

## **WIPO Coordination Committee**

**Seventy-Third (47<sup>th</sup> Ordinary) Session**  
**Geneva, October 3 to 11, 2016**

**AMENDMENTS TO STAFF REGULATIONS AND RULES**

*Document prepared by the Director General*

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## I. INTRODUCTION

1. Amendments to the Staff Regulations and to the Staff Rules and related annexes are presented to the WIPO Coordination Committee for approval and for notification, respectively.
2. A number of amendments are related to the review of the United Nations (UN) common system compensation package for staff in the Professional and higher categories (see Section II). These amendments are required to implement the changes to the compensation package decided by the General Assembly of the UN in its resolution 70/244 adopted on December 23, 2015 (Annex I).
3. Some other amendments concern the internal justice system, which entered into force on January 1, 2014 (see Section III). Two years after implementation, the Organization undertook an assessment of the practical and/or legal issues faced in applying the new provisions. The amendments aim at addressing such issues.
4. All the other amendments are presented as part of the ongoing review of the Staff Regulations and Rules (see Sections IV and V). This ongoing review allows WIPO to maintain a sound regulatory framework that adapts to and supports the changing needs and priorities of the Organization, while ensuring alignment with best practices in the UN common system.

## II. AMENDMENTS RELATED TO THE REVIEW OF THE UN COMMON SYSTEM COMPENSATION PACKAGE FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES

5. In 2015, the International Civil Service Commission (ICSC) completed a review of the UN common system compensation package for staff in the Professional and higher categories and submitted its proposals to the General Assembly of the UN (see "Report of the International Civil Service Commission for the year 2015", A/70/30).
6. By resolution 70/244 adopted on December 23, 2015 (Annex I), the General Assembly of the UN decided on the changes to be implemented. The main changes requiring amendments to the WIPO Staff Regulations and Rules are listed below, according to their implementation date.
  - (a) **Amendments to the Staff Regulations (for approval) and to the Staff Rules (for notification) to be effective as from January 1, 2017**
7. The General Assembly of the UN decided that a number of changes to the common system compensation package should come into force on July 1, 2016.
8. For practical reasons, and given the limited scope and impact of these changes in so far as WIPO is concerned, it is proposed that they be implemented as from January 1, 2017 (i.e., at the same time as most other amendments).
9. The main changes in so far as WIPO is concerned can be summarized as follows:
  - Discontinuation of the non-removal allowance, with a transitional measure for staff who move before the implementation date and who choose the option of non-removal of household goods (non-removal allowance to be paid for up to five years at the same duty station or until the staff member moves to another duty station);

- Introduction of a new mobility incentive to encourage mobility of staff to field duty stations, applicable to staff with five consecutive years of prior service in an organization of the common system and from their second assignment, with the exclusion of category H duty stations;
- Discontinuation of the mobility allowance, with a transitional measure for staff who receive it before the implementation date and who are not entitled to the mobility incentive (mobility allowance to be paid for up to five years at the same duty station or until the staff member moves to another duty station, whichever is earlier);
- Assignment grant replaced by a new settling-in grant equivalent to 30 days of local daily subsistence allowance for staff, plus 15 days for each accompanying eligible family member, and a lump-sum amount equivalent to one month of net base salary plus applicable post adjustment;
- Full removal of household goods to be provided for staff with assignments of two years or more up to a standard 20-foot container for single staff and a 40-foot container for staff with eligible family members, regardless of the weight of household goods, *via* the most cost-effective route and mode of transportation;
- Establishment of a five-year threshold of expatriate service as an eligibility requirement for the repatriation grant, with a transitional measure for staff members in service prior to the implementation date (retention of eligibility within the current grant schedule up to the number of years of expatriate service accrued at the time of the implementation of the revised scheme).

10. The proposed amendments to the Staff Regulations and to the Staff Rules required to implement the above-mentioned changes are provided in Annexes II and III.

*11. The WIPO Coordination Committee is invited to approve the amendments to the Staff Regulations as provided in Annex II, to be effective as from January 1, 2017.*

*12. The WIPO Coordination Committee is invited to note the amendments to the Staff Rules as provided in Annex III, to be effective as from January 1, 2017.*

**(b) Amendments to the Staff Regulations (for approval) and to the Staff Rules and related annexes (for notification) to be effective as from January 1, 2017, or later**

13. The General Assembly of the UN decided that a number of changes to the common system compensation package should come into force on January 1, 2017. These changes can be summarized as follows:

- Introduction of a unified salary scale structure containing only one salary rate, irrespective of family circumstances and dependency status (dependency element taken out of the salary scale and paid as a separate allowance);
- As a pay protection measure, the salary levels of staff members that are higher than those at the maximum step of their grade upon conversion to the unified salary scale,

and the applicable pensionable remuneration amounts for such salaries, will be maintained by the ICSC;

- As a transitional measure, staff members in receipt of the dependency rate of salary in respect of a child at the time of conversion to the unified salary scale structure will receive a transitional allowance of six per cent of net remuneration in respect of that dependent child (in lieu of the child allowance), to be reduced by one percentage point of net remuneration every 12 months thereafter, until the amount of the transitional allowance becomes equal to or less than the amount of the child allowance;
- Establishment of a dependent spouse allowance at the level of six per cent of net remuneration;
- Establishment of a single parent allowance at the level of six per cent of net remuneration payable in respect of the first dependent child (in lieu of the child allowance), for staff members who are single parents and who provide main and continuous support for their dependent children;
- Within-grade step increments granted biennially after step VII for grades P-1 to P-5;
- Discontinuation of accelerated within-grade step increments for language proficiency.

14. Because of the changes to the frequency of within-grade step increments (including the discontinuation of accelerated increments), some staff members could bear a deferral of their next step increment ranging from two to 14 months. To mitigate the negative impact of the new step periodicity, it is proposed that the date of the first step increment following the entry into force of the amended Staff Regulation 3.6 be the date when the staff member would have received the next step increment, if any, under the current Staff Regulation 3.6. Any subsequent step increment will be granted in accordance with the new periodicity provided under the amended Regulation.

15. This one-time measure would benefit 235 staff members in the Professional and higher categories (approximately 40 per cent of the staff in these categories). The cost of the proposed measure is estimated at 264,500 United States dollars. This is not, however, an additional cost; rather, the Organization would be forgoing a saving in staff costs already approved in the budget.

16. It may be noted that on May 11, 2016, the UN Secretary-General submitted a note to the General Assembly (A/70/896) explaining that technical and operational challenges faced by the UN Secretariat will cause unavoidable delays in implementing some of the elements of the revised compensation package. Accordingly, the Secretary-General requested the General Assembly to delay the mandated effective dates in order to align them with the actual implementation dates and avoid the need for any retroactivity. As regards the above-mentioned changes (i.e., introduction of a unified salary scale and of the related new dependent spouse and single parent allowances, new step increments periodicity, and discontinuation of the accelerated step increments), the new date of implementation would be September 1, 2017 (in lieu of January 1, 2017). The General Assembly is expected to consider the matter at its 71<sup>st</sup> session scheduled to start in September 2016. WIPO considers that an alignment of the implementation dates within the UN common system would avoid any adverse effects of an uncoordinated implementation.

17. The proposed amendments to the Staff Regulations and to the Staff Rules and related annexes required to implement the above-mentioned changes are provided in Annexes IV and V.

*18. The WIPO Coordination Committee is invited to approve the amendments to the Staff Regulations as provided in Annex IV, to be effective either as from January 1, 2017 or as from any new date decided by the General Assembly of the UN.*

*19. The WIPO Coordination Committee is invited to approve a derogation to the amended Staff Regulation 3.6 in order to allow the implementation of the one-time measure mentioned in paragraphs 14 and 15 above.*

*20. The WIPO Coordination Committee is invited to note the amendments to the Staff Rules and related annexes as provided in Annex V, to be effective either as from January 1, 2017 or as from any new date decided by the General Assembly of the UN.*

**(c) Amendments to the Staff Regulations (for approval) and to the Staff Rules and related annexes (for notification) to be effective as from school year 2017/2018**

21. The General Assembly of the UN decided that a revised education grant scheme shall be introduced as of the school year in progress on January 1, 2018, in other words, as from the 2017/2018 school year in the Northern hemisphere and the 2018 school year in the Southern hemisphere.

22. The main changes in the revised education grant scheme can be summarized as follows:

- Revision of the criteria covering post-secondary education to make the grant payable up to the end of the school year in which the child completes four years of post-secondary studies or attains a first post-secondary degree, whichever comes first;
- Limitation of admissible expenses to tuition (including mother tongue tuition) and enrolment-related fees (except for the special education grant), as well as assistance with boarding expenses;
- Reimbursement of tuition and enrolment-related expenses under a global sliding scale comprising of seven brackets, with declining reimbursement levels ranging from 86 per cent at the lowest bracket to 61 per cent at the sixth bracket and no reimbursement at the seventh bracket (except for the special education grant);
- Capital assessment fees to be covered separately under conditions prescribed by the organizations;

- Payment of boarding-related expenses by a lump sum of 5,000 United States dollars, only to staff serving in field locations and whose children are boarding to attend school outside the duty station at the primary or secondary level (except for the special education grant). In exceptional cases, boarding assistance may be granted to staff at category H duty stations under the discretionary authority of executive heads;
- Payment of education grant travel only to staff in receipt of assistance with boarding expenses.

23. The proposed amendments to the Staff Regulations and to the Staff Rules and related annexes required to implement the revised education grant scheme are provided in Annexes VI and VII.

*24. The WIPO Coordination Committee is invited to approve the amendments to the Staff Regulations as provided in Annex VI, to be effective as from school year 2017/2018 or school year 2018, as the case may be.*

*25. The WIPO Coordination Committee is invited to note the amendments to the Staff Rules and related annexes as provided in Annex VII, to be effective as from school year 2017/2018 or school year 2018, as the case may be.*

### **III. AMENDMENTS TO CHAPTERS X AND XI OF THE STAFF REGULATIONS AND RULES TO BE EFFECTIVE AS FROM JANUARY 1, 2017**

26. Chapters X and XI, which respectively concern disciplinary matters and internal conflict resolution, were entirely redrafted and entered into force on January 1, 2014, following extensive consultations and recommendations by a Consultative Group composed of an equal number of representatives of the Administration and representatives of staff.

27. One of the recommendations of the Consultative Group was that, given the “important amendments” introduced by the reform of the internal justice system, “the application of those changes be monitored and reviewed after two years”. In January 2016, two years after implementation of the new internal justice system, and in line with the recommendation of the Consultative Group, WIPO undertook an assessment of the issues faced in applying the new provisions.

28. The proposed amendments aim to address the main practical and/or legal issues raised by the new internal justice system, rather than bring about a new substantial reform barely a couple of years after the previous one.

#### **(a) Amendments to the Staff Regulations (for approval)**

29. The proposed amendments to the Staff Regulations contained in Chapters X and XI are provided in Annex VIII. The main amendment is summarized below.



### **Regulation 11.4 – Formal Conflict Resolution**

30. The main issues (both practical and procedural) faced in implementing the new provisions are due to the establishment of a dual competent authority (Director General and Director of the Human Resources Management Department (HRMD)) to decide on grievances, rebuttals of performance appraisals and requests for review, depending on who took a previous decision on the matter. It is therefore proposed to revert to a single competent authority, namely the Director General (who, however, retains the possibility to delegate his or her authority as and when necessary). This is in line with the practice in all other organizations of the UN common system.

### **Other Amendments**

31. Other amendments which are less substantive in nature (i.e., editorial or to delete an unnecessary provision) will also be made to the following Regulations, as detailed in Annex VIII.

- Regulation 10.1 – Disciplinary measures
- Regulation 11.2 – Independence, impartiality, conflict of interest and confidentiality

*32. The WIPO Coordination Committee is invited to approve the amendments to the Staff Regulations as provided in Annex VIII, to be effective as from January 1, 2017.*

### **(b) Amendments to the Staff Rules (for notification)**

33. The amendments to the Staff Rules contained in Chapters X and XI are provided in Annex IX. The main amendments are summarized below.

#### **Rule 10.1.2 – Procedure**

34. The Rule will be amended so that there is clear segregation of powers between the authority to initiate disciplinary proceedings (Director of HRMD) and the authority to impose a disciplinary measure (Director General). In addition, the time limits for staff members to respond to charges and for the competent authority to take a decision have been adjusted in line with rules and practices in other organizations of the UN common system.

#### **Rule 10.1.3 – Temporary Suspension from Duty**

35. The Rule will be amended to provide a clearer legal basis for temporary suspension from duty pending investigation and/or disciplinary proceedings to be with partial pay, in line with the practice at the UN.

### **Other Amendments**

36. Other amendments which are less substantive in nature (i.e., editorial or to align the text with changes made to Regulations) will also be made to the following Rules, as detailed in Annex IX.

- Rule 11.4.1 – Administrative resolution of workplace-related conflicts and grievances
- Rule 11.4.2 – Administrative resolution of rebuttal of performance appraisals
- Rule 11.4.3 – Administrative resolution of requests for review of other administrative decisions
- Rule 11.4.4 – Extension of time limits

Rule 11.5.2 – Filing of appeal

37. *The WIPO Coordination Committee is invited to note the amendments to the Staff Rules as provided in Annex IX, to be effective as from January 1, 2017.*

#### **IV. OTHER AMENDMENTS TO THE STAFF REGULATIONS AND RULES TO BE EFFECTIVE AS FROM JANUARY 1, 2017**

38. Other amendments are presented as part of the ongoing review of the Staff Regulations and Rules. Only two of the proposed amendments may result in an increase in staff costs, albeit minimal (i.e., the payment of the special post allowance after three months instead of six currently, and the special salary increment for staff reassigned away from Headquarters). All the other amendments are cost-neutral, as the Organization actively focuses on ensuring that staff costs are contained.

##### **(a) Other amendments to the Staff Regulations (for approval)**

39. A detailed description of the other proposed amendments to the Staff Regulations that will become effective on January 1, 2017, is provided in Annex X. The main amendments are summarized below:

##### ***Regulation 0.3 – Currencies and Rate of Exchange***

40. It is proposed to amend the Regulation to correct some errors and gaps and to take into account changing business needs (e.g., the growing number of offices away from Headquarters and the difficulties the Organization may face in paying staff in specific currencies), as well as staff needs.

##### ***Regulation 3.11 – Special Post Allowance***

41. It is proposed to make the special post allowance payable after three months, instead of six as is currently the case, in line with the rules in the vast majority of organizations of the UN common system.

##### ***New Regulation 3.25 – Special Salary Increment***

42. At its Seventy-First (46<sup>th</sup> Ordinary) Session, held from October 5 to 14, 2015, the WIPO Coordination Committee approved some amendments to the Staff Regulations, with the exception of new Staff Regulation 3.25 (“Special Salary Increment”). In this respect, the Coordination Committee noted:

“the Secretariat will undertake a study on the issue of staff mobility, including a review of other kind of incentives to promote mobility of professional staff. This study will be presented at the 2016 session of the Coordination Committee, for its consideration and for a decision on whether or not to accept the special salary increment.”<sup>1</sup>

43. The above-mentioned study on staff mobility is attached to the present document as Annex XI.

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<sup>1</sup> Paragraph 95(i)(a) of the Report adopted by the Coordination Committee (WO/CC/71/7), dated February 5, 2016.

44. In view of the outcome of the study, it is proposed to introduce the special salary increment.

45. It is recalled that this new allowance aims to provide a financial incentive for staff mobility to external offices. The allowance, which is non-pensionable and equivalent to a maximum of up to three salary steps, will only concern a small number of staff and therefore result in a negligible increase in staff costs. Only staff in the Professional and higher categories who are reassigned away from Headquarters to a post at the same grade will be eligible for the allowance. Nationals of the country of the duty station and staff members whose initial appointment is in a duty station away from Headquarters will not be eligible. Payment of the allowance will be discontinued after five years of continuous service at the same duty station, or if the staff member is reassigned to Headquarters, or if the staff member is promoted, whichever is earlier.

