

*executive committee of  
the directing council*

PAN AMERICAN  
HEALTH  
ORGANIZATION



*working party of  
the regional committee*

WORLD  
HEALTH  
ORGANIZATION



66th Meeting  
Washington, D.C.  
July 1971

Draft Agenda Item 16

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28 June 1971  
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A. AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

In accordance with the provisions of Staff Rule 030, the Director is pleased to present to the Executive Committee, for confirmation, those amendments that have been introduced since the last meeting of the Executive Committee and which became effective on 1 January 1971.

The reasons for these changes in the Rules are explained in the Annex.

On 19 April 1971 the Director addressed a letter to the Members of the Executive Committee requesting their approval of the new scale of salaries for the professional staff of the Bureau, to be effective 1 July 1971, which was in keeping with the decision of the General Assembly of the United Nations at its 25th session, and was approved by the Executive Board of the World Health Organization at its 47th Meeting, last January.

To date, one Member Government has taken note of the revised scale of salaries and eight Member Governments have communicated their approval.

These amendments are in line with those introduced by the Director-General and confirmed by the Executive Board of the World Health Organization and are in compliance with Paragraph 2 of Resolution XIX adopted by the Executive Committee of the Pan American Health Organization 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 in the provision of the Staff Rules of the Pan American Sanitary Bureau to those of the World Health Organization.

In view of the foregoing, the Executive Committee may wish to consider 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, contained in the Annex to Document CE66/11 presented by the Director of the Pan American Sanitary Bureau; and

Bearing in mind the provisions of Staff Rule 030,

RESOLVES:

1. To confirm the following amendments to the Staff Rules of the Pan American Sanitary Bureau presented by the Director and to be effective on 1 January 1971: 255.3, 270, 280.2 (b), 280.5 (c) and (d), 320.2, 320.4, 740, 810 (i), 820.1 (i), 950.2 (c), 950.3, 950.4, and 970.3;

2. To confirm the amendments to Staff Rules 230.4, 235.1, and 730.3, effective 1 July 1971.

B. SALARIES FOR UNGRADED CATEGORIES OF POSTS

It is to be noted that the 24th World Health Assembly, held in Geneva during the month of May 1971, upon the recommendation of the Executive Board and in keeping with the decision of the General Assembly of the United Nations for the increase in the scale of salaries for the professional and ungraded categories, adopted Resolution WHA24.19 establishing the salary of Regional Directors at US\$39,150 before staff assessment, resulting in a revised net salary of US\$26,132.50 per annum, effective 1 July 1971.

In similar situations in 1966 and 1969, the Executive Committee of PAHO, at its 50th and 61st Meetings, taking into consideration the dual responsibilities of the Pan American Sanitary Bureau, as secretariat to the Pan American Health Organization and Regional Office of the World Health Organization for the Americas, adjusted the salaries of the Deputy Director and Assistant Director, establishing that of the Deputy Director at the same level of the Regional Directors of WHO.

Considering that PASB's Staff Regulation 3.1 states: "The salaries of the Deputy Director and Assistant Director shall be established

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 salaries of the Deputy Director and Assistant Director at the levels of \$26,132.00 and \$25,132.00 per annum, respectively.

In view of the foregoing the Executive Committee may wish to consider a resolution along the following lines:

PROPOSED RESOLUTION

THE EXECUTIVE COMMITTEE,

Having considered that the salaries of the Deputy Director and Assistant Director warrant adjustment comparable to those approved for posts in grades P.1 through D.2; and

Bearing in mind Staff Regulation 3.1 of the Pan American Sanitary Bureau,

RESOLVES:

1. To approve the proposal of the Director fixing the salary of the Deputy Director at \$26,132.00 per annum, and that of the Assistant Director at \$25,132.00, effective 1 July 1971.
2. To note that consequent upon the revision of salary rates for these officials, appropriate revision will be made of the post adjustment rates, also to become effective 1 July 1971.

