



PAN AMERICAN HEALTH ORGANIZATION  
WORLD HEALTH ORGANIZATION



## **5th DIRECTING COUNCIL**

3rd SESSION OF THE REGIONAL COMMITTEE

*Washington D.C., 24 September - 3 October 1951*

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### ***RESOLUTION***

***CD5.R22***

## **STAFF REGULATIONS OF THE PAN AMERICAN SANITARY BUREAU**

*THE 5<sup>th</sup> DIRECTING COUNCIL,*

Considering that the Fourth World Health Assembly has adopted Staff Regulations to govern the fundamental conditions of service and the basic rights, duties, and obligations of the World Health Organizations staff; and

Considering that it is the desire of the Directing Council to have uniform regulations for the personnel of both the Pan American Sanitary Bureau and the World Health Organization, and that Document CD5/12 has been studied and its authority under existing Regulation 31 taken into [account],

### ***RESOLVES***

To adopt the Staff Regulations set forth in the annex to the present resolution as the official Staff Regulations of the Pan American Sanitary Bureau, it being understood that Regulation 11.2 shall

not become operative until the arrangements with the United Nations Administrative Tribunal are completed and that in the interim the present appeals procedure shall remain in force.

## ***ANNEX***

### Staff Regulations of the Pan American Sanitary Bureau

#### Scope and Purpose

The Staff Regulations embody the fundamental conditions of service and the basic rights, duties, and obligations of the Pan American Sanitary Bureau staff. They are the broad principles of personnel policy for the guidance of the Director in the staffing and administration of the Bureau. The Director may, as Chief Administrative Officer, provide and enforce such Staff Rules consistent with these principles as he considers necessary.

#### Article 1-Duties, Obligations, and Privileges

1.1 All staff members of the Bureau are international civil servants. Their responsibilities are not national but exclusively international. By accepting appointment they pledge themselves to discharge their functions and to regulate their conduct with the interests of the Pan American Sanitary Bureau only in view.

1.2 All staff members are subject to the authority of the Director and to assignment by him to any of the activities or offices of the Pan American Sanitary Bureau. They are responsible to him in the exercise of their functions. In principle, the whole time of the staff, shall be at the disposal of the Director.

1.3 In the performance of their duties staff members shall neither seek nor accept instructions from any Government or from any other authority external to the Bureau or the World Health Organization.

1.4 No staff member shall accept, hold, or engage in any office or occupation that is incompatible with the proper discharge of his duties with the Pan American Sanitary Bureau.

1.5 Staff members shall conduct themselves at all times in a manner compatible with their status as international civil servants. They shall avoid any action and in particular any kind of public

pronouncement that may adversely reflect on their status. While they are not expected to give up their national sentiments or their political and religious convictions, they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

1.6 Staff members shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any information known to them by reason of their official position that has not been made public, except in the course of their duties or by authorization of the Director. At no time shall they in any way use to private advantage information known to them by reason of their official position. These obligations do not cease with separation from service.

1.7 No staff member shall accept any honor, decoration, favor, gift, or remuneration from any Government, or from any other source external to the Bureau, if such acceptance is incompatible with his status as an international civil servant.

1.8 Any staff member who becomes a candidate for a public office of a political character shall resign from the Pan American Sanitary Bureau.

1.9 The immunities and privileges attaching to the Pan American Sanitary Bureau are conferred in the interest of the Bureau. These privileges and immunities furnish no excuse to staff members for nonperformance of their private obligations or failure to observe laws and police regulations. The decision whether to waive any privileges or immunities of the staff in any case that arises shall rest with the Director.

1.10 All staff members shall subscribe to the following oath or declaration:

"I solemnly swear (undertake, affirm, promise) to exercise in all loyalty, discretion, and conscience the functions entrusted to me as an international civil servant of the Pan American Sanitary Bureau, to discharge those functions and regulate my conduct with the interests of the Pan American Sanitary Bureau only in view, and not to seek or accept instructions in regard to the performance of my duties from any Government or other authority external to the Bureau or the World Health Organization."

1.11 The oath or declaration shall be made orally by the Director at a public meeting of the Directing Council, and by other staff members before the Director or his authorized deputy.

#### Article II-Classification of Posts and Staff

2.1 Appropriate provision shall be made by the Director for the classification of posts and staff according to the nature of the duties and responsibilities required.

#### Article III-Salaries and Related Allowances

3.1 The salaries for the Assistant Director and the Secretary General shall be determined by the Director of the Bureau with the approval of the Executive Committee.

