



PAN AMERICAN HEALTH ORGANIZATION  
WORLD HEALTH ORGANIZATION



## 146th SESSION OF THE EXECUTIVE COMMITTEE

*Washington, D.C., USA, 21-25 June 2010*

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*Provisional Agenda Item 6.1*

CE146/29 (Eng.)  
29 April 2010  
ORIGINAL: ENGLISH

### **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 146th Session of the Executive Committee, those amendments to the Staff Rules issued by the Director since the Committee's 145th Session (Annex A). The proposed amendments to the Staff Regulations will be submitted to the Directing Council for approval (Annex B).
4. The amendments to the Staff Rules described in Section I of this document were based on decisions taken by the Sixty-fourth Session of the United Nations General Assembly (Resolution A/RES/64/231 of the 64th Session of the United Nations General Assembly), 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 the light of experience and in the interest of good human resources management.
6. Section III of this document contains a proposed amendment to Staff Regulation 4.3 to be submitted to the Directing Council for approval. This amendment is necessary to ensure consistency with a UN mandate that agencies implement clear policies which support the hiring of persons with disabilities.

7. The financial implications of all the amendments in the 2010-2011 biennium are negligible.

## **SECTION I**

### **Amendments to the Staff Rules considered necessary in light of decisions made at the Sixty-fourth Session of the United Nations General Assembly on the basis of recommendations of the ICSC**

#### *Remuneration of professional and higher categories*

8. The International Civil Service Commission recommended to the United Nations General Assembly that the current base/floor salary scale for the professional and higher categories be increased by 3.04% through the standard consolidation method of increasing base salary and commensurately reducing post adjustment multiplier points (i.e., on a no loss/no gain basis). The increase would take effect in 1 January 2010.

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

#### *Salaries of staff in ungraded posts and the Director's salary*

10. As a result of the change in salary for staff in the professional and higher-graded categories, a similar revision of the salaries for the posts of the Director, Deputy Director and Assistant Director also is required.

11. Using the same process of consolidating post adjustment multiplier points into the base salary on a "no-gain, no-loss" basis, the salaries for these three positions have been adjusted accordingly. 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 50th Directing Council the applicable salary revision for the post of Director.

## **SECTION II**

### **Staff Rule Amendments considered necessary in light of experience and in the interest of good human resources management**

#### *Definitions*

12. Staff Rule 310.4 has been amended to clarify the calculation of terminal remuneration for staff in the national professional officer category.

***Recruitment Policies***

13. Staff Rule 410.1 has been amended to ensure principles of diversity and inclusion are considered in the recruitment process.

***Appointment Policies***

14. Staff Rule 420.5 has been amended to delete a reference to the “When Actually Employed” (WAE) category of appointment. This change is consistent with the contract framework of other UN agencies, including WHO, that no longer use WAE. The WAE contract will be replaced by temporary appointments on a full- or part-time basis, or by non-staff consultant contracts depending on the nature of the work.

***Annual Leave***

15. To be consistent with the amendment to Staff Rule 420.5, Staff Rule 630.3 was amended to delete the reference to staff appointed on a “when actually employed” basis.

***Accident and Illness Insurance***

16. To be consistent with the amendment to Staff Rule 420.5, Staff Rule 720.2.2 was amended to delete the reference to staff appointed on a “when actually employed” basis.

***Sick Leave***

17. To be consistent with the amendment to Staff Rule 420.5, Staff Rule 740.1 was amended to delete the reference to staff appointed on a “when actually employed” basis.

***Paternity Leave***

18. Staff Rule 763 has been amended to introduce paternity leave for staff members holding temporary appointments, entitling them to two weeks of leave. Female staff holding temporary appointments currently are eligible to receive eight weeks of maternity leave.

***Appeals***

19. Staff Rule 1230.4.1 has been amended to clarify the meaning of “final action.”

### **SECTION III**

#### **Proposed Staff Regulation Amendments considered necessary in light of experience and in the interest of good personnel management**

##### *Appointment and Promotion*

20. An amendment to Staff Regulation 4.3 is proposed to ensure that the principles of diversity and inclusion shall be taken into consideration during the selection process. This change supports the PASB's policy on hiring persons with disabilities.

