

*executive committee of
the directing council*



**PAN AMERICAN
HEALTH
ORGANIZATION**

*working party of
the regional committee*

**WORLD
HEALTH
ORGANIZATION**



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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 111th Meeting.

These revisions are in line with those adopted by the Executive Board of the World Health Organization at its Ninety-third Session (Resolution EB93.R18) 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 section 1 result from decisions taken by the United Nations General Assembly at its forty-eighth session on the basis of recommendations made by the International Civil Service Commission (ICSC); the amendments in section 2 are made to align PASB/WHO rules and practices with those of the United Nations and other organizations in the common system; the amendment in section 3 introduces an editorial change.

The Annex to this document contains the text of the amended Staff Rules, the purpose of which is briefly explained below. The effective dates of these changes are 1 March 1993, 1 January 1994, 1 February 1994, and 1 March 1994, as appropriate.

1. Amendments Considered Necessary in the Light of Decisions taken by the United Nations General Assembly at its Forty-eighth Session on the Basis of Recommendations of the International Civil Service Commission

1.1 *Schedule of Salaries for the Professional Category and Directors' Posts*

The General Assembly approved, with effect from 1 March 1994, a revised base/floor salary scale for the professional and higher categories incorporating an increase of 3.6% through the consolidation of post adjustment classes into net base salary, on the basis of the "no loss-no gain" formula. As a consequence, there will be adjustments in the post adjustment indices and multipliers at all duty stations, with effect from 1 March 1994. The increase closes the gap between the comparator's current net base salary and the present United Nations scale. Changes are also required to the schedule of staff assessment rates for professional and higher-graded staff, effective 1 March 1994, as a consequence of the changes in the scale and in order to reduce the staff assessment income by approximately 10%.

Staff Rules 330.1.1 and 330.2 have been amended accordingly.

1.2 *Salaries of Ungraded Posts*

After the action taken by the General Assembly to revise the base/floor salary scale for the professional and higher categories by 3.6% through the consolidation of post adjustment classes, modifications in the salaries of the posts of the Assistant Director, Deputy Director, and Director should also be made.

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 3.1 states, "the salaries of 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 \$82,586 per annum at dependency rate and \$74,721 per annum at single rate; and that of the Assistant Director at \$81,586 per annum at dependency rate and \$73,721 per annum at single rate, effective 1 March 1994.

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

In its XX Meeting (1971), the Directing Council, in operative paragraph 2 of Resolution XX, requested "the Executive Committee, in case of any future 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 XXIV Pan American Sanitary Conference that it adjust the annual net salary of the Director to \$90,043 per annum at dependency rate and \$80,922 per annum at single rate, effective 1 March 1994.

The above changes are also on the basis of the "no loss-no gain" formula.

2. Amendments Considered Necessary for Uniformity with the Staff Regulations and Practices of the United Nations and other Organizations in the Common System

2.1 *Secondment from Government Service*

In its Resolution 47/226 of 30 April 1993, the United Nations General Assembly affirmed that secondment from government service was not incompatible with the Charter of the United Nations. It decided that secondment from government service, as well as any renewal of appointment extending the secondment status, should be based on a tripartite agreement among the organization, the government, and the staff member concerned. In the same resolution, the General Assembly requested the Secretary-General to develop a standardized contracting procedure to be used in secondments, in consultation with the International Civil Service Commission. In the meantime, the United Nations has amended its Staff Regulations accordingly.

PASB provisions do not explicitly cover under appointment policies and procedures the appointment of staff members on secondment from government service; therefore, Rule 420.3 has been amended to include staff members on secondment from government service and a new subsection (440.4) of Rule 440 has been introduced to establish the procedure for the appointment of such staff.

2.2 *Meritorious Within-Grade Increases*

Resolution XV of the 111th Meeting of the Executive Committee (1993) endorsed the decision of the Director to amend the Staff Rules in order to abolish the meritorious within-grade increases scheme for staff joining PASB on or after 1 March 1993 and requested the Director to further amend the Rules in order to introduce transitional

arrangements for serving staff. Rules 550.1, 555.1 and 555.2 have been amended accordingly and the footnote to Rule 555 has been deleted.

