



PAN AMERICAN HEALTH ORGANIZATION
WORLD HEALTH ORGANIZATION



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AMENDMENTS TO THE PASB STAFF RULES AND REGULATIONS

1. The Staff Regulations of the Pan American Sanitary Bureau (PASB) may be supplemented or amended by the Directing Council of the Pan American Health Organization (PAHO) pursuant Staff Regulation 12.1.
2. In accordance with Staff Rule 020, the Staff Rules of the PASB may be amended by the Director, subject to confirmation by the Executive Committee of PAHO.
3. Accordingly, the Director will submit for confirmation to the 148th Session of the Executive Committee those amendments to the Staff Rules issued by the Director since the Committee's 146th Session (Annex A).
4. The amendments to the Staff Rules described in Section I of this document were based on decisions taken by the 65th Session of the United Nations General Assembly (Resolution A/RES/65/248), which, in turn, are based on recommendations made by the International Civil Service Commission (ICSC).
5. The amendments to the Staff Rules described in Section II of this document were made in light of experience and in the interest of good human resources management. Additionally, as reported at the Fifth Session of the Subcommittee on Program, Budget and Administration of this Executive Committee, this Section includes a number of modifications required to implement changes to the formal administration of justice system in PAHO.
6. The financial implications of the amendments in the 2010–2011 biennium are negligible (approximately \$210,000).

SECTION I

Amendments to the Staff Rules Considered Necessary in Light of Decisions Made at the 65th Session of the United Nations General Assembly on the Basis of Recommendations of the ICSC.

Remuneration of Professional and Higher Categories

7. The International Civil Service Commission recommended to the United Nations General Assembly that the current base, or floor, salary scale for professional and higher categories be increased by 1.37% through the standard consolidation method of increasing base salary and commensurately reducing post adjustment multiplier points (i.e., on a no-gain-no-loss basis). The increase would take effect on 1 January 2011.

8. Amendments to Appendix A-1 of the Staff Rules have been prepared accordingly; they appear in Annex A to this document.

Salaries of Staff in Ungraded Posts and the Director's Salary

9. The change in salary for staff in the professional and higher-graded categories requires a similar revision to the salaries for the posts of the Director, Deputy Director, and Assistant Director.

10. Accordingly, the salaries for these three positions have been adjusted using the same process of consolidating post adjustment multiplier points into the base salary on a "no-gain-no loss" basis. According to Staff Rule 330.4, the Executive Committee will be requested to approve the resulting salary changes for the posts of Deputy Director and Assistant Director and to recommend to the 51st Directing Council the applicable salary revision for the post of Director.

Review of the Level of the Education Grant

11. With respect to the education grant, the UN General Assembly approved, effective from the school year in progress on 1 January 2011, the recommendations of the International Civil Service Commission (see the table in Annex B). The maximum admissible expenses and the maximum education grant were adjusted for eleven zones. In addition, the normal flat rates and the additional flat rates for boarding were revised for thirteen zones.

SECTION II

Staff Rule Amendments Considered Necessary in Light of Experience and in the Interest of Good Human Resources Management.

Classification

12. Staff Rule 210 has been amended to include a reference to PAHO's Human Resources plan, a tool used by the Organization to manage personnel, posts, and assignments. The reference to "qualifications" has been deleted, since it is no longer relevant considering the ICSC's global classification standards.

13. Staff Rule 220 has been amended to clarify that classification must be undertaken in line with common classifications standards. Normally, the Director will apply the standards promulgated by the ICSC.

14. Staff Rule 230 has been amended to ensure that reclassifications, if approved, are in line with Human Resources Plans.

Education Grant

15. Staff Rule 350.1.1 has been amended to define the minimum age of eligibility for education grant so as to harmonize it with that of other UN agencies and as recommended by the ICSC and the UN General Assembly.

Recruitment Policies

16. Staff Rule 410.3 has been amended to add reference to "first cousins" in the definition of persons closely related by blood or by marriage.

Medical Certification and Inoculations

17. Staff Rule 430.1 has been amended to clarify that it is a medical report that must be forwarded to the Staff Physician.

18. Staff Rule 430.2 has been amended to clarify that, based on the medical report provided for in Staff Rule 430.1, medical clearance from the Staff Physician is required before an offer of appointment can be made.

19. Staff Rule 430.3 has been amended to ensure that staff members obtain the necessary preventive medical treatments required prior to traveling or taking up a new appointment.

20. Staff Rule 430.6 has been amended to indicate that there is a financial limit to requests for reimbursement of medical examinations required by the Organization.

Within-grade Increase

21. Staff Rule 550.1 is amended to establish that staff members holding service and fixed-term appointments are entitled to a within-grade increase if their performance has been certified by their supervisors as being satisfactory. (PAHO has 736 professional and general services staff holding fixed-term appointments as of 21 March 2011.)

22. A new Staff Rule, 550.1.2, has been added to clarify that staff members holding temporary appointments, which have a maximum duration of 24 months, are entitled to one within-grade increase upon completion of the first 12 months of satisfactory service. (PAHO has 151 temporary staff in professional and general services temporary assignments as of 21 March 2011.)

Promotion

23. Staff Rule 560.3 has been amended to clarify that the professional category includes both national and international professional staff members.

Annual Leave

24. Staff Rule 630.7 has been amended to require that a staff member who is ill during a period of annual leave and who requests the leave to be converted to sick leave submit a medical report from his or her attending physician, rather than a medical certificate.

Sick Leave

25. Staff Rule 740.1 has been amended to clarify that the Staff Physician is the approving authority for sick leave absences.

26. Staff Rule 740.2 has been amended to clarify the need to present a medical certificate to support any medical absence of more than three consecutive working days.

