

*executive committee of
the directing council*



PAN AMERICAN
HEALTH
ORGANIZATION

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WORLD
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107th Meeting
Washington, D.C.
June 1991

Provisional Agenda Item 5.3

CE107/14 (Eng.)
4 March 1991
ORIGINAL: ENGLISH

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

In accordance with the provisions of Staff Rule 020, the Director submits to the Executive Committee, as Annex to this document, for confirmation, the amendments to the Staff Rules he has made since the 105th Meeting.

These revisions are in line with those adopted by the Executive Board of the World Health Organization at its Eighty-seventh Session (Resolution EB87.R17) and are in compliance with paragraph 2 of Resolution XIX adopted by the Executive Committee at its 59th Meeting (1968), which requested the Director to continue to introduce changes as he deems necessary to maintain close similarity between the provisions of the Staff Rules of PASB and those of WHO.

The amendments presented in section 1 result from decisions taken by the United Nations General Assembly at its forty-fifth session on the basis of recommendations made by the International Civil Service Commission (ICSC); the amendments described in section 2 are considered necessary in the light of experience and in the interests of good personnel management.

The Annex to this document contains the text of the amended Staff Rules, the purpose of which is briefly explained below. The effective dates of these changes are 1 July 1990, 1 January 1991, and 1 March 1991, as appropriate.

1. Amendments considered necessary in the light of decisions taken by the United Nations General Assembly at its forty-fifth session on the basis of recommendations of the International Civil Service Commission
- 1.1 Schedule of salaries for the professional category and directors' posts

The General Assembly approved, with effect from 1 July 1990, the establishment of a floor net salary scale by reference to the 1989 scale of salaries of the comparator employer, the United States federal civil service.

The Commission recommended, on the basis of the "no loss - no gain" formula, that the current salary scale should be increased by 8.5% through the consolidation of post adjustment classes into net base salary. This recommendation was based on the salary increase of 3.6% granted by the comparator on 1 January 1990 as well as a further increase of around 4% then anticipated, and since confirmed at 4.6% on 1 January 1991.

The General Assembly has approved, with effect from 1 March 1991, a revised salary scale representing a 5% increase through the consolidation of five multiplier points of post adjustment. As a consequence, there will be adjustments in the post adjustment indices and multipliers at all duty stations effective 1 March 1991.

Changes are required to the schedule of i) staff assessment rates for professional and higher graded staff without dependants, and ii) gross and net base salaries for the professional category and directors' posts. Amendments have been made to Rules 330.1.1 and 330.2 accordingly.

1.2 Education grant

The maximum admissible educational expense, the maximum grant, the ceiling for boarding costs and the maximum special education grant for disabled children have been increased by about 22.2% as from the school year in progress on 1 January 1991 only in areas where education-related expenses are incurred in Deutsche marks, Spanish pesetas, Italian lire, United Kingdom pounds and United States dollars. This is an interim measure intended to provide more equitable levels of education grant in currency areas with proven expenditure cases exceeding the maximum admissible amounts, pending completion of a full study of the process for setting education-grant levels by the Commission in 1991. Rules 350.1, 350.2.2 and 355 have been amended accordingly.

1.3 Mobility and hardship scheme

The mobility and hardship scheme approved for the professional and higher categories will also apply to non-locally recruited general service staff, with effect from 1 July 1990; however, the reference point in the scale will be P.4 step VI scaled down by 13%, which corresponds to the amounts payable to staff in grades P.1 to P.3.

Any entitlement to non-resident's allowance shall be subsumed under the mobility and hardship allowance. If the resulting amounts of the mobility and hardship allowance are lower than the amount of the non-resident's allowance, an amount equal to the difference between the two shall be payable.

With the introduction of this scheme, the following entitlements for non-locally recruited general service staff are abolished with effect from 1 July 1990: financial incentive, eighteen-month home leave cycle, pre-departure allowance and time-off for medical check-ups.

Rule 1310.5 has been amended accordingly.

2. Amendments considered necessary in the light of experience and in the interests of good personnel management

2.1 Salary determinations

Promotions within the same salary scale are calculated on the basis of net base salaries; however on promotion from the general service to the professional category, calculations are made on the basis of a comparison of total remuneration in the old and new grades, including net base salary, post adjustment and applicable allowances. This procedure has been used since 1963 following an agreement reached by the Consultative Committee on Administrative Questions (CCAQ) during that year.

