

directing council



PAN AMERICAN
HEALTH
ORGANIZATION

XXIII Meeting

regional committee

WORLD
HEALTH
ORGANIZATION



XXVII Meeting

Washington, D.C.
September-October 1975

Provisional Agenda Item 14

CD23/10 (Eng.)
12 August 1975
ORIGINAL: ENGLISH

REPORT ON AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

In accordance with Staff Regulation 12.2, the Director has the honor to report to the Directing Council that, pursuant to Staff Rule 030, he submitted to the 74th Meeting of the Executive Committee for confirmation the amendments to the Staff Rules set forth in Annexes I and II of Document CE74/20, attached.

After considering the amendments, the Executive Committee adopted the following:

RESOLUTION XXVII

THE EXECUTIVE COMMITTEE,

Having as members confirmed the proposed amendments to Staff Rules 230.4, 235.1 and 250(b) and the revised rate of assignment allowance;

Noting that the Director, pursuant to the decision of the Executive Committee, put the new schedules of annual salaries and allowances into effect as of 1 January 1975;

Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau, contained in Annex I to Document CE74/20 submitted by the Director; and

Bearing in mind the provisions of Staff Rule 030,

RESOLVES:

To confirm the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in Annex I of Document CE74/20, to be effective 1 January 1975.

RESOLUTION XXVIII

THE EXECUTIVE COMMITTEE,

Having considered the report of the Director on the comparison of the Staff Rules of the Pan American Sanitary Bureau with those of the World Health Organization (Document CE74/20, Annex II);

Recognizing the advisability of maintaining uniformity of rules for PASB and WHO staff; and

Bearing in mind the provisions of Staff Rule 030,

RESOLVES:

To confirm the amendments to the Staff Rules of the Pan American Sanitary Bureau, submitted by the Director in Annex II of Document CE74/20, to be effective 1 January 1975.

The Director likewise wishes to report to the Directing Council that the Executive Committee at its 74th Meeting dealt with the subject of employment conditions of non-local staff in the general service category, as contained in Document CE74/18, attached.

After deliberating on the subject, the Executive Committee adopted Resolution XXXVII, which reads as follows:

RESOLUTION XXXVII

THE EXECUTIVE COMMITTEE,

Having examined the report of the Director on the comparison of employment conditions of general service staff of the Pan American Sanitary Bureau with those of the World Health Organization and other organizations of the United Nations common system (Document CE74/18);

Having reviewed the position of the staff representatives on entitlements for general service staff (Document CE74/18, Annex III);

Having considered the reasons for the decision of the Director to request concurrence of the Members of the Executive Committee with his proposal of 13 January 1975 (Document CE74/18, Annex II); and

Recognizing the advisability of maintaining uniformity of policies and practices for employees of PASB and WHO,

RESOLVES:

1. To approve the proposal of the Director to recognize any general service staff member recruited previously or in the future from outside the country of the duty station as having been internationally recruited and, beginning 1 January 1975, to be provided with all the entitlements of internationally recruited staff in accordance with the Staff Rules of the Pan American Sanitary Bureau.
2. To suggest to the Director, in applying the provisions of paragraph 1 with respect to general service staff members who were on duty on 1 January 1975, that he authorize home leave time in such a way as to distribute the benefit over a two-year period, taking into account the desires of individual staff members and total seniority in years of service with the Bureau.
3. To take no further action on the proposal set forth in the circular letter of 13 January 1975 (CONF-CL-3-75).

Annexes

*executive committee of
the directing council*

PAN AMERICAN
HEALTH
ORGANIZATION



*working party of
the regional committee* CD23/10 (Eng.)
ANNEX I

WORLD
HEALTH
ORGANIZATION



74th Meeting
Washington, D.C.
June-July 1975

Provisional Agenda Item 12

CE74/20 (Eng.)
9 May 1975
ORIGINAL: ENGLISH

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

A. PROPOSED AMENDMENTS TO THE STAFF RULES BASED ON THE REVISION OF THE WHO STAFF RULES ADOPTED BY THE 55TH SESSION OF THE EXECUTIVE BOARD

In accordance with the provisions of Staff Rule 030, the Director submits to the Executive Committee as Annex I to this document, for confirmation, the amendments to the Staff Rules which he has made since the 72nd Meeting. These revisions are in line with those adopted by the Executive Board of the World Health Organization at its 55th Session (EB55.R6, EB55.R41), and are in compliance with paragraph 2 of Resolution XIX adopted by the Executive Committee 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 proposed amendments include the changes in salaries and allowances of staff in the professional and higher categories which have been submitted to and confirmed by the members of the Executive Committee. In January 1975, letters were sent to the members of the Executive Committee providing the background for the proposed amendments to the following Staff Rules:

- (1) Revision in base salaries by a net salary increase of 6% (Staff Rule 230.4);
- (2) Corresponding adjustment in the schedule of post adjustment (Staff Rule 235.1);
- (3) Increase in children's allowance from US\$300 per annum to US\$450 per annum (Staff Rule 250 (b)); and

- (4) Increase in rate of assignment allowance for duty stations outside North America, as follows:

<u>Grade</u>	<u>Staff Without Dependents</u>	<u>Staff With Dependents</u>
P.4 and below	US\$ 1,600	US\$ 2,000
P.5 and above	US\$ 1,900	US\$ 2,400

Upon receipt of affirmative replies from the members of the Executive Committee, the Director implemented the changes in salaries and allowances of staff in the professional and higher categories, effective 1 January 1975.

The proposed Staff Rule changes set forth in Annex I to this document also contain amendments designed to eliminate existing differences in conditions of employment and entitlements of staff members based upon sex. These differences, which relate mainly to travel expenses and separation payments, arose from the traditional concept of considering the husband as the normal "breadwinner" in the family and to regard the wife, but not the husband, of a staff member as automatically financially dependent on the spouse. The resulting discrimination entails not only differential treatment but also a distinct disadvantage with respect to married female staff members.

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

Proposed Resolution

THE EXECUTIVE COMMITTEE,

Having as members confirmed the proposed amendments to Staff Rules 230.4, 235.1 and 250(b) and the revised rate of assignment allowance;

Noting that the Director, pursuant to the decision of the Executive Committee, put the new schedules of annual salaries and allowances into effect as of 1 January 1975;

Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau, contained in Annex I to Document CE74/20 submitted by the Director; and

Bearing in mind the provisions of Staff Rule 030,

RESOLVES:

To confirm the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in Annex I of Document CE74/20, to be effective 1 January 1975.

B. REPORT OF THE WORKING GROUP: COMPARISON OF THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU WITH THOSE OF THE WORLD HEALTH ORGANIZATION

The Executive Committee will recall that, after the XXII Meeting of the Directing Council, the Director established a working group composed of representatives of the Administration and the Staff Association for the purpose of reviewing the remaining differences between the Staff Rules of the Pan American Sanitary Bureau and those of the World Health Organization. The initial findings of the working group were reported to the 72nd Meeting of the Executive Committee. The proposed amendments to the Staff Rules as set forth in Annex II of this document are a further outcome of the comprehensive review.

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

Proposed Resolution

THE EXECUTIVE COMMITTEE,

Having considered the report of the Director on the comparison of the Staff Rules of the Pan American Sanitary Bureau with those of the World Health Organization (Document CE74/20, Annex II);

Recognizing the advisability of maintaining uniformity of rules for PASB and WHO staff; and

Bearing in mind the provisions of Staff Rule 030,

RESOLVES:

To confirm the amendments to the Staff Rules of the Pan American Sanitary Bureau, submitted by the Director in Annex II of Document CE74/20, to be effective 1 January 1975.

Annexes

SALARIES AND ALLOWANCES: PROFESSIONAL AND HIGHER CATEGORIES OF POSTS

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 US \$	Step II US \$	Step III US \$	Step IV US \$	Step V US \$	Step VI US \$	Step VII US \$	Step VIII US \$	Step IX US \$	Step X US \$	Step XI US \$	Step XII US \$	Step XIII US \$
P-1 (net)	11 260 8 882	11 720 9 204	12 180 9 526	12 640 9 848	13 100 10 170	13 560 10 492	14 020 10 814	14 480 11 136	14 940 11 458	15 400 11 780			
P-2 (net)	14 780 11 346	15 290 11 703	15 800 12 060	16 310 12 402	16 820 12 733	17 330 13 065	17 840 13 396	18 350 13 728	18 860 14 059	19 370 14 391	19 880 14 722		
P-3 (net)	18 410 13 767	19 010 14 157	19 610 14 547	20 210 14 937	20 810 15 327	21 410 15 717	22 010 16 107	22 610 16 497	23 210 16 887	23 810 17 277	24 410 17 646	25 010 18 006	25 610 18 366
P-4 (net)	22 680 16 542	23 390 17 004	24 100 17 460	24 810 17 836	25 520 18 312	26 230 18 738	26 940 19 164	27 650 19 590	28 360 20 016	29 070 20 442	29 780 20 868	30 490 21 294	
P-5 (net)	28 530 20 118	29 330 20 598	30 130 21 078	30 930 21 558	31 730 22 038	32 530 22 492	33 330 22 932	34 130 23 372	34 930 23 812	35 730 24 252			
P6/D1 (net)	32 540 22 497	33 590 23 075	34 640 23 652	35 690 24 230	36 740 24 807	37 790 25 384	38 840 25 962						
D-2 (net)	39 030 26 067	40 140 26 670	41 250 27 225	42 360 27 780									

NEW 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 US \$	Step II US \$	Step III US \$	Step IV US \$	Step V US \$	Step VI US \$	Step VII US \$	Step VIII US \$	Step IX US \$	Step X US \$	Step XI US \$	Step XII US \$	Step XIII US \$
P-1 (net)	12 020 9 414	12 510 9 757	13 000 10 100	13 490 10 443	13 980 10 786	14 470 11 129	14 960 11 472	15 450 11 815	15 940 12 158	16 430 12 480			
P-2 (net)	15 750 12 025	16 300 12 395	16 850 12 753	17 400 13 110	17 950 13 468	18 500 13 825	19 050 14 183	19 600 14 540	20 150 14 898	20 700 15 255	21 250 15 613		
P-3 (net)	19 670 14 586	20 320 15 008	20 970 15 431	21 620 15 853	22 270 16 276	22 920 16 698	23 570 17 121	24 220 17 532	24 870 17 922	25 520 18 312	26 170 18 702	26 820 19 092	27 470 19 482
P-4 (net)	24 220 17 532	24 990 17 994	25 760 18 456	26 530 18 918	27 300 19 380	28 070 19 842	28 840 20 304	29 610 20 766	30 380 21 228	31 150 21 690	31 920 22 152	32 690 22 580	
P-5 (net)	30 540 21 324	31 410 21 846	32 280 22 354	33 150 22 833	34 020 23 311	34 890 23 790	35 760 24 268	36 630 24 747	37 500 25 225	38 370 25 704			
P6/D1 (net)	35 000 23 850	36 140 24 477	37 280 25 104	38 420 25 731	39 560 26 358	40 700 26 950	41 840 27 520						
D-2 (net)	42 060 27 630	43 270 28 235	44 480 28 840	45 690 29 445									

PRESENT STAFF RULE

235. POST ADJUSTMENT

235.1 For each 5% 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:

Level		Step I US \$	Step II US \$	Step III US \$	Step IV US \$	Step V US \$	Step VI US \$	Step VII US \$	Step VIII US \$	Step IX US \$	Step X US \$	Step XI US \$	Step XII US \$	Step XIII US \$
P-1	D	396	411	423	438	453	465	480	492	507	522			
	S	264	274	282	292	302	310	320	328	338	348			
P-2	D	504	519	534	549	564	576	591	606	618	633	648		
	S	336	346	356	366	376	384	394	404	412	422	432		
P-3	D	606	621	639	657	672	687	705	720	735	750	765	780	795
	S	404	414	426	438	448	458	470	480	490	500	510	520	530
P-4	D	723	738	759	774	792	810	828	843	858	873	888	900	
	S	482	492	506	516	528	540	552	562	572	582	592	600	
P-5	D	864	876	894	912	927	939	954	966	978	993			
	S	576	584	596	608	618	626	636	644	652	662			
P6/D1	D	942	960	978	990	1 005	1 023	1 038						
	S	628	640	652	660	670	682	692						
D-2	D	1 044	1 068	1 089	1 110									
	S	696	712	726	740									

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.