AMENDMENTS TO THE STAFF RULES

<u>No.</u>	<u>Present text</u>	<u>New text</u>	<u>Comments</u>
255	EDUCATION GRANT		
255.3	<p>"Cost of attendance" is defined as the cost of enrolment, registration, prescribed textbooks, courses, examinations and diplomas, but not boarding fees (except as provided for under Rule 255.1(a) above), school uniforms or optional charges. It may include the cost of midday meals and the cost of daily group transportation when these are provided by the school and the cost included in the billing for the child's education.</p>	<p>"Cost of attendance" is defined as the cost of enrolment, registration, prescribed textbooks, courses examinations and diplomas, but not school uniforms or optional charges. It may include the cost of midday meals and the cost of daily group transportation when these are provided by the school and the cost included in the billing for the child's education. <u>Boarding fees may be included only as provided for under Rule 255.1(a) and exceptionally for attendance at an educational institution (up to and including secondary level) in the country of the duty station, but beyond commuting distance from the duty station when no suitable education facilities exist in the area of the duty station.</u></p>	<p>This amendment is in accordance with an inter-agency agreement and will allow payment of the education grant for attendance at a boarding school in the country of the duty station, but beyond commuting distance from the duty station, if no suitable education facilities are available at the duty station.</p>
270	REPATRIATION GRANT		
	<p>A staff member who on leaving the service of the Bureau, other than by dismissal for serious misconduct, has performed at least one year of continuous service outside the country of his place of residence and who is not entitled to the Service Benefit (Rule 265) shall be entitled to a repatriation grant subject to the following conditions:</p>	<p>A staff member who on leaving the service of the Bureau, other than by dismissal for serious misconduct, has performed at least one year of continuous service outside the country of his place of residence shall be entitled to a repatriation grant subject to the following conditions:</p>	<p>As entitlement to Service Benefit was granted to persons appointed before 1 January 1964, and having completed less than five years' service, this benefit is no longer applicable and the reference to it in the texts of Staff Rules 270 and 280 can be deleted.</p>

AMENDMENTS TO THE STAFF RULES

<u>No.</u>	<u>Present text</u>	<u>New text</u>	<u>Comments</u>
280	PAYMENTS AND DEDUCTIONS		
280.2	Terminal payments shall be computed as follows:	Terminal payments shall be computed as follows:	
	(b) Indemnities, payment for accumulated annual leave, service benefit, and repatriation grant, shall be computed on salary as defined in Rule 210.1.	(b) Indemnities, payment for accumulated annual leave, and repatriation grant shall be computed on salary as defined in Rule 210.1.	
280.5	Salaries are subject only to the following deductions:		
	(a) for the staff member's contributions to the Staff Pension Fund and for health insurance;	(a) No change	The amendment is in accordance with an inter-agency agreement and will allow the Bureau to make appropriate deductions from the staff member's emoluments if he is officially provided with lodging at no cost or nominal rent.
	(b) for indebtedness to the Bureau;	(b) no change	
	(c) as otherwise authorized by the staff member and agreed by the Bureau.	(c) appropriate charges for staff members officially provided with lodging at no cost or nominal rent;	
		(d) as present (c).	
320.	APPOINTMENT POLICIES		
320.1	Temporary appointments are appointments for a limited period. They may be on a full-time, part-time or when actually employed basis.	Temporary appointments are appointments for a limited period. They may be on a full-time, part-time or when actually employed basis.	No change

AMENDMENTS TO THE STAFF RULES

<u>No.</u>	<u>Present text</u>	<u>New text</u>	<u>Comments</u>
320.2	A permanent appointment is an appointment without time limit subject to the satisfactory completion of a probationary period and fulfillment of such other requirements as the Director may lay down.	<u>All staff shall be appointed initially on a temporary fixed-term basis.</u>	To conform to WHO Rules that all initial appointments are on a fixed-term basis. See new Rule 320.4 below for career-service appointments.
320.3	Any full-time appointment of one year or more shall be subject to a period of probation, which shall be at least one year and may be extended to eighteen months, or exceptionally to two years when necessary for adequate evaluation of the staff member's fitness. Prior satisfactory service for the Bureau in the same type of post may be credited toward completion of probation.	Any full-time appointment of one year or more shall be subject to a period of probation, which shall be at least one year and may be extended to 18 months or exceptionally to two years when necessary for adequate evaluation of the staff member's fitness. Prior satisfactory service for the Bureau in the same type of post may be credited toward completion of probation.	No change
320.4		<u>A career-service appointment is an appointment without time limit and is "permanent" within the meaning of Staff Regulation IV. A staff member may be granted a career-service appointment upon completion of at least five years' satisfactory service and fulfillment of such other requirements as the Director may lay down.</u>	To conform to WHO Rules requiring at least five years satisfactory service to be granted a career-service appointment.

