



*executive committee of
the directing council*

PAN AMERICAN
HEALTH
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



54th Meeting
Washington, D. C.
April 1966

Provisional Agenda Item 10

CE54/5 (Eng.)
ADDENDUM I
16 April 1966
ORIGINAL: ENGLISH

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

Salaries of the Deputy Director and Assistant Director
of the Pan American Sanitary Bureau

It is to be noted that the amendments to the Staff Rules of the Pan American Sanitary Bureau as presented in Document CE54/5 were similar to changes adopted by the World Health Organization Executive Board at its 37th Session (EB37.R1). At this same meeting the matter of the salaries of the Deputy Director General, Assistant Directors General and Regional Directors of WHO were examined by the Executive Board. In keeping with recommendations by the International Civil Service Advisory Board, the Executive Board established the net salary of the Regional Directors at the rate of \$21,000 per annum, effective from 1 January 1966 (EB37.R4).

In a similar situation in 1962 the Executive Committee of PAHO at its 46th Meeting, taking into consideration the dual responsibilities of the Pan American Sanitary Bureau, as secretariat to the Pan American Health Organization and Regional Office of the World Health Organization for the Americas, adjusted the salaries of the Deputy Director and Assistant Director, establishing that of the Deputy Director at the same level of the Regional Directors of WHO.

Considering that PAHO's Staff Regulation 3.1 states "The salaries of the Deputy Director and Assistant Director shall be established by the Director of the Bureau with the approval of the Executive Committee" and a similar provision is included in Staff Rule 230.3, this body may like to follow the same practice and adjust the salaries of the Deputy Director and Assistant Director at the levels of \$21,000 and \$20,000 per annum respectively.

The matter of the salary of the Director should be dealt with by the Conference in accordance with Staff Rule 230.3 which states that "The salary of the Director is fixed by the Conference or the Directing Council."

In view of the foregoing the Executive Committee may wish to consider a resolution along the following lines:

Proposed Resolution

"THE EXECUTIVE COMMITTEE,

Having considered that the salaries of the Deputy Director and Assistant Director warrant adjustment comparable to those approved for posts in grades P.1 through D.2; and

Bearing in mind Staff Regulation 3.1 and Staff Rule 230.3 of the Pan American Sanitary Bureau,

RESOLVES:

To approve the proposal of the Director fixing the salary of the Deputy Director at \$21,000 per annum and that of the Assistant Director at \$20,000 per annum, effective from 1 January 1966."



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A. AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

In accordance with Staff Rule 030, the Director has the honor to submit to the Executive Committee for approval the amendments to the Staff Rules of the Pan American Sanitary Bureau that it is proposed to introduce.

The specific rules affected are 230.2, 230.4, 235.1, 235.2, 235.3, 255.1, 255.2, 450.2, 450.3, 670.7, 730.3, 970.1, 970.2, 970.3, 970.4, 1110.4. Similar changes were introduced by the Director General of the World Health Organization and were confirmed by the Executive Board at its 37th Session (EB37/R1), effective 1 January 1966.

It is desired that the same policies and procedures govern the secretariats of the World Health Organization and of the Pan American Health Organization working together in a common effort.

In view of the foregoing, the Executive Committee may wish to consider a resolution along the following lines:

Proposed Resolution

"THE EXECUTIVE COMMITTEE,

Having examined the amendments to the Staff Rules of the Pan American Sanitary Bureau, as set forth in the annex to Document CE54/5 presented by the Director; and

Considering the provisions of Staff Rule 030,

RESOLVES:

To approve the amendments to the Staff Rules of the Pan American Sanitary Bureau, as presented by the Director in the annex to Document CE54/5, with the effective date of 1 January 1966."

B. FINANCIAL IMPLICATIONS OF STAFF RULE AMENDMENTS

In view of the fact that the regular budget of the Pan American Health Organization for 1966 did not include provision for the new salary scales and other staff rule changes, certain budgetary adjustments will be required to meet estimated increased costs of approximately \$260,000.

It is proposed to meet the additional cost within the authorized budget level rather than request a supplemental appropriation. Subject to authorization of the Executive Committee, it is proposed to meet the additional requirements by transfer of funds from Part V of the budget, leaving a smaller amount this year for increasing the Working Capital Fund. A similar situation was successfully met in 1962 by authorization of such a transfer. The problem fortunately is less difficult in 1966, since the increase represents a smaller proportion of the total budget than in 1962 and the general financial situation of the Organization is better.