#### ***Regulation 4.16 – Temporary Appointments***

46. It is proposed to amend Regulation 4.16 to clarify that service on a temporary appointment may be excluded from the count towards the maximum service limit only when the interruption in service was for at least one year. This is to avoid the circumvention of the one-year compulsory break.

#### ***Regulation 4.17 – Fixed-Term Appointments***

47. It is proposed to amend Regulation 4.17 to, *inter alia*, provide a clearer legal basis for fixed-term appointments to be extended for less than one year in specific instances (e.g. pending completion of performance evaluation or probation evaluation).

#### ***Regulation 5.2 – Special Leave***

48. It is proposed to amend Regulation 5.2 to clarify the impact of special leave with partial pay or without pay on the accrual of service credits towards a number of entitlements. It is further proposed to add a provision allowing the Director General to place a staff member on special leave at his or her initiative, in exceptional circumstances, if he or she considers it to be in the interest of the Organization. This is in line with the practice in other organizations of the UN common system.

#### ***Other Amendments***

49. Other amendments which are less substantive in nature (e.g., to correct an error or inconsistency, clarify a provision, or address a gap) will also be made to the following Regulations, as detailed in Annex X:

Regulation 1.13	–	Information requested of staff members and obligation to supply such information
Regulation 2.1	–	Classification of posts
Regulation 2.2	–	Reclassification of posts
Regulation 2.3	–	Determination of the category and level of the functions of temporary staff members
Regulation 3.1	–	Salaries
Regulation 3.2	–	Dependency
Regulation 3.4	–	Dependency allowances for staff members in the General Service and National Professional Officer categories
Regulation 3.17	–	Pensionable remuneration
Regulation 3.18	–	Salary deductions
Regulation 4.4	–	Promotion

Regulation 4.6	–	International recruitment
Regulation 4.10	–	Appointment Boards
Regulation 4.18	–	Continuing appointments
Regulation 4.19	–	Permanent appointments
Regulation 6.1	–	Pension Fund
Regulation 6.2	–	Health protection and insurance
Regulation 9.2	–	Termination
Regulation 9.8	–	Termination indemnity

50. *The WIPO Coordination Committee is invited to take note of the “Study on staff mobility” attached as Annex XI.*

51. *The WIPO Coordination Committee is invited to approve the amendments to the Staff Regulations as provided in Annex X, including the new Regulation on the Special Salary Increment, to be effective as from January 1, 2017.*

**(b) Other amendments to the Staff Rules and related annexes (for notification or approval)**

52. The other amendments to the Staff Rules that will become effective on January 1, 2017, are provided in Annex XII. The main amendments are summarized below:

***Rule 3.6.3 – Salary on promotion***

53. Under the current Rule, different methodologies apply for the calculation of salary on promotion depending on the staff member’s category. The Rule will be amended so that in all cases, a promotion will lead to a salary increase equivalent to at least two steps in the former grade, in accordance with rules and practices in the majority of organizations of the UN common system.

***New Rule 4.9.3 – Recruitment of fixed-term staff members for approved projects***

54. A new Rule 4.9.3 will be introduced, which specifies that where the “standard” competitive process for the recruitment of project staff on fixed-term appointments is waived, the competitive selection process applicable for temporary positions shall apply instead. This will allow for faster recruitments when required by business needs, while still maintaining a competitive selection process governed by a transparent regulatory framework.

***New Rule 4.16.2 – Temporary appointments under funds-in-trust agreements***

***New Rule 4.16.3 – Temporary appointments for approved projects***

***New Rule 4.17.1 – Fixed-term appointments under funds-in-trust agreements***

***New Rule 4.17.2 – Fixed-term appointments for approved projects***

55. New Rules 4.16.2, 4.16.3, 4.17.1 and 4.17.2 on temporary and fixed-term appointments under funds-in-trust agreements and for approved projects specify that such appointments shall be limited to service under the relevant funds-in-trust or approved project.

### **Rule 6.2.2 – Sick Leave and Special Leave for Prolonged Illness**

56. The Rule will be amended to, *inter alia*, clarify that annual leave does not accrue during periods of sick leave if the staff member is not on full pay status. This will ensure consistency with another provision of the Staff Regulations and Rules (Rule 5.1.1(a)) and with the practice in other organizations of the UN common system.

### **Rule 8.1.1 – Staff Council**

57. Following a recommendation by the Joint Inspection Unit,<sup>2</sup> it is proposed to amend the Rule to formalize the current practice allowing the Staff Council to address the Coordination Committee.

58. As this amendment concerns the mandate of the Coordination Committee, it is submitted to the Coordination Committee for its approval.

### **Rule 9.9.1 – Repatriation Grant**

59. This Rule will be amended to clarify that the repatriation grant may only be paid to staff members who relocate both away from the country of the last duty station *and* outside the area within a reasonable commuting distance from the duty station notwithstanding national boundaries, and that the relocation must not be temporary in nature.

### **Other Amendments**

60. Other amendments which are less substantive in nature (e.g., to correct an error or inconsistency, clarify a provision, or to align the text with changes made to Regulations) will also be made to the following rules and related annexes, as detailed in Annex XII:

Rule 2.2.1	–	Implementation of a reclassification decision
Rule 3.2.1	–	Dependency for temporary staff members
Rule 3.5.1	–	Initial salary for temporary staff members
Rule 3.17.1	–	Pensionable remuneration for temporary staff members
Rule 4.5.1	–	Staff members appointed to positions subject to local recruitment
Rule 4.9.2	–	Appointments under funds-in-trust and other special agreements
Rule 4.9.3	–	Recruitment of temporary staff members
Rule 4.10.1	–	Composition and rules of procedure of Appointment Boards
Rule 5.1.1	–	Annual leave
Rule 5.1.2	–	Annual leave for temporary staff members
Rule 6.2.1	–	Medical insurance
Rule 6.2.3	–	Maternity leave
Rule 6.2.7	–	Health protection and insurance for temporary staff members
Rule 7.3.9	–	Loss of entitlement to removal expenses
Rule 9.7.1	–	Notice of termination for temporary staff members
Annex I	–	Glossary
Annex II	–	Salaries and allowances
Annex III	–	Selection procedures for temporary appointments
Annex V	–	Specific rules applicable to staff members in part-time employment allowances

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<sup>2</sup> See JIU/REP/2012/10, entitled “Staff-Management relations in the United Nations specialized agencies and common system”, Recommendation 9: “In the organizations under review where formal provisions do not yet exist, the legislative/Governing Bodies should adopt regulations granting [Staff Representative Bodies] the right to effectively present statements during meetings of relevant inter-governmental organs dealing with issues related to staff welfare.”

61. *The WIPO Coordination Committee is invited to note, subject to paragraph 62 below, the amendments to the Staff Rules and related annexes as provided in Annex XII, to be effective as from January 1, 2017.*

62. *The WIPO Coordination Committee is invited to approve the amendment to Staff Rule 8.1.1 as provided in Annex XII, to be effective as from January 1, 2017.*

## **V. AMENDMENTS TO THE STAFF RULES IMPLEMENTED BETWEEN JULY 1, 2015, AND JUNE 30, 2016 (FOR NOTIFICATION)**

63. The following amendments to the Staff Rules were implemented between July 1, 2015, and June 30, 2016, as detailed in Annex XIII.

### ***Staff Rule 11.5.3 - Procedure before the Appeal Board (Information Circular No. 38/2015)***

64. Staff Rule 11.5.3 was amended with effect from January 1, 2016. Provisions were added in paragraphs (c) and (d) to avoid any contradiction with the Appeal Board's mandate as an advisory body, as stipulated in Staff Regulation 11.5.

### ***Staff Rule 4.16.1 – Probationary Period (Information Circular No. 5/2016)***

65. The provisions on the probationary period for temporary staff members were amended with effect from March 1, 2016. Under the former rule, all temporary staff members were subject to a probationary period regardless of the duration of the initial appointment. Under the amended rule, the probationary period only applies to an initial temporary appointment of three months or more. Conditions for the extension of an initial temporary appointment of one or two months are set out in the Office Instruction on "Performance Appraisal of Temporary Staff Members" (No. 5/2016). Another provision was deleted to ensure consistency with other provisions.

66. *The WIPO Coordination Committee is invited to note the amendments to the Staff Rules as provided in Annex XIII.*

## **VI. OTHER ISSUES CONCERNING THE STAFF REGULATIONS AND RULES**

### **(a) Staff Regulation 3.14(f) on Education Grant – Maintenance or deletion**

67. With effect from January 1, 2016, Regulation 3.14(a) was amended to specify that only staff members not "residing or serving" in their home country are eligible for the education grant. The intention of the amendment was to ensure consistency with the purpose of education grant, which is "to cover part of the additional cost of educating a staff member's children arising from the staff member's *expatriation*" (ICSC), and to align with rules and practices in other organizations of the UN common system. The consequence of the amendment is that staff members whose duty station is not in their home country but who nevertheless reside in their

home country are no longer entitled to an education grant. However, a new paragraph (f) was added to preserve the rights of the staff members who entered the service of WIPO before the amendment to paragraph (a) entered into force.

68. At its Seventy-First (46<sup>th</sup> Ordinary) Session, held from October 5 to 14, 2015, the WIPO Coordination Committee approved the above-mentioned amendments but requested the Office of the Legal Counsel to “present at the 2016 session of the Coordination Committee an analysis on the issue of staff members’ acquired rights to education grant, together with the relevant information on the financial impact, for its decision on whether to maintain or delete new Staff Regulation 3.14(f) on education grant.”<sup>3</sup>

69. The above-mentioned analysis is the subject of documents WO/CC/73/INF/1 (“Legal Opinion on the Issue of Acquired Rights to Education Grant for Staff Members Residing, but not Serving, in their Home Country and Assessment of the Financial Impact of the Potential Introduction of a Limited Transitional Measure”) and WO/CC/73/4 (“Amendments to Staff Regulations on Education Grant for Staff Members Residing, but not Serving, in their Home Country”).

#### **(b) Staff Rule 4.9.4 on Reserve Lists – Reconsideration of period of time**

70. Rule 4.9.4 on reserve lists entered into force on November 1, 2014. The intention of the provision is to enable candidates for WIPO competitions who are recommended by an appointment board but not appointed by the Director General to be placed on a reserve list. A candidate from a reserve list may be appointed without a new competition being held, if the same post, or a post at the same grade with similar functions, becomes vacant within one year of the candidate’s placement on the reserve list.

71. At its Seventy-First (46<sup>th</sup> Ordinary) Session, held from October 5 to 14, 2015, the WIPO Coordination Committee took note of Rule 4.9.4 but “invited the Director General to consider reducing the period of time during which candidates recommended by an appointment board, but not appointed, may be placed on a reserve list.”<sup>4</sup>

72. Following careful consideration of the matter, the Director General decided to maintain the duration of placement on a reserve list at one year. Indeed, reducing the period to less than one year would deprive the provision of its practical utility. It may be noted that WIPO’s policy on reserve lists is quite restrictive compared to the policies in other organizations that have implemented similar systems. The one-year period is aligned with the minimum period applicable in other organizations of the UN common system (most of which are larger than WIPO) or outside the common system. In one organization of the common system, candidates can be selected without a vacancy announcement for *two years* following their placement on the equivalent of WIPO’s reserve lists. At yet another large organization, candidates recommended but not selected are put on a roster for an *indefinite period* and can then be selected directly for any post with similar functions (“similar functions” being defined in a very broad manner compared to the strict definition in force at WIPO). Finally, it is brought to the attention of the Coordination Committee that since its entry into force in November 2014, only two candidates have been appointed from a reserve list, both for the same role or generic role for which they had previously been recommended. In one case, it was after the resignation of the incumbent less than one year following appointment; in the other case, it was when a vacant post was advertised to fill the same generic role.

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<sup>3</sup> Paragraph 95(i)(b) of the Report adopted by the Coordination Committee (WO/CC/71/7), dated February 5, 2016.

<sup>4</sup> Paragraph 95(iii) of the Report adopted by the Coordination Committee (WO/CC/71/7), dated February 5, 2016.

*73. The WIPO Coordination Committee is invited to take note of the Director General's decision to maintain at one year the period of time during which candidates recommended by an appointment board but not appointed may be placed on a reserve list, as provided in Staff Rule 4.9.4.*

[Annexes follow]





# General Assembly

Distr.: General  
8 February 2016

Seventieth session  
Agenda item 141

## Resolution adopted by the General Assembly on 23 December 2015

[on the report of the Fifth Committee (A/70/635)]

### 70/244. United Nations common system: report of the International Civil Service Commission

*The General Assembly,*

*Recalling* its resolutions 44/198 of 21 December 1989, 51/216 of 18 December 1996, 52/216 of 22 December 1997, 53/209 of 18 December 1998, 55/223 of 23 December 2000, 56/244 of 24 December 2001, 57/285 of 20 December 2002, 58/251 of 23 December 2003, 59/268 of 23 December 2004, 60/248 of 23 December 2005, 61/239 of 22 December 2006, 62/227 of 22 December 2007, 63/251 of 24 December 2008, 64/231 of 22 December 2009, 65/248 of 24 December 2010, 66/235 A of 24 December 2011, 66/235 B of 21 June 2012, 67/257 of 12 April 2013, 68/253 of 27 December 2013 and 69/251 of 29 December 2014,

*Having considered* the report of the International Civil Service Commission for 2015,<sup>1</sup>

*Reaffirming its commitment* to a single, unified United Nations common system as the cornerstone for the regulation and coordination of the conditions of service of the United Nations common system,

1. *Takes note with appreciation* of the work of the International Civil Service Commission;
2. *Takes note* of the report of the Commission for 2015;<sup>1</sup>
3. *Reaffirms* the role of the General Assembly in approving conditions of service and entitlements for all staff serving in the organizations of the United Nations common system, bearing in mind articles 10 and 11 of the statute of the Commission;<sup>2</sup>
4. *Recalls* articles 10 and 11 of the statute of the Commission, and reaffirms the central role of the Commission in regulating and coordinating conditions of service and entitlements for all staff serving in the organizations of the United Nations common system;

<sup>1</sup> Official Records of the General Assembly, Seventieth Session, Supplement No. 30 (A/70/30).

<sup>2</sup> Resolution 3357 (XXIX), annex.



