

*directing council*

PAN AMERICAN  
HEALTH  
ORGANIZATION

XI Meeting

Washington, D. C.  
September 1959

*regional committee*

WORLD  
HEALTH  
ORGANIZATION

XI Meeting



CD11/10 (Eng.)  
14 July 1959  
ORIGINAL: ENGLISH

Topic 14: AMENDMENTS TO THE STAFF RULES AND REGULATIONS OF THE PAN AMERICAN SANITARY BUREAU

In accordance with Articles 12.1 and 12.2 of the Staff Regulations of the Pan American Sanitary Bureau and action taken by the Executive Committee at its 37th Meeting regarding the above topic; Resolution VII of that meeting is presented to the Directing Council for appropriate action.

Resolution VII

"The Executive Committee,

Having examined the proposed amendments to the Staff Regulations and the amendments introduced in the Staff Rules of the Pan American Sanitary Bureau, as set forth in Document CE37/6, presented by the Director; and

Considering the provisions of Staff Regulation 12.1 and Staff Rule 030,

RESOLVES:

1. To recommend to the XI Meeting of the Directing Council the adoption of the amendments to the Staff Regulations of the Pan American Sanitary Bureau as proposed by the Director and contained in Document CE37/6, Annex I.
2. To confirm the amendments to the Staff Rules of the Pan American Sanitary Bureau as presented by the Director in Document CE37/6, Annex II."

Document CE37/6 is attached hereto for the information and study of the Directing Council.

In view of the above, the Directing Council may wish to consider the following resolution:

Proposed Resolution

The Directing Council,

Having studied Document CE37/6 relating to amendments to the Staff Rules and Staff Regulations of the Pan American Sanitary Bureau;

Considering the recommendation made by the Executive Committee at its 37th Meeting, in Resolution VII; and

Acting pursuant to Articles 12.1 and 12.2 of the Staff Regulations,

RESOLVES:

1. To approve the amendments to the Articles 3.2, 3.3 and 6.2 of the Staff Regulations of the Pan American Sanitary Bureau as presented in Document CE37/6, Annex I.

2. To take note of the amendments to the Staff Rules of the Pan American Sanitary Bureau, approved by the Director and confirmed by the Executive Committee at its 37th Meeting, which appear in Document CE37/6, Annex II.

Annex: Document CE37/6



*executive committee of  
the directing council*

PAN AMERICAN  
HEALTH  
ORGANIZATION

*working party of  
the regional committee*

WORLD  
HEALTH  
ORGANIZATION



37th Meeting  
Washington, D. C.  
May 1959

CE37/6 (Eng.)  
13 April 1959  
ORIGINAL: ENGLISH

Topic 8: AMENDMENTS TO THE STAFF RULES AND REGULATIONS OF THE PAN AMERICAN  
SANITARY BUREAU

In accordance with Article 12.1 of the PASB Staff Regulations, the Director submits to the Executive Committee for its consideration proposed amendments to the Staff Regulations; and in accordance with Staff Rule 030, the Director submits for confirmation of the Executive Committee amendments to the Staff Rules. The amendments to both the Regulations and the Rules are based on similar changes recommended and confirmed by the Executive Board of WHO at its Twenty-third Session.

The present Staff Regulations were adopted by the V Directing Council. They have proved quite adequate as the broad principles of personnel policy for the Bureau and to date there have been no amendments. Since 1951 a few of the provisions have become out-moded and the Director believes that the proposed amendments in Annex I would correct these out-moded provisions.

The changes in the Staff Rules (see Annex II) implemented by the Director effective 1 January 1959, provide: (1) a more realistic total remuneration for senior professional staff which will facilitate the recruitment and retainment of well-qualified staff; (2) a slight increase in pensionable remuneration for professional staff in recognition of the growing need to improve their benefits from the Pension Fund; and (3) further clarification of the intent of some of the rules.

It should be noted that the Executive Board of WHO at its Twenty-third Session decided<sup>1/</sup> that effective 1 February 1959 the minus post adjustment be suspended. Further, the Director-General was requested to continue to consult with the Administrative Committee on Coordination with a view to arriving at a definitive elimination of the minus adjustment in the "common system."