2.3 *Language Incentive for Staff in the Professional and Higher Categories*

The General Assembly approved, with effect from 1 January 1994, the following parameters under which a language incentive scheme could be introduced for staff in the professional and higher categories in those organizations which, like the United Nations where the scheme was introduced in 1972, consider that such a scheme is a useful means of improving linguistic balance in the context of improved organizational effectiveness:

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

In order to bring PASB practice into line with the schemes of the United Nations and of other organizations (ILO, UNIDO, WIPO and General Agreement on Tariffs and Trade (GATT), all of which have varying modified schemes), a language incentive scheme is established following the guidelines approved by the General Assembly, effective 1 January 1994.

A new subsection, namely 550.3, has been introduced and the present Rules 550.3, 550.4, and 550.5 have accordingly been renumbered 550.4, 550.5, and 550.6.

2.4 *Long-Service Step for the General Service Category*

In 1984 the International Civil Service Commission recommended to the General Assembly the introduction of one additional non-pensionable long-service step to be granted to the staff in the professional category who had 20 years of entirely satisfactory service and five years at the top of the grade.

At the same time, the Commission recommended to Executive Heads that a similar long-service step with the same criteria should be introduced for staff in the general service category at official stations where long-service steps did not already exist.

The General Assembly did not accept the Commission's proposal in respect of staff in the professional category. However, with the exception of ILO and WHO, which already had schemes to award long-service steps, the other organizations in the common system introduced the scheme proposed by the Commission for staff in the general service category.

As stated under item 2.2 above, Resolution XV endorsed inter alia the decision of the Director to amend the Staff Rules so that no new staff joining PASB on or after 1 March 1993 would be eligible for extra meritorious within-grade steps after 20, 25, 30 and 35 years of service.

In order to harmonize PASB practices with those of other organizations of the common system, staff in the general service category who have joined the Bureau on or after 1 March 1993 would be eligible for a long-service step upon completion of 20 years of fully satisfactory service and five years at the top of the grade. This scheme will be applicable only at official stations where no long-service steps exist in the salary scales.

A new Rule 1310.9 has been added accordingly.

3. Editorial Amendment

When the pensionable remuneration of a staff member would be reduced as a result of a promotion from the general service to the professional category, the level of pensionable remuneration will be maintained until it is surpassed by the level of pensionable remuneration applicable to the grade and step to which the staff member was promoted in the professional category.

The current rule refers to "gross base salary" instead of "pensionable remuneration" in the professional category. As the amount of gross base salary does not correspond to the amount of pensionable remuneration, an editorial change is required and Rule 310.3 has been amended accordingly.

4. Budgetary Implications

The budgetary implications of the above changes in 1994-1995 are additional estimated costs of \$130,000 in funds from all sources. These additional costs will have to be met during 1994-1995 from the allocations established.

5. Action by the Executive Committee

In consequence of these revisions the Committee may wish to consider the following draft resolutions, the first of which would confirm the amendments to the Staff Rules as reproduced in the annex to this document, and the second, that would modify the gross and net salaries for the ungraded posts.

**AMENDMENTS TO THE STAFF RULES OF THE
PAN AMERICAN SANITARY BUREAU**

The 113th 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 CE113/26;

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 CE113/26:

- (a) with effect from 1 March 1993 concerning the abolition of the meritorious within-grade increase scheme for newly appointed staff and the introduction of a long-service step for staff in the general service category who have joined the Organization on or after 1 March 1993;
- (b) with effect from 1 January 1994 concerning an editorial change in the definition of pensionable remuneration, the introduction of a language incentive scheme for staff in the professional and higher categories, and the procedures applicable to secondment from government service;
- (c) with effect from 1 February 1994 in respect of transitional arrangements for the phasing out of the meritorious within-grade increases for serving staff;
- (d) with effect from 1 March 1994 concerning the salary applicable to staff in the professional category and directors' posts and the rates of staff assessment for the professional and higher-graded staff.

