

ORGANIZACION SANITARIA PANAMERICANA
PAN AMERICAN SANITARY ORGANIZATION

Lima, Perú
October 3, 1949

CE8.L-7

EIGHTH MEETING OF THE EXECUTIVE COMMITTEE

LIMA, PERU
October 3-5, 1949

TOPIC III - PAN AMERICAN SANITARY BUREAU - STAFF REGULATIONS
AND RULES

BACKGROUND

The Executive Committee of the Pan American Sanitary Organization, in its Seventh Reunion held in Washington, formulated the following resolution when considering the subject of staff regulations and rules for the Pan American Sanitary Bureau:

"To request the Director of the Pan American Sanitary Bureau to appoint a Special Committee to prepare a preliminary draft of rules based on those of the World Health Organization to be considered by the Executive Committee at its next meeting and submitted afterwards to the Directing Council for its approval."

In accordance with the above resolution, on July 13, 1949, approval was requested and obtained from the appropriate governments for the designation of the following persons to form the Special Committee which would prepare the draft of the Staff Rules and Regulations:

Dr. Alfredo Arreaza Guzmán - Venezuela
Dr. Jose Zozaya - Mexico
Dr. H. Van Zile Hyde - United States of America

The Special Committee mentioned met in Washington towards the end of July, and after studying the staff regulations and

rules of the World Health Organization, prepared its First report which is appended to this document.

In accordance with the suggestions made in the First Report, the Director of the Pan American Sanitary Bureau communicated on various occasions with the Director of the World Health Organization, with the Secretary General of the Panamerican Union, and with the respective Officers of the United Nations, and after studying the points under discussion, presented them to the Special Committee which met again in Lima, Peru, on October 1 and 2, 1949 composed as follows:

Dr. Carlos Luis Gonzales - Venezuela
Dr. José Zozaya - Mexico
Dr. H. Van Zile Hyde - United States of America

This Committee prepared the Final Report which appears appended to the First Report, the recommendations of which are:

1. That the Pan American Sanitary Bureau adopt the WHO Staff Regulations and Rules, as appropriately modified and set forth in Dec.CE8.L-7, with the following exceptions: Regulations 20, 27 and 28; Rules 550, 610, 852, 853, 1111 and 1120; and the whole Section 1000 which is not applicable in the case of the PA30.
2. That the Director continue the study and negotiations which are underway in regard to pensions, compensations and administrative tribunal.
3. That the Executive Committee be authorized to take final actions in regard to Regulations and Rules cited in paragraph 1 above at such time as full information pertaining thereto is available.

4. That, pending action by the Executive Committee, in accordance with above paragraph, (a) the Pan American Sanitary Bureau employees continue to participate in the PAU Pension Plan, (b) present insurance arrangements covering employees' compensation be continued, and (c) no provision be made for administrative tribunal."

PROPOSAL

With the reservation to continue study and negotiations in regard to pensions, compensations, and administrative tribunal as recommended by the Special Committee, the Director of the Pan American Sanitary Bureau respectfully recommends approval of the Staff Regulations and Rules as proposed by the Special Committee which are in keeping with the present condition and needs of the Pan American Sanitary Bureau

Fred L. Soper
Director, Pan American Sanitary Bureau

FIRST REPORT OF SPECIAL COMMITTEE ON
STAFF REGULATIONS AND RULES
PAN AMERICAN SANITARY BUREAU

A special Committee appointed by the Director of the Pan American Sanitary Bureau under authority of Resolution IV of the Seventh Meeting of the Executive Committee of the Pan American Sanitary Organization met in Washington July 26 - 28. The Committee was composed of Dr. Alfredo Arreaza Guzmán (Venezuela), Dr. H. van Zile Hyde (U.S.A.), and Dr. José Zozaya (Mexico). Dr. Alfredo Arreaza Guzmán was elected Chairman. The Director of the Pan American Sanitary Bureau served as Secretary.

The terms of reference of the Committee as set forth in Resolution IV of the Seventh Meeting of the Executive Committee are as follows:

THE EXECUTIVE COMMITTEE

RESOLVES:

"To request the Director of the Pan American Sanitary Bureau to appoint a special committee to prepare a preliminary draft of rules based on those of the World Health Organization, to be considered by the Executive Committee at its next Meeting and submitted afterwards to the Directing Council for its approval."

The Committee made a detailed study of the staff regulations and rules of the World Health Organization and a study of the present practices of the Bureau. The Special Committee presents herewith its first report to the Eighth Meeting of the Executive Committee to be convened in Lima, Peru, October 3, 1949. The report recommends certain modifications of the regulations and rules which are considered desirable or necessary to adopt them to the needs of the Pan American Sanitary Organization, and includes, as well, requests for the Director to make certain further studies and report to the Special Committee. The Special Committee will make a further report to the Executive Committee on the basis of its consideration of the Director's reports.

There are appended herewith the Staff Regulations and Rules of the World Health Organization with the modifications recommended at this time by the Special Committee.

With respect to the Staff Regulations, the only modifications deemed necessary, in addition to changes in organizational and functional titles, relate to Regulations 4, 20, 27, and 28. Regulation 4 deals with privileges and immunities and is not altogether applicable in its present form to the Pan American Sanitary Organization and the revision proposed is contained in the attached Annex. Regulations 20, 27 and 28 are discussed below in connection with the relevant rules (Rules 550, 610, and 1111).

The Rules which require further study and consultation before a recommendation is made, and which will be the subject of further consideration and report concern:

- A. Pension Plan (in lieu of Section 1000 and affecting Regulation 20 and Rules 610, 852, 853, and 1120.)

The Special Committee took note of the problem involved in adoption of staff rules with particular regard to the provision of pensions.

At the present time, the personnel employed by the Pan American Sanitary Bureau participate in the pension scheme of the Pan American Union. The World Health Organization has joined the United Nations pension plan as of May 1, 1949.

Study of the two plans reveals that the United Nations plan offers certain advantages to the employee over the Pan American Union plan, with particular regard to protection of orphans and widows and to the amount of retirement and disability pensions. At the same time, the United Nations plan is more expensive in that it requires a contribution by the organization of 14% of salary and by the employee of 7%, whereas the Pan American Union plan requires a contribution by the organization of 6% of salary and by the employee of 6%.

The Committee requests the Director to consult with the Director General of the World Health Organization, with the Secretary General of the Pan American Union and with appropriate officials of the United Nations and with the Pan American Sanitary Bureau staff with a view to exploring the feasibility and desirability of participating in the United Nations plan.

The Director is requested to present his findings and recommendations to the Special Committee at a meeting in Lima, prior to the meeting of the Executive Committee, October 3, 1949.

Pending action by the Directing Council, it is recommended that the members of the staff continue to participate in the Pan American Union plan.

Depending upon the plan finally adopted, it may become necessary to modify certain of the staff rules, the modifications depending upon the provisions of the particular plan adopted. If the United Nations plan is adopted, Rules 852 and 853 would be

unnecessary provisions and the retirement age would become sixty. If, however, the Pan American Union plan is adopted, the Directing Council would need to determine whether these rules are to be adopted, and in addition would have to provide in Regulation 20 and Rule 610 for a retirement age of sixty-five.

It should be noted also that since a pension scheme is now in effect in the Pan American Sanitary Bureau, the whole of Section 1000 and Rule 1120 are not applicable, regardless of whatever decision made by the Directing Council as to the pension scheme to be adopted on a permanent basis.

B. Compensation (Regulation 27 and Rule 1111)

The Special Committee considered Rule 1111, which provides:

"A member of the staff who is injured as a result of an accident incurred in the course of his duty or who is compelled to discontinue his employment as a result of sickness directly attributed to his work in the service of the Organization shall receive reasonable compensation. Should the staff member die in such circumstances, reasonable compensation shall be paid to his widow or such dependent as the Director-General may determine."

The Special Committee was informed that provision in this regard is at present made by the Pan American Sanitary Bureau through individual commercial insurance policies paid by the Bureau, and the payments in case of injury or disability are paid to the individual. In the case of the World Health Organization, the Organization holds a group commercial insurance policy covering all employees and the payments are made to the Organization, which, in turn, fulfills any obligations incurred under Rule 1111.

The Special Committee requests the Director to carry out further study of this matter, with particular reference to its relationship to the two pension schemes under study, and to present a report to the Special Committee prior to the Executive Committee meeting in Lima, presenting all pertinent facts and considerations with definite recommendations.

C. Administrative Tribunal (Rule 550 and Regulation 28)

This regulation and rule relate to the establishment of an administrative tribunal to arbitrate disputes between employees and the Organization. The World Health Organization has made arrangements with the International Labor Organization for the utilization of the tribunal established by the International Labor Organization. At the same time, the Fourth General Assembly of the United Nations is considering the establishment of a United Nations tribunal. The Special Committee requests the Director to explore the question as to the availability and desirability of the use of the International Labor Organization or the newly created United Nations tribunal by the Pan American Sanitary Organization and to report to an early session of the Executive Com-

mittee on this matter. Pending such report by the Director and action by the Directing Council, Regulation 28 should be considered inoperative.

The Committee appends hereto Annex I showing the changes in the Staff Rules and Regulations which it has felt competent to recommend without further study, and Annex II showing the cost to the Pan American Organization of adopting the World Health Organization scale of salaries, allowances, and pension scheme.

Annex I

RECOMMENDED CHANGES IN WORLD HEALTH ORGANIZATION

STAFF REGULATIONS AND RULES

1. Regulation 4

The change in wording in the regulation gives recognition to the fact that there is no provision in either the Pan American Sanitary Code or the Pan American Sanitary Bureau Constitution setting forth the privileges and immunities to be conferred upon the Organization by member states. However, the United States Government has recognized the Pan American Sanitary Organization as an international organization coming under the Immunities Act of 1946 (Public Law 291, 79th Congress). As a result the Organization and its employees enjoy certain privileges and immunities in the United States and it is hoped that other countries will take similar action.

2. Rule 710

The Special Committee recommends that the salary scale now operative in the World Health Organization be adopted by the Pan American Sanitary Bureau, insofar as concerns the amounts established for the various grades and within-grade steps for increases in accordance with the schedule below. When any change is made by the World Health Organization, either in salary scale allowances, or in the categories or classification of employees, the changes should automatically be adopted by the Pan American Sanitary Bureau, but there should be a breakdown into three categories of employees.

Grade			Step I	Step II	Step III	Step IV	Step V	Step VI	Step VII
C	A	P	\$	\$	\$	\$	\$	\$	\$
1			1580	1660	1740	1830	1920	2020	2130
2			1740	1830	1920	2020	2130	2240	2360
3			1920	2020	2130	2240	2360	2480	2610
4			2130	2240	2360	2480	2610	2750	2890
5	1		2360	2480	2610	2750	2890	3050	3210
6	2		2610	2750	2890	3050	3210	3390	3570
7	3		2890	3050	3210	3390	3570	3770	3970
8	4	1	3210	3390	3570	3770	3970	4190	4410
	5	2	3570	3770	3970	4190	4410	4660	4910
	6	3	3970	4190	4410	4660	4910	5180	5450
	7	4	4410	4660	4910	5180	5450	5750	6050
	8	5	4910	5180	5450	5750	6050	6370	6700
	9	6	5450	5750	6050	6370	6700	7060	7450
	10	7	6050	6370	6700	7060	7450	7870	8300
	11	8	6700	7060	7450	7870	8300	8750	9200
	12	9	7450	7870	8300	8750	9200	9700	10300
	13	10	8300	8750	9200	9700	10300	10900	- -
	14	11	9200	9700	10300	10900	- -	- -	- -
	15	12	10000	10500	11000	- -	- -	- -	- -

Definition of grades: C - Clerical, custodial and minor scientific posts such as laboratory aides.
A - Administrative, fiscal, editorial posts.
P - Professional and scientific posts.

3. Rule 812

It is not thought that the Pan American Union should be included in this prohibition at this time as there are no comparable allowances payable in the Pan American Union.

4. Rules 843.4 and 844 are inapplicable.

5. Rule 870

In order to obtain for the Pan American Sanitary Bureau the same salary treatment as the Washington field staff of the World Health Organization, it is necessary to provide that the staff at the Washington Headquarters of the Pan American Sanitary Bureau shall be eligible for or subject to a cost-of-living adjustment. It was thought that the simplest way to make the necessary provision was to revise the World Health Organization Rule 870 so as to indicate that the prohibition against eligibility for this adjustment applies to Geneva and not Washington. This was done by inserting "World Health Organization" before "Headquarters".

