



PAN AMERICAN HEALTH ORGANIZATION
WORLD HEALTH ORGANIZATION



SECOND SESSION OF THE SUBCOMMITTEE ON PROGRAM, BUDGET, AND ADMINISTRATION OF THE EXECUTIVE COMMITTEE

Washington, D.C., USA, 10-12 March 2008

Provisional Agenda Item 6.1

SPBA2/10 (Eng.)
26 February 2008
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AMENDMENTS TO THE PASB STAFF RULES AND REGULATION

1. In accordance with the provisions of Staff Rule 020, the Director submits for confirmation to the 142nd Session of the Executive Committee, as Annex 1 to this document, the amendments to the Staff Rules made since the 140th Session.
2. The amendments described in Section I of this document are based on decisions taken by the 62nd Session of the United Nations General Assembly on the basis of recommendations made by the International Civil Service Commission (ICSC).
3. The amendments described in Section II of this document are made in the light of experience and in the interest of good human resources management.
4. Section III of this document contains a proposed amendment to Staff Regulation 4.3. The amendment is necessary in order to support staff rotation and mobility within the Organization. The text of the proposed amendment to Staff Regulation 4.3 is contained in Annex 2 to this document.
5. The financial implications of the amendments in the 2008-2009 biennium are negligible.

SECTION I

Amendments considered necessary in the light of decisions made at the 62nd Session U.N. General Assembly on the basis of recommendations of the ICSC

Remuneration of the professional and higher categories

6. 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 1.97% 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, with effect from 1 January 2008.

7. Amendments to Appendix 1 of the Staff Rules have been prepared accordingly and appear in Annex 3 to this document.

Salaries of staff in ungraded posts and Director's salary

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

9. Using the same process of consolidating post adjustment multiplier points into base salary on a "no-gain, no-loss" basis, the salaries for these three positions have been adjusted accordingly. In conformity with Staff Rule 330.4, the Executive Committee is asked to approve the resulting salary changes for the posts of Deputy Director and Assistant Director and to recommend to the 48th Directing Council the applicable salary revision for the post of Director.

SECTION II

Staff Regulation Amendments considered necessary in light of experience and in the interest of good human resources management

Dependants' Allowance

10. In order to simplify the administration of Staff Rule 340, the amounts of the Dependants' Allowances are removed and a new Staff Rule 340.4 is added to provide that the amounts will be based on the conditions of service established for the United Nations common system.

Mobility and Hardship Scheme

11. Editorial changes have been made to Staff Rules 360, 360.1 and 360.2 to indicate that the mobility and hardship scheme is composed of three separate allowances, as follows: mobility allowance, hardship allowance and non-removal allowance.

Assignment Grant

12. Staff Rule 365.3 is revised to clarify that the assignment grant will only be increased by a maximum of two lump sum payments under the circumstances specified in the rule. As currently written, it is not clear that there is an established limit.

End-of-Service Grant

13. Staff Rule 375 is amended for clarity and to define what constitutes “qualifying service” under the rule.

Recruitment Policies

14. Staff Regulation 4.3, as proposed for amendment (*infra*), would incorporate language currently contained in Staff Rule 410.4. Consequently, Staff Rule 410.4 would be abolished since it is redundant.

Meritorious Within-Grade Increase

15. Staff Rule 555.1 is being revised to provide that the normal maximum step in grade will be observed by the Organization in the award of meritorious within-grade increases. This change will bring the Organization in line with agencies within the U.N. system.

Leave for Military Training or Service

16. Staff Rule 660 is amended to provide that absence from duty necessitated by military training or service will be charged as leave without pay.

Completion of Appointments

17. Amendments are made to Staff Rule 1040.2 to clarify that the fixed-term or temporary appointment of a staff member which is due to expire while the staff member is on maternity, paternity or adoption leave may be extended so that the end of the staff member’s appointment coincides with the end of the staff member’s scheduled maternity,

paternity or adoption leave. This rule and the proposed clarification are consistent with the Organization's interest in promoting the health and wellbeing of its staff.

Staff in Posts Subject to Local Recruitment

18. Staff Rule 1310.2 is amended to clarify that general service staff are subject to local recruitment and must have the ability to legally work at the location of the duty station without Organization sponsorship of their work permits, except in the limited circumstances identified in Staff Rule 1310.3, which is also amended for clarity.