Rule 320.2 has been amended accordingly.

2.2 Mobility and hardship allowance

Three minor amendments have been made to Rules 360.1.1 and 360.1.3 for the purpose of clarity.

2.3 Annual leave

Staff members cease to accrue annual leave after the first 30 days of leave without pay or leave under insurance coverage.

Rule 630.3.4 has been amended to reflect this point in respect of staff members on special leave under insurance coverage.

3. Budgetary implications

3.1 The budgetary implications of the above changes in 1990-1991 are additional estimated costs of US\$170,000 in funds from all sources. These additional costs will be met during 1990-1991 from within the allocations established.

4. Draft resolution

The Executive Committee may wish to consider the following proposed resolution, which would confirm the amendments reproduced in the Annex to this document.

Proposed Resolution

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

THE 107th MEETING OF THE EXECUTIVE COMMITTEE,

Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in the Annex to Document CE107/14;

Recognizing the need for uniformity of conditions of employment of PASB and WHO staff; and

Bearing in mind the provisions of Staff Rule 020,

RESOLVES:

To confirm the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in the Annex to Document CE107/14, with effect from 1 July 1990 concerning the application of the mobility and hardship scheme to non-locally recruited general service staff; with effect from 1 January 1991 concerning the increase in education grant in certain currencies, including the maximum grant, the ceiling for boarding costs and the maximum special education grant for disabled children, and clarifications in respect of the determination of salary on promotion, the mobility and hardship scheme and the accrual of annual leave; and with effect from 1 March 1991 concerning the salary scale applicable to staff in the professional category and directors' posts and the rates of staff assessment for the professional and higher graded staff without dependants.

Annex

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

Text of the Amended Staff Rules

320 SALARY DETERMINATIONS

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320.2 On promotion to a higher grade the net base salary of a staff member shall be fixed at the lowest step in the new grade that will provide an increase in net base salary for promotion within the same salary scale or total net remuneration for promotion from the general service to the professional category, at least equal to that which would have resulted from the granting of two steps within the staff member's present grade. However, on restoration to a higher grade formerly held, the staff member's net base salary shall not exceed that which would have been attained had the staff member remained in the higher grade.

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330 SALARIES

330.1 Gross base salaries shall be subject to the following assessments:

330.1.1 For professional and higher graded staff:

Amounts per year	Assessment per cent	
	Rate with dependants*	Rate without dependants*
First US\$ 15,000	13.0	17.5
Next US\$ 5,000	31.0	34.3
Next US\$ 5,000	34.0	38.6
Next US\$ 5,000	37.0	41.9
Next US\$ 5,000	39.0	43.9
Next US\$ 10,000	41.0	46.0
Next US\$ 10,000	43.0	48.6
Next US\$ 10,000	45.0	50.4
Next US\$ 15,000	46.0	50.6
Next US\$ 20,000	47.0	54.1
Remaining assessable payments	48.0	57.0

