

XVII Pan American Sanitary Conference

XVIII Regional Committee Meeting

Washington, D. C., U.S.A.
September-October 1966



Provisional Agenda Item 18

CSP17/13 (Eng.)
14 July 1966
ORIGINAL: ENGLISH

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

The Director has the honor to report to the Pan American Sanitary Conference that, pursuant to Staff Regulation 12.2, he submitted to the 54th Meeting of the Executive Committee for confirmation, the amendments to the Staff Rules set forth in the Annex to Document CE54/5, which is attached.

They are similar to the amendments that were introduced into the Staff Rules of the World Health Organization by the Director-General and subsequently confirmed by the Executive Board at its 37th Session (EB37/R1) effective 1 January 1966.

After considering the amendments, the 54th Executive Committee adopted the following:

RESOLUTION V

"THE EXECUTIVE COMMITTEE,

Having examined the amendments to the Staff Rules of the Pan American Sanitary Bureau, as set forth in the annex to Document CE54/5 presented by the Director; and

Considering the provisions of Staff Rule 030,

RESOLVES:

To approve the amendments to the Staff Rules of the Pan American Sanitary Bureau, as presented by the Director in the annex to Document CE54/5, with the effective date of 1 January 1966."

In view of the foregoing the Pan American Sanitary Conference may wish to adopt a resolution along the following lines:

Proposed Resolution

"THE PAN AMERICAN SANITARY CONFERENCE,

Bearing in mind the provisions of Staff Regulation 12.2,

RESOLVES:

To take note of the amendments to the Staff Rules of the Pan American Sanitary Bureau presented by the Director in the annex to Document CE54/5, and approved by the Executive Committee at its 54th Meeting with the effective date of 1 January 1966.

Part B of the aforementioned document reflects the financial implications of the Staff Rule Amendments. In order to resolve this problem the Executive Committee adopted the following resolution regarding the transfer of funds from Part V to other parts of the PAHO Regular Budget for 1966:

RESOLUTION VI

"THE EXECUTIVE COMMITTEE,

Considering that it is desirable to meet the increased costs arising from the salary increases from within the authorized budget level; and

Believing that utilization for this purpose of funds intended for the Working Capital Fund would not endanger the immediate financial position of the Organization and would only temporarily interrupt the long term plan for increasing the Working Capital Fund,

RESOLVES:

To authorize the Director to transfer a maximum of \$260,000 from Part V to other Parts of the PAHO regular budget for 1966, as necessary to meet the above-mentioned additional personnel costs."

The Pan American Sanitary Conference will note that the salaries of the Deputy Director and the Assistant Director of the Pan American Sanitary Bureau, dealt with in Amendment I to Document CE54/5, were examined by the Executive Committee in accordance with Staff Regulation 3.1 and Staff Rule 230.3.

As a result it adopted the following resolution:

RESOLUTION VII

"THE EXECUTIVE COMMITTEE,

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

Bearing in mind Staff Regulation 3.1 and Staff Rule 230.3 of the Pan American Sanitary Bureau,

RESOLVES:

To approve the proposal of the Director fixing the salary of the Deputy Director at \$21,000 per annum and that of the Assistant Director at \$20,000 per annum, effective from 1 January 1966."

In conclusion, it will be noted that, as stated in Addendum I to Document CE54/5, the matter of the salary of the Director should be dealt with by the Conference in accordance with Staff Rule 230.3 which states that "The salary of the Director is fixed by the Conference or the Directing Council".

Enclosure



*executive committee of
the directing council*

PAN AMERICAN
HEALTH
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



54th Meeting
Washington, D. C.
April 1966

Provisional Agenda Item 10

CE54/5 (Eng.)
16 March 1966
ORIGINAL: ENGLISH

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

In accordance with Staff Rule 030, the Director has the honor to submit to the Executive Committee for approval the amendments to the Staff Rules of the Pan American Sanitary Bureau that it is proposed to introduce.