1/ Resolution EB23.R9.

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

Proposed Resolution

The Executive Committee,

Having examined the proposed amendments to the Staff Regulations and the amendments introduced in the Staff Rules of the Pan American Sanitary Bureau, as set forth in Document CE37/6, presented by the Director, and

Considering the provisions of Staff Regulation 12.1 and Staff Rule 030,

RESOLVES:

1. To recommend to the XI Directing Council the adoption of the amendments to the Staff Regulations of the Pan American Sanitary Bureau as proposed by the Director and contained in Document CE37/6, Annex I;

2. To confirm the amendments to the Staff Rules of the Pan American Sanitary Bureau as presented by the Director in Document CE37/6, Annex II.

Annex I: Proposed amendments to the Staff Regulations of the PASB

Annex II: Amendments to the Staff Rules of the PASB

PROPOSED AMENDMENTS TO STAFF REGULATIONS OF THE PASB

<u>PRESENT TEXT</u>	<u>PROPOSED TEXT</u>	<u>REASON FOR PROPOSAL</u>
<p>3.2 Salary levels for other staff members shall be determined by the Director on the basis of their duties and responsibilities. The salary and allowances plan shall be determined by the Director following basically the scale of salaries and allowances of the World Health Organization, provided that for staff occupying positions subject to local recruitment the Director may establish salaries and allowances in accordance with the best prevailing local practices. Any deviations from the World Health Organization scales of salaries and allowances 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.</p>	<p>Salary levels for other staff shall be determined by the Director on the basis of their duties and responsibilities. The salary and allowance plan shall be determined by the Director following basically the scales of salaries and allowances of the World Health Organization, provided that for staff occupying positions subject to local recruitment the Director may establish salaries and allowances in accordance with best prevailing local practices and that for staff occupying positions subject to international recruitment the remuneration shall be varied between duty stations to take into account relative cost of living to the staff members concerned, standards of living and related factors. Any deviations 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.</p>	<p>To incorporate the substance of present Regulation 3.3 but more generally worded to reflect the change to the system of post adjustments resulting from the recommendations of the Salary Review Committee.</p>
<p>3.3 The basic salary rates shall be adjusted at duty stations away from headquarters by the application of salary differentials which take into account relative cost of living for the staff members concerned, standards of living, and related factors.</p>	<p>None</p>	<p>Substance incorporated in Regulation 3.2.</p>

PRESENT TEXT

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

PROPOSED TEXT

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

REASON FOR PROPOSAL

The proposed language is that which has been agreed among the United Nations and Specialized Agencies as the standard phraseology for defining the Bureau's liabilities for compensation.

AMENDMENTS TO THE STAFF RULES OF THE PASB

PREVIOUS TEXT

210 DEFINITIONS

210.2 "Pensionable remuneration" means salary.

230 SALARIES FOR POSTS SUBJECT TO INTERNATIONAL RECRUITMENT

230.2 The following schedule of salaries shall apply to all posts subject to international recruitment:

<u>Grade</u>	<u>Minimum</u> \$	<u>Maximum</u> \$
P-1	3 600	5 000
P-2	4 800	6 400
P-3	6 000	8 000
P-4	7 300	9 500
P-5	8 750	11 000
D-1	10 000	12 000
D-2	12 500	

230.3 Except for staff referred to in Section 1100, salary rates established under Rule 230.2 shall be subject to adjustment (plus

NEW TEXT

210 DEFINITIONS

210.2 "Pensionable remuneration" means:

(a) For staff in posts subject to local recruitment: salary (Effective 1 January 1959)

(b) For staff in posts subject to international recruitment: "salary" as defined in Rule 230.2 plus 5%. (Effective 1 January 1959)

