

*executive committee of
the directing council*



PAN AMERICAN
SANITARY
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



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Topic 7: REVISION OF THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

In accordance with the provision of Staff Regulation 12.2, the Director has the honor to submit to the Executive Committee, a completely revised text of the Staff Rules of the Pan American Sanitary Bureau, with the request that they be confirmed (Annex A). This revision to the Staff Rules is based upon, and largely parallels, the revision to the WHO Rules approved by the Director-General and recently confirmed by the Thirteenth Session of the Executive Board of the World Health Organization. For the information of the Executive Committee, the Report of the Working Party, appointed by the Executive Board to study the similar WHO revision is attached, as Annex B.

The purpose of the revision is primarily of an editorial nature. The frequent amendments to the rules in recent years have resulted in some duplication of language and something less than the most orderly and concise arrangements which might be desired. It is the purpose of this revision, therefore, to consolidate, re-arrange and re-edit the rules in what is hoped to be a more or less permanent form prior to having them released to the staff.

In addition to the editorial changes, there are several changes of substance which are being proposed concurrently. These are as follows:

Section 100 Classification of Posts

This new section, dealing with the classification of posts, fills a gap between the policy statement of Staff Regulation 2.1, and the procedural requirements laid down in the Administrative Manual. The purpose here is simply to incorporate into the Staff Rules, the basic provisions regarding post classification. The rules here presented state the principles which have been followed by the Director in administering the post classification plan of the Bureau.

Rule 255.2(iii) Education Grant

This minor revision of the rule concerning the application of the Education Grant to children studying at the official station of the staff member, was taken in order to create a more equitable situation with respect to educational assistance for staff members seeking to have their children instructed in a language other than the prevailing language in the area of their assignment.

Rule 66^a

Leave for Military Training and Service

The effect of this change is to provide for the granting of leave of absence for extended periods of military training or service, rather than requiring the termination of the staff member's appointment in such cases. Implementation of this decision has been impracticable up to the present moment because of the implications for the Joint Staff Pension Fund. The regulations of the Fund have provided that persons on leave of absence, irrespective of the reason for such absence, were automatically protected for death and disability benefits if they wished to continue contributions to the Fund. Therefore, the granting of leave of absence for military service automatically exposed the Fund to risks which had not been anticipated in the actuarial calculations upon which the Fund was established.

The U. N. General Assembly has now amended the regulations of the Pension Fund to exclude this liability and the way is now open to provide in the Staff Rules for the granting of leave of absence during extended military training or service.

Provident Fund

The World Health Organization's Executive Board, at its Twelfth Session, decided to liquidate the WHO Provident Fund by virtue of the fact that the amended regulations of the U. N. Joint Staff Pension Fund permit staff, formerly participating in the Provident Fund, to join the Joint Staff Pension Fund. The Bureau, therefore, adopted the same policy.

However, the Director reserves the right to permit those staff members presently participating in the PASB Provident Fund to continue in that Fund when extreme hardship would result should such participation be discontinued.

All new appointments shall be required to participate in the Staff Pension Fund unless they exercise the options indicated under Rule 730.1. Thus the Provident Fund of the Bureau will gradually be liquidated.

Section 1230 Staff Association

The rules dealing with the right of the staff to form an association and be represented in consultation with the Director on matters affecting the staff, has been amplified to meet the requirements of a decentralized organization.

Further, the Director wishes to bring to the attention of the Executive Committee, the fact that the Staff Rules of the World Health Organization and the Pan American Sanitary Bureau, have the same application for the staff of both organizations located in the Western Hemisphere, with the following exceptions:

Rule 320.2 The WHO Rule 320.4 provides for a new type of appointment entitled "Career Service Appointment", which is an appointment without a time limit and of a permanent nature.

The PASB has always had this type of appointment entitled "indefinite appointment". Therefore, it is not necessary for the PASB to adopt WHO Rule 320.4. However, for the sake of clarity, the term "indefinite" has been changed to "permanent" in this revision.

Rule 730.1 Staff Pension and Provident Fund

The continuation of the PASB Provident Fund under the conditions explained above.

Rule 1040 Administrative Tribunal

The World Health Organization concluded an arrangement with the International Labor Organization for the use of the latter's Administrative Tribunal in the settlement of disputes, pending definitive arrangements regarding the availability of the United Nations' Administrative Tribunal. Therefore, disputes which cannot be solved internally, arising between the World Health Organization and a Staff Member thereof, may be referred for final decision to the ILO Administrative Tribunal.

The Directing Council, at its IV Meeting, gave the Director authority to negotiate for participation in the U. N. Administrative Tribunal at the same time and through the World Health Organization.

Since the World Health Organization's negotiations with the United Nations are still a pending matter, the Director is presently reviewing the Statutes and procedures of the ILO Administrative Tribunal, to see whether PASB participation in the ILO Tribunal would be an appropriate step.

Pan American Sanitary Bureau
Staff Rules

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GENERAL
000-099

010 Purpose

Former Rules The Staff Rules implement the provisions of the Staff Regulations.
010 They provide the rules which govern conditions of service and personnel
 practices of the Pan American Sanitary Bureau.

020 Applicability

020 The Staff Rules apply to all staff members of the Pan American Sanitary
040 Bureau, except as specifically provided in any particular rule herein.
 Nothing in the present rules shall be interpreted as preventing the
 Director from appointing temporary personnel with terms of service dif-
 ferent from those provided in the present rules, where he considers
 that the interests of the service so require.

030 Effective Date and Amendment

030 These Staff Rules shall become effective as from
060 and supersede all Rules in force before that date. All subsequent
 modifications shall become effective as of the date shown thereon.
 The present rules may be amended by the Director subject to confir-
 mation by the Executive Committee, without prejudice to the acquired
 rights of staff members under the Staff Regulations.

040 Masculine and Feminine Gender

050 In these rules, terms referring to persons and staff members in the
 masculine gender shall apply also to women except where the contrary
 intention is evident from the context.

CLASSIFICATION OF POSTS
100-199

110 Classification Plan

None The Director shall establish a plan for the classification of all
 posts in the Bureau according to the type and levels of the duties
 and responsibilities of the posts and the qualifications required of
 the staff who occupy them. This plan shall include standards by
 which individual posts are to be classified.

120 Classification of Individual Posts

Former Rules

All posts in the Bureau except those defined in Rules 1120 and 1130 shall be classified in accordance with the plan established under the provisions above. Classification shall include assignment of official title and pay grade.

130 Classification Review

None

A staff member may at any time request a re-examination of the classification of the post which he occupies and any official may at any time request a re-examination of the classification of any post under his supervision.

SALARY AND ALLOWANCES
200-299

210 Definitions

Former Rules

210.1 "Salary" means the remuneration received by the staff member by application of a salary schedule or an extension of such a schedule including any extra compensation for language proficiency.

None

210.2 "Pensionable remuneration" means salary.

None

210.3 "Dependants", unless otherwise specified in any particular rule, mean the wife of a staff member and any of the following dependent upon him for full and continuing support: husband, son, daughter, father, mother, brother, sister. The Director shall decide in each case whether an adopted or stepchild is to be recognized as a dependant for the purposes of these rules and whether a dependent brother or sister under the age of 21 years is to be accorded the same status as a dependent child. When more than one member of an immediate family is employed by one of the UN Organizations or the Pan American Union, only that member who is the head of the family may claim dependants, except as provided in Rule 245.

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210.4 For computations of salary, indemnities and repatriation grant:

(a) "Monthly salary" means 1/12 of the annual salary.

(b) "Weekly salary" means 1/52 of the annual salary.

(c) "Daily salary" means 1/30 of the monthly salary.

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210.5 "Normal pay period" means the period from the first to the last day of any calendar month.

220 Salary Determinations

Former Rules

- 730 220.1 On appointment, the salary of a staff member shall normally be fixed at step I of the grade of the post he is to occupy. In exceptional circumstances the salary may be fixed at an advanced step in the grade in order to maintain the staff member's former income level.
- 211.2 220.2 On promotion to a higher grade, the salary of a staff member shall be fixed at the lowest step in the new grade which will provide an increase in total remuneration no less than would have resulted from the next within-grade increase in the old grade, provided that, on restoration to a higher grade formerly held, the staff member's salary shall not exceed that which he would have attained had he remained continuously in the higher grade.
- 215.2 220.3 On reduction in grade, the salary of a staff member will normally be fixed at that step in the lower grade which corresponds to his current salary, or at the step nearest below if there is no exactly corresponding step. If the reduction in grade is the result of unsatisfactory service, the salary may be fixed at a lower step of the reduced grade.
- 750 220.4 A staff member officially required to assume temporarily the responsibilities of a vacant established position of higher grade than that which he normally occupies may be granted extra pay as from the beginning of the fourth consecutive month of such service. The amount of this extra pay shall not exceed the difference between the staff member's current salary and the salary he would receive if promoted to the post of higher grade.
- 711 220.5 A staff member whose salary on 1 April 1951 was above the ceiling of the new salary level to which his post was assigned on that date shall continue to receive that portion of his former salary which exceeds the new ceiling, as a pensionable personal allowance, provided it does not exceed the equivalent of three additional steps in the new level. A staff member who, on 1 April 1951, was proceeding under a former salary scale toward a maximum in excess of the ceiling for the level to which assigned on that date, may continue to receive within-grade salary increments until he reaches the former maximum provided it does not exceed the equivalent of three additional steps in the new level, the excess over the new ceiling being considered a pensionable personal allowance. These provisions shall cease to apply on any change of grade.