*as defined in Rules 310.5.1 and 310.5.2

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

Level	STEPS															
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV	
	US \$	US \$	US \$	US \$	US \$	US \$	US \$	US \$	US \$	US \$	US \$	US \$	US \$	US \$	US \$	
P.1	Gross	28 521	29 633	30 769	31 917	33 065	34 214	35 374	36 561	37 748	38 935					
	Net D	22 018	22 719	23 419	24 120	24 820	25 520	26 221	26 921	27 621	28 322					
	Net S	20 776	21 422	22 066	22 710	23 354	23 999	24 642	25 283	25 924	26 565					
P.2	Gross	38 075	39 311	40 546	41 781	43 016	44 251	45 503	46 781	48 060	49 338	50 617	51 895			
	Net D	27 814	28 543	29 272	30 001	30 729	31 458	32 187	32 915	33 644	34 373	35 101	35 830			
	Net S	26 101	26 768	27 435	28 102	28 769	29 436	30 099	30 755	31 413	32 070	32 727	33 384			
P.3	Gross	47 890	49 320	50 749	52 179	53 608	55 039	56 521	58 002	59 483	60 965	62 446	63 928	65 417	66 926	68 435
	Net D	33 547	34 362	35 177	35 992	36 807	37 621	38 436	39 251	40 066	40 881	41 695	42 510	43 325	44 140	44 955
	Net S	31 325	32 060	32 795	33 530	34 265	34 999	35 734	36 469	37 204	37 939	38 673	39 408	40 146	40 891	41 637
P.4	Gross	59 277	60 854	62 431	64 008	65 596	67 202	68 808	70 414	72 020	73 626	75 232	76 839	78 445	80 052	81 688
	Net D	39 952	40 820	41 687	42 554	43 422	44 289	45 156	46 024	46 891	47 758	48 625	49 493	50 360	51 227	52 095
	Net S	37 101	37 884	38 666	39 448	40 234	41 028	41 821	42 615	43 408	44 201	44 995	45 788	46 582	47 374	48 125
P.5	Gross	72 782	74 429	76 076	77 723	79 370	81 036	82 714	84 392	86 070	87 748	89 426	91 104	92 782		
	Net D	47 302	48 192	49 081	49 971	50 860	51 749	52 639	53 528	54 417	55 307	56 196	57 085	57 975		
	Net S	43 784	44 598	45 412	46 225	47 039	47 826	48 596	49 366	50 136	50 906	51 677	52 447	53 217		
P.6/ D.1	Gross	83 047	84 902	86 756	88 610	90 465	92 319	94 173	96 028	97 882						
	Net D	52 815	53 798	54 781	55 763	56 746	57 729	58 712	59 695	60 677						
	Net S	48 749	49 600	50 451	51 302	52 153	53 004	53 855	54 707	55 558						
D.2	Gross	94 478	96 644	98 809	100 993	103 200	105 407									
	Net D	58 873	60 021	61 169	62 316	63 464	64 612									
	Net S	53 995	54 990	55 983	56 957	57 906	58 855									

D - Rate applicable to staff members with a dependent spouse or dependent child.
S - Rate applicable to staff members with no dependent spouse or dependent child.

350 EDUCATION GRANT

350.1 An internationally recruited staff member shall be entitled to an education grant, except as indicated in Rule 350.3. The amount of the grant payable under this Rule shall be 75% of the education expenses actually incurred and admissible under Rule 350.2. The maximum grant per child per year shall not exceed a total payment of US\$8,250 or, for expenses incurred in certain currencies as determined by the Director on the basis of procedures agreed among the international organizations concerned, an amount established in those currencies. For staff members at certain designated official stations, the amount of the grant in respect of primary and secondary education shall be increased by an additional amount corresponding to 100% of boarding costs up to US\$3,000 per child per year.

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350.2.2 the cost of full-time attendance at an educational institution outside the country or area of the official station, including the cost of board if provided by the institution. Where board is not provided by the institution, a flat amount is paid in lieu. The flat amount per child per year shall be US\$2,450 or, for expenses incurred in certain currencies as determined by the Director on the basis of procedures agreed among the international organizations concerned, an amount established in those currencies. For staff members at certain designated official stations the flat amount in respect of primary and secondary education is US\$3,000.

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355 SPECIAL EDUCATION GRANT FOR DISABLED CHILDREN

A staff member, except for short-term staff members appointed under Rule 1320 or consultants appointed under Rule 1330, is entitled to a special education grant in respect of any physically or mentally incapacitated child, recognized as dependant under Rule 310.5.2, up to the end of the year in which such child reaches the age of 25. The amount of the grant per child per year shall be 100% of the special education expenses actually incurred up to a maximum of US\$11,000 or, for expenses incurred in certain currencies as determined by the Director on the basis of procedures agreed among the international

organizations concerned, up to a maximum amount established in those currencies. In cases where an education grant is payable under Rule 350, the total of the amounts payable under Rules 350 and 355 shall not exceed the applicable maximum.

360 MOBILITY AND HARDSHIP ALLOWANCE

360.1.1 The mobility element of the allowance is payable to staff members who have completed five uninterrupted years of service with the Bureau or the World Health Organization. At official stations in categories A to E the allowance is payable to staff members who are serving at their second or subsequent official station. At official stations in category H, the mobility element is payable as from the staff member's fourth assignment provided that at least two earlier assignments were at official stations in categories A to E. After five uninterrupted years of service at the same official station the amount of the mobility element of the allowance shall be reduced by ten percentage points at official stations in categories A to E and shall cease at official stations in category H. However, if the staff member is maintained at the same official station at the initiative of the Bureau, the payment of the mobility element of the allowance may be extended for a further period of one year.