27. Staff Rule 740.2.3 has been amended to ensure regular medical follow-up for work incapacity.

28. Staff Rule 740.4 has been amended to emphasize that medical reports are required for continued periods of incapacity, and that the Staff Physician may require a staff

member to be examined by a designated physician. These amendments are in the interest of staff well-being, and are designed to facilitate the identification of medical needs and, where appropriate, to facilitate the return to work.

29. New Staff Rule 740.6 is introduced to ensure that staff members on extended work incapacity have their treating physician's agreement as well as the approval of the Staff Physician prior to traveling from the duty station. This will facilitate the medical follow-up of staff members on extended sick leave absences and aligns the rules of the Bureau with that of other agencies in the United Nations common system.

30. New Staff Rule 740.7 is introduced to ensure compliance with medical recommendations and to ensure that staff do not return to work without appropriate medical authorization.

31. Staff Rule 740.8 contains the current text of Staff Rule 740.6.

32. Staff Rule 740.9 contains the current text of Staff Rule 740.7.

Sick Leave under Insurance Cover

33. New Staff Rule 750.3 has been introduced to reflect consistency with the change to Staff Rule 740.6 and to ensure that staff members on sick leave under insurance coverage obtain their treating physician's agreement, as well as the clearance of the Staff Physician prior to traveling from the duty station. Such requirements are necessary to facilitate medical follow-up of staff members on extended sick leave absences and to align PAHO's rules with those of other United Nations common system organizations.

Abolition of Post

34. Staff Rules 1050.2 and 1050.2.4 are amended for clarity.

35. Staff Rule 1050.2.9 has been revised, in light of experience, to highlight the implications of refusing to accept a reassignment.

Disciplinary Measures

36. Staff Rule 1110.1.4 has been introduced to add "reduction in grade" as a form of disciplinary action.

Board of Appeal

37. As reported to the 50th Directing Council (Document CD50/INF/4), in 2009 the Director of the PASB mandated a comprehensive review of the Organization's Integrity

and Conflict Management System (ICMS). The purpose of this review is to bring certain aspects of the ICMS, particularly PAHO's internal administration of justice system, in line with international best practices and reforms that are taking place throughout the United Nations system. As a result of this review, the Director of the PASB is implementing a number of changes to the Organization's internal appeals process in PAHO which require additional modifications to the Staff Rules.

38. Specifically, Staff Rule 1230.3 is amended to provide for an external Board of Appeal (BOA) Chairperson. Currently, the BOA Chairperson is a serving staff member who, while carrying out this important function, also continues to carry out the responsibilities of his or her post. This amendment will provide the BOA with an experienced chairperson whose time is dedicated exclusively to appeal matters and will relieve staff members from carrying out this function in addition to their normal duties. In addition, the Rule is amended to reduce the current BOA membership from twenty-four to sixteen and to discontinue the support of a full-time secretary to the BOA. Due to the Organization's emphasis on early conflict resolution, the BOA handles relatively few appeal cases; therefore, establishing such a large BOA is not necessary.

39. Staff Rules 1230.5, 1230.6 and 1230.7 are amended for clarity and for consistency with amendments made to Staff Rule 1230.3.

40. Staff Rule 1230.8 is rewritten to provide that the Organization will establish rules of procedure to be followed by the BOA in the handling of appeals. Those rules will address all procedural issues related to an internal appeal including representation of the parties, travel, and appeal costs.

Action by the Executive Committee

41. The Executive Committee is requested to review the Amendments to the PASB Staff Rules and Regulations contained in the present document, and consider approval of the proposed resolution attached as Annex C.

Annexes

ANNEX A

Amendments to PASB’s Staff Rules issued by the Director since the Executive Committee’s 146th Session

FORMER TEXT	NEW TEXT
<p>210. POST CLASSIFICATION PLANS</p> <p>The Bureau shall establish plans for the classification of all posts in the Organization according to the type and level of the duties and responsibilities of the posts and the qualifications required of the staff who occupy them. These plans shall include standards by which individual posts are to be classified.</p>	<p>210. POST CLASSIFICATION PLANS</p> <p>The Bureau shall establish and approve Human Resources plans, which will include for the classification of all posts in the Organization according to the type and level of the duties and responsibilities of the posts and the qualifications required of the staff who occupy them. These plans shall include standards by which individual posts are to be classified.</p>
<p>220. CLASSIFICATION OF INDIVIDUAL POSTS</p> <p>Posts in the general service, professional and director categories shall be classified in accordance with plans established under Rule 210 above. Classification shall include assignment of classification title and pay grade.</p>	<p>220 .CLASSIFICATION OF INDIVIDUAL POSTS</p> <p>All Pposts in the general service, professional and director categories shall be classified in by category and level according to standards approved by the Director and related to the nature of the duties and the level of responsibilities and competencies required. accordance with plans established under Rule 210 above. Classification shall include assignment of classification title and pay grade.</p>
<p>230. CLASSIFICATION REVIEW</p> <p>In accordance with established procedures, a staff member may request a re-examination of the classification of the post which he occupies and any staff member may request a re-examination of the classification of any post under his supervision.</p>	<p>230. CLASSIFICATION REVIEW</p> <p>In accordance with established procedures and with reference to the relevant approved Human Resources Plan, a staff member may request a re-examination of the classification of the post which he occupies and any staff member may request a re-examination of the classification of any post under his supervision.</p>