3.2 Salary levels for other staff members shall be determined by the Director following basically the scale of salaries and allowances of the World Health Organization, provided that for staff occupying positions subject to local recruitment the Director may establish salaries and allowances in accordance with the best prevailing local practices. Any deviations from the World Health Organization scales of salaries and allowances that may be necessary for the requirements of the Pan American Sanitary Bureau shall be subject to the approval of, or may be authorized by, the Executive Committee.

3.3 The basic salary rates shall be adjusted at duty stations away from Headquarters by the application of salary differentials that take into account the relative cost of living for the staff members concerned, standards of living, and related factors.

#### Article IV-Appointment and Promotion

4.1 The Director shall appoint staff members as required.

4.2 The paramount consideration in the appointment, transfer, or promotion of staff members shall be the necessity of securing the highest standards of efficiency, competence, and integrity. Due regard shall be paid to the importance of recruiting and maintaining the staff on as wide a geographical basis as possible.

4.3 Selection of staff members shall be without regard to race, creed, or sex. So far as is practicable, selection shall be made on a competitive basis.

4.4 Without prejudice to the inflow of fresh talent at the various levels, vacancies shall be filled by promotion of persons already in the service of the Pan American Sanitary Bureau in preference to persons from outside. This preference shall also be applied on a reciprocal basis to the World Health Organization and the Pan American Union.

#### Article V-Annual and Special Leave

5.1 Staff members shall be allowed appropriate annual leave. In exceptional cases, special leave may be authorized by the Director.

5.2 In order that staff members may take their leave periodically in their home countries, the Bureau shall allow necessary traveling time for that purpose, under conditions and definitions prescribed by the Director.

#### Article VI-Social Security

6.1 Provision shall be made for the participation of staff members in the United Nations Joint Staff Pension Fund in accordance with the regulations of that fund. Staff members not eligible to participate in this fund shall participate in a staff provident fund under conditions to be established by the Director.

6.2 The Director shall establish a scheme of social security for the staff, including provisions for health protection, sick leave, and maternity leave and reasonable compensation in the event of illness, accident, or death arising out of or in the course of performing official duties on behalf of the Pan American Sanitary Bureau.

#### Article VII-Travel and Removal Expenses

7.1 Subject to conditions and definitions prescribed by the Director, the Bureau shall pay the travel expenses of staff members and, in appropriate cases, their dependents

Upon appointment and on subsequent change of official duty station;

Upon the taking of leave at home when authorized; and

Upon separation from service.

7.2 Subject to conditions and definitions prescribed by the Director, the Pan American Sanitary Bureau shall pay removal costs for staff members

Upon appointment and on subsequent change of official duty station; and

Upon separation from service.

#### Article VIII-Staff Relations

8.1The Director shall make provision for staff participation in the discussion of policies relating to staff questions.

#### Article IX-Separation from Service

9.1Staff members may resign from the Pan American Sanitary Bureau upon giving the Director the notice required under the terms of their appointment.

9.2The Director may terminate the appointment of a staff member in accordance with the terms of his appointment, or if the necessities of the service require abolition of the post or reduction of the staff, if the services of the individual concerned prove unsatisfactory, or if he is, for reasons of health, incapacitated for further service.

9.3If the Director terminates an appointment, the staff member shall be given notice and indemnity payment in accordance with the terms of his appointment.

9.4The Director shall establish a scheme for the payment of repatriation grants.

9.5Normally, staff members shall not be retained in active service beyond the age specified in the appropriate pension fund regulations as the age of retirement. The Director may, in the interests of the Bureau, extend this age limit in exceptional cases.

#### Article X-Disciplinary Measures

10.1The Director may impose disciplinary measures on staff members whose conduct is unsatisfactory. He may summarily dismiss a member of the staff for serious misconduct.

#### Article XI-Appeals

11.1The Director shall establish administrative machinery, with staff participation, to advise him in case of any appeal by staff members against an administrative decision alleging the nonobservance

of their terms of appointment, including all pertinent regulations and rules, or against disciplinary action.

11.2 Any dispute that cannot be resolved internally, arising between the Bureau and a member of the staff regarding the fulfillment of the contract of the said member, shall be referred for final decision to the United Nations Administrative Tribunal.

#### Article XII-General Provisions

12.1 These regulations may be supplemented or amended by the Directing Council without prejudice to the acquired rights of the staff members.

12.2 The Director shall report annually to the Directing Council such staff rules and amendments thereto as he may make to implement these regulations after confirmation by the Executive Committee.

12.3 The Director, by virtue of the authority vested in him as the chief technical and administrative officer of the Bureau, may delegate to other officers of the Bureau such of his powers as he considers necessary for the effective implementation of these regulations.

12.4 In case of doubt as to the meaning of the foregoing regulations, the Director is authorized to rule thereon, subject to confirmation of the ruling by the Executive Committee at its next meeting.

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