## I

### Conditions of service applicable to both categories of staff

#### Mandatory age of separation

*Decides* that the mandatory age of separation for staff recruited before 1 January 2014 should be raised by the organizations of the United Nations common system to 65 years, at the latest by 1 January 2018, taking into account the acquired rights of staff;

## II

### Conditions of service of staff in the Professional and higher categories

#### A. Base/floor salary scale

*Recalling* its resolution 44/198, by which it established a floor net salary level for staff in the Professional and higher categories by reference to the corresponding base net salary levels of officials in comparable positions serving at the base city of the comparator civil service (the United States federal civil service),

*Approves*, with effect from 1 January 2016, as recommended by the Commission in paragraph 35 of its report, the revised base/floor scale of gross and net salaries for staff in the Professional and higher categories, as contained in annex IV to the report;

#### B. Evolution of the margin and margin management around the desirable midpoint

*Recalling* section I.B of its resolution 51/216 and the standing mandate from the General Assembly, in which the Commission is requested to continue its review of the relationship between the net remuneration of the United Nations staff in the Professional and higher categories in New York and that of the comparator civil service employees in comparable positions in Washington, D.C. (referred to as “the margin”),

1. *Reaffirms* that the range of 110 to 120 for the margin between the net remuneration of officials in the Professional and higher categories of the United Nations in New York and officials in comparable positions in the comparator civil service should continue to apply, on the understanding that the margin would be maintained at a level around the desirable midpoint of 115 over a period of time;

2. *Notes* that the estimated margin between net remuneration of the United Nations staff in grades P-1 to D-2 in New York and that of officials in comparable positions in the United States federal civil service in Washington, D.C., for the period from 1 January to 31 December 2015 is 117.2 and that its five-year average (2011-2015) also stands at 117.2, which is above the desirable midpoint of 115;

3. *Recalls its request*, contained in its resolution 69/251, that the Commission continue action to bring the calendar year margin to around the desirable midpoint and further examine issues relating to margin management;

4. *Approves* the recommendations of the Commission on the margin management methodology as stated in paragraph 302 of its report;

5. *Decides* that, if the margin trigger levels of 113 or 117 are breached, the Commission should take appropriate action through the operation of the post adjustment system;

### III

#### Review of the common system compensation package

1. *Approves* the proposals on the common system compensation package, subject to the provisions of the present resolution;

2. *Decides* that, unless otherwise established, these provisions should come into force on 1 July 2016;

3. *Takes note* of the fact that, following the submission of the Commission's report on the comprehensive review to the General Assembly, the freeze in the increases of allowances requested in section I.A, paragraph 5, of its resolution 68/253 will be discontinued, effective 1 January 2016 for the General Service and related categories and effective 1 January 2017 for the Professional and higher categories;

4. *Recalls* section I.A, paragraph 5, of its resolution 68/253, and requests the Commission to review all allowances under its purview in order to assess the requirements for upward revisions;

5. *Encourages* the Commission to continue its inclusive approach with the representatives of the different stakeholders of the common system;

#### 1. Unified salary scale and transitional measures

6. *Approves* the proposed unified base/floor salary scale structure, as recommended by the Commission in paragraph 210 (a) and as shown in annex II, section A, of its report, as of 1 January 2017;

7. *Decides* that the unified salary scale should be updated, as recommended in paragraph 211 (a) and as shown in annex II, section A, of the report of the Commission, to reflect any adjustments in base/floor salaries that may be approved before its implementation;

8. *Approves* the grade and step matching of staff for conversion from the current salary scale structure to the unified salary scale structure, as recommended in paragraph 249 (a) and as shown in annex II, section B, of the report of the Commission;

9. *Decides* that:

(a) The salary levels of staff members that are higher than those at the maximum step of their grade upon conversion to the unified salary scale should be maintained by the Commission as a pay protection measure;

(b) Those salaries should be adjusted for any changes in post adjustment, including consolidation of post adjustment to base salaries approved by the General Assembly;

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<sup>3</sup> *Official Records of the General Assembly, Seventieth Session, Supplement No. 30 (A/70/30)*, chap. VI, sect. C.

(c) The Commission will maintain and adjust the applicable pensionable remuneration amounts for such salaries;

10. *Also decides* that:

(a) Staff members in receipt of the dependency rate of salary in respect of a dependent child at the time of conversion to the unified salary scale structure will receive a transitional allowance of 6 per cent of net remuneration in respect of that dependent child and that no child allowance should be paid concurrently in that case;

(b) The allowance will be reduced by 1 percentage point of net remuneration every 12 months thereafter;

(c) When the amount of the transitional allowance becomes equal to or less than the amount of the child allowance, the latter amount will be payable in lieu thereof;

(d) The transitional allowance will be discontinued if the child in respect of whom the allowance is payable loses eligibility;

11. *Further decides* that the net base salaries of the Assistant Secretaries-General and Under-Secretaries-General in the unified salary scale shall be established at the level of their present dependency rate of pay, reduced by 6 per cent, and that the pensionable remuneration of these grades should be maintained at their current levels;

## **2. Staff assessment rates**

12. *Approves* the staff assessment rates to be used in conjunction with gross base salaries upon implementation of the unified salary scale, as recommended in paragraph 210 (b) and as shown in annex II, section C, of the report of the Commission;

13. *Decides* that these staff assessment rates should be reviewed two years after the implementation of the revised compensation system to ensure that there continues to be no adverse impact on the Tax Equalization Fund;

## **3. Pensionable remuneration scale**

14. *Approves* the proposed pensionable remuneration scale, upon implementation of the proposed unified salary scale, as recommended in paragraph 210 (c) and as shown in annex II, section D, of the report of the Commission;

15. *Decides* that the proposed pensionable remuneration scale should be updated to reflect any changes in net remuneration that may occur in New York before it is implemented to ensure that staff continue to receive at least the same pensionable remuneration;

16. *Also decides* that the pensionable remuneration scale should continue to be updated on the same date and by the same percentage as net remuneration changes in New York;

## **4. Spouse allowance**

17. *Approves* the establishment of a dependent spouse allowance at the level of 6 per cent of net remuneration, as recommended in paragraph 210 (d) of the report of the Commission;

18. *Decides* that serving staff members with a dependent spouse should be paid a spouse allowance at the time of conversion to the unified

salary scale, as recommended in paragraph 249 (b) of the report of the Commission;

#### **5. Single parent allowance**

19. *Decides* that staff members who are single parents and who provide main and continuous support for their dependent children shall receive an allowance in respect of the first dependent child, which shall be at the level of 6 per cent of net remuneration, and should be provided in lieu of the child allowance;

#### **6. Step increments and performance incentives**

20. *Decides* to grant within-grade step increments annually from step I to step VII and biennially thereafter for grades P-1 to P-5 and to maintain biennial steps at the D-1 and D-2 levels in accordance with the current system, as recommended in paragraph 279 (a) of the report of the Commission;

21. *Also decides* to maintain present eligibility arrangements for step increments;

22. *Further decides* to discontinue the current practice of granting accelerated step increments;

23. *Requests* the Commission to conduct a study on the performance management schemes in common system organizations and to formulate recommendations on performance incentives based on merit that are not related to cash rewards, such as the possibility of accelerated step increments, and invites the Commission to review its recommendations contained in annex III to its report in the light of its findings and to report thereon no later than the seventy-second session of the General Assembly;

24. *Also requests* the Commission to conduct a detailed study on the budgetary and administrative arrangements necessary for the establishment of a cash reward system, including funding, oversight and accountability mechanisms, and to report thereon no later than the seventy-second session of the General Assembly;

#### **7. Education grant**

25. *Decides* that the revised education grant scheme shall be introduced as of the school year in progress on 1 January 2018;

26. *Also decides* to revise the criteria covering post-secondary education to make the grant payable up to the end of the school year in which the child completes four years of post-secondary studies or attains a first post-secondary degree, whichever comes first, subject to the upper age limit of 25 years;

27. *Further decides* that admissible expenses should comprise tuition (including mother tongue tuition) and enrolment-related fees, as well as assistance with boarding expenses;

28. *Decides* that tuition- and enrolment-related expenses should be reimbursed under a global sliding scale consisting of seven brackets, with declining reimbursement levels ranging from 86 per cent at the lowest bracket to 61 per cent at the sixth bracket and no reimbursement at the seventh bracket, as outlined in table 5 in the report of the Commission;

29. *Also decides* that boarding-related expenses should be paid by a lump sum of 5,000 United States dollars, and only to staff serving in field locations whose children are boarding to attend school outside the duty station at the primary or secondary level, and that, in exceptional cases, boarding assistance should be granted to staff at category H duty stations under the discretionary authority of executive heads;

30. *Further decides* that round-trip education grant travel between the staff member's duty station and the location of study should be provided for each academic year for a child of staff in receipt of assistance with boarding expenses;

31. *Decides* that capital assessment fees should be covered outside the education grant scheme by the organizations of the common system;

32. *Also decides* that the global sliding scale should be reviewed for possible adjustment, based on movements in tuition fees tracked biennially for a list of representative schools and upon assessment by the Commission;

33. *Further decides* that the amount of assistance with boarding expenses should be reviewed for possible adjustment, based on the movements in fees charged by boarding facilities of International Baccalaureate schools tracked biennially and upon assessment by the Commission;

34. *Decides* that the lists of both the representative schools and the International Baccalaureate schools mentioned in paragraph 356 (f) and (g) of the report of the Commission should be reviewed every six years for possible updating;

35. *Also decides* that the current scheme of the special education grant for children with disabilities shall continue to apply after the introduction of the revised regular education grant scheme, subject to the overall global ceiling equal to the upper limit of the sliding scale plus the amount equivalent to the boarding lump sum under the regular education grant scheme;

36. *Further decides* that the maximum admissible expenses for the special education grant should be synchronized with those of the education grant, so as to set the maximum at an amount equal to the upper limit of the top bracket of the applicable global sliding scale;

37. *Decides* that, for boarding assistance under the special education grant for children with disabilities, actual expenses should be used in the calculation of the total admissible expenses for reimbursement, up to the overall grant ceiling equal to the upper limit of the top bracket of the global sliding scale plus the amount of 5,000 dollars, equivalent to the boarding lump sum paid under the regular education grant scheme;

## **8. Repatriation grant**

38. *Confirms* the rationale of the repatriation grant as an earned service benefit payable to expatriate staff members who leave the country of the last duty station upon separation;

39. *Decides* that a threshold of five years of expatriate service should be established as an eligibility requirement for the repatriation grant, as recommended in paragraph 375 of the report of the Commission;

40. *Also decides* that, upon transition to the revised scheme, current staff members should retain their eligibility within the current grant schedule up to the number of years of expatriate service accrued at the time of the implementation of the revised scheme;

## **9. Relocation-related elements**

41. *Approves* the Commission's recommendation to discontinue the non-removal allowance;

42. *Decides*, for staff who move before the implementation date of the new relocation package and who choose the option of non-removal of household goods, to continue to pay the non-removal allowance for up to five years at the same duty station or until the staff member moves to another duty station, as a transitional measure;

43. *Also decides* to retain the current approach to relocation travel, which would remain the responsibility of the organizations of the common system;

44. *Approves* the options concerning relocation shipments provided by the Commission in paragraph 399 (d) and (f) of its report;

45. *Decides* to provide a settling-in grant equivalent to 30 days of local daily subsistence allowance for staff, plus 15 days of local daily subsistence allowance for each accompanying eligible family member, and a lump-sum amount equivalent to one month of net base pay plus applicable post adjustment;

## **10. Field allowances and benefits**

46. *Approves* the adjusted hardship system consisting of five categories, as proposed in paragraphs 122 and 413 of the report of the Commission, which would be effective immediately upon implementation and for which no transitional measures would be required;

47. *Also approves* the new non-family service allowance, in lieu of the current additional hardship allowance, as described in paragraph 421 of the report of the Commission, and underlines that no transitional measures would be put in place for this allowance;

48. *Further approves* the new mobility incentive to encourage mobility of staff to field duty stations, as recommended by the Commission in paragraphs 129 and 431 of its report, which would apply to staff with five consecutive years of prior service in an organization of the common system and from their second assignment, and which would exclude category H duty stations;

49. *Decides* to increase the proposed mobility incentive by 25 per cent upon the fourth assignment of a staff member and by 50 per cent upon the seventh assignment;

50. *Also decides* to maintain the provisions of the current rest and recuperation framework, as proposed by the Commission in paragraph 443 (a) of its report;

51. *Further decides* to discontinue accelerated home leave travel, except at category D and E duty stations that do not fall under the rest and recuperation framework;

## 11. Compensation review and other issues

52. *Takes note* of the Commission's intention to review the use of different categories of staff;

53. *Approves* an incentive payment for the recruitment of experts in highly specialized fields in instances in which the Organization is unable to attract suitably qualified personnel, as described and recommended in paragraphs 271 and 279 (c) of the report of the Commission, and decides that the Commission should assess the scheme after a period of three years from the date of its implementation;

54. *Recalls its request* contained in its resolution 69/251 that the Commission continue to monitor progress in achieving gender balance, and requests the Commission to provide information to the General Assembly at its seventy-first session on the progress made by organizations of the common system in the implementation of existing gender policies and measures towards achieving the goal of 50/50 gender balance in the common system;

55. *Recalls* the decisions of the Commission contained in paragraph 137 of its report for 2014,<sup>4</sup> and in this regard requests the Commission to provide information to the General Assembly in future annual reports on how the new compensation package contributes to the strengthening of gender balance and geographical diversity;

56. *Invites* the organizations of the United Nations common system to make efforts to ensure work-life balance and provide career development opportunities, which are important elements in motivating and retaining staff;

57. *Invites* the Commission to present to the General Assembly, at its seventy-first session, a progress report on the implementation of the new common system compensation package, and a comprehensive assessment report, including a global staff survey on the conditions of service, no later than its seventy-fifth session.

*82nd plenary meeting  
23 December 2015*

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<sup>4</sup> *Ibid.*, Sixty-ninth Session, Supplement No. 30 (A/69/30).



**COMPENSATION PACKAGE  
AMENDMENTS TO THE STAFF REGULATIONS TO BE EFFECTIVE AS FROM JANUARY 1, 2017**

Unless specified otherwise, the purpose of the amendments contained in this table is to implement Resolution 70/244 adopted on 23 December 2015 by the General Assembly of the United Nations, more specifically the following subsections of Section III, "Review of the common system compensation package":

- Subsection 8, "Repatriation grant,
- Subsection 9, "Relocation-related elements",
- Subsection 10, "Field allowances and benefits".

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
<p><b>Regulation 3.24</b></p> <p>Mobility and Hardship</p>	<p>Mobility and Hardship</p> <p>(a) The mobility and hardship scheme shall be composed of three allowances: mobility, hardship and non-removal. Mobility and hardship shall be paid as prescribed by the Director General in an Office Instruction on the basis of conditions and procedures agreed among the international organizations in the United Nations common system and promulgated by the ICSC.</p> <p>(b) Official duty stations shall be categorized according to conditions of life and work and on the basis of criteria agreed among the international organizations concerned for classifying official stations. Headquarters, North American and European official stations and similar designated locations shall be categorized H official stations, whereas all other official stations shall be categorized from A to E.</p> <p>(c) A staff member appointed or reassigned to a new duty station for one year or more may be paid a mobility and hardship allowance. The amount of this allowance, if any, shall be determined by the Director General, taking into account in particular the length of the staff member's continuous service in the United Nations common system, the number and category of duty stations at which he or she has previously</p>	<p><del>Mobility and Hardship</del> <b>Field Allowances and Benefits</b></p> <p>(a) <b>Field allowances and benefits</b> <del>The mobility and hardship scheme shall be composed of three allowances: mobility hardship and non-removal. Mobility and hardship shall be paid as prescribed by the Director General in an Office Instruction on the basis of conditions and procedures agreed among the international organizations in the United Nations common system and promulgated by the ICSC.</del></p> <p>(b) <del>Official duty stations shall be categorized according to conditions of life and work and on the basis of criteria agreed among the international organizations concerned for classifying official stations. Headquarters, North American and European official stations and similar designated locations shall be categorized H official stations, whereas all other official stations shall be categorized from A to E.</del></p> <p>(c) <del>A staff member appointed or reassigned to a new duty station for one year or more may be paid a mobility and hardship allowance. The amount of this allowance, if any, shall be determined by the Director General, taking into account in particular the length of the staff member's continuous service in the United Nations common system, the number and category of</del></p>	