6. Rule 881 Representation Allowances

The Special Committee feels that inasmuch as the Directing Council has already given a ruling regarding representation allowances that Rule 881 should not fall within the discretion of the Director. Therefore, it recommends the substitution of the following text:

"The Directing Council shall determine to whom representation allowances may be granted and shall fix the amount of the allowance. In this connection, representation allowance shall be deemed to include all other allowances as well as representation (including hospitality) housing (rental), except reimbursable travel expenses and removal costs granted under the provisions of the relevant rules."

7. Rule 941.1

To avoid any misunderstanding the Special Committee wishes to make the point that it interprets "an approved route and type of transport" to mean advance approval by the Director or his authorized deputy in each specific case.

8. Section 1000

This section relates wholly to a Provident Fund. Since the Pan American Sanitary Bureau now has a Retirement Scheme all refer-

ences to a Provident Fund are not applicable to the Pan American Sanitary Bureau. At such time as it is determined whether the Pan American Sanitary Bureau will continue to participate in the Pan American Union scheme or will join the United Nations Pension Plan, there will need to be a set of pension regulations separate from the staff regulations.

9. Section 1120

Special grants to the family of a deceased staff member are unnecessary in the Pan American Sanitary Bureau, owing to the existence of a pension scheme.

Annex II

COMPARISON OF PASB PAYROLL COSTS UNDER PRESENT
PASB SALARY SYSTEM AND COSTS UNDER PROPOSED WORLD HEALTH
SALARY SYSTEM

World Health Organization Basis

Annual base salaries 72 employees based on WHO scale.		\$ 235,222.00
Add:		
Cost-of-living Adjustment for above		36,600.00
WHO Pension Plan at 14% based on 100% participation		32,930.08
	Sub-Total	\$ 304,752.08
Children's Allowance (Cost of Expatriation Allowance not shown)		6,000.00
	TOTAL	\$ 310,752.08

Pan American Sanitary Bureau Basis

Annual salaries 72 employees based on PASB scale		\$ 264,538.00
Add:		
Cost of PASB Pension Plan at 6% based on 100% participation		16,309.00
	TOTAL	\$ 280,847.00

Difference in Cost

WHO Total Cost	\$ 310,752.08
PASB Total Cost	280,847.00
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	\$ 29,905.08
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LIMA, PERU
October 2, 1949

CE8.L-7

SECOND REPORT OF SPECIAL COMMITTEE ON
STAFF REGULATIONS AND RULES
PAN AMERICAN SANITARY BUREAU

The Special Committee on Staff Regulations and Rules held its Second Session on October 1-2, 1949, in Lima, Perú. Dr. Carlos Luis González attended in place of Dr. Alfredo Arreaza Guzmán, who was unable to be present.

The Special Committee considered the present status of studies and negotiations which the Director of the Pan American Sanitary Bureau had been asked to make in connection with the Rules related to pensions, employees' compensation and an administrative tribunal. The Committee found that the Director had undertaken the requested studies and negotiations, but due to their complexity had not as yet been able to complete them.

The Special Committee, therefore, recommends:

1. That the Pan American Sanitary Bureau adopt the WHO Staff Regulations and Rules, as appropriately modified and set forth in Doc. CE8.L-7, with the following exceptions: Regulations 20, 27 and 28; Rules 550, 610, 852, 853, 1111 and 1120; and the whole Section 1000 which is not applicable in the case of the PASO.
2. That the Director continue the study and negotiations which are underway in regard to pensions, compensations and administrative tribunal.
3. That the Executive Committee be authorized to take final actions in regard to Regulations and Rules cited in paragraph 1 above at such time as full information pertaining thereto is available.
4. That, pending action by the Executive Committee, in accordance with above paragraph, (a) the Pan American Sanitary Bureau employees continue to participate in the PAU Pension Plan, (b) present insurance arrangements covering employees' compensation be continued, and (c) no provision be made for administrative tribunal.

COMPARISON OF WORLD HEALTH ORGANIZATION
AND PROPOSED PAN AMERICAN SANITARY ORGANIZATION
STAFF RULES AND REGULATIONS *

STAFF REGULATIONS

World Health Organization

Duties and Obligations of the Secretariat

Regulation 1

The Director-General and all members of the staff of the Organization are international civil servants and their responsibilities are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of the World Health Organization only in view. In the performance of their duties they shall not seek or receive instructions from any government or from any other authority external to the Organization. All members of the staff are subject to the authority of the Director-General, and are responsible to him in the exercise of their functions.

Regulation 2

Upon accepting their appointment, all members of the staff shall subscribe to the

following

* Changes in wording are underlined.

PROPOSED STAFF REGULATIONS

Pan American Sanitary Organization

The Director and all members of the staff of the Organization are international civil servants and their responsibilities are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of the Pan American Sanitary Organization only in view. In the performance of their duties they shall not seek or receive instructions from any government or from any other authority external to the Pan American Sanitary Organization or the World Health Organization. All members of the staff are subject to the authority of the Director, and are responsible to him in the exercise of their functions.

Upon accepting their appointment, all members of the staff shall subscribe to the

following

following oath or declaration:

"I solemnly swear (undertake, affirm promise) to exercise in all loyalty, discretion and conscience the functions entrusted to me as a member of the international service of the World Health Organization, to discharge those functions and regulate my conduct with the interests of the World Health Organization only in view, and not to seek or accept instructions in regard to the performance of my duties from any government or other authority external to the Organization."

Regulation 3

The oath or declaration shall be made orally by the Director-General at a public meeting of the Health Assembly, and by the other higher officers in public before the Director-General or his authorized deputy.

Regulation 4

The immunities and privileges attaching to the World Health Organization by virtue of Chapter XV of the Constitution are conferred in the interests of the Organization. These privileges and immunities furnish no excuse to the staff members

following oath or declaration:

"I solemnly swear (undertake, affirm, promise) to exercise in all loyalty, discretion and conscience the functions entrusted to me as a member of the international service of the Pan American Sanitary Organization, to discharge those functions and regulate my conduct with the interests of the Pan American Sanitary Organization only in view, and not to seek or accept instructions in regard to the performance of my duties from any government or other authority external to the Pan American Sanitary Organization or the World Health Organization."

The oath or declaration shall be made orally by the Director at a public meeting of the Directing Council, and by the other higher officers in public before the Director or his authorized deputy.

Any immunities and privileges granted to members of the staff of the Pan American Sanitary Organization are conferred in the interests of the Organization. These privileges and immunities furnish no excuse to the staff members who enjoy them for non-performance of their private

members who enjoy them for non-performance of their private obligations or failure to observe laws and police regulations. In any case where these privileges and immunities arise the staff member concerned shall immediately report to the Director-General, with whom alone it rests to decide whether they shall be waived.

Regulation 5

Members of the staff shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any unpublished information known to them by reason of their official position except in the course of their duties or by authorization of the Director-General.

Regulation 6

Members of the staff shall avoid any action, and in particular any kind of public pronouncement or activity, which may adversely reflect on their position as international civil servants. They are not expected to give up their national sentiments or their political and religious convictions; but they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

their private obligations or failure to observe laws and police regulations. In any case where such privileges and immunities are involved, the staff member concerned shall immediately report to the Director with whom alone it rests to decide whether they shall be waived.

(See paragraph 1 of Annex I to the Report of the Special Committee)

Members of the staff shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any unpublished information known to them by reason of their official position except in the course of their duties or by authorization of the Director.

Same

Regulation 7

Regulation 7

No member of the staff shall accept, hold or engage in any office or occupation which in the opinion of the Director-General is incompatible with the proper discharge of his duties with the World Health Organization.

No member of the staff shall accept, hold or engage in any office or occupation which in the opinion of the Director is incompatible with the proper discharge of his duties with the Pan American Sanitary Organization.

Regulation 3

Any member of the staff who becomes a candidate for a public office of a political character shall resign from the Secretariat.

Any member of the staff who becomes a candidate for a public office of a political character shall resign from the Secretariat of the Pan American Sanitary Organization, namely, the Pan American Sanitary Bureau.

Regulation 9

No member of the staff shall accept any honour, decoration, favour, gift or fee from any government or from any other source external to the Organization during the period of his appointment, except for services rendered before appointment. Notwithstanding the provisions of this regulation, the Director-General may authorize exceptions as in, for instance, the acceptance by staff members of scientific honours and/or when otherwise he deems it not contrary to the interests of the World Health Organization.

No member of the staff shall accept any honour, decoration, favour, gift or fee from any government or from any other source external to the Organization during the period of his appointment, except for services rendered before appointment. Notwithstanding the provisions of this regulation, the Director may authorize exceptions as in, for instance, the acceptance by staff members of scientific honours and/or when otherwise he deems it not contrary to the interests of the Pan American Sanitary Organization.

Regulation 10

Appointment, Probation and Promotion

Regulation 10

Eligibility for posts in the Secretariat shall be determined on the basis of individual competence, character, and integrity, without discrimination on the grounds of sex, race, religion or creed.

Eligibility for posts in the Bureau shall be determined on the basis of individual competence, character, and integrity, without discrimination on the grounds of sex, race, religion or creed.

Regulation 11

So far as practicable, appointments to posts in the Secretariat shall be made on a competitive basis.

So far as practicable, appointments to posts in the Bureau shall be made on a competitive basis.

Regulation 12

Persons appointed to permanent posts in the Secretariat shall serve such probationary period as may be prescribed by the Director-General.

Persons appointed to permanent posts in the Bureau shall serve such probationary period as may be prescribed by the Director.

The appointment of any member of staff for a probationary period or on a short-term contract, which shall include any temporary contract, may be subject to such conditions as the Director-General may deem desirable.

The appointment of any member of the staff for a probationary period or on a short-term contract, which shall include any temporary contract, may be subject to such conditions as the Director may deem desirable.

Regulation 13

The Director-General may provide facilities

The Director may provide facilities to train members

facilities to train members of the staff in subjects relating directly or indirectly to their duties. This training shall apply particularly to members on probation whose earlier educational opportunities have been inadequate or whose language qualifications are deficient.

train members of the staff in subjects relating directly or indirectly to their duties. This training shall apply particularly to members on probation whose earlier educational opportunities have been inadequate or whose language qualifications are deficient.

Regulation 14

Without prejudice to the inflow of fresh talent at the various levels, vacancies shall be filled by promotion of persons already in the service of the World Health Organization in preference to appointments from outside. This consideration shall also be applied, on a reciprocal basis, to staff of the United Nations and the specialized agencies brought into relationship with the Organization.

Without prejudice to the inflow of fresh talent at the various levels, vacancies shall be filled by promotion of persons already in the service of the Pan American Sanitary Organization in preference to appointments from outside. This consideration shall also be applied, on a reciprocal basis, to staff of the World Health Organization and the Pan American Union.

Regulation 15

The Director-General shall provide machinery through which members of the staff may participate in the discussion of questions relating to appointment, promotion and conditions of service.

The Director shall provide machinery through which members of the staff may participate in the discussion of questions relating to appointment, promotion and conditions of service.

Salaries and Allowances

Regulation 16

Salaries of staff shall be determined on the basis

Salaries of staff shall be determined on the basis

on the basis of their duties and responsibilities. The salaries and allowances of members of the staff, other than the Deputy and Assistant Directors-General, shall be determined by the Director-General, following basically the scales of salaries and allowances of the United Nations in the same or comparable locality. Any deviations from the United Nations scales of salaries and allowances which may be necessary for the requirements of the World Health Organization shall be subject to the approval of, or may be authorized by, the Executive Board.

on the basis of their duties and responsibilities. The salaries and allowances of the members of the staff, other than the Assistant Director and Secretary General, shall be determined by the Director, following the scales of salaries and allowances of the World Health Organization in the same or comparable locality. Any deviations from the World Health Organization scales of salaries and allowances which may be necessary for the requirements of the Pan American Sanitary Organization shall be subject to the approval of, or may be authorized by, the Executive Committee.