230 SALARIES FOR POSTS SUBJECT TO INTERNATIONAL RECRUITMENT

230.2 The following schedule of salaries shall apply to all posts subject to international recruitment:

<u>Grade</u>	<u>Minimum</u> \$	<u>Maximum</u> \$
P-1	3 600	5 000
P-2	4 800	6 400
P-3	6 000	8 000
P-4	7 300	9 500
P-5	8 750	11 000
<u>P-6 or D-1</u>	10 000	12 000
<u>D-2</u>	12 500	

(Effective 1 January 1959)

235 POST ADJUSTMENT

Except for staff referred to in Section 1100, the salary rates established under Rule 230.2 shall be supplemented on the basis of significant variations in the cost of living in accordance

REMARKS

The new definition of pensionable remuneration will make it possible for the United Nations Joint Staff Pension Fund to provide a slight increase in retirement benefits.

The salary level presently designated for D.1 will be used for the senior level of the professional category. This will result in an improvement of the Bureau's recruitment possibilities within the limits of the present salary scale. This level has been employed by the United Nations and the specialized agencies in the recruitment of well-qualified experts.

The changes in the rule incorporate the earlier decision of the Director not to apply the minus post adjustment as to reduce the salary amounts

<u>PREVIOUS TEXT</u>	<u>NEW TEXT</u>	<u>REMARKS</u>
230.3 (continued)	235 POST ADJUSTMENT (continued)	
or minus) on the basis of significant variations in the cost of living, in accordance with the following principles:	with the following principles:	fixed in Staff Rule 230.2 (basic scale). Other changes are editorial to clarify the intent of the rule.
(a) The salary rates specified in Rule 230.2 are considered to be established in relation to the cost of living existing at the WHO Headquarters in Geneva on 1 January 1956. For staff stationed at any location other than Geneva, these rates will be subject to adjustment whenever there is a significant difference between the cost of living at such locality and that existing in Geneva on the base date (1 January 1956). Assessment of such difference will be on the basis of a comparative study of the cost of living to the staff members concerned taking into account standards of living and related factors.	(a) The salary rates specified in Rule 230.2 are considered to be established in relation to the cost of living existing at the WHO Headquarters in Geneva on 1 January 1956. Staff stationed at any other location shall be paid a supplement in the form of a post adjustment allowance whenever it is determined that the cost of living in that locality significantly exceeds that existing in Geneva on the base date (1 January 1956). Assessment of such difference will be on the basis of a comparative study of the cost of living to the staff members concerned taking into account reasonable judgements regarding standards and patterns of living and related factors.	Same as above
(b) Once the difference between the cost of living in a locality and that in Geneva as of the base date has been established and any appropriate adjustment made further adjustments will be made upward or downward, based on significant changes in the cost of living in that locality.	(Effective 1 January 1959) (b) Once the difference between the cost of living in a locality and that in Geneva as of the base date has been determined and any appropriate adjustment established, revision of the adjustment will be made when there is a significant change in the cost of living in that locality, <u>provided that in no case shall the salary amounts fixed in Rule 230.2 be reduced by the application of a minus post adjustment.</u>	Same as above
	(Effective 1 January 1959)	



<u>PREVIOUS TEXT</u>	<u>NEW TEXT</u>	<u>REMARKS</u>
<p>230.3 (continued)</p> <p>(c)<sup>1/</sup> These adjustments shall be in the form of flat, non-pensionable amounts varying by grade level and, in the case of plus areas, differentiated between those with, and those without, dependents as defined in Staff Rules 210.3(a) and (b). Differences in cost of living or changes in cost of living of 5 per cent shall be considered significant. The Director shall, in concert with the Executive Heads of the United Nations and other specialized agencies, establish a table of adjustments which gives effect to these principles.</p> <p>(d) Periodically the relationship between the cost of living in all localities where staff are stationed and the cost of living in Geneva as of the base date, may be re-assessed and revised adjustments established.</p> <p>(e) Salaries of staff stationed in Geneva shall be adjusted as required in relation to changes in cost of living in that city since 1 January 1956, following the principles stated in (b) and (c) above.</p>	<p>235 POST ADJUSTMENT (Continued)</p> <p>(c) These adjustments shall be in the form of flat, non-pensionable amounts varying by grade level and differentiated between those with, and those without, dependents as defined in Staff Rule 210.3(a) and (b). Differences in cost of living or changes in cost of living of 5 per cent shall be considered significant. The Director shall establish a table of adjustments which gives effect to these principles.</p> <p>(Effective 1 January 1959)</p> <p>(d) Periodically the relationship between the cost of living in all localities where staff are stationed and the cost of living in Geneva as of the base date, may be re-assessed and revised adjustments established.</p>	<p>Same as above</p> <p>Renumbering only</p> <p>Deletion of reference to staff stationed in Geneva as being unnecessary in PASB Staff Rules.</p>