In order to resolve this problem, the Executive Committee is invited to consider a resolution along the following lines:

Proposed Resolution

"THE EXECUTIVE COMMITTEE,

Considering that it is desirable to meet the increased costs arising from the salary increases from within the authorized budget level; and

Believing that utilization for this purpose of funds intended for the Working Capital Fund would not endanger the immediate financial position of the Organization and would only temporarily interrupt the long term plan for increasing the Working Capital Fund,

RESOLVES:

To authorize the Director to transfer a maximum of \$260,000 from Part V to other Parts of the PAHO regular budget for 1966, as necessary to meet the above mentioned additional personnel costs."

AMENDMENTS TO THE STAFF RULES

PRESENT STAFF RULE

230.2 The amounts to be assessed against all salaries, and all terminal payments computed under Staff Rule 280.2, are:

	<u>Total assessable payments</u>	<u>Assessment per cent</u>
First US\$ 1000 per year.....		10
Next US\$ 2000 per year.....		15
Next US\$ 3000 per year.....		20
Next US\$ 3000 per year.....		25
Next US\$ 3000 per year.....		30
Next US\$ 3000 per year.....		35
Next US\$ 4000 per year.....		40
Next US\$ 4000 per year.....		45
Remaining assessable payments.....		50

PROPOSED STAFF RULE

230.2 The amounts to be assessed against all salaries, and all terminal payments computed under Staff Rule 280.2, are:

	<u>Total assessable payments</u>	<u>Assessment per cent</u>
First US\$ 1000 per year.....		5
Next US\$ 1000 per year.....		10
Next US\$ 1000 per year.....		15
Next US\$ 1000 per year.....		20
Next US\$ 6000 per year.....		25
Next US\$ 6000 per year.....		30
Next US\$ 8000 per year.....		35
Next US\$ 8000 per year.....		40
Next US\$ 8000 per year.....		45
Remaining assessable payments.....		50

For General Service and custodial level posts, the dates from which these amounts supersede existing assessment rates will be determined by the Director.

STAFF RULE No. 230.4

PRESENT STAFF RULE

230.4 The following schedule of annual salaries and of annual net salaries shall apply to all professional category posts and to directors:

<u>Level</u>	<u>Step I US\$</u>	<u>Step II US\$</u>	<u>Step III US\$</u>	<u>Step IV US\$</u>	<u>Step V US\$</u>	<u>Step VI US\$</u>	<u>Step VII US\$</u>	<u>Step VIII US\$</u>	<u>Step IX US\$</u>	<u>Step X US\$</u>	<u>Step XI US\$</u>	<u>Step XII US\$</u>
P-1 (net)	5 750 4 800	6 000 5 000	6 250 5 190	6 500 5 380	6 750 5 560	7 000 5 750	7 250 5 940	7 500 6 130	7 750 6 310			
P-2 (net)	7 500 6 130	7 750 6 310	8 000 6 500	8 250 6 690	8 500 6 880	8 750 7 060	9 000 7 250	9 300 7 460	9 600 7 670	9 900 7 880		
P-3 (net)	9 300 7 460	9 600 7 670	9 900 7 880	10 200 8 090	10 500 8 300	10 800 8 510	11 100 8 720	11 400 8 930	11 750 9 180	12 100 9 420	12 450 9 640	12 800 9 870
P-4 (net)	11 400 8 930	11 750 9 180	12 100 9 420	12 450 9 640	12 800 9 870	13 200 10 130	13 600 10 390	14 000 10 650	14 400 10 910	14 800 11 170	15 200 11 420	
P-5 (net)	14 000 10 650	14 400 10 910	14 800 11 170	15 200 11 420	15 600 11 660	16 080 11 950	16 560 12 240	17 040 12 520	17 520 12 810	18 000 13 100		
P6/D1 (net)	16 300 12 080	17 000 12 500	17 700 12 920	18 400 13 340	19 100 13 760	19 800 14 140	20 500 14 530					
D-2 (net)	20 500 14 530	21 400 15 020	22 300 15 520									

PROPOSED STAFF RULE

230.4 The following schedule of annual salaries and of annual net salaries shall apply to all professional category posts and to directors:

