currency's equivalent of US \$450 at 1 January 1975. Nevertheless an entitlement shall be reduced by the amount of any benefit paid from any other public source by way of social security payments by reason of such child.
- 340.2 US \$300 per year for a parent, or brother or a sister, provided that the staff member does not have either a dependent spouse or a dependent child as defined in Rule 310.5. If, however, the official station currency is other than the US dollar the amount payable shall not be less than that other currency's equivalent of US \$300 at 1 January 1977.

The change has been made to conform to the recommendation made by ICSC in its fourth annual report to the United Nations General Assembly, paragraph 153, establishing a "floor" in order to protect the value of the allowance.

The change has been made to conform to the recommendation made by ICSC in its fourth annual report to the United Nations General Assembly, paragraph 153, establishing a "floor" in order to protect the value of the allowance.

Staff Rule

New Text

Comments

350. EDUCATION GRANT

350.1 An internationally recruited staff member shall be entitled to an education grant in respect of each dependent child as defined under Rule 310.5.2, except as indicated in Rule 350.3. The total payments per child per year made under this Rule may not exceed US\$2,250, and shall be made according to the following scale:

<u>Education costs</u>	<u>Reimbursement</u>
Up to first US \$2,000	75%
next US \$1,000	50%
next US \$1,000	25%

The rate of exchange to be applied for computing the amount to be reimbursed under the above scale for expenses incurred in a currency other than the US dollar shall be the rate in force at 1 January 1977 or that in force at the date when the reimbursement is made, whichever is the higher.

The change has been made to conform to the recommendation made by ICSC in its fourth annual report to the United Nations General Assembly, paragraph 239, protecting the value of the grant by a "floor" provision.

Staff Rule

New Text

Comments

350.2 This grant is payable for:

350.2.1 the cost of full-time attendance at an educational institution in the country or area of the official station (see also Rule 350.2.5);

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\$750 per year is paid in lieu;

350.2.3 recognized correspondence courses, when the Bureau considers that such courses are either a substitute for the full-time attendance referred to in Rule 350.2.1 or a supplement to such full-time attendance where the curriculum does not include a course necessary for the child's subsequent education, or as required for handicapped children;

Staff Rule

New Text

Comments

350.2.4 private tuition given by a qualified teacher:

350.2.4.1 in respect of handicapped children;

350.2.4.2 to supplement correspondence courses;

350.2.4.3 for special coaching required in a subject taught by the school or in an additional subject required for subsequent education;

350.2.5 the cost of boarding for attendance at an educational institution in the country of the official station, but beyond commuting distance from the official station, when no suitable education facilities exist in that area;

In Rule 350.2.5 the words "up to and including secondary level" have been removed to conform to the recommendation made by ICSC in its fourth annual report to the United Nations General Assembly, paragraphs 233-234, which extend the payment of the grant to post-secondary education in the country of the official station. The words "in exceptional cases" have also been removed from the first line since the cases for which board is payable are specified in the second part of the Rule itself.



Staff Rule

New Text

Comments

350.2.6 tuition for teaching the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than the child's own, when the staff member is serving at an official station in a country whose language is different from his own and where satisfactory school facilities for learning the latter are not available.

350.3 The education grant shall not be paid for:

350.3 1 periods during which the staff member is assigned to the country of his recognized place of residence;

350.3.2 attendance at a kindergarten or nursery school at the pre-primary level;

350.3 3 attendance at a State-operated school in the country or area of the official station, except where significant additional expense is incurred as a consequence of the staff member's expatriation and in the absence of any reasonable alternative local schooling;

Staff Rule

New Text

Comments

350.3.4 vocational training or apprenticeships which either do not involve full-time schooling or in which the child receives some payment for services rendered.

Rule 350.3.4, excluding from the grant post-secondary education in the country or area of the official station, has been deleted to conform to the recommendation made by ICSC in its fourth annual report to the United Nations General Assembly, paragraphs 233-234.

Rule 350.3.5 has consequently been renumbered 350.3.4.

365. INSTALLATION ALLOWANCE

365.1 On authorized travel upon appointment or upon reassignment, an internationally recruited staff member shall be paid an installation allowance. 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, for 30 days at half the rate after their arrival.

Rule 365.1.1 has been changed and Rule 365.1.2 deleted to conform to the decision taken by the ICSC at its eighth session to standardize the period at 30 days for staff both accompanied and not accompanied by dependents at their official stations (see ICSC's fourth annual report to the United Nations General Assembly, paragraph 278).

Former Rule 365.1.3 now appears under number Rule 365.1.2.