230 Salaries for Posts Subject to International Recruitment

The salary of the Director is fixed by the Conference or the Directing Council. The salaries of the Assistant Director and Secretary General are fixed by the Director with the approval of the Executive Committee.

Former Rules

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230.2 The following schedule of salaries shall apply to all posts subject to international recruitment:

Grade	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step
	I	II	III	IV	V	VI	VII	VIII	IX	X
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
P-1	3600	3800	4000	4200	4400	4600	4800	5000		
P-2	4800	5000	5200	5400	5600	5800	6000	6200	6400	
P-3	6000	6200	6400	6625	6850	7075	7300	7525	7750	8000
P-4	7300	7525	7750	8000	8250	8500	8750	9000	9250	9500
P-5	8750	9000	9250	9500	9800	10100	10400	10700	11000	
D-1	10000	10400	10800	11200	11600	12000				
D-2	11000	11400	11800	12200						
P-D	12000	12500								

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230.3 Except for staff referred to in Section 1100, salary rates established under rule 230.2 shall be subject to adjustment (plus or minus) on the basis of significant variations in the cost of living, in accordance with the following principles:

- (a) The salary rates specified in rule 230.2 are considered to be established in relation to the cost of living existing at the headquarters of the United Nations (New York) in May 1950. For staff stationed at any location other than New York, these rates may be subject to an "initial adjustment" whenever there is a significant difference between cost of living at such locality and that existing in New York on the base date (May 1950). Assessment of such difference will be on the basis of a comparative study of the cost of living to the staff members concerned taking into account standards of living and related factors.
- (b) Once the difference between cost of living in a locality and that in New York, as of the base date, has been established and any appropriate "initial adjustment" made, salaries of staff in that locality may be subject to "subsequent adjustments" (upward or downward) based upon significant changes in the cost of living in that locality.
- (c) A significant difference or change in cost of living is defined as one of at least ten per cent and all adjustments will be made only in multiples of ten per cent of salary.
- (d) The "salary" to which cost-of-living adjustments shall apply is defined as follows:
 - (i) For "initial adjustments": seventy-five per cent of salary as defined in rule 210.1.

Former Rules

(ii) For "subsequent adjustments": the modified seventy-five per cent of salary resulting from the initial adjustment.

(e) Periodically the relationship between the cost of living in all localities where staff are stationed and the cost of living in New York as of the base date may be reassessed and new "initial adjustments" established incorporating all intervening "subsequent adjustments".

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230.4 The Director may apply a differential to the salaries of staff members in posts subject to international recruitment when in his opinion their real wages are materially affected by a revaluation of the currency of the country in which they are stationed.

240 Salaries for Posts subject to Local Recruitment

For the provisions governing the establishment of such salaries see Rule 1110.

245 Dependant's Allowance

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A project staff member having dependents as defined in Rule 210.3 shall be entitled to a single annual allowance in the amount of either:

- (a) \$200 (US) for a wife or a dependent husband, a dependent child as defined in Staff Rule 250, or an incapacitated child up to 21 years of age; or
- (b) \$100 (US) for either a dependent parent, a dependent brother or sister, or an incapacitated child over 21 years of age.

Payment shall not be made under both (a) and (b), nor with respect to more than one dependant. If both husband and wife are staff members, the husband may claim under (a), but the wife may claim only under (b) if she has such dependants.

This allowance shall be in addition to children's allowance when that allowance is payable under Rule 250.

250 Children's Allowance

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Except as provided in Rule 1110, a full-time staff member appointed for periods of one year or more shall receive a children's allowance in respect of each dependent child under the age of eighteen years or, if the child is in full-time attendance at a school or a university (or similar educational institution), or is incapacitated for work, up to twenty-one years of age. The amount of this allowance for post subject to international recruitment shall be \$200 (US) per annum.

255 Education Grant

Former Rules

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Each staff member whose official station is outside the country of, and in any case more than 100 km from, his place of residence (see Rule 360), who resides outside such country, and who is entitled to a children's allowance under Rule 250, shall receive the following education grant:

255.1 The sum of \$200 (US) per annum for each child in full-time attendance at a school or a university (or similar educational institution) in his own country; provided that where a child attended such an institution for a period of less than two-thirds of any one scholastic year, the allowance shall be reduced to such proportion of \$200 (US) as the period so attended bears to a full scholastic year;

255.2 If, instead of sending his children to a school in the home country, a staff member elects to send his children to (i) special national schools in the area where they are serving, or (ii) international schools organized for children of international civil servants, or (iii) in the absence of such schools or of public schools using one of the official languages of the Bureau, then to a school which does use one of the official languages of the Bureau and is organized to accommodate a student body comprising children of varied national and cultural origins, the Bureau will pay for each child under thirteen years of age who is otherwise eligible for the education grant, an allowance equal to the difference between the cost of education at the special school which he attends and the cost at a comparable school attended by children of persons normally resident in the area, provided that the allowance shall not be paid at a rate exceeding \$200 (US) per year. If the child is thirteen years of age or over, the special grant is payable only in those cases where the health of the child will not permit return to his own country. Such cases must be supported by a medical certificate approved by a Physician approved by the Bureau, stating the circumstances.

255.3 For travel of children in connection with their education, see Rule 820.1(e)

260 Project Service Allowance

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A staff member assigned to project duty other than at his place of residence (see Rule 360), in connection with services to governments for periods of one year or more shall be entitled, during the period of such service, to a project service allowance payable in the currency of the country of duty in an amount to be established by the Director for each duty area. In establishing the amount of the allowance the Director shall take account of the working and living conditions of each area. At the option of the Bureau, lodging may be provided in lieu of the payment of the project service allowance.

265 Field Equipment Allowance

Former Rules

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A staff member assigned to project duty in connection with services to governments for periods of one year or more shall be entitled to a field equipment allowance consisting of a single payment equivalent to \$100 (US) for the purchase of personal equipment and special articles of clothing required in the performance of his duties.

270 Repatriation Grant

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Except as provided in Rule 1140, a staff member who has completed two or more years of continuous service with the Bureau at an official station outside his home country shall be entitled, upon leaving the Bureau other than by dismissal for serious misconduct, to a repatriation grant subject to the following conditions:

270.1 The grant shall be computed in accordance with the following schedule but shall not exceed \$2500 (US) for a staff member without dependants and \$5000 (US) for a staff member with dependants:

<u>Completed years of Service</u>	<u>Weeks of Salary</u>	
	<u>Without Dependants</u>	<u>With Dependants</u>
2	4	8
3	5	10
4	6	12
5	7	14
6	8	16
7	9	18
8	10	20
9	11	22
10	12	24
11	13	26
12	14	28

270.2 For purposes of this rule dependants shall mean a wife, or a fully dependent husband or child. Calculation of the grant shall be made on the basis of the dependency status of the staff member at the date of leaving the Bureau.

270.3 Any period of leave without pay, or special leave, in excess of 30 days, any period of duty at an official station within 100 kilometers of the staff member's place of residence (see Rule 360) and any period of service prior to 16 April 1951, shall be excluded from the computation of service time.

270.4 The grant shall not be payable to a staff member who is residing in his home country at the time of separation, provided that the Director may pay the grant on a full or reduced basis to a staff member transferred to duty in his home country prior to termination, the amount of the grant being reduced in proportion to the duration of residence in the home country.

Former Rules

270.5 In the event of the death of a staff member who at the time of death would have been eligible for the grant, payment shall be made to eligible dependents as defined in Rule 270.2 who are entitled to repatriation,

- a) at the single rate if there is one dependent,
- b) at the dependency rate if there is more than one dependent.

280 Payments and Deductions

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280.1 Staff members who are not in pay status for all days in any normal pay period, shall be paid 1/30 of the monthly salary for each calendar day in pay status during that pay period.

280.2 Terminal payments shall be computed as follows:

- a) Payment in lieu of notice shall be in the same amount as if the staff member had remained in duty status.
- b) Indemnities, pay for accumulated annual leave and repatriation grant shall be computed on pensionable remuneration as defined in Rule 210.2.
- c) Payment for accumulated annual leave shall be at the rate of 1/260 of the annual salary for each day.
- d) Terminal payments shall be computed at the salary to which the staff member is entitled on the date of termination.

None

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280.3 The effective date of any change in salary shall be as follows:

- a) Any increase shall be effective from the date of entitlement. The date of entitlement to a within-grade increase shall be the first of the month nearest the date of satisfactory completion of the service requirement. The date of entitlement to any other increase in salary shall be the first of the month nearest the date of final approval.
- b) Any decrease shall be effective from the first of the month following completion of the required notice period.