ANNEX A Amendments to PASB’s Staff Rules issued by the Director since the Executive Committee’s 146th Session (cont.)	
<p>350. EDUCATION GRANT</p> <p>...</p> <p>350.1.1 the education grant shall be paid starting with the school year in which a dependent child, as defined under Staff Rule 310.5.2, reaches the age of five if it can be shown that the child is attending a full-time program that contains the basic elements of formal education as a major part of its curriculum. The grant shall extend up to the end of the school year in which a staff member’s child reaches the age of 25, or completes four years of post-secondary studies, whichever is earlier;</p> <p>...</p>	<p>350. EDUCATION GRANT</p> <p>...</p> <p>350.1.1 the education grant shall be paid starting with the school year in which a dependent child, as defined under Staff Rule 310.5.2, is five years of age or older at the beginning of the school year, or when the child reaches the age of five within three months of the beginning of the school year, if and reaches the age of five if it can be shown that the child is attending a full-time program that contains the basic elements of formal education as a major part of its curriculum. The grant shall extend up to the end of the school year in which a staff member’s child reaches the age of 25, or completes four years of post-secondary studies, whichever is earlier;</p>
<p>410. RECRUITMENT POLICIES</p> <p>...</p> <p>410.3 Subject to Staff Rule 410.3.1, persons closely related by blood or by marriage to a staff member shall not normally be appointed if another equally qualified person is available. Persons closely related by blood or marriage include an immediate family member, as defined in Rule 110.7.3, and grandparents, grandchildren, uncles, aunts, nieces, and nephews, as well as any step-relatives, of the staff member or his or her spouse.</p>	<p>410. RECRUITMENT POLICIES</p> <p>...</p> <p>410.3 Subject to Staff Rule 410.3.1, persons closely related by blood or by marriage to a staff member shall not normally be appointed if another equally qualified person is available. Persons closely related by blood or marriage include an immediate family member, as defined in Rule 110.7.3, and grandparents, grandchildren, uncles, aunts, nieces, and nephews, and first cousins, as well as any step-relatives, of the staff member or his or her spouse.</p>

ANNEX A

Amendments to PASB’s Staff Rules issued by the Director since the Executive Committee’s 146th Session (cont.)

430. MEDICAL CERTIFICATION AND INOCULATIONS	430. MEDICAL CERTIFICATION AND INOCULATIONS
<p>430.1 Upon selection an appointee shall undergo a prescribed medical examination by a physician designated by the Bureau, whose report shall be forwarded to the Bureau's Staff Physician.</p>	<p>430.1 Upon selection an appointee shall undergo a prescribed medical examination by a physician designated by the Bureau, whose medical report shall be forwarded to the Organization's Staff Physician.</p>
<p>430.2 Before an offer of appointment can be made, a satisfactory report must be issued by the Staff Physician; this report is based on the examination required in Rule 430.1. Should the result of the examination show that the standards required by the Bureau are not met, a decision shall be made whether or not to make an offer of appointment and, if an offer is to be made, upon what terms.</p>	<p>430.2 Before an offer of appointment can be made, a satisfactory report medical clearance must be issued by the Staff Physician; this report clearance is based on the examination required in Rule 430.1. Should the result of the examination show that the standards required by the Bureau are not met, a decision shall be made whether or not to make an offer of appointment and, if an offer is to be made, upon what terms.</p>
<p>430.3 Upon appointment and before any subsequent travel for the Bureau, a staff member shall have such inoculations as the Staff Physician shall prescribe.</p>	<p>430.3 Upon appointment and before any subsequent travel for the Bureau, a staff member shall have such inoculations and preventive treatment as the Staff Physician shall prescribe.</p>
<p>...</p>	<p>...</p>
<p>430.6 Any medical examination and any inoculation required by the Bureau shall be at its expense</p>	<p>430.6 Any medical examination and any inoculation required by the Bureau shall be at its expense, subject to limits established by the Director.</p>

ANNEX A Amendments to PASB’s Staff Rules issued by the Director since the Executive Committee’s 146th Session (cont.)	
<p>550 WITHIN-GRADE INCREASE</p> <p>550.1 Staff members, except those holding temporary appointments as defined in Rule 420.4, whose performance and conduct have been certified by the supervisors as being satisfactory shall be entitled to a within-grade salary increase of one step upon completion of each unit of service time as defined in Rule 550.2. The date of entitlement shall not be earlier than the date of confirmation of the appointment except as provided in Rule 480. The effective date for a within-grade increase shall be the first of the month nearest the date of satisfactory completion of the service requirement. Increases may be granted up to the maximum for the staff member’s grade except that, if either Rule 555 or Rule 1310.9 applies, the normal maximum may be exceeded accordingly.</p>	<p>550 WITHIN-GRADE INCREASE</p> <p>550.1 Staff members holding service appointments as defined in Staff Rule 420.2 and fixed-term appointments as defined in Staff Rule 420.3 except those holding temporary appointments as defined in Rule 420.4, whose performance and conduct have been certified by the supervisors as being satisfactory shall be entitled to a within-grade salary increase of one step upon completion of each unit of service time as defined in Rule 550.2.</p> <p>550.1.1 The date of entitlement shall not be earlier than the date of confirmation of the appointment except as provided in Rule 480. The effective date for a within-grade increase shall be the first of the month nearest the date of satisfactory completion of the service requirement. Increases may be granted up to the maximum for the staff member’s grade except that, if either Rule 555 or Rule 1310.9 applies, the normal maximum may be exceeded accordingly.</p> <p>[NEW]</p> <p>550.1.2 Staff members holding temporary appointments as defined under Staff Rule 420.4 whose performance and conduct have been certified by their supervisors as being satisfactory shall be entitled to one within-grade salary increase—to step two of the relevant grade—upon completion of the first year of full-time service.</p>