Staff Rule

New Text

Comments

365.3 The installation allowance shall be increased by a lump sum element at certain official stations. This element is designed to compensate in part for additional establishment expenses at locations which the Bureau has determined warrant it. The amount of the lump sum is US\$300 for a staff member and US\$300 for each dependent who accompanies or joins him at the official station up to a maximum of three such dependents.

This Rule has been changed to conform to the decision taken by ICSC at its eighth session to make the amount of the grant payable for a maximum of four persons instead of the present two. (See ICSC fourth annual report to the United Nations General Assembly, paragraph 279.)

460. DETERMINATION OF RECOGNIZED PLACE OF RESIDENCE

At the time of appointment of a staff member, the Bureau shall determine, in consultation with him, that place which is to be recognized throughout his service as his residence prior to appointment, for purposes of establishing entitlements under these Staff Rules. Unless there are reasons to the contrary, and except as provided by Rule 1310.2, the residence shall be determined to be the place in the country of the staff member's nationality where he was residing at the time of appointment; if he was living in some other country at the time of appointment, the residence shall be a place in the country of his nationality determined in consultation with him on the basis of reasonable justification. Consideration may be given in individual cases to designating some other place if the facts so warrant.

To cross reference the revised text of Rule 1310.2 concerning the determination of the place of residence of staff recruited for the General Service category.

Minor editorial changes in line 7.

Staff Rule

New Text

Comments

550. WITHIN-GRADE INCREASE

550.1 A staff member whose performance has been certified by his supervisors as being satisfactory shall be entitled to a within-grade salary increase of one step upon completion of each unit of service time as defined in Rule 550.2. The date of entitlement shall not be earlier than the date of confirmation of the appointment except as provided in Rule 480. The effective date for a within-grade increase is defined in rule 380.3.1. Increases may be granted up to the maximum for the staff member's grade except that, if Rule 555 applies, the normal maximum may be exceeded accordingly.

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:

550.2.1 one year of full-time service at all levels from P-1 step I to P-6/D 1 step IV inclusive;

550.2.2 two years of full-time service in levels P-6/D 1 step V to D-2 step III inclusive;

To correct a typographical error in Rule 550.1.

At the request of CCAQ and to fall into line with WHO and other UN organizations, two-year service time requirements are now made to begin from step V instead of step IV of level P-6/D-1. Unnecessary references to Rule 330.2 are removed.

Staff Rule

New Text

Comments

550.2.3 such period of full-time service as the Director may establish for post subject to local recruitment in accordance with Rule 1310.

565.1 A reassignment is any formal movement of an individual from one post to another. It may involve a change in title, grade, duties, salary, post adjustment or official station, or a combination of these changes.

The change to Rule 565.1 consists of the addition of "duties" to the changes a reassignment may involve.

565.4 A staff member may be required, without formal reassignment and in the interests of the Bureau, to perform duties of a post other than his own, due regard being given to the provisions of Rule 320.4; any such arrangement shall not exceed twelve months.

A second phrase has been added to limit the duration of any such assignment and to encourage, implicitly, the resolution of such a temporary arrangement within twelve months.

580.1 Staff members shall be notified in writing either individually or collectively of any changes in their official status, whether arising from actions taken under these Rules or from any other changes in their personal or employment situation recognized by the Bureau. Such notification shall constitute an amendment to the terms of appointment under Rule 440.3

The changes to Rule 580.1 consist of (a) specifying that notifications of changes in official status to a staff member may be made either individually or collectively and (b) bringing back into the text of the Rule the notion that such notifications constitute an amendment to the terms of appointment.

770. GRANT IN CASE OF DEATH

770.1 On the death of a staff member holding a fixed-term or career-service appointment,

Staff Rule

New Text

Comments

whose death does not result in any indemnity payment from the Bureau's accident and illness insurance policy, a payment shall be made to:

770.1.1 the spouse or, if none,

770.1.2 the children recognized under Staff Rule 310.5.2 in equal shares.

770.2 The grant shall be made in accordance with the following schedule, computed according to Staff Rule 380.2:

<u>Years of qualifying service</u>	<u>Months of salary</u>
0-3	3
4	4
5	5
6	6
7	7
8	8
9 or more	9

The increase in number of months' salary payable per year of qualifying service has been made to conform to the recommendation made by ICSC in its fourth annual report to the United Nations General Assembly, paragraph 194, that the amount of the grant be standardized throughout the organizations. By deleting Rule 770.1.3 the possibility of paying the grant to secondary dependents is removed to conform to the revised WHO Staff Rule 770.1. The effective date of this deletion will be the date of its promulgation.