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>served, the length of time served at each duty station, the degree of difficulty of life and work at each duty station and whether or not the staff member has an entitlement to removal of his or her household goods at the expense of the International Bureau.</p> <p>(d) After five years of continuous service at the same duty station, payment of the mobility element and of the non-removal element of the mobility and hardship allowance shall be discontinued.</p> <p>(e) The level of the hardship, mobility and non-removal allowances shall be established by the ICSC.</p> <p>(f) This Regulation shall not apply to temporary staff members.</p>	<p><del>duty stations at which he or she has previously served, the length of time served at each duty station, the degree of difficulty of life and work at each duty station and whether or not the staff member has an entitlement to removal of his or her household goods at the expense of the International Bureau.</del></p> <p><del>(d) After five years of continuous service at the same duty station, payment of the mobility element and of the non-removal element of the mobility and hardship allowance shall be discontinued.</del></p> <p><del>(e) The level of the hardship, mobility and non-removal allowances shall be established by the ICSC.</del></p> <p><b>(c) (f)</b> This Regulation shall not apply to temporary staff members.</p>	
<p><b>Regulation 9.9</b> Repatriation Grant</p>	<p>(a) Staff members whom the International Bureau is bound to repatriate and who at the time of separation are residing, by virtue of their service with the International Bureau, outside their home country, shall be entitled to a repatriation grant. The repatriation grant shall not be paid, however, to a staff member who is summarily dismissed or abandons his or her post. The conditions and definitions relating to eligibility for this grant shall be determined by the Staff Regulations and Rules. The amount of the grant shall be proportional to years of full-time continuous service with the International Bureau and with another organization applying the United Nations common system of salaries and allowances immediately preceding his or her appointment and shall be calculated on the basis of the following table, it being understood that, if the period of continuous service away from the home country exceeds 12 years, the amount of the grant shall be the same as if that period had in fact been 12 years. For periods of service with another organization applying the United Nations common system of salaries and allowances the staff member shall provide written proof from the releasing organization that no repatriation grant has been paid.</p>	<p>(a) Staff members <b><u>who have at least five years of continuous service</u></b>, whom the International Bureau is bound to repatriate and who at the time of separation are residing, by virtue of their service with the International Bureau, outside their home country, shall be entitled to a repatriation grant, <b><u>subject to conditions prescribed in the Regulations and Rules</u></b>. The repatriation grant shall not be paid, however, to a staff member who is summarily dismissed or abandons his or her post. The conditions and definitions relating to eligibility for this grant shall be determined by the Staff Regulations and Rules. <del>The amount of the grant shall be proportional to years of full-time continuous service with the International Bureau and with another organization applying the United Nations common system of salaries and allowances immediately preceding his or her appointment and shall be calculated on the basis of the following table, it being understood that, if the period of continuous service away from the home country exceeds 12 years, the amount of the grant shall be the same as if that period had in fact been 12 years.</del> For periods of service with another organization applying the United Nations</p>	

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment																																																																																																																					
	<p>This Regulation shall not apply to temporary staff members.</p> <p>(b) Notwithstanding paragraph (a) above, staff members holding fixed-term, continuing or permanent appointments with the International Bureau before January 1, 2016, and residing but not serving, at the time, in their home country shall retain the entitlement to repatriation grant for the years and months of service up until December 31, 2015, subject to the other eligibility conditions specified in the rule thereunder.</p> <p>Years of continuous service away from home country [...]</p> <table border="1" data-bbox="353 635 689 994"> <tr><td>less than 1</td><td>nil</td><td>nil</td><td>nil</td></tr> <tr><td>1</td><td>4</td><td>3</td><td>2</td></tr> <tr><td>2</td><td>8</td><td>5</td><td>4</td></tr> <tr><td>3</td><td>10</td><td>6</td><td>5</td></tr> <tr><td>4</td><td>12</td><td>7</td><td>6</td></tr> <tr><td>5</td><td>14</td><td>8</td><td>7</td></tr> <tr><td>6</td><td>16</td><td>9</td><td>8</td></tr> <tr><td>7</td><td>18</td><td>10</td><td>9</td></tr> <tr><td>8</td><td>20</td><td>11</td><td>10</td></tr> <tr><td>9</td><td>22</td><td>13</td><td>11</td></tr> <tr><td>10</td><td>24</td><td>14</td><td>12</td></tr> <tr><td>11</td><td>26</td><td>15</td><td>13</td></tr> <tr><td>12 or more</td><td>28</td><td>16</td><td>14</td></tr> </table>	less than 1	nil	nil	nil	1	4	3	2	2	8	5	4	3	10	6	5	4	12	7	6	5	14	8	7	6	16	9	8	7	18	10	9	8	20	11	10	9	22	13	11	10	24	14	12	11	26	15	13	12 or more	28	16	14	<p>common system of salaries and allowances the staff member shall provide written proof from the releasing organization that no repatriation grant has been paid. This Regulation shall not apply to temporary staff members.</p> <p><del>(b) Notwithstanding paragraph (a) above, staff members holding fixed-term, continuing or permanent appointments with the International Bureau before January 1, 2016, and residing but not serving, at the time, in their home country shall retain the entitlement to repatriation grant for the years and months of service up until December 31, 2015, subject to the other eligibility conditions specified in the rule thereunder.</del> <b><u>The repatriation grant shall be calculated on the basis of years of continuous service and residence away from the home country, in accordance with the following schedule:</u></b></p> <p>Years of continuous service <b><u>and residence</u></b> away from home country [...]</p> <table border="1" data-bbox="958 858 1294 1217"> <tr><td>less than 5</td><td>4</td><td>nil</td><td>nil</td><td>nil</td></tr> <tr><td>1</td><td>4</td><td>3</td><td>2</td><td></td></tr> <tr><td>2</td><td>8</td><td>5</td><td>4</td><td></td></tr> <tr><td>3</td><td>10</td><td>6</td><td>5</td><td></td></tr> <tr><td>4</td><td>12</td><td>7</td><td>6</td><td></td></tr> <tr><td>5</td><td>14</td><td>8</td><td>7</td><td></td></tr> <tr><td>6</td><td>16</td><td>9</td><td>8</td><td></td></tr> <tr><td>7</td><td>18</td><td>10</td><td>9</td><td></td></tr> <tr><td>8</td><td>20</td><td>11</td><td>10</td><td></td></tr> <tr><td>9</td><td>22</td><td>13</td><td>11</td><td></td></tr> <tr><td>10</td><td>24</td><td>14</td><td>12</td><td></td></tr> <tr><td>11</td><td>26</td><td>15</td><td>13</td><td></td></tr> <tr><td>12 or more</td><td>28</td><td>16</td><td>14</td><td></td></tr> </table>	less than 5	4	nil	nil	nil	1	4	3	2		2	8	5	4		3	10	6	5		4	12	7	6		5	14	8	7		6	16	9	8		7	18	10	9		8	20	11	10		9	22	13	11		10	24	14	12		11	26	15	13		12 or more	28	16	14		<p>Para. (b):</p> <ul style="list-style-type: none"> <li>- Sentence deleted: Amendment unrelated to the revised compensation package. Provision moved under Regulation 12.5 on “Transitional Measures”.</li> <li>- New sentence: The change is partly editorial (the reference to the table is misplaced in (a)), partly aimed at clarifying that what is taken into account are years of service <u>and residence</u> away from the home country. This is in line with Resolution A/RES/70/244 in which the General Assembly of the United Nations confirmed that the repatriation grant is a “benefit payable to expatriate staff members” and with the rules and practices in other organizations of the UN common system.</li> </ul>
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<p><b>Regulation 12.5</b></p> <p>Transitional Measures</p>	<p>[...]</p>	<p><b><u>(i) Notwithstanding Regulation 9.9(a), staff members holding fixed-term, continuing or permanent appointments with the International Bureau before January 1, 2016, and residing but not serving, at the time, in their home country shall retain the entitlement to repatriation grant</u></b></p>	<p>Para. (i): Amended unrelated to the revised compensation package. Provision moved from current Regulation 9.9(b).</p>																																																																																																																					

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
		<p><u>for the years and months of service up until December 31, 2015, subject to the other eligibility conditions specified in the rule thereunder.</u></p> <p><u>(j) Notwithstanding Regulation 9.9, staff members holding fixed-term, continuing or permanent appointments with the International Bureau as at December 31, 2016, shall retain the entitlement to repatriation grant in accordance with the grant schedule applicable as at December 31, 2016, up to the number of years of service accrued on that date.</u></p> <p>[...]</p> <p><u>(m) Staff members in receipt of the mobility allowance as at December 31, 2016 and who are not entitled to the mobility incentive shall continue to receive the allowance up to five years at the same duty station or until the staff member moves to another duty station, whichever is earlier.</u></p> <p><u>(n) Staff members who moved before January 1, 2017 and who chose the option of non-removal of household goods shall continue to receive the non-removal allowance for up to five years at the same duty station or until the staff member moves to another duty station, whichever is earlier.</u></p>	<p>Paras (j), (m) and (n): Transitional measures approved by the General Assembly of the United Nations.</p>

[Annex III follows]

**COMPENSATION PACKAGE  
AMENDMENTS TO THE STAFF RULES TO BE EFFECTIVE AS FROM JANUARY 1, 2017**

Unless specified otherwise, the purpose of the amendments contained in this table is to implement Resolution 70/244 adopted on 23 December 2015 by the General Assembly of the United Nations, more specifically the following subsections of Section III, "Review of the common system compensation package":

- Subsection 8, "Repatriation grant,
- Subsection 9, "Relocation-related elements",
- Subsection 10, "Field allowances and benefits".

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
<p><b>Rule 7.3.2</b></p> <p>Assignment Grant</p>	<p>Assignment Grant</p> <p>(a) Subject to the conditions set forth below, staff members who travel at the expense of the International Bureau on appointment or assignment to another duty station shall receive an assignment grant for themselves and their dependants provided that the appointment or period of assignment is expected to be of at least one year's duration. This grant shall be the total contribution of the International Bureau towards the extraordinary expenses incurred by staff members for them and their dependants immediately following their arrival at the duty station.</p> <p>(b) The assignment grant consists of two portions:</p> <p>(1) the <i>daily subsistence allowance</i> portion, which shall be equivalent to:</p> <p>(i) thirty days of daily subsistence allowance at the daily rate applicable at the duty station of assignment for the staff member; and</p> <p>(ii) thirty days of daily subsistence allowance at half the daily rate applicable at the duty station of assignment in respect of each eligible family member for whom travel expenses have been paid by the International Bureau under Rule 7.3.3 and Rule 7.3.4.</p> <p>(2) the <i>lump-sum</i> portion which is non-pensionable and is calculated on the basis of the staff</p>	<p><b><u>Settling-in</u></b> Assignment Grant</p> <p>(a) Subject to the conditions set forth below, staff members who travel at the expense of the International Bureau on appointment or assignment to another duty station shall receive <b>a settling-in an assignment</b> grant for themselves and their dependants provided that the appointment or period of assignment is expected to be of at least one year's duration. This grant shall be the total contribution of the International Bureau towards the extraordinary expenses incurred by staff members for them and their dependants immediately following their arrival at the duty station.</p> <p>(b) The <b>settling-in assignment</b> grant consists of two portions:</p> <p>(1) the <i>daily subsistence allowance</i> portion, which shall be equivalent to:</p> <p>(i) thirty days of daily subsistence allowance at the <del>daily</del> rate applicable at the duty station of assignment for the staff member; and</p> <p>(ii) <b>fifteen</b> <del>thirty</del> days of daily subsistence allowance at <del>half</del> the <del>daily</del> rate applicable at the duty station of assignment in respect of each <b>accompanying</b> eligible family member for whom travel expenses have been paid by the International Bureau under Rule 7.3.3 and Rule 7.3.4.</p>	

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>member's net base salary and the applicable post adjustment at the duty station of assignment. The lump sum provided for staff members with dependants shall be payable regardless of the place of residence of the dependants. The lump sum is payable, provided that:</p> <p>(i) the staff member travels at the expense of the International Bureau on appointment or assignment to a Headquarters duty station for a period of at least two years and is entitled to removal expenses under Staff Rule 7.3.6, but opts not to exercise the entitlement; or</p> <p>(ii) the staff member travels at the expense of the International Bureau on appointment or assignment for a period of at least two years, is entitled to removal expenses under Staff Rule 7.3.6, and is assigned to an A to E category duty station; or</p> <p>(iii) the staff member travels at the expense of the International Bureau on appointment or assignment to another duty station for an assignment of at least one year, but he or she has no entitlement to removal expenses under Staff Rule 7.3.6.</p> <p>(c) The amount of the lump sum portion of the assignment grant is set by the ICSC, depending on the classification of the duty station, the duration of the assignment, and whether or not removal expenses have been paid under Staff Rule 7.3.6.</p> <p>(d) The Director General may, at his or her discretion, authorize payment of all or part of an assignment grant under paragraphs (a) to (c) above, in cases where the International Bureau did not have to pay travel expenses on the appointment of a staff member regarded as having been internationally recruited.</p> <p>(e) If the staff member has not completed the period of service for which an assignment grant has</p>	<p>(2) the <i>lump-sum</i> portion which is non-pensionable and is <del>calculated on the basis</del> <b>equivalent to one month</b> of the staff member's net base salary and the <b>plus</b> applicable post adjustment at the duty station of assignment. <del>The lump sum provided for staff members with dependants shall be payable regardless of the place of residence of the dependants. The lump sum is payable, provided that:</del></p> <p><del>(i) the staff member travels at the expense of the International Bureau on appointment or assignment to a Headquarters duty station for a period of at least two years and is entitled to removal expenses under Staff Rule 7.3.6, but opts not to exercise the entitlement; or</del></p> <p><del>(ii) the staff member travels at the expense of the International Bureau on appointment or assignment for a period of at least two years, is entitled to removal expenses under Staff Rule 7.3.6, and is assigned to an A to E category duty station; or</del></p> <p><del>(iii) the staff member travels at the expense of the International Bureau on appointment or assignment to another duty station for an assignment of at least one year, but he or she has no entitlement to removal expenses under Staff Rule 7.3.6.</del></p> <p><del>(c) The amount of the lump sum portion of the assignment grant is set by the ICSC, depending on the classification of the duty station, the duration of the assignment, and whether or not removal expenses have been paid under Staff Rule 7.3.6.</del></p> <p><b>(c)</b> <del>(d)</del> The Director General may, at his or her discretion, authorize payment of all or part of <b>a settling-in</b> <del>an assignment grant under paragraphs (a) to (c) above,</del> in cases where the International Bureau did not have to pay travel expenses on the appointment of a staff member regarded as having been internationally recruited.</p>	

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>been paid to him, and unless the Director General determines the departure is justified by exceptional circumstances, the grant shall be adjusted proportionately and recovery shall be deducted from any amount due to the staff member.</p> <p>(f) If a dependant, for whom an assignment grant has been paid in accordance with paragraph (b)(1)(ii) above, resides less than six months at the duty station, and unless the Director General determines the departure is justified by exceptional circumstances, any assignment grant paid for the dependant shall be deducted from any amount due to the staff member concerned.</p> <p>(g) Where both spouses are staff members of organizations in the United Nations common system, travelling at the expense of the International Bureau to the same duty station, the daily subsistence allowance portion of the grant shall be paid to each in respect of himself or herself. If they have a dependent child or children, the relevant amount shall be paid to the staff member in respect of whom the child or children are recognized as dependant(s). If both would otherwise qualify for the lump-sum portion of the grant, only one lump-sum entitlement shall be paid, namely, to the spouse whose entitlements yield a higher amount.</p>	<p><del>(d)</del> <del>(e)</del> If the staff member has not completed the period of service for which <b>a settling-in an assignment grant</b> has been paid to him <b>or her</b>, and unless the Director General determines the departure is justified by exceptional circumstances, the grant shall be adjusted proportionately and recovery shall be deducted from any amount due to the staff member.</p> <p><del>(e)</del> <del>(f)</del> If a dependant, for whom <b>a settling-in an assignment grant</b> has been paid in accordance with paragraph (b)(1)(ii) above, resides less than six months at the duty station, and unless the Director General determines the departure is justified by exceptional circumstances, any <b>settling-in assignment grant</b> paid for the dependant shall be deducted from any amount due to the staff member concerned.</p> <p><del>(f)</del> <del>(g)</del> Where both spouses are staff members of organizations in the United Nations common system, travelling at the expense of the International Bureau to the same duty station, the daily subsistence allowance portion of the grant shall be paid to each in respect of himself or herself. If they have a dependent child or children, the relevant amount shall be paid to the staff member in respect of whom the child or children are recognized as dependant(s). <del>If both would otherwise qualify for the lump-sum portion of the grant, only one</del> <b>However, the lump-sum portion of the grant entitlement shall only</b> be paid, namely, to the spouse <b>who has the highest salary whose entitlements yield a higher amount.</b></p>	
<p><b>Rule 7.3.4</b></p> <p>Dependants Eligible for Travel or Removal at the Expense of the International</p>	<p>Dependants Eligible for Travel or Removal at the Expense of the International Bureau and for the Assignment Grant</p> <p>(a) For payment of travel and removal expenses, of excess baggage and unaccompanied shipment, as well as of the assignment grant, dependants shall be</p>	<p>Dependants Eligible for Travel or Removal at the Expense of the International Bureau and for the <b>Settling-in</b> Assignment Grant</p> <p>(a) For payment of travel and removal expenses, of excess baggage and unaccompanied shipment, as well as of the <b>settling-in assignment</b> grant,</p>	