##### **Action by the Executive Committee**

21. The Executive Committee, after reviewing the information provided in this document, is invited to consider the adoption of the proposed resolution recommended by the Subcommittee on Program, Budget, and Administration in Annex D.

Annexes

## STAFF RULES

FORMER TEXT	NEW TEXT
<p><b>310. DEFINITIONS</b></p> <p>...</p> <p>310.4. “Terminal remuneration” is the figure used in the calculation of separation payments set out in Rule 380.2. For staff in the general service category, “terminal remuneration” is equivalent to gross base salary (less staff assessment) and language allowance. For staff in the professional and higher categories “terminal remuneration” is the net base salary</p> <p>...</p>	<p><b>310. DEFINITIONS</b></p> <p>...</p> <p>310.4. “Terminal remuneration” is the figure used in the calculation of separation payments set out in Rule 380.2. For staff in the general service category <b>and the national professional officer category</b>, “terminal remuneration” is equivalent to gross base salary (less staff assessment) and language allowance. For staff in the professional and higher categories “terminal remuneration” is the net base salary</p> <p>...</p>
<p><b>410. RECRUITMENT POLICIES</b></p> <p>410.1. The paramount considerations in the selection of staff shall be competence and integrity. For posts in the professional category and above, geographical representation shall also be given full consideration. Such representation is not a consideration in appointments to posts subject to local recruitment.</p> <p>...</p>	<p><b>410. RECRUITMENT POLICIES</b></p> <p>410.1. The paramount considerations in the selection of staff shall be competence and integrity <b>with due regard for the principles of diversity and inclusion</b>. For posts in the professional category and above, geographical representation shall also be given full consideration. Such representation is not a consideration in appointments to posts subject to local recruitment.</p> <p>...</p>

FORMER TEXT	NEW TEXT
<p><b>420. APPOINTMENT POLICIES <u>1</u></b></p> <p>...</p> <p>420.5. Appointments may be on a full-time, part-time or when-actually-employed basis.</p> <p>...</p>	<p><b>420. APPOINTMENT POLICIES <u>1</u></b></p> <p>...</p> <p>420.5. Appointments may be on a full-time <b>or</b> part-time basis. <del>or when-actually-employed basis.</del></p> <p>...</p>
<p><b>630. ANNUAL LEAVE</b></p> <p>...</p> <p>630.3. Annual leave accrues to all staff members except:</p> <p>630.3.1. to those appointed on a “when actually employed” basis;</p> <p>630.3.2. to holders of temporary appointments, as defined in Rule 420.4, engaged on a daily basis;</p> <p>630.3.3. to those on leave without pay under Rule 655.1 in excess of 30 days;</p> <p>630.3.4. to those on special leave under insurance coverage in excess of 30 days;</p> <p>630.3.5. when otherwise specified in the Rules.</p>	<p><b>630. ANNUAL LEAVE</b></p> <p>...</p> <p>630.3. Annual leave accrues to all staff members except:</p> <p><del>630.3.1. to those appointed on a “when actually employed” basis;</del></p> <p>630.3.2 <b>1.</b> to holders of temporary appointments, as defined in Rule 420.4, engaged on a daily basis</p> <p>630.3.3 <b>2.</b> to those on leave without pay under Rule 655.1 in excess of 30 days;</p> <p>630.3.4 <b>3.</b> to those on special leave under insurance coverage in excess of 30 days;</p> <p>630.3.5 <b>4.</b> when otherwise specified in the Rules.</p>