ANNEX A	
Amendments to PASB’s Staff Rules issued by the Director since the Executive Committee’s 146th Session (cont.)	
<p>560. PROMOTION (see Staff Regulation 4.4)</p> <p>...</p> <p>560.3 If an occupied post is reclassified from the general service category to the professional category or by more than one grade within the same category, the post shall be announced to the staff and selection for that post shall be on a competitive basis. In such cases, the incumbent of the reclassified post may be granted extra pay as of the fourth consecutive month following the effective date of the reclassification, in accordance with the provisions of Rule 320.5, if he or she holds a fixed term or service appointment.</p>	<p>560. PROMOTION (see Staff Regulation 4.4)</p> <p>...</p> <p>560.3 If an occupied post is reclassified from the general service category to the national or international professional category or by more than one grade within the same category, the post shall be announced to the staff and selection for that post shall be on a competitive basis. In such cases, the incumbent of the reclassified post may be granted extra pay as of the fourth consecutive month following the effective date of the reclassification, in accordance with the provisions of Rule 320.5, if he or she holds a fixed term or service appointment.</p>
<p>630. ANNUAL LEAVE</p> <p>...</p> <p>630.7 A staff member who is ill during a period of annual leave shall, subject to the provisions of Rule 740, have that portion of his absence considered as sick leave upon presentation of a satisfactory medical certificate.</p> <p>...</p>	<p>630. ANNUAL LEAVE</p> <p>...</p> <p>630.7 A staff member who is ill during a period of annual leave shall, subject to the provisions of Rule 740, have that portion of his absence considered as sick leave upon presentation of a satisfactory medical certificate report.</p> <p>...</p>

ANNEX A Amendments to PASB’s Staff Rules issued by the Director since the Executive Committee’s 146th Session (cont.)	
<p>740. SICK LEAVE</p> <p>740.1 Staff members, except those excluded under Rule 1320 who are unable to perform their duties because of illness or injury, or whose attendance is prevented by public health requirements, may be granted sick leave with pay in the following amounts:</p> <p>...</p> <p>740.2 Any absence of more than three consecutive working days which is to be charged as sick leave must be based on a certificate from a duly recognized medical practitioner:</p> <p>...</p> <p style="padding-left: 40px;">740.2.3 Indicating the probable duration of the illness.</p> <p>...</p> <p>740.4 In any case of a staff member's claiming sick leave, he or she shall submit such periodic reports as the Staff Physician shall require to monitor his or her condition and progress, and to verify the need for continued sick leave. In addition, the staff member shall be examined by the Staff Physician if the latter so decides.</p>	<p>740. SICK LEAVE</p> <p>740.1 Staff members, except those excluded under the provisions of Rule 1320 who are unable to perform their duties because of illness or injury, or whose attendance is prevented by public health requirements, may be granted sick leave with pay with the approval of the Staff Physician in the following amounts:</p> <p>...</p> <p>740.2 Any medical absence of more than three consecutive working days which is to be charged as sick leave must be based on supported by a certificate from a duly recognized medical practitioner:</p> <p>...</p> <p style="padding-left: 40px;">740.2.3 Indicating the probable duration of the illness work incapacity. The duration of a sick leave certificate may not exceed one month; where the incapacity continues beyond that period, a new certificate established by the treating physician is required.</p> <p>...</p> <p>740.4 In any case of a staff member's claiming sick leave, he or she shall submit such periodic medical reports as the Staff Physician shall require, to monitor his or her condition and progress, and to verify the need for continued sick leave. In addition, the staff member shall be examined by the Staff Physician if the latter so decides, or by a physician designated by the Staff Physician.</p>

ANNEX A

Amendments to PASB’s Staff Rules issued by the Director since the Executive Committee’s 146th Session (cont.)

<p>740.6 The termination of a staff member's appointment shall, from the date it is effective, terminate any claim to sick leave under these rules.</p> <p>...</p> <p>740.7 Upon the recommendation of the Staff Physician, the Director may require a staff member to absent himself or herself on sick leave.</p>	<p>[NEW]</p> <p>740.6 The termination of a staff member's appointment shall, from the date it is effective, terminate any claim to sick leave under these rules. A staff member on sick leave may not leave the duty station without prior approval of the Staff Physician or a physician designated by the Organization.</p> <p>[New]</p> <p>740.7 Upon the recommendation of the Staff Physician, the Director may require a staff member to absent himself on sick leave. A staff member who is on certified sick leave may not perform any work (paid or unpaid) without prior medical authorization from the Staff Physician or a physician designated by the Organization.</p> <p>...</p> <p>740.68 The termination of a staff member's appointment shall, from the date it is effective, terminate any claim to sick leave under these rules.</p> <p>...</p> <p>740.79 Upon the recommendation of the Staff Physician, the Director may require a staff member to absent him or herself on sick leave.</p>
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ANNEX A Amendments to PASB's Staff Rules issued by the Director since the Executive Committee's 146th Session (cont.)	
750 SICK LEAVE UNDER INSURANCE COVER ...	750 SICK LEAVE UNDER INSURANCE COVER ... [NEW] 750.3 A staff member on sick leave under insurance cover may not leave the duty station without prior approval of the Staff Physician or a physician designated by the Organization.

ANNEX A

Amendments to PASB's Staff Rules issued by the Director since the Executive Committee's 146th Session (cont.)

1050 ABOLITION OF POST	1050 ABOLITION OF POST
<p>...</p> <p>1050.2 When a post of indefinite duration--or any post held by a staff member with a service appointment ^{1/}is abolished, reasonable efforts shall be made to reassign the staff member occupying that post, in accordance with established procedures, and based upon the following principles:</p> <p>...</p> <p>1050.2.4 the reassignment period shall normally end within six months from its commencement; this period may be exceptionally extended by the Director for up to an additional six months;</p> <p>...</p> <p>1050.2.9 the staff member's appointment shall be terminated if no reassignment decision is made during the reassignment period.</p> <p>^{1/} In this Rule, references to staff members holding service appointments shall be interpreted to include staff members holding career-service appointments.</p>	<p>...</p> <p>1050.2 When a post of indefinite duration -- or any post held by a staff member with a service appointment ^{1/} is abolished, reasonable efforts shall be made to reassign the staff member occupying that post, in accordance with established procedures, and based upon the following principles: specifically:</p> <p>...</p> <p>1050.2.4 the reassignment period shall normally will end within six months from its commencement. This period may be exceptionally extended by the Director for up to an additional six months;</p> <p>...</p> <p>1050.2.9 the staff member's appointment shall be terminated if no reassignment decision is made during the reassignment period or if the staff member declines an offer or decision of the Director to be reassigned to another position.</p> <p>^{1/} In this Rule, references to staff members holding service appointments shall be interpreted to include staff members holding career-service appointments.</p>