SECTION III

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

Appointment and Promotion

19. An amendment to Staff Regulation 4.3 is proposed in order that the Organization may continue to advance the rotation and mobility of staff members, without promotion, into vacant posts both at its headquarters and at country level.

SECTION IV

Action by the Executive Committee

20. In consideration of these revisions, the SPBA is requested to consider the following proposed draft resolution:

Proposed Resolution

THE 142nd 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 CE142/____;

Taking into account the actions of the Sixty-first 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 amendments to the Staff Rules that have been made by the Director with effect from 1 July 2008 concerning: dependants' allowance, mobility and hardship scheme; assignment grant; end-of-service grant; recruitment policies; meritorious within-grade increase; leave for military training or service; completion of appointments; and staff in posts subject to local recruitment.
2. To establish the annual salary of the Deputy Director of the Pan American Sanitary Bureau as from 1 January 2008 at US\$ 172,546 before staff assessment, resulting in a modified net salary of \$125,155 (dependency rate) or \$113,332 (single rate).
3. To establish the annual salary of the Assistant Director of the Pan American Sanitary Bureau as from 1 January 2008 at US\$ 171,008 before staff assessment, resulting in a modified net salary of \$124,155 (dependency rate) or \$112,332 (single rate).
4. To recommend to the 48th Directing Council that it adjust the annual salary of the Director of the Pan American Sanitary Bureau and approve the amendment to Staff Regulation 4.3 by adopting the following resolution:

THE 48th DIRECTING COUNCIL,

Considering the revision to the base/floor salary scale for the professional and higher-graded categories of staff, effective 1 January 2008,

Taking into account the decision by the Executive Committee at its 142nd 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 from 1 January 2008 at US\$ 189,929 before staff assessment, resulting in a modified net salary of \$136,454 (dependency rate) or \$122,802 (single rate).
2. To approve the amendment to Staff Regulation 4.3 with respect to the appointment and promotion of staff.

Annexes

**ANNEX 1
STAFF RULES**

FORMER TEXT	NEW TEXT
<p>340. DEPENDANTS' ALLOWANCE</p> <p>Staff members in the professional or higher category, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330, are entitled to a dependants' allowance for dependants as defined in Rule 310.5 to be paid as follows:</p> <p>340.1 U.S. \$1,936 per annum for a dependant child, except that in cases where there is no dependant spouse the first dependant child is not entitled to an allowance. The entitlement shall be reduced by the amount of any benefit paid from any other public source by way of social security payments, or under public law, by reason of such child.</p> <p>340.2 U.S. \$3,872 per annum for a child who is physically or mentally disabled subject to the conditions defined in Rule 340.1, except that if the staff member has no dependant spouse and receives the "with dependant" rate of net salary by virtue of such child, the allowance shall be U.S. \$1,936 per annum.</p> <p>340.3 U.S. \$693 per year for a dependant father, mother, brother or sister.</p>	<p>340. DEPENDANTS' ALLOWANCE</p> <p>Staff members in the professional or higher category, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330, are entitled to a dependants' allowance for dependants as defined in Rule 310.5 to be paid as follows:</p> <p>340.1 U.S. \$1,936 per annum for a dependant child, except that in cases where there is no dependant spouse the first dependant child is not entitled to an allowance. The entitlement shall be reduced by the amount of any benefit paid from any other public source by way of social security payments, or under public law, by reason of such child.</p> <p>340.2 U.S. \$3,872 per annum for a child who is physically or mentally disabled subject to the conditions defined in Rule 340.1, except that if the staff member has no dependant spouse and receives the "with dependant" rate of net salary by virtue of such child, the allowance shall be U.S. \$1,936 per annum the same as for a dependant child in Rule 340.1, above.</p> <p>340.3 U.S. \$693 per year for a dependant father, mother, brother or sister.</p> <p>340.4 the amount of the allowances to be paid under this rule shall be consistent with the conditions of service established for the United Nations Common System.</p>