Hours of Work

Regulation 17

The whole time of members of the staff shall be at the disposal of the Director-General, except as provided in staff rules established pursuant to Regulation 30. The Director-General shall establish a normal working week.

The whole time of the members of the staff shall be at the disposal of the Director, except as provided in staff rules established pursuant to Regulation 30. The Director shall establish a normal working week.

Leave

Regulation 18

Members of the staff shall be allowed sick leave, maternity leave, annual leave

Members of the staff shall be allowed sick leave, maternity leave, annual leave, and such

annual leave and such other leave as may be prescribed by the Director-General.

and such other leave as may be prescribed by the Director.

Disciplinary Measures

Regulation 19

The Director-General may impose disciplinary measures on members of the staff whose conduct or work is unsatisfactory. He may discharge a member of the staff who persistently fails to give satisfactory service. He may summarily suspend a member of the staff for serious misconduct, and dismiss such member after review in accordance with the procedure established under Regulation 23.

The Director may impose disciplinary measures on the members of the staff whose conduct or work is unsatisfactory. He may discharge a member of the staff who persistently fails to give satisfactory service. He may summarily suspend a member of the staff for serious misconduct, and dismiss such member after review in accordance with the procedure established under Regulation 23.

Termination of Appointments

Regulation 20

The normal age of retirement for member of the staff shall be 60 years. In exceptional circumstances, if it would be in the interest of the Organization to do so, the Director-General may retain the services of a member of the staff after he has attained the age of 60 years, provided that not more than one year's extension is given at a time. The period for which a member of the staff can be retained

The normal age of retirement for members of the staff shall be _____ years. In exceptional circumstances, if it would be in the interest of the Organization to do so, the Director may retain the services of a member of the staff after he has attained the age of _____ years, provided that not more than one year's extension is given at a time. The period for which a member of the staff can be retained in service after

after

reaching

after reaching the normal age of retirement shall in no case exceed five years.

reaching the normal age of retirement shall in no case exceed five years.

(Note: See paragraph A of the Report of the Special Committee. Depending upon the pension scheme adopted, the retirement age may be either 60 or 65 years.)

Regulation 21

The Director-General may terminate the appointment of a member of the staff in accordance with the terms of his appointment if made under the provisions of Regulation 12, paragraph 2, or if the necessities of the service require the abolition of the post or a reduction of the staff, or if the service of the individual concerned prove unsatisfactory.

The Director may terminate the appointment of a member of the staff in accordance with the terms of his appointment if made under the provisions of Regulation 12, paragraph 2, or if the necessities of the service require the abolition of the post or a reduction of the staff, or if the service of the individual concerned prove unsatisfactory.

If the Director-General terminates an appointment under this regulation, he shall give at least three months' notice and pay an indemnity equivalent to at least three months' salary. These provisions of notice and indemnity shall not apply to probationers, to persons holding temporary contracts, or to persons dismissed after suspension for serious misconduct as provided in Regulation 19.

If the Director terminates an appointment under this regulation, he shall give at least three months' notice and pay an indemnity equivalent to at least three months' salary. These provisions of notice and indemnity shall not apply to probationers, to persons holding temporary contracts, or to persons dismissed after suspension for serious misconduct as provided in Regulation 19.

Regulation 22

In case a staff member wishes to
resign

In case a staff member wishes to resign,
he shall

resign, he shall give at least three months' notice; this notice period may be shortened or waived by the Director-General. The Director-General shall establish appropriate notice periods for persons appointed under Regulation 12, paragraph 2, who wish to resign.

he shall give at least three months' notice; this notice period may be shortened or waived by the Director. The Director shall establish appropriate notice periods for persons appointed under Regulation 12, paragraph 2, who wish to resign.

Regulation 23

The Director-General shall establish administrative machinery for inquiry and appeal in disciplinary and termination cases. This machinery shall provide for staff participation, and shall permit an appellant to be heard in person and/or through a representative of his own choice.

The Director shall establish administrative machinery for inquiry and appeal in disciplinary and termination cases. This machinery shall provide for staff participation, and shall permit an appellant to be heard in person and/or through a representative of his own choice.

Travelling Expenses and Allowances

Regulation 24

The travel expenses and travel allowances of members of the staff in respect of authorized journeys on the business of the World Health Organization shall be paid by the Organization subject to such conditions as may be prescribed by the Director-General.

The travel expenses and travel allowances of members of the staff in respect of authorized journeys on the business of the Pan American Sanitary Organization shall be paid by the Organization subject to such conditions as may be prescribed by the Director.

Regulation 25

Subject to such conditions as may be

prescribed

Subject to such conditions as may be

prescribed

prescribed by the Director-General, the World Health Organization shall pay the removal costs and the travel expenses and travel allowances of members of the staff, and, in appropriate cases, their wives and dependent children:

(a) upon appointment to the Secretariat and on subsequent change of official station;

(b) at appropriate intervals for a journey to and from the place recognized as the staff member's home at the time of initial appointment;

(c) upon termination of appointment.

Retirement and Pension Fund

Regulation 26

A deduction shall be made from the salaries of members of the staff and paid into a staff provident fund and into a retirement and pension fund, to which funds the World Health Organization shall make additional contributions.

prescribed by the Director, the Pan American Sanitary Organization shall pay the removal costs and the travel expenses and travel allowances of members of the staff, and, in appropriate cases, their wives and dependent children:

(a) upon appointment to the Bureau and on subsequent change of official station;

(b) at appropriate intervals for a journey to and from the place recognized as the staff member's home at the time of the initial appointment;

(c) upon termination of appointment.

A deduction shall be made from the salaries of members of the staff and paid into a retirement and pension fund, to which funds the Pan American Sanitary Organization shall make additional contributions.

Special Indemnities

Regulation 27

A member of the staff who is
injured

(See paragraph B of Report of Special Committee)

injured as the result of an accident incurred in the course of his duty or who is compelled to discontinue his employment as a result of sickness directly attributed to his work in the service of the World Health Organization shall receive reasonable compensation. Should the staff member die in such circumstances, reasonable compensation shall be paid to his widow or such dependents as the Director-General may determine.

Administrative Tribunal

Regulation 28

Any dispute which cannot be resolved internally arising between the Organization and a member of the staff regarding the fulfillment of the contract of the said member, or arising out of disciplinary action, shall be referred for final decision to a tribunal of an arbitral character which may be designated or, if necessary, established by the Executive Board until definitive arrangements have been made with the United Nations.

(See paragraph C of the Report of the Special Committee).

Regulation 29

General Provisions

Regulation 29

These regulations may be supplemented or amended by the Health Assembly without prejudice to the acquired rights of members of the staff.

These regulations may be supplemented or amended by the Directing Council without prejudice to the acquired rights of members of the staff.

Regulation 30

The Director-General shall report annually to the Health Assembly such staff rules and amendments thereto as he may make to implement these regulations, after confirmation by the Executive Board.

The Director shall report annually to the Directing Council such staff rules and amendments thereto as he may make to implement these regulations, after confirmation by the Executive Committee.

STAFF RULES

World Health Organization

000. General

010. Purpose

The Staff Rules implement the provisions of the Staff Regulations. They provide the rules which govern conditions of service and personnel practices of the World Health Organization.

PROPOSED STAFF RULES

Pan American Sanitary Organization

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

020. Applicability

020. Applicability

The Staff Rules apply to all staff members of the World Health Organization.

The Staff Rules apply to all staff members of the Pan American Sanitary Bureau.

030. Effective Date

These Staff Rules shall become effective as of 1 September 1948. All subsequent modifications shall become effective as of the date shown thereon.

These Staff Rules shall become effective as of _____. All subsequent modifications shall become effective as of the date shown thereon.

100. Recruitment and Appointments

110. Recruitment Policies

111. Authority for Appointments

Staff members of the World Health Organization are appointed by the Director-General.

Staff members of the Pan American Sanitary Bureau are appointed by the Director.

112. Efficiency and Geographical Representation

The basic policy governing recruitment shall be to secure staff of the highest standard of efficiency, competence, and integrity. Due regard shall be paid also to the importance of recruiting a staff on as wide a geographical basis as possible.

Same

113. Eligibility

113. Eligibility

In recruiting staff there shall be no restrictions or discrimination as to race, sex, or religious or political creed.

Same

114. Filling of Vacancies

With due regard to policies set out in Rules 112 and 113 and without prejudice to the inflow of fresh talent at the various levels, vacancies shall be filled by transfer or promotion of persons already in the service of the World Health Organization in preference to appointments from outside. This consideration shall also be applied, on a reciprocal basis, to staff of the United Nations and the specialized agencies brought into relationship with the Organization.

With due regard to policies set out in Rules 112 and 113 and without prejudice to the inflow of fresh talent at the various levels, vacancies shall be filled by transfer or promotion of persons already in the service of the Pan American Sanitary Bureau in preference to appointments from outside. This consideration shall also be applied, on a reciprocal basis, to staff of the World Health Organization.

115. Age-limits

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.

Normally, candidates under twenty or over _____ years of age shall not be considered for appointment, provided that the minimum age limit for those locally recruited shall be sixteen. (Note: Top age limit will depend on pension scheme adopted)

116. Applications

116. Applications

116.1 Candidates for appointment shall be required to submit a written application (Form W.H.O. I) containing detailed information concerning education, experience and other qualifications.

Same

116.2 A record shall be kept of these applications for employment in the Organization which appear to merit consideration.

Same

120. Appointments

121. Selection

So far as practicable, appointments to posts in the Organization shall be made on a competitive basis, after examination of the candidate's qualifications, or, if need be, after a written examination.

Same

122. Medical Examination

122.1 Prior to his appointment, a candidate shall, normally be required to undergo a prescribed examination by a qualified medical practitioner.

Same

122.2 Indefinite appointments and temporary appointments for six months or more shall be provisional until the Medical Referee of the Organization

Same

Organization has issued a certificate that the candidate is in good health and that he is free from any defect or disease that is likely to interfere with the proper discharge of his duties. Such a certificate shall be issued prior to appointment, if possible, and in any case as soon as possible.

Same

122.3 The candidate may be required to undergo a further examination by a specialist, if deemed necessary by the Medical Referee before issuing a certificate.

Same

122.4 If, as a result of the examination by the Medical Referee, the candidate is not certified to be fit for appointment, the Director-General may terminate or alter the appointment on such terms as he considers just.

122.4 If, as a result of the examination by the Medical Referee, the candidate is not certified to be fit for appointment, the Director may terminate or alter the appointment on such terms as he considers just.

122.5 Prescribed medical examinations shall be at the expense of the Organization.

Same

123. Letter of Appointment

123.1 Upon appointment each appointee shall receive a letter of appointment signed by, or on behalf of the Director-General.

123.1 Upon appointment each appointee shall receive a letter of appointment signed by, or on behalf of the Director.

This letter shall state:
the nature

This letter shall state:

the nature, classification and grade of the appointment;
the official station;
the commencing rate of salary and other basis of remuneration;
the tenure of the appointment;
the period of probation, if any;
the date of the reporting for duty; and any other special conditions which may be applicable.

Same

123.2 The letter shall also state that the appointment is subject to the Staff Rules and Staff Regulations of the Organization, and that its terms are subject to review and adjustment, to bring them into conformity with any amendment and supplement that may be made to said Rules and Regulations.

Same

123.3 In the case of indefinite appointments and temporary appointments for six months or more, the letter shall further state that the appointment remains provisional until the appointee has been examined by the Medical Referee of the Organization in accordance with Rule 122.

Same

123.4 A copy of the Staff Rules and Staff Regulations shall be attached to each letter of appointment, together with a copy of the "Oath or Declaration of Office".

Same

124. Acceptance

124. Acceptance

The appointee shall sign and return to the Director-General a letter of acceptance stating that he agrees to the conditions set forth in the letter of appointment and subscribes to the oath of office provided for in Article 2 of the Staff Regulations.

The appointee shall sign and return to the Director a letter of acceptance stating that he agrees to the conditions set forth in the letter of appointment and subscribes to the oath of office provided for in Article 2 of the Staff Regulations.

125. Contract

The letter of appointment and the letter of acceptance shall constitute the contract of employment.

Same

126. Types of Appointment

126.1 Indefinite appointments, subject to a probationary period (See Rule 130). These are considered permanent appointments.