ANNEX A	
Amendments to PASB’s Staff Rules issued by the Director since the Executive Committee’s 146th Session (cont.)	
<p>1110. DISCIPLINARY MEASURES</p> <p>1110.1 A staff member who fails to observe the standards of conduct as defined under Article I of the Staff Regulations and Staff Rule 110 shall be subject to disciplinary measures. According to the gravity of the offense, this may take the form of any one or a combination of the following:</p> <p>1110.1.1 written reprimand signed by the HRM Manager;</p> <p>1110.1.2 temporary suspension without pay;</p> <p>1110.1.3 withholding of within-grade increase(s);</p> <p>1110.1.4 reassignment with or without reduction in grade;</p> <p>1110.1.5 dismissal for misconduct;</p> <p>1110.1.6 summary dismissal for serious misconduct.</p>	<p>1110. DISCIPLINARY MEASURES</p> <p>1110.1 A staff member who fails to observe the standards of conduct as defined under Article I of the Staff Regulations and Staff Rule 110 shall be subject to disciplinary measures. According to the gravity of the offense, this may take the form of any one or a combination of the following:</p> <p>1110.1.1 written reprimand signed by the HRM Manager;</p> <p>1110.1.2 temporary suspension without pay;</p> <p>1110.1.3 withholding of within-grade increase(s);</p> <p>1110.1.4 reduction in grade</p> <p>1110.1.4 5 reassignment with or without reduction in grade;</p> <p>1110.1.5 6 dismissal for misconduct;</p> <p>1110.1.6 7 summary dismissal for serious misconduct.</p>
<p>1230. BOARD OF APPEAL</p> <p>...</p> <p>1230.3 The Board of Appeal shall be composed of:</p> <p>1230.3.1 one chairperson and three alternates appointed by the Director after consultation with the representatives of the staff.</p>	<p>1230. BOARD OF APPEAL</p> <p>...</p> <p>1230.3 The Board of Appeal shall be composed of:</p> <p>1230.3.1 one external Board Chairperson and three alternates designated appointed by the Director after consultation with the representatives of the staff.</p>

ANNEX A

Amendments to PASB’s Staff Rules issued by the Director since the Executive Committee’s 146th Session (cont.)

<p>1230.3.2 12 members appointed by the Director</p> <p>1230.3.3 a panel of 12 members elected biennially by the staff, organized into three groups as follows:</p> <p style="padding-left: 40px;">Group I – three staff members from the general service category;</p> <p style="padding-left: 40px;">Group II – three staff members in grades P.1 through P.3; and</p> <p style="padding-left: 40px;">Group III – six staff members in grades P.4 through D.2.</p>	<p>1230.3.2 a panel of 12 eight staff members appointed designated by the Director</p> <p>1230.3.3 a panel of 12 eight staff members elected biennially by the staff, organized into three two groups as follows:</p> <p style="padding-left: 40px;">Group I – three staff members from the general service category;</p> <p style="padding-left: 40px;">Group II – three staff members in grades P.1 through P.3; and</p> <p style="padding-left: 40px;">Group III – six staff members in grades P.4 through D.2.</p> <p style="padding-left: 40px;">two groups as follows:</p> <p style="padding-left: 40px;">Group I – four staff members from the general service category.</p> <p style="padding-left: 40px;">Group II – four staff members from the professional category.</p>
<p>1230.3.4 a non-voting secretary and alternate appointed by the Director, whose services shall be provided by the Bureau</p> <p>...</p>	<p>1230.3.4 a non-voting secretary and alternate appointed by the Director, whose services shall be provided by the Bureau Staff panel members shall be eligible for re-election at the end of their term.</p> <p>...</p>

ANNEX A Amendments to PASB’s Staff Rules issued by the Director since the Executive Committee’s 146th Session (cont.)	
<p>1230.5 The Board Chairperson shall convene a three-member Examining Appeal Panel to hear appeal cases. The Examining Appeal Panel shall consist of the following members, each having an equal vote:</p> <p>1230.5.1 The Chairperson or alternate;</p> <p>1230.5.2 One board member appointed by the Director; and</p> <p>1230.5.3 One board member selected from the staff panel. In hearings by an Examining Appeal Panel, at least one member of the staff panel shall be from the group to which the appellant belongs and none shall be from a lower group.</p> <p>1230.6 The members of the Board of Appeal shall be called upon in rotation by the Secretary of the Board, as required, to constitute an Examining Appeal Panel. The appellant shall have the right to object to not more than two members, whether appointed by the Director or drawn from the staff panel. The Administration shall also have the right to object to not more than two members but must make a showing of good cause, in writing, to the Chairperson of the Examining Appeal Panel. If objection is raised against members from the staff panel, they shall be replaced by other members of the staff panel. If objection is raised against members appointed by the Director, they shall be replaced by other members appointed by the Director.</p>	<p>1230.5 The Board Chairperson shall convene an three-member Examining Appeal Panel to hear each appeal case. The Examining Appeal Panel shall consist of the following three Board members, each having an equal vote:</p> <p>1230.5.1 The Board Chairperson or alternate;</p> <p>1230.5.2 One Board member from the panel designated appointed by the Director; and</p> <p>1230.5.3 One Board member selected from the staff panel elected by the staff.</p> <p>1230.5.4 In hearings by an Each Examining Appeal Panel shall include at least one member of the staff panel shall be from the group staff category to which the appellant belongs. and none shall be from a lower group.</p> <p>1230.6 Using a system of rotation, the Board Chairperson shall call two members of the Board of Appeal shall be called upon in rotation by the Secretary of the Board, as required, to constitute an Examining Appeal Panel. The appellant shall have the right to object to one of the two not more than two members called upon by the Board Chairperson to hear a particular case, whether appointed designated by the Director or drawn from the staff panel. The Administration shall also have the right to object to one of the two members not more than two members but must make a showing of good cause, in writing, to the Board Chairperson. of the Examining Appeal Panel. If objection is raised against the members</p>

ANNEX A

Amendments to PASB's Staff Rules issued by the Director since the Executive Committee's 146th Session (cont.)