The specific rules affected are 230.2, 230.4, 235.1, 235.2, 235.3, 255.1, 255.2, 450.2, 450.3, 670.7, 730.3, 970.1, 970.2, 970.3, 970.4, 1110.4. Similar changes were introduced by the Director General of the World Health Organization and were confirmed by the Executive Board at its 37th Session (EB37/R1), effective 1 January 1966.

It is desired that the same policies and procedures govern the secretariats of the World Health Organization and of the Pan American Health Organization working together in a common effort.

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 amendments to the Staff Rules of the Pan American Sanitary Bureau, as set forth in the annex to Document CE54/5 presented by the Director; and

Considering the provisions of Staff Rule 030,

RESOLVES:

To approve the amendments to the Staff Rules of the Pan American Sanitary Bureau, as presented by the Director in the annex to Document CE54/5, with the effective date of 1 January 1966."

B. FINANCIAL IMPLICATIONS OF STAFF RULE AMENDMENTS

In view of the fact that the regular budget of the Pan American Health Organization for 1966 did not include provision for the new salary scales and other staff rule changes, certain budgetary adjustments will be required to meet estimated increased costs of approximately \$260,000.

It is proposed to meet the additional cost within the authorized budget level rather than request a supplemental appropriation. Subject to authorization of the Executive Committee, it is proposed to meet the additional requirements by transfer of funds from Part V of the budget, leaving a smaller amount this year for increasing the Working Capital Fund. A similar situation was successfully met in 1962 by authorization of such a transfer. The problem fortunately is less difficult in 1966, since the increase represents a smaller proportion of the total budget than in 1962 and the general financial situation of the Organization is better.

In order to resolve this problem, the Executive Committee is invited to consider a resolution along the following lines:

Proposed Resolution

"THE EXECUTIVE COMMITTEE,

Considering that it is desirable to meet the increased costs arising from the salary increases from within the authorized budget level; and

Believing that utilization for this purpose of funds intended for the Working Capital Fund would not endanger the immediate financial position of the Organization and would only temporarily interrupt the long term plan for increasing the Working Capital Fund,

RESOLVES:

To authorize the Director to transfer a maximum of \$260,000 from Part V to other Parts of the PAHO regular budget for 1966, as necessary to meet the above mentioned additional personnel costs."

AMENDMENTS TO THE STAFF RULES

PRESENT STAFF RULE

230.2 The amounts to be assessed against all salaries, and all terminal payments computed under Staff Rule 280.2, are:

<u>Total assessable payments</u>	<u>Assessment per cent</u>
First US\$ 1000 per year.....	10
Next US\$ 2000 per year.....	15
Next US\$ 3000 per year.....	20
Next US\$ 3000 per year.....	25
Next US\$ 3000 per year.....	30
Next US\$ 3000 per year.....	35
Next US\$ 4000 per year.....	40
Next US\$ 4000 per year.....	45
Remaining assessable payments.....	50

PROPOSED STAFF RULE

230.2 The amounts to be assessed against all salaries, and all terminal payments computed under Staff Rule 280.2, are:

<u>Total assessable payments</u>	<u>Assessment per cent</u>
First US\$ 1000 per year.....	5
Next US\$ 1000 per year.....	10
Next US\$ 1000 per year.....	15
Next US\$ 1000 per year.....	20
Next US\$ 6000 per year.....	25
Next US\$ 6000 per year.....	30
Next US\$ 8000 per year.....	35
Next US\$ 8000 per year.....	40
Next US\$ 8000 per year.....	45
Remaining assessable payments.....	50

For General Service and custodial level posts, the dates from which these amounts supersede existing assessment rates will be determined by the Director.