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
Bureau and for the Assignment Grant	deemed to comprise: [...]	dependants shall be deemed to comprise: [...]	
<p><b>Rule 7.3.6</b></p> <p>Removal Expenses</p>	<p>[...]</p> <p>(d) Payment by the International Bureau of removal expenses shall be subject to the following conditions:</p> <p>(1) the maximum which may be transported at the expense of the International Bureau shall be 4,890 kg (10,800 lb) or 30.58 m<sup>3</sup> (1,080 cubic feet), including packaging materials but excluding crating and lift vans, for staff members without dependants; and 8,150 kg (18,000 lb) or 50.97 m<sup>3</sup> (1,800 cubic feet) for staff members with one or more dependants residing with them at their official duty station. A higher maximum may be set, however, in the case of a staff member with one or more dependants residing at his or her official duty station, if that staff member can establish that the amount of household goods and personal effects which he or she normally requires exceeds 50.97 m<sup>3</sup> (1,800 cubic feet);</p> <p>(2) the International Bureau shall not normally pay storage charges other than those normally included in transportation costs. When staff members are assigned to a new duty station to which they have the entitlement to removal, the International Bureau may upon request pay the cost of storage of their household goods and personal effects during the period of service at that duty station, limited to the volume set out in paragraph (d)(1) above, and for a maximum period of five years from the date of taking up the assignment. The cost of the storage shall not be higher than the estimated cost of a removal to and from the duty station. In such cases, the International Bureau shall not pay the costs of any removal to or from that duty station beyond unaccompanied shipments, pursuant to Rule 7.3.7;</p> <p>(3) the International Bureau shall pay reasonable</p>	<p>[...]</p> <p>(d) Payment by the International Bureau of removal expenses shall be subject to the following conditions:</p> <p>(1) the maximum which may be transported at the expense of the International Bureau shall be <del>4,890 kg (10,800 lb) or 30.58 m<sup>3</sup> (1,080 cubic feet)</del>, including packaging materials but excluding crating and lift vans, for staff members without dependants; and <del>8,150 kg (18,000 lb) or 50.97 m<sup>3</sup> (1,800 cubic feet)</del> for staff members with one or more dependants residing with them at their official duty station, <b><u>regardless of the weight of household goods and personal effects.</u></b> <del>A higher maximum may be set, however, in the case of a staff member with one or more dependants residing at his or her official duty station, if that staff member can establish that the amount of household goods and personal effects which he or she normally requires exceeds 50.97 m<sup>3</sup> (1,800 cubic feet);</del></p> <p>(2) the International Bureau shall not normally pay storage charges other than those normally included in transportation costs. When staff members are assigned to a new duty station to which they have the entitlement to removal, the International Bureau may upon request pay the cost of storage of <b><u>all or part of</u></b> their household goods and personal effects during the period of service at that duty station, <b><u>provided that:</u></b></p> <p><b><u>(i) the volume of household goods and personal effects stored shall not exceed the difference between</u></b> limited to the volume set out in paragraph (d)(1) above <b><u>and the volume actually removed;</u></b></p> <p><b><u>(ii) the cost of storage and removal shall not exceed the estimated cost of a removal of the</u></b></p>	<p>Para. (d)(1): The UN General Assembly approved the ICSC proposal in paragraph 399(f) of its report “[t]o provide an entitlement for relocation shipment of household goods for staff with assignments of two years or more up to a standard 20-foot container for single staff and a 40-foot container for staff with eligible family members, regardless of the weight of household goods”. 30 cubic meters and 60 cubic meters are the volume of a 20-foot and a 40-foot container, respectively. Expressing the entitlement in volume rather than in container size is more practical and aligned with industry standards. It further allows the maintenance of entitlements such as storage, advanced unaccompanied shipment and split shipment, which would otherwise have to be abolished.</p> <p>Para. (d)(2): Clarification of the provisions on storage of household goods and personal effects unrelated to the revised compensation package.</p>



Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>costs of packing, crating, carriage, uncrating, unpacking and insurance of shipments within the limits of authorized weight or volume, but shall not pay costs for adapting appliances, dismantling or installing fixtures or special packing;</p> <p>(4) transportation of household goods and personal effects shall be effected by such means as the Director General determines the most economical on the basis of estimates from three different firms, taking into account the costs referred to in paragraph (d)(3) above;</p> <p>(5) the International Bureau shall not pay for the removal of automobiles owned by staff members unless, in the case of initial appointment, the Director General decides in advance that the automobile is essential for the performance of the staff member's official duties.</p> <p>(e) This Rule shall not apply to staff members on mission, nor shall the International Bureau pay the removal costs of a staff member's household goods and personal effects from one residence to another at the same duty station.</p> <p>(f) Where both spouses are staff members entitled to removal of household goods and personal effects, the maximum weight and volume that may be removed at the expense of the International Bureau shall be that provided for a staff member with dependants residing with him or her.</p> <p>(g) It shall be understood that, for the purposes of removal and shipment, when a staff member is given a choice between volume and weight, they shall choose the more economical of the two.</p> <p>(h) Staff members who are eligible for removal expenses under this Rule and who opt not to exercise their entitlement may be eligible for the non-removal allowance under Staff Regulation 3.24, and may be</p>	<p><b><u>total volume that will be stored and removed;</u></b> and</p> <p><b><u>(iii) the storage charges shall not extend beyond for a maximum period of five years from the date of taking up the assignment. The cost of the storage shall not be higher than the estimated cost of a removal to and from the duty station. In such cases, the International Bureau shall not pay the costs of any removal to or from that duty station beyond unaccompanied shipments, pursuant to Rule 7.3.7;</u></b></p> <p>(3) the International Bureau shall pay reasonable costs of packing, crating, carriage, uncrating, <b><u>and</u></b> unpacking <b><u>related to the maximum entitlement provided under paragraph (d)(1) above</u></b> and insurance of shipments within the limits of authorized weight or volume, but shall not pay costs for adapting appliances, dismantling or installing fixtures or special packing;</p> <p>(4) transportation of household goods and personal effects shall be effected by such means as the Director General determines the most economical on the basis of estimates from three different firms, taking into account the costs referred to in paragraph (d)(3) above;</p> <p>(5) the International Bureau shall not pay for the removal of automobiles owned by staff members unless, in the case of initial appointment, the Director General decides in advance that the automobile is essential for the performance of the staff member's official duties-;</p> <p><b><u>(6) (e) This Rule shall not apply to staff members on mission, nor shall the International Bureau pay the removal costs of a staff member's household goods and personal effects from one residence to another at the same duty station-;</u></b></p> <p><b><u>(7) the staff member may request that his or her removal entitlement be split into no more than two</u></b></p>	<p>New para. (d)(7): Amendment unrelated to the revised compensation package. Paragraph added to address</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>reimbursed expenses incurred in transporting personal effects and household goods under Staff Rule 7.3.7(e).</p>	<p><b><u>shipments originating from or destined to two different locations, provided that:</u></b></p> <p><b><u>(i) the combined volume of the two shipments shall not exceed the total entitlement; and</u></b></p> <p><b><u>(ii) the total cost of the split shipments to be paid by the International Bureau shall not exceed the estimated cost of shipping the actual volume of the two consignments between the duty station and either the place of recruitment or the place of home leave;</u></b></p> <p><del>(8) (f) <u>W</u>here both spouses are staff members entitled to removal of household goods and personal effects, the maximum weight and volume that may be removed at the expense of the International Bureau shall be that provided for a staff member with dependants residing with him or her.</del></p> <p><del>(g) — It shall be understood that, for the purposes of removal and shipment, when a staff member is given a choice between volume and weight, they shall choose the more economical of the two.</del></p> <p><del>(h) — Staff members who are eligible for removal expenses under this Rule and who opt not to exercise their entitlement may be eligible for the non-removal allowance under Staff Regulation 3.24, and may be reimbursed expenses incurred in transporting personal effects and household goods under Staff Rule 7.3.7(e).</del></p>	<p>a gap and define “split shipment” which is mentioned in Rule 7.3.10(c) (“Travel-Related Insurance”): “If split shipments of the removal have been authorized by the Director General, the maximum coverage amounts indicated above are the maximum coverage amounts for the full removal.”</p> <p>Para. (g): Provision deleted as it is no longer applicable under the new scheme, which provides for an entitlement in volume and not weight.</p> <p>Para. (h): Provision deleted as it is no longer applicable under the new scheme, with the discontinuation of the non-removal allowance and the introduction of the new settling-in grant.</p>
<p><b>Rule 7.3.7</b></p> <p>Excess Baggage and Unaccompanied Shipment</p>	<p>[...]</p> <p>(d) Excess baggage or unaccompanied shipment charges, including packaging materials but excluding crating and lift vans, for travel in connection with home leave or the education grant, may be reimbursed in the following cases:</p> <p>(1) for home leave travel, the Organization shall</p>	<p>[...]</p> <p>(d) Excess baggage or unaccompanied shipment charges, including packaging materials but excluding crating and lift vans, for travel in connection with home leave or the education grant, may be reimbursed in the following cases:</p> <p>(1) for home leave travel, the Organization shall</p>	<p>Paras (d) and (e): Amendments unrelated to the revised compensation package. Use of metric system and adjustment of volumes compared to weights, in line with transportation industry standards.</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>reimburse the costs for surface shipment of:</p> <p>(i) 50 kg (110 lb) or 0.31 m<sup>3</sup> (11 cubic feet) per person of unaccompanied baggage; or</p> <p>(ii) 10 kg (22 lb) excess baggage by air.</p> <p>(2) for education grant travel, the Organization shall reimburse the costs for surface shipment of:</p> <p>(i) 200 kilograms (440 pounds) or 1.24 m<sup>3</sup> (44 cubic feet) of unaccompanied baggage on the first outward journey to, and the final return journey from, the educational institution, as well as at the time of a change of institution which involves travel; and</p> <p>(ii) 50 kilograms (110 pounds) or 0.31 m<sup>3</sup> (11 cubic feet) of unaccompanied baggage on education grant travel other than that mentioned above.</p> <p>(e) Upon initial appointment or assignment to another duty station for a period of at least one year, or where the assignment is extended for a total period of at least one year, or on separation from service provided that the appointment was for at least one year, when the staff member is not entitled to removal expenses under Staff Rule 7.3.6, or is entitled and opts not to exercise the entitlement, he or she may be reimbursed expenses incurred in transporting personal effects and household goods. Transportation shall be by surface, or by air if the latter mode of transportation is more economical, up to a maximum, including packaging materials but excluding crating and lift vans, of:</p> <p>(1) 1,000 kg (2,200 lb) or 6.23 m<sup>3</sup> (220 cubic feet) for the staff member;</p> <p>(2) 500 kg (1,100 lb) or 3.11 m<sup>3</sup> (110 cubic feet) for the first dependant;</p> <p>(3) 300 kg (660 lb) or 1.87 m<sup>3</sup> (66 cubic feet) for</p>	<p>reimburse the costs for surface shipment of:</p> <p>(i) 50 kg (<del>110 lb</del>) or <u>0.50</u> 0.31 m<sup>3</sup> (<del>11 cubic feet</del>) per person of unaccompanied baggage; or</p> <p>(ii) 10 kg <u>or 0.10 m<sup>3</sup></u> (<del>22 lb</del>) excess baggage by air.</p> <p>(2) for education grant travel, the Organization shall reimburse the costs for surface shipment of:</p> <p>(i) 200 kilograms (<del>440 pounds</del>) or <u>2</u> 1.24 m<sup>3</sup> (<del>44 cubic feet</del>) of unaccompanied baggage on the first outward journey to, and the final return journey from, the educational institution, as well as at the time of a change of institution which involves travel; and</p> <p>(ii) 50 kilograms (<del>110 pounds</del>) or <u>0.50</u> 0.31 m<sup>3</sup> (<del>11 cubic feet</del>) of unaccompanied baggage on education grant travel other than that mentioned above.</p> <p>(e) Upon initial appointment or assignment to another duty station for a period of at least one year, or where the assignment is extended for a total period of at least one year, or on separation from service provided that the appointment was for at least one year, when the staff member is not entitled to removal expenses under Staff Rule 7.3.6, <del>or is entitled and opts not to exercise the entitlement</del>, he or she <b>shall be entitled to payment of unaccompanied shipment costs for the transportation of</b> <del>may be reimbursed</del> expenses incurred in transporting personal effects and household goods. Transportation shall be by surface, or by air if the latter mode of transportation is more economical, up to a maximum, including packaging materials but excluding crating and lift vans, of:</p> <p>(1) 1,000 kg (<del>2,200 lb</del>) or <u>10</u> 6.23 m<sup>3</sup> (<del>220 cubic feet</del>) for the staff member;</p> <p>(2) 500 kg (<del>1,100 lb</del>) or <u>5</u> 3.11 m<sup>3</sup> (<del>110 cubic feet</del>) for</p>	

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>every other dependant authorized to travel at the expense of the International Bureau.</p> <p>(f) On appointment, transfer or separation from service, when the staff member is entitled to reimbursement of removal expenses, he or she may be reimbursed expenses incurred in transporting unaccompanied baggage by surface, or by air if the latter mode of transportation is more economical, up to a maximum, including packaging materials but excluding crating and lift vans, of:</p> <p>(1) 450 kg (990 lb) or 4.5 m<sup>3</sup> (160 cubic feet) for the staff member;</p> <p>(2) 300 kg (660 lb) or 3 m<sup>3</sup> (105 cubic feet) for the first dependant;</p> <p>(3) 150 kg (330 lb) or 1.5 m<sup>3</sup> (53 cubic feet) for every other dependant authorized to travel at the expense of the International Bureau, provided that the total shall not exceed 1,200 kg (2,640 lb) or 12 m<sup>3</sup> (423 cubic feet) for the staff member and his dependants. The weight or volume of such shipment shall be deducted from the maximum weight or volume to which the staff member is entitled under paragraph (d) of Rule 7.2.5.</p> <p>(g) The International Bureau shall reimburse reasonable costs of packing, crating, carriage, uncrating and unpacking of shipments authorized in accordance with paragraph (b) or (c) above, and within the limits of authorized weight or volume, but shall not reimburse storage charges other than those directly connected with shipment, nor costs for adapting appliances, dismantling or installing fixtures, or special packing.</p> <p>(h) In cases where the shipment by air is not more economical than by surface the maximum authorized by air shall be:</p>	<p>for the first dependant;</p> <p>(3) 300 kg (660 lb) or <del>3</del> 4.87 m<sup>3</sup> (<del>66 cubic feet</del>) for every other dependant authorized to travel at the expense of the International Bureau.</p> <p>(f) On appointment, transfer or separation from service, when the staff member is entitled to reimbursement of removal expenses <u>under Rule 7.3.6</u>, he or she may <u>request the International Bureau to pay for the advanced shipment of</u> <del>be reimbursed expenses incurred in transporting</del> unaccompanied baggage by surface, or by air if the latter mode of transportation is more economical, up to a maximum, including packaging materials but excluding crating and lift vans, of:</p> <p>(1) <del>450 kg (990 lb) or 4.5 m<sup>3</sup> (160 cubic feet) for a</del> the staff member without dependants <u>and 9 m<sup>3</sup> for a staff member with one or more</u> ;</p> <p>(2) <del>300 kg (660 lb) or 3 m<sup>3</sup> (105 cubic feet) for the first dependant;</del></p> <p>(3) <del>150 kg (330 lb) or 1.5 m<sup>3</sup> (53 cubic feet) for every other dependants</del> authorized to travel at the expense of the International Bureau, <del>provided that the total shall not exceed 1,200 kg (2,640 lb) or 12 m<sup>3</sup> (423 cubic feet) for the staff member and his dependants.</del> The <del>weight or</del> volume of such <u>advanced</u> shipment shall be deducted from the maximum <del>weight or</del> volume to which the staff member is entitled under paragraph (d) of Rule <u>7.3.6</u> <del>7.2.5</del>.</p> <p>(g) The International Bureau shall <u>pay</u> reimburse reasonable costs of packing, crating, carriage, uncrating and unpacking of <u>unaccompanied</u> shipments authorized in accordance with paragraph <u>(e) or (f)</u> <del>(b) or (c)</del> above, and within the limits of authorized <del>weight or</del> volume, but shall not <u>pay</u> <del>reimburse</del> storage charges other than those directly connected with shipment, nor costs for adapting</p>	