FORMER TEXT	NEW TEXT
<p><b>720. ACCIDENT AND ILLNESS INSURANCE</b></p> <p>...</p> <p>720.2.2. Staff members appointed for periods of less than one year and those engaged on a “when actually employed” basis shall be insured against medical and hospital expenses, death and disability in accordance with the provisions of the insurance policy relating to them. Participants shall contribute to the cost.</p>	<p><b>720. ACCIDENT AND ILLNESS INSURANCE</b></p> <p>...</p> <p>720.2.2. Staff members appointed for periods of less than one year <del>and those engaged on a “when actually employed” basis</del> shall be insured against medical and hospital expenses, death and disability in accordance with the provisions of the insurance policy relating to them. Participants shall contribute to the cost.</p>
<p><b>740. SICK LEAVE</b></p> <p>740.1. Staff members, except those engaged on a “when actually employed” basis and 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><b>740. SICK LEAVE</b></p> <p>740.1. Staff members, except <del>those engaged on a “when actually employed” basis and</del> 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>

FORMER TEXT	NEW TEXT
<p><b>763. PATERNITY LEAVE</b></p> <p>Upon presentation of satisfactory evidence of the birth of his child, a staff member, except those holding temporary appointments as defined in Rule 420.4, shall be entitled to four weeks of paternity leave or, in exceptional circumstances, to eight weeks of such leave. Internationally-recruited staff members serving at a non-family duty station are entitled to eight weeks of paternity leave. Paternity leave must be exhausted within 12 months from the date of the child's birth.</p>	<p><b>763. PATERNITY LEAVE</b></p> <p><del>Upon presentation of satisfactory evidence of the birth of his child, a staff member, except those holding temporary appointments as defined in Rule 420.4, shall be entitled to four weeks of paternity leave or, in exceptional circumstances, to eight weeks of such leave. Internationally recruited staff members serving at a non family duty station are entitled to eight weeks of paternity leave. Paternity leave must be exhausted within 12 months from the date of the child's birth.</del></p> <p><b>763.1. Upon presentation of satisfactory evidence of the birth of his child, a staff member shall be entitled to paternity leave. Paternity leave must be exhausted within 12 months from the date of the child's birth.</b></p> <p><b>763.2. Staff members holding fixed-term appointment, as defined in Staff Rule 420.3, or service appointments as defined in Staff Rule 420.2, shall be entitled to:</b></p> <p><b>763.2.1. Four weeks of paternity leave or, in exceptional circumstances, to eight weeks of such leave.</b></p> <p><b>763.2.2. Internationally-recruited staff members serving at a non-family duty station are entitled to eight weeks of paternity leave.</b></p> <p><b>763.3. Staff members holding temporary appointments, as defined in Rule 420.4, shall be entitled to two weeks of paternity leave.</b></p>



FORMER TEXT	NEW TEXT
<p><b>1230 BOARD OF APPEAL</b></p> <p>...</p> <p>1230.4. The following provisions shall govern the conditions of appeal:</p> <p>1230.4.1. No staff member shall bring an appeal before the Board until all the existing administrative channels have been tried and the action complained of has become final. An action is final when it has been taken by a duly authorized official and the staff member has received written notification of the action.</p> <p>...</p>	<p><b>1230 BOARD OF APPEAL</b></p> <p>...</p> <p>1230.4. The following provisions shall govern the conditions of appeal:</p> <p>1230.4.1. No staff member shall bring an appeal before the Board until all the existing administrative channels have been tried and the action complained of has become final. An action is final when it has been taken by a <del>duly authorized official</del> <b>the Organization's senior human resources management official</b> and the staff member has received written notification of the action.</p> <p>...</p>

**Salary scale for the Professional and higher categories showing annual gross salaries  
and net equivalents after application of staff assessment  
(in United States dollars)**