PROPOSED STAFF RULE

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

Level	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV	XVI	XVII	XVIII
	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$
P-1	6 920	7 200	7 480	7 760	8 040	8 320	8 600	8 880	9 160	9 440								
(net)	5 690	5 900	6 110	6 320	6 530	6 740	6 950	7 160	7 370	7 580								
P-2	9 050	9 360	9 670	9 980	10 290	10 600	10 910	11 220	11 530	11 840	12 150							
(net)	7 287	7 520	7 752	7 985	8 203	8 420	8 637	8 854	9 071	9 288	9 505							
P-3	11 270	11 630	11 990	12 350	12 710	13 070	13 430	13 790	14 150	14 510	14 870	15 230	15 590					
(net)	8 889	9 141	9 393	9 645	9 897	10 149	10 401	10 653	10 905	11 157	11 409	11 661	11 913					
P-4	13 900	14 330	14 760	15 190	15 620	16 050	16 480	16 910	17 340	17 770	18 200	18 630						
(net)	10 730	11 031	11 332	11 633	11 934	12 232	12 532	12 831	13 131	13 430	13 730	14 030	14 330					
P-5	17 400	17 900	18 400	18 900	19 400	19 900	20 400	20 900	21 400	21 900	22 400	22 900	23 400	23 900				
(net)	13 110	13 435	13 760	14 085	14 410	14 735	15 060	15 385	15 710	16 035	16 360	16 685	17 010	17 335				
P6/D1	20 000	20 650	21 300	21 950	22 600	23 250	23 900											
(net)	14 800	15 222	15 645	16 067	16 490	16 912	17 335											
D-2	24 050	24 700	25 350	26 000														
(net)	17 430	17 820	18 210	18 600														

PRESENT STAFF RULE

235. POST ADJUSTMENT

235.1 The salaries of staff in the professional category and above are considered to be established in relation to a cost of living of 110/100 of that existing at the headquarters in Geneva on 1 January 1956. This shall be the base level for purposes of the system of post adjustments.

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

<u>Level</u>		<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>	<u>VI</u>	<u>VII</u>	<u>VIII</u>	<u>IX</u>	<u>X</u>	<u>XI</u>	<u>XII</u>
P-1	D	216	228	240	252	252	252	264	276	288			
	S	144	152	160	168	168	168	176	184	192			
P-2	D	276	288	300	312	312	312	324	336	348	360		
	S	184	192	200	208	208	208	216	224	232	240		
P-3	D	336	348	360	372	372	372	384	396	408	420	432	444
	S	224	232	240	248	248	248	256	264	272	280	288	296
P-4	D	396	408	420	432	432	432	444	456	468	480	492	
	S	264	272	280	288	288	288	296	304	312	320	328	
P-5	D	468	480	492	504	504	504	516	528	540	552		
	S	312	320	328	336	336	336	344	352	360	368		
P-6/D-1	D	504	516	528	540	552	564	576					
	S	336	344	352	360	368	376	384					
D-2	D	576	600	624									
	S	384	400	416									
UG	D	720											
	S	480											

235.3 Assessment of the cost of living at each official station in relation to the base level and measurement of the movement of the cost of living at each station shall be made on the basis of statistical procedures agreed among the international organizations concerned.

PROPOSED STAFF RULE

235. POST ADJUSTMENT

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

<u>Level</u>		<u>S T E P S</u>												
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
P-1	D	252	264	264	276	288	300	300	312	324	336			
	S	168	176	176	184	192	200	200	208	216	224			
P-2	D	324	336	336	348	360	372	372	384	396	408	420		
	S	216	224	224	232	240	248	248	256	264	272	280		
P-3	D	384	396	408	420	432	444	456	468	480	492	504	516	528
	S	256	264	272	280	288	296	304	312	320	328	336	344	352
P-4	D	468	480	492	504	516	528	540	552	564	576	588	600	
	S	312	320	328	336	344	352	360	368	376	384	392	400	
P-5	D	564	576	588	600	612	624	636	648	660	672			
	S	376	384	392	400	408	416	424	432	440	448			
D-1	D	624	636	648	660	672	684	696						
	S	416	424	432	440	448	456	464						
D-2	D	696	708	720	732									
	S	464	472	480	488									
UG	D	816												
	S	544												

235.2 (The present Staff Rule 235.3 shall be numbered 235.2.)

Comments

New Text

Present Text

Staff Rule 255.

The General Assembly of the United Nations decided to increase the maximum amount of the Education Grant to \$700 and to request the Secretary-General of the United Nations through the Administrative Committee on Coordination to request the International Civil Service Advisory Board to undertake a review of the Education Grant in 1966 and to report at the earliest opportunity. By virtue of this action the WHO rule was amended accordingly. The PAHO Rule is therefore submitted in order to conform to the WHO Rule.