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>(1) 225 kg (495 lb) or 2.25 m<sup>3</sup> (80 cubic feet) for the staff member;</p> <p>(2) 150 kg (330 lb) or 1.50 m<sup>3</sup> (53 cubic feet) for the first dependant;</p> <p>(3) 75 kg (165 lb) or 0.75 m<sup>3</sup> (26 cubic feet) for every other dependant authorized to travel at the expense of the International Bureau.</p> <p>(i) The conversion of the whole or part of the surface shipment entitlement, under paragraphs (e) and (f) above, into air freight may be authorized upon request, on the basis of one-half of the weight or volume of the surface entitlement listed in the paragraph above. In any event, the total weight and volume allowed for shipment by air shall not exceed 600 kg (1,320lb) or 6 m<sup>3</sup> (211 cubic feet) for the staff member and his or her dependants.</p> <p>(j) It shall be understood that for the purposes of excess baggage and shipment when a staff member is given a choice between volume and weight, he or she shall choose the more economical of the two.</p>	<p>appliances, dismantling or installing fixtures, or special packing.</p> <p><del>(h) In cases where the shipment by air is not more economical than by surface the maximum authorized by air shall be:</del></p> <p><del>(1) 225 kg (495 lb) or 2.25 m<sup>3</sup> (80 cubic feet) for the staff member;</del></p> <p><del>(2) 150 kg (330 lb) or 1.50 m<sup>3</sup> (53 cubic feet) for the first dependant;</del></p> <p><del>(3) 75 kg (165 lb) or 0.75 m<sup>3</sup> (26 cubic feet) for every other dependant authorized to travel at the expense of the International Bureau.</del></p> <p><del>(i) When the most economical means of shipment is by surface,</del> the conversion of the whole or part of the surface shipment entitlement, under paragraphs (e) and (f) above, into air freight may be authorized upon request, on the basis of one-half of the weight or volume of the surface entitlement listed in the paragraphs <b>(e) and (f)</b> above. In any event, the total weight and volume allowed for shipment by air shall not exceed 600 kg (1,320lb) or 6 m<sup>3</sup> (211 cubic feet) for the staff member and his or her dependants.</p> <p><b>(i) (j)</b> It shall be understood that for the purposes of excess baggage and <b>unaccompanied</b> shipment when a staff member is given a choice between volume and weight, he or she shall choose the more economical of the two.</p>	
<p><b>Rule 9.9.1</b> Repatriation Grant</p>	<p>Payment of the repatriation grant shall be subject to the following conditions and definitions:</p> <p>[...]</p> <p>(c) neither a locally recruited staff member, nor a staff member who abandons his or her post, nor a staff member whose duty station or place of</p>	<p>Payment of the repatriation grant shall be subject to the following conditions and definitions:</p> <p>[...]</p> <p>(c) <b><u>the repatriation grant shall not be paid to:</u></b></p> <p><b>(1)</b> <del>neither</del> a locally recruited staff member;</p>	<p>Para. (c)(3): Amendment unrelated to the revised compensation package. Provision added to ensure consistency with Regulation 9.9(a).</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>residence, at the time of separation, is in his or her home country, shall be entitled to the repatriation grant;</p> <p>[...]</p>	<p><del>(2) a staff member who abandons his or her post;</del></p> <p><b><u>(3) a staff member who is summarily dismissed;</u></b></p> <p><del>(4) a staff member whose duty station or place of residence, at the time of separation, is in his or her home country, shall be entitled to the repatriation grant;</del></p> <p><b><u>(5) a staff member with less than five years of continuous expatriate service at the time of separation, subject to Regulation 9.9(b).</u></b></p> <p>[...]</p>	

[Annex IV follows]

**COMPENSATION PACKAGE**  
**AMENDMENTS TO THE STAFF REGULATIONS TO BE EFFECTIVE AS FROM JANUARY 1, 2017 OR LATER**

Unless specified otherwise, the purpose of the amendments contained in this table is to implement Resolution 70/244 adopted on 23 December 2015 by the General Assembly of the United Nations, more specifically the following subsections of Section III, "Review of the common system compensation package":

- Subsection 1, "Unified salary scale and transitional measures",
- Subsection 2, "Staff assessment rates",
- Subsection 4, "Spouse allowance",
- Subsection 5, "Single parent allowance",
- Subsection 6, "Step increments and performance incentives".

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
<p><b>Regulation 3.2</b></p> <p>Dependency</p>	<p>(a) A "dependent spouse" shall mean:</p> <p>(1) For staff members in the General Service and National Professional Officer categories, a spouse whose gross annual occupational earnings, if any, do not exceed the gross annual salary corresponding to the first step of grade G1 of the General Service category which is applicable at the closest United Nations duty station in the country of the spouse's place of work, and which is in force on January 1 of the year concerned.</p> <p>(2) For staff members in the Professional and higher categories, a spouse whose gross annual occupational earnings, if any, do not exceed the higher of:</p> <p>(i) the amount determined under subparagraph (1); or</p> <p>(ii) the gross annual salary corresponding to the first step of grade G2 of the General Service category, in force on January 1 of the year concerned in New York.</p> <p>(3) If the gross annual occupational earnings of the spouse exceed the relevant above-mentioned salary limits by an amount which is less than the amount of the appropriate dependency benefit</p>	<p>(a) A "dependent spouse" shall mean:</p> <p>(1) For staff members in the General Service and National Professional Officer categories, a spouse whose <del>gross annual occupational earnings</del> <b>total annual income</b>, if any, <del>does</del> not exceed the gross annual salary corresponding to the first step of grade G1 of the General Service category which is applicable at the closest United Nations duty station in the country of the spouse's place of work, and which is in force on January 1 of the year concerned.</p> <p>(2) For staff members in the Professional and higher categories, a spouse whose <del>gross annual occupational earnings</del> <b>total annual income</b>, if any, <del>does</del> not exceed the higher of:</p> <p>(i) the amount determined under subparagraph (1); or</p> <p>(ii) the gross annual salary corresponding to the first step of grade G2 of the General Service category, in force on January 1 of the year concerned in New York.</p> <p>(3) If the <del>gross annual occupational earnings</del> <b>total annual income</b> of the spouse exceeds the relevant above-mentioned salary limits by an amount which is less than the amount of the appropriate dependency</p>	<p>Para. (a): Reference to the spouse's "gross annual occupational earnings" replaced by "total annual income", as the establishment of a dependent spouse allowance at the level of 6% of the net salary plus post adjustment is based on the directive that all spousal income must be taken into account to determine the dependency of a spouse.</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>payable to the staff member, the spouse shall still be deemed to be a dependant, but the amount in excess shall be deducted from the appropriate dependency benefit. In the case of legal separation, the Director General shall decide in each case whether the spouse is deemed to be a dependant.</p> <p>[...]</p>	<p>benefit payable to the staff member, the spouse shall still be deemed to be a dependant, but the amount in excess shall be deducted from the appropriate dependency benefit. In the case of legal separation, the Director General shall decide in each case whether the spouse is deemed to be a dependant.</p> <p>[...]</p>	
<p><b>Regulation 3.3</b></p> <p>Dependency Allowances for Staff Members in the Professional and Higher Categories</p>	<p>Staff members in the Professional and higher categories shall be entitled to the following non-pensionable allowances under the conditions set forth below:</p> <p>(a) the amount as provided in Annex II, for each dependent child, except that the allowance shall not be paid for the first dependent child if the staff member has no dependent spouse, in which case the staff member shall be entitled to the dependency rate of staff assessment provided for in Regulation 3.19(a)(1);</p> <p>(b) in addition to any amount payable pursuant to paragraph (a) above, the staff member shall be entitled to the amount as provided in Annex II, for a child who is determined to be physically or mentally disabled either permanently or for a period expected to be of long duration. If the child is a dependant in respect of whom the staff member is entitled to the dependency rate of staff assessment provided for in Regulation 3.19(a)(1), only the amount pursuant to paragraph (a), above, shall be payable;</p> <p>(c) the allowance provided for under paragraph (a) above, increased, where applicable, by the amount of the allowance provided for under paragraph (b) above, shall be reduced by the amount of any other dependency allowance received from the International Bureau or from any source external to the International Bureau by the staff member or the staff member's spouse;</p>	<p>Staff members in the Professional and higher categories shall be entitled to the following non-pensionable allowances under <del>the</del> <b>conditions established by the Director General</b> <del>set forth below:</del></p> <p>(a) <b><u>for a dependent spouse, an allowance at the level of six per cent of the net salary plus post adjustment;</u></b></p> <p><b><u>(b) for each dependent child,</u></b> the amount as provided in Annex II, <b><u>subject to paragraph (c) below</u></b> <del>for each dependent child, except that the allowance shall not be paid for the first dependent child if the staff member has no dependent spouse, in which case the staff member shall be entitled to the dependency rate of staff assessment provided for in Regulation 3.19(a)(1);</del></p> <p><b><u>(c) in lieu of the dependent child allowance provided for at paragraph (b), for staff members who are single parents, an allowance in respect of the first dependent child at the level of six per cent of the net salary plus post adjustment;</u></b></p> <p><b><u>(d) (b)</u></b> in addition to any amount payable pursuant to paragraph <b><u>(b) or (c)</u></b> <del>(a)</del> above, the staff member shall be entitled to the amount as provided in Annex II, for a child who is determined to be physically or mentally disabled either permanently or for a period expected to be of long duration. <del>If the child is a dependant in respect of whom the staff member is entitled to the dependency rate of staff assessment provided for in Regulation 3.19(a)(1), only the amount pursuant to</del></p>	



Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>(d) where there is no dependent spouse, the staff member shall be entitled to the amount as provided in Annex II, per annum, for one of the following persons: a dependent parent, a dependent brother or a dependent sister.</p>	<p><del>paragraph (a), above, shall be payable;</del></p> <p><b>(e)</b> <del>(e)</del> the <b>child allowances</b> provided for under paragraphs <b>(b) and (c)</b> <del>(a)</del> above, increased, where applicable, by the amount of the <b>disabled child</b> allowance provided for under paragraph <b>(d)</b> <del>(b)</del> above, shall be reduced by the amount of any other dependency allowance received from the International Bureau or from any source external to the International Bureau by the staff member or the staff member's spouse;</p> <p><b>(f)</b> <del>(e)</del> where there is no dependent spouse, the staff member shall be entitled to the amount as provided in Annex II, per annum, for one of the following persons: a dependent parent, a dependent brother or a dependent sister. <b><u>This provision shall not apply to temporary staff members.</u></b></p>	<p>Para. (d) on secondary dependants: Amendment unrelated to compensation package review. New sentence reflecting the provisions of current Staff Rule 3.2.1, which will be deleted (see Annex XII).</p>
<p><b>Regulation 3.6</b> Advancement within Grade</p>	<p>(a) Subject to satisfactory service, staff members shall receive annual salary increases according to the salary scale provided in Regulation 3.1. However, for staff members of grade D-2 the interval shall be two years, for staff members of grade D-1 it shall be two years from step 4 onwards, for staff members of grade P-5 it shall be two years from step 10 onwards, for staff members of grade P-4 it shall be two years from step 12 onwards, for staff members of grade P 3 it shall be two years from step 13 onwards and for staff members of grade P-2 it shall be two years from step 11.</p> <p>(b) The interval shall be reduced to ten months instead of one year, or 20 months instead of two years, in the case of staff members in the National Professional Officer, Professional and Director categories, except staff members in language posts, who have an adequate and confirmed knowledge of two of the following languages: Arabic, Chinese, English, French, German, Japanese, Korean, Portuguese, Russian, and Spanish.</p>	<p>(a) Subject to satisfactory service, staff members shall receive annual salary increases according to the salary scale provided in Regulation 3.1. However, for staff members <del>at</del> of grade D-2 the interval shall be two years, for staff members <del>at</del> of grade D-1 it shall be two years <del>after from</del> step 4 onwards, for staff members <del>at</del> of grades <b>P-1 to</b> P-5 it shall be two years <del>after from</del> step <b>7</b> 10 onwards, <del>for staff members of grade P-4 it shall be two years from step 12 onwards, for staff members of grade P 3 it shall be two years from step 13 onwards and for staff members of grade P-2 it shall be two years from step 11.</del></p> <p><del>(b) The interval shall be reduced to ten months instead of one year, or 20 months instead of two years, in the case of staff members in the National Professional Officer, Professional and Director categories, except staff members in language posts, who have an adequate and confirmed knowledge of two of the following languages: Arabic, Chinese, English, French, German, Japanese, Korean, Portuguese, Russian, and Spanish.</del></p>	<p>Para. (a): Revised periodicity of step increments.</p> <p>Para. (b): Discontinuation of the accelerated step increments for language proficiency.</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>(c) The subject matter of this Regulation and the rules thereunder shall not apply to temporary staff members unless otherwise prescribed by Rule 3.6.2 entitled "Advancement within Grade for Temporary Staff Members."</p>	<p><del>(b)</del> <del>(c)</del> The subject matter of this Regulation and the rules thereunder shall not apply to temporary staff members unless otherwise prescribed by Rule 3.6.2 entitled "Advancement within Grade for Temporary Staff Members."</p>	
<p><b>Regulation 3.8</b> Post Adjustment</p>	<p>(a) The base salaries of staff members in the Professional and higher categories shall be adjusted by the application of non-pensionable post adjustments, the amount of which shall be determined by multiplying one per cent of the corresponding base salary at the dependency or single rate by a multiplier reflecting the post adjustment classification established for the duty station by the ICSC, and the effective date of any change in the multiplier shall be as fixed by the said Commission.</p> <p>(b) The "dependency rate" shall apply to any staff member who has a dependent spouse or at least one dependent child. The place of residence of the dependant is irrelevant. Whenever the dependency rate does not apply, the "single rate" shall apply.</p> <p>(c) Where two staff members entitled to post adjustment are spouses and they have, or one of them has, a dependent child, the dependency rate shall apply to the staff member having the higher remuneration and the single rate shall apply to the staff member having the lower remuneration.</p> <p>(1) Where a staff member has a spouse who is a staff member of another organization applying the United Nations common system of salaries and allowances, where they are both entitled to post adjustment and they have, or one of them has, a dependent child, the dependency rate shall apply to the staff member if the other organization applies the single rate to the spouse, whereas the single rate shall apply to the staff member if the other organization applies the dependency rate to the spouse, it being understood that the International Bureau shall always seek to agree with the other</p>	<p>(a) The <u>net</u> base salaries of staff members in the Professional and higher categories shall be adjusted by the application of non-pensionable post adjustments, the amount of which shall be determined by multiplying one per cent of the corresponding <u>net</u> base salary <del>at the dependency or single rate</del> by a multiplier reflecting the post adjustment classification established for the duty station by the ICSC, and the effective date of any change in the multiplier shall be as fixed by the said Commission.</p> <p><del>(b) The "dependency rate" shall apply to any staff member who has a dependent spouse or at least one dependent child. The place of residence of the dependant is irrelevant. Whenever the dependency rate does not apply, the "single rate" shall apply.</del></p> <p><del>(c) Where two staff members entitled to post adjustment are spouses and they have, or one of them has, a dependent child, the dependency rate shall apply to the staff member having the higher remuneration and the single rate shall apply to the staff member having the lower remuneration.</del></p> <p><del>(1) Where a staff member has a spouse who is a staff member of another organization applying the United Nations common system of salaries and allowances, where they are both entitled to post adjustment and they have, or one of them has, a dependent child, the dependency rate shall apply to the staff member if the other organization applies the single rate to the spouse, whereas the single rate shall apply to the staff member if the other organization applies the dependency rate to the spouse, it being understood that the International Bureau shall always seek to agree with the other</del></p>	