NEW STAFF RULE

235. POST ADJUSTMENT

235.1 For each 5% 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:

Level		Step I US \$	Step II US \$	Step III US \$	Step IV US \$	Step V US \$	Step VI US \$	Step VII US \$	Step VIII US \$	Step IX US \$	Step X US \$	Step XI US \$	Step XII US \$	Step XIII US \$
P-1	D	420	435	450	465	480	495	510	522	537	552			
	S	280	290	300	310	320	330	340	348	358	368			
P-2	D	534	549	564	579	594	609	624	639	654	669	684		
	S	356	366	376	386	396	406	416	426	436	446	456		
P-3	D	642	660	678	693	711	729	747	765	780	795	810	825	840
	S	428	440	452	462	474	486	498	510	520	530	540	550	560
P-4	D	765	783	801	819	837	852	867	882	900	918	936	954	
	S	510	522	534	546	558	568	578	588	600	612	624	636	
P-5	D	915	930	945	960	975	990	1 005	1 020	1 035	1 050			
	S	610	620	630	640	650	660	670	680	690	700			
P6/D1	D	999	1 017	1 035	1 053	1 071	1 089	1 107						
	S	666	678	690	702	714	726	738						
D-2	D	1 104	1 128	1 152	1 179									
	S	736	752	768	786									

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.

SALARIES AND ALLOWANCES: PROFESSIONAL AND HIGHER CATEGORIES OF POSTS

<u>Staff Rule</u>	<u>Present Text</u>	<u>New Text</u>	<u>Comments</u>
250	A full time staff member of professional grade or above, except those appointed under Rules 1120 and 1130, having dependants as defined in Rule 210.3 shall be entitled to dependents' allowances as follows: (a) US\$ 400 per annum for a spouse; (b) US\$ 300 per annum for a child; (c) US\$ 200 per annum for a parent, or a brother or sister;	A full time staff member of professional grade or above, except those appointed under Rules 1120 and 1130, having dependants as defined in Rule 210.3 shall be entitled to dependents' allowances as follows: (a) US\$ 400 per annum for a spouse; (b) <u>US\$ 450</u> per annum for a child; (c) <u>US\$ 200</u> per annum for a parent, or a brother or sister;	Pursuant to the decision of the United Nations General Assembly adopted by the Executive Board of WHO at its fifty-fifth session (EB55.R6).

...

....

AMENDMENTS TO THE STAFF RULES TO ELIMINATE DIFFERENCES IN CONDITIONS OF EMPLOYMENT
AND ENTITLEMENTS OF STAFF MEMBERS BASED ON SEX

<u>Staff Rule</u>	<u>Present Text</u>	<u>New Text</u>	<u>Comments</u>						
040	In these rules, terms referring to persons and staff members in the masculine gender shall apply also to women except where the contrary intention is evident from the context.	In these rules, terms referring to persons and staff members in the masculine gender shall apply <u>equally to men and women</u> except where the contrary intention is evident from the context.	To remove the present sex discrimination in the rule.						
270.1	The grant shall be computed in accordance with the following schedule: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Years of service</td> <td style="text-align: center;">Weeks of salary Without dependents</td> <td style="text-align: center;">With dependents</td> </tr> </table>	Years of service	Weeks of salary Without dependents	With dependents	The grant shall be computed in accordance with the following schedule: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Years of service</td> <td style="text-align: center;">Weeks of salary Without <u>spouse or dependent children</u></td> <td style="text-align: center;">With <u>Spouse and/or dependent children</u></td> </tr> </table>	Years of service	Weeks of salary Without <u>spouse or dependent children</u>	With <u>Spouse and/or dependent children</u>	To remove the present discrimination in the rule against the spouse of a female staff member, thus allowing her to receive the repatriation grant at the higher rate under circumstances similar to those of a male staff member
Years of service	Weeks of salary Without dependents	With dependents							
Years of service	Weeks of salary Without <u>spouse or dependent children</u>	With <u>Spouse and/or dependent children</u>							
270.2	For purposes of this rule "dependents" shall mean a wife, or a fully dependent husband or a child recognized under Staff Rule 210.3(b). Calculations of the grant shall be made on the basis of the dependency status of the staff member at the date of leaving the Bureau.	<u>In the application of this rule, the higher of the two rates in Staff Rule 270.1 shall apply when the staff member has a spouse and/or a child recognized under Staff Rule 210.3(b), as determined on the date he leaves the Bureau.</u>	ditto						
270.5	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 eligible dependents as defined in Rule 270.2 who are entitled to repatriation: (a) At the single rate if there is one dependent;	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 <u>the spouse and dependent children</u> who are entitled to repatriation: (a) At the single rate if there is <u>a spouse or one dependent child</u> ;	To include the spouse within these provisions.						

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|------------------|--|---|---|
| 270.5
(cont.) | (b) At the dependency rate if there is more than one dependent. | (b) At the <u>higher</u> rate if there is <u>either a spouse and at least one dependent child or more than one dependent child.</u> | |
| 640.3 | Home leave entitlement shall consist of travel time without charge to annual leave and return transportation at the Bureau's expense for the staff member and eligible dependents, between the official station and the place of residence in the home country, or any other place in the home country which does not involve greater expense to the Bureau. It is a condition of eligibility for payment of travel expenses involved that the staff member and his dependents spend a reasonable period of leave in the home country. (For detailed travel provisions see Rules 810 and 820.) | Home leave entitlement shall consist of travel time without charge to annual leave and return transportation at the Bureau's expense for the staff member, <u>spouse</u> and eligible dependents between the official station and the place of residence in the home country, or any other place in the home country which does not involve greater expense to the Bureau. It is a condition of eligibility for payment of travel expenses involved that the staff member, <u>spouse and dependent children</u> spend a reasonable period of leave in the home country. (For detailed travel provisions see Rules 810 and 820.) | To include a spouse, irrespective of dependency status, in the home leave entitlement of the staff member. |
| 640.5 | If both husband and wife are staff members eligible for home leave, the wife shall have the choice either of exercising her own home leave entitlement or accompanying her husband as a dependent. If she accompanies her husband, she shall be allowed travel time not exceeding that which would have been authorized had she chosen to exercise her own entitlement. | If both husband and wife are staff members <u>in organizations in the UN system, eligible for home leave, each shall have the choice of exercising the home leave entitlement as a staff member or as a spouse but not both.</u> <u>Such choice normally may not result in more than one home leave in every two-year cycle.</u> | This proposal places the husband and wife, when both are working in international organizations in the UN system, on equal footing. |
| 640.9 | Travel of dependents on home leave shall normally take place in conjunction with the travel of the staff member. | Travel of <u>the spouse and dependent children</u> on home leave shall normally take place in conjunction with the travel of the staff member. | Necessary change arising from amendments to Staff Rule 640.3. |

660.2 If such leave of absence is expected to continue for at least six months, the Bureau shall, at the request of the staff member, repatriate him and any recognized dependents, if such expenses are not borne by his government, and provided that any such expenses shall be charged against the next home leave of the staff member.

If such leave of absence is expected to continue for at least six months, the Bureau shall, on request of the staff member, repatriate the staff member, spouse and dependent children, if such expenses are not borne by his government, and provided that any such expenses shall be charged against the next home leave of the staff member.

To include the spouse recognized under amended Staff Rule 640.3

810 The Bureau shall pay the travel expenses of a staff member under the following circumstances:

The Bureau shall pay the travel expenses of a staff member under the following circumstances:

Changes consequent to amended Staff Rule 820.4.

(e) On a schedule S assignment of at least two years' duration (see Rule 410.2) 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 dependents as defined in Rule 820.4 are residing and return to the official station, provided:

(e) On a schedule S assignment of at least two years' duration (see Rule 410.2) 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 dependent children as defined in Rule 820.4 are residing and return to the official station, provided:

(i) the staff member has an entitlement to transportation of his dependents under Rule 820 and has waived it; and

(i) the staff member has an entitlement to transportation of the spouse and dependent children under Rule 820 and has waived it; and

820 TRAVEL OF DEPENDENTS

TRAVEL OF SPOUSE AND DEPENDENT CHILDREN

ditto

820.1 Except for staff referred to in Rules 1120 and 1130, the Bureau shall pay the travel expenses of a staff member's dependents as defined in Rule 820.4 under the following circumstances:

Except for staff referred to in Rules 1120 and 1130, the Bureau shall pay the travel expenses of a staff member's spouse and dependent children as defined in Rule 820.4 under the following circumstances:

ditto

Staff Rule	Present Text	New Text	Comments
820.1 (Cont.)	<p>(a) On appointment for a period of not less than one year, from the place of residence or, at the option of the Bureau the place of recruitment, to the official station, or from some other place provided that the cost to the Bureau does not exceed that for the travel from the place of residence, and subject to the requirement that in any case the dependents remain at the official station at least six months.</p> <p>.....</p> <p>(d) On home leave to the home country and return to the official station, if entitled under the provisions of Rule 640 and provided the dependents will remain at the official station for at least six months after return from home leave.</p> <p>(e)</p> <p>(iv) the timing of the child's journey is reasonable in relation to the other authorized travel of the staff member or his dependents;</p> <p>.....</p>	<p>(a) On appointment for a period of not less than one year, from the place of residence or, at the option of the Bureau the place of recruitment, to the official station, or from some other place provided that the cost to the Bureau does not exceed that for the travel from the place of residence, and subject to the requirement that in any case the <u>spouse and dependent children</u> remain at the official station at least six months.</p> <p>.....</p> <p>(d) On home leave to the home country and return to the official station, if entitled under the provisions of Rule 640 and provide the <u>spouse and dependent children</u> will remain at the official station for at least six months after return from home leave.</p> <p>(e)</p> <p>(iv) the timing of the child's journey is reasonable in relation to the other authorized travel of the staff member, <u>spouse or dependent children</u>;</p> <p>.....</p> <p>"The official station," for purposes of travel of the <u>spouse and dependent children</u>, shall include an adjacent area suitable for <u>them</u>, provided that the cost to the Bureau of travel to such area does not exceed that for travel to the official station.</p>	<p>Changes consequent to amended Staff Rule 820.4.</p> <p>ditto</p> <p>ditto</p> <p>ditto</p>
820.2	<p>"The official station," for purposes of dependents' travel, shall include any adjacent area suitable for dependents, provided that the cost to the Bureau of travel to such area does not exceed that for travel to the official station.</p>	<p>"The official station," for purposes of travel of the <u>spouse and dependent children</u>, shall include an adjacent area suitable for <u>them</u>, provided that the cost to the Bureau of travel to such area does not exceed that for travel to the official station.</p>	ditto