1/ Effective 1 July 1958.

PREVIOUS TEXT

230.4 The Director may apply a differential to the salaries of staff members in posts subject to international recruitment when in his opinion their real wages are materially affected by a revaluation of the currency of the country in which they are stationed.

255 EDUCATION GRANT

A staff member internationally recruited shall be entitled, except during periods of assignment to or actual residence in the country of his place of residence (see Rule 360) and except as provided in Rule 255.1 below, to an education grant for each child for whom an allowance is payable under Rule 250(b), subject to the following provisions.

255.1 The grant shall not be paid with respect to any child for whom no significant additional expense is incurred by reason of the expatriation of the staff member.

NEW TEXT

236 The Director may apply temporary percentage differentials to the salaries of staff members in posts subject to international recruitment when he determines that the purchasing power of their salaries is materially affected by revaluation of the currency of the country in which they are stationed.

(Effective 1 January 1959)

255 EDUCATION GRANT

A staff member internationally recruited shall be entitled, except during periods of assignment to the country of his place of residence (see Rule 360) to an education grant for each child for whom an allowance is payable under Rule 250(b), subject to the following provisions.

(Effective 1 January 1959)

REMARKS

The editorial changes clarify the intent of the rule.

These changes reflect a substantial simplification in the wording of the education grant rule itself. The new text is limited to statements of policy which maintain its basic purpose and reflect present practice. The procedural requirement will be incorporated in the administrative manual and will provide greater flexibility of choice for the staff member in making educational arrangements suited to his needs at the moment.

PREVIOUS TEXT

255.2 Periods of full-time attendance at the following types of schools are qualifying:

(a) a school in the country of the staff member's place of residence and outside commuting distance of the official station;

(b) a school at or near the official station offering a curriculum similar to that of the schools at the staff member's place of residence and in the language of that place;

(c) a recognized international school organized for children of varied national and cultural origins;

(d) if the language of the official station is not that of the staff member's place of residence, a school in any country other than that of the official station which offers a curriculum similar to that of the schools at the staff member's place of residence and in the language of that place;

(e)<sup>1/</sup> if at the official station there are no schools which would qualify under (b) or (c) above and if the international school at the official station gives instruction neither in the language nor in the curriculum of the staff member's home country, any other school at, or near, the official station which, on the application of the staff member, the Director is prepared to recognize.

1/ Effective 1 July 1958.

NEW TEXT

255.1 Only periods of full-time attendance at schools recognized by the Director shall be qualifying for the education grant. In determining which schools shall be recognized the Director shall give due regard to the language and curriculum standards of the staff member's home country and to the reasonable needs of the staff member in preparing his children for life in that country.

(Effective 1 January 1959)

REMARKS

Same as above

PREVIOUS TEXT

255.3 Attendance at schools defined in Rule 255.2(a) is qualifying up to the child's twenty-first birthday. Attendance at schools defined in Rules 255.2(b) through (e) is qualifying up to completion of normal secondary education. Attendance prior to the scholastic year in which the child reaches age six and attendance at nursery schools and kindergarten are not qualifying.

255.4 For study at schools defined in Rule 255.2(a) the amount of the grant is US\$ 400 per annum. For study at other recognized schools the amount of the grant is the actual cost of attendance not exceeding US\$ 200 per annum or one half the actual cost not exceeding US\$ 400 per annum, whichever is the greater, provided that, for schools within commuting distance of the official station, cost of attendance shall be defined as the cost of tuition, fees and books. Staff members who were entitled to the education grant for certain children prior to 1 January 1957 even though they would not qualify under the new Rule 255.1, if otherwise eligible continue to receive the grant at the rate of US\$ 200 for those children until the close of the 1957-1958 scholastic year or until entitlement otherwise ceases, whichever is the earlier.