<p>Staff panel members shall be eligible for re-election at the end of their terms of office.</p> <p>1230.7 The reporting procedure of the Board of Appeal shall be as follows:</p> <p>1230.7.1 The Examining Appeal Panel shall report its findings and recommendations to the Director, with whom the final decision shall rest. The Director shall inform the appellant of the decision taken within 60 calendar days of the date of receipt of the Examining Appeal Panel's report and send to the appellant, at the same time, a copy of the report. If no decision is taken by the Director within this period, the recommendations of an Examining Appeal Panel shall be deemed to have been rejected and such rejection shall be subject to appeal, as provided in Rule 1240, as if a final action had been taken.</p> <p>1230.7.2 The findings and recommendations of an Examining Appeal Panel shall be submitted to the Director within 120 calendar days of:</p>	<p>from the staff panel, they the member shall be replaced by another other members of the staff the same panel. If objection is raised against the members appointed of the panel designated by the Director, they the member shall be replaced by other another members appointed by the Director of the same panel.</p> <p>Staff panel members shall be eligible for re-election at the end of their terms of office.</p> <p>1230.7 The reporting procedure of the Board of Appeal shall be as follows:</p> <p>1230.7.1 The Examining Appeal Panel shall report its findings and recommendations to the Director, with whom the final decision shall rest. The Director shall inform the appellant of the decision taken within 60 calendar days of the date of receipt of the Examining Appeal Panel's report and send to the appellant, at the same time, a copy of the report. If no decision is taken by the Director within this period, the recommendations of an Examining Appeal Panel shall be deemed to have been rejected and such rejection shall be subject to appeal, as provided in Rule 1240, as in a final action had been taken.</p> <p>The Board Chairperson shall submit the findings and recommendations of an Examining</p>
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ANNEX A Amendments to PASB's Staff Rules issued by the Director since the Executive Committee's 146th Session (cont.)	
<p>1) the date that all pleadings and relevant documentation have been received by the Examining Appeal panel; or</p> <p>2) the conclusion of an oral hearing, if one was requested by the appellant, and receipt of any relevant documentation requested by the Examining Appeal Panel during the hearing.</p> <p>This period may be extended by the Board of Appeal if both the appellant and the Administration agree.</p>	<p>Appeal Panel to the Director within 120 calendar days of:</p> <p>1) the date that all pleadings and relevant documentation have been received by the Examining Appeal Panel; or</p> <p>2) the conclusion of an oral hearing, if one was requested by the appellant, and receipt of any relevant documentation requested by the Examining Appeal Panel during the hearing.</p> <p>This period may be extended by the Board Chairperson if both the appellant and the Administration agree.</p> <p>1230.7.2 The findings and recommendations of an Examining Appeal Panel shall be submitted to the Director within 120 calendar days of:</p> <p>1) the date that all pleadings and relevant documentation have been received by the Examining Appeal panel; or</p> <p>2) the conclusion of an oral hearing, if one was requested by the appellant, and receipt of any relevant documentation requested by the Examining Appeal Panel during the hearing.</p> <p>This period may be extended by the Board of Appeal if both the appellant and the Administration agree.</p>

ANNEX A

Amendments to PASB's Staff Rules issued by the Director since the Executive Committee's 146th Session (cont.)

<p>1230.8 The Board of Appeal shall establish its own rules of procedure provided that the appellant can, upon request, be heard by an Examining Appeal panel in person and/or through a representative of his or her choice. Any travel occasioned by such appearance shall be at the appellant's expense unless the Examining Appeal Panel hearing the appeal determines that the appearance of the appellant is essential for proper consideration of the appeal. The Examining Appeal Panel may, in light of its findings and if it finds it reasonable, recommend full or partial payment of those expenses claimed by the appellant which are directly connected with the appeal.</p>	<p>The final decision in appeal matters heard by the Board of Appeal rests with the Director, who shall inform the appellant of his or her decision within 60 calendar days of receipt of the Examining Appeal Panel's report. A copy of the report shall accompany the decision. If no decision is taken by the Director within this period, the recommendations of the Examining Appeal Panel shall be deemed to have been rejected and such rejection shall be subject to appeal, as provided in Rule 1240, as if a final action had been taken.</p> <p>1230.8 The Board of Appeal shall establish its own rules of procedure provided that the appellant can, upon request, be heard by an Examining Appeal panel in person and/or through a representative of his or her choice. Any travel occasioned by such appearance shall be at the appellant's expense unless the Examining Appeal Panel hearing the appeal determines that the appearance of the appellant is essential for proper consideration of the appeal. The Examining Appeal Panel may, in light of its findings and if it finds it reasonable, recommend full or partial payment of those expenses claimed by the appellant which are directly connected with the appeal.</p> <p>The Organization shall establish Rules of Procedure to be followed by the Board of Appeal in all appeal matters filed with the Board under this Section.</p>
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ANNEX A

Appendix A-1
Salary Scale for Professional and Higher Categories, Showing Annual Gross Salaries
and Net Equivalents after Application of Staff Assessment,
Effective 1 January 2011
(US\$)