Staff Rule

New Text

Comments

1230.7 The Headquarters' Board of Inquiry and Appeal shall establish its own rules of procedure which, so far as practicable, shall be followed by the Area Boards of Appeal, provided that the appellant shall, if he so wishes, be heard by the appropriate board in person and/or through a representative of his choice. Any travel occasioned by such appearance shall be at the appellant's expense unless the Board hearing the appeal determines that the appearance of the staff member himself is essential to the proper consideration of the appeal. The Board may, in the light of its findings and if it finds it reasonable, recommend full or partial payment of those expenses claimed by the appellant which are directly connected with the appeal.

The last sentence of the existing text has been reworded to allow the Board to recommend:

(1) reimbursement of other expenses in addition to those previously allowed for travel;

(2) either partial or total reimbursement to the appellant (the existing Rule allows only full reimbursement and only for travel expenses).

1310. STAFF IN POSTS SUBJECT TO LOCAL RECRUITMENT  
(see Staff Regulation 3.2)

1310.1 All posts at clerical, custodial and sub-professional levels shall be designated as general service category posts. The provisions of the Staff Rules shall apply to persons appointed to such posts except as specified within the Rules themselves.

Rules 1310.1 and 1310.2 have been recast and inverted, which gives a more logical sequence. The first Rule now describes the category and the second describes the recruitment policy for that category.

Staff Rule

New Text

Comments

- 1310.2 All posts in the general service category are subject to local recruitment and, therefore, shall be filled, as far as possible, by persons recruited in the local commuting area of each office. The recognized place of residence for such locally recruited persons, irrespective of their nationality and of the length of time they may have been in the area, shall be determined as the place where the office concerned is located.
- 1310.3 Within the limitations of Rule 1310.1 the Director shall establish employment conditions for staff engaged in the local area to fill such posts, including the fixing of rates of pay and allowances in terms of the best prevailing practices in the local area.
- 1310.4 Persons whom it is necessary to recruit outside the local area for such posts, because qualified candidates are not available locally, shall be appointed under the conditions of employment established for persons locally recruited. In addition, any such staff member whose recognized place of residence is determined to be outside the local area as well as outside the country of the official station may be granted an annual non-resident's allowance in an amount to be fixed by the Director for each area, and any such other entitlements as required

The last sentence of Rule 1310.2 is an addition made in accordance with the revised text of the WHO Staff Rule 1310.2 that non-local status be granted "only to staff members actually recruited outside the area of the duty station. Persons residing in the area of the duty station, even temporarily, should be recruited as local."

The reference to the Staff Rule has been updated, and the phrase "from the local area" has been changed to "in the local area" in conformity with the wording of the new Rule 1310.2.

The phrase "because qualified candidates are not available locally" and other changes of editorial nature have been introduced in accordance with the text of the revised WHO Staff Rule 1310.4.



Staff Rule

New Text

Comments

to meet extra costs of non-resident status or accepted practices for non-residents employed in the locality. This allowance and these entitlements may cease upon determination by the Director that a resident status within the area of the official station has been acquired by the staff member.



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Provisional Agenda Item 17

CE82/7, ADD. (Eng.)  
5 June 1979  
ORIGINAL: ENGLISH

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

As addendum to Document CE82/7, the Director submits to the Executive Committee, for confirmation, the amendments to the Staff Rules he has made concerning the education grant, the repatriation grant, and a special provision for the education of disabled children. These revisions are a result of the action taken by the Executive Board of the World Health Organization at its Sixty-fourth Session (Resolution EB64.R2) on decisions of the United Nations General Assembly at its thirty-third session. Likewise submitted are amended Rules regarding the assignment allowance, which arise from the decision taken by the International Civil Service Commission at its ninth session.

1. Education Grant

The existing limit of 21 years of age for eligibility for the education grant has been replaced by the formula "up to the end of the fourth year of post-secondary studies or award of the first recognized degree, whichever is earlier." This change means that the grant will cover unmarried children undertaking post-secondary studies, beyond the present age limit of 21 years, for whom the staff member provides the main and continuing support.

While the General Assembly set no limit, the Director has decided to set a limit of 25 years of age, as have the United Nations and WHO, in order to ensure a reasonable measure of control. Eligibility for education grant travel is consequently extended. These provisions take effect from the beginning of the academic year in course on 1 January 1979.

The following Staff Rules have been amended accordingly: 350.1, 350.1.1, 350.1.2, 350.2.6, 350.5, 810.5, 810.5.1, 820.1.2, 820.1.3, 820.1.4, 820.2.5.2 (2), 820.2.5.2 (4), 820.3, 820.4, 820.5.