NEW TEXT

255.2 Full-time attendance at schools and universities in the country of the staff member's place of residence, and at universities which the Director may in individual cases exceptionally recognize elsewhere is qualifying up to the child's twenty-first birthday. Attendance at schools elsewhere is qualifying up to completion of normal secondary education. Attendance prior to the scholastic year in which the child reaches age six and attendance at nursery schools and kindergarten are not qualifying.

(Effective 1 January 1959)

255.3 When the child is at school or university in the country of the staff member's place of residence, and a boarder, the amount of the grant is US\$ 400 per annum. In all other cases the grant is the actual cost of attendance not exceeding US\$ 200 per annum or one half the cost not exceeding US\$ 400 per annum, whichever is the greater, provided that in these cases the cost of attendance is defined as the cost of tuition, fees and books.

(Effective 1 January 1959)

REMARKS

Same as above

Same as above

PREVIOUS TEXT

255.5 For the purposes of this Rule and Rule 820.1(e) the scholastic year is defined as the period of 365 days commencing with the date of the first class of the first term of the school year. If in any scholastic year the qualifying period includes less than two-thirds of the scholastic year exclusive of vacations, the grant shall be proportionately reduced.

280 PAYMENTS AND DEDUCTIONS

280.2

(b) Indemnities, pay for accumulated annual leave and repatriation grant shall be computed on pensionable remuneration as defined in Rule 210.2.

320 TRAVEL OF DEPENDENTS

820.1 (e) For each child for whom an education grant is payable under Rule 255.2(a) or Rule 255.2(d), one round trip in each scholastic year (Rule 255.5) between the place of study and the duty station, provided that:

.....

NEW TEXT

255.4 For the purposes of this Rule and Rule 820.1(e) the scholastic year is defined as the period of 365 days commencing with the date of the first class of the first term of the school year. If in any scholastic year the qualifying period includes less than two-thirds of the scholastic year exclusive of vacations, the grant shall be proportionately reduced.

280 PAYMENTS AND DEDUCTIONS

280.2

(b) Indemnities, payment for accumulated annual leave, service benefit, and repatriation grant, shall be computed on salary as defined in Rule 210.1.

(Effective 1 January 1959)

820 TRAVEL OF DEPENDENTS

820.1 (e) For each child for whom an education grant is payable under Rule 255 for study other than within commuting distance of the official station, one round trip each scholastic year (Rule 255.4) between the place of study and the duty station, provided that:

(Effective 1 January 1959)

REMARKS

Renumbering only

Editorial changes to bring into conformity with previously noted changes in staff rules.

Editorial changes to bring into conformity with previously noted changes in staff rules.

<u>PREVIOUS TEXT</u>	<u>NEW TEXT</u>	<u>REMARKS</u>
<p>820.1 (e) (Continued)</p> <p>(iii) in the case of a child for whom the education grant is payable under Rule 255.2(d), the travel expenses paid by the Bureau shall not exceed the cost of round-trip travel between the official station and the staff member's place of residence;</p>	<p>820.1 (e) (Continued)</p> <p>(iii) in the case of travel to any country other than that of the staff member's place of residence (Rule 360) the travel expenses to be borne by the Bureau shall not exceed the cost of round-trip travel between the official station and the staff member's place of residence;</p>	Same as above
<p>(iv) travel expenses shall not be payable in those scholastic years in which travel expenses are paid for the staff member or his dependents under Rules 810(d) or (e) or 820.1(d);</p>	<p>(Effective 1 January 1959)</p> <p>(iv) travel expenses shall not normally be payable in those scholastic years in which travel expenses are paid for the staff member or his dependents under Rules 810(d) or (e) or 820.1(d);</p>	Same as above
	<p>(Effective 1 January 1959)</p>	