FORMER TEXT	NEW TEXT
<p>360. MOBILITY AND HARDSHIP ALLOWANCE</p> <p>360.1 Staff members, except those holding temporary appointments as defined in Rule 420.3 or those appointed under Rules 1310 and 1330, who are assigned or transferred to an official station for a period of one year or longer, shall receive a non-pensionable mobility and hardship allowance designed to recognize varying degrees of hardship at different official stations and provide incentives for mobility.</p> <p>360.2 The allowance is composed of three elements: mobility, hardship and non-removal, and shall be paid as determined by the Bureau on the basis of conditions and procedures approved by the United Nations General Assembly for the United Nations System.</p>	<p>360. MOBILITY AND HARDSHIP ALLOWANCE SCHEME</p> <p>360.1 Staff members, except those holding temporary appointments as defined in Rule 420.3 or those appointed under Rules 1310 and 1330, who are assigned or transferred to an official station for a period of one year or longer, shall receive a non-pensionable mobility and hardship allowances designed to recognize varying degrees of hardship at different official stations and provide incentives for mobility.</p> <p>360.2 The mobility and hardship scheme allowance is composed of three elements allowances: mobility, hardship and non-removal, and shall be paid as determined by the Bureau on the basis of conditions and procedures approved by the United Nations General Assembly for the United Nations System.</p>
<p>365. ASSIGNMENT GRANT</p> <p>....</p> <p>365.3 Subject to conditions established by the Bureau on the basis of conditions and procedures approved by the United Nations General Assembly for the United Nations System, the assignment grant shall be increased by one or more lump sums, depending on the category of the official station, whether the staff member is entitled to removal under Rule 855.1, and the duration or expected duration of the assignment at that official station. The lump sum shall be calculated and payable on the basis of the staff member's net base salary and, as applicable, the post adjustment at the official station to which the staff member is assigned at his grade and step, and rates determined by the Bureau.</p> <p>....</p>	<p>365. ASSIGNMENT GRANT</p> <p>....</p> <p>365.3 Subject to conditions established by the Bureau on the basis of conditions and procedures approved by the United Nations General Assembly for the United Nations System, the assignment grant shall be increased by a maximum of two one or more lump sums, depending on the category of the official station, whether the staff member is entitled to removal under Rule 855.1, and the duration or expected duration of the assignment at that official station. The lump sum shall be calculated and payable on the basis of the staff member's net base salary and, as applicable, the post adjustment at the official station to which the staff member is assigned at his grade and step, and rates determined by the Bureau.</p> <p>....</p>

FORMER TEXT	NEW TEXT
<p>375. END-OF-SERVICE GRANT</p> <p>Staff members holding a fixed-term appointment whose appointment is not renewed after completing five years of continuous qualifying service, and whose performance has been certified as being satisfactory, shall be entitled to a grant based on the years of service, unless an offer of renewal of appointment has been either received or declined or the staff member has reached the statutory age of retirement as defined under Rule 1020.1. The amount of the grant shall be fixed according to the schedule in Rule 1050.4 for termination of fixed-term appointments.</p>	<p>375. END-OF-SERVICE GRANT</p> <p>375.1 Staff members holding a fixed-term appointment shall be entitled to a grant based on their years of service if:</p> <p>375.1.1 their appointment is not renewed after completing five years of continuous qualifying service;</p> <p>375.1.2 they did not receive or decline an offer of renewal of appointment;</p> <p>375.1.3 the staff member has not reached the statutory age of retirement as defined under Rule 1020.1; and</p> <p>375.1.4 the staff member’s performance has been certified as being satisfactory.</p> <p>375.2 The amount of the grant shall be fixed according to the schedule in Rule 1050.4 for termination of fixed-term appointments.</p> <p>375.3 In computing the years of qualifying service for the purpose of Rule 375.1.1, any period of leave without pay in excess of 30 days or sick leave under insurance cover in excess of 30 days shall be excluded.</p>