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280.4 All payments to staff members shall be made in such currencies and at such rates of exchange as the Director may determine, with due regard to the legitimate interests of the staff.

280.5 Salaries are subject only to the following deductions:

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- a) For the staff member's contributions to the Staff Pension Fund and for health insurance;
- b) For indebtedness to the Bureau;

Former Rules

- (c) As otherwise authorized by the staff member and agreed by the Bureau.
- 760 280.6 A staff member's salary may be advanced to him:
- (a) If it falls due during an absence on leave or official travel;
- 935 (b) In emergencies when approved by competent authority.

APPOINTMENT
300-399

310 Recruitment Policies

- 112 310.1 The paramount considerations in the selection of staff shall be the competence and integrity of the individuals under consideration. For posts subject to international recruitment, geographical representation shall also be given full consideration. Such representation is not a consideration in appointments to posts subject to local recruitment.
- 115 310.2 Normally, candidates under twenty or over sixty years of age shall not be considered for appointment, provided that the minimum age limit for those locally recruited shall be sixteen.
- 113.2 310.2 Persons closely related by blood or marriage to a staff member will not normally be appointed if another equally qualified person is available.

320 Appointment Policies

- 126 320.1 Temporary appointments are appointments for a limited period. They may be on a full time, part time or when actually employed basis.
- 320.2 A Permanent appointment is an appointment without time limit subject to the satisfactory completion of a probationary period and fulfilment of such other requirements as the Director may lay down.
- 131 320.3 Any full time appointment of more than one year shall be subject to a period of probation, which shall be at least one year and may be extended to eighteen months, or exceptionally to two years when necessary for adequate evaluation of the staff member's fitness. Prior satisfactory service for the Bureau in the same type of post may be credited toward completion of probation.

330 Medical Certification and Inoculations

- 122.1 330.1 Upon acceptance of an appointment and before commencing any travel to take up his appointment, a staff member shall undergo a prescribed preliminary medical examination by a qualified physician the report of which shall be forwarded to the Bureau. This examination may be waived for staff locally recruited.

Former Rules

- 122.2 330.2 Upon reporting for duty, a staff member shall undergo a medical examination by a Physician approved by the Bureau, and if necessary, by a specialist designated by this Physician.
- 122.3
- 122.4 330.3 Any offer of appointment is subject to a satisfactory report from a Physician approved by the Bureau on the examination required in Rule 330.1 and any appointment is conditional upon a satisfactory report from the examination required in Rule 330.2. Should the result of either examination be unsatisfactory in any respect, the Director may cancel the offer or appointment or amend the terms of the offer or appointment as he considers just.
- 132.2 330.4 No appointment shall be confirmed at the completion of probation without a certification by a Physician approved by the Bureau that there is no health reservation which would prevent confirmation.
- None 330.5 Staff members shall, during their employment, be re-examined by an approved Physician at such intervals as required by the Director.
- None 330.6 Upon appointment and before any subsequent travel for the Bureau a staff member shall have such inoculations as the Bureau shall prescribe.
- 122.5 330.7 Any medical examination and any inoculation required by the Bureau shall be at its expense.

340 Appointments Documents

- 123 340.1 Upon selection for appointment, the candidate shall receive an offer of appointment signed by, or on behalf of, the Director. This offer shall:
- (a) State the type of appointment, tenure, probation requirement, title of post, salary and allowances.
 - (b) Indicate the date and place of reporting for duty and the official station.
 - (c) Transmit a copy of the Staff Regulations and the Staff Rules and state that the offer is subject to the current provisions of such Regulations and Rules and any subsequent amendments.
 - (d) Call attention to the medical examination requirements laid down in Rule 330.
 - (e) State the nature of the duties and obligations which attach to employment in an international organization.
 - (f) Transmit a notice of acceptance and the Oath or Declaration of Office.

Former Rules

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340.2 An appointee shall sign and return to the Director a notice of acceptance stating that he agrees to the conditions contained in the offer, accepts the Staff Regulations and Staff Rules as a part of his contract of employment and subscribes to the Oath or Declaration of Office.

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340.3 The offer of appointment (including the Staff Regulations and Staff Rules) and the notice of acceptance shall constitute the contract of employment. The terms of the appointment shall be confirmed by an appointment notification upon reporting for duty and shall be subsequently modified as necessary to reflect any change in status. (See Section 400-499)

350 Effective Date of Appointment

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350.1 The effective date of appointment shall be the date the staff member reports for duty if locally recruited or the date he enters travel status for the purpose of reporting to duty if travel is required, provided that this date is not earlier than that required for travel by the route and type of transport approved by the Bureau.

350.2 No staff member shall report for duty or commence any travel for the purpose of entering on duty until the requirements of Rules 330 and 340 have been met.

360 Determination of Place of Residence

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At the time of appointment of a staff member, the Bureau shall determine, in consultation with him, that place which is to be recognized throughout his service as his residence prior to appointment, for purposes of establishing entitlements under these Rules. Unless there are reasons to the contrary, the residence shall be determined to be the place in the country of the staff member's nationality where he was residing at the time of appointment. Consideration may be given in individual cases to designating some other place if the facts so warrant.

370 Re-employment

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370.1 A staff member, other than those referred to in Rules 1120 and 1130, who is re-employed within one year of the termination of his appointment, may, at the option of the Bureau, be reinstated. In such case he shall have restored to him the status which he held upon termination and the intervening absence shall be charged to annual leave and leave without pay as necessary, provided that he shall refund to the Bureau all terminal payments made to him.

370.2 Any staff member who is re-employed, but not reinstated under the provisions of Rule 370.1, shall have the same status as other persons on initial appointment.

Former Rules

380 Inter-Organization Transfers

- None Within limits otherwise established by these rules, a staff member accepted for appointment by transfer from the World Health Organization or the Pan American Union:
- (a) May be appointed at an advanced step in the grade of the post to which he is being assigned if necessary to maintain his existing salary level;
 - (b) Shall be credited on transfer with accumulated annual leave and earned service time toward the next within-grade increase, home leave and repatriation grant;
 - (c) Shall transfer his pension fund credit if a participant in the United Nations Joint Staff Pension Fund;
 - (d) Shall serve the same probationary period as any other staff member but upon confirmation shall have the same seniority status as if all prior uninterrupted service with the World Health Organization or the Pan American Union had been with the Pan American Sanitary Bureau.

PERFORMANCE AND CHANGE OF STATUS

400-499

410 Assignment to Duty

- 128 All staff members are subject to assignment by the Director to any activity or office of the Bureau. Initial recruitment for a specific assignment does not, therefore, relieve the staff member of the obligation to serve in any other designated assignment. In the determination of the initial and any subsequent assignment, consideration shall be given to the extent possible to the staff member's particular abilities and interests.

420 Training

- None Staff members may be given suitable training as determined necessary by the Bureau to improve their effectiveness in their current assignments and to prepare them for broader usefulness to the Bureau.

430 Supervision

- None 430.1 Supervisors shall be responsible for facilitating the adjustment of a staff member to his new work situation by:
- (a) Providing him with a clear statement of his duties and his official relationships.

Former Rules

- (b) Instructing and guiding him in learning to perform his functions.
- (c) Introducing him properly to those staff members with whom he will be required to work.
- (d) Discussing with him at frequent intervals his progress in learning the work.

310.1 430.2 In addition to the normal work review and discussion with a staff member, supervisors shall periodically make a formal evaluation of the performance and conduct and potentialities for greater usefulness of each staff member under their supervision. This evaluation shall be made at such intervals as the work situation or the individual's performance requires but in no case less frequently than once a year. Supervisors shall discuss their conclusions with the staff member and make specific suggestions for improvement in all aspects of performance which are not entirely satisfactory.

310.2 430.3 The supervisor shall record his periodic evaluation on an established form and sign it. This report shall be shown to the staff member concerned who shall also sign it. If the staff member so wishes he may attach a statement concerning any part of the report with which he disagrees and this shall become a part of his performance report file.

430.4 The evaluation of performance as reflected in these reports shall be the basis for assisting the staff member to make his most effective contribution to the work of the Bureau and for decisions concerning the staff member's status and retention in the Bureau.

440 End of Probation

132.1 A performance evaluation report (See Rule 430.2) shall be made before the end of the normal probationary period. On the basis of this report and the medical certification required by Rule 330.4, a decision shall be taken, and notified to the staff member, that his:

- (a) Appointment is confirmed;
- (b) Probationary period is extended for a specified period;
- (c) Appointment is not confirmed and is to be terminated.

In the case of either (b) or (c), the staff member shall be notified of the reasons. If the probation is extended, a further report and decision is required before the expiry of this additional period.

450 Within-Grade Increase

212.1 450.1 A staff member whose performance has been certified by his supervisor to be satisfactory shall be entitled to a within-grade increase in salary of one step upon the completion of each unit of service time as defined in Rule 450.2, provided he has not reached the maximum for his grade and provided that the date of entitlement shall in no case be earlier than the date of confirmation of the appointment except as provided in Rule 380.