Same

126.2 Temporary appointments for periods and under conditions as specified in the contract.

Same

126.3 W.A.E. (while actually employed) appointments will be issued for staff members, including consultants, on a daily fee basis.

Same

127. Effective Date

127. Effective Date and Reporting for Duty

127.1 No appointee shall be called in to work under any circumstances until the appointment has been approved and all appointment papers prepared.

Same

127.2 Appointments shall not be made effective prior to the date of approval.

Same

127.3 The effective date for all staff will be the day the staff member reports for duty.

128. Assignment to Duties

The Director-General or officers delegated by him shall determine the functions of members of the staff. A staff member may be required to work in any department or service of the Organization, but in assigning a staff member to any service or duty, his qualifications shall receive due consideration.

The Director or officers delegated by him shall determine the functions of members of the staff. A staff member may be required to work in any department or service of the Organization, but in assigning a staff member to any service or duty, his qualifications shall receive due consideration.

130. Probationary Period

131. Duration

131.1 Staff members receiving indefinite appointments shall be on probation for the first year

Same

first year of their service.

131.2 Temporary staff members appointed for three years or more shall be on probation for the first year of their service, other temporary staff members for such period as is specified in the contract.

Same

131.3 The Director-General may shorten or prolong the period of probation, provided always that the total period shall not exceed eighteen months.

131.5 The Director may shorten or prolong the period of probation, provided always that the total period shall not exceed eighteen months.

131.4 The Director-General may exempt from the normal period of probation staff members who, prior to their appointment, served in a similar position with the United Nations or with some other specialized agency, or on grounds of special individual considerations. Such staff members shall nevertheless be subject to a probationary period of three months from the day they take up their duties.

131.4 The Director may exempt from the normal period of probation staff members who, prior to their appointment, served in a similar position with the World Health Organization, the Pan American Union, the United Nations or some other specialized agency, or on grounds of special individual considerations. Such staff members shall nevertheless be subject to a probationary period of three months from the day they take up their duties.

132. End of Period of Probation

132.1 Before the expiry of the probationary period, the staff member's superior officer shall submit a report of his work and his official conduct, and shall make a recommendation as to confirmation of appointment, prolongation of the probation or discharge.

Same

If the report

If the report recommends the discharge, the staff member shall be informed thereof, and he shall be entitled to appeal, within eight days, in writing to the Director-General if he considers that the recommendation has been made for reasons not connected with his efficiency.

If the Director-General, after examining the staff member's appeal, decides not to confirm the appointment, the contract shall be terminated subject to one month's notice.

132.2 An indefinite appointment shall not be confirmed until the staff member has been re-certified by the Medical Referee of the Organization. In the case of non-certification by the Medical Referee, the staff member may be re-examined, if the Director-General also decides or the staff member so requests, by a medical board consisting of three medical practitioners, of whom one shall be appointed by the Director-General, one by the staff member and the third selected by the other two. If the staff member is not certified for confirmation of indefinite appointment, the Director-General may terminate or alter the appointment on such terms as he considers just.

132.3 The expenses of the medical board shall be borne by the Organization.

If the report recommends the discharge, the staff member shall be informed thereof, and he shall be entitled to appeal, within eight days, in writing to the Director if he considers that the recommendation has been made for reasons not connected with his efficiency.

If the Director, after examining the staff member's appeal, decides not to confirm the appointment, the contract shall be terminated subject to one month's notice.

132.2 An indefinite appointment shall not be confirmed until the staff member has been re-certified by the Medical Referee of the Organization. In the case of non-certification by the Medical Referee, the staff member may be re-examined, if the Director so decides or the staff member so requests, by a medical board consisting of three medical practitioners, of whom one shall be appointed by the Director, one by the staff member and the third selected by the other two. If the staff member is not certified for confirmation of indefinite appointment, the Director may terminate or alter the appointment on such terms as he considers just.

Same

140. Determination

140. Determination of Normal Place of Residence

141. Determination

At the time of appointment of each staff member, his normal place of residence will be determined. This will usually be the city of his normal residence in the country of which he is a national. Determination will be made on an individual basis for persons who claim residence outside the country of their nationality. The normal place of residence will remain unchanged for the duration of service with the Organization.

Same

142. Waivers

A staff member residing and recruited within the local area, whose normal place of residence is elsewhere, will normally be required, as a condition of appointment, to waive installation allowance and grant, expatriation allowance, children's education grant, home leave, and, during the first two years of service, repatriation rights.

Same

150. Travel and Removal Expenses Upon Appointment

In accordance with the conditions specified in Rules under 1200 and 1300, a staff member, upon appointment, shall

Same

receive

receive payment of travel expenses and subsistence allowance for himself and, in appropriate cases (See Rule 1214) for his wife, dependent children and dependent brothers and sisters, and reimbursement for the cost of moving household goods and other personal effects from the place which he was recruited to the place of official station.

200. Changes in Status

201. Definition

A change of status is any personnel action which effects a change in terms of the appointment.

Same

202. Notification

Staff members will be notified of any change of status by a Personnel Action Form, which shall constitute an amendment to the contract of employment.

Same

203. Effective Date

Changes in status involving changes in salary shall be made effective from the beginning of the pay period nearest the date of approval or, in the case of within-grade salary increases, of entitlement.

Same

210. Types and Conditions

210. Types and Conditions of Changes

211. Promotion to Higher Grade

211.1 This is the advancement of a staff member to a post of a higher grade, either as a result of re-evaluation of his present post or transfer to a different post of a higher grade. Same

211.2 A staff member receiving promotion shall be paid in accordance with the following provisions: Same

(1) If his present salary is below the basic rate of the higher grade, promotion shall be to that basic rate. Same

(2) If the staff member's present salary is equal to or above the basic rate of the higher grade, promotion shall be to the salary step rate of that grade next above the staff member's present salary. Same

212. Within-grade Salary Increase

212.1 This is an advancement from one step rate to the next higher step within the same grade. Same

212.2 Full-time staff members who have completed the period of service specified below are eligible for consideration for a one-step salary increase. Same

salary increase subject to certification by the supervisor of satisfactory work performance. No staff member on probation shall be considered for within-grade increments until after satisfactory completion of the probationary period. Service during probation counts for within-grade salary increase.

Same

212.3 A staff member shall not accumulate service credits towards a salary increase for any time in excess of thirty days during which he is on leave without pay.

Same

212.4	Grade (s)	Within-grade increase	Step	Service Requirements	
1 - 6		First	1 to 2	6 months	
		Second	2 to 3	6 months	
		Third	3 to 4	1 year	
		Fourth	4 to 5	1 year	
		Fifth	5 to 6	2 years	
		Sixth	6 to 7	3 years	
7		First	1 to 2	6 months	
		Second	2 to 3	6 months	
		Third	3 to 4	1 year	
		Fourth	4 to 5	2 years	
		Fifth	5 to 6	2 years	
		Sixth	6 to 7	3 years	
8 - 19		First	1 to 2	1 year	
		Second	2 to 3	1 year	
		Third	3 to 4	2 years	
		(as applicable)			

<u>Grade (s)</u>	<u>Within-grade increase</u>	<u>Step</u>	<u>Service Requirements</u>
8 -19	Fourth (as applicable)	4 to 5	2 years
	Fifth (as applicable)	5 to 6	3 years
	Sixth (as applicable)	6 to 7	3 years

212.5 Part-time staff members shall be eligible for within-grade salary increases when they have worked a period of time equivalent to fifty-two full-time weeks.

Same

212.6 Staff members paid on an hourly basis, who have given six months' satisfactory service, shall be eligible, upon recommendation of their supervisor, for an increase in their hourly rates.

Same

213. Within-grade Promotion for Meritorious Service

This is the advancement of a staff member to a higher salary step within his present grade. It may be granted by the Director-General in cases of service demonstrably beyond what may be reasonably expected of a normally well-qualified staff member. It is normally limited to one increment level, but may in cases of unusually meritorious service be two levels. Such

promotion

This is the advancement of a staff member to a higher salary step within his present grade. It may be granted by the Director in cases of service demonstrably beyond what may be reasonably expected of a normally well-qualified staff member. It is normally limited to one increment level, but may in cases of unusually meritorious service be two levels. Such promotion shall not affect the staff

promotion shall not affect the staff member's eligibility for within-grade increases.

the staff member's eligibility for within-grade increases.

214. Transfer

A transfer is the reassignment of a staff member from one post to another, whether within the same unit or office or to another office or official station.

Same

215. Reduction in Grade

215.1 Definition This is the reassignment of a staff member to a post of lower grade. It may result from elimination of a post and reassignment to a different post of a lower grade, from the change in classification of a post to a lower grade, or from the failure to perform satisfactorily the duties of the post.

Same

215.2 Salary Changes In case of a reduction in grade, a staff member who has given full satisfactory service will normally be changed to the step in the lower grade which yields the same salary.

Same

216. Reinstatement

216.1 A staff member who is separated and re-employed within sixty days is eligible for reinstatement without loss of seniority, and the personnel action will be designated as

Same

"reinstatement".

"reinstatement". Former staff members re-employed more than sixty days after separation will not have seniority rights and the personnel action will be designated "appointment".

Same

216.2 In cases of reinstatement, service is considered continuous. The period of absence will be treated as annual leave or leave without pay, with records and payment adjusted accordingly. If necessary, advance annual leave may be granted to the extent authorized. Severance pay, Provident Fund, excess annual leave and similar separation payments shall be recovered.

216.2 In cases of reinstatement, service is considered continuous. The period of absence will be treated as annual leave or leave without pay, with records and payment adjusted accordingly. If necessary, advance annual leave may be granted to the extent authorized. Severance pay, Retirement Fund, excess annual leave and similar separation payments shall be recovered.

217. Other Changes in Status

217.1 Suspension (See Rule 424) Suspension with or without pay normally shall not exceed thirty calendar days.

Same

217.2 Change in Type of Appointment As between indefinite temporary or W.A.B.

Same

217.3 Leave without Pay When authorized (See Rule 980).

Same

217.4 Adjustment of Salary Resulting from change in salary scale.

Same

217.5 Within-grade Salary Reduction Reduction of salary to a lower step within the same grade, normally for disciplinary reasons.

Same

217.6 Change in

217.6 Change in Title Change in the title applicable to a post, not involving change in grade or transfer. Same

217.7 Change in Name Change in name of staff member. Same

300. Reports on Work and Conduct

310. Report at End of Probationary Period Same

See Rule 132.

320. Periodic Reports

320.1 Periodic reports on staff members shall be made by the head of the service concerned. These reports shall contain an appraisal of the staff member's work, conduct and capacity, and shall serve as a basis for any decision that may affect his career, such as promotion, increment or, on the other hand, the termination of his appointment or his contract. Same

320.2 If the staff member's work or conduct or the capacities shown by him are unsatisfactory, the Director-General may decide to suspend or delay promotion or increment.

320.2 If the staff member's work or conduct or the capacities shown by him are unsatisfactory, the Director may decide to suspend or delay promotion or increment.

320.3 Supervisors are responsible for keeping staff members Same

staff members informed, at all times, whether their work is satisfactory. In particular, they shall, on the occasion of periodic reports, discuss with staff members in detail the quality of their work, making specific suggestions for improvements on all points where the work is not satisfactory or is below average. The staff member shall be shown by the supervisor that part of the report which deals with unsatisfactory service, the staff member being free to make a written statement which will be filed with the report.

Same

400. Disciplinary Measures

410. Tenure of Appointment

The tenure of appointment of every staff member shall be conditional upon good conduct and the efficient discharge by him of his duties.

Same

420. Sanctions

421. Conditions of Application

A staff member whose conduct or work does not give satisfaction may, according to the gravity of the case, be subjected to the following sanctions, which may be cumulative:

Same

oral warning

oral warning; written reprimand; transfer from the post occupied by the staff member concerned to an inferior post; reduction of salary; suspension from duty, with or without pay; termination of appointment or dismissal.

Same

422. Order of Application

The sanctions shall, as a general rule, be applied in the order indicated in Rule 421. In cases of misconduct, however, the sanction may at once be made proportionate to the gravity of the case.

Same

423. Misconduct

The term "misconduct" shall be taken to 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 Organization into public discredit, or any use or attempt to make use of his position as an official for his personal advantage.