SALARIES FOR UNGRADED POSTS

The 113th Meeting of the Executive Committee,

Considering the revision made to the base/floor salary scale for the professional and higher categories, effective 1 March 1994;

Taking into account the recommendation of the Ninety-third Session of the WHO Executive Board to the Forty-seventh World Health Assembly related to the remuneration of the Regional Directors, 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. Effective 1 March 1994 to:
 - (a) establish the annual net salary of the Deputy Director at \$82,586 at dependency rate and \$74,721 at single rate;
 - (b) establish the annual net salary of the Assistant Director at \$81,586 at dependency rate and \$73,721 at single rate.
2. To recommend to the XXIV Pan American Sanitary Conference that it establish the annual net salary of the Director at \$90,043 at dependency rate and \$80,922 at single rate, effective 1 March 1994.

Annex

CE113/26 (Eng.)
ANNEX

AMENDMENTS TO THE STAFF RULES OF THE
PAN AMERICAN SANITARY BUREAU

**AMENDMENTS TO THE STAFF RULES OF THE
PAN AMERICAN SANITARY BUREAU**

Text of the Amended Staff Rules

310 DEFINITIONS

310.3 "Pensionable remuneration" is, subject to the terms of the staff member's appointment, the amount defined in the Regulations of the United Nations Joint Staff Pension Fund. However, when a promotion from the general service category to the professional category would result in a reduction of the staff member's pensionable remuneration, the level of pensionable remuneration reached prior to the promotion shall be maintained until it is surpassed by the level of the staff member's pensionable remuneration in the professional category.

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 percent	
		Rate with dependents* (*as defined in Rules 310.5.1 and 310.5.2)	Rate without dependents*
		%	%
First US\$	15,000	9.0	12.4
Next US\$	5,000	21.0	26.9
Next US\$	5,000	25.0	30.4
Next US\$	5,000	29.0	34.7
Next US\$	5,000	32.0	37.0
Next US\$	10,000	35.0	40.7
Next US\$	10,000	37.0	42.8
Next US\$	10,000	39.0	44.5
Next US\$	10,000	40.0	45.4

Amounts per year	Assessment percent	
	Rate with dependents* (*as defined in Rules 310.5.1 and 310.5.2)	Rate without dependents*
	%	%
Next US\$ 15,000	41.0	46.4
Next US\$ 20,000	42.0	50.5
Remaining assessable payments	43.0	52.6