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>organization that the dependency rate be applied to the spouse who has the higher remuneration.</p> <p>(d) While during assignments for one year or more the salary of a staff member is subject to the post adjustment of his or her duty station, the Director General may introduce alternative arrangements under the following circumstances:</p> <p>(1) when a staff member is assigned to a duty station for less than 12 months, the Director General shall decide at the time of assignment whether to apply the post adjustment applicable to that duty station and, if appropriate, to pay the assignment grant and the non-removal allowance under Rule 7.3.2(a) and Regulation 3.24 or, in lieu of the above, to authorize appropriate daily subsistence allowance in accordance with Rule 7.2.9;</p> <p>(2) staff members who are assigned to a duty station classified lower in the post adjustment schedule than the duty station in which they have been serving for more than 12 months may continue to receive, for up to six months, the post adjustment applicable to the former duty station while their immediate family (spouse and dependent children) remain at that duty station.</p>	<p><del>organization that the dependency rate be applied to the spouse who has the higher remuneration.</del></p> <p><del>(d)</del>—While during assignments for one year or more the salary of a staff member is subject to the post adjustment of his or her duty station, the Director General may introduce alternative arrangements under the following circumstances:</p> <p>(1) when a staff member is assigned to a duty station for less than 12 months, the Director General shall decide at the time of assignment whether to apply the post adjustment applicable to that duty station and, if appropriate, to pay the <b>settling-in assignment grant and the non-removal allowance</b> under Rule 7.3.2(a) and Regulation 3.24 or, in lieu of the above, to authorize appropriate daily subsistence allowance in accordance with Rule 7.2.9;</p> <p>(2) staff members who are assigned to a duty station classified lower in the post adjustment schedule than the duty station in which they have been serving for more than 12 months may continue to receive, for up to six months, the post adjustment applicable to the former duty station while their immediate family (spouse and dependent children) remain at that duty station.</p>	
<p><b>Regulation 3.19</b></p> <p>Internal Taxation</p>	<p>Internal Taxation</p> <p>Each staff member shall be subject to internal taxation at the following rates:</p> <p>(a) For staff members in the Professional category and above:</p> <p>(1) tax rates used in conjunction with gross salaries for staff members with dependants:</p> <p>Assessable Annual Amounts (in US dollars) (per cent)</p>	<p><b>Staff Assessment</b> Internal Taxation</p> <p>Each staff member shall be subject to internal taxation ("<b>staff assessment</b>") at the following rates:</p> <p>(a) For staff members in the Professional category and above:</p> <p>(1) <b>Staff assessment</b> tax rates used in conjunction with gross salaries, <b>excluding post adjustment</b> for staff members with dependants:</p> <p>Assessable Annual Amounts (in US dollars) (per cent)</p>	<p>Some minor editorial amendments are made (in addition to the amendments related to the compensation package).</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment																								
	<p>first \$ 50,000 15.0  next \$ 50,000 21.0  next \$ 50,000 27.0  remaining assessable amounts 30.0</p> <p>(2) tax rates used in conjunction with gross salaries for staff members without dependants:</p> <p>(i) staff assessment amounts for staff members with neither a dependent spouse nor a dependent child shall be equal to the difference between the gross salaries at different grades and the corresponding net salaries at the single rate;</p> <p>(ii) the rates for staff members with dependants shall apply to any staff member to whom the dependency rate of post adjustment applies under Regulation 3.8, and the rates for staff members without dependants shall apply to any staff member to whom the single rate of post adjustment applies under the said Regulation.</p> <p>(3) Tax rates for purposes of pensionable remuneration and pensions:</p> <table border="0" data-bbox="347 933 929 1141"> <tr> <td>Assessable Amounts (in US dollars)</td> <td>(per cent)</td> </tr> <tr> <td>up to \$20,000 per year</td> <td>11.0</td> </tr> <tr> <td>\$20,001 to \$40,000 per year</td> <td>18.0</td> </tr> <tr> <td>\$40,001 to \$60,000 per year</td> <td>25.0</td> </tr> <tr> <td>\$60,001 and above per year</td> <td>30.0</td> </tr> </table> <p>(b) For staff members in the General Service and National Professional Officer categories:</p> <p>(1) Rates for pensionable remuneration and gross salary purposes:</p> <table border="0" data-bbox="347 1316 929 1396"> <tr> <td>Assessable Amounts (in US dollars)</td> <td>(per cent)</td> </tr> </table>	Assessable Amounts (in US dollars)	(per cent)	up to \$20,000 per year	11.0	\$20,001 to \$40,000 per year	18.0	\$40,001 to \$60,000 per year	25.0	\$60,001 and above per year	30.0	Assessable Amounts (in US dollars)	(per cent)	<p>first \$ 50,000 <del>17</del> 15.0  next \$ 50,000 <del>24</del> 21.0  next \$ 50,000 <del>30</del> 27.0  remaining assessable amounts <del>34</del> 30.0</p> <p>(2) <del>tax rates used in conjunction with gross salaries for staff members without dependants:</del></p> <p><del>(i) staff assessment amounts for staff members with neither a dependent spouse nor a dependent child shall be equal to the difference between the gross salaries at different grades and the corresponding net salaries at the single rate;</del></p> <p><del>(ii) the rates for staff members with dependants shall apply to any staff member to whom the dependency rate of post adjustment applies under Regulation 3.8, and the rates for staff members without dependants shall apply to any staff member to whom the single rate of post adjustment applies under the said Regulation.</del></p> <p><del>(3) Tax <b>Staff assessment</b> rates for purposes of pensionable remuneration and pensions:</del></p> <table border="0" data-bbox="952 957 1534 1165"> <tr> <td>Assessable Amounts (in US dollars)</td> <td>(per cent)</td> </tr> <tr> <td>up to \$20,000 per year</td> <td>11.0</td> </tr> <tr> <td>\$20,001 to \$40,000 per year</td> <td>18.0</td> </tr> <tr> <td>\$40,001 to \$60,000 per year</td> <td>25.0</td> </tr> <tr> <td>\$60,001 and above per year</td> <td>30.0</td> </tr> </table> <p>(b) For staff members in the General Service and National Professional Officer categories:</p> <p>(4) <b>Staff assessment rates</b> Rates for pensionable remuneration and gross salary purposes:</p> <table border="0" data-bbox="952 1348 1534 1412"> <tr> <td>Assessable Amounts (in US dollars)</td> <td>(per cent)</td> </tr> </table>	Assessable Amounts (in US dollars)	(per cent)	up to \$20,000 per year	11.0	\$20,001 to \$40,000 per year	18.0	\$40,001 to \$60,000 per year	25.0	\$60,001 and above per year	30.0	Assessable Amounts (in US dollars)	(per cent)	
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Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>up to \$20,000 per year 19.0            \$20,001 to \$40,000 per year 23.0            \$40,001 to \$60,000 per year 26.0            \$60,001 and above per year 31.0</p> <p>(c) [...]</p>	<p>up to \$20,000 per year 19.0            \$20,001 to \$40,000 per year 23.0            \$40,001 to \$60,000 per year 26.0            \$60,001 and above per year 31.0</p> <p>(c) [...]</p>	
<p><b>Regulation 12.5</b></p> <p>Transitional Measures</p>	<p>[...]</p>	<p><b><u>(k) Staff members in the Professional and higher categories whose salary levels were higher than those at the maximum step of their grade upon conversion to the unified salary scale on January 1, 2017, shall remain at that salary level until such time as the staff member is promoted or separated from service. Such salaries and the corresponding pensionable remuneration amounts shall be maintained by the ICSC and adjusted as necessary.</u></b></p> <p><b><u>(l) Staff members in receipt of the dependency rate of salary in respect of a dependent child as at December 31, 2016 shall receive with effect from January 1, 2017, a transitional allowance provided that the child is still recognized as a dependant on January 1, 2017. The dependent child allowance provided for in Regulation 3.3 shall not be paid concurrently in that case. The transitional allowance shall amount to six per cent of the net salary plus post adjustment the first 12 months, then shall be reduced by one percentage point of the net salary plus post adjustment every 12 months thereafter. When the amount of the transitional allowance becomes equal to or less than the amount of the dependent child allowance, the latter shall be payable in lieu. The transitional allowance shall be discontinued earlier if the child in respect of whom it was payable is no longer recognized as a dependant or if the staff member becomes entitled to the dependent spouse allowance. In addition to the transitional allowance, the staff member shall be entitled to the amount provided in Annex II for a</u></b></p>	<p>Transitional measure approved by the General Assembly of the United Nations.</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
		<u>child who is determined to be physically or mentally disabled either permanently or for a period expected to be of long duration.</u>	

[Annex V follows]

**COMPENSATION PACKAGE**  
**AMENDMENTS TO THE STAFF RULES AND RELATED ANNEXES TO BE EFFECTIVE AS FROM JANUARY 1, 2017 OR LATER**

Unless specified otherwise, the purpose of the amendments contained in this table is to implement Resolution 70/244 adopted on 23 December 2015 by the General Assembly of the United Nations, more specifically the following subsections of Section III, "Review of the common system compensation package":

- Subsection 1, "Unified salary scale and transitional measures",
- Subsection 2, "Staff assessment rates",
- Subsection 4, "Spouse allowance",
- Subsection 5, "Single parent allowance",
- Subsection 6, "Step increments and performance incentives".

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
<p><b>Rule 3.6.2</b></p> <p>Advancement within Grade for Temporary Staff Members</p>	<p>(a) Subject to satisfactory service, temporary staff members shall be eligible for the award of one step in their grade from the second year of service. Temporary staff members in the Professional category who are subject to Regulation 12.5(a)(1) and 12.5(b)(1) shall be eligible for this award on a one-time basis, in their second year under these Regulations and Rules.</p> <p>(b) [...]</p>	<p>(a) Subject to satisfactory service, temporary staff members shall be eligible for the award of one step in their grade from the second year of service, <b><u>unless the applicable step is granted biennially.</u></b> Temporary staff members in the Professional category who are subject to Regulation 12.5(a)(1) and 12.5(b)(1) shall be eligible for this award on a one-time basis, in their second year under these Regulations and Rules.</p> <p>(b) [...]</p>	<p>To ensure consistency with Regulation 3.6(a).</p>
<p><b>Annex II</b></p> <p>Salaries and Allowances</p>	<p>[...]</p> <p>(c) The amounts applicable for the purposes of the dependency allowance pursuant to Regulation 3.3, for staff members in the Professional and higher categories, shall be as follows:</p> <p>For staff who became eligible on or after January 1, 2009 [...]</p> <ol style="list-style-type: none"> <li>1. For each dependent child (as per Regulation 3.3(a)). [...]</li> <li>2. For a dependent child who is determined to be physically or mentally disabled, in addition to any amount payable under Regulation 3.3(a) (as per Regulation 3.3(b)). [...]</li> <li>3. For a dependent parent, a dependent brother</li> </ol>	<p>[...]</p> <p><b>(b)</b> <del>(e)</del> The amounts applicable for the purposes of the dependency allowance pursuant to Regulation 3.3, for staff members in the Professional and higher categories, shall be as follows:</p> <p>For staff who became eligible on or after January 1, 2009 [...]</p> <ol style="list-style-type: none"> <li>1. For each dependent child (as per Regulation 3.3 <b>(b)</b> <del>(a)</del>). [...]</li> <li>2. For a dependent child who is determined to be physically or mentally disabled, in addition to any amount payable under Regulation 3.3 <b>(b) or (c)</b> <del>(a)</del> (as per Regulation 3.3 <b>(d)</b> <del>(b)</del>). [...]</li> <li>3. For a dependent parent, a dependent brother</li> </ol>	

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>or a dependent sister, where there is no dependent spouse (as per Regulation 3.3(d)). [...]</p> <p>For staff who became eligible between January 1, 2007 and December 31, 2008 [...]</p> <ol style="list-style-type: none"> <li>1. For each dependent child (as per Regulation 3.3(a)). [...]</li> <li>2. For a dependent child who is determined to be physically or mentally disabled in addition to any amount payable pursuant to Regulation 3.3(a) (as per Regulation 3.3(b)). [...]</li> <li>3. For a dependent parent, a dependent brother or a dependent sister, where there is no dependent spouse (as per Regulation 3.3(d)). [...]</li> </ol> <p>For staff who became eligible prior to January 1, 2007 [...]</p> <ol style="list-style-type: none"> <li>1. For each dependent child (as per Regulation 3.3(a)). [...]</li> <li>2. For a dependent child who is determined to be physically or mentally disabled, in addition to any amount payable pursuant to Regulation 3.3(a) (as per Regulation 3.3(b)). [...]</li> <li>3. For a dependent parent, a dependent brother or a dependent sister, where there is no dependent spouse (as per Regulation 3.3(d)). [...]</li> </ol> <p>(d) [...]</p>	<p>or a dependent sister, where there is no dependent spouse (as per Regulation 3.3 <b>(f)</b> <del>(d)</del>). [...]</p> <p>For staff who became eligible between January 1, 2007 and December 31, 2008 [...]</p> <ol style="list-style-type: none"> <li>1. For each dependent child (as per Regulation 3.3 <b>(b)</b> <del>(a)</del>). [...]</li> <li>2. For a dependent child who is determined to be physically or mentally disabled, in addition to any amount payable under Regulation 3.3 <b>(b) or (c)</b> <del>(a)</del> (as per Regulation 3.3 <b>(d)</b> <del>(b)</del>). [...]</li> <li>3. For a dependent parent, a dependent brother or a dependent sister, where there is no dependent spouse (as per Regulation 3.3 <b>(f)</b> <del>(d)</del>). [...]</li> </ol> <p>For staff who became eligible prior to January 1, 2007 [...]</p> <ol style="list-style-type: none"> <li>1. For each dependent child (as per Regulation 3.3 <b>(b)</b> <del>(a)</del>). [...]</li> <li>2. For a dependent child who is determined to be physically or mentally disabled, in addition to any amount payable under Regulation 3.3 <b>(b) or (c)</b> <del>(a)</del> (as per Regulation 3.3 <b>(d)</b> <del>(b)</del>). [...]</li> <li>3. For a dependent parent, a dependent brother or a dependent sister, where there is no dependent spouse (as per Regulation 3.3 <b>(f)</b> <del>(d)</del>). [...]</li> </ol> <p><b>(c)</b> <del>(d)</del> [...]</p>	

[Annex VI follows]



**COMPENSATION PACKAGE  
AMENDMENTS TO THE STAFF REGULATIONS TO BE EFFECTIVE AS FROM SCHOOL YEAR 2017/2018**

Unless specified otherwise, the purpose of the amendments contained in this table is to implement Resolution 70/244 adopted on 23 December 2015 by the General Assembly of the United Nations, whereby the General Assembly decided that a revised education grant scheme shall be introduced “as of the school year in progress on 1 January 2018” (see Section III, “Review of the common system compensation package”, subsection 7, “Education grant”).