AMENDMENTS TO THE STAFF RULES

<u>No.</u>	<u>Present text</u>	<u>New text</u>	<u>Comments</u>
740	GRANT IN CASE OF DEATH		
	<p>On the death of a staff member holding, or having held at any time during continuous service with the Bureau, a permanent appointment, or having completed five years of continuous service on fixed-term appointment of less than five years, whose death does not result in any indemnity payment from the Bureau's accident and illness insurance policy, a payment shall be made in accordance with the following schedule to:</p>	<p>On the death of a staff member holding or having held at any time during continuous service with the Bureau a <u>five year fixed-term or career-service appointment</u>, or having completed five years of continuous service on fixed-term appointments of less than five years, whose death does not result in any indemnity payment from the Bureau's accident and illness insurance policy, a payment shall be made in accordance with the following schedule to:</p>	<p>In keeping with the new Staff Rule 320.4 to reflect career-service appointments in lieu of permanent.</p>
	<p>(1) the spouse or, if none,</p> <p>(2) the children recognized under Staff Rule 210.3(b) in equal shares, or</p> <p>(3) if neither spouse nor recognized children, then to a dependent recognized under Staff Rule 210.3(c):</p>	<p>(1) the spouse or, if none,</p> <p>(2) the children recognized under Staff Rule 210.3(b) in equal shares, or</p> <p>(3) if neither spouse nor recognized children, then to a dependent recognized under Staff Rule 210.3(c):</p>	

<u>Years of Service</u>	<u>Months of Salary</u>
3 or less	3
5	4
7	5
9 or more	6

<u>Years of Service</u>	<u>Months of Salary</u>
3 or less	3
5	4
7	5
9 or more	6

AMENDMENTS TO THE STAFF RULES

<u>No.</u>	<u>Present text</u>	<u>New text</u>	<u>Comments</u>
810	TRAVEL OF STAFF MEMBERS		
810(i)		At certain duty stations, the Bureau may pay part or the whole of the cost of travel from the official station to the nearest suitable leave centre and return to the official station once in each interval between home leave entitlements (or once during a two-year appointment) if in the opinion of the Director conditions so warrant. This rule does not apply to staff members travelling under Rule 810(e).	These amendments are in accordance with an inter-agency agreement and will enable the Bureau to provide rest and recuperation leave in the non-home leave year at certain hardship duty stations which are selected by agreement among the organizations.
820			
820.1(i)		At certain duty stations the Bureau may pay part or the whole of the cost of travel from the official station to the nearest suitable leave centre and return to the official station, subject to the same conditions as stated in Rule 810(i).	



AMENDMENTS TO THE STAFF RULES

<u>No.</u>	<u>Present text</u>	<u>New text</u>	<u>Comments</u>
950	ABOLITION OF POST AND REDUCTION IN FORCE		
950.2(c)	Staff members holding permanent appointments shall be given priority for retention. The Director may establish priorities among the several categories of temporary staff.	Staff members holding <u>career-service</u> appointments shall be given priority for retention. The Director may establish priorities among the several categories of temporary staff.	In keeping with the new Staff Rule 320.4 to reflect career-service appointments in lieu of permanent.
950.3	Termination under this rule shall require the giving of at least three months' notice to a staff member holding a permanent appointment and at least one month's notice to any other staff member.	Termination under this rule shall require the giving of at least three months' notice to a staff member holding a <u>career-service</u> appointment and at least one month's notice to any other staff member.	As above
950.4	A staff member whose appointment is terminated under this rule shall be paid an indemnity in accordance with the following schedule:	A staff member whose appointment is terminated under this rule shall be paid an indemnity in accordance with the following schedule:	As above

AMENDMENTS TO THE STAFF RULES

<u>No.</u>	<u>Present text</u>		<u>New text</u>		<u>Comments</u>
	<u>Permanent appointments</u>	<u>Temporary appointments</u>	<u>Career-service appointments</u>	<u>Temporary fixed-term appointments</u>	
	<u>Years of service</u>	<u>Months of indemnity pay</u>	<u>Years of service</u>	<u>Months of indemnity pay</u>	
950.4 Cont.	3 or less	3	3 or less	3	As above
	4	4	4	4	
	5	5	5	5	
	6	6	6	6	
	7	7	7	7	
	8	8	8	8	
	9 or more	9	9 or more	9	
		one week of salary for each month remaining in the unexpired portion of the contract, but not less than six weeks of salary, up to a maximum of three months' pay (see Staff Rule 210.4(b)).		One week of salary for each month remaining in the unexpired portion of the contract, but not less than six weeks of salary, up to a maximum of three months' pay (see Staff Rule 210.4(b)).	
970.	UNSATISFACTORY SERVICE OR UNSUITABILITY				
970.3	Termination under this rule shall require the giving of three months' notice to a staff member holding a permanent appointment and one month's notice to any other staff member.		Termination under this rule shall require the giving of three months' notice to a staff member holding a <u>career-service</u> appointment and one month's notice to any other staff member.		As above