<u>Level</u>	<u>Step I</u> <u>US\$</u>	<u>Step II</u> <u>US\$</u>	<u>Step III</u> <u>US\$</u>	<u>Step IV</u> <u>US\$</u>	<u>Step V</u> <u>US\$</u>	<u>Step VI</u> <u>US\$</u>	<u>Step VII</u> <u>US\$</u>	<u>Step VIII</u> <u>US\$</u>	<u>Step IX</u> <u>US\$</u>	<u>Step X</u> <u>US\$</u>	<u>Step XI</u> <u>US\$</u>	<u>Step XII</u> <u>US\$</u>	<u>Step XIII</u> <u>US\$</u>
P-1 (net)	6 920 5 690	7 200 5 900	7 480 6 110	7 760 6 320	8 040 6 530	8 320 6 740	8 600 6 950	8 880 7 160	9 160 7 370	9 440 7 580			
P-2 (net)	9 050 7 287	9 360 7 520	9 670 7 752	9 980 7 985	10 290 8 203	10 600 8 420	10 910 8 637	11 220 8 854	11 530 9 071	11 840 9 288	12 150 9 505		
P-3 (net)	11 270 8 889	11 630 9 141	11 990 9 393	12 350 9 645	12 710 9 897	13 070 10 149	13 430 10 401	13 790 10 653	14 150 10 905	14 510 11 157	14 870 11 409	15 230 11 661	15 590 11 913
P-4 (net)	13 900 10 730	14 330 11 031	14 760 11 332	15 190 11 633	15 620 11 934	16 050 12 232	16 480 12 512	16 910 12 791	17 340 13 071	17 770 13 350	18 200 13 630	18 630 13 909	
P-5 (net)	17 400 13 110	17 900 13 435	18 400 13 760	18 900 14 085	19 400 14 410	19 900 14 735	20 400 15 060	20 900 15 385	21 400 15 710	21 900 16 035			
P6/D1 (net)	20 000 14 800	20 650 15 222	21 300 15 645	21 950 16 067	22 600 16 490	23 250 16 912	23 900 17 335						
D-2 (net)	24 050 17 430	24 700 17 820	25 350 18 210	26 000 18 600									

PRESENT STAFF RULE

235. POST ADJUSTMENT

235.1 The salaries of staff in the professional category and above are considered to be established in relation to a cost of living of 110/100 of that existing at the headquarters in Geneva on 1 January 1956. This shall be the base level for purposes of the system of post adjustments.

235.2 For each five per cent by which the cost of living in Geneva or at any other official station exceeds the base level, the staff of the professional category and above at that official station shall be paid a post adjustment allowance as follows:

<u>Level</u>		<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>	<u>VI</u>	<u>VII</u>	<u>VIII</u>	<u>IX</u>	<u>X</u>	<u>XI</u>	<u>XII</u>
P-1	D	216	228	240	252	252	252	264	276	288			
	S	144	152	160	168	168	168	176	184	192			
P-2	D	276	288	300	312	312	312	324	336	348	360		
	S	184	192	200	208	208	208	216	224	232	240		
P-3	D	336	348	360	372	372	372	384	396	408	420	432	444
	S	224	232	240	248	248	248	256	264	272	280	288	296
P-4	D	396	408	420	432	432	432	444	456	468	480	492	
	S	264	272	280	288	288	288	296	304	312	320	328	
P-5	D	468	480	492	504	504	504	516	528	540	552		
	S	312	320	328	336	336	336	344	352	360	368		
P-6/D-1	D	504	516	528	540	552	564	576					
	S	336	344	352	360	368	376	384					
D-2	D	576	600	624									
	S	384	400	416									
UG	D	720											
	S	480											

235.3 Assessment of the cost of living at each official station in relation to the base level and measurement of the movement of the cost of living at each station shall be made on the basis of statistical procedures agreed among the international organizations concerned.

PROPOSED STAFF RULE

235. POST ADJUSTMENT

235.1 For each five per cent by which the cost of living in Geneva or at any other official station exceeds the base level to which the salary scale of staff in the professional category and above is related, such staff at that official station shall be paid a post adjustment as follows:

<u>Level</u>		<u>S T E P S</u>												
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
P-1	D	252	264	264	276	288	300	300	312	324	336			
	S	168	176	176	184	192	200	200	208	216	224			
P-2	D	324	336	336	348	360	372	372	384	396	408	420		
	S	216	224	224	232	240	248	248	256	264	272	280		
P-3	D	384	396	408	420	432	444	456	468	480	492	504	516	528
	S	256	264	272	280	288	296	304	312	320	328	336	344	352
P-4	D	468	480	492	504	516	528	540	552	564	576	588	600	
	S	312	320	328	336	344	352	360	368	376	384	392	400	
P-5	D	564	576	588	600	612	624	636	648	660	672			
	S	376	384	392	400	408	416	424	432	440	448			
D-1	D	624	636	648	660	672	684	696						
	S	416	424	432	440	448	456	464						
D-2	D	696	708	720	732									
	S	464	472	480	488									
UG	D	816												
	S	544												

235.2 (The present Staff Rule 235.3 shall be numbered 235.2.)