Staff Rule	Present Text	New Text	Comments
820.3	The eligibility for travel of dependents to any official station, including travel under 820.1(e) above, shall be subject to a determination by the Bureau that conditions at the official station are suitable for dependents.	The eligibility for travel of <u>the spouse and dependent children</u> to any official station, including travel under 820.1(e) above, shall be subject to a determination by the Bureau that conditions at the official station are suitable for <u>them</u> .	Changes consequent to amended Staff Rule 820.4.
820.4	Dependents recognized for purposes of travel at the Bureau's expense shall be limited to: (a) a wife; a husband recognized as a dependent under Rule 210.3(a).	<u>Family members</u> recognized as eligible for purposes of travel at the Bureau's expense shall be limited to: (a) <u>a spouse</u> .	Definition of family members recognized for payment of travel expenses amended to include the spouse, irrespective of dependency status.
820.5	Entitlement of any member of a staff member's family shall be governed by the dependency status of that member at the date of commencement of his travel.	Entitlement of any <u>of the children</u> of a staff member shall be governed by the dependency status of that <u>child</u> at the date of commencement of his travel.	Changes consequent to amended Staff Rule 820.4.
820.6	The Bureau does not assume responsibility for travel risks of dependents.	The Bureau does not assume responsibility for travel risks of <u>the spouse and dependent children</u> .	ditto
820.7	A staff member who acquires status as the dependent of another staff member may not exercise entitlement to home leave or repatriation both as a staff member and as a dependent. The Bureau reserves the option of deciding on which status to grant entitlement.	<u>If both husband and wife are staff members in organizations in the UN system, eligible for repatriation, each shall have the choice of exercising the repatriation entitlement as a staff member or as a spouse but not both. Such choice may not result in more than one travel under any circumstances.</u>	Similar to the provisions on home leave travel under Rule 640.5; this places the husband and wife on equal footing.
830.1	During any period of authorized travel, a staff member shall be paid a travel per diem. Per diem shall be paid with respect to dependents when they are in authorized travel status, except for travel authorized	During any period of authorized travel, a staff member shall be paid a travel per diem. Per diem shall be paid with respect to <u>eligible family members, as defined in Rule 820.4</u> , when they are in authorized travel status,	To include the spouse for payment of travel and installation per diem, and to delete restriction of total of four dependents eligible for installation per diem.

830.1 (cont.) under Rule 820.1(e). On appointment for a year or more, or change of official station, involving authorized travel, installation per diem shall be paid to the staff member for himself and eligible dependents, up to a total of four, normally for the following periods:

except for travel authorized under Rule 820.1(e). On appointment for a year or more, or change of official station, involving authorized travel, installation per diem shall be paid to the staff member for himself, spouse and dependent children, normally for the following periods:

WHO, UN and other organizations in the UN system have eliminated this restriction.

830.2 If a staff member resigns and is actually separated from the Bureau within six months of date of appointment, installation allowance paid for staff member and dependents shall be recoverable.

If a staff member resigns and is actually separated from the Bureau within six months of date of appointment, installation allowance paid for staff member, spouse and dependent children shall be recoverable.

To permit the recovery of installation allowance paid for a spouse.

910.2 A staff member holding an appointment of one year or more who resigns before completing a year of service forfeits all entitlement to return transportation at the Bureau's expense for himself, his dependents and their possessions. A staff member resigning within six months from the date of return from home leave or from the date of qualifying for it, whichever is the later, or from leave under Rule 810(e), forfeits entitlement to return transportation for himself and such members of his family as accompanied him on such leave. Exceptions may be granted by the Director in case of resignation compelled by illness or emergency.

A staff member holding an appointment of one year or more who resigns before completing a year of service forfeits all entitlement to return transportation at the Bureau's expense for himself, his spouse and dependent children and their possessions. A staff member resigning within six months from the date of return from home leave or from the date of qualifying for it, whichever is the later, or from leave under Rule 810(e), forfeits entitlement to return transportation for himself and such members of his family as accompanied him on such leave. Exceptions may be granted by the Director in case of resignation compelled by illness or emergency.

To clarify that the restrictions apply to the spouse as well as to the dependent children.

<u>Staff Rule</u>	<u>Present Text</u>	<u>New Text</u>	<u>Comments</u>
290	(New Staff Rule)	When a staff member incurs an illness or accident for which a third party may be wholly or in part liable and for which the staff member is placed on sick leave, he shall have the right to receive his salary during the period of the sick leave by reason of the Bureau's automatic subrogation in respect of his rights against third parties up to the amount of the remuneration which the Bureau has paid.	Included to facilitate the recovery by the Bureau from third parties of amounts representing the cost of salary payments to staff members absent on sick leave for illness or accident for which the third party is responsible.
330.4	No appointment shall be confirmed at the completion of probation without a certification by the Staff Physician that there is no health reservation which would prevent confirmation.	DELETE	To eliminate the second medical certification for confirmation of appointment.
440	A performance evaluation report (see Rule 430.2) shall be made before the end of the normal probationary period. On the basis of this report and the medical certification required by Rule 330.4, a decision shall be taken, and notified to the staff member, that his:	A performance evaluation report (see Rule 430.2) shall be made before the end of the normal probationary period. On the basis of this report a decision shall be taken, and notified to the staff member, that his:	To eliminate a second medical review, subsequent to the one on appointment, for confirmation of appointment.
915	(New Staff Rule)	SEPARATION BY MUTUAL AGREEMENT The Director may terminate the appointment of a staff member who holds an appointment for one year or more if such action would be in the interest of the Bureau and in accordance with the standards outlined in the Staff Regulations, provided that the action is not contested by the staff member concerned.	To permit separation of a staff member, when it is in the interest of the Bureau, by mutual agreement. Similar provision exists in the UN and some of the other agencies in the UN system.

930.5

When, on the advice of the Staff Physician, a staff member is unable to continue his present functions because of physical limitations, although he would be suitable for another assignment in the Bureau, but for whom no such assignment can be found, his appointment shall be terminated. He shall be entitled to a notice period equivalent to that specified in Staff Rule 950.3 and to an indemnity equivalent to that specified in Staff Rule 950.4.

When, on the advice of the Staff Physician, a staff member is unable to continue his present functions because of physical limitations, although he would be suitable for another assignment in the Bureau, but for whom no such assignment can be found, the staff member or a physician designated by him will be informed of the medical conclusions as outlined in Staff Rule 1020.1 and his appointment shall be terminated. He shall be entitled to a notice period equivalent to that specified in Staff Rule 950.3 and to an indemnity equivalent to that specified in Staff Rule 950.4.

To enable the staff member or his physician to obtain the requisite medical information in a routine manner.

960

If, during an initial or extended probationary period, a staff member's performance or conduct is not satisfactory, if he is found unsuited to international service, or if he fails to qualify medically, the appointment will not be confirmed but terminated. The staff member shall be given one month's notice. No indemnity is payable.

If, during an initial or extended probationary period, a staff member's performance or conduct is not satisfactory, or if he is found unsuited to international service, the appointment will not be confirmed but terminated. The staff member shall be given one month's notice. No indemnity is payable.

Change consequent to deletion of Staff Rule 330.4.

1020.1

A decision based on Rule 960 not to confirm a staff member's appointment because of failure to qualify medically, or a decision to terminate the appointment under the provisions of Rule 930 because of physical or mental disability, may be appealed by him if he disagrees with the medical conclusions upon which the decision is based. Such appeal must be supported by medical evidence and be made in writing to the Director within eight days of receipt of notice of non-confirmation or termination.

A decision to terminate a staff member's appointment under the provisions of Rule 930 because of physical or mental disability may be appealed by the staff member concerned if he indicates in writing to the Director within eight days of receipt of notice of such termination that he wishes to appeal against the decision. The Bureau's Staff Physician will normally inform the staff member in writing of the medical conclusions upon which the decision is based except when, if he feels that such information may be harmful to the staff member, the medical findings may be provided in writing to a physician designated by the staff member.

Editorial revision in keeping with change in Staff Rule 930.5 and deletion of Staff Rule 330.4.

SECOND REPORT OF THE WORKING GROUP:
PROPOSED AMENDMENTS TO THE STAFF RULES

SECOND REPORT OF THE WORKING GROUP: PROPOSED AMENDMENTS TO THE STAFF RULES

Staff Rule	Present Text	New Text	Comments
260.2	The amount of the allowance shall vary by grade level and differentiate between those with and without dependents as defined in Rule 210.3(a) and (b).	The amount of the allowance shall vary by grade level and differentiate between those with and without dependents as defined in Rule 210.3(a) and (b). <u>The Director in concert with the Director-General of the World Health Organization and the Executive Heads of the United Nations and other specialized agencies shall establish a table of rates which gives effect to these principles.</u>	To maintain close similarity between the Staff Rules of PASB and those of WHO.
380	<p>INTER-ORGANIZATION TRANSFERS</p> <p>Within limits otherwise established by these rules, a staff member accepted for appointment by transfer from the World Health Organization or the Organization of American States</p> <p>.....</p> <p>(d) Shall serve the same probationary period as any other staff member but upon confirmation shall have the same seniority status as if all prior uninterrupted service with the World Health Organization or the Organization of American States had been with the Pan American Sanitary Bureau.</p>	<p>INTER-ORGANIZATION TRANSFERS</p> <p>380.1 Within limits otherwise established by these rules, a staff member accepted for appointment by transfer from the World Health Organization, <u>or another United Nations organization</u>, or the Organization of American States</p> <p>.....</p> <p>(d) Shall serve the same probationary period as any other staff member but upon confirmation shall have the same seniority status as if all prior uninterrupted service with the World Health Organization, <u>or other United Nations organizations</u>, or the Organization of American States had been with the Pan American Sanitary Bureau.</p>	To maintain close similarity between the Staff Rules of PASB and those of WHO and to revise presentation for editorial reasons.
380.2	(New Staff Rule)	A staff member who is transferred to the World Health Organization, or another United Nations organization, or the Organization of American States shall not be paid repatriation grant or any other terminal benefits, but credit for all entitlements will be passed to the receiving organization. The subsequent entitlements of the staff member will be according to the rule of the receiving organization.	To maintain close similarity between the Staff Rules of PASB and those of WHO.