<i>Level</i>	<i>I</i>	<i>II</i>	<i>III</i>	<i>IV</i>	<i>V</i>	<i>VI</i>	<i>VII</i>	<i>VIII</i>	<i>IX</i>	<i>X</i>	<i>XI</i>	<i>XII</i>	<i>XIII</i>	<i>XIV</i>	<i>XV</i>
		*	*	*	*	*									
D-2 Gross	152 231	155 592	158 954	162 315	165 675	169 035									
Net D	111 950	114 135	116 320	118 505	120 689	122 873									
Net S	102 847	104 691	106 528	108 359	110 186	112 002									
					*	*	*	*	*						
D-1 Gross	139 074	141 896	144 710	147 532	150 371	153 320	156 272	159 222	162 171						
Net D	103 070	104 989	106 903	108 822	110 741	112 658	114 577	116 494	118 411						
Net S	95 270	96 936	98 600	100 258	101 915	103 567	105 212	106 857	108 497						
										*	*	*			
P-5 Gross	115 134	117 532	119 934	122 331	124 732	127 129	129 531	131 929	134 329	136 729	139 129	141 528	143 929		
Net D	86 791	88 422	90 055	91 685	93 318	94 948	96 581	98 212	99 844	101 476	103 108	104 739	106 372		
Net S	80 629	82 079	83 524	84 969	86 412	87 849	89 286	90 720	92 152	93 581	95 008	96 431	97 853		
												*	*	*	
P-4 Gross	94 268	96 456	98 642	100 876	103 194	105 507	107 825	110 140	112 456	114 768	117 087	119 399	121 715	124 032	126 349
Net D	72 373	73 948	75 522	77 096	78 672	80 245	81 821	83 395	84 970	86 542	88 119	89 691	91 266	92 842	94 417
Net S	67 395	68 829	70 263	71 691	73 120	74 548	75 975	77 399	78 822	80 244	81 664	83 083	84 502	85 918	87 334
													*	*	*
P-3 Gross	77 101	79 125	81 150	83 172	85 199	87 222	89 244	91 272	93 296	95 319	97 346	99 367	101 476	103 618	105 759
Net D	60 013	61 470	62 928	64 384	65 843	67 300	68 756	70 216	71 673	73 130	74 589	76 044	77 504	78 960	80 416
Net S	56 018	57 358	58 701	60 040	61 382	62 721	64 060	65 403	66 741	68 082	69 418	70 755	72 089	73 426	74 762
												*			
P-2 Gross	62 856	64 668	66 476	68 289	70 100	71 908	73 721	75 528	77 340	79 153	80 961	82 774			
Net D	49 756	51 061	52 363	53 668	54 972	56 274	57 579	58 880	60 185	61 490	62 792	64 097			
Net S	46 669	47 853	49 032	50 214	51 394	52 576	53 778	54 975	56 178	57 377	58 574	59 776			
P-1 Gross	48 627	50 199	51 933	53 678	55 414	57 154	58 896	60 638	62 374	64 114					
Net D	39 388	40 643	41 892	43 148	44 398	45 651	46 905	48 159	49 409	50 662					
Net S	37 154	38 309	39 465	40 618	41 773	42 926	44 081	45 222	46 356	47 491					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

* = The normal qualifying period for in-grade movement between consecutive steps is one year except at those steps marked with an asterisk, for which a two-year period at the preceding step is required.

Increases for maximum admissible expenditures and education grant

EDUCATION GRANT ENTITLEMENTS APPLICABLE IN CASES WHERE EDUCATIONAL EXPENSES ARE INCURRED IN SPECIFIED CURRENCIES AND COUNTRIES

(Effective school year in progress 1 January 2011)

<i>Currency</i>	<i>(1) Maximum admissible educational expenses and maximum grant for disabled children</i>	<i>(2) Maximum education grant</i>	<i>(3) Flat rate when boarding not provided</i>	<i>(4) Additional flat rate for boarding (for staff serving at designated duty stations)</i>	<i>(5) Maximum grant for staff members serving at designated duty stations</i>	<i>(6) Maximum admissible educational expenses for attendance (only when flat rate for boarding is paid)</i>
Part A						
Euro						
Austria	17 555	13 166	3 776	5 664	18 830	12 520
Belgium	15 458	11 593	3 518	5 277	16 771	10 767
France ^a	10 981	8 236	3 052	4 578	12 814	6 912
Germany	19 563	14 672	4 221	6 332	21 004	13 935
Ireland	17 045	12 784	3 112	4 668	17 452	12 896
Italy	20 830	15 623	3 147	4 721	20 344	16 635
Luxembourg	15 458	11 593	3 518	5 277	16 771	10 767
Monaco	10 981	8 236	3 052	4 578	12 814	6 269
Netherlands	17 512	13 134	3 875	5 813	18 947	12 345
Spain	16 653	12 490	3 162	4 743	17 233	12 437
Denmark (krone)	113 554	85 166	27 242	40 863	126 029	77 232
Japan (yen)	2 324 131	1 743 098	607 703	911 555	2 654 653	1 513 860
Sweden (krona)	157 950	118 462	26 034	39 051	157 513	123 237
Switzerland (Swiss franc)	31 911	23 933	5 540	8 310	32 243	22 524
United Kingdom of Great Britain and Northern Ireland (pound sterling)	24 941	18 706	3 690	5 535	24 241	20 021
Part B						
United States dollar (outside the United States of America)	20 663	15 497	3 746	5 619	21 116	15 668
Part C						
United States dollar (in the United States of America) ¹	43 006	32 255	6 083	9 125	41 380	34 896

* Except for the following schools where the US\$ in the US levels will be applied:

- | | |
|--------------------------------------|---|
| 1. American School of Paris | 5. European Management School of Lyon |
| 2. American University of Paris | 6. International School of Paris |
| 3. British School of Paris | 7. Marymount School of Paris |
| 4. Ecole Active Bilingue Victor Hugo | 8. Ecole Active Bilingue Jeanine Manuel |