<u>No.</u>	<u>Present Text</u>	<u>New Text</u>	<u>Comments</u>
255.1	<p>For full-time attendance at an educational institution outside the country or area of the duty station, the amount of the grant shall be:</p> <p>(a) where the institution provides board for the student, 75 per cent of the cost of attendance and board up to a maximum grant of US\$600 a year;</p> <p>(b) where the institution does not provide board, US\$400 plus 75 per cent of the cost of attendance up to a maximum grant of US\$600 a year.</p>	<p>For full-time attendance at an educational institution outside the country or area of the duty station, the amount or the grant shall be:</p> <p>(a) where the institution provides board for the student, 75 per cent of the cost of attendance and board up to a maximum grant of <u>US\$700</u> a year;</p> <p>(b) where the institution does not provide board, US\$400 plus 75 per cent of the cost of attendance up to a maximum grant of <u>US\$700</u> a year.</p>	<p>Staff Rule 255.</p> <p>The General Assembly of the United Nations decided to increase the maximum amount of the Education Grant to \$700 and to request the Secretary-General of the United Nations through the Administrative Committee on Coordination to request the International Civil Service Advisory Board to undertake a review of the Education Grant in 1966 and to report at the earliest opportunity. By virtue of this action the WHO rule was amended accordingly. The PAHO Rule is therefore submitted in order to conform to the WHO Rule.</p>
255.2	<p>For full-time attendance at an educational institution in the country or area of the duty station, the amount of the grant shall be equal to 75 per cent of the cost of attendance, up to a maximum of US\$600 a year.</p>	<p>For full-time attendance at an educational institution in the country or area of the duty station, the amount of the grant shall be equal to 75 per cent of the cost of attendance, up to a maximum of <u>US\$700</u> a year.</p>	
450.	<p>WITHIN-GRADE INCREASE</p> <p>450.2</p> <p>(b) two years of full-time service in levels P-6/D-1 Step IV through D-2 Step II of the schedule in Staff Rule 230.4;</p>	<p>WITHIN-GRADE INCREASE</p> <p>450.2</p> <p>(b) two years of full-time service in levels P-6/D-1 Step IV through D-2 Step III of the schedule in Staff Rule 230.4;</p>	

<u>No.</u>	<u>Present Text</u>	<u>New Text</u>	<u>Comments</u>
450.3	Service time shall date from the latest of the following actions:	Service time shall date from the latest of the following actions:	This change eliminates an anomaly which unwarrantedly retards the within-grade increment of a staff member promoted back to a grade formerly held.
	(a) entrance on duty;	(a) entrance on duty;	
	(b) the last within-grade increase;	(b) the last within-grade increase;	
	(c) a promotion to a higher grade.	(c) a promotion to a higher grade, <u>except when the promotion is a return to a grade previously held.</u>	
670.7	<hr/>	<u>Upon the recommendation of the Staff Physician, the Director may require a staff member to absent himself on sick leave.</u>	This change is designed to make clear the Director's authority to place on sick leave any staff member whose presence at work might be a hazard to his colleagues or to himself.
730.3	(b) for staff entitled to post adjustment, the base pensionable remuneration is adjusted in multiples of five per cent whenever the weighted average of the post adjustments of the headquarters and regional offices of the member organizations of the Joint Pension Fund varies by five per cent, measured from 1 January 1962;	(b) for staff entitled to post adjustment, the base pensionable remuneration is adjusted in multiples of five per cent whenever the weighted average of the post adjustments of the headquarters and regional offices of the member organizations of the Joint Pension Fund varies by five per cent, measured from 1 January 1966;	
970.	UNSATISFACTORY SERVICE	UNSATISFACTORY SERVICE OR <u>UNSUITABILITY</u>	This is an editorial change to make clear that all the conditions specified in Staff Rule 970.1 are covered by the title of the Rule.
	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	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	

<u>No.</u>	<u>Present Text</u>	<u>New Text</u>	<u>Comments</u>
970.	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.	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.	
	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.	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.	
	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.	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.	
	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.	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.	

<u>No.</u>	<u>Present Text</u>	<u>New Text</u>	<u>Comments</u>
1110.4	<p>Persons whom it is necessary to recruit outside the local area for such posts shall be appointed under the conditions of employment established for persons locally recruited. In addition, any such staff members recruited outside the local area and outside the country of the official station may be granted an annual non-residence allowance in an amount to be fixed by the Director for each area, and any such other entitlements as required to meet extra costs of non-resident status or accepted practices for non-residents employed in the locality.</p>	<p>Persons whom it is necessary to recruit outside the local area for such posts shall be appointed under the conditions of employment established for persons locally recruited. In addition, any such staff members recruited outside the local area and outside the country of the official station may be granted an annual non-residence allowance in an amount to be fixed by the Director for each area, and any such other entitlements as required to meet extra costs of non-resident status or accepted practices for non-residents employed in the locality. <u>This allowance and these entitlements may cease upon determination by the Director that a resident status within the country of duty station has been acquired by the staff member.</u></p>	<p>This is essentially an editorial correction to make clear that non-resident entitlements may be withdrawn should the residence status of the staff member change. As previously reported by the Director to the Executive Committee and the Directing Council this rule is not applicable in the Americas as all General Service personnel are recruited locally.</p>