Same

424. Suspension

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

Same

staff member

staff member may be suspended from his functions pending investigation, the suspension being without prejudice to the rights of the staff member. In cases of suspension without pay, if the charge is not sustained, lost salary shall be paid.

Same

425. Authorization

The Director-General will designate the officers authorized to apply sanctions.

The Director will designate the officers authorized to apply sanctions.

426. Inquiry

Before applying sanctions, the Director-General or a duly authorized officer may refer a case for advice, to the Board of Inquiry and Appeal, set up under Rule 510. He shall refer a case, for advice, to the said Board, before dismissing a staff member.

Before applying sanctions, the Director or a duly authorized officer may refer a case, for advice, to the Board of Inquiry and Appeal, set up under Rule 510. He shall refer a case, for advice, to the said Board, before dismissing a staff member.

427. Statement by Staff Member

With the exception of warning, reprimand or suspension for serious misconduct, no sanction may be applied to a staff member before he has been given an opportunity to state his case in writing. He shall do so within forty-eight hours after being notified.

Same

500. Board of Inquiry

500. Board of Inquiry and Appeal

510. Purpose and Competence

511. Appeals

A Board of Inquiry and Appeal shall advise the Director-General, with whom the final decision will rest, on appeals by staff members against disciplinary action, or complaints by staff members alleging treatment inconsistent with the provisions of the Staff Rules and Regulations or the terms of their contracts, or that they have been subjected by a supervisor to treatment which was unjustifiable or unfair.

A Board of Inquiry and Appeal shall advise the Director, with whom the final decision will rest, on appeals by staff members against disciplinary action, or complaints by staff members alleging treatment inconsistent with the provisions of the Staff Rules and Regulations or the terms of their contracts, or that they have been subjected by a supervisor to treatment which was unjustifiable or unfair.

512. Inquiry

The Board shall advise the Director-General or a duly authorized officer in cases referred to it by the Director-General or a duly authorized officer prior to application of sanctions.

The Board shall advise the Director or a duly authorized officer in cases referred to it by the Director or a duly authorized officer prior to application of sanctions.

520. Membership of the Board

521. Composition

The Board shall consist of five members having equal votes as follows:

(a) A Chairman

The Board shall consist of five members having equal votes as follows:

(a) A Chairman

(a) A Chairman appointed by the Director-General after consultation with the Staff Committee. An alternate chairman may be appointed in the same manner.

(b) Two members appointed by the Director-General and two alternates.

(c) Two members representing the staff. These will be drawn from a panel organized in three groups:

Group I - staff in grades 1 through 8

Group II - staff in grades 9 through 14

Group III - staff in grades 15 through 19

(a) A Chairman appointed by the Director after consultation with the Staff Committee. An alternate chairman may be appointed in the same manner.

(b) Two members appointed by the Director and two alternates.

(c) Two members representing the staff. These will be drawn from a panel organized in three groups:

Group I - staff in salary brackets \$1,580 through \$3,210

Group II - staff in salary brackets \$3,570 through \$6,050

Group III - staff in salary brackets \$6,700 through \$10,000

522. Selection

522.1 The members of the panel in Rule 521 (c) will be elected annually by the staff. Four persons will be elected for each of the above groups. They are eligible for re-election at the end of their year of office.

Same

521.2 In hearings by the Board, at least one member shall be from the group to which staff members appealing to the Board belongs and none shall be in a group below that to which he belongs.

Same

522.3 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 will 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 will be called in place of the members to whom objection has been taken.

Same

530. Procedure

531. Rules

The Board will regulate its own procedure, subject to the provision that the staff member in question shall, if he so wishes, be heard by the Board in person and/or through a representative of his own choice, before the Board makes its report.

Same

532. Conditions of Appeal

532.1 No staff member shall bring a case before the Board of Inquiry and Appeal before all existing administrative channels have been tried and the action complained of has become final.

Same

532.2 An action is to be considered as final when it has been taken by the Director-General or an officer

532.2 An action is to be considered as final when it has been taken by the Director or an officer

or an officer designated by him.

or an officer designated by him.

532.3 A staff member wishing to appeal against such an action must do so in writing within fifteen days after he has been notified thereof. In so far as practicable the Board will open its proceedings within ten days after receipt of the appeal.

Same

540. Secretariat of Board

The Director-General will place at the disposal of the Board a member of the Organization staff who will act as Secretary.

The Director will place at the disposal of the Board a member of the Organization staff who will act as Secretary.

550. Tribunal

When the Tribunal for which provision is made in Staff Regulation 28, is designated or established by the Executive Board, the relevant information will be inserted in the Staff Rules.

(See paragraph C of report of Special Committee)

600. Termination of Appointment

610. Age of Retirement

The normal age of retirement for members of the staff shall be sixty years. In exceptional circumstances the Director-General may, in the interest of the Organization, extend this age

The normal age of retirement for members of the staff shall be _____ years. In exceptional circumstances the Director may, in the interest of the Organization, extend this age

this age limit to sixty-five years, provided that not more than one year's extension is given at a time.

this age limit to _____ years, provided that not more than one year's extension is given at a time. (Note: Retirement age left blank until decision made on pension scheme.)

620. Resignation

620.1 A staff member holding an indefinite appointment may resign his post on giving three months' notice. The Director-General may, at his discretion, accept shorter notice.

620.1 A staff member holding an indefinite appointment may resign his post on giving three months' notice. The Director may, at his discretion, accept shorter notice.

620.2 A staff member holding a temporary appointment may resign subject to such notice as provided in his contract.

Same

620.3 No indemnity will be paid to the staff member who resigns. Exceptions may be authorized in case of resignation compelled by illness or emergency.

Same

630. Reduction in Force

631. Abolition of Post or Reduction in Staff

The appointment of any member of the staff may be terminated by the Director-General if the necessities of the service require the abolition of the post or a reduction of the staff.

The appointment of any member of the staff may be terminated by the Director if the necessities of the service require the abolition of the post or a reduction of the staff.

632. Notice and

632. Notice and Indemnity

632.1 A staff member holding an indefinite appointment shall be given at least three months' notice and shall be paid an indemnity equivalent to at least three months' salary. This provision shall, however, not apply to probationers. Same

632.2 A staff member serving his probationary period for indefinite appointment may be terminated upon thirty days' written notice. He shall be entitled to an indemnity calculated on the same basis as for a staff member holding a temporary appointment with a fixed expiration date (Rule 632.3) Same

632.3 A staff member holding a temporary appointment with a fixed expiration date shall receive one months' notice and be paid an indemnity of five working days' salary for each calendar month remaining in the unexpired portion of the appointment, the maximum indemnity payable being limited to three months' salary. Where the staff member has completed six months or more of service and the unexpired portion of the appointment is less than six months, the total of the indemnity payment will be at least one month's salary, regardless of the termination date. Same

No indemnity will be paid if the appointment is completed at the expiration date. Same

633. Priority of Retention

Selection for retention of staff members shall be made first on the basis of their value to the Organization, and second, where value is approximately equal, on the basis of seniority.

Same

634. Seniority

634.1 Seniority is defined as seniority of service with the Organization, based upon length of continuous service from the date of appointment.

Same

634.2 Service credit for seniority may be accorded, on a reciprocal basis, to staff of the United Nations and the specialized agencies brought into relationship with the Organization.

634.2 Service credit for seniority may be accorded, on a reciprocal basis, to staff of the Pan American Union, the United Nations, the World Health Organization and the other specialized agencies brought into relationship with the Organization.

640. Dismissal

641 Unsatisfactory Service

641.1 The appointment of a staff member may be terminated if he persistently fails to give satisfactory service.

Same

641.2 It is considered as unsatisfactory service if the staff member does not or cannot perform the functions of the position to which he is

Same

to which he is assigned, or if he fails to establish satisfactory working relationships with other staff members or with nations of other nations with whom he is working.

Same

641.3 Prior to termination action, a staff member shall be given warning and a reasonable time to improve. Consideration also may be given to the possibility of a reassignment to a more suitable post.

641.4 If the staff member holds an indefinite appointment, which has been confirmed, he shall be given at least three months' notice and shall be paid an indemnity equivalent to three months' salary. If he holds a temporary contract, the notice period and the indemnity will be fixed in each case, account being taken of the duration of service.

Same

642. Serious Misconduct

A staff member may be dismissed for serious misconduct in accordance with the provisions of Staff Regulation 19. He is not entitled either to notice or payment of an indemnity.

Same

650. Termination on Grounds of Health

See Rules 132.2 and 957

Same

660. Effective

660. Effective Date of Termination

661. Staff Members Entitled to Repatriation

661.1 Effective date of termination will be close of business of the date the staff member begins his journey to his normal place of residence. Arrangements for the journey shall be made by the first available means of transport. Same

661.2 A staff member who does not immediately exercise his right of repatriation shall be entitled to receive salary through the close of business of the last day of actual work. Same

662. All Other Terminations

Effective date of termination normally will be close of business of the last day of actual work. Same

670. Service Certificates

A member of the staff who so requests shall, on leaving the service of the Organization, be given a certificate relating to the nature of his duties and the length of his service. On the written request of the staff member concerned, the certificate shall also refer to the quality of his work and his official conduct. Same

680. Rights of Repatriation

680. Rights of Repatriation

681. Entitlement

In accordance with the conditions prescribed in rules under 1200 and 1300, a staff member, upon termination of appointment, shall receive reimbursement of travel expenses and subsistence allowance for himself and, in appropriate cases, for his wife, dependent children and dependent brothers and sisters, and reimbursement for the cost of moving household goods and other personal effects, from the place of his official duty station to his normal place of residence (or another point designated by him, provided it involves no greater expense to the Organization), except as provided below:

Same

(a) A staff member who, as a condition of appointment, has waived his repatriation rights during the first two years (see Rule 142);

Same

(b) Staff members transferred from the United Nations or a specialized agency shall retain rights to return transportation under the conditions of any current agreement on transfers between the Organization and the other international organizations.

(b) Staff members transferred from the Pan American Union, the World Health Organization, the United Nations or other specialized agency shall retain rights to return transportation under the conditions of any current agreement on transfers between the Organization and the other international organization.

682. Time Limit

682. Time Limit

The right to repatriation shall normally be exercised within six months of the date of termination of appointment

Same

683. Cash Payment

A staff member is not entitled to cash payment in lieu of transportation for purposes of repatriation.

Same

690. Non-repayment of Staff Members Serving Under A Fixed Term Contract

A staff member serving under a fixed-term contract whom it has not been decided not to re-appoint, shall normally be notified thereof at least one month before the date of the expiry of the contract, the notice period being normally a minimum of three months in the case of staff members holding a contract for one year or more. A staff member who does not wish to be considered for reappointment shall give notice of his intention within periods specified above.

Same

700. Salaries

710. Salary Schedule

Pending the adoption of permanent classification and salary plans, the schedule of base salaries shown below shall apply to all staff members

See paragraph 2 of Annex I to the report of the Special Committee.

staff members with the exceptions specified in Rule 790.

Grade	Step I*	Step II	Step III	Step IV	Step V	Step VI	Step VII
	\$	\$	\$	\$	\$	\$	\$
1	1580	1660	1740	1830	1920	2020	2130
2	1740	1830	1920	2020	2130	2240	2360
3	1920	2020	2130	2240	2360	2480	2610
4	2130	2240	2360	2480	2610	2750	2890
5	2360	2480	2610	2750	2890	3050	3210
6	2610	2750	2890	3050	3210	3390	3570
7	2890	3050	3210	3390	3570	3770	3970
8	3210	3390	3570	3770	3970	4190	4410
9	3570	3770	3970	4190	4410	4660	4910
10	3970	4190	4410	4660	4910	5180	5450
11	4410	4660	4910	5180	5450	5750	6050
12	4910	5180	5450	5750	6050	6370	6700
13	5450	5750	6050	6370	6700	7060	7450
14	6050	6370	6700	7060	7450	7870	8300
15	6700	7060	7450	7870	8300	8750	9200
16	7450	7870	8300	8750	9200	9700	10300
17	8300	8750	9200	9700	10300	10900	- -
18	9200	9700	10300	10900	- -	- -	- -
19	10000	10500	11000	- -	- -	- -	- -

See paragraph 2 of Annex I to the report of the Special Committee.