360.1.3 The non-removal element of the allowance is payable at official stations in categories A to E as long as the staff member is not entitled to a removal of household goods under Rule 855.1, irrespective of the staff member's length of service with the Bureau or the World Health Organization; it shall not be payable on initial appointment in the country of place of residence.

630 ANNUAL LEAVE

630.3.4 to those on special leave under insurance coverage in excess of 30 days.

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

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1310.5 At designated official stations, a mobility and hardship allowance may be payable to staff members described in Rule 1310.4 in accordance with the conditions defined under Rule 360 and at the rates payable to staff in grades P.1 to P.3. The Director shall establish, on the basis of procedures agreed among the international organizations concerned, the criteria under which the non-resident's allowance or the mobility and hardship allowance may be payable.

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107th Meeting
Washington, D.C.
June 1991

Provisional Agenda Item 5.3

CE107/14, ADD. I (Eng.)
29 May 1991
ORIGINAL: ENGLISH

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

As a result of the decisions taken by the United Nations General Assembly at its Forty-fifth Session on the recommendations of the International Civil Service Commission, the Director has authorized a number of amendments to the Staff Rules, subject to confirmation by the Executive Committee at its 107th Meeting. These amendments are in line with those adopted by the Executive Board of the World Health Organization at its Eighty-seventh Session. In this regard document CE107/14 is submitted to the Executive Committee for review.

One of these amendments concerns the consolidation of five multiplier points of post adjustment into the net base salaries for the professional and higher graded posts. A consequential adjustment in the salaries of ungraded posts should likewise be considered. At the time of preparation of document CE107/14 the corresponding rates of salaries for ungraded posts had not been made available by WHO. The addendum is therefore presented to the Executive Committee, following the action taken on the matter by the Forty-fourth World Health Assembly (WHA44.15).

Since 1962, it has been the policy of the Executive Committee to set the salary of the Deputy Director at the level of the WHO Regional Directors and that of the Assistant Director at \$1,000 less.

Considering that PASB Staff Regulation Article 3.1 states, "the salaries of the Deputy Director and the Assistant Director shall be determined by the Director of the Bureau with the approval of the Executive Committee," this body may wish to follow the same practice and adjust the annual net salary of the Deputy Director to \$70,350 at dependency rate and \$63,600 at single rate; and that of the Assistant Director to \$69,350 at dependency rate and \$62,600 at single rate, effective 1 March 1991.

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

The XX Meeting of the Directing Council, in operative paragraph 2 of Resolution XX, requested "the Executive Committee, in case of any future adjustments in respect of professional and ungraded categories of posts, to make recommendation to the Conference or the Directing Council concerning the appropriate level of the salary of the Director."

The Executive Committee, following this guide, may wish to recommend to the XXXV Meeting of the Directing Council that it adjust the annual net salary of the Director to \$77,639 at dependency rate and \$69,628 at single rate, effective 1 March 1991.

As the consolidation of post adjustment is based on a "no loss - no gain" formula, there are no budgetary implications.

The Executive Committee is invited to consider the following resolution concerning the revision of the remuneration levels of staff in the ungraded posts.

Proposed Resolution

SALARIES FOR UNGRADED POSTS

THE 107th MEETING OF THE EXECUTIVE COMMITTEE,

Considering the revision made to the schedule of salaries for the professional and higher categories in graded posts, effective 1 March 1991;

Taking into account the decision taken by the Forty-fourth World Health Assembly related to the remuneration of the Regional Director, the Deputy Director-General, and the Director-General; and

Bearing in mind Staff Regulation 3.1 of the Pan American Sanitary Bureau and Resolution XX of the XX Meeting of the Directing Council,

RESOLVES:

1. To approve the proposal of the Director, effective 1 March 1991, to:
 - a) Establish the annual net salary of the Deputy Director at \$70,350 (dependency rate) or \$63,600 (single rate);
 - b) Establish the annual net salary of the Assistant Director at \$69,350 (dependency rate) or \$62,600 (single rate).
2. To recommend to the XXXV Meeting of the Directing Council that it establish the annual net salary of the Director at \$77,639 (dependency rate) or \$69,628 (single rate), effective 1 March 1991.