2. Repatriation Grant

The General Assembly decided at its thirty-third session that payment of the repatriation grant should be made conditional upon provision

by the former staff member of "evidence of actual relocation, subject to the terms to be established by the Commission." The Commission has since established the following terms:

a. With effect from 1 July 1979 payment of the repatriation grant shall be subject to the provision by the former staff member of evidence of relocation away from the country of the last duty station;

b. Evidence of relocation shall be constituted by documentary evidence that the former staff member has established residence in a country other than that of the last duty station, such as a declaration by the immigration, police, tax or other authorities of the country, by the senior United Nations official in the country or by the former staff member's new employer;

c. Payment of the grant may be claimed by the former staff member within two years of the effective date of separation;

d. Notwithstanding paragraph (a) above, staff members already in service before 1 July 1979 shall retain the entitlement to repatriation grant proportionate to the years and months of service qualifying for the grant which they already had accrued at that date without the necessity of production of evidence of relocation; the exercise of any additional entitlement accrued after that date shall, however, be subject to the conditions set out in paragraphs (a) to (c) above.

The following Staff Rules have been amended accordingly: 370.1, 370.3, 370.4, 370.5.

### 3. Special Provision for the Education of Disabled Children

A new provision is established within the context of the education grant which allows reimbursement of special educational expenses incurred in respect of a staff member's physically or mentally incapacitated child up to the age of 25 years. This provision takes effect from 1 January 1979, or, if applicable, from the beginning of the school year in course on that date.

The following staff Rules have been introduced: 350.2.3, 350.2.4.1, 355, 355.1, 355.2, 355.2.1, 355.2.2, 355.3, 355.4, 355.5, 355.6, 825.

4. Assignment Allowance

Staff members who have been maintained at their official stations outside Canada and the United States of America for more than five years may, with effect from 1 April 1979, continue to receive the assignment allowance for a maximum of two more years subject to certain conditions.

The following Staff Rules have been amended accordingly: 360.2, 360.3.

The implications for the regular budget of the changes proposed in Document CE82/7 and its addendum amount to approximately US\$80,000 per year, and will be met within the budgetary provisions for 1979 and the proposed budget for the financial period 1980-1981.

After considering the amendments, the Executive Committee may wish to approve the following proposed resolution, which would confirm the changes to the Staff Rules as reproduced in the Annex to this document:

Proposed Resolution

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 CE82/7, ADD.;

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 CE82/7, ADD., concerning the education grant, the repatriation grant, a special provision for the education of disabled children, and the assignment allowance.

Annex

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 total payments per child per year made under this Rule may not exceed US\$2,250, and shall be made according to the following scale:

<u>Education costs</u>	<u>Reimbursement</u>
Up to first US\$ 2,000	75%
next US\$ 1,000	50%
next US\$ 1,000	25%

The rate of exchange to be applied for computing the amount to be reimbursed under the above scale for expenses incurred in a currency other than the US dollar shall be the rate in force at 1 January 1977 or that in force at the date when the reimbursement is made, whichever is the higher.

The grant is payable in respect of:

350.1.1 each child as defined under Rule 310.5.2, except that the entitlement to the grant in respect of such a child shall extend up to the end of the scholastic year in which he reaches the age of 21;

350.1.2 each unmarried child for whom the staff member provides the main and continuing support, after such child has reached the age of 21 but not beyond the scholastic year in which he reaches the age of 25, up to the end of the fourth year of post-secondary studies or award of the first recognized degree, whichever is earlier.

350.2 This grant is payable for:

350.2.1 No change

350.2.2 No change

350.2.3 recognized correspondence courses, when the Bureau considers that such courses are either a substitute for the full-time attendance referred to in Rule 350.2.1 or a supplement to such full-time attendance where the curriculum does not include a course necessary for the child's subsequent education;

350.2.4 private tuition given by a qualified teacher:

350.2.4.1 Deleted

350.2.4.2 No change except that it is now renumbered  
350.2.4.1

350.2.4.3 No change except that it is now renumbered  
350.2.4.2

350.2.5 No change

350.2.6 tuition for teaching the mother tongue to a child, in respect of whom the staff member is entitled to the grant under Rule 350.1.1, who is attending a local school in which the instruction is given in a language other than the child's own, when the staff member is serving at an official station in a country whose language is different from his own and where satisfactory school facilities for learning the latter are not available.

350.3 No change

350.4 No change

350.5 The grant shall be paid in full if in any scholastic year the staff member's period of employment with the Bureau and the period of the child's attendance at the educational institution are each not less than two-thirds of the scholastic year. If this condition is not met the grant shall be proportionately reduced.