Top-ranking Director 11000

* Base salary for grade.

720. Definition of Base Salary

The term "base salary", wherever used in these

Same

in these Staff Rules, is the rate of remuneration exclusive of overtime and allowances. Where reference is made to the first step of a grade, this rate shall be identified as the "base salary for the grade".

Same

730. Initial Employment Rate

Each staff member shall be engaged at the base salary for the grade of the post that he is to occupy. In special circumstances, exceptions may be made to this rule.

Same

740. Night Differential

Staff members assigned to an established full tour of duty between the hours of 7 p.m. and 6 a.m. shall receive a night differential at 10 per cent of base salary.

Same

750. Extra Compensation

Extra cash payments may be made to staff members temporarily assigned to posts of higher grades.

Same

760. Salary Advances

Salary advances may be made to staff members under certain exceptional circumstances.

Same

770. Salary Deductions

770. Salary Deductions and Contributions

771. Deductions for Contributions

Salaries are payable subject to deduction of staff member's contribution to the Staff Provident Fund, Retirement and Pension Fund or any obligatory insurance scheme that may be introduced.

Salaries are payable subject to deduction of the staff member's contribution to the Retirement and Pension Fund or any obligatory insurance scheme that may be introduced.

772. Other Deductions

Deductions may be made from salaries for contributions authorized by staff members and for indebtedness to the Organization.

Same

773. Legal Action

Salaries, allowances and other payments shall not be subject to execution, levy, lien, attachment, garnishment or other legal processes.

Same

780. Computation of Payment of Salary

781. Monthly salary shall be computed at a rate of 1/12th of the annual salary.

Same

782. Staff members who are not in pay status for the full pay period shall receive for each working day in a pay status 1/260th of the annual base salary.

Same

Note: Although

Note: Although staff members are employed 365 days in each year, nevertheless, for ease of computation only, and having in view the fact that the normal working week of the Organization has been fixed at five days, salary for broken periods shall be computed as stated above.

Same

782.1 A full pay period will be defined as the first to the last day of the calendar month. Staff members taking up an appointment after the 1st of the month will have their salary computed on a day to day basis for the rest of the month, as set forth in Rule 782 and will have their salary computed in a regular monthly basis from the beginning of the next calendar month.

Same

790. Special Salary Rates

791. Consultants

Consultants may be engaged on a daily fee basis, and paid when actually employed.

Same

792. Conference Staff

Staff members for conferences and similar short-term service may be engaged on the basis of daily rates and conditions which normally will be set in terms of the best prevailing rates for comparable work in the area of employment. However, special rates and

Same

conditions

conditions may be established for such staff members as may be recruited from outside the area of employment.

Same

793. Local Recruitment at Offices Outside Headquarters

Salaries of staff members recruited locally for posts normally in grades 1 through 7 may be set in terms of the best prevailing wages or salaries for comparable work in the area.

Same

794. Hourly Rates

Staff members engaged at hourly rates shall be paid according to a schedule which may be set in terms of the best prevailing rates for comparable work in the area of employment.

Same

795. Manual Workers

Wages of manual workers shall be set in terms of the best prevailing wages for comparable work in the area of employment.

Same

800. Allowances

810. Allowances for Staff Members with Dependents

811. Definitions of

811. Definitions of Dependents

Payment of all allowances and cost-of-living adjustment at dependency rates shall be made only to a staff member who has a wife, or who, as head of a family, has one or more of the following dependent upon him or her for full and continuing support: husband, son, daughter, parent, brother or sister.

Same

812. Head of Family

When more than one member of an immediate household is employed by the Organization, or by the United Nations or a specialized agency having analogous allowances, allowances shall be paid only to the staff member considered the head of the family, and shall be at dependency rates.

When more than one member of an immediate family house hold is employed by the Organization, or by the United Nations, the World Health Organization or other specialized agency having analogous allowances, allowances shall be paid only to the staff member considered the head of the family, and shall be at dependency rates. (Note: See paragraph 3 of Annex I to report of Special Committee)

820. Installation Allowance

821. Eligibility

821.1 A staff member who was residing, immediately prior to appointment, beyond reasonable commuting distance and therefore finds it necessary to establish himself at the place of his

Same

of his official station with attendant additional adjustment expenses, or a staff member transferred for permanent duty to another official station, shall be paid a per diem installation allowance for himself and his dependents for sixty days after his arrival at his official station, not counting periods of interruption for travel on official business. However, a staff member whose normal place of residence is within reasonable commuting distance from the place of his official station shall not be eligible to receive an installation allowance even though he was recruited outside the local area.

Same

821.2 No payment will be made with respect to dependents who arrive more than six months after the staff member's date of arrival, except that in cases of undue hardship this period may be extended to one year.

Same

822. Rates of Payment

822.1 The rates of payment for staff members eligible under Rule 821 above shall be as follows:

Grades 1 through 11	\$5.00 per day
Grades 12 through 14. . . .	\$6.00 per day
Grades 15 through 19. . . .	\$7.00 per day

822.1 The rates of payment for staff members eligible under Rule 821 above shall be as follows:

Base salary \$1580 through \$4410 . . .	\$5.00 per day
Base salary \$4910 through \$6050 . . .	\$6.00 per day
Base salary \$6700 through \$10,000 . .	\$7.00 per day

822.2 The staff

822.2 The staff member shall be entitled for the first dependent to one-half of his daily allowance and for each additional dependent to one-quarter his daily living allowance, provided that the total number of dependents for which claims may be recognized shall not exceed four.

Same

830. Installation Grant

831. Eligibility

Staff members who are appointed for a period of one year or more and who are eligible for or have previously received an installation allowance under Rule 820 shall receive an installation grant.

Same

832. Limitation

A staff member shall be entitled to only one installation grant, regardless of subsequent changes of official station.

Same

833. Rates of Payment

The rates shall be as follows:

\$125 for staff members without dependents
\$200 for staff members with dependents

Same

840. Expatriation

840. Expatriation Allowance

841. Eligibility

841.1 All staff members shall be eligible for the expatriation allowance upon appointment, with the exception of the following:

Same

(a) nationals of the country in which their official station is located;

(a) nationals of the country and dependent territories in which their official station is located;

(b) staff members, other than those under (a) above, who at the time of appointment had resided in the country of their official station for a two-year period immediately preceding appointment;

Same

(c) staff members, other than those under (a) above, who at the time of appointment had resided within a radius of 100 km. from their official station;

Same

(d) persons, including consultants, paid on a "when actually employed" basis, or on a part-time basis, or on the basis of an hourly wage rate;

Same

(e) staff members, eligible for the expatriation allowance upon appointment, who subsequent to their appointment establish their residence in the country of which they are nationals, shall cease to be entitled to the allowance.

Same

841.2 Staff members

841.2 Staff members under Rule 841.1 (a) through (c) will become eligible for the allowance, if transferred to another official station, subject to the rules applicable to such station. Same

842. Rates of Payment

The rates shall be as follows:

\$250 per year for staff members without dependents Same
\$500 per year for staff members with dependents

provided that a staff member who is married to a person who is a national of the country of official station shall not be entitled to count the spouse as a dependent for purposes of the higher rate.

843. Duration of Allowance

843.1 Upon initial appointment: The allowance shall be paid for a period of two years from the date of arrival of the staff member at his official station, provided that, in the case of an eligible staff member, who at the time of appointment, has resided in the country of his official station for less than two years immediately preceding appointment, there shall be deducted from the period of entitlement the time during which he resided in the country of his official station. Same

843.2 Upon transfer

843.2 Upon transfer: A staff member who is transferred during his period of entitlement will continue to receive the allowance for the remainder of the period unless the transfer is to an official station at which he would not have been entitled upon initial appointment.

Same

843.3 Eligibility for expatriation allowance shall not exceed a total of two years after date of first entitlement, regardless of subsequent changes in official station.

Same

843.4 Notwithstanding the above provisions as regards the two-year limitation, staff members entitled to the expatriation allowance whose allowance under the preceding provisions would lapse in the course of 1949, shall continue to receive the allowance until 31 December 1949.

Not applicable - See paragraph 4 of Annex I to the report of the Special Committee.

844. Staff of Interim Commission

In the case of staff members transferred from the Interim Commission, application of Rules 841.1 (a) through (c) and Rule 843.1 shall be based upon their status at the time of appointment to the Interim Commission.

Not applicable - See paragraph 4 of Annex I to the report of the Special Committee.

850. Children's Allowances

851. Eligibility

851.1 Full-time staff members shall receive a children's

Same

a children's allowance of \$200 (US) per annum in respect of each dependent child under the age of sixteen years or, if the child is in full-time attendance at a school or university (or similar educational institution), under the age of eighteen or twenty-two years respectively.

Same

851.2 If both parents are staff members of international organizations having children's allowances, only one allowance shall be paid for each of their children.

Same

851.3 For the purpose of 851.1 dependent brother and/or sister shall be regarded as dependent child.

Same

852. Widows

The allowance shall continue to be payable for each child of a staff member who becomes entitled under the Staff Pension and Retirement Fund Regulations to a retirement or a disability benefit and to a widow receiving a widow benefit under these regulations.

See paragraph 4 of the report of the Special Committee.

853. Guardian

Upon the death of a staff member who receives a children's allowance under these rules

See paragraph 4 of the report of the Special Committee.

rules and following the death of the other parent, there shall be paid to the legal guardian of each child an allowance of \$400 (US) or such other appropriate amount as may be fixed by the Staff Pension Committee.

854. Adopted or Step-Children

The Director-General may decide in each case whether the allowances shall extend to adopted children or step-children.

The Director may decide in each case whether the allowances shall extend to adopted children or step-children.

860. Children's Education Grant

861. Eligibility

861.1 Each staff member whose official station is outside the country of, and in any case more than 100 km. from his normal place of residence and who is entitled to a children's allowance under Rule 850 shall receive the following education grant:

Same

(a) The sum of \$200 (US) per annum for each child in full-time attendance at a school or 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

to such proportion of \$200 (US) as the period so attended bears to a full scholastic year;

(b) Once in each scholastic year the transportation expenses of the outward and return journey of such a child by a route approved by the Director-General.

(b) Once in each scholastic year the transportation expenses of the outward and return journey of such child by a route approved by the Director.

(c) Should staff members elect to send their children to special schools in the area where they are serving, which have curricula characteristic of their nationality, including international schools organized for children of international staff rather than to schools in their own countries, the Organization will pay for each child under eleven 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 eleven 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 the Medical Referee of the Organization, stating the circumstances.

Same

861.2 If both parents

861.2 If both parents are staff members in international organizations paying children's education grants, only one education grant shall be paid for each of their children. Same

861.3 Staff members under 861.1 who reside in the country of which they are nationals are not eligible for the education grant. Same

862. Adopted or Step-Children

The Director-General may decide in each case whether the education grant shall extend to adopted children or step-children.

The Director may decide in each case whether the education grant shall extend to adopted children or step-children.

870. Cost-of-Living Adjustment

Staff members, whose official station is at an office of the Organization other than Headquarters, shall be eligible for, or subject to, a cost-of-living adjustment in respect of the difference (plus or minus) which may exist in the cost of living between the area of his official station and the area of Headquarters. This adjustment shall be made for each area, taking into account the principal cost-of-living factors, but shall not be applied where the difference is less than ten per cent.

At periodic

Staff members, whose official station is at an office of the Organization other than World Health Organization headquarters, shall be eligible for, or subject to, a cost-of-living adjustment in respect of the difference (plus or minus) which may exist in the cost of living between the area of his official station and the area of the World Health Organization headquarters. This adjustment shall be made for each area, taking into account the principal cost-of-living factors, but shall not be applied where the difference is less than ten per cent.

At periodic

At periodic intervals the cost of living upon which the allowance is based will be re-examined.

Same

Note: See paragraph 5 of Annex I to the report of the Special Committee.

880. Representation Allowances

881. Definition

Allowances for such staff members as Deputy Director-General, Assistant Directors-General, Directors and such others as the Director-General may specify, shall be deemed to include all representation (including hospitality) and housing (rental), but not reimbursable travel expenses and removal costs under the provisions of the relevant rules. The staff members in question remain eligible for allowances provided for under 800.