730.2 The remuneration of a staff member reported for computation of Pension Fund contributions and benefits is called "pensionable remuneration" and is defined as follows:
.....

(c) For staff entitled to a non-residence allowance, in accordance with Staff Rule 1110, the base pensionable remuneration is increased by the amount of such allowance.

The remuneration of a staff member reported for computation of Pension Fund contributions and benefits is called "pensionable remuneration" and is defined as follows:
.....

(c) For staff entitled to a non-residence allowance and/or a language allowance in accordance with Staff Rule 1110, the base pensionable remuneration is increased by the amount of such allowances.

To maintain close similarity between the Staff Rules of PASB and those of WHO by inclusion of a language allowance as pensionable.

1010.1 A decision based on Rule 960 not to confirm a staff member's appointment because of unsatisfactory performance or conduct, or because of unsuitability, may be appealed by him if he considers that such decision has been made for reasons not connected with his performance, conduct or suitability for international service. Such appeal must be made in writing to the Director within eight days of receipt of notice of non-confirmation. The Director's decision shall be final and none of the other appeal procedures described in this section shall apply.

A decision based on Rule 960 not to confirm a staff member's appointment because of unsatisfactory performance or conduct, or because of unsuitability, may be appealed by him if he considers that such decision has been made for reasons not connected with his performance, conduct or suitability for international service. Such appeal must be made in writing to the Director within eight days of receipt of notice of nonconfirmation. The Director's decision shall be final and none of the other appeal procedures described in this section shall apply, except as provided in Rule 1040.

To maintain close similarity between the Staff Rules of PASB and those of WHO by indicating accessibility of PASB staff to the Administrative Tribunal of the International Labour Organization.

1030.4 The headquarter's Board of Inquiry and Appeal shall consist of five members having equal votes as follows:
.....

The Headquarters' Board of Inquiry and Appeal shall consist of five members having equal votes as follows:
.....

To maintain close similarity between the Staff Rules of PASB and those of WHO.

Staff Rule

Present Text

New Text

Comments

1030.4
(cont.)

The members of the panel shall be elected annually by the staff, four persons being elected for each of Groups I and II and six persons for Group III. They are eligible for re-election at the end of their year of office.

The members of the panel shall be elected biennially by the staff, four persons being elected for each of Groups I and II and six persons for Group III. They are eligible for re-election at the end of their term of office.

1040.1

Note: The Pan American Sanitary Bureau has no Administrative Tribunal, the Board of Inquiry and Appeal being the final recourse in appeals. The IV Meeting of the Directing Council, held at Ciudad Trujillo during September 1950, authorized the Director to negotiate for participation in the Administrative Tribunal of the United Nations at the same time as, and through, the World Health Organization (CD4.17, par. 2).

Pending definitive arrangements for the use of the Administrative Tribunal of the United Nations, disputes between the Bureau and a staff member which cannot be resolved internally may be referred to the Administrative Tribunal of the International Labour Organization, provided that such disputes relate to observance of the terms of a staff member's contract or arise out of a disciplinary action. No other appeals are receivable by the Administrative Tribunal.

To maintain close similarity between the Staff Rules of PASB and those of WHO by indicating accessibility of PASB staff to Administrative Tribunal of the International Labour Organization.

1040.2

(New Staff Rule)

An appeal shall be made in accordance with the Statute of the Tribunal and shall not be receivable by the tribunal unless the decision contested is a final decision and the person concerned has exhausted such other means of resisting it as are open to him under these Staff Rules and in particular Rules 1010 to 1030.

ditto

Staff Rule

Present Text

New Text

Comments

1050	Copies of the rules of procedure of the Board of Inquiry and Appeal shall be maintained in the personnel offices of the Bureau and made available to any staff member on request.	Copies of the rules of procedure of the <u>Headquarters' Board of Inquiry and Appeal and the Statute of the Tribunal</u> shall be maintained in the personnel offices of the Bureau and made available to any staff member on request.	To recognize staff access to the Administrative Tribunal of the International Labour Organization.
1110.1	All posts in the secretariat at clerical, custodial, sub-professional and junior administrative levels shall be filled by the recruitment of persons from the local commuting area of each office.	All posts in the secretariat at clerical custodial, sub-professional and junior administrative levels shall be filled, <u>as far as possible</u> , by the recruitment of persons from the local commuting area of each office.	To maintain close similarity between the Staff Rules of PASB and those of WHO.

*executive committee of
the directing council*



PAN AMERICAN
HEALTH
ORGANIZATION

*working party of
the regional committee*

CD23/10 (Eng.)
ANNEX II

WORLD
HEALTH
ORGANIZATION



74th Meeting
Washington, D.C.
June-July 1975

Provisional Agenda Item 12

CE74/18 (Eng.)

1 June 1975

ORIGINAL: ENGLISH-
SPANISH

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

Employment Conditions of Non-local Staff in the General Service Category

The Director has the honor to transmit to the Executive Committee the attached document, which deals with employment conditions of non-local staff in the general service category of the Pan American Sanitary Bureau.

As a courtesy to the PASB Staff Association, the Director likewise submits to the Executive Committee the position of the staff representatives on the subject, reproduced in its entirety in Annex III of this document. The Director assumes no responsibility as to the contents of the report.

INTRODUCTION

In January 1975, the Director addressed a letter to each member of the Executive Committee, providing an explanation of a proposed change in the employment conditions of general service staff, which centered its focus on the granting of home leave entitlement. As of 1 June 1975, five replies had been received from the nine Members of the Executive Committee to whom the letters were sent. Three replied in the affirmative. Two suggested that the subject be discussed by the Executive Committee at its 74th Meeting, and four did not reply. Thus, as of the date of this report, the issue has not been decided by the Executive Committee.

In view of the foregoing, the Director has the honor to submit to the Executive Committee a review which he has undertaken on the subject. The report has been developed in two distinct parts, the first dealing with the basic policies governing internationally recruited general service staff and the second regarding home leave entitlement for those recruited locally.

The Director likewise wishes to inform the Executive Committee that the representatives of the PASB Staff Association have provided the Administration with their views on the range of questions considered. The report of the staff representatives is reproduced in its entirety in Annex III of this document.

PART I: INTERNATIONAL RECRUITMENT

A. Recruitment policies and practices of staff in the general service category in the organizations of the United Nations common system

Under the United Nations common system of salaries and allowances, 12 organizations now share a single set of schedules of pay and allowances for staff in the professional and higher categories. Broadly speaking, all staff in these organizations from level P.1 to D.2 have similar conditions of service as regards basic salaries, allowances and other benefits. In addition, at each common duty station the same organizations apply uniform scales of salaries and allowances for staff in their general service category, the great majority of whom are secretarial and clerical staff. The ensuing paragraphs will describe certain basic policies which govern the recruitment of general service staff within the common system.

1. Legislative background

Recruitment policies for general service staff are contained in a resolution of the United Nations General Assembly (Resolution 470(V)), which, upon recommendation of the 1949 Committee of Experts, authorized that:

... the Secretary-General shall fix the salary scales for staff members in the general service category and the salary or wage rates for manual workers, normally on the basis of the best prevailing conditions of employment in the locality of the United Nations office concerned, provided that the Secretary-General may, where he deems it appropriate, establish rules and salary limits for payment of a non-resident allowance to general service staff members recruited from outside the local area.

This resolution has remained the foundation stone upon which the subsequent formation and development of the recruitment system of the general service category staff has been built throughout the United Nations system. By clear inference two conclusions emanate from this resolution: (a) general service staff should be recruited primarily from within the local labor market; and (b) where the local market fails to provide the necessary candidates with suitable qualifications, the area is extended to include recruitment from other countries.

Application of the two-fold principle required a definition of "non-resident" and a link between non-resident allowance and other "international" benefits. Accordingly a series of inter-organization consultations took place under the auspices of the Consultative Committee on Administrative Questions, a subsidiary machinery of the United Nations system designed to effect administrative coordination.

2. Definition of non-resident

As regards the definition of non-resident, the organizations have agreed, with the exception of the United Nations in respect to its New York headquarters, that non-resident allowance should not be paid to a person who, at the time of appointment:

- (a) Is a national of the host country;
- (b) Is living in the country or area of the duty station and is or has been in regular gainful employment there at local salary rates;
- (c) Though not in gainful employment, has been resident in the country or area of the duty station for a period of more than one year;
or
- (d) Is the spouse of any person covered by (a), (b), or (c).¹

¹Consultative Committee on Administrative Questions. CCAQ/S.33/R.26
(PER) Appendix, Annex E, p. 2 (1971)

3. Terms of employment of non-resident staff

A review of the documents issued by the Consultative Committee on Administrative Questions manifestly reveals that in the early days of the common system a large variation of practices existed in the organizations regarding the determination of "international" benefits available to non-residents. Most organizations, however, have limited the payment of the full range of "international" allowances to persons recruited from outside the area of the respective duty station.²

Under the United Nations Staff Rules, the allowances and benefits in general available to internationally recruited staff members include:

- (a) Payment of travel expenses upon initial appointment and on separation for themselves and their dependents
- (b) Removal of household effects
- (c) Non-resident allowance
- (d) Home leave
- (e) Education grant
- (f) Repatriation grant³

B. Recruitment policies and practices of staff in the general service category of the World Health Organization

The World Health Organization has closely adhered to the principles, regulations and essential aspects of the common system and has cooperated to the fullest extent possible in achieving the eventual development of a single unified international civil service. It is not surprising, therefore, that in establishing its recruitment policies and drawing up terms of employment for non-locally recruited general service staff, WHO has reiterated certain fundamental principles of the common system, summarized in the following manner:

- (a) Such entitlements are granted only to staff recruited from outside the country in which the duty station is located, or in respect of whom the Organization assumes an obligation to repatriate.

²Administrative Committee on Co-ordination. CO-ORDINATION/R.325, paragraphs 47-50 (1960) and CO-ORDINATION/R.391, paragraph 112 (1962)

³United Nations. Staff Rules, p. 37 (1973)

(b) The Organization should fill general service category posts to the greatest extent possible with staff recruited locally, and resort to non-local general service recruitment for any given post only if it appears evident that such posts cannot be filled otherwise.