Former Rules

212.3
212.4
212.5

450.2 All satisfactory service time, except continuous periods of special leave and leave without pay of more than thirty days, shall be credited toward the service requirements which are:

- (a) One year of full time service in levels P-1 through D-1 Step .III of the schedule in Rule 230;
- (b) Two years of full time service in levels D-1 Step IV through level P-D in Rule 230;
- (c) Such period of full time service as the Director may establish for posts subject to local recruitment in accordance with Rule 1110;
- (d) The equivalent amount of part time service.

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.

455 Meritorious Within-Grade Increase

213

A staff member whose performance has been especially meritorious beyond that which may reasonably be expected of a normally well qualified staff member, may be granted one, or exceptionally two, extra steps in the scale for his salary level. Such increase shall not affect the staff member's eligibility for normal within-grade increases in his grade and the normal maximum for that grade shall be extended by the amount of any such increase.

460 Promotion

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460.1 Promotion is the advancement of a staff member to a post of higher grade, either as a result of reclassification of his present post or reassignment to a different post of higher grade.

None

460.2 Provided he has the necessary qualifications and his performance has been satisfactory, a staff member shall be entitled to any promotion resulting from the reclassification of his present post. A staff member whose performance has been satisfactory may at any time be considered for reassignment to a post of higher grade.

114

460.3 Posts below the level of Division Chief, other than those of a temporary nature, which become vacant shall normally be notified to the staff if they represent a promotional opportunity for any staff and selection for such posts shall normally be on a competitive basis. These 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.

Former Rules

465 Reassignment

- 214 465.1 A reassignment is any formal movement of an individual from one post to another. It may involve a change in title, grade, salary or official station, or a combination of these changes.
- None 465.2 A staff member may be reassigned whenever it is in the interest of the Bureau to do so. A staff member may at any time request consideration for a reassignment in his own interests.
- None 465.3 So far as practicable, vacancies in posts subject to international recruitment shall be filled by the reassignment of staff members between the different activities and offices of the Bureau in the interest of developing a versatile career staff. In accepting appointment, a staff member accepts the applicability of this policy to himself.

470 Reduction in Grade

- 215 470.1 A staff member's grade may be reduced as a consequence of reclassification of his present post or reassignment to a different post of lower grade. The latter may result:
- (a) From the staff member's own request for personal reasons, or
 - (b) From unsatisfactory performance, or
 - (c) As an alternative to termination in a reduction in force.
- 470.2 A staff member shall not be reduced in grade for unsatisfactory performance until he has received written notification of the proposed action and of the reasons and has had an opportunity to reply. Such reply must be made in writing within eight days of receipt of the notification.

480 Other Changes in Status

- 217 Other changes in a staff member's official status shall be made as necessary to reflect changes in his personal or employment situation, including:
- (a) Change in type of appointment
 - (b) Extension of appointment
 - (c) Change of title
 - (d) Change of name
 - (e) Adjustment of salary (after change in salary schedule)
 - (f) Leave without pay and special leave (in excess of 30 days)

Former Rules

(g) Return to duty from leave without pay or special leave

(h) Change of Official Station

490 Notification and effective date of change in status

- 202.2 490.1 A staff member shall be notified by letter in advance of any involuntary reduction in grade or salary, the amount of the notice being the same as specified in his contract for termination, but in any case, not less than 30 days.
- 202.1 490.2 All changes in status shall be effected by an appointment notification to the staff member. Such notification shall constitute an amendment to the contract of employment.

CONDUCT
500-599

510 Standards of Conduct

- None 510.1 The basic standard of conduct required of a staff member is laid down in Section I of the Staff Regulations.
- 320 510.2 Staff members may not act as delegates or observers for, or advisers to, their governments. Staff members may continue to participate in national societies but they may not represent such societies at international meetings.
- None 510.3 Staff members may not publish any article which results from work performed for the Bureau without the permission of the Director.
- None 510.4 A staff member who is offered any honor, decoration or gift from external sources shall report this fact to the Director for determination as to the application of Staff Regulation 1.7.
- None 510.5 Any staff member who has any financial interest in any business concern with which he may be required, directly or indirectly, to have official dealings on behalf of the Bureau, shall report such interest to the Director.
- 423 510.6 The term "misconduct" shall mean not only any improper action by a staff member in his official capacity, but also any conduct by a staff member, unconnected with his official duties, tending to bring the Bureau into public discredit, or any improper use or attempt to make use of his position as an official for his personal advantage.

Former Rules

520 Disciplinary Measures

421

A staff member whose conduct is unsatisfactory shall be subject to disciplinary action. According to the gravity of the offence this may take the form of any one or combination of the following:

- (a) Oral warning
- (b) Written reprimand
- (c) Reassignment to a less responsible post
- (d) Dismissal

Any serious failure to observe the standards of conduct laid down or any failure to observe the terms of the oath of office may result in summary dismissal.

530 Suspension

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If a charge of serious misconduct is made against a member of the staff, and it is considered that the charge is prima facie well founded and that the staff member's continuance in office pending an investigation of the charge would prejudice the service, the staff member may be suspended from his functions pending investigation. In cases of suspension without pay, if the charge is not sustained, salary withheld shall be paid.

540 Notification and Reply

426

540.1 No staff member shall be reassigned or dismissed as a result of misconduct before he has been notified of the charges made against him and been given an opportunity to reply to those charges. Such notification and reply shall be in writing and unless the urgency of the situation prevents, the staff member shall be given eight days in which to submit his reply.

None

540.2 There shall be no other notice period required for dismissal for misconduct and no indemnity shall be paid in such cases.

ATTENDANCE AND LEAVE
600-699

610 Periods of Duty

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610.1 In the case of full time staff members, their whole time shall be at the disposal of the Director. The official hours of work of the Bureau per year will be 2,016.

Former Rules

912 610.2 Except in cases of necessity Sunday (or an equivalent day) shall not be a work day. The official holidays to be observed per year will be the holidays fixed for each office following the most commonly observed holidays in that locality, provided that the method of scheduling the work-year results in a total of 2,016 official work hours being observed by each office.

913 610.3 When authorized by the appropriate superior officer, a staff member may be required to work overtime which may be compensated as follows subject to procedures to be established by the Director:

- (a) Staff in posts subject to international recruitment may be given compensatory leave.
- (b) Staff in posts subject to local recruitment may be given compensatory leave or monetary compensation.

620 Attendance

920 620.1 A staff member unable to report for duty on a work day shall notify his superior of that fact within four hours after the beginning of the work day if it is possible to do so. Failure to give such notification without good reason may result in disciplinary action.

620.2 Records of attendance shall be maintained and shall serve as a basis for salary payments.

630 Annual Leave

931 630.1 Annual leave is provided to the staff for purposes of rest and relaxation from their duties and for attending to personal business. Absences not specifically covered by other provisions of these Rules shall be chargeable to annual leave to the extent that it has been accrued or advanced.

932.1 630.2 Annual leave accrues to all full time staff members except those engaged on a "when actually employed" basis, and staff excluded by the Director under the provisions of Rules 1120 and 1130. The rate of accrual shall be two and one-half working days for each calendar month (or fraction thereof pro rata) during which the staff member serves the Bureau in pay status. The Director may establish a different rate for manual workers. Annual leave does not accrue during any period of leave without pay or special leave in excess of thirty days (See Rule 650)

933.1 630.3 Annual leave may be taken in units of one hour.

933.2 630.4 Annual leave may be accumulated provided that not more than 60
933.3 days of such leave is carried forward beyond 31 December of each year. Since the purpose of such leave is to provide a period of rest each year, not more than fifteen days of annual leave shall normally be carried forward from the calendar year in which it accrues.

Former Rules
934

- 630.5 In exceptional circumstances a staff member may be advanced annual leave.
- 955 630.6 A staff member who is ill during a period of annual leave shall, subject to the provisions of Rule 670, have that portion of his absence considered sick leave upon presentation of a satisfactory medical certificate.
- 936 630.7 Except as provided in Rule 1140, a staff member, on leaving the service of the Bureau, who has not exhausted the annual leave to which he is entitled shall be paid in respect of each day of unused annual leave up to a maximum of 60 days. (See Rule 280.2(c)). A member who has taken advance annual leave beyond that subsequently accrued shall make restitution for such leave, either by accepting a deduction from any amount owed him by the Bureau or by cash refund. In case of death of a staff member, payment in lieu of accrued annual leave shall be made to his estate but no deduction shall be made in respect of advanced annual leave.

640 Home Leave

- None 640.1 Home leave is provided to the staff in order to enable them to maintain effective association with the culture of their home countries, with their families, and with their national business and professional interests.
- 941.1 640.2 Each full time staff member, other than those referred to in Rules 1120 and 1130 and staff locally recruited under Rule 1110, whose official station is outside the country of residence as established on appointment (see Rule 360), shall be entitled, once in every two years of qualifying service, to home leave to his country of residence, provided his service is expected to continue at least six months beyond the date of return from home leave or six months beyond the date of eligibility from home leave whichever is the later.
- 941.3
- 941.1 640.3 Home leave entitlement shall consist of travel time without charge to annual leave and return transportation at the Bureau's expense for the staff member and eligible dependants, between the official station and the place of residence in the home country, or any other place in the home country which does not involve greater expense to the Bureau. (For detailed travel provisions see Rules 810 and 820).
- 941.2 640.4 Qualifying service for purposes of home leave shall consist of continuous periods of service for the Bureau at an official station outside the country of residence, except as provided in Rule 650.3.
- 942
- None 640.5 If both husband and wife are staff members eligible for home leave, the wife shall have the choice either of exercising her own home leave entitlement or accompanying her husband as a dependant. If she accompanies her husband, she shall be allowed travel time not exceeding that which would have been authorized had she chosen to exercise her own entitlement.