PRESENT STAFF RULE

230.4 The following schedule of annual salaries and of annual net salaries shall apply to all professional category posts and to directors:

Level	Step I	Step II	Step III	Step IV	Step V	Step VI	Step VII	Step VIII	Step IX	Step X	Step XI	Step XII	Step XIII
	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$
P-1	7,600	7,910	8,220	8,530	8,840	9,150	9,460	9,770	10,080	10,390			
(Net)	6,200	6,433	6,665	6,898	7,130	7,363	7,595	7,828	8,056	8,273			
P-2	9,940	10,280	10,620	10,960	11,300	11,640	11,980	12,320	12,660	13,010	13,360		
(Net)	7,955	8,196	8,434	8,672	8,910	9,148	9,386	9,624	9,862	10,107	10,352		
P-3	12,380	12,780	13,180	13,580	13,980	14,380	14,780	15,180	15,580	15,980	16,380	16,780	17,180
(Net)	9,666	9,946	10,226	10,506	10,786	11,066	11,346	11,626	11,906	12,186	12,447	12,707	12,967
P-4	15,260	15,730	16,200	16,670	17,140	17,610	18,090	18,570	19,050	19,530	20,010	20,490	
(Net)	11,682	12,011	12,330	12,636	12,941	13,247	13,559	13,871	14,183	14,495	14,807	15,119	
P-5	19,120	19,660	20,200	20,740	21,280	21,830	22,380	22,930	23,480	24,030			
(Net)	14,228	14,579	14,930	15,281	15,632	15,990	16,347	16,705	17,062	17,418			
P-6	21,960	22,670	23,380	24,100	24,820	25,540	26,260						
D1													
(Net)	16,074	16,536	16,997	17,460	17,892	18,324	18,756						
D2	26,410	27,110	27,810	28,520									
(Net)	18,846	19,266	19,686	20,112									

PROPOSED STAFF RULE (effective 1 July 1971)

230.4 The following schedule of annual salaries and of annual net salaries shall apply to all professional category posts and to directors:

Level	Step I	Step II	Step III	Step IV	Step V	Step VI	Step VII	Step VIII	Step IX	Step X	Step XI	Step XII	Step XIII
	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$
P-1	9,010	9,380	9,750	10,120	10,490	10,860	11,230	11,600	11,970	12,340			
(Net)	7,258	7,535	7,813	8,084	8,343	8,602	8,861	9,120	9,379	9,638			
P-2	11,820	12,220	12,620	13,020	13,420	13,820	14,220	14,620	15,020	15,420	15,820		
(Net)	9,274	9,554	9,834	10,114	10,394	10,674	10,954	11,234	11,514	11,794	12,074		
P-3	14,690	15,170	15,650	16,130	16,610	17,090	17,570	18,050	18,530	19,010	19,490	19,970	20,450
(Net)	11,283	11,619	11,955	12,285	12,597	12,909	13,221	13,533	13,845	14,157	14,469	14,781	15,093
P-4	18,120	18,680	19,240	19,800	20,360	20,920	21,480	22,040	22,600	23,160	23,720	24,280	
(Net)	13,578	13,942	14,306	14,670	15,034	15,398	15,762	16,126	16,490	16,854	17,218	17,568	
P-5	22,700	23,350	24,000	24,650	25,300	25,950	26,600	27,250	27,900	28,550			
(Net)	16,555	16,978	17,400	17,790	18,180	18,570	18,960	19,350	19,740	20,130			
P-6	26,000	26,840	27,680	28,520	29,360	30,200	31,040						
D1													
(Net)	18,600	19,104	19,608	20,112	20,616	21,120	21,624						
D2	31,200	32,040	32,880	33,720									
(Net)	21,720	22,222	22,684	23,146									

Comments

As recommended by the International Civil Service Advisory Board and as approved by the United Nations General Assembly and later adopted by WHO, to be effective 1 July 1971, the gross salary scales dating from 1 January 1969, have been increased by eight per cent, and two classes of post-adjustment have been consolidated into the new base scale.