The Directing Council shall determine to whom representation allowances may be granted and shall fix the amount of the allowance. In this connection, representation allowance shall be deemed to include all other allowances as well as representation (including hospitality) and housing (rental), except reimbursable travel expenses and removal costs granted under the provisions of the relevant rules.

Note: See paragraph 6 of Annex I to the report of the Special Committee.

890. Travelling Allowances

See rules under 1200.

Same

900. Attendance and Leave

910. Hours of Work

911. The whole time of members of the staff shall be at the disposal of the Director-General.

The whole time of members of the staff shall be at the disposal of the Director.

912. Work Week

912. Work Week

The normal work week shall be forty hours exclusive of mealtimes to be worked in accordance with an established schedule. Except in cases of necessity, attendance at offices of the Organization shall not be required on Sunday (or an equivalent day) or on such holidays as shall be determined.

Same

913. Overtime

In emergencies, when authorized by the appropriate superior officer, a staff member may be required to work overtime, for which credit shall be given. (see compensatory leave, Rule 970).

Same

920. Attendance

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

Same

930. Annual Leave

931. Definition

Annual leave covers periods of absence with pay (other than sick leave, etc.) on days when the staff member would otherwise be scheduled to work.

Same

932. Accrual of

932. Accrual of Annual Leave

932.1 Annual leave accrues to all staff members (including those in the hourly rate category, but excluding those paid only "when actually employed") at the rate of two and one-half working days for each calendar month (or fraction thereof pro rata) during which the staff member serves the Organization in pay status. Same

932.2 Annual leave does not accrue to an individual, while he is on loan to the Organization, who continues to receive from his regular employer his leave or compensation therefor, or a staff member who is on leave without pay, or during suspension from duty without pay. Same

932.3 Any absence not specifically covered by other provisions in these Staff Rules shall be chargeable to annual leave. Same

933. Granting and Taking of Annual Leave

933.1 Annual leave may be taken in units of days and half days subject to the exigencies of the service and appropriate supervisory approval. Same

933.2 Annual leave may be accumulated up to a maximum of one hundred working days. Same

933.3 Not more than

933.3 Not more than fifteen working days of annual leave shall be carried forward from the calendar year in which it has accrued. Staff members who are on special assignments, however, may be exempt. Same

934. Advance Leave

Ordinarily, annual leave will be taken only after it has accrued. It may be granted in limited amounts, in advance of having accrued to staff members who need it and who are likely to remain with the Organization for a period beyond that necessary to accrue the leave advanced. Same

935. Salary Due During Leave Periods

A staff member may receive in advance salary which will fall due during leave periods. Same

936. Termination Payments for Unused Annual Leave or Excess Leave Taken

936.1 On leaving the service of the Organization, a member of the staff who has not exhausted the annual leave to which he is entitled shall be paid in respect of each day of unused annual leave 1/260th of his annual salary exclusive of all allowances. Same

936.2 On leaving the service, a member who has taken advance annual leave beyond that subsequently accrued Same

accrued shall make restitution for such leave, either by accepting a deduction from any amount owed him by the Organization or by cash refund.

Same

936.3 In case of death of a staff member, payment in lieu of annual leave shall be made by those entitled. However, no deductions from such payments shall be made in respect of advance annual leave.

Same

940. Home Leave

941. Entitlement

941.1 Each full-time staff member whose official station is outside the country of, and in any case more than 100 km. from, his normal place of residence shall be entitled to home leave, which shall consist of two weeks every two years, plus actual travelling time, by an approved route and type of transport to and from his normal place of residence. Accrued annual leave may be taken in conjunction with home leave.

Same

Note: See paragraph 7 of Annex I of the report of the Special Committee.

941.2 In the case of staff members who are transferred from an official station in their home country to an official station in another country, service credit toward the two weeks of home leave shall begin to accrue from the effective date of such transfer. In the case of staff members who are transferred

Same

are transferred to an official station in their home country from an official station in another country, service credit toward the two weeks of home leave shall be cancelled as from the effective date of such transfer. Same

941.3 Each full-time staff member whose official station is within the country of, and in any case not more than 100 km. from, his normal place of residence shall be entitled to home leave which shall consist of only actual travelling time, every two years by an approved route and type of transport to and from his normal place of residence. Same

941.4 Staff members whose service is not expected to continue beyond six months following the date which would otherwise establish their entitlement shall not normally be regarded as eligible for home leave. Same

941.5 A staff member may be authorized to go on home leave to a place in his home country other than his normal place of residence provided this will not involve the Organization in any additional expense. Same

942. Staff Transferred from Other Organizations

Staff members transferred from the United Nations or a specialized agency shall retain rights to home leave in accordance with the provisions of any current agreement on transfers between the Organization and the other international

Staff members transferred from the United Nations, the World Health Organization or other specialized agency shall retain rights to home leave in accordance with the provisions of any current agreement on transfers

international organization concerned.

on transfers between the Organization and the other international organization concerned.

943. Granting of Home Leave

943.1 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' service. When such leave is taken in a later period, the next home leave shall become due two years after the date of departure, unless the leave has been postponed at the request of the Director-General in the interest of the Organization.

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' service. When such leave is taken in a later period, the next home leave shall become due two years after the date of departure, unless the leave has been postponed at the request of the Director in the interest of the Organization.

943.2 Advance Home Leave In exceptional circumstances advance home leave may be granted. No staff member shall be authorized to take his initial home leave unless he has completed at least twelve months of service. Advance home leave shall not advance the period in which the next home leave falls due.

Same

943.3 Deferred Home Leave A staff member's home leave may be ~~deferred for one full~~ period of eligibility (i.e. two years) owing to exigencies of the service or at his request because the normal round-trip travel time would exceed thirty days. In this case he shall be entitled to home leave of four weeks.

Same

943.4 A staff member

943.4 A staff member may be required to take home leave in conjunction with official travel to the vicinity of his home country, due regard being paid to the interests of the staff member or his family. Same

944. Failure to Take Home Leave

A staff member who fails to take home leave to which he is entitled in accordance with the provisions of the preceding rules within two years following the first date of his entitlement, shall not receive in lieu thereof additional annual leave or other compensation. Same

945. Travel Expenses During Home Leave

945.1 Rules governing travel expenses for staff members and their eligible dependents are set forth in rules under 1200. Same

945.2 A staff member whose eligible dependents reside in a location other than that of his official station, may claim their actual home leave transportation expenses and allowances, but only to the amount payable had they resided with him at the location of his official station. Same

946. Maximum Travel Time

946. Maximum Travel Time Allowable

946.1 Any travel time in excess of thirty days for a round-trip journey on home leave shall be charged to annual leave, provided that when home leave is deferred for a full period of eligibility under 943.3 above on the grounds that the normal round-trip travel time would exceed thirty days, the travel time allowable shall be increased up to a maximum of sixty days. Same

946.2 Delays in return from home leave caused by illness or negligence on the part of the staff member in obtaining return accommodations at the time of departure, shall be charged as sick leave, annual leave, or leave without pay as appropriate. Same

950. Sick Leave

951. Definition

Sick leave is leave of absence with full pay which a staff member may take when incapacitated for the performance of his duties by illness or injury. Same

952. Accrual and Advancing of Sick Leave

952.1 Sick leave accrues to all staff members (including those in the hourly rate category, but excluding those paid "when actually employed") at the rate Same

at the rate of one and one-half working days for each calendar month (or fraction thereof pro rata) during which the staff member serves the Organization in pay status.

Same

952.2 The maximum amount of sick leave which may be accumulated is ninety working days.

Same

952.3 Sick leave may, if necessary, be granted in advance of having accrued to staff members who are likely to remain with the Organization for a period beyond that necessary to accrue the leave advanced. In case of resignation, a member who has taken advance sick leave shall make restitution by deduction from any amount owed him by the Organization or by cash refund.

Same

952.4 In the case of staff members on an annual salary, sick leave may be taken in units of days and half days. Sick leave taken by staff members in the hourly rate category will be taken to the nearest hour.

Same

953. Additional Sick Leave on Half Pay and/or Without Pay

After exhausting accumulated sick leave and annual leave, permanent staff members with more than three years' service may be granted additional sick leave on half pay up to a maximum of six calendar months and, if need be, a further leave without pay up to a maximum of three

Same

of three calendar months.

954. Medical Certificate

A member of the staff who is entitled to sick leave and who is absent on account of illness or accident for more than three consecutive working days shall file a certificate from a duly qualified medical practitioner indicating the probable duration of the illness and stating that the staff member is unable to perform his duties. In cases of continued illness, a further certificate may be required at the end of each ten working days. An official applying for sick leave may be required to submit to examination by the Medical Referee.

Same

955. Illness During Annual Leave

A staff member who is ill during a period of annual leave is entitled to have such period charged against sick leave, providing he presents a medical certificate covering the entire period of illness regardless of duration.

Same

956. Limit of Non-certificated Leave

After a staff member has taken periods of non-certificated sick leave totalling more than twelve working days within twelve consecutive calendar months, any additional sick leave of whatever duration shall either
be supported

Same

be supported by a medical certificate or deducted from annual leave or charged as special leave without pay.

957. Provisions Relating to Termination of Appointment

957.1 The termination of a staff member's appointment shall, as from the date at which the appointment ends, terminate any claim which the official may have to sick leave under these Rules.

Same

957.2 When the nature of the staff member's illness is or becomes such as to render him incapable of returning to his duties during the period of his appointment, or liable to relapses so frequent as to prevent him from satisfactorily performing his duties, the Director-General may terminate his appointment on the ground of invalidity. In such circumstances, the staff member is entitled to an equivalent payment in respect of any unexpired sick leave.

957.2 When the nature of the staff member's illness is or becomes such as to render him incapable of returning to his duties during the period of his appointment, or liable to relapses so frequent as to prevent him from satisfactorily performing his duties, the Director may terminate his appointment on the ground of invalidity. In such circumstances, the staff member is entitled to an equivalent payment in respect of any unexpired sick leave.

957.3 No staff member shall be discharged on the ground of invalidity until the majority of a medical board, consisting of three practitioners of whom one shall be appointed by the Director-General, one by the staff member, and the third by the two practitioners so chosen, shall have certified that the staff member is incapable of performing his duties in a satisfactory manner.

957.3 No staff member shall be discharged on the ground of invalidity until the majority of a medical board, consisting of three practitioners of whom one shall be appointed by the Director, one by the staff member, and the third by the two practitioners so chosen, shall have certified that the staff member is incapable of performing his duties in a satisfactory manner.

960. Maternity

960. Maternity Leave.

960.1 Staff members whose applications are supported by a medical certificate shall be allowed maternity leave on full pay, in addition to annual leave and sick leave, for a period not to exceed six weeks before and six weeks after confinement, provided that the staff member shall have been in service ten months or more. Same

960.2 The leave after confinement shall be obligatory; it may, however, be shortened upon production of a medical certificate authorizing the person concerned to resume work at an earlier date. Same

960.3 After the expiry of this leave, nursing mothers may be allowed extra time off. Same

960.4 Expectant mothers shall be granted all such facilities as are compatible with the smooth working of the service; when their normal work involves activities liable to prejudice their health, they shall be transferred to a lighter post. Same

970. Compensatory Leave

970.1 Whenever possible, compensation for overtime shall be granted in the form of special leave of absence to be given and taken as soon as possible after the completion of the overtime. Same

970.2 Upon termination, unused compensatory leave shall be paid to all members of the staff in grades 8 or under. Same

980. Other Leave

980. Other Leave

981. Leave, with full or partial pay or without pay, may be granted for advanced study or research in the interest of the Organization, or for other exceptional or urgent reasons. Normally, such leave shall be granted only after all accrued annual leave has been exhausted.

Same

982. Special Leave Without Pay

When recommended by the staff member's superior officer, special leave of absence without pay may be granted by the Director-General. Normally, such leave shall not exceed thirty consecutive days, but additional periods may be granted.

When recommended by the staff member's superior officer, special leave of absence without pay may be granted by the Director. Normally, such leave shall not exceed thirty consecutive days, but additional periods may be granted.

990. Conditions of Leave

991. Exigencies of the Service

Leave under Rules 930, 940, 970 and 980 is subject to the exigencies of the service. The personal circumstances and preferences of individuals will, as far as possible, be considered.