- Former Rules
- 943.1 640.6 Home leave may be granted at any time during the six months prior to, or six months after, the date when the staff member has completed two years' qualifying service. When such leave is taken in a later period, the next home leave shall become due two years after the date of departure on leave unless the leave has been postponed at the request of the Bureau.
- 943.2 640.7 In exceptional circumstances, home leave may be advanced provided there has been a period of at least twelve months qualifying service since the last home leave or since appointment in the case of the initial home leave.
- 943.4 640.8 A staff member may be required to take home leave in conjunction with travel on official business or change of official station, due regard being paid to the interests of the staff member and his family.
- None 640.9 Travel of dependants on home leave shall normally take place in conjunction with the travel of the staff member.
- 650 Special Leave and Leave without Pay
- 981 650.1 Special leave, with full or partial pay, or without pay, may be granted for advanced study, or research in the interest of the Bureau, or for other valid reasons. Normally such leave shall not:
- (a) Exceed one year in duration
 - (b) Be granted until all accrued leave has been exhausted
- 982 650.2 Leave without pay may be granted a staff member for purposes normally covered by sick or annual leave when such leave has been exhausted. (See also Rule 670.2)
- None 650.3 Periods of special leave or leave without pay in excess of thirty days shall not be credited for purposes of:
- (a) Annual leave accrual
 - (b) Service credit toward within-grade increase and completion of probation
 - (c) Service credit for repatriation grant and termination indemnities
 - (d) Service credit for home leave
- 660 Leave for Military Training or Service
- 655 660.1 Upon application, a staff member, other than those referred to in Rules 1120 and 1130, may be granted leave of absence for military training or service required by his government for a period not exceeding one year in the first instance but subject to extension on request. Such absence shall be charged as annual leave to the extent accrued and thereafter to leave without pay. During any period of leave without pay for this purpose the Bureau shall not maintain either insurance or Pension Fund contributions.

Former Rules

660.2 If such leave of absence is expected to continue for at least six months, the Bureau shall, at the request of the staff member, repatriate him and any recognized dependants, if such expenses are not borne by his Government, and provided that any such expenses shall be charged against the next home leave of the staff member.

660.3 Upon application, within 90 days after release from military service, the staff member shall be restored to active duty in the Bureau in the same status he had at the time he entered military service, provided there is a post available at his level which is not occupied by a person of higher retention status. If no such post is available, the provisions of Rule 950 shall be applied to determine his status and entitlements.

670 Sick Leave

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670.1 Staff members, except those engaged on a "when actually employed basis" and those excluded by the Director under the provision of Rules 1120 and 1130, who are incapacitated from the performance of their duties by illness or injury or whose attendance is prevented by public health requirements, may be granted sick leave with pay in the following amounts:

952.1

(a) A staff member holding an appointment of one year's duration or more may be granted up to six months on full pay in connection with any one illness or in any period of twelve consecutive months provided that the total for all illness shall not exceed nine months in any four-year period. In exceptional cases the Director may, in addition, grant special leave at half pay to such staff up to a maximum of nine months in any four-year period.

952.2

952.4

(b) A staff member appointed for a period of less than one year may be granted sick leave proportionate to the duration of the appointment at the rate of thirty working days at full pay and thirty working days at half pay per year.

953.1

670.2 A staff member who is incapacitated beyond the period for which paid leave may be granted under Rule 670.1 may be granted special leave without pay for a period not exceeding one year. During any portion of such period of leave without pay that the staff member received salary indemnities from the Bureau's accident and sickness insurance policy, he shall continue to make his contribution to the Staff Pension Fund.

954

670.3 Any absence of more than three consecutive working days which is to be charged as sick leave must be supported by a certificate from a duly recognized medical practitioner stating that the staff member is unable to perform his duties and indicating the probable duration of the illness. Not more than seven days of uncertified absences within twelve consecutive months shall be charged as sick leave.

Former Rules

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670.4 In any case of illness the staff member shall submit such periodic reports on his condition as the Bureau shall require and shall be examined by the Physician approved by the Bureau if the Director so decides.

670.5 Sick leave may be taken in units of one hour.

957.1

670.6 The termination of a staff member's appointment shall, from the date it is effective, terminate any claim to sick leave under these Rules.

680 Maternity Leave

960.1
960.2

680.1 Full time staff members appointed for periods of one year or more, who will have completed at least ten months continuous service at the anticipated date of confinement shall be entitled to maternity leave.

680.2 Any such staff member, on presentation of an acceptable medical certificate stating that her confinement will probably take place within six weeks, shall be allowed to absent herself from her duties until her confinement and shall not be permitted to work during the six weeks following confinement. Such absence shall be at full pay.

960.3
960.4

680.3 In addition a nursing mother shall be allowed sufficient time each day to nurse her child.

690 Approval and Reporting of Leave

991

The granting of leave under Rules 630, 640 and 650 is subject to the exigencies of the service and must be approved in advance by authorized officials. The personal circumstances of the staff member will be considered so far as possible. All leave taken shall be promptly reported.

INVALIDITY, DEATH AND RETIREMENT BENEFITS
700-799

710 Accident and Sickness Insurance

1105

Staff shall have the protection against medical expenses provided by the Bureau's accident and sickness insurance policy. All staff shall have the protection of this policy with respect to death and disability benefits.

Former Rules

720 Compensation for Service-incurred Accidents or Illnesses.

1110

A staff member shall be entitled to compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the Bureau, in accordance with rules established by the Director. Any benefits payable by the Staff Pension Fund, or under the Bureau's accident and sickness insurance policy, shall be taken into account in establishing the compensation payable.

730 Staff Pension Fund or Provident Fund

1010

730.1 Full-time staff members, except those referred to in Rules 1120, 1130 and 1140, who are appointed for one year or more or who complete a year of service if originally appointed for a shorter period, shall participate in the Staff Pension Fund, except:

- a) Any staff member who is sixty years of age or more at the date he would otherwise begin participation;
- b) any staff member seconded from a Member Government for a period not exceeding two years, who elects not to participate because he is maintaining his membership in his national pension scheme;
- c) any staff member who participates in the Pan American Union Pension Plan excepted by the 11th Meeting of the Executive Committee.

Participation in the Staff Pension Fund shall be governed by the regulations of the Fund and the Agreement between PASB and WHO.

1020

Staff members who, on ... 1954, are participating in the PASB Provident Fund shall, by 1 July 1954, transfer to the Staff Pension Fund, unless they exercise the option under a), b), or c), above. The Director may waive this requirement in cases where such transfer would create extreme hardship for the individual involved.

In the event this requirement is waived, the staff member may continue in the Provident Fund of the PASB until he leaves the service of the Bureau. In this manner the Provident Fund will gradually be liquidated.

- 1) Such staff member shall continue to contribute to the PASB Provident Fund 6% of his base salary and the Bureau shall contribute an equal amount. Such contributions shall be assessed only on the base salary. However, no contributions shall be assessed on payments made for terminal annual leave or compensatory leave in case of termination of appointment.

Former Rules

- 2) Amounts standing to the credit of such members of the staff shall be deposited in such manner as may be determined by the Director and shall carry no interest.
- 3) In the event of a staff member leaving the Bureau, he shall be entitled to the amount which he has contributed to the Provident Fund, and the Bureau's contribution on his account to the Provident Fund.

On the death of a staff member, the sums due to him shall be paid to those entitled.

730.2 Should compensation under Rule 720 be payable to any staff member who is not participating in the Pension Fund as a result of exercising the option in Rule 730.1, there shall be deducted from such compensation any amounts which would normally have been provided by the Pension Fund.

740 Grant in case of Death

1120

In the event of the death of a staff member who is not a participant in the Staff Pension Fund and whose death does not result in any indemnity payment from the Bureau's accident and sickness insurance policy, a grant equal to one month's salary shall be paid to his widow or such other member of his family as the Director may determine.

TRAVEL AND TRANSPORTATION

800 -899

810 Travel of Staff Members

1211

The Bureau shall pay the travel expenses of a staff member under the following circumstances:

- a) On appointment, from the place of residence (see Rule 360) to the official station or, at the option of the Bureau, from the place of recruitment if different from the place of residence.