For full-time attendance at an educational institution outside the country or area of the duty station, the amount of the grant shall be:

(a) where the institution provides board for the student, 75 per cent of the cost of attendance and board up to a maximum grant of US\$700 a year;

(b) where the institution does not provide board, US\$400 plus 75 per cent of the cost of attendance up to a maximum grant of US\$700 a year.

For full-time attendance at an educational institution outside the country or area of the duty station, the amount of the grant shall be:

(a) where the institution provides board for the student, 75 per cent of the cost of attendance and board up to a maximum grant of US\$600 a year;

(b) where the institution does not provide board, US\$400 plus 75 per cent of the cost of attendance up to a maximum grant of US\$600 a year.

For full-time attendance at an educational institution in the country or area of the duty station, the amount of the grant shall be equal to 75 per cent of the cost of attendance, up to a maximum of US\$700 a year.

For full-time attendance at an educational institution in the country or area of the duty station, the amount of the grant shall be equal to 75 per cent of the cost of attendance, up to a maximum of US\$600 a year.

WITHIN-GRADE INCREASE

WITHIN-GRADE INCREASE

450.2

450.2

(b) two years of full-time service in levels P-5/D-1 Step IV through D-2 Step III of the schedule in Staff Rule 230.4;

(b) two years of full-time service in levels P-6/D-1 Step IV through D-2 Step II of the schedule in Staff Rule 230.4;

<u>No.</u>	<u>Present Text</u>	<u>New Text</u>	<u>Comments</u>
450.3	Service time shall date from the latest of the following actions: (a) entrance on duty; (b) the last within-grade increase; (c) a promotion to a higher grade.	Service time shall date from the latest of the following actions: (a) entrance on duty; (b) the last within-grade increase; (c) a promotion to a higher grade, <u>except when the promotion is a return to a grade previously held.</u>	This change eliminates an anomaly which unwarrantedly retards the within-grade increment of a staff member promoted back to a grade formerly held.
670.7		<u>Upon the recommendation of the Staff Physician, the Director may require a staff member to absent himself on sick leave.</u>	This change is designed to make clear the Director's authority to place on sick leave any staff member whose presence at work might be a hazard to his colleagues or to himself.
730.3	(b) for staff entitled to post adjustment, the base pensionable remuneration is adjusted in multiples of five per cent whenever the weighted average of the post adjustments of the headquarters and regional offices of the member organizations of the Joint Pension Fund varies by five per cent, measured from 1 January 1962;	(b) for staff entitled to post adjustment, the base pensionable remuneration is adjusted in multiples of five per cent whenever the weighted average of the post adjustments of the headquarters and regional offices of the member organizations of the Joint Pension Fund varies by five per cent, measured from 1 January 1966;	
970.	<u>UNSATISFACTORY SERVICE</u> 970.1 A staff member's appointment may be terminated if his performance is unsatisfactory or if he proves unsuited to his work or to international service. It shall be considered unsatisfactory service if the	<u>UNSATISFACTORY SERVICE OR UNSUITABILITY</u> 970.1 A staff member's appointment may be terminated if his performance is unsatisfactory or if he proves unsuited to his work or to international service. It shall be considered unsatisfactory service if the	This is an editorial change to make clear that all the conditions specified in Staff Rule 970.1 are covered by the title of the Rule.

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No.

970. staff member does not or cannot perform the functions of the position to which he is assigned, or if he fails to establish satisfactory working relationships with other staff members or with nationals of other nations with whom he is working.

970.2 Prior to termination action, a staff member shall be given warning and a reasonable time to improve. If there is reason to believe that unsatisfactory service results from assignment to duties and responsibilities beyond the capacity of the staff member, consideration shall be given to reassignment to a post suited to the abilities which the staff member has shown.

970.3 Termination under this rule shall require the giving of three months' notice to a staff member holding a permanent appointment and one month's notice to any other staff member.