(c) Staff in posts so defined are to be granted all benefits relating to recruitment outside the country of the duty station, namely, non-resident allowance, home leave, repatriation grant, and education grant, as appropriate.⁴

C. Recruitment policies and practices of staff in the general service category of the Pan American Sanitary Bureau

1. Description of the Existing Practices

An analysis of the resolutions approved by the Governing Bodies of PAHO shows a desire to establish substantial uniformity in rules and conditions of employment among PASB and WHO staff. Revisions to the Staff Rules have therefore been proposed by the Director in compliance with the directive of the Executive Committee as expressed, for example, in the following resolution:

To request the Director to continue to introduce changes as he deems necessary (so as) to maintain close similarity between the Staff Rules of the Pan American Sanitary Bureau and those of the World Health Organization.⁵

Thus, PASB Staff Rule 1110.4, which deals with recruitment of general service staff outside the local area, was brought into conformity with the corresponding Staff Rule of WHO by resolutions taken by the Executive Committee at its 31st, 52nd, and 54th Meetings.⁶ The present text of this Staff Rule, in effect since 1 January 1966, reads as follows:

Persons whom it is necessary to recruit outside the local area for such posts shall be appointed under the conditions of employment established for persons locally recruited. In addition, any such staff member recruited outside the local area and outside the country of the official station may be granted an annual non-resident allowance in an amount to be fixed by the Director

⁴World Health Organization. Staff Rules, p. 43 (1975) and The Manual II.10, paragraphs 260-280 and 350-355

⁵See Resolution CE59.R19. Pan American Health Organization. Official Document 87, p. 22 (1968)

⁶See Resolutions CE31.R13, CE52.R7, and CE54.R5. Amendments are contained in Document CE31/5 (1957), Document CE52/14 (1965), and Document CE54/5 (1966)

for each area, and any such other entitlements as required 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 country of duty station has been acquired by the staff member.⁷

The discretionary power of the Director, provided in the last two sentences, has not been exercised. General service staff members, regardless of the place of residence at the time of recruitment, have been employed under uniform conditions as applicable to the locally recruited. This practice was adopted pursuant to Staff Rule 1110.4, under which the payment of "international" benefits to non-locally recruited staff is permissive, but not mandatory.

2. Recommendation

Notwithstanding the foregoing, the Director feels that intervening changes in the Organization and acquired experience call for a reexamination of the recruitment practices for general service staff. In undertaking this reappraisal, paramount consideration has been given to the basic policies and practices of the common system and the feasibility of achieving uniformity between PASB and WHO employees.

Accordingly, it is the recommendation of the Director that:

(a) As of 1 January 1975, general service staff members, whom it is necessary to recruit from outside the country of the duty station, shall be regarded as having been internationally recruited.

(b) By virtue of this recognition, staff members so recruited shall be entitled to the following allowances and benefits, subject to the limitations set forth in the Staff Rules of the Pan American Sanitary Bureau:

- (i) Payment of travel expenses on initial appointment and on separation for themselves and their dependents
- (ii) Removal of household effects
- (iii) Installation per diem
- (iv) Non-resident allowance authorized in the conditions of service for the duty station
- (v) Education grant
- (vi) Home leave
- (vii) Repatriation grant

⁷Pan American Sanitary Bureau. Staff Rules, p. 54 (1974).

(c) The allowances and benefits shall be applied, beginning 1 January 1975, to any staff member of the Bureau, on duty at that time or subsequently, who meets the criteria set forth in Staff Rule 1110.4 and WHO Manual II.10 paragraph 355.

Annex I of this document contains a table which outlines estimated costs involved for 1975, 1976 and 1977 in the implementation of the aforementioned recommendation.

PART II: HOME LEAVE ENTITLEMENT FOR LOCALLY RECRUITED STAFF

In reference to the circular letter of 13 January 1975 (CONF-CL-3-75), the Executive Committee will recall the proposal of the Director to grant home leave entitlement to locally recruited general service staff who are the holders of a U.S. non-immigrant visa as employees of an international organization (see Annex II, attached).

As expressed in the circular letter, this proposal is designed to restore a measure of equilibrium between two employment categories, the professional on one hand and the general service on the other, by providing the latter with home leave benefits on as broad a basis as possible. It likewise aims at projecting a better recruitment posture and retention of staff in local circumstances acutely competitive as regards employment opportunities. Thus, the proposal takes into full consideration the presence in the locality of the PASB Headquarters of certain non-UN international organizations (the International Bank for Reconstruction and Development, the International Monetary Fund, and the Inter-American Development Bank), reputed for their liberal policies on home leave.

The Director nevertheless observes the proposal with concern on the following grounds:

- (a) Adoption of such policy will introduce a new deviation of PASB from WHO and the United Nations system, the very situation which the Bureau is under obligation to alleviate.
- (b) Departure from WHO relating exclusively to home leave, independently of other international allowances and benefits, will cause further implications not only to the other organizations of the system which employ general service staff in Washington, but also to the United Nations Headquarters in New York.
- (c) Consideration should likewise be given to the possibility of administrative complications should the proposal be approved for PASB staff without a concomitant application of the policy to WHO staff in the Region.

For these reasons, and taking into account the Director's proposal as submitted in Part I of this document, it is recommended that no further action be taken on the previous proposal as addressed to the Members of the Executive Committee in the circular letter of 13 January 1975.

After studying the recommendations of the Director and those of the staff representatives, the Executive Committee may wish to approve a resolution along the following lines:

Proposed Resolution

THE EXECUTIVE COMMITTEE,

Having examined the report of the Director on the comparison of employment conditions of general service staff of the Pan American Sanitary Bureau with those of the World Health Organization and other organizations of the United Nations common system (Document CE74/18);

Having reviewed the position of the staff representatives on entitlements for general service staff (Document CE74/18, Annex III);

Having considered the reasons for the decision of the Director to request concurrence of the Members of the Executive Committee with his proposal of 13 January 1975 (Document CE74/18, Annex II); and

Recognizing the advisability of maintaining uniformity of policies and practices for employees of PASB and WHO,

RESOLVES:

1. To approve the proposal of the Director to recognize any general service staff member recruited previously or in the future from outside the country of the duty station as having been internationally recruited and, beginning 1 January 1975, to be provided with all the entitlements of internationally recruited staff in accordance with the Staff Rules of the Pan American Sanitary Bureau.
2. To suggest to the Director, in applying the provisions of paragraph 1 with respect to general service staff members who were on duty on 1 January 1975, that he authorize home leave time

in such a way as to distribute the benefit over a two-year period, taking into account the desires of individual staff members and total seniority in years of service with the Bureau.

3. To take no further action on the proposal set forth in the circular letter of 13 January 1975 (CONF-CL-3-75).

Annexes

CE74/18 (Eng.)
ANNEX I

COST OF BENEFITS PAYABLE UNDER PART I

COST OF BENEFITS PAYABLE UNDER PART I ^{1/}

<u>Entitlement</u>	<u>Cost</u>
	<u>1975-1976-1977</u>
Home leave for staff and dependents	\$9,500
Non-resident allowance	\$3,400
Education grant	\$3,800
	<hr/>
	\$16,700
Projected cost for ^{2/} repatriation	\$13,000
	<hr/>
<u>Estimated total</u>	\$29,700

^{1/} The situation as of April 1975 is used as a guide. Estimates for 1976 and 1977 do not include possible increases in payment of benefits and allowances, due, for example, to increased air fares.

^{2/} Projection includes costs for household removal, repatriation travel and repatriation grant and is based on the 1974 termination rate for the general service category in Washington (at a ratio of 1:12).

COST OF BENEFITS PAYABLE UNDER PART II



PAN AMERICAN HEALTH ORGANIZATION
Pan American Sanitary Bureau, Regional Office of the
WORLD HEALTH ORGANIZATION

626 TWENTY-THIRD STREET, N.W., WASHINGTON, D.C. 20037, U.S.A.

CABLE ADDRESS: OFSANPAN

TELEPHONE 223-4700

IN REPLY REFER TO: CONF-CL-3-75

January 13, 1975

Dear _____:

I have pleasure in submitting for your consideration the amendment to the Staff Rule concerning home leave for general service staff. As you are aware, professional staff members of the Pan American Health Organization and the World Health Organization are entitled to the cost of travel every two years to their country of origin, for themselves and their qualifying dependants. This rule is designed to enable staff members to maintain their natural links with their homeland, their relatives and their culture.

So-called local staff members, i.e. those recruited in Washington or the other PAHO centers, have not hitherto enjoyed home leave benefits, PAHO's practice in this matter being the same as that of the other United Nations agencies and the Organization of American States. Exceptions are the World Bank, the International Monetary Fund and the Inter-American Development Bank, which grant home leave on the terms I have the honor to propose. In doing so, I am merely recognizing the right to equality for all members of PASB, provided they comply with their responsibilities satisfactorily.

The basic conditions governing home leave for locally recruited staff will be as follows:

- a) All staff members who joined the Organization before 1 January 1975, and who hold a G-4 visa, will be entitled to home leave once in every two years of satisfactory service, after an initial period of three years of employment.

CONF-CL-3-75

- ...
- b) From 1975 onward, for the first three years this benefit will be granted in order of seniority to the staff members with the longest period of service. We are obliged to proceed in this manner, since if all the staff were to take home leave in the same year, the work of the Organization would be jeopardized, no funds being available for short-term replacements. The schedule shown in the attached table indicates that the costs will be distributed more or less evenly each year.
 - c) Staff members joining the Organization from 1 January 1975 on will enjoy the same benefit every two years of satisfactory service, after the initial three-year period.
 - d) The Organization will pay travel costs for the staff member and his/her dependants with entitlement, in accordance with the current Staff Rules.

The Staff Association has been consulted and has expressed its approval of the conditions governing the grant of this benefit.

The immediate implication of this action for the 1975 budget will be an increase estimated at \$50,000, representing travel costs for 32 staff members--those who have served longest--and 43 dependants. The attached table shows the investment required between 1976 and 1979.

For 1975, the earmarking can be absorbed within the budget approved by the XIX Pan American Sanitary Conference in October 1974. In the succeeding years, an appropriate item will have to be included among the PAHO/WHO appropriations.

To enable the necessary arrangements to be made to introduce the system of home leave for locally recruited staff as of 1 January 1975, I shall be grateful if you can let me have your reply as early as possible.

I take this opportunity to reiterate the assurances of my highest consideration.

Abraham Horwitz
Director

... Encl.

PAN AMERICAN HEALTH ORGANIZATION

GENERAL INFORMATION BULLETIN NO. 75-1

2 January 1975

DISTRIBUTION: All Washington staff

SUBJECT: Home leave - General Service staff

The Director is pleased to inform the staff that on 31 December 1974 he wrote to the Staff Association concerning the above-mentioned subject as follows:

Some time ago I instructed the Department of Administrative Management and Personnel to prepare a study on home leave for locally employed staff. I did so because I genuinely believe that the members of our Organization have equal rights and I expect from them the satisfactory fulfillment of their responsibilities. At the meeting of the entire staff which I called on 27 September, I announced my intention of financing this benefit for all staff members that met the requirements I refer to in this communication.

The nature of this analysis and its complexity, together with the difficult financial position of the Organization, has resulted in this decision being taken later than I wished.

I am pleased to submit for the consideration of the Staff Committee of which you are the Chairperson, the following basic conditions for home leave for locally-employed staff.

- a) All staff members who joined our Organization before 1 January 1975 and who hold G-4 visas will have this entitlement once every two years of satisfactory service, after an initial period of three years of employment.
- b) Beginning in 1975, during the first three years, this benefit will be granted in order of precedence to employees with the greatest seniority of service. We must proceed in this manner since, if all

travel in the same year, the work of the Organization would be jeopardized because there are no funds with which to pay for short-term replacements. The plan contained in the attached table shows that the costs will be distributed relatively homogeneously each year.