Former Rules

- (b) On change of official station.
- (c) On any authorized travel in connection with official business,
- (d) On home leave to the home country and return to the official station, if entitled under the provisions of Rule 640.
- 1215 (e) In the case of a project staff member, once each year to the place of residence and return to the official station, if he has an entitlement to transportation of his dependants under Rule 820 and has waived it and if his services are to continue for at least six months after return to the official station (see also Rule 820(e)).
- (f) On termination except as provided in Rule 910.2, from the official station to the place of residence, or on request and at the option of the Bureau to the place from which originally recruited or to any other place which he chooses provided that the cost to the Bureau does not exceed that for the travel to the place of residence.
- 1131 (g) In case of death, including the expense of preparing and transporting the remains from the official station, (or place of death if in travel status) to the place of residence, or such other place as the family of the staff member may decide provided the cost to the Bureau does not exceed that for the transportation to the place of residence.

820 Travel of Dependents

820.1 Except for staff referred to in Rules 1120 and 1130, the Bureau shall pay the travel expenses of a staff member's recognized dependants under the following circumstances:

- 1212 (a) On appointment for a period of not less than one year, from the place of residence or, at the option of the Bureau, the place of recruitment, to the official station, or from some other place provided that the cost to the Bureau does not exceed that for the travel from the place of residence, and subject to the requirement that in any case the dependants remain at the official station at least six months.
- (b) Subsequent to appointment in order to join the staff member at his official station, under the same conditions as stated in (a).
- (c) On change of official station, from one station to the other, subject to the same requirement as stated in (a).
- (d) On home leave to the home country and return to the official station, if entitled under the provisions of Rule 640 and provided the dependants will remain at the official station for at least six months after return from home leave.

Former Rules

- (e) In the case of children for whom education grant is payable under Rule 255 because of study in the home country, travel from the home country to the official station and return once each scholastic year, provided that his entitlement shall not be granted concurrently with entitlement under Rule 810(e), the Bureau reserving the option to decide which entitlement shall be granted.
- (f) On termination, except as provided in Rule 910.2, from the official station to the place of residence, or on request of the staff member and at the option of the Bureau, to the place of original recruitment, or to any other place which the staff member chooses provided that the cost to the Bureau does not exceed that for the travel to the place of residence.
- (g) In case of death, including the expense of preparing and transporting the remains, from the official station to the place of residence, or such other place as the staff member may decide provided the cost to the Bureau does not exceed that for the transportation to the place of residence.

820.2 "The official station", for purposes of dependant travel, shall include any adjacent area suitable for dependants provided that the cost to the Bureau of travel to such area does not exceed that for travel to the official station.

820.3 The eligibility for travel of dependants to any official station, including travel under 820.1(e) above, shall be subject to a determination by the Bureau that conditions at the official station are suitable for dependants.

820.4 Dependants recognized for purposes of travel at the Bureau's expense shall be limited to:

- (a) Wife
- (b) Incapacitated, dependent husband or child
- (c) Any other child meeting the definition of dependency in Rule 250.
- (d) A child for whom travel expenses have previously been paid by the Bureau, to the extent of the final one-way passage to join the staff member at the official station or to return to the home country within one year after ceasing to qualify as a dependant.

820.5 Entitlement of any member of a staff member's family shall be governed by the dependency status of that member at the date of commencement of his travel.

820.6 The Bureau does not assume responsibility for travel risks of dependants.

Former Rules

830 Travel and Installation Per Diem

1213

830.1 During any period of authorized travel, a staff member shall be paid a travel per diem. Per diem shall be paid with respect to dependants when they are in authorized travel status except for travel authorized under Rule 820.1(é). On appointment or change of official station involving authorized travel, installation per diem shall be paid to the staff member for himself and eligible dependants up to a total of four for thirty days after arrival at the official station.

830.2 Rates of per diem shall be established by the Director. Per diem shall be considered to represent an average payment in lieu of reimbursement of a portion of the actual increased incidental expenses occasioned by travel status.

840 Route and Mode of Travel

None

All travel at the Bureau's expense shall be by a route and mode of transportation determined by the Bureau, provided that a staff member may be permitted to choose a different route or mode of transport on condition that any extra costs are at his charge, and that per diem and salary or leave computations shall be made on the basis of the route and mode of transport designated by the Bureau.

850 Transportation of Personal Effects and Removal

850.1 The cost of transportation of personal effects in connection with authorized travel shall be borne by the Bureau within limits established by the Director.

1300

850.2 Except as provided in Rule 1140, a staff member appointed for a period of at least two years whose place of residence (see Rule 360) is other than his official station shall be entitled to reimbursement, within limits established by the Director, for the expense of moving his household goods:

- (a) On any assignment to an official station for at least two years.
- (b) On any subsequent change of official station if removal had previously been authorized under (a) or the assignment is for at least two years.
- (c) On termination, except as provided in Rule 910.2.

Reimbursement under (a) or (c) shall normally be limited to the cost of removal between the place of residence and the official station.

1316

850.3 Staff members entitled to the benefits of Rule 260 shall not be entitled to removal of household goods under Rule 850.2 except at the option of the Bureau in those instances in which an initial removal has already been accomplished at Bureau expense prior to the application of Rule 260 to the staff members concerned.

Former Rules

860 Failure to Exercise Entitlement

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In no case shall a staff member be given any cash payment in lieu of exercising any entitlement under this section. Any entitlement to repatriation travel or removal which is not exercised within one year of the date of termination of the appointment shall be forfeited except upon the express approval of an extension by the Director.

870 Loss of Personal Property

1141

The Director may authorize the indemnification to a staff member for loss of personal property as a result of conditions of service provided he has taken reasonable precautions to safeguard and insure the property and provided that claim for such indemnification shall normally be limited to items of basic living. In no single case may the indemnification exceed \$1,000 (US).

880 Detailed Application

None

All entitlements conferred by this section shall be subject to detailed procedures and limitations to be established by the Director.

TERMINATION
900-999

910 Resignation

620

910.1 Subject to the conditions stated in Rule 910.2, a staff member appointed for one year or more may resign on giving three months notice. A staff member appointed for a shorter period shall give the notice specified in his appointment. The Director may shorten or waive the required notice period at his discretion.

910.2 A staff member holding an appointment of one year or more who resigns before completing a year of service forfeits all entitlements to return transportation at the Bureau's expense for himself, his dependants and their possessions. A staff member resigning within six months after return from home leave forfeits entitlement to return transportation for himself and such members of his family as accompanied him on home leave. Exceptions may be granted by the Director in case of resignation compelled by illness or emergency.

920 Retirement for Age

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Staff members shall retire at the age of sixty. In exceptional circumstances the Director may, in the interest of the Bureau, extend the retirement age, provided that not more than a one year extension shall be granted at any time and that in no case shall any extension be granted beyond the staff member's sixty-fifth birthday.

Former Rules

930 Physical or Mental Disability

957.2

930.1 When, on the advice of a Physician approved by the Bureau, it is determined that a staff member is incapable of performing his duties satisfactorily because of a physical or mental impairment which is likely to continue for a long period or to recur frequently, his appointment shall be terminated. The staff member may, of course, always exercise the option of resigning.

930.2 The appointment of staff members who are participants in the Staff Pension Fund and who are entitled under the regulations of that Fund to apply for a disability pension, shall not normally be terminated for invalidity until the pension rights have been determined. Those who are entitled to a disability pension shall be retired for disability.

930.3 Staff members retired for disability and those paid invalidity indemnities under the Bureau's accident and sickness insurance policy prior to termination shall not be entitled to any indemnity by reason of termination. Other staff members shall be paid an indemnity equivalent to that which they would be entitled if terminated under Rule 970.

930.4 Staff members whose appointments are terminated for invalidity shall be given the same notice as that provided in Rule 970, their pay status during the notice period being governed by their entitlement to leave at the commencement of the notice.

940 Completion of Fixed Term Appointment

690

Fixed term appointments terminate automatically on the completion of the agreed period of service in the absence of any offer and acceptance of extension. However, a staff member serving under a fixed-term appointment of one year or more whom it has been decided not to reappoint, shall be notified thereof at least one month and normally three months before the date of expiry of the contract. A staff member who does not wish to be considered for reappointment shall give notice of his intention at least within the minimum period specified above.

950 Abolition of Post and Reduction in Force

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950.1 The temporary appointment of a staff member engaged for a post of limited duration may be terminated prior to its expiration date if that post is abolished.

950.2 When a post of indefinite duration, which is filled, is abolished, a reduction-in-force shall take place, in accordance with procedures established by the Director, based upon the following principles:

- (a) Competition for retention shall be limited to other staff performing similar duties at the same grade level as that of the post to be abolished.

Former Rules

- (b) If the post is subject to international recruitment, competition shall extend to all offices; if the post is subject to local recruitment, competition shall be limited to the locality in which the post is to be abolished.
- (c) Staff members holding Permanent Appointments shall be given priority for retention. The Director may establish priorities among the several categories of temporary staff.
- (d) Within any priority group, preference for retention shall be based first upon performance and when this is not decisive, upon seniority of service.
- (e) A staff member's appointment shall not be terminated before he has been made a reasonable offer of reassignment if such offer is immediately possible.

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950.3 Termination under this rule shall require the giving of at least three months' notice to a staff member holding a Permanent Appointment and at least one month's notice to any other staff member.