FORMER TEXT	NEW TEXT
<p>410. RECRUITMENT POLICIES</p> <p>....</p> <p>410.4 Posts below the level of P.6 other than those of a short-term nature, which become vacant shall normally be announced to the staff if they represent a promotional opportunity for any staff, and selection for such posts shall normally be on a competitive basis. Those requirements shall not apply to any post which it is in the interest of the Bureau to fill by reassignment of a staff member without promotion.</p>	<p>410. RECRUITMENT POLICIES</p> <p>....</p> <p>410.4 Posts below the level of P.6 other than those of a short-term nature, which become vacant shall normally be announced to the staff if they represent a promotional opportunity for any staff, and selection for such posts shall normally be on a competitive basis. Those requirements shall not apply to any post which it is in the interest of the Bureau to fill by reassignment of a staff member without promotion.</p>
<p>555. MERITORIOUS WITHIN-GRADE INCREASE</p> <p>555.1 A staff member whose performance has been especially meritorious beyond that which may reasonably be expected of a normally well-qualified staff member, and whose conduct has been satisfactory, may be granted one, or exceptionally two, extra within-grade steps. Such increase shall not affect the staff member's eligibility for normal within-grade increases up to the normal maximum step in the grade.</p> <p>....</p>	<p>555. MERITORIOUS WITHIN-GRADE INCREASE</p> <p>555.1 A staff member whose performance has been especially meritorious beyond that which may reasonably be expected of a normally well-qualified staff member, and whose conduct has been satisfactory, may be granted one extra within grade step, or exceptionally two, up to the normal maximum step in the grade extra within grade steps. Such increase shall not affect the staff member's eligibility for normal regular within-grade increases. up to the normal maximum step in the grade.</p> <p>....</p>

FORMER TEXT	NEW TEXT
<p>660. LEAVE FOR MILITARY TRAINING OR SERVICE</p> <p>660.1 Upon application, staff members, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330, may be granted leave of absence for military training or service required by their government for a period not exceeding one year in the first instance but subject to extension on request. At the staff members' option, such absence shall be charged as either leave without pay or as annual leave to the extent accrued and thereafter to leave without pay. During any period of leave without pay for this purpose the provisions of Rule 655.2 shall apply.</p> <p>....</p>	<p>660. LEAVE FOR MILITARY TRAINING OR SERVICE</p> <p>660.1 Upon application, staff members, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330, may be granted leave of absence for military training or service required by their government for a period not exceeding one year in the first instance but subject to extension on request. At the staff members' option, sSuch absence shall be charged as either leave without pay or as annual leave to the extent accrued and thereafter to leave without pay. During any period of leave without pay for this purpose and the provisions of Rule 655.2 shall apply.</p> <p>....</p>
<p>1040. COMPLETION OF APPOINTMENTS</p> <p>....</p> <p>1040.2 When a fixed-term or temporary appointment is due to expire during a period of maternity leave, paternity leave where applicable, or adoption leave, the appointment may be extended for a period determined, and under conditions established by the Bureau.</p>	<p>1040. COMPLETION OF APPOINTMENTS</p> <p>....</p> <p>1040.2 When a fixed-term or temporary appointment is due to expire during a period of maternity leave, paternity leave where applicable, or adoption leave, and renewal of the appointment is not contemplated, the appointment may be extended for a period that coincides with the end date of the staff member's leave. determined, and under conditions established by the Bureau.</p>

FORMER TEXT	NEW TEXT
<p>1310. STAFF IN POSTS SUBJECT TO LOCAL RECRUITMENT</p> <p>....</p> <p>1310.2 All posts in the general service category are subject to local recruitment and, therefore, shall be filled, as far as possible, by persons recruited in the local commuting area of each office. The recognized place of residence for such locally recruited persons, irrespective of their nationality and of the length of time they may have been in the area, shall be determined as the place where the office concerned is located.</p> <p>1310.3 Within the limitations of Rule 1310.1, the Director shall establish employment conditions for staff engaged in the local area to fill such posts, including the fixing of rates of pay and allowances in terms of the best prevailing practices in the local area.</p> <p>1310.4 Persons whom it is necessary to recruit outside the local area for such posts, because qualified candidates are not available locally, shall be appointed under the conditions of employment established for persons locally recruited. In addition, any such staff member whose recognized place of residence is determined to</p>	<p>1310. STAFF IN POSTS SUBJECT TO LOCAL RECRUITMENT</p> <p>....</p> <p>1310.2 All posts in the general service category are subject to local recruitment and, therefore, shall be filled, as far as possible, by persons recruited in the local commuting area of each office. The recognized place of residence for such locally-recruited persons, irrespective of their nationality and of the length of time they may have been in the area, shall be determined as the place where the office concerned is located. Applicants to a vacant general service post must be able to legally work in the location of the duty station at the time their application is submitted to the Organization for consideration and, if selected, at the time of their appointment and thereafter. Except as specified under Rule 13.10.4, the Organization will not sponsor a local work permit for a general service staff member.</p> <p>1310.3 <i>[no change]</i></p>