- c) Staff members who join the Organization after 1 January 1975 will have the same benefit every two years of satisfactory service, after an initial period of three years (of employment).
- d) The Organization will pay the travel expenses of the staff member and his other eligible dependents, in accordance with the Staff Rules in force.

A study of this benefit in the other international agencies whose headquarters are in Washington shows that virtually all those in the common system do not grant it. The World Bank, the International Monetary Fund and the Inter-American Development Bank are exceptions. They grant this benefit in accordance with the terms set forth in this communication.

Since the 1975 budget has already been approved by the XIX Pan American Sanitary Conference, this increase depends on the decision of the Executive Committee, if we want to put it into effect next year. To enable me to communicate with its members as soon as possible, I should be grateful for a reply not later than 10 January 1975.

Annex

TABLE I

HOME LEAVE FOR GS STAFF IN WASHINGTON

SCHEDULE AND COST ESTIMATES

YEAR	SERVICE TIME ⁽¹⁾ FOR 1ST H.L.	ESTIMATES						Annual Total
		1st H.L.		2nd H.L.		3rd H.L.		
		Staff	Dep.	Staff	Dep.	Staff	Dep.	
I (1975)	1954 - 1968	(32) \$26,896	(43) \$22,630		-0-		-0-	\$49,526
II (1976)	1969 - 1971	(33) \$38,874	(15) \$ 5,980		-0-		-0-	\$44,854
III (1977)	1972 - 1974	(29) \$19,988	(18) \$ 7,120	(32) \$26,896	(43) \$22,630		-0-	\$76,634
* * * * * E N D O F P H A S I N G * * * * *								
IV (1978)	1975	(to be determined)		(33) \$38,874	(15) \$ 5,980		-0-	\$44,854
V (1979)	1976	(to be determined)		(29) \$19,988	(18) \$ 7,120	(32) \$26,896	(43) \$22,630	\$76,634

(1)

Beginning year of service in Washington, D.C.

(Home leave once in every 2 years of qualifying service time after completing initial service of 3 years)

CE74/18 (Eng.)
ANNEX III

VIEWS OF THE STAFF REPRESENTATIVES

STAFF COMMITTEE POSITION PAPER ON ENTITLEMENTS
FOR GENERAL SERVICES STAFF

SC25

INTRODUCTION

For the past several years elected Staff Representatives have been engaged in efforts to obtain from the Administration of the Pan American Sanitary Bureau compliance with the Staff Rules pertaining to employment of General Services Staff.

During its general meeting, the 22nd Staff Association, in response to questions raised among the General Services category staff, passed a resolution instructing the 23rd Staff Committee to make as its No. 1 item of priority the attainment of international entitlements for appropriate General Service staff. During the ensuing months, the 23rd Staff Committee during each of its meetings with the Administration, raised the question of international benefits and on each occasion was informed that the matter was under study. Subsequently, in May 1972, the Staff Committee's representative to the 26th FICSA Council in Copenhagen, Denmark, brought the situation of internationally recruited staff in Washington to the attention of that Body. After considerable discussion, the FICSA Council passed a resolution deploring the practice at PAHO, terming it "the exploitation of individual staff members" and calling upon the Organization to abandon the practice immediately. The operative portion of the resolution called upon the President of FICSA to communicate the resolution to the Secretary General of the UN, in his capacity as Chairman of ACC, with the request that this matter be brought to the attention of that Body. This matter was subsequently referred by ACC to CCAQ, which Body circulated the text of the FICSA resolution, sending inquiries to all of the international organizations of the UN family. At the same time, CCAQ requested FICSA to provide documented evidence in support of the allegations made in the aforementioned resolution. Upon the request of the FICSA President, the 23rd Staff Committee provided voluminous documentation, including newspaper advertisements placed in newspapers in Latin America, evidence of the language and typing tests undertaken in Latin America under the instructions of the Bureau, and subsequent letters of offer of employment addressed to staff in various countries being recruited for posts in Washington. Additionally, copies of G.4 visas, obtained through the intercession of the Organization with the U.S. authorities, were supplied, thus providing documented evidence of the irregular practice detailed in the FICSA resolution. CCAQ, at its 19th Session, March 1974, learned that "WHO admits that its Regional Office for the Americas has followed a practice that at (WHO Headquarters) would probably have been considered inappropriate."

The repeated requests by the Staff Association for compliance with the Staff Rules are rooted in the conviction that (a) pertinent rights under the Staff Rules should be applied equally to all, and (b) it is in the interest of all to promote a true international career service by avoiding interagency competition for personnel. This is not to suggest that salaries and allowances are the main inducement to enter the international civil service at any of its levels. However, it would appear to be a serious and costly mistake to minimize their importance, for the effectiveness and

success of organizations like PASB/WHO depend in a large measure on the caliber of its Secretariat and ability to retain its staff.

On January 13, 1975 the then Director of the Bureau informed the Executive Committee of his desire to grant home leave to those General Services staff who are neither U.S. nationals nor U.S. residents (Annex 1.a and 1.b, Annex 2). The reason advanced was the desire of the Administration to enable such staff to maintain their natural ties with their compatriots, their families, and their respective culture. In so proposing, the Director was doing nothing more than recognizing equality of rights under the Staff Rules and Regulations approved by the Governing Bodies of the Organization and of their expressed desire that PASB act in conformity with the practice of WHO (Annex 3.a and 3.b).

It should be noted that the Directing Council in approving Staff Regulation 3.2 (from which the pertinent Staff Rules derive) specifically provided that "any deviation from the World Health Organization scales of salaries and allowances which 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."

It is therefore the contention of the PASB/WHO Staff Association that the issue before the Executive Committee should be the non-compliance with Regulation 3.2 and not a request by the Administration for authorization to give it effect, since it is submitted that the Administration is already vested with this authority and responsibility.

In the early years of the PASB, the need to recruit General Services staff from outside the legitimate local labor market was not felt, since there was a readily available reservoir of talent in the Washington area from which to fill posts in the General Service category (secretaries, clerks, porters, chauffeurs, etc.). However, with the creation of a number of international organizations in the D.C. area, the availability of qualified candidates diminished drastically and competition ensued among the various organizations for their services. This situation prompted the PASB to recruit and contract bilingual staff in Peru, Mexico, Guatemala, etc., staff who were then required to sign a statement upon arrival to the effect that their place of residence was Washington, D.C. This practice appears to have been intended to safeguard PASB from possible demands for the benefits regularly accorded international staff but heretofore denied to GS staff internationally recruited. Staff Representatives have consistently denounced this irregular practice, which is counter to the often expressed will of the Governing Bodies of the Organization that conditions of service in PAHO be equivalent to those in WHO.

I. LEGAL INSUFFICIENCY OF THE ADMINISTRATION'S POSITION

The laws which govern the rights and obligations of the staff of PAHO/WHO are found in two bodies of law, the Staff Regulations and the Staff Rules,

the latter being a detailed exposition of the former and subordinate to them. Both are subject to change as required and/or proposed by the chief administrator of the Secretariat, the Director of PASB, with the required consent and approval of the Governing Bodies of the Organization.

The legislative history of the PASB Staff Regulation shows that under the general title of Salary and Allowances, Regulation 3.2, approved by the Governing Body in 1950, empowers and instructs the Director of PASB to follow WHO's practice and bars him at the same time "from any deviation" unless "authorized by the Executive Committee."¹ As with any other Staff Regulation, the concomitant interpretation and exposition of the requirements of Staff Regulation 3.2 is contained under the general title of Salary and Allowances (Staff Rules 200-299) and collateral Staff Rule 1110. As is also known, the Staff Rules cannot be in violation of nor can their interpretation be in contradiction to the Staff Regulations.

With reference to Staff Rules 200-299 and 1110 and Staff Regulation 3.2, it is submitted that the effective date is the beginning of the operation of the rule and that no internal administrative policy can legally interfere with its application. Its legal sufficiency can be voided only by the appropriate constitutional Body, with the protection of acquired rights. This principle was redefined by the International Labour Organization's Administrative Tribunal (whose judgements are binding on PASB) in its Judgement No. 51:

" . . . while it (Governing Body) had these proposals referred to it by the Director General and although it approved such proposals it did not amend the Regulation which remains in force and continues to be fully binding in particular as it regards the entrenched acquired rights clause . . . any authority is bound by its own rules so long as such rules have not been amended or abrogated. . . ."

Staff Regulation 3.2 and the pertinent collateral Staff Rules have not been amended or abrogated. Consequently, any interpretation or practice which contravenes their purpose and intent must be considered void of any legal force. Additionally, no further authority than that explicitly contained therein is required for the Director of PASB to implement its requirements. Clearly, the Director of PASB requires authorization from the Executive Committee only when circumstances demand "any deviation" from the rules. There is no evidence that the Executive Committee has ever authorized such "deviation."

As to the commencement of rights under the Staff Rules and Regulations of any agency subject to its judicial review, the ILO Tribunal settled that question in unequivocal language stating that the right to benefits is "settled at the commencement of tenure or appointment in accordance with the rules in force at the time."²

¹PASB Staff Regulation 3.2

²ILO Tribunal Judgement No. 51

The application of Staff Rules 200-299 (and other collateral rules) to non-locally recruited staff has been effected by WHO all along in accordance with the legislative provisions established by the Governing Body. Conversely, the Secretariat of PASB, although enjoined by Staff Regulation 3.2 to follow WHO's practice especially in Salary and Allowances (which vitally affects a large number of staff), has nevertheless invoked a discretionary authority not constitutionally vested in it, to disregard the requirements of the Regulation and the application of the pertinent Staff Rules.¹

It is therefore submitted that General Service staff employed by PASB at any time under similar circumstances as WHO staff and whom WHO considers as internationally recruited staff must be reinstated to international status with the concomitant salary and allowances and in accordance "with the rules in force at the time" of recruitment, since any authority is bound by its own rules from the time of their inception.

FINANCIAL IMPLICATIONS FOR THE ORGANIZATION

In pursuing the legal rights of the affected staff members, Staff Representatives are not unaware of the financial implications to the Organization. However, equity demands that poverty as well as prosperity be shared by all officials equally as the same commitment to the goals and purposes of the Organization is required of all.

It would be legally untenable to invoke the Organization's financial conditions for one group of staff where rights under the rules are involved, while appropriate funds are found to fulfill the Organization's obligations under the same rules for another group in the same house. For the latter, changes in post adjustment, base salary, family allowances, education grants, etc., have been automatically implemented. Conversely for the former, more often than not financial considerations are invoked thus requiring mediation and negotiations in order to achieve implementation of the rules.

Staff Representatives, committed to represent the rights of the entire staff submit that this represents an indefensible policy of inequality which they can neither countenance nor support.

SOCIOECONOMIC CONSIDERATIONS

Staff Rule 640 clearly delineates the basic principles for granting home leave.²

¹It should be noted that since 1950, there have been 16 resolutions by the Governing Bodies instructing the Director of PASB to make PASB Staff Rules and practices consonant with WHO's (Annex 3.a and 3.b).