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950.4 A staff member whose appointment is terminated under this rule shall be paid an indemnity in accordance with the following schedule:

Permanent Appointments

Temporary Appointments

Completed years of service Months of indemnity pay

3 or less
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Five working days' pay for each month remaining in the unexpired portion of the contract, but not less than thirty working days' pay, up to a maximum of three months' pay.

960 Non-Confirmation of Appointment

132.1

If, during an initial or extended probationary period, a staff member's performance or conduct is not satisfactory, if he is found unsuited to international service, or if he fails to qualify medically, the appointment will not be confirmed but terminated. The staff member shall be given one month's notice. No indemnity is payable.

970 Unsatisfactory Service

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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 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.

Former Rules

- 641.3 970.2 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.
- 641.4 970.3 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.
- 641.4 970.4 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.

975 Misconduct

- 642 A staff member's appointment may be terminated by dismissal for misconduct in accordance with the provisions of Section 500 of these Rules.

980 Abandonment of Post

- 920.3 A staff member absent from duty without explanation in excess of fifteen working days shall be considered to have abandoned his post and his appointment shall be terminated without indemnity provided that the Bureau shall make every reasonable attempt to locate such a staff member prior to termination of contract.

990 Effective Date of Termination

- 661 For staff locally recruited and those to whom Rule 910.2 applies the effective date of termination shall be the last day of duty. For all other staff the effective date shall be that day on which it is calculated the staff member is able to reach his place of residence (see Rule 360) by a route and means of transport approved by the Bureau if he departs promptly after completion of his duties.

995 Service Certificates

- 670 A staff member who so requests shall, on leaving the service of the Bureau, be given a certificate relating to the nature of his duties and the length of his service. On request of the staff member concerned, the certificate shall also refer to his performance and conduct.

Former Rules

APPEALS
1000-1099

1010 Non-Confirmation of Appointment

132.1 1010.1 A decision based on Rule 960 not to confirm a staff member's appointment because of unsatisfactory performance or conduct, or because of unsuitability, may be appealed by him if he considers that such decision has been made for reasons not connected with his performance, conduct or suitability for international service. Such appeal must be made in writing to the Director within eight days of receipt of notice of non-confirmation. The Director's decision shall be final and none of the other appeal procedures described in this section shall apply.

1010.2 The staff member's notice period shall be extended by whatever period is necessary for the Director to reach a decision and communicate it to the staff member.

1020 Termination for Medical Reasons

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957.3 1020.1 A decision based on Rule 960 not to confirm a staff member's appointment because of failure to qualify medically, or a decision to terminate the appointment under the provisions of Rule 930 because of physical or mental disability may be appealed by him if he disagrees with the medical conclusions upon which the decision is based. Such appeal must be supported by medical evidence and be made in writing to the Director within eight days of receipt of notice of non-confirmation or termination.

1020.2 Upon receipt of such an appeal the Director shall refer the appeal to a medical board of review consisting of three medical practitioners, one chosen to represent the Director, one selected by the Staff member and a third selected by the first two. This board shall have available to it the Bureau's medical records concerning the staff member and shall conduct such examinations of the individual as it may deem necessary. The decision of this board shall be final and none of the other appeal procedures described in this section shall apply.

132.3 1020.3 The Bureau shall determine the place where the board shall convene and shall bear all costs in connection with such a board, except that the Bureau shall bear only that portion of the actual costs incurred by the staff member for his representative which corresponds to the cost of obtaining the services of a qualified practitioner from the nearest available source.

1030 Boards of Inquiry and Appeal

511 1030.1 Subject to the provisions of Rule 1030.8, a staff member may appeal any administrative action or decision affecting his appointment status on the grounds that the action or decision complained of resulted from one or more of the following factors:

Former Rules

- (a) Personal prejudice on the part of a superior or of any other responsible official.
- (b) Incomplete consideration of the facts.
- (c) Failure to observe or apply correctly the provisions of the Staff Regulations or Staff Rules, or the terms of his contract.
- (d) Improper application of the Post Classification standards.

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1030.2 To hear appeals on these grounds there shall be established at headquarters a Board of Inquiry and Appeal and at each zone office, a Zone Board of Appeal. Only the headquarters' Board of Inquiry and Appeal shall have competence to hear appeals under Rule 1030.1(d) regarding posts subject to international recruitment. At the request of the headquarters' Board of Inquiry and Appeal, a Zone Board may conduct a hearing on any matter reserved to the competence of the headquarters' Board, the findings of such hearing to be reported to the headquarters' Board for review.

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1030.3 The headquarters' Board of Inquiry and Appeal shall report its findings and recommendations to the Director with whom the final decision shall rest. Zone Boards of Appeal shall report to the Zone Representative. The Director shall inform the appellant of his decision, and shall at the same time inform the appellant of the recommendations made by the Board. The Zone Representative shall follow a similar procedure in the case of appeals heard by Zone Boards of Appeal.

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1030.4 The headquarters' Board of Inquiry and Appeal shall consist of five members having equal votes as follows:

- (a) A Chairman and an alternate chairman appointed by the Director after consultation with the representative of the staff.
- (b) Two members appointed by the Director and two alternates.
- (c) Two members representing the staff, drawn from a panel organized in three groups:

Group I - staff in grades subject to local recruitment
Group II - staff in grades P-1 through P-3
Group III - staff in grades P-4 through D-2

The members of the panel shall be elected annually by the staff, four persons being elected for each of the above groups. They are eligible for re-election at the end of their year of office. In hearings by the Board, at least one member shall be from the group to which the staff member appealing to the Board belongs and none shall be in a group below that to which he belongs. Subject to this rule, the members of each group will be called upon in rotation by the Secretary of the Board, as required, to constitute the Board. The staff member appealing to the Board shall have

Former Rules

the right to object to not more than two members from the staff panel and in that event the next members due to serve from that panel shall be called in place of the members to whom objection has been taken.

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1030.5 The Zone Board of Appeal shall be composed of three members having equal votes, selected as follows: one person and one alternate designated by the Zone Representative, one person and one alternate elected by the staff, and a third member who will serve as Chairman designated by the Zone Representative on the nomination of the two other members.

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1030.6 Secretarial services to all boards shall be provided by the Bureau.

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1030.7 The Board of Inquiry and Appeal shall establish rules of procedure governing its own activity, which, so far as practicable, shall be followed by Zone Boards, provided that the appellant shall, if he so wishes, be heard by the appropriate board in person and/or through a representative of his choice. Any travel occasioned by such appearance shall be at the appellant's expense unless the Board hearing the appeal determines that the appearance of the staff member himself is essential to the proper consideration of the appeal and the Board ultimately finds in favour of the appellant.

1030.8 The following provisions shall govern the conditions of appeal;

a) No staff member shall bring an appeal before a Board until all the existing administrative channels have been tried and the action complained of has become final. An action is to be considered as final when it has been taken by a duly authorized official and the staff member has received written notification of the action.

b) A staff member wishing to appeal against such an action must do so in writing within fifteen days after receipt of such notification. The Board shall open its proceedings as soon as possible and in any case not later than 25 working days after receipt of the appeal.

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c) A staff member shall have the right to appeal to the Board of Inquiry and Appeal at Headquarters, against the decision of the Zone Representative based upon the recommendation of a Zone Board of Appeal. Such appeal must be made in writing within fifteen days after the staff member has been notified of such decision of the Zone Representative.

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1030.9 In any case involving interpretation of the Staff Regulations or Staff Rules, the Zone Representative shall consult the Director before taking a final decision on a recommendation from a Zone Board of Appeal. In case of appeal against the decision of the Zone Representative referred to in Rule 1030.8 above, the complete record of the Zone hearing shall be forwarded to the Board of Inquiry and Appeal at Headquarters, which shall decide what further evidence, if any, need be obtained before making a recommendation to the Director for a final decision.

Former Rules

550 1040.1 Note: The Pan American Sanitary Bureau has no Administrative Tribunal, the Board of Inquiry and Appeal being the final recourse in appeals. The IV Meeting of the Directing Council, held at Ciudad Trujillo during September 1950, authorized the Director to negotiate for participation in the Administrative Tribunal of the United Nations at the same time as, and through, the World Health Organization. (CD 4/R/XVII Res.2).

1050 Availability of Rules of Procedure.

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550.3 Copies of the rules of procedure of the Board of Inquiry and Appeal shall be maintained in the personnel offices of the Bureau and made available to any staff member on request.

SPECIAL EMPLOYMENT CONDITIONS

1100 - 1199

1110 Posts subject to local recruitment of staff

1610 1110.1 All posts in the Secretariat at clerical, custodial, sub-professional and junior administrative levels shall be filled by the recruitment of persons from the local commuting area of each office.

1110.2 The provisions of the Staff Rules shall apply to persons appointed to such posts except as specified within the Rules themselves.

1110.3 Within the limitations of Rule 1110.2 the Director shall establish conditions of employment for staff engaged from 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.

1110.4 Persons who are recruited within the local area for such posts, although nationals of a country other than that of the local area, shall be appointed under the conditions of employment established for posts subject to local recruitment.