FORMER TEXT	NEW TEXT
<p>be outside the local area as well as outside the country of the official station may be granted any such entitlements as required to meet extra costs of non-resident status or accepted practices for non-residents employed in the locality.</p> <p>....</p>	<p>1310.4 Where the Human Resources Area Manager determines that Persons whom it is necessary to recruit outside the local area for such posts, because qualified candidates are not available locally, selected candidates shall be appointed under the conditions of employment established for persons locally recruited. In addition, any such staff member whose recognized place of residence is determined to be outside the local area as well as outside the country of the official station:</p> <p>1310.4.1 may be granted any such entitlements as required to meet extra costs of non-resident status or accepted practices for non-residents employed in the locality; and</p> <p>1310.4.2 may be sponsored by the Organization for a local work permit, if necessary.</p>

**ANNEX 2
STAFF REGULATIONS**

FORMER TEXT	NEW TEXT
<p>ARTICLE IV Appointment and Promotion</p> <p>.....</p> <p>4.3 Selection of staff members shall be without regard to race, creed, or sex. So far as is practicable, selection shall be made on a competitive basis.</p> <p>.....</p>	<p>ARTICLE IV Appointment and Promotion</p> <p>.....</p> <p>4.3 Selection of staff members shall be made without regard to race, creed or sex and so far as is practicable 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>

ANNEX 3

Appendix 1															
Salary scale for staff in the professional and higher graded categories: annual gross base salaries and net equivalents after application of staff assessment (in US dollars) ¹															
(effective 1 January 2008)															
<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	141 524	144 528	147 534	150 566	153 709	156 854									
Net D	104 736	106 779	108 823	110 868	112 911	114 955									
Net S	96 219	97 944	99 663	101 375	103 084	104 784									
					*	*	*	*	*						
P6/D-1 Gross	129 304	131 944	134 579	137 219	139 859	142 496	145 135	147 775	150 431						
Net D	96 427	98 222	100 014	101 809	103 604	105 397	107 192	108 987	110 780						
Net S	89 129	90 689	92 245	93 797	95 346	96 892	98 432	99 971	101 505						
										*	*	*			
P-5 Gross	106 907	109 153	111 399	113 641	115 888	118 131	120 378	122 622	124 868	127 112	129 356	131 601	133 847		
Net D	81 197	82 724	84 251	85 776	87 304	88 829	90 357	91 883	93 410	94 936	96 462	97 989	99 516		
Net S	75 432	76 789	78 141	79 493	80 842	82 187	83 532	84 873	86 213	87 550	88 885	90 216	91 547		
												*	*	*	
P-4 Gross	87 790	89 836	91 882	93 926	95 974	98 019	100 071	102 235	104 403	106 566	108 734	110 899	113 066	115 232	117 400
Net D	67 709	69 182	70 655	72 127	73 601	75 074	76 548	78 020	79 494	80 965	82 439	83 911	85 385	86 858	88 332
Net S	63 052	64 394	65 734	67 071	68 408	69 744	71 079	72 411	73 742	75 073	76 401	77 729	79 056	80 381	81 705
													*	*	*
P-3 Gross	71 729	73 622	75 518	77 410	79 306	81 197	83 090	84 986	86 881	88 774	90 669	92 560	94 457	96 349	98 242
Net D	56 145	57 508	58 873	60 235	61 600	62 962	64 325	65 690	67 054	68 417	69 782	71 143	72 509	73 871	75 234
Net S	52 408	53 662	54 918	56 171	57 427	58 679	59 932	61 188	62 440	63 694	64 944	66 195	67 443	68 693	69 943
												*			
P-2 Gross	58 401	60 097	61 790	63 485	65 179	66 871	68 567	70 257	71 953	73 649	75 340	77 038			
Net D	46 549	47 770	48 989	50 209	51 429	52 647	53 868	55 085	56 306	57 527	58 745	59 967			
Net S	43 662	44 769	45 872	46 978	48 082	49 188	50 312	51 432	52 557	53 679	54 799	55 924			
P-1 Gross	45 493	46 942	48 386	49 836	51 440	53 068	54 699	56 326	57 951	59 581					
Net D	36 849	38 023	39 193	40 367	41 537	42 709	43 883	45 055	46 225	47 398					
Net S	34 760	35 840	36 921	38 001	39 080	40 159	41 240	42 307	43 369	44 431					

¹ 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 a within-grade increase 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 Rule 550.2)