



*executive committee of  
the directing council*

PAN AMERICAN  
HEALTH  
ORGANIZATION

*working party of  
the regional committee*

WORLD  
HEALTH  
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AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

In accordance with the provisions of Staff Rule 020, the Director submits to the Executive Committee, as Annex to this document, for confirmation, the amendments to the Staff Rules he has made since the 101st Meeting.

These revisions are in line with those adopted by the Executive Board of the World Health Organization at its Eighty-third Session (Resolution EB83.R6) and are in compliance with paragraph 2 of Resolution XIX adopted by the Executive Committee at its 59th Meeting (1968), which requested the Director to continue to introduce changes as he deems necessary to maintain close similarity between the provisions of the Staff Rules of PASB and those of WHO.

Some of the amendments result from decisions taken by the United Nations General Assembly at its forty-third session, based on the recommendations of the International Civil Service Commission (ICSC). Others are considered necessary in the light of experience and in the interests of good personnel management.

The Annex to this document contains the texts of the amended Staff Rules, the purpose of which is briefly explained below. The effective date of these changes is 1 January 1989.

1. Amendments considered necessary in the light of decisions taken by the United Nations General Assembly at its forty-third session on the basis of recommendations of the International Civil Service Commission
- 1.1 Dependent's allowance in respect of children of staff in the professional and higher categories

The annual amount per child of the dependent's allowance has been increased from US\$700 to \$1,050. Local currency floor arrangements are redefined in line with procedures determined by ICSC. Staff Rule 340.1 has been accordingly amended.

## 1.2 Education grant

The maximum payment per child per year has been increased from US\$4,500 to \$6,750. Again, the local currency floor arrangements have been redefined. The maximum reimbursable for boarding costs within the maximum payment has been increased from \$1,500 to \$2,000. There is no change in the maximum additional amount that may be reimbursed for boarding at certain designated duty stations (\$1,500). Accordingly Staff Rules 350.1 and 350.2.2 have been amended.

## 1.3. Special education grant for disabled children

The maximum payment per disabled child per year has been increased from US\$6,000 to \$9,000, and the local currency floor arrangements have been redefined. Staff Rule 355 has been amended accordingly.

## 2. Amendments considered necessary in the light of experience and in the interests of good personnel management

### 2.1 Maternity leave

The minimum period before the expected date of confinement for maternity leave to begin, subject to the advice and certification of a qualified medical practitioner, is reduced from three to two weeks. This change has been agreed by the Directors of the respective Medical Services of the United Nations and the Specialized Agencies, and the Consultative Committee on Administrative Questions (CCAQ) has recommended that all organizations amend their rules in this sense if they have not already done so. Accordingly, Staff Rule 760.2 has been amended.

### 2.2 Abolition of post and reduction in force

As a result of the experience gained with the existing Staff Rule 1050 and the related procedures for "reduction in force," subsections 1050.2, 1050.2.1, 1050.2.3 and 1050.3 of the Rule have been amended. Two new subsections, namely 1050.5 and 1050.6, have been added.

## 3. Budgetary implications

The additional costs arising from these amendments will be absorbed under the appropriate allotments.

The Executive Committee is invited to consider a proposed resolution, confirming the amendments reproduced in the Annex to this document.

Proposed Resolution

THE 103rd MEETING 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 CE103/9;

Recognizing the need for uniformity of conditions of employment of PASB and WHO staff; and

Bearing in mind the provisions of Staff Rule 020,

RESOLVES:

To confirm the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in the Annex to Document CE103/9, with effect from 1 January 1989, concerning dependent's allowance for professional and higher-graded staff, education grant, special education grant for disabled children, maternity leave, and abolition of post and reduction in force.

Annex

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

Texts of the Amended Staff Rules

340. DÉPENDENTS' ALLOWANCES

340.1 US\$1,050 per annum for a child, except that in cases where there is no dependent spouse the first dependent child is not entitled to an allowance. In certain designated official stations, as determined by the Director on the basis of procedures agreed among the international organizations concerned, the basic amount of the allowance will be the equivalent in local currency of US\$1,050. Nevertheless an 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.