PAN AMERICAN HEALTH ORGANIZATION
WORLD HEALTH ORGANIZATION



148th SESSION OF THE EXECUTIVE COMMITTEE

Washington, D.C., USA, 20-24 June 2011

CE148/22, Rev. 1 (Eng.)
Annex C
ORIGINAL: ENGLISH

PROPOSED RESOLUTION

AMENDMENTS TO THE PASB STAFF RULES AND REGULATIONS

THE 148th SESSION OF THE EXECUTIVE COMMITTEE,

Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in Annex A to Document CE148/22, Rev. 1;

Taking into account the actions of the Sixty-fifth World Health Assembly regarding the remuneration of the Regional Directors, Assistant Directors-General and the Director-General;

Bearing in mind the provisions of Staff Rule 020 and Staff Regulation 3.1 of the Pan American Sanitary Bureau; and

Recognizing the need for uniformity in the conditions of employment of staff of the Pan American Sanitary Bureau and the World Health Organization,

RESOLVES:

1. To confirm in accordance with Staff Rule 020 the Staff Rule amendments that have been made by the Director effective 1 July 2011 concerning: classification, education grant, recruitment policies, medical certification and inoculations, within-grade increase, promotion, annual leave, sick leave, sick leave under insurance cover, abolition of post, disciplinary measures and appeals.

2. To revise the remuneration of professional and higher categories, as of 1 January 2011.
3. To establish the annual salary of the Deputy Director of the Pan American Sanitary Bureau, beginning on 1 January 2011, at US\$ 185,809¹ before staff assessment, resulting in a modified net salary of \$133,776 (dependency rate) or \$121,140 (single rate).
4. To establish the annual salary of the Assistant Director of the Pan American Sanitary Bureau, beginning from 1 January 2011, at \$184,271 before staff assessment, resulting in a modified net salary of \$132,776 (dependency rate) or \$120,140 (single rate).
5. To recommend to the 51st Directing Council that it adjust the annual salary of the Director of the Pan American Sanitary Bureau by adopting the following resolution:

THE 51st DIRECTING COUNCIL,

Considering the revision to the base, or floor, salary scale for the professional and higher-graded categories of staff, effective 1 January 2011,

Taking into account the decision by the Executive Committee at its 148th Session to adjust the salaries of the Deputy Director and Assistant Director of the Pan American Sanitary Bureau,

RESOLVES:

1. To establish the annual salary of the Director of the Pan American Sanitary Bureau, beginning on 1 January 2011, at \$204,391 before staff assessment, resulting in a modified net salary of \$145,854 (dependency rate) or \$131,261 (single rate).

¹ Unless otherwise specified, all monetary values are expressed in U.S. Dollars.



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

CE148/22, Rev. 1 (Eng.)
Annex D

**Report on the Financial and Administrative Implications for the
Secretariat of the Proposed Resolution**

1. Agenda item: 6.1 Amendments to the PASB Staff Rules and Regulations.

2. Linkage to Program Budget 2010-2011:

(a) **Area of work:** Human Resources Management

(b) **Expected result:**

RER 16.3 Human Resources policies and practices promote (a) attracting and retaining qualified people with competencies required by the Organization, (b) effective and equitable performance and human resources management, (c) staff development and (d) ethical behavior.

3. Financial implications

(a) **Total estimated cost for implementation over the lifecycle of the resolution (estimated to the nearest US\$ 10,000, including staff and activities):**

Negligible.

(b) **Estimated cost for the biennium 2010-2011 (estimated to the nearest US\$ 10,000, including staff and activities):**

\$210,000

(c) **Of the estimated cost noted in (b), what can be subsumed under existing programmed activities?**

Costs are associated with an increase in the education grant maximum benefits for the school year in effect as of 1 January 2011. These costs will be subsumed within the budgeted total costs for UN professional posts in PAHO.

4. Administrative implications

(a) Indicate the levels of the Organization at which the work will be undertaken:

Not applicable.

(b) Additional staffing requirements (indicate additional required staff full-time equivalents, noting necessary skills profile):

Not applicable.

(c) Time frames (indicate broad time frames for the implementation and evaluation):

Staff Rule changes would be implemented upon approval by PAHO's 148th Executive Committee.



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

CE148/22, Rev. 1 (Eng.)
 Annex E

ANALYTICAL FORM TO LINK AGENDA ITEM WITH ORGANIZATIONAL MANDATES
<p>1. Agenda Item: 6.1: Amendments to the PASB Staff Rules and Regulations.</p>
<p>2. Responsible Unit: Human Resources Management/Policy, Classification and Recruitment.</p>
<p>3. Preparing Officer: Nancy Machado</p>
<p>4. List of collaborating centers and national institutions linked to this Agenda item:</p> <p style="padding-left: 20px;">Not applicable.</p>
<p>5. Link between Agenda item and Health Agenda for the Americas 2008-2017:</p> <p style="padding-left: 20px;">Not applicable.</p>
<p>6. Link between Agenda item and Strategic Plan 2008-2012:</p> <p style="padding-left: 20px;">RER 16.3 Human Resources policies and practices promote (a) attracting and retaining qualified people with competencies required by the Organization, (b) effective and equitable performance and human resources management, (c) staff development and (d) ethical behavior.</p>
<p>7. Best practices in this area and examples from countries within the Region of the Americas:</p> <p style="padding-left: 20px;">The Staff Rule changes are proposed for consistency with decisions taken by the 65th Session of the United Nations General Assembly, the World Health Organization and in the interest of good human resources management practices.</p>
<p>8. Financial implications of this Agenda item:</p> <p style="padding-left: 20px;">The financial implications of the amendments in the 2010–2011 biennium are negligible (approximately US\$ 210,000).</p>