970.4 Staff members whose appointments are terminated under this rule shall be paid an indemnity equivalent to that under Rule 950.4 up to a maximum of three months' pay.

staff member does not or cannot perform the functions of the position to which he is assigned, or if he fails to establish satisfactory working relationships with other staff members or with nationals of other nations with whom he is working.

970.2 Prior to termination action, a staff member shall be given warning and a reasonable time to improve. If there is reason to believe that unsatisfactory service results from assignment to duties and responsibilities beyond the capacity of the staff member, consideration shall be given to reassignment to a post suited to the abilities which the staff member has shown.

970.3 Termination under this rule shall require the giving of three months' notice to a staff member holding a permanent appointment and one month's notice to any other staff member.

970.4 Staff members whose appointments are terminated under this rule shall be paid an indemnity equivalent to that under Rule 950.4 up to a maximum of three months' pay.

Comments

New Text

Present Text

No.

1110.4 Persons whom it is necessary to recruit outside the local area for such posts shall be appointed under the conditions of employment established for persons locally recruited. In addition, any such staff members recruited outside the local area and outside the country of the official station may be granted an annual non-residence allowance in an amount to be fixed by the Director for each area, and any such other entitlements as required to meet extra costs of non-resident status or accepted practices for non-residents employed in the locality.

Persons whom it is necessary to recruit outside the local area for such posts shall be appointed under the conditions of employment established for persons locally recruited. In addition, any such staff members recruited outside the local area and outside the country of the official station may be granted an annual non-residence allowance in an amount to be fixed by the Director for each area, and any such other entitlements as required to meet extra costs of non-resident status or accepted practices for non-residents employed in the locality. This allowance and these entitlements may cease upon determination by the Director that a resident status within the country of duty station has been acquired by the staff member.

This is essentially an editorial correction to make clear that non-resident entitlements may be withdrawn should the residence status of the staff member change. As previously reported by the Director to the Executive Committee and the Directing Council this rule is not applicable in the Americas as all General Service personnel are recruited locally.



*executive committee of
the directing council*

PAN AMERICAN
HEALTH
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



54th Meeting
Washington, D. C.
April 1966

Provisional Agenda Item 10

CE54/5 (Eng.)
ADDENDUM I
16 April 1966
ORIGINAL: ENGLISH

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

Salaries of the Deputy Director and Assistant Director
of the Pan American Sanitary Bureau

It is to be noted that the amendments to the Staff Rules of the Pan American Sanitary Bureau as presented in Document CE54/5 were similar to changes adopted by the World Health Organization Executive Board at its 37th Session (EB37.R1). At this same meeting the matter of the salaries of the Deputy Director General, Assistant Directors General and Regional Directors of WHO were examined by the Executive Board. In keeping with recommendations by the International Civil Service Advisory Board, the Executive Board established the net salary of the Regional Directors at the rate of \$21,000 per annum, effective from 1 January 1966 (EB37.R4).

In a similar situation in 1962 the Executive Committee of PAHO at its 46th Meeting, taking into consideration the dual responsibilities of the Pan American Sanitary Bureau, as secretariat to the Pan American Health Organization and Regional Office of the World Health Organization for the Americas, adjusted the salaries of the Deputy Director and Assistant Director, establishing that of the Deputy Director at the same level of the Regional Directors of WHO.

Considering that PAHO's Staff Regulation 3.1 states "The salaries of the Deputy Director and Assistant Director shall be established by the Director of the Bureau with the approval of the Executive Committee" and a similar provision is included in Staff Rule 230.3, this body may like to follow the same practice and adjust the salaries of the Deputy Director and Assistant Director at the levels of \$21,000 and \$20,000 per annum respectively.

The matter of the salary of the Director should be dealt with by the Conference in accordance with Staff Rule 230.3 which states that "The salary of the Director is fixed by the Conference or the Directing Council."

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

Proposed Resolution

"THE EXECUTIVE COMMITTEE,

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

Bearing in mind Staff Regulation 3.1 and Staff Rule 230.3 of the Pan American Sanitary Bureau,

RESOLVES:

To approve the proposal of the Director fixing the salary of the Deputy Director at \$21,000 per annum and that of the Assistant Director at \$20,000 per annum, effective from 1 January 1966."