PRESENT STAFF RULE

235 POST ADJUSTMENT

235.1 For each five per cent, by which the cost of living in Geneva or at any other official station exceeds the base level to which the salary scale of staff in the professional category and above is related, such staff at that official station shall be paid a post adjustment as follows:

<u>Level</u>		<u>Step I</u>	<u>Step II</u>	<u>Step III</u>	<u>Step IV</u>	<u>Step V</u>	<u>Step VI</u>	<u>Step VII</u>	<u>Step VIII</u>	<u>Step IX</u>	<u>Step X</u>	<u>Step XI</u>	<u>Step XII</u>	<u>Step XIII</u>
		US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$
P-1	D	276	285	294	306	315	327	336	348	357	366			
	S	184	190	196	204	210	218	224	232	238	244			
P-2	D	351	363	375	384	396	405	414	426	438	447	456		
	S	234	242	250	256	264	270	276	284	292	298	304		
P-3	D	426	438	450	462	474	486	498	510	522	537	549	561	573
	S	284	292	300	308	316	324	332	340	348	358	366	374	382
P-4	D	510	525	537	549	561	576	588	600	612	627	639	651	
	S	340	350	358	366	374	384	392	400	408	418	426	434	
P-5	D	612	624	639	651	663	675	690	702	717	729			
	S	408	416	426	434	442	450	460	468	478	486			
P-6/D1	D	678	690	705	717	729	741	753						
	S	452	460	470	478	486	494	502						
D-2	D	753	771	786	804									
	S	502	514	524	536									

D = Rate of post adjustment applicable to staff with one or more primary dependents

S = Rate of post adjustment applicable to staff members with no primary dependents

PROPOSED STAFF RULE (effective 1 July 1971)

235 POST ADJUSTMENT

235.1 For each five per cent, by which the cost of living in Geneva or at any other official station exceeds the base level to which the salary scale of staff in the professional category and above is related, such staff at that official station shall be paid a post adjustment as follows:

<u>Level</u>		<u>Step I</u>	<u>Step II</u>	<u>Step III</u>	<u>Step IV</u>	<u>Step V</u>	<u>Step VI</u>	<u>Step VII</u>	<u>Step VIII</u>	<u>Step IX</u>	<u>Step X</u>	<u>Step XI</u>	<u>Step XII</u>	<u>Step XIII</u>
		US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$
P-1	D	324	336	348	360	372	381	393	405	414	426			
	S	216	224	232	240	248	254	262	270	276	284			
P-2	D	411	423	435	447	459	471	483	495	507	519	531		
	S	274	282	290	298	306	314	322	330	338	346	354		
P-3	D	498	510	525	540	552	567	579	591	603	615	627	639	654
	S	332	340	350	360	368	378	386	394	402	410	418	426	436
P-4	D	594	606	621	636	651	666	681	696	708	720	732	744	
	S	396	404	414	424	434	444	454	464	472	480	488	496	
P-5	D	711	723	738	753	765	777	789	801	813	825			
	S	474	482	492	502	510	518	526	534	542	550			
P-6/D1	D	780	795	810	822	837	852	867						
	S	520	530	540	548	558	568	578						
D-2	D	870	888	909	927									
	S	580	592	606	618									

D = Rate of post adjustment applicable to staff with one or more primary dependants

S = Rate of post adjustment applicable to staff members with no primary dependants

Comments

The schedule of past adjustment has been recalculated on the basis of the new scale effective 1 July 1971.

AMENDEMENTS TO THE STAFF RULES (effective 1 July 1971)

<u>No.</u>	<u>Present text</u>	<u>New text</u>	<u>Comments</u>
730.3	(b) for staff entitled to post adjustment, the base pensionable remuneration is adjusted in multiples of five per cent, whenever the weighted average of the post adjustments of the headquarters and regional offices of the member organizations of the Joint Pension Fund varies by five per cent, measured from 1 January 1969.	(b) for staff entitled to post adjustment, the base pensionable remuneration is adjusted in multiples of five per cent, whenever the weighted average of the post adjustments of the headquarters and regional offices of the member organizations of the Joint Pension Fund varies by five per cent, measured from 1 July 1971.	The consolidation of two classes of post adjustment into the new base scale requires that the base date for calculating future changes in the weighted average of the post adjustment of headquarters and regional offices of the member organizations of the Joint Pension Fund should be moved from 1 January 1969 to 1 July 1971.