²640.1 "Home leave is provided to the staff in order to enable them to maintain effective association with the culture of their home countries, with their families and with their national business and professional interests."

Professional staff by virtue of their technical skills receive a much higher rate of remuneration than General Services staff. In addition, they are provided with facilities to "maintain effective association with their culture and home country" not only under the provisions of the rule but also as a consequence of official duty travel which often takes them near or into their home countries.

Conversely, GS staff must finance their own trips home or if this imposes too large a financial burden they must suffer separation from their home and culture for extended periods of time. Since, clearly, the basic principle of home leave is to maintain effective association with their culture and home country, the denial of such a right imposes an inequitable and discriminatory burden on GS staff. The need satisfied by the provisions of Staff Rule 640 is so intangible as to be incapable of measurement by a mere grade scale which arbitrarily separates each class of staff.

It is submitted that GS staff, most of whom render support functions to professional staff, are an important and indispensable part of the Secretariat. It is further submitted that it is this very group of staff members who more greatly depend on the Organization's social conscience. For the most serious breach of equity is that which has the greatest human and economic impact on the individual. Moreover, when the inequity is predicated on the identity of a class of individuals vis-a-vis another, it is not only degrading but indefensible in the light of contemporary realities.

II. HOLDERS OF NON-IMMIGRANT VISAS

It is a matter of record that the Organization has employed individuals holding tourist visas, diplomatic visas, and G-4 international visas. Consequently, all are subject to deportation to their "place of residence" if they become unemployed. (For statistical distribution, see Annex 4.) This international visa status, of course, is a situation peculiar to international agencies in the host country, U.S.A., and to no other agency in any other national government of the common system. Therefore, there is no comparable situation in WHO which could affect PASB with reference to the requirements of Regulation 3.2.

Nevertheless, if a consistent position is to be maintained with reference to international staff and their rights, the group of individuals mentioned above must be considered also as "international" staff by virtue of their visa status and attendant implications. The latter are not dissimilar to "internationally" recruited staff whose place of residence is also other than the duty station.

It logically follows that these staff members, unless excluded by authority of the Executive Committee, are entitled to all the rights and benefits of the so called "internationally" recruited staff.

The legal implications lie in automatically conferring upon them all the rights and benefits provided by staff rule to "international" staff, in the requirements of Staff Regulation 3.2 with respect to a common policy between PAHO and WHO, and the peculiarities of the immigration laws of the national Host Country, U.S.A.

Viewed together, these two groups of staff, by virtue of their international visa status, have similar needs and problems as envisaged by the framers of the Staff Rules and Regulations. They differ only in that one group was recruited in their home countries and the other happened accidentally to have been in the country of duty station at the time of recruitment. Nevertheless, both are international staff by actual status, with the same attendant immigration rights and problems as those individuals actually recruited outside the local area of the duty station. It is therefore submitted that they have the same rights under the Staff Rules and this is so recognized by other international agencies in the area to similarly recruited staff. (Annex 5).

While it is clear that the Administration now views General Services staff recruited outside the local area as deserving of all the rights granted internationally recruited staff, it nevertheless does not appear quite ready to grant the same status to holders of non-immigrant visas who are nevertheless so considered by the Host Country by virtue of their international visa status and attendant implications. Staff Representatives contend that this position fails the test of logic since it imposes discriminatory conditions of employment to a group equally affected by their international visa status.

The Executive Committee may wish to consider adopting the following resolution:

THE EXECUTIVE COMMITTEE,

HAVING CONSIDERED the Report of the Director and the statement of the Staff Representatives on the question of international recruitment of General Services staff;

RECOGNIZING that Staff Regulation 3.2 empowers the Director to apply to PASB staff the same scale of salary and allowances applied by WHO to its staff;

NOTING that in the past, internationally recruited General Services staff did not receive the same entitlements accorded to WHO staff so recruited; and

NOTING also that holders of non-immigrant visas recruited by the Organization are considered by the host country of the Secretariat as international personnel by virtue of their visa status and attendant implications,

RESOLVES:

1. To instruct the Director of PASB to recognize international recruitment status for all General Services staff recruited outside the country of duty station, in accordance with the rules in force at the time of recruitment with all the attendant entitlements.

2. To recognize international recruitment status for all General Services staff who hold non-immigrant visas at the time of recruitment in the duty station by virtue of the international status and attendant implications imposed by the Host Country.

Annexes



PAN AMERICAN HEALTH ORGANIZATION
 Pan American Sanitary Bureau, Regional Office of the
 WORLD HEALTH ORGANIZATION

525 TWENTY-THIRD STREET, N.W., WASHINGTON, D. C. 20037, U.S.A.

CABLE ADDRESS: OFSANPAN

IN REPLY REFER TO: D

(TRANSLATION)

TELEPHONE 223-4700

17 January 1975

Dear Mrs. Ambler:

I attach a copy of my communication to the members of the Executive Committee of PAHO concerning home leave for General Services staff. In it I state that the proposed system has the approval of the Staff Association of our Organization.

In your letter of 3 January, you suggest that staff members who hold resident visas be allowed a period of six months within which to change their status in order to qualify for the above-mentioned benefit. You say that only a small group will avail themselves of such an opportunity.

You will agree with me that such a decision is an individual, not an institutional decision, is dependent on current United States legislation, and is a transaction between the staff member concerned and the United States Government. I hope that those who consider the possibility will keep the present difficulties in mind in case in the future they wish again to opt for resident status. We all know that the present system operates on the basis of country quotas, with the result that it is sometimes necessary to wait for years to obtain a decision.

Those who decide to do so spontaneously and comply with the prescribed conditions will have the same benefit as those who are not at present residents. In any event, depending on the number, and for budgetary reasons, the Executive Committee will have to be consulted.

Meanwhile, I am awaiting the decision of the Executive Committee in response to the communication I mentioned above. I trust that it will be favorable and that we can put the above-mentioned plan into effect without impairing the work of the Organization. In that regard, I solicit the understanding of the staff and of the Staff Association.

Yours sincerely,

Abraham Horwitz
 Director



PAN AMERICAN HEALTH ORGANIZATION
Pan American Sanitary Bureau, Regional Office of the
 WORLD HEALTH ORGANIZATION

525 TWENTY-THIRD STREET, N.W., WASHINGTON, D.C. 20037, U.S.A.

CABLE ADDRESS: OFSANPAN

IN REPLY REFER TO: CONF-CL-3-75

TELEPHONE 223-4700

January 13, 1975

Dear _____:

I have pleasure in submitting for your consideration the amendment to the Staff Rule concerning home leave for general service staff. As you are aware, professional staff members of the Pan American Health Organization and the World Health Organization are entitled to the cost of travel every two years to their country of origin, for themselves and their qualifying dependants. This rule is designed to enable staff members to maintain their natural links with their homeland, their relatives and their culture.

So-called local staff members, i.e. those recruited in Washington or the other PAHO centers, have not hitherto enjoyed home leave benefits, PAHO's practice in this matter being the same as that of the other United Nations agencies and the Organization of American States. Exceptions are the World Bank, the International Monetary Fund and the Inter-American Development Bank, which grant home leave on the terms I have the honor to propose. In doing so, I am merely recognizing the right to equality for all members of PASB, provided they comply with their responsibilities satisfactorily.

The basic conditions governing home leave for locally recruited staff will be as follows:

- a) All staff members who joined the Organization before 1 January 1975, and who hold a G-4 visa, will be entitled to home leave once in every two years of satisfactory service, after an initial period of three years of employment.

CONF-CL-3-75

- 2 -

- ...
- b) From 1975 onward, for the first three years this benefit will be granted in order of seniority to the staff members with the longest period of service. We are obliged to proceed in this manner, since if all the staff were to take home leave in the same year, the work of the Organization would be jeopardized, no funds being available for short-term replacements. The schedule shown in the attached table indicates that the costs will be distributed more or less evenly each year.
 - c) Staff members joining the Organization from 1 January 1975 on will enjoy the same benefit every two years of satisfactory service, after the initial three-year period.
 - d) The Organization will pay travel costs for the staff member and his/her dependants with entitlement, in accordance with the current Staff Rules.

The Staff Association has been consulted and has expressed its approval of the conditions governing the grant of this benefit.

The immediate implication of this action for the 1975 budget will be an increase estimated at \$50,000, representing travel costs for 32 staff members--those who have served longest--and 43 dependants. The attached table shows the investment required between 1976 and 1979.

For 1975, the earmarking can be absorbed within the budget approved by the XIX Pan American Sanitary Conference in October 1974. In the succeeding years, an appropriate item will have to be included among the PAHO/WHO appropriations.

To enable the necessary arrangements to be made to introduce the system of home leave for locally recruited staff as of 1 January 1975, I shall be grateful if you can let me have your reply as early as possible.

I take this opportunity to reiterate the assurances of my highest consideration.

Abraham Horwitz
Director

... Encl.

HOME LEAVE FOR GS STAFF IN WASHINGTON

SCHEDULE AND COST ESTIMATES

YEAR	SERVICE TIME ⁽¹⁾ FOR 1ST H.L.	ESTIMATES						Annual Total
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		Staff	Dep.	Staff	Dep.	Staff	Dep.	
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(1) Beginning year of service in Washington, D.C.

(Home leave once in every 2 years of qualifying service time after completing initial service of 3 years)

(TRANSLATION)

PAN AMERICAN HEALTH ORGANIZATION

GENERAL INFORMATION BULLETIN NO. 75-1

2 January 1975

DISTRIBUTION: All Washington staff

SUBJECT: Home leave - General Service staff

The Director is pleased to inform the staff that on 31 December 1974 he wrote to the Staff Association concerning the above-mentioned subject as follows:

Some time ago I instructed the Department of Administrative Management and Personnel to prepare a study on home leave for locally employed staff. I did so because I genuinely believe that the members of our Organization have equal rights and I expect from them the satisfactory fulfillment of their responsibilities. At the meeting of the entire staff which I called on 27 September, I announced my intention of financing this benefit for all staff members that met the requirements I refer to in this communication.

The nature of this analysis and its complexity, together with the difficult financial position of the Organization, has resulted in this decision being taken later than I wished.

I am pleased to submit for the consideration of the Staff Committee of which you are the Chairperson, the following basic conditions for home leave for locally-employed staff.

- a) All staff members who joined our Organization before 1 January 1975 and who hold G-4 visas will have this entitlement once every two years of satisfactory service, after an initial period of three years of employment.
- b) Beginning in 1975, during the first three years, this benefit will be granted in order of precedence to employees with the greatest seniority of service. We must proceed in this manner since, if all

travel in the same year, the work of the Organization would be jeopardized because there are no funds with which to pay for short-term replacements. The plan contained in the attached table shows that the costs will be distributed relatively homogeneously each year.

- c) Staff members who join the Organization after 1 January 1975 will have the same benefit every two years of satisfactory service, after an initial period of three years (of employment).
- d) The Organization will pay the travel expenses of the staff member and his other eligible dependents, in accordance with the Staff Rules in force.