355. SPECIAL EDUCATION GRANT FOR DISABLED CHILDREN

A staff member, except for short-term staff members appointed under Rule 1320 or consultants appointed under Rule 1330, is entitled to a special education grant in respect of any physically or mentally incapacitated child, recognized as dependent under Rule 310.5.2, up to the end of the year in which such child reaches the age of 25. The amount of the grant shall be 75% of the special educational expenses actually incurred up to US\$4,000, the maximum grant thus being US\$3,000 per child per year, subject to the exchange rate provisions of Rule 350.1. In cases where an education grant is payable under Rule 350, the total of the amounts payable under Rules 350 and 355 shall not exceed US\$3,000.

- 355.1 Special educational expenses shall mean the cost of such teaching services and equipment as are necessary to provide an educational program designed to meet the needs of the disabled child in order that he may attain the highest possible level of functional ability. Normal educational expenses are reimbursed under Rule 350.
- 355.2 The special grant is payable when the Bureau determines, on the basis of medical evidence and in accordance with review procedures established by the Director, that one of the following circumstances applies:
- 355.2.1 the child is unable by reason of physical or mental disability to attend a normal educational institution and therefore requires special teaching or training to prepare him for full integration into society;
- 355.2.2 the child, while attending a normal educational institution, requires special teaching or training to assist him in overcoming the disability.
- 355.3 The staff member is required to produce evidence that he has exhausted all other sources of benefits that may be available for the education and training of the child including those available from State and local governments and from the Staff Health Insurance. The amount of any benefits so received shall be deducted from the expenses taken into account in calculating the special grant.
- 355.4 The grant is payable from the date, as determined by the Bureau, on which the special teaching or training is required and up to the end of the year in which the child reaches the age of 25 years.
- 355.5 The grant shall be paid in full if the staff member's period of employment with the Bureau and the period of the child's special education are each not less than two-thirds of the year defined in Rule 355.6. If this condition is not met the grant shall be proportionately reduced.
- 355.6 For the purposes of Rule 355 "year" shall mean the school year if the child attends an educational institution; in all other cases it shall mean the calendar year.

360. ASSIGNMENT ALLOWANCE

360.1 No change

360.2 The annual rates of this allowance are:

<u>Grade</u>	<u>Staff without dependents as defined in Rules 310.5.1 and 310.5.2</u> US\$	<u>Staff with dependents as defined in Rules 310.5.1 and 310.5.2</u> US\$
360.2.1	No change	
360.2.2	No change	
360.3	The assignment allowance shall cease when a staff member has been in receipt of it for five consecutive years at the same official station. However, if he has been serving at an official station outside Canada and the United States of America and if he is maintained at the same official station at the initiative of the Bureau beyond that five-year period, the Bureau may authorize extension of the period of entitlement to the allowance for a single finite period not exceeding two years. No further extension shall be granted.	

370. REPATRIATION GRANT

370.1 A staff member who on leaving the service of the Bureau, other than by summary dismissal under Rule 1075.2, has performed at least one year of continuous service outside the country of his recognized place of residence shall be entitled to a repatriation grant in accordance with the following schedules and with Rule 380.2. Payment in respect of entitlements accrued as from 1 July 1979 shall be subject to receipt from the former staff member of documentary evidence, in accordance with criteria established by the Director, of relocation outside the country of his last official station, with due regard to the provisions of Rule 370.4. This part of the grant is payable if it is claimed within two years of the effective date of separation;

370.1.1 No change

370.1.2 No change

370.2 No change



370.3 In computing the years of qualifying service outside the country of the recognized place of residence for the purposes of Rule 370.1, the following periods shall be excluded:

370.3.1 No change

370.3.2 No change

370.4 The grant shall not be payable to a staff member who is residing in the country of his recognized place of residence at the time of separation provided that the grant may be paid on a full or reduced basis to a staff member transferred to duty in the country of his recognized place of residence prior to termination, the amount of the grant being reduced in proportion to the duration of his residence in that country. In such a case, the evidence of relocation referred to in Rule 370.1 shall not be required.