350. EDUCATION GRANT

350.1 An internationally recruited staff member shall be entitled to an education grant, except as indicated in Rule 350.3. The amount of the grant payable under this Rule shall be 75% of the education expenses actually incurred and admissible under Rule 350.2, not to exceed a total payment of US\$6,750 per child per year. For staff members at certain designated official stations, reimbursement of 100% of the expenses for boarding up to US\$1,500 per year per child is payable as an amount additional to the above-mentioned maximum grant of US\$6,750 per child per year. For expenses incurred in certain designated countries, as determined by the Director on the basis of procedures agreed among the international organizations concerned, the maximum reimbursable amount will be the equivalent in local currency of US\$6,750.

350.2.2 the cost of full-time attendance at an educational institution outside the country or area of the official station, including the cost of board if provided by the institution. Where board is not provided by the institution, a flat amount of US\$2,000 per year is paid in lieu; in respect of such attendance in certain designated countries, as determined by the Director on the basis of procedures agreed among the international organizations concerned, the flat rate amount will be the equivalent in local currency of US\$2,000.

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Copies of the complete Staff Rules hitherto effective are available in the meeting room for members of the Executive Committee.

355. SPECIAL EDUCATION GRANT FOR DISABLED CHILDREN

A staff member, except for short-term staff members appointed under Rule 1320 or consultants appointed under Rule 1330, is entitled to a special education grant in respect of any physically or mentally incapacitated child, recognized as dependent under Rule 310.5.2, up to the end of the year in which such child reaches the age of 25. The amount of the grant shall be 100% of the special education expenses actually incurred up to US\$9,000, the maximum grant thus being US\$9,000 per child per year. For expenses incurred in certain designated countries, as determined by the Director on the basis of procedures agreed among the international organizations concerned, the maximum reimbursable amount will be the equivalent in local currency of US\$9,000. In cases where an education grant is payable under Rule 350, the total of the amounts payable under Rules 350 and 355 shall not exceed US\$9,000, or the equivalent in local currency of US\$9,000 if applicable.

760. MATERNITY LEAVE

760.2 Any such staff member, on presentation of a certificate from a duly recognized medical practitioner stating that her confinement will probably take place within six weeks, shall be allowed to absent herself from her duties until her confinement. At the request of the staff member and on medical advice, the Director may permit the maternity leave to commence less than six weeks but not less than two weeks before the expected date of confinement. Maternity leave shall extend for a period of 16 weeks from the time it is granted, except that in no case shall it terminate less than ten weeks after the actual date of confinement.

1050. ABOLITION OF POST AND REDUCTION IN FORCE

1050.2 When a post of indefinite duration--or any post held by a staff member with a career-service appointment--comes to an end, a reduction in force shall (if the post was filled) take place, in accordance with procedures established by the Director, based upon the following principles:

1050.2.1 competition for retention shall be limited to staff holding relevant posts at the same grade as the post to be abolished, or one grade lower;

1050.2.3 staff members holding career-service appointments shall be given priority for retention. The Director may establish priorities among the temporary staff.

1050.3 Termination under this Rule shall require the giving of at least three months' notice to a staff member holding a career-service appointment or a confirmed fixed-term appointment of one year or more and at least one month's notice to any other staff member.

1050.5 (New subsection of Staff Rule 1050)

The appointment of a staff member who has satisfactorily served the Bureau for five years or more shall be considered as having been terminated under this Rule if the appointment was not renewed because of the abolition or intended abolition of a post.

1050.6 (New subsection of Staff Rule 1050)

Posts of indefinite duration comprise those that continue in existence unless and until an express decision is taken to abolish them. Posts of limited duration automatically lapse at the end of the period for which they were established unless an express decision is taken to continue them. The Director shall determine the categories of posts falling within each of the above two definitions.