A study of this benefit in the other international agencies whose headquarters are in Washington shows that virtually all those in the common system do not grant it. The World Bank, the International Monetary Fund and the Inter-American Development Bank are exceptions. They grant this benefit in accordance with the terms set forth in this communication.

Since the 1975 budget has already been approved by the XIX Pan American Sanitary Conference, this increase depends on the decision of the Executive Committee, if we want to put it into effect next year. To enable me to communicate with its members as soon as possible, I should be grateful for a reply not later than 10 January 1975.

Annex

HOME LEAVE FOR GS STAFF IN WASHINGTON

SCHEDULE AND COST ESTIMATES

YEAR	SERVICE TIME ⁽¹⁾ FOR 1ST H.L.	ESTIMATES						Annual Total
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***** END OF PHASING *****								
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(1) Beginning year of service in Washington, D.C.

(Home leave once in every 2 years of qualifying service time after completing initial service of 3 years)

RESOLUTIONS APPROVED BY THE GOVERNING BODIES CONCERNING COMMON RULES
AND PRACTICES OF PASB AND WHO STAFF

1949-1968

The Governing Bodies of the PAHO have consistently emphasized the need to have "the same policies and procedures govern the personnel of PASB and WHO working together in a common effort."

Following are some of the resolutions approved:

1949 - CE7.R4
1949 - CD3.6
1950 - CD4.16
1950 - CD4.18
1950 - CD4.19
1951 - CE13.R14
1951 - CD5.19
1951 - CD5.22
1952 - CE6.19
1954 - CE22.R18
1956 - CE28.R15
1958 - CSP15.31
1958 - CE34.R5
1959 - CD11.19
1961 - CE44.R1
1961 - CE43.R6
1967 - CD17.34
1968 - CE9.R19

AIDE-MEMOIRE: GENERAL SERVICE CATEGORY STAFF RECRUITMENT

The 1949 Committee of Experts recommended and the General Assembly adopted the following resolution, which is still the valid principle underlying the General Service category staff in that they should be recruited primarily from within the local labor market and, where the local market fails to provide the necessary candidates with suitable qualifications, the area is extended to cover recruitment from the surrounding countries.

Resolution 470(V)

That "the Secretary-General shall fix the salary scales for staff members in the General Service category and the salary or wages rates for manual workers, normally on the basis of the best prevailing conditions of employment in the locality of the United Nations office concerned, provided that the Secretary-General may, where he deems it appropriate, establish rules and salary limits for payment of a non-resident allowance to General Service staff members recruited from outside the local area."

The CCAQ Report of the 19th Session dated 10 April 1958 (CO-ORD/R.264) contains the following paragraphs which reconfirm the position:

Paragraph 36

"The Committee undertook an extensive review of conditions of service for General Service staff. The existing policy of basing local salary scales on the 'best prevailing rate' principle was confirmed and the text of the inter-agency agreement on "Guiding Principles and Procedures for Establishment and Revision of Local Salary Rates" was revised. The revised text is attached as Annex II. A UNESCO proposal for a major modification in the Guiding Principles was not adopted, but it was agreed that the modification might be applied experimentally by UNESCO in the Paris area. As to the totality of employment conditions for General Service staff, the general policy of including such staff in the common system of leave and social security benefits was agreed. The position of the organizations with respect to recruitment policy was reviewed and the general principle that posts designated as in the General Service category normally should be filled through local recruitment or recruitment from a neighbouring area was again confirmed. The subject of extension of the General Service category was also considered."

Paragraph 47

"Non-resident's Allowance: After considering the question of the criteria which might be applied in fixing the amount of the non-resident's allowance, it was concluded that no formula could be laid down which would meet the varying conditions and requirements existing from area to area. The guiding principle was reaffirmed according to which 'The basis for establishing such an allowance would be the minimum inducement necessary to recruit and retain suitably qualified staff from the nearest country were such staff is available.' The amount of the non-resident's allowance should be fixed independently of salaries and should not be adjusted automatically when salaries were revised."

Paragraphs 56-58

"While normally General Service staff should be recruited locally or from neighbouring areas, it was recognized that there are occasionally circumstances in which a General Service staff member may be transferred from one duty station to another or may be temporarily assigned away from his regular duty station.

"When a General Service Staff member is transferred, salary should be paid according to the local salary system in the new area of duty, i.e., on the basis of the local salary scales plus non-resident's allowance as appropriate.

"When the needs of the organization require the temporary assignment of a General Service staff member away from his regular duty station, the staff member should normally continue to receive the basic emoluments in respect of his regular duty station, plus a subsistence allowance designed to cover the necessary added costs incurred as a result of the temporary assignment. For a very short assignment, the allowance would normally be higher than for an assignment of relatively long duration."

... CCAQ Staff Office, on request, prepared a revision of document CO-ORD/CC/SO/72, issued as Rev. 1, which was adopted by CCAQ and approved by ACC in April 1964 and reviewed and endorsed by ICSAB in May 1965. A photocopy of this document as containing the basic principles is attached.

Additional information can be found in the following documents which have been made available to the Regional Offices:

CCAQ/S.33/R.26(PER) dated March 1971:

Appendix A - Draft Report on the Establishment of Conditions of Service for the General Service Category; and

Appendix B - This provides a historical background on how the General Service category originated.

(This document gives information as provided to the Special Committee for the Review of the UN Salary System.)

Document A/8728, 1972:

Report of the Special Committee for the Review of the United Nations Salary System - Volume I, Chapter IV (P. 88) is also relevant.

WHO Staff Regulation 3.2 and Staff Rule 310.1 are relevant in this respect. It is to be noted that the last line of Staff Rule 310.1 provides that geographical representation is not a consideration in appointments to the General Service category posts.

PER/ECP

27 June 1973

DISTRIBUTION OF GENERAL SERVICE STAFF BY NATIONALITY
AND VISA CLASSIFICATION¹

Washington, D.C.

<u>Nationality</u>	<u>PAHO</u>		<u>WHO</u>		<u>Total</u>	
	<u>G-IV</u>	<u>Res.</u>	<u>G-IV</u>	<u>Res.</u>	<u>G-IV</u>	<u>Res.</u>
Argentina	3	4	1	1	4	5
Australia	1	1	0	0	1	1
Bolivia	2	3	1	1	3	4
Brazil*	1	2	0	0	1	2
Chile	5	2	1	0	6	2
China	1	0	0	0	1	0
Colombia	4	11	1	4	5	15
Costa Rica	1	2	0	0	1	2
Cuba	0	7	0	2	0	9
Dominican Republic	1	0	0	0	1	0
Ecuador	2	8	3	2	5	10
El Salvador	3	2	0	1	3	3
France	0	3	0	0	0	3
Germany	0	1	0	0	0	1
Guatemala	10	5	6	2	16	7
Haiti	2	1	0	0	2	1
Honduras	3	2	0	2	3	4
India	2	0	0	0	2	0
Ireland	0	1	0	0	0	1
Jamaica	0	4	0	0	0	4
Korea	0	1	0	0	0	1
Mexico	3	1	1	2	4	3
Nicaragua	2	2	0	1	2	3
Panama	2	1	0	1	2	2
Peru	11	4	2	2	13	6
Philippines	7	2	2	2	9	4
Trinidad	0	1	0	0	0	1
UK	0	2	1	1	1	3
Uruguay	2	3	0	1	2	4
Venezuela	3	0	0	0	3	0
Total	72	76	19	25	91	101
U.S.A. CITIZENS		57		18		75

*One staff member holds a diplomatic visa

¹SOURCE: PASB/WHO Personnel Office

ENTITLEMENTS

COMPARABILITY MATRIX

ENTITLEMENTS	B.I.D. (I.A.D.B.)	I.B.R.D. (WORLD BANK)	PASB/WHO ¹
Home Leave Eligibility	All regular employees holding a U.S. G.IV visa are entitled to home leave. They can be either locally or internationally recruited. Those who are citizens of a country other than their country of assignment are eligible.	Staff member must be in and maintain a G.IV visa. A staff member in permanent resident status who changes to and maintains a G.IV visa. Spouse and children are given full entitlements to home leave, education benefits, repatriation and relocation benefits.	Each full-time staff member... whose official station is outside the country of residence as established on appointment is entitled to home leave. Home leave entitlement consists of travel time without charge to annual leave, return transportation for staff member and eligible dependents.
Frequency	First entitlement is after three years of uninterrupted service and every two years thereafter.	Due every two years by economy class travel, or every three years by first class travel. Under the two-year option home leave could be delayed six months, under the three year option by as much as 12 months.	Frequency is once every two years of qualifying service.
Repatriation	Repatriation. Regular employees are eligible after three years of uninterrupted service if contracted at their post of duty.	Repatriation is provided after a minimum of five years' service to the home country or to any other place outside the duty station country within comparable cost limit. The principal components of repatriation are travel, shipment and relocation grant.	Repatriation grant. A staff member who has served at least one-year of continuous service outside the country of his place of residence is entitled. Dependents are also entitled.
Education Benefits	Education benefits for dependents are limited to field stations. None for staff members working in Washington. Education grants for staff members are provided. 75% of matriculation costs are reimbursed for courses taken at institutions of higher learning.	Education benefits are granted in respect of each child. The overall maximum per child is \$1,800 for education within the country of duty station, to \$2,250 for those outside the duty station. The age limit for education benefits is 24 years, or through the end of the academic year of his 24th birthday (effective 1 September 1975). A staff member who holds and maintains a US G.IV visa is eligible for education benefits if stationed at headquarters.	Education grant is provided to an internationally recruited staff member. The amount of the grant is equal to 75% of the cost of attendance, up to a maximum of \$1,500 per year.
Spouse Allowance	Spouse allowance is \$675.	Spouse allowance is \$500 per year plus 1.5% of net salary above \$10,000 (effective 1 May 1975).	Spouse allowance is \$400 per year.
Children's allowance	Children's allowance is granted to any number of children up to 25 years of age. Up to 19 years of age, without restriction, the children's allowance is \$400 per year per child.	Children's allowance is \$400 per year per child (effective 1 May 1975).	Dependency allowance is \$250 per year, per child, maximum of 6 children.
Secondary dependent's allowance	Secondary dependent's allowance is \$275 per year. Maximum of two secondary dependents.	Secondary dependent's allowance is \$250 per year.	Secondary dependent's allowance is \$200 per year. Assignment allowance is also provided (schedule "S")

Under the heading of SPECIAL EMPLOYMENT CONDITIONS (series 1100-1199), PASB Staff Rules specify eligibility and restrictions in enjoying these benefits. 1110.4 reads "This allowance and these entitlements may cease upon determination by the Director that a resident status within a country of duty station has been acquired by the staff member." This is in consonance with Geneva's practice under WHO Manual Provision II.10.355.1, "if the staff member changes his resident status in such a way that he may be considered as a permanent resident of the country of the duty station, particularly if he acquires the nationality of the country of the duty station."

PASB staff members affected (See Annex 4) are non-residents, i.e., holders of U.S. G.IV visa who are therefore entitled to these benefits. However, pertinent provisions of the Staff Rules have not been implemented.