370.5 In the event of the death of a staff member who at the time of death would have been eligible for the grant, payment shall be made to the spouse and dependent children who are entitled to repatriation, subject to providing the evidence of relocation referred to in Rule 370.1 if required:

370.5.1 No change

370.5.2 No change

#### 810. TRAVEL OF STAFF MEMBERS

The Bureau shall pay the travel expenses of a staff member as follows:

810.1 No change

810.2 No change

810.3 No change

810.4 No change

810.5 on an NR assignment (see Rule 510.2.2) of at least two years' duration once in each interval between home leave entitlements (or once during a two-year appointment) from the official station to the place where the staff member's spouse and children, as defined in Rule 820.1, are residing and return to the official station, provided that:

810.5.1 the staff member has waived his entitlements to rest and recuperation travel under Rule 810.8 and has waived all his entitlements to the travel of his spouse and children under Rules 820 and 825 except for education grant travel as provided in Rule 820.2.5.3;

810.5.2 No change

810.5.3 No change

810.6 No change

810.7 No change

810.8 No change

#### 820. TRAVEL OF SPOUSE AND CHILDREN

820.1 Family members recognized as eligible for purposes of travel at the Bureau's expense are:

820.1.1 No change

820.1.2 each child meeting the definition of dependency in Rule 310.5.2;

820.1.3 each such child for whom travel expenses have previously been paid by the Bureau, to the extent of the final one-way passage either to join the staff member at the official station or to return to the country of the recognized place of residence within one year after ceasing to qualify as a dependent. The Bureau's financial responsibility shall be limited to the cost of one-way travel between the official station and the recognized place of residence.

However, if the round trip to which the child may be entitled under Rules 820.2.5.2 or 820.2.5.3 is completed after the child reaches the age of 21, this travel shall not be authorized;

820.1.4 a child entitled to the education grant under Rule 350.1.2, for purposes of travel under Rules 820.2.5.1, 820.2.5.2 and 820.2.5.3.

820.2 No change

820.2.1 No change

820.2.2 No change

820.2.3 No change

820.2.4 No change

820.2.5 No change

820.2.5.1 No change

820.2.5.2 No change

(1) No change

(2) Deleted

(3) No change except that it is now  
renumbered 820.2.5.2 (2)

(4) the timing of the child's journey is  
reasonable in relation to other  
authorized travel of the staff member,  
spouse or children; in addition, it is  
renumbered 820.2.5.2 (3)

820.2.5.3 No change

820.2.5.4 No change

820.2.6 No change

820.2.7 No change

820.2.8 No change

820.3 The eligibility for travel of the spouse and children to any of-  
ficial station shall be subject to a determination by the Bureau  
that conditions at the official station are suitable for them. If  
they are not, the "official station" for such travel may include  
any area designated by the Bureau as suitable for them.

820.4 Entitlement of any of the children of a staff member to travel under these Rules, other than under Rule 820.2.5, shall be governed by the dependency status of that child, as defined in Rule 310.5.2, at the date of commencement of that child's travel.

820.5 The Bureau does not assume responsibility for travel risks of the spouse and children for whom travel has been authorized.

820.6 No change

825. SPECIAL EDUCATION GRANT TRAVEL

The Bureau shall, in accordance with terms and conditions determined by the Director, pay travel expenses of a staff member's dependent child in respect of whom he is entitled to the special education grant under Rule 355. In this case, the provisions for education grant travel under Rule 820.2.5 shall not apply, except for the round trip under Rule 820.2.5.3. The provisions of this Rule shall apply to professional and higher graded staff not serving in the country of their recognized place of residence, and to staff referred to in Rule 1310.4 recruited outside the local area as well as outside the country of the official station. They shall not apply to other staff referred to in Rule 1310, nor to staff referred to in Rules 1320 and 1330.

*executive committee of  
the directing council*



PAN AMERICAN  
HEALTH  
ORGANIZATION

*working party of  
the regional committee*

WORLD  
HEALTH  
ORGANIZATION



82nd Meeting  
Washington, D.C.  
June-July 1979

Provisional Agenda Item 17

CE82/7, ADD. II (Eng.)  
22 June 1979  
ORIGINAL: SPANISH

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

PRESENTATION BY THE STAFF COMMITTEE TO THE  
82ND MEETING OF THE EXECUTIVE COMMITTEE

29th PASB/WHO Staff Committee

1. Introduction

It is a great pleasure for us of the PASB Staff Association to briefly address the honorable members of the Executive Committee on our achievements and frustrations during the past year since making our oral presentation to the 80th Meeting of this Committee in July 1978.

Our Association is aware that its purpose is not only to safeguard the interests of the staff, but also to contribute to the work of our Organization by helping it to function harmoniously and productively. It should also be said that controversy and confrontation are not inherent in relations between staff associations and administrations. Undoubtedly, differences are bound to arise with some frequency, and there are innumerable factors that can prevent measures from proceeding as briskly as we might sometimes wish them to do, but we trust that, with constructive dialogue and mutual respect, all these difficulties will be ironed out.