Same

992. Prior Approval

Leave mentioned in Rule 991 shall be subject to prior approval. Approval of any leave in excess of fifteen working days should be obtained

Same

obtained at least two weeks before the date of departure of the staff member concerned.

Same

1000. Provident Fund and Retirement and Pension Fund. -- Provisional

Section 1000 not applicable. See paragraph 8 of Annex I to the report of the Special Committee.

1010. Establishment

Pending adoption of a retirement and pension plan, there shall be established for the benefit of the members of the staff of the Organization a Provident Fund and a Retirement and Pension Fund - - Provisional.

1020. Contributions

1021. Subject to the conditions of his appointment, each member of the staff shall contribute to the Provident Fund 6% of his salary and to the Retirement and Pension Fund - - Provisional 1% of his salary. The Organization shall contribute to the Provident Fund 6% and to the Retirement and

Pension

Pension Fund - - Provisional 3% of the salary of each staff member.

1022. Contributions shall be assessed only on the base salary as defined in Rule 720. However, no contribution shall be assessed on payments made for terminal annual leave (Rule 938.1) or compensatory leave (Rule 970) in the case of termination of appointment.

1023. Amounts standing to the credit of members of the staff shall be deposited in such manner as may be determined by the Director-General and shall carry no interest.

1024. The credit of a participant in the Staff Provident Fund shall be transferred to the Retirement and Pension Fund on the date on which he becomes a participant in that Fund.

1030. Withdrawal

1030.1 In the event of a staff member leaving the Organization prior to the establishment of the Retirement and Pension Fund, he shall be entitled to the amount which he has contributed to the Provident Fund and the Retirement and Pension Fund - - Provisional, and, if he has served with the Organization at least six months, to the Organization's contribution to his account to the Provident Fund.

1030.2 On the death of a staff member, the sums due him shall be paid to those entitled.

1100. Allowances

1100. Allowances by Way of Compensation or Assistance

1110. Compensation in Case of Accident, Sickness or Death

1111. A member of the staff who is injured as the result of an accident incurred in the course of his duty or who is compelled to discontinue his employment as a result of sickness directly attributed to his work in the service of the Organization shall receive reasonable compensation. Should the staff member die in such circumstances, reasonable compensation shall be paid to his widow or such dependent as the Director-General may determine.

1110 - 1113 See paragraph B of the report of the Special Committee.

1112. In fixing the compensation to be given, reasonable account shall be taken of any pension or capital sum which may be payable under the Regulations of the Staff Provident Fund or the Retirement and Pension Fund.

1113. Claims for compensation must be submitted within a reasonable time of the date on which the accident, illness or death is alleged to have occurred.

1120. Grant to Family of Deceased Staff Member

1120.1 In the event of the death of a staff member, whatever the causes, a grant equal to one month's salary shall be paid to his widow or such other member of his family as the Director-General shall determine.

Unnecessary
See paragraph 9 of Annex I to the report of the Special Committee.

1120.2 This rule

1120.2 This rule shall operate pending establishment of the pension plan.

1130. Transportation of Decedents

1131. When a staff member dies, the Organization shall pay, subject to conditions prescribed by the Director-General, the expenses of preparing and transporting the remains from his official duty station, or if on travel upon official business from the place of death, to his home.

1131. When a staff member, dies the Organization shall pay, subject to conditions prescribed by the Director, the expenses of preparing and transporting the remains from his official duty station, or if on travel upon official business from the place of death, to his home.

1132. The dependents of the deceased staff member are entitled to return transportation irrespective of the type of appointment under which the deceased staff member served.

Same

1133. The provisions of Rule 1131 shall apply to a staff member's dependents who are entitled to return transportation under Rule 680.

Same

1200. Travel

1210. General

1211. Applicability

1211.1 The Organization will pay, subject to the Travel Rules issued by the Director-General, travel expenses of members of the staff

1211.1 The Organization will pay, subject to the Travel Rules issued by the Director, travel expenses of members of the staff and in

staff and in appropriate cases of their wives and dependent children for authorized travel.

and in appropriate cases of their wives and dependent children for authorized travel.

(a) upon appointment

(b) upon subsequent changes in official station

Same

(c) upon official business

(d) on home leave

(e) upon termination of appointment.

1211.2 A staff member holding an appointment for one year or more who was not married at the date of confirmation of his appointment and who marries a person ordinarily resident in the country in which his normal place of residence is recognized to be situated (Rule 140), shall be entitled to be paid the travel expenses of his wife from the place of residence to the place where the staff member is stationed, up to, but not exceeding, the cost of travel expenses from the place recognized as the staff member's normal place of residence.

Same

1212. Definition of Travel Expenses

Travel expenses under the above rule shall include: (a) transportation expenses

Same

(b) Travel

- (b) Travel subsistence allowance Same
- (c) Necessary additional expenses during travel.

1213. Official Station

The limits of official station will be the corporate limits of the city or town in which the staff member is stationed, but if the staff member is not stationed in an incorporated city or town, the official station is the established area within which the designated post of duty is located. Same

1214. Travel Expenses of Dependents

1214.1 Travel expenses (including excess baggage, charges and insurance on baggage, but excluding furniture) will be authorized for the staff member's wife, dependent children and dependent brothers and sisters, upon his meeting one of the conditions listed below except that excess baggage charges will not be authorized in respect of home leave; Same

(a) upon appointment to the Secretariat for a period of not less than one year;

(a) upon appointment to the Bureau for a period of not less than one year;

(b) in the case of a temporary staff member who received an appointment the length of which added to at least six months of acquired service Same

service totals a one-year or longer period. Staff members who bring dependents to their official station at their own expense and who subsequently become eligible for payment as herein provided may receive reimbursement for such expenses;

Same

(c) when the staff member is entitled to home leave under the Staff Rules;

(d) upon change of official station;

(e) upon termination of the appointment, provided that the staff member is serving under an appointment of not less than one year, or has had expenses authorized under (b) above.

1214.2 In addition, the Organization will pay under Rule 861.1 (b) transportation expenses, in connection with approved education grants (Rule 860).

Same

1215. Age Limit for Dependents

Entitlement to travel expenses for dependent children and/or dependent brothers and sisters under Rule 1214 will be limited to those within the age defined in Rule 850.

Same

1220. Transportation Expenses

1221. Definition

Transportation expenses are limited to the cost of fares and baggage by common carriers (railroads, airlines, and ships) or the cost of other means of conveyance as provided in the travel authorization, e.g. motorcar.

Same

1222. Automobiles

A privately owned automobile shall not be transported at the Organization's expense unless, in the case of a staff member on appointment or permanent change of official station, the Director-General or his duly authorized representative certifies in advance that the automobile is essential for the performance of the staff member's duties. If so transported on appointment, the automobile will be repatriated at the Organization's expense on termination of appointment of a staff member entitled to repatriation of his household goods under Rule 680.

A privately owned automobile shall not be transported at the Organization's expense unless, in the case of a staff member on appointment or permanent change of official station, the Director or his duly authorized representative certifies in advance that the automobile is essential for the performance of the staff member's duties. If so transported on appointment, the automobile will be repatriated at the Organization's expense on termination of appointment of a staff member entitled to repatriation of his household goods under Rule 680.

1230. Subsistence

1231. Per Diem Allowance - - Definition

A per diem allowance in lieu of subsistence expenses will normally be granted to staff members in authorized travel status. The per diem allowance is regarded as covering all charges for meals, lodging, baths; fees and gratuities to waiters, porters, baggage-men

Same

bellboys

bellboys, hotel maids, dining-room stewards, and other service staff; personal telegrams and telephone calls; laundry, cleaning and pressing of clothes; and other personal expenses.

1232. Per Diem and Allowance Rates

1232.1 Unless otherwise expressly provided for and subject to the rules set forth below, a per diem allowance will be authorized in accordance with the following schedule: Same

<u>Applicable to</u>	<u>Daily Rates</u>	<u>Applicable to</u>	<u>Daily Rates</u>
Director-General, Deputy Director - General, and Assistant Directors-General	\$20.00 (US)	Director, Assistant Director, and Secretary General	\$20.00 (US)
Directors and staff members having basic salaries of \$11,000	\$15.00 (US)	Staff members having basic salaries of \$11,000	\$15.00 (US)
Staff members in grades 15 to 19	\$12.50 (US)	Staff members with basic salaries ranging from \$6,700 to \$10,500	\$12.50 (US)
Staff members in grades 14 and below	\$10.00 (US)	Staff members having basic salaries of \$6,050 and below	\$10.00 (US)

1233. Subsistence Allowance to Dependents

1233.1 Where dependents (wife, dependent children and dependent brothers and sisters as defined in Rule 1215) of a staff member have been authorized to accompany Same

to accompany him on an approved journey, a per diem allowance at one-half of the appropriate rate for the staff member himself will be payable in respect of each dependent. Same

1233.2 Where dependents are travelling on an authorized journey unaccompanied by the staff member, the full per diem allowance appropriate for the staff member will be payable in respect of one adult and one-half of that rate in respect of each other dependent. Same

1240. Miscellaneous Expenses

1241. Definition

Staff members shall be reimbursed for expenses incident to transportation as taxi fares, official telegraph, telephone, radio and cable messages in connection with items classified as transportation and for payments with respect of other services rendered necessary for the performance of the staff member's official duties when in travel status. Same

1300. Removal

1310. Applicability of Rules for Payment of Removal Expenses

1311. Subject to Removal Rules issued by the Director-General, payment of transportation expenses in connection with the removal of household goods and other personal

1311. Subject to Removal Rules issued by the Director, payment of transportation expenses in connection with the removal of household goods and other personal effects

personal effects will be made to the entitled staff member:

(a) upon appointment for a period of not less than two years, from the place where he is ordinarily residing at the time of appointment to the place where he is assigned to duty;

(b) upon transfer for permanent or indefinite duty, from one official station to another;

(c) upon leaving the service of the Organization, from his official station to his normal place of residence, provided that he was appointed, or has served, for a period of not less than two years, and has not waived his repatriation rights during the first two years of his appointment under Rule 142.

1312. With the approval of the Director-General, payment of removal costs may be made in the case of temporary staff member who received an appointment the length of which added to at least six months of acquired service totals a two-year or longer period.

1313. A member of the staff who incurred removal expenses upon his own personal responsibility prior to receipt of an appointment for a period which would make him eligible for reimbursement will be reimbursed for removal costs

effects will be made to the entitled staff member:

Same

Same

Same

Same

1313. A member of the staff who incurred removal expenses upon his own personal responsibility prior to receipt of an appointment for a period which would make him eligible for reimbursement will be reimbursed for removal costs

costs at the time of completion of two years' service with the approval of the Director-General when receiving an appointment the length of which added to at least six months acquired service totals a two-year or longer period.

costs at the time of completion of two years' service with the approval of the Director when receiving an appointment the length of which added to at least six months acquired service totals a two-year or longer period.

1314. Upon leaving the service, a staff member is not entitled under Rule 1311 (a) to payment of removal costs to his official station, shall not be entitled to removal of household goods and personal effects acquired at his official station.

Same

1400. Staff Committee.

1410. Selection

A committee appointed by the staff, to be known as the Staff Committee, shall be established for the purpose of ensuring continuous contact between the staff and the Director-General.

A committee appointed by the staff, to be known as the Staff Committee, shall be established for the purpose of ensuring continuous contact between the staff and the Director.

1420. Competence

The Staff Committee shall be entitled to participate in the discussion of questions relating to appointment, promotion and conditions of service.

Same

The provision does not apply to decisions concerning

Same

concerning individual members of the staff or in emergency situations.

1500. Miscellaneous Provisions

1510. Exception to the Staff Rules

Nothing in the present rules shall be interpreted as preventing the Director-General from appointing temporary personnel with terms of service different from those contemplated in the present rules, where he considers that the interests of the service so require.

Nothing in the present rules shall be interpreted as preventing the Director from appointing temporary personnel with terms of service different from those contemplated in the present rules, where he considers that the interests of the service so require.

1520. Masculine and Feminine Gender

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.

1530. Amendments

The present rules may be amended by the Director-General subject to confirmation by the Executive Board, without prejudice to the acquired rights of staff members under the Staff Regulations.

The present rules may be amended by the Director subject to confirmation by the Executive Committee, without prejudice to the acquired rights of staff members under the Staff Regulations.

August 1949