1110.5 For positions referred to in this Rule involving assignments for which there will be no comparable local conditions, the Director may establish such conditions of employment as he deems appropriate, subject to the limitations of Rule 1110.2.

Former Rules

1110.6 The Director may grant staff in this category additional remuneration for proficiency in a second language useful to the Organization.

1120 Conference Staff

1120.1 The Director may appoint temporary staff for conference and similar short-term service without regard to the provisions of other sections of the Staff Rules.

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1120.2 Conditions of employment for such staff, including rates of pay, shall normally be established on the basis of best prevailing practices for the locality in which such staff will serve, provided that for categories of staff not normally recruited locally, rates may be established on the basis of the prevailing practice for international conferences.

1130 Consultants

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The Director may appoint temporary consultants without regard to the provisions of the other sections of the Staff Rules.

1140 Project Staff

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1140.1 Staff members appointed for periods of one year or more to projects in connection with services to governments shall be subject to all the provisions of the Staff Rules except as follows:

- (a) Staff Rules 230.3, 270, 730 and 850.2 shall not apply.
- (b) The maximum accumulated leave for which payment under Staff Rule 630.7 may be made to such staff shall be 45 days.

When a staff member is transferred to project duty from another activity Rules 230.3 and 850.2 (except as modified by 850.3) cease to apply and Rules 245, 260, 265 and 810(e) become applicable. When a staff member is transferred from project duty to another activity, Rules 245, 260, 810(e) and paragraph (b) above cease to apply and Rules 230.3, 270, 730 and 850.2 become applicable.

STAFF ASSOCIATION
1200-1299

1210 Right of Association

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The staff, at any office or location, shall have the right to associate themselves together in a formal organization for the purpose of developing staff activities and making representations to the Bureau concerning personnel policy and conditions of service. The staffs at the several offices and locations of the Bureau's activities shall have the right to form an association of all staff members for the same purposes. The staff of the Bureau may associate themselves with the staffs of the World

Former Rules Health Organization and the Pan American Union in the development of joint activities and in the expression of views on matters affecting the international civil service.

1220 Authorized Representations

In any consultations concerning personnel policy or conditions of service, the duly elected representatives of the staff shall be recognized by the Bureau as representing the views of that portion of the staff from which elected.

Any proposal to change the Staff Regulations or Staff Rules of the Bureau shall be referred to the elected representatives of the staff for comment.

1230 Financing of Staff Activities

Staff Associations shall have the right to request their membership for voluntary financial contributions. The Bureau may give financial assistance to any such association in the furtherance of activities beneficial to the staff provided the membership of the association also contributes substantially to such activity. The finances of any staff association receiving assistance from the Bureau shall be subject to audit procedures which are acceptable to the Bureau.

REVISION OF THE WHO STAFF RULES

The following excerpt from document EB13/75, presented to the Thirteenth Session of the Executive Board of the World Health Organization, provides the Report of the Working Party on the Revision to the WHO Staff Rules.

"3. REVISION OF STAFF RULES

"3.1 The Working Party had before it document EB13/14, which contained the proposals of the Director-General, and a copy of the Staff Rules upon which the present proposals for provision are based. The Working Party also referred from time to time to the "Agreement between the United Nations and the World Health Organization" (Article XII - Personnel arrangements) and "the Staff Regulations" adopted by the Fourth World Health Assembly" in resolution WHA4.51.

"3.2 Those proposals of the Director-General which involved a change in substance of any previous staff rule had been worked out in agreement with the United Nations and the other specialized agencies in the Administrative Committee on Co-ordination. The Staff Committees at Headquarters and in the Regional Offices had been consulted during the preparation of these proposals and had submitted no objections to them.

"3.3 The Working Party first examined those proposals which involved changes in substance and agreed as follows:-

" Section 100 - Confirmed.

" Rule 255.2 - Confirmed as being a partial solution to the problem of education of children of international staff members with

recognition that further consideration will need to be given to this problem at a later date when it is understood that a report will be available from the International Civil Service Advisory Board. It was noted that the present adjustment still does not deal with the educational problem of children above 13 years of age.

- "Rule 320.4 - Confirmed, subject to moving the word "satisfactory" in the second sentence to follow the word "year's". It was understood that the precise basis for the granting of career service appointments is under study by the Director-General at the present time and that further precision may need to be given in this rule at a later date.

- "Rule 660.3 - Confirmed, subject to the deletion in the last sentence of the words "reduction in force", which appeared to the Working Party to be redundant and somewhat confusing since the subject matter of Rule 950 to which reference is made is quite clear from the title of that rule.

- "Rule 670 - Confirmed, subject to the following editorial revisions:-
 - 670.3 Substitution of the words "duly recognized" for the word "qualified" in the first sentence of the rule.
 - 670.4 Deletion of the word "extended", since the use of this adjective would no doubt require definition whereas the Organization should have the right to request reports whenever necessary.

- "Rules 930)
960) Confirmed.

" Rule 1020 - Confirmed subject to the following addition to Staff Rule 1020.1 - In the last sentence, after the words "such appeal must", insert the following words "be supported by medical evidence and"... This addition is recommended in the interest of relieving the Organization from frivolous appeals against medical decisions.

The Working Party also gave consideration to the possibility of establishing a fee which an appellant would forfeit if he were not prepared to produce contrary medical evidence in advance and did not win the appeal. After considerable discussion it was decided that this perhaps was not necessary since the provisions of Rule 1020.3 require the staff member to bear all costs of his own member of the Board except for that portion corresponding to the cost of engaging a qualified practitioner from the locality where the Board meets. The Working Party would, however, recommend that the various points raised in this discussion be kept in mind by the Secretariat in the administration of this Rule.

" Section 1200 - Confirmed.

" 3.4 The Working Party also considered certain of the existing Staff Rules in which no change had been proposed by the Director-General.

" In the course of examining Rule 430 an extensive discussion took place regarding the relative merits of showing to each staff member his Performance Report, even though the report might be considered entirely satisfactory. The view was expressed that this might perhaps lead in the course of time to expectations of advancement which could not be fulfilled.

"The representative of the Director-General described in some detail the principles upon which the Director-General had established this requirement including the concern which the Organization had for assisting each individual, through such reports, to make his most effective contribution, and the difficulty of deciding in many cases whether a report was to be considered "satisfactory" or not.

"No change in the Rule is proposed, but the Working Party would recommend that the various points raised in this discussion be further considered by the Secretariat in consultation with the representatives of the staff.

"In the course of examining Section 600 a question was raised as to whether the Annual, Home and Maternity leave provisions of the WHO staff rules were in accord with the provisions of similar Staff Rules of other organizations and whether or not these provisions might not be considered excessively generous. The view was expressed that the granting of Home Leave every two years must obviously create an extremely difficult problem of staffing if one is to assume that the organizations are not over-staffed. The view was also expressed that the provision of 30 working days of annual leave a year might be considered excessive when granted in conjunction with a five-day working week.

"The representative of the Director-General reported to the Working Party that the provisions of the WHO rules were in accord with the rules of the other United Nations organizations except that WHO and ILO grant full maternity leave after at least ten months of service, while the United Nations and the FAO grant full maternity leave only after two years of service, but give half credits for one year of service. It was further pointed out that the provisions regarding maternity leave have not been changed since the inception of the Organization and that the provisions concerning Annual and Home Leave follow decisions taken by the United Nations General Assembly in 1950.

"Since the Director-General had not proposed any change of substance in this section of the Rules, the Working Party felt that it was not incumbent upon it to make any recommendation regarding the substance of these rules dealing with leave, but wishes to bring to the attention of the Executive Board and the Director-General the remarks which were made by a member of the Working Party.

"In connexion with Rule 680, one further point was discussed as to whether the provisions for nursing mothers was adequate. It was finally concluded that in view of the possibility of granting other forms of leave in addition to the six weeks of maternity leave following confinement, there was no need to make any further specific provision in this rule.

"The Working Party also noted from the remarks of one of its members that there appears to be some lack of precision as to what working hours members of field teams are expected to follow, i.e., a standard schedule established by the Organization applicable to all offices, or the normal work schedule of the national staff with whom the team is associated. The Working Party would like to bring this to the attention of the Director-General for appropriate action.

3.5 The Working Party also examined the Director-General's proposals for the editorial revision of the Staff Rules, and recommends the following two additions to these proposals;

"Rule 030 - Delete the last sentence of the rule. It was the feeling of some members of the Working Party that the inclusion of this sentence introduced a degree of rigidity which might at some later date defeat the purpose of the sentence, which was to protect the staff. After considerable discussion it was finally concluded that the preceding sentence of the same rule adequately covered the situation and that it might be preferable to omit the last sentence.

- Rule 250 - It was noted that the language text was less precise than that of the French text with respect to an incapacitated child. For the purpose of clarity, therefore, it is recommended that following the word "incapacitated" there be inserted the words "for work".

- 3.6 Having examined the Staff Rules in toto, the Working Party recommends to the Executive Board the adoption of the following Resolution:-
 - The Executive Board

 - CONFIRMS the revision of the Staff Rules as proposed by the Director-General, subject to the amendments annexed."