2. The Executive Committee and the Staff Association

The decision taken by the Executive Committee in its 80th Meeting to allow us to report orally on our activities is for the Staff Association an event of historic significance. We trust that these presentations will mark the beginning of a dialogue between the staff of the Organization, through their representatives, and the Governing Bodies, for participation is for us a democratic, dynamic and continuing process in which all levels are involved.

The intent of the Association in seeking an opportunity to present its views, comments, and suggestions has been not at all to make the Executive Committee an arbiter between the Administration and the staff. Instead, is our firm belief that, as part of an institution whose most important working capital is its manpower, we ought to take part in the functioning of our Organization, and make a contribution within our proper sphere as a staff association. We would then be giving effect to one of the principles governing relations between administrations and staff in the United Nations Common System, as set forth in Document CCAQ/S.41, page 3, paragraph 9:

"'Access' to a governing body means not only a formal appearance before a body but also freedom of staff representatives to respond to inquiries from members of that body as well as freedom to inform individual members of the staff point of view."

When, for example, amendments to the Staff Regulations are being discussed, we want to be allowed to offer our views, whether or not they agree with those of the Administration.

### 3. Restructuring of the Staff Association

As we had advised the 80th Meeting of the Executive Committee, las December, after overcoming difficulties of every kind, we held the Second Council of the Association's field staff affiliates. This Council produced a series of decisions, the most important of which called for a change in the structure of our Association such as to involve all staff everywhere in the Region as effective, direct participants in the election of their representatives, and in decision and policy-making.

Among the problems considered were those of the rights of the local staff of INCAP and CEPANZO. This point recalls a problem that had already been raised in Document CSP20/3 on "Pan American Centers," presented to the XX Pan American Sanitary Conference, which in Section III.A.1, reads as follows:

"The Group was concerned to learn of differences in pay scales and legal rights of local workers at some Centers, in comparison with the status of PAHO employees doing similar work in the same locality. While believing that this problem did not come within its terms of reference, the Study Group considered it of sufficient moment to urge prompt consideration and solution."

Our Association endorses this recommendation.

Other subjects of discussion were the secession of 17 members of the professional staff of CEPANZO and their establishment of an Association responsive to their interests alone. The General Assembly of the Headquarters staff, and later this Second Council, while recognizing and respecting their right of association, repudiated the action as separatistic and discriminatory. This resolution was transmitted to the Management, and on 4 April we were advised of that Association's recognition by the Administration.

As directed in the resolution approved by the Second Council, a negotiating group was established consisting of representatives of the staff at Headquarters, the Areas and the PAHO Centers, and of the staff of WHO at Geneva and New Delhi. This group was able to conclude a written agreement with the Administration for the purpose of establishing mechanisms for the resumption of dialogue between the Administration and the Association so that problems affecting the staff could be solved. For the PASB Staff Association this agreement was a major step forward with broad implications and rich with promise of improvement in relations between the two parties. We do want to point out, however, that five months after the signing of that agreement, our renewed efforts to work with the Administration have been unable to secure its implementation.

4. The Reorganizations and Their Impact on Conditions of Employment

In the internal processes of an institution, it is up to those charged with the conduct of its affairs to fit its structure to the needs of its purpose and functions. Such are the continual adjustments that all machinery requires to function normally, and the major periodic transformations or alterations necessitated by socioeconomic and technological change in the setting in which it operates. These shifts have an impact on the component parts, and include changes in the conditions of employment of the staff.

Continual adjustments produce lesser effects that must usually be dealt with in daily work by correctly applying the Regulations and personnel administration procedures. A reorganization has a greater impact and is prompted by technical considerations whose analysis must be supplemented by a study of its implications for conditions of employment. This latter study should, as we see it, be presented for consideration to the representatives of the Staff Association, who should work with the Administration to avert or minimize the problems that may arise.

The Staff Association endorses what Sir Harold Walter said to the 57th Meeting of the Executive Board of WHO to the effect that every topic presented to the Executive Board is related in one way or another to personnel policies and conditions of employment.

It is worthwhile to review the record of events in this area: during the period 1975-1976, on the initiative of the Director, the agency underwent a reorganization that followed the recommendations of a group of distinguished professionals appointed by the Director for the purpose.

Immediately following the XX Pan American Sanitary Conference in 1978, another group of high-level officials was formed to continue the reorganization of the institution.

In addition to these two reorganizations, the Governing Bodies are today studying the restructuring of WHO and the implications for PAHO of these policies, which, as we understand, will bring about fundamental changes in this Organization.

The PASB Staff Association acknowledges and respects the right of the Governing Bodies and the Administration to make whatever adjustments and reorganizations are needed to enable our Organization to fulfill better the purposes for which it was established. At the same time, however, it most respectfully claims a rightful part in analyzing the effects of these decisions on conditions of employment in order to contribute to their implementation.