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

S T E P S

Level		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	31 393	32 604	33 812	35 023	36 287	37 551	38 818	40 082	41 346	42 611					
	Net D	25 847	26 671	27 492	28 315	29 136	29 958	30 782	31 603	32 425	33 247					
	Net S	24 418	25 181	25 942	26 704	27 453	28 203	28 954	29 704	30 453	31 203					
P-2	Gross	41 695	43 013	44 328	45 665	47 021	48 380	49 738	51 095	52 455	53 811	55 174	56 578			
	Net D	32 652	33 508	34 363	35 219	36 074	36 929	37 785	38 640	39 496	40 351	41 206	42 063			
	Net S	30 660	31 442	32 221	33 000	33 776	34 553	35 330	36 106	36 884	37 660	38 436	39 216			
P-3	Gross	52 274	53 792	55 321	56 887	58 456	60 024	61 592	63 161	64 729	66 319	67 913	69 507	71 101	72 694	74 290
	Net D	39 383	40 339	41 296	42 251	43 208	44 165	45 121	46 078	47 034	47 992	48 948	49 904	50 860	51 817	52 774
	Net S	36 781	37 649	38 518	39 387	40 258	41 128	41 998	42 869	43 739	44 610	45 481	46 351	47 221	48 091	48 962
P-4	Gross	64 509	66 200	67 896	69 591	71 291	72 986	74 683	76 404	78 130	79 855	81 579	83 308	85 033	86 759	88 485
	Net D	46 901	47 920	48 938	49 955	50 974	51 992	53 010	54 028	55 047	56 064	57 082	58 102	59 119	60 138	61 156
	Net S	43 618	44 545	45 471	46 397	47 325	48 250	49 177	50 103	51 028	51 952	52 876	53 803	54 728	55 653	56 578
P-5	Gross	78 948	80 718	82 488	84 258	86 028	87 797	89 567	91 360	93 158	94 959	96 759	98 558	100 359		
	Net D	55 530	56 574	57 618	58 662	59 707	60 750	61 794	62 839	63 882	64 926	65 970	67 014	68 058		
	Net S	51 466	52 415	53 364	54 313	55 261	56 209	57 158	58 063	58 953	59 845	60 736	61 626	62 517		
P-6/ D-1	Gross	89 918	91 906	93 896	95 882	97 872	99 862	101 852	103 842	105 830						
	Net D	62 001	63 156	64 310	65 462	66 616	67 770	68 924	70 078	71 231						
	Net S	57 346	58 334	59 319	60 302	61 287	62 272	63 257	64 242	65 226						
D-2	Gross	102 177	104 501	106 825	109 147	111 496	113 861									
	Net D	69 113	70 460	71 808	73 155	74 503	75 851									
	Net S	63 418	64 568	65 718	66 868	67 999	69 120									

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.

420 APPOINTMENT POLICIES

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420.3 All staff, including staff members on secondment from government service, shall be appointed initially on a temporary basis as defined in Rule 420.2.

440 APPOINTMENT PROCEDURE

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440.4 For staff seconded from government service the offer of appointment, notice of acceptance and supporting documentation of the terms and conditions of secondment, as agreed by the Bureau, the government and the staff member concerned, shall constitute proof of the existence and validity of secondment from government service to the Bureau for the period stated in the offer of appointment and any subsequent extension of the appointment. Any extension of appointment shall be subject to agreement by all parties concerned.

550 WITHIN-GRADE INCREASE

550.1 A staff member whose performance has been certified by the 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 either Rule 555.2 or Rule 1310.9 applies, the normal maximum may be exceeded accordingly.

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550.3 The unit of service time shall be reduced to ten months under Rule 550.2.1 and to twenty months under Rule 550.2.2 in the case of staff members who have demonstrated, by passing a prescribed test, proficiency in a second official language of the Bureau. Staff members whose mother tongue is one of the official languages of the Bureau must demonstrate proficiency in a second official language. This rule applies to staff

members in the professional and higher categories except for linguistic staff, i.e., translators, editors, revisers and interpreters.

555 MERITORIOUS WITHIN-GRADE INCREASE

555.1 A staff member whose performance has been especially meritorious beyond that which may reasonably be expected of a normally well-qualified staff member, may be granted one, or exceptionally two, extra within-grade steps. Such increase shall not affect the staff member's eligibility for normal within-grade increases up to the normal maximum step in the grade.

555.2 A staff member whose service with the Bureau commenced prior to 1 March 1993 shall qualify, with effect from 1 February 1994, for only one increase under Rule 555.1 during the remaining service in the Bureau. Such increase shall be granted upon completion of either 20 or 25 or 30 years of satisfactory service, whichever occurs first after 1 February 1994. Satisfactory service with the World Health Organization shall be included if credited under Rule 480.1.4.

1310 STAFF IN POSTS SUBJECT TO LOCAL RECRUITMENT

1310.9 Staff in this category whose service with the Bureau commenced on or after 1 March 1993 may be granted one additional pensionable step for long service provided that the staff member has completed at least twenty years of fully satisfactory service and has been at the top of the grade for a minimum of five years. Satisfactory service with the World Health Organization shall be included, if credited under Rule 480.1.4. The Director shall determine, on the basis of procedures agreed among the international organizations concerned, the official stations where this rule may be applicable.