

*executive committee of
the directing council*



PAN AMERICAN
SANITARY
ORGANIZATION

*working party of
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WORLD
HEALTH
ORGANIZATION



30th Meeting
Antigua Guatemala
September 1956

CE30/2 (Eng.)
25 September 1956
ORIGINAL: ENGLISH

Topic 5: AMENDMENTS TO THE STAFF RULES

In accordance with the provisions of Staff Regulation 12.2, the Director submits for the consideration of the Executive Committee certain amendments to the Staff Rules of the Pan American Sanitary Bureau which are based on similar changes made by the Director-General of the World Health Organization and confirmed by the Executive Board at its Eighteenth Session. The effective date for implementing the changes by WHO was 1 June 1956.

The changes contained in Annexes 1 and 2 have been made by the WHO in order to give effect to recommendations made by the International Civil Service Advisory Board and approved by the Administrative Committee on Coordination, and are designed to broaden somewhat the eligibility for the education grant. Similar provisions have been approved by the United Nations General Assembly for application in the United Nations, and either have been, or are being, adopted by the other specialized agencies.

The new Staff Rule contained in Annex 3 simply clarifies the entitlement of dependants to travel at the Bureau's expense.

The changes in Annex 4 are as follows:

1. The changes to Rule 1030 increase the size of Group III of the Staff Panel of the Board of Inquiry and Appeal because of the frequent travel of staff at these grades, and lengthen the time limit for filing an appeal in order to give recognition to the delays in communications which are inevitable in a decentralized organization.
2. The new Rule 1045 simply states clearly what has always been the Bureau's policy, i.e., that the appeal procedure may not be used as a device to delay necessary administrative action.

The change to Staff Rule 1140 in Annex 5 is to remove the previously existing limitation of 45 days on annual leave accumulation for project staff and establish the 60 day limitation of regular staff. Such a limitation is considered inconsistent with the nature of project staff

service where it is frequently not practical to take leave in the area of assignment and all the more important that staff have the opportunity for a complete rest between project assignments while on home leave.

It is estimated that approximately 18 additional PASB education grants would be payable in 1956 up to as much as \$200 each; thus a total of approximately \$3600 would be added to children's educational grants previously authorized.

While there is no change in the pertinent staff rule, the Director, in compliance with Staff Regulation 3.2, wishes to report to the Executive Committee a deviation in application of the minus cost-of-living adjustments of the Bureau from that of the World Health Organization.

As a result of a survey conducted under the auspices of the United Nations, a 10% minus adjustment to the professional wage scale was invoked for the WHO staff stationed in Lima, Peru. At the time WHO approved the minus adjustment in Lima, travel per diem was increased there by WHO because of rising living costs. The Director did not invoke this minus adjustment for the PASB staff stationed in the same area.

The Director believes that while technically provided for in the Staff Rules, negative cost-of-living adjustments are practical and acceptable only when used to correct positive or plus adjustments previously made. Further, a cost-of-living adjustment is never psychologically acceptable on the contractual base pay.

REVISION OF STAFF RULE 255

255. EDUCATION GRANT

A staff member internationally recruited shall be entitled, except during periods of assignment to or actual residence in the country of his place of residence (see Rule 360), to an education grant for each child for whom a children's allowance is payable under Rule 250, subject to the following provisions:

255.1. Periods of full-time attendance at the following types of schools are qualifying -

- (a) a school in the country of the staff member's place of residence and outside commuting distance of the official station;
- (b) a school at or near the official station offering a curriculum similar to that of the schools at the staff member's place of residence and in the language of that place;
- (c) a recognized international school organized for children of varied national and cultural origins;
- (d) if the language of the official station is not that of the staff member's place of residence, a school in any country other than that of the official station which offers a curriculum similar to that of the schools at the staff member's place of residence and in the language of that place;
- (e) if at the official station there are no schools which would qualify under (b) or (c) above, any other school at, or near, the official station which, on the application of the staff member, the Director is prepared to recognize.

255.2 Attendance at schools defined in Rule 255.1(a) is qualifying up to the child's twenty-first birthday. Attendance at schools defined in Rules 255.1(b) through (e) is qualifying up to completion of normal secondary education. Attendance prior to the child's sixth birthday is not qualifying.

255.3 For study at schools defined in Rule 255.1(a) the amount of the grant is US\$ 200 per annum. For study at other recognized schools the amount of the grant is the actual cost of attendance not exceeding US\$ 200 per annum, provided that for schools within commuting distance of the official station cost of attendance shall be defined as the cost of tuition, fees, and books.

255.4 For the purposes of this Rule and Rule 820.1(e) the scholastic year is defined as the period of 365 days commencing with the date of the first class of the first term of the school year. If in any scholastic year the qualifying period includes less than two-thirds of the scholastic year exclusive of vacations, the grant shall be proportionately reduced.

AMENDMENT TO STAFF RULE 820.1(e)

820 TRAVEL OF DEPENDANTS

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:

(e) for each child for whom an education grant is payable under Rule 235.1(a) or Rule 255.1(d), one round trip in each scholastic year (Rule 255.4) between the place of study and the duty station, provided that -

(i) the duration of the child's visit to his parents is reasonable in relation to the expense involved for the Bureau;

(ii) such child will not reach the age of twenty-one years during the scholastic year;

(iii) in the case of a child for whom the education grant is payable under Rule 255.1(d), the travel expenses paid by the Bureau shall not exceed the cost of round-trip travel between the official station and the staff member's place of residence;

(iv) travel expenses shall not be payable in those scholastic years in which travel expenses are paid for the staff member or his dependants under Rules 810(d) or (e) or 820.1(d);

(v) in cases of hardship, the Director may exceptionally authorize the payment by the Bureau of travel expenses under both this Rule and Rules 810(d), 810(e), or 820.1(d).

NEW STAFF RULE 820.7

820 TRAVEL OF DEPENDANTS

820.7 A staff member who acquires status as the dependant of another staff member may not exercise entitlements to home leave or repatriation both as a staff member and as a dependant. The Bureau reserves the option of deciding on which status to grant entitlement.

REVISION OF SECTION 1000

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

(a) a chairman and alternate chairman appointed by the Director after consultation with the representatives 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 Groups I and II and six persons for Group III. 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 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.

1030.8 The following provisions shall govern the conditions of appeal:

(b) a staff member wishing to appeal against such an action must dispatch to the Board within thirty calendar days after receipt of such notification, a written statement of his intention to appeal specifying the action against which appeal is made and the sub-section or sections of Staff Rule 1030.1 under which the appeal is filed. The Board shall open its proceedings at the earliest possible moment after receipt of the appellant's full statement of his case.

(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. Notification of such appeal must be dispatched to the Board in writing within thirty calendar days after

receipt by the appellant of the Zone Representative's decision on the original appeal.

1045 The filing of an appeal under any of the procedures described in this section shall not constitute grounds for delaying the administrative action against which the appeal is made, except as provided in Rule 1010.2.

AMENDMENT TO STAFF RULE 1140

1140 1140.1 Supress sub-paragraph (b).