**Effective 1 January 2010**

Level		S T E P S														
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
D-2	Gross	149,903	*	*	*	*	*									
	Net D	110,434	153,214	156,529	159,846	163,160	166,475									
	Net S	101,454	112,589	114,744	116,900	119,054	121,209									
D-1	Gross	137,021	139,804	142,581	145,365	148,149	150,972	153,885	156,794	159,703						
	Net D	101,674	103,567	105,455	107,348	109,241	111,132	113,025	114,916	116,807						
	Net S	93,979	95,623	97,264	98,900	100,534	102,164	103,787	105,410	107,028						
P-5	Gross	113,404	115,771	118,140	120,504	122,874	125,238	127,607	129,974	132,341	134,707	137,075	139,441	141,810		
	Net D	85,615	87,224	88,835	90,443	92,054	93,662	95,273	96,882	98,492	100,101	101,711	103,320	104,931		
	Net S	79,537	80,967	82,393	83,818	85,241	86,659	88,077	89,491	90,904	92,314	93,721	95,124	96,528		
P-4	Gross	92,907	95,064	97,221	99,378	101,626	103,909	106,196	108,478	110,763	113,044	115,331	117,612	119,897	122,182	124,468
	Net D	71,393	72,946	74,499	76,052	77,606	79,158	80,713	82,265	83,819	85,370	86,925	88,476	90,030	91,584	93,138
	Net S	66,482	67,897	69,311	70,720	72,130	73,539	74,946	76,351	77,754	79,157	80,558	81,958	83,357	84,755	86,151
P-3	Gross	75,972	77,968	79,967	81,961	83,960	85,956	87,951	89,951	91,947	93,943	95,943	97,936	99,936	102,044	104,157
	Net D	59,200	60,637	62,076	63,512	64,951	66,388	67,825	69,265	70,702	72,139	73,579	75,014	76,454	77,890	79,327
	Net S	55,259	56,581	57,906	59,227	60,551	61,871	63,192	64,517	65,837	67,159	68,477	69,796	71,112	72,431	73,749
P-2	Gross	61,919	63,707	65,492	67,279	69,065	70,850	72,638	74,419	76,208	77,996	79,779	81,568			
	Net D	49,082	50,369	51,654	52,941	54,227	55,512	56,799	58,082	59,370	60,657	61,941	63,229			
	Net S	46,037	47,205	48,368	49,534	50,698	51,864	53,049	54,230	55,417	56,600	57,781	58,967			
P-1	Gross	47,968	49,496	51,146	52,867	54,579	56,296	58,014	59,732	61,444	63,161					
	Net D	38,854	40,092	41,325	42,564	43,797	45,033	46,270	47,507	48,740	49,976					
	Net S	36,651	37,790	38,930	40,068	41,207	42,344	43,484	44,609	45,728	46,848					

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.

**STAFF REGULATIONS**

<b>FORMER TEXT</b>	<b>NEW TEXT</b>
<p><b>ARTICLE IV</b> <b>Appointment and Promotion</b></p> <p>...</p> <p>4.3. Selection of staff members shall be made without regard to race, creed or sex; shall be based on a full assessment of an individual's relevant skills and experience; and shall normally be made on a competitive basis. A competitive selection process shall not be required where it is in the interest of the Bureau to fill a vacant post by reassignment of a staff member without promotion.</p> <p>...</p>	<p><b>ARTICLE IV</b> <b>Appointment and Promotion</b></p> <p>...</p> <p>4.3. Selection of staff members shall <b>take into consideration the principles of diversity and inclusion</b> and be made without regard to race, creed or sex or <b>disability</b>; shall be based on a full assessment of an individual's relevant skills and experience; and shall normally be made on a competitive basis. A competitive selection process shall not be required where it is in the interest of the Bureau to fill a vacant post by reassignment of a staff member without promotion.</p> <p>...</p>



PAN AMERICAN HEALTH ORGANIZATION  
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CE146/29 (Eng.)  
Annex C

**ANALYTICAL FORM TO LINK AGENDA ITEM WITH ORGANIZATIONAL AREAS**

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

**2. Responsible unit:** HRM/PR

**3. Preparing officer:** Nancy Machado, HRM/PR

**4. List of collaborating centers and national institutions linked to this Agenda item:**

Not applicable

**5. Link between Agenda item and Health Agenda for the Americas 2008-2017:**

Not applicable

**6. Link between Agenda item and Strategic Plan 2008-2012:**

**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.

**7. Best practices in this area and examples from countries within the Region of the Americas:**

The Staff Rule changes are proposed for consistency with decisions taken by the 64th Session of the United Nations General Assembly, the World Health Organization and in the interest of good human resources management practices.