To convey their unease about the current reorganization, the Headquarters staff, convened in General Assembly, passed, and later broadly ratified by referendum, a resolution of which a copy is attached, and which clearly expresses the sentiment of the staff of this Organization.

## 5. Amendments to the Staff Rules

### 5.1 WHO Staff Rule 375

The staff representatives wish to express their concern at the omission of WHO Staff Rule 375 from the PASB Staff Rules.

The WHO Staff Rules provide that staff members paid from WHO funds at Headquarters in Geneva and in all the regions, including the Americas, whose appointments are not renewed after they have completed 10 years of service, are entitled to a grant based on their years of service. The purpose of this grant is to ease the readjustment of such persons to life in their home countries on returning after prolonged absence.

While it is true that WHO introduced this Rule as a result of a directive from the Governing Bodies of WHO to reduce the staff at Headquarters in Geneva, this benefit applies to all the regions, including



the Americas. Yet PASB staff are treated differently from WHO staff employed on the same level in this Region. This Rule is particularly important because of the anxiety of the staff over the possible reorganization proposed in PAHO. It should be noted that the contracts of two PASB staff members with 13 years of service were not renewed during the last six months, and that those two people were not accorded this grant.

Since not all the staff policies and rules of PASB/WHO are identical with those of the United Nations Common System, the staff representatives still maintain that to invoke the principle of uniformity, as was done during the meeting of the Executive Committee in 1976 (for extension of this benefit to the staff of PASB), lacks validity.

The Executive Committee is respectfully requested to review this position, and to consider according to the staff of PASB the same entitlements enjoyed by the staff of WHO under Staff Rule 375.

#### 5.2 PASB/WHO Staff Rule 770.1.3

We are equally concerned over the deletion of Staff Rule 770.1.3, which provides for the payment of a grant on the death of a staff member to his secondary dependents, when he leaves no primary dependents. In our view, the staff members who entered into their contracts of employment under the rules then in force have an acquired right which is established in the Rules approved by the Governing Bodies. Hence, the deletion of this benefit for current staff members may therefore constitute breach of contract.

The Executive Committee is respectfully requested to retain the grant in case of death as established in Staff Rule 770.1.3 for all the staff hired prior to June 1979 in order to avoid possible appeals.

To conclude our presentation, we want the Executive Committee to know that the guiding principle of the representatives of the PASB Staff Association in their negotiations with the Administration to safeguard the rights of our constituents has been and remains that of constructive dialogue, which we regard as the best way to help the Organization accomplish its basic purpose of technical cooperation with the countries in the Region.

Annex

STAFF ASSEMBLY ON 30 MAY 1979

RESOLUTION No. 1

THE SPECIAL SESSION OF THE GENERAL MEETING OF THE STAFF ASSOCIATION

THE 29TH STAFF COMMITTEE:

CONSIDERING the Administration's Bulletin to the staff issued on 13 October 1978, concerning a proposed reorganization of PAHO/WHO,

AWARE that the deadline for the report of the Task Force created for that purpose was January 1979,

CONCERNED that the staff as a whole is unaware of the recommendations of the Task Force or how future actions related thereto will affect their conditions of employment,

AWARE that the Executive Head has executive prerogative to conduct such reorganization based on technical needs but that Staff Representatives have an obligation to safeguard the conditions of employment of the staff if affected by it,

DISTURBED that the recognized Staff Representatives have not been consulted and that some administrative actions, reportedly based on the reorganization, are already being taken and that the affected staff have claimed before the Staff Committee that their conditions of service have been affected,

CONCERNED by the confusion and anxiety reported by staff members to the Staff Committee and morale problems that this anxiety can create in the Organization,

CONVINCED that the Staff Committee can contribute to lessen this anxiety and assist the Administration in those matters related to affected conditions of service of the staff,

RESOLVES:

1. To instruct the Staff Committee to transmit to the Director the staff's concern.
2. To instruct the Staff Committee to determine with the Administration the staff members who will be affected by the reorganization and to ensure their rights under the rules.
3. To request the Staff Committee to seek participation in the smooth implementation of those administrative actions which are based on justified technical needs.

4. To instruct the Staff Committee to support valid claims of staff members detrimentally affected with respect to rights guaranteed in the rules.
5. To ask the Staff Committee to initiate immediate dialogue with the Administration on all of the above points.
6. To instruct the Chairman of the Staff Committee to include the concern of the staff in a comprehensive way in the presentation to the PAHO Executive Committee at its next meeting.
7. To keep the staff informed on the discussions held.