**8. Financial implications of Agenda this item:**

There may be a very limited financial impact to the Organization if Staff Rule 763 is amended, as provided in this document, to provide two weeks of paternity leave to temporary staff members (i.e., short-term professionals and short-term general services staff).



PAN AMERICAN HEALTH ORGANIZATION  
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## 146th SESSION OF THE EXECUTIVE COMMITTEE

Washington, D.C., USA, 21-25 June 2010

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CE146/29 (Eng.)  
Annex D

### *PROPOSED RESOLUTION*

#### **AMENDMENTS TO THE PASB STAFF RULES AND REGULATIONS**

##### ***THE 146th SESSION OF THE EXECUTIVE COMMITTEE,***

Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in the Annex to Document CE146/29;

Taking into account the actions of the Sixty-third 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 2010 concerning: definitions, recruitment policies, appointment policies, annual leave, accident and illness insurance, sick leave, paternity leave, and appeals.
2. To establish the annual salary of the Deputy Director of the Pan American Sanitary Bureau, beginning on 1 January 2010, at US\$ 183,022 before staff assessment, resulting in a modified net salary of \$131,964 (dependency rate) or \$119,499 (single rate).

3. To establish the annual salary of the Assistant Director of the Pan American Sanitary Bureau, beginning from 1 January 2010, at US\$ 181,483 before staff assessment, resulting in a modified net salary of \$130,964 (dependency rate) or \$118,499 (single rate).
4. To recommend to the 50th Directing Council that it adjust the annual salary of the Director of the Pan American Sanitary Bureau and amend Staff Regulation 4.3 by adopting the following resolution:

### **AMENDMENTS TO THE PASB STAFF RULES AND REGULATIONS**

#### ***THE 50th DIRECTING COUNCIL,***

Considering the revision to the base/floor salary scale for the professional and higher-graded categories of staff, effective 1 January 2010,

Taking into account the decision by the Executive Committee at its 146th 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 2010, at US\$ 201,351 before staff assessment, resulting in a modified net salary of \$143,878 (dependency rate) or \$129,483 (single rate).
2. To approve the amendment to Staff Regulation 4.3, which clarify that the principles of diversity and inclusion are to be considered in the hiring of personnel.



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CE146/29 (Eng.)  
Annex E

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

<p><b>1. Agenda item:</b> 6.1 Amendments to the PASB Staff Rules and Regulations.</p>
<p><b>2. Linkage to Program Budget 2008-2009:</b></p> <p>(a) <b>Area of work:</b> Human Resources Management</p> <p>(b) <b>Expected result:</b></p> <p>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><b>3. Financial implications</b></p> <p>(a) <b>Total estimated cost for implementation over the lifecycle of the resolution (estimated to the nearest US\$ 10,000, including staff and activities):</b> Negligible.</p> <p>(b) <b>Estimated cost for the biennium 2010-2011 (estimated to the nearest US\$ 10,000, including staff and activities):</b> Negligible.</p> <p>(c) <b>Of the estimated cost noted in (b), what can be subsumed under existing programmed activities?</b> Negligible costs associated with paternity leave requests of short-term staff would be charged against the post occupied by the short-term staff member.</p>
<p><b>4. Administrative implications</b></p> <p>(a) <b>Indicate the levels of the Organization at which the work will be undertaken:</b> Not applicable.</p> <p>(b) <b>Additional staffing requirements (indicate additional required staff full-time equivalents, noting necessary skills profile):</b> Not applicable.</p> <p>(c) <b>Time frames (indicate broad time frames for the implementation and evaluation):</b></p>

Immediate implementation of paternity leave for staff holding temporary assignments upon approval by PAHO's Executive Committee.