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
<p><b>Regulation 3.14</b></p> <p>Education Grant</p>	<p>Regulation 3.14 - Education Grant [Footnote]</p> <p>[Footnote: Amended with effect from January 1, 2016 (please refer to Information Circular No. 30/2015).]</p> <p>(a) Any staff member recruited internationally within the meaning of Regulation 4.6 and not residing or serving in his or her home country shall be entitled, within the limits prescribed by the Staff Regulations and Rules, to an education grant for each child who is dependent on the staff member for main and continuing support and who regularly attends a school, university or similar institution on a full time basis. The amount of the grant shall be specified in the Staff Regulations and Rules.</p> <p>(b) The grant shall be paid in respect of a child who is dependent on the staff member for main and continuing support until the fourth year of post secondary school studies, but not beyond the end of the school year in which the child reaches the age of 25. If the child's studies are interrupted for at least one school year owing to State service requirements or certified illness, the period of entitlement to the grant shall be extended by a period equal to that of the interruption. Entitlement to the education grant may also result in entitlement to the travel costs referred to in paragraph (d), below, for the same school year.</p> <p>(c) A special education grant may be paid to a staff member whose child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special</p>	<p>Regulation 3.14 - Education Grant [Footnote]</p> <p>[Footnote: <b><u>This Regulation and the rules thereunder shall enter into force as of the 2017/2018 school year or the 2018 school year, as the case may be</u></b> Amended with effect from January 1, 2016 (please refer to Information Circular No. <del>30/2015</del> <b><u>XX/XXX</u></b>).]</p> <p>(a) Any staff member recruited internationally within the meaning of Regulation 4.6 and not residing or serving in his or her home country shall be entitled, within the limits prescribed by the Staff Regulations and Rules, to an education grant for each child who is dependent on the staff member for main and continuing support and who regularly attends a school, university or similar institution on a full time basis. <del>The amount of the grant shall be specified in the Staff Regulations and Rules.</del></p> <p>(b) The grant shall be paid in respect of a child who is dependent on the staff member for main and continuing support until the <b><u>end of the school year in which the child completes</u></b> fourth<del>th</del> years of post-secondary school studies <b><u>or is awarded the first post-secondary degree, whichever is earlier</u></b>, but not beyond the end of the school year in which the child reaches the age of 25. If the child's studies are interrupted for at least one school year owing to State service requirements or certified illness, the period of entitlement to the grant shall be extended by a period equal to that of the interruption. <del>Entitlement to the education grant may also result in entitlement to the travel costs referred to in paragraph (d), below, for the</del></p>	

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>teaching or training or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability. The amount of the grant shall be specified in the Staff Regulations and Rules and shall not be cumulative with the grant payable under paragraph (a) above.</p> <p>(d) The International Bureau may also pay, once in every school year, the cost of the outward and return journey of each child who is dependent on the staff member for main and continuing support between the place where the educational institution which he or she attends is located and the staff member's duty station.</p> <p>(e) An education grant may also be paid, under the conditions prescribed by the Staff Regulations and Rules, to staff members who are obliged to pay for the teaching of their mother tongue to dependent children attending a local school in the area of the duty station, at which tuition is given in a different language.</p> <p>(f) Notwithstanding paragraph (a) above, staff members holding fixed-term, continuing or permanent appointments with the International Bureau before January 1, 2016, and residing but not serving, at the time, in their home country shall retain the entitlement to an education grant.</p> <p>(g) This Regulation shall not apply to temporary staff members.</p>	<p><del>same school year.</del></p> <p>(c) A special education grant may be paid to a staff member <b><u>in any category, whether residing or serving in his or her home country or not,</u></b> whose child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability. The amount of the <b><u>special education</u></b> grant shall be specified in the Staff Regulations and Rules and shall not be cumulative with the grant payable under paragraph (a) above.</p> <p>(d) The International Bureau may also pay, once in every school year, the cost of <b><u>an</u></b> the outward and return journey of each child who is dependent on the staff member for main and continuing support between the place where the <b><u>child's</u></b> educational institution which he or she attends is located and the staff member's duty station <b><u>for a child of a staff member in receipt of assistance with boarding expenses.</u></b></p> <p>(e) An education grant may also be paid, under the conditions prescribed by the <b><u>Director General Staff Regulations and Rules,</u></b> to staff members who are obliged to pay for the teaching of their mother tongue to dependent children attending a local school in the area of the duty station, at which tuition is given in a different language.</p> <p>(f) <del>Notwithstanding paragraph (a) above, staff members holding fixed-term, continuing or permanent appointments with the International Bureau before January 1, 2016, and residing but not serving, at the time, in their home country shall retain the entitlement to an education grant.</del></p> <p>(g) —This Regulation <b><u>and the rules thereunder</u></b> shall not apply to temporary staff members.</p>	<p>Para. (c): Amendment to first sentence unrelated to the revised compensation package and aimed at clarifying that staff members in all categories, whether serving in their home country or not, may be eligible for the special education grant.</p> <p>Para. (f): Amendment unrelated to the revised compensation package. Provision moved under Regulation 12.5 on "Transitional Measures."</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
<p><b>Regulation 12.5</b></p> <p>Transitional Measures</p>		<p><u>(h) Notwithstanding Regulation 3.14(a), staff members holding fixed-term, continuing or permanent appointments with the International Bureau before January 1, 2016, and residing but not serving, at the time, in their home country shall retain the entitlement to an education grant.</u></p>	<p>Para. (f): Amendment unrelated to the revised compensation package. Provision moved from Regulation 3.14(f).</p>

[Annex VII follows]

**COMPENSATION PACKAGE**  
**AMENDMENTS TO THE STAFF RULES AND RELATED ANNEXES TO BE EFFECTIVE AS FROM SCHOOL YEAR 2017/2018**

Unless specified otherwise, the purpose of the amendments contained in this table is to implement Resolution 70/244 adopted on 23 December 2015 by the General Assembly of the United Nations, whereby the General Assembly decided that a revised education grant scheme shall be introduced “as of the school year in progress on 1 January 2018” (see Section III, “Review of the common system compensation package”, subsection 7, “Education grant”).

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
<p><b>Rule 3.14.1</b></p> <p>Definitions</p>	<p>For the purposes of Regulation 3.14 and Rule 3.14.1 to Rule 3.14.5:</p> <p>(a) “home country” shall mean the staff member’s country of home leave. If both parents are eligible staff members of the International Bureau, “home country” shall mean the country in which either parent is authorized to take home leave;</p> <p>(b) when the place of assignment is Geneva, the term “duty station” shall mean the area within a reasonable commuting distance from Geneva;</p> <p>(c) “cost of attendance” shall include enrolment fees and the cost of prescribed textbooks, courses, examinations and diplomas, but not boarding fees, school uniforms and optional charges. The cost of attendance may, if justified by local conditions, include the cost of midday meals, supervision during the midday break and the cost of daily group transportation, if these activities are provided by the educational institution;</p> <p>(d) this Rule shall not apply to temporary staff members.</p>	<p>For the purposes of Regulation 3.14 and Rule 3.14.1 to Rule <b>3.14.6</b> <del>3.14.5</del>:</p> <p>(a) “home country” shall mean the staff member’s country of home leave. If both parents are eligible staff members of the International Bureau, “home country” shall mean the country in which either parent is authorized to take home leave;</p> <p>(b) <del>when the place of assignment is Geneva,</del> the term “duty station” shall mean the area within a reasonable commuting distance <b>from the duty station, notwithstanding national boundaries</b> <del>from Geneva;</del></p> <p>(c) <del>“cost of attendance” shall include enrolment fees and the cost of prescribed textbooks, courses, examinations and diplomas, but not boarding fees, school uniforms and optional charges. The cost of attendance may, if justified by local conditions, include the cost of midday meals, supervision during the midday break and the cost of daily group transportation, if these activities are provided by the educational institution;</del></p> <p><del>(d)</del>—this Rule shall not apply to temporary staff members.</p>	<p>Para. (b): Amendment unrelated to the revised compensation package. Definition of duty station amended to make it applicable to all duty stations.</p>
<p><b>Rule 3.14.2</b></p> <p>Limits of Eligibility</p>	<p>(a) The education grant shall not be paid with respect to:</p> <p>(1) attendance at kindergarten or nursery school;</p>	<p>(a) The education grant shall not be paid with respect to:</p> <p>(1) attendance at kindergarten or nursery school;</p>	

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>(2) attendance at an institution where tuition is free or where only nominal fees are charged;</p> <p>(3) correspondence courses, with the exception of courses provided by authorized institutions, which under no circumstances shall replace regular local schools in the area of the duty station, but which, in the opinion of the Director General, are the best available substitute for regular attendance at a type of institution which does not exist at the duty station;</p> <p>(4) vocational training or apprenticeship which either do not entail regular attendance at an educational institution or provide payment for the services rendered;</p> <p>(5) private tuition, with the exception of:</p> <p>(i) teaching of a language of the home country of the staff member when satisfactory school facilities for learning that language are not available at the duty station;</p> <p>(ii) teaching of the language of the duty station when prescribed by the local school as a pre-condition for admitting the child to the grade corresponding to the grade he or she had reached before arrival at the duty station;</p> <p>(iii) special coaching in a subject taught by the school or in any additional academic subject not included in the school curriculum but required by the educational institution for the pursuit of the child's subsequent education;</p> <p>(iv) private tuition to supplement the correspondence courses permissible under Rule 3.14.2(a)(3), above;</p> <p>(v) special teaching or training for a disabled child within the scope of Regulation 3.14(c).</p>	<p>(2) attendance at an institution where tuition is free or where only nominal fees are charged;</p> <p>(3) correspondence courses, with the exception of courses provided by authorized institutions, which under no circumstances shall replace regular local schools in the area of the duty station, but which, in the opinion of the Director General, are the best available substitute for regular attendance at a type of institution which does not exist at the duty station;</p> <p>(4) vocational training or apprenticeship which either do not entail regular attendance at an educational institution or provide payment for the services rendered;</p> <p>(5) private tuition, with the exception of:</p> <p>(i) teaching of a language of the home country of the <del>staff member</del> <b>mother tongue</b> when satisfactory school facilities for learning that language are not available at the duty station;</p> <p>(ii) <del>teaching of the language of the duty station when prescribed by the local school as a pre-condition for admitting the child to the grade corresponding to the grade he or she had reached before arrival at the duty station;</del></p> <p>(iii) <del>special coaching in a subject taught by the school or in any additional academic subject not included in the school curriculum but required by the educational institution for the pursuit of the child's subsequent education;</del></p> <p>(iv) <del>private tuition to supplement the correspondence courses permissible under Rule 3.14.2(a)(3), above;</del></p> <p>(v) <del>special teaching or training for a disabled child within the scope of Regulation 3.14(c).</del></p>	

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>(b) The Director General shall decide in each case whether the education grant is to be paid for the teaching of the language of the home country. Any tuition listed under Rule 3.14.2(a)(5), above, must be given by a person who is a duly qualified teacher certified in the subject of instruction in his or her country of origin or in the country of the duty station and who is not a relative of the staff member and his or her family. The staff member will be required to present evidence of the teacher's certification.</p> <p>(c) This Rule shall not apply to temporary staff members.</p>	<p><del>(b) The Director General shall decide in each case whether the education grant is to be paid for the teaching of the language of the home country.</del> Any tuition listed under Rule 3.14.2(a)(5), above, must be given by a person who is a duly qualified teacher certified in the subject of instruction in his or her country of origin or in the country of the duty station and who is not a relative of the staff member and his or her family. The staff member will be required to present evidence of the teacher's certification.</p> <p>(c) This Rule shall not apply to temporary staff members.</p>	
<p><b>Rule 3.14.3</b></p> <p>Amount of the Grant</p>	<p>Amount of the Grant</p> <p>(a) The amount of the grant shall be computed at 75 per cent of admissible expenses up to the maximum specified in Annex II, it being understood that the total amount of the grant in any one school year shall not exceed the maximum shown in Annex II, for each child who is dependent on the staff member for main and continuing support.</p> <p>(b) For attendance at an educational institution outside the duty station, admissible expenses shall be:</p> <p>(1) if the institution provides board for the dependent child: the cost of attendance and board;</p> <p>(2) if the institution does not provide board for the dependent child: the cost of attendance. However, in this case the staff member shall receive a lump sum for boarding expenses as specified in the table appearing in Annex II, plus 75 per cent of the cost of attendance, up to the corresponding maximum total grant shown in the same table.</p> <p>(c) In the case of attendance at an educational institution in the area of the duty station, admissible expenses shall be the cost of attendance.</p>	<p>Amount of the <b>Education</b> Grant</p> <p><del>(a) The amount of the grant shall be computed at 75 per cent of admissible expenses up to the maximum specified in Annex II, it being understood that the total amount of the grant in any one school year shall not exceed the maximum shown in Annex II, for each child who is dependent on the staff member for main and continuing support.</del></p> <p><del>(b) For attendance at an educational institution outside the duty station, admissible expenses shall be:</del></p> <p><del>(1) if the institution provides board for the dependent child: the cost of attendance and board;</del></p> <p><del>(2) if the institution does not provide board for the dependent child: the cost of attendance. However, in this case the staff member shall receive a lump sum for boarding expenses as specified in the table appearing in Annex II, plus 75 per cent of the cost of attendance, up to the corresponding maximum total grant shown in the same table.</del></p> <p><del>(c) In the case of attendance at an educational institution in the area of the duty station, a</del>admissible expenses shall be <b>tuition, mother tongue tuition</b></p>	

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>(d) Where attendance at an educational institution is for less than two thirds of the school year, the amount of the grant shall be that proportion of the annual grant, which covers the period of attendance in relation to the full school year.</p> <p>(e) Where a staff member's period of service does not cover the full school year, the amount of the grant shall be that proportion of the annual grant, which covers the period of service in relation to the full school year. No pro rata calculation shall be made when the staff member dies while in service after the beginning of the school year.</p> <p>(f) The total education grant for private tuition activities listed under Rule 3.14.2(a)(5)(i) – (iv) and/or for authorized correspondence courses under Rule 3.14.2(a)(3) shall be paid on the basis of 75 per cent of the actual costs up to a total maximum reimbursement per school year for each eligible child corresponding to 25 per cent of the applicable maximum amount of the education grant shown in Annex II, in the cases of individual tuition; in the cases of collective tuition (a group of two or more children), payment shall be made on the basis of 75 per cent of the actual costs up to a total maximum reimbursement per school year for each eligible child corresponding to 12.5 per cent of the applicable maximum amount of the education grant shown in the same Annex.</p> <p>(g) The amount of the special education grant referred to in Regulation 3.14(c) shall be equal to 100 per cent of admissible expenses up to the applicable maximum grant shown in the Annex for the special education grant.</p> <p>(h) Advances equal to the estimated amount of the education grant may be advanced as from the beginning of each school year.</p>	<p><del>and enrolment-related fees</del> the cost of attendance.</p> <p><b><u>(b) Tuition, mother tongue tuition and enrolment-related expenses shall be reimbursed based on a global sliding scale established by the ICSC and consisting of seven brackets, with declining reimbursement levels per bracket ranging from 86 per cent at the lowest bracket to 81 per cent at the second bracket, 76 per cent at the third bracket, 71 per cent at the fourth bracket, 66 per cent at the fifth bracket, 61 per cent at the sixth bracket and zero per cent at the seventh bracket.</u></b></p> <p><b><u>(c) In addition to the reimbursement of admissible expenses, staff members serving in A to E-category duty stations whose children attend boarding school outside the duty station at the primary and secondary levels shall be entitled to a boarding lump sum, the amount of which shall be established by the ICSC. The Director General may establish conditions under which the boarding lump sum may exceptionally be paid to staff members serving in H-category duty stations whose children attend boarding school outside the duty station at the primary and secondary levels.</u></b></p> <p><b><u>(d) Capital assessment fees charged by educational institutions may be reimbursed under conditions prescribed by the Director General.</u></b></p> <p><b><u>(e) Where attendance at an educational institution is for less than two thirds of the school year, the amount of the grant (including boarding lump sum and reimbursement of capital assessment fees, where applicable) shall be that proportion of the annual grant, which covers the period of attendance in relation to the full school year.</u></b></p> <p><b><u>(f) <del>(e)</del> Where a staff member's period of service does not cover the full school year, the amount of the grant</u></b></p>	

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>(i) Notwithstanding Regulation 0.3, staff members may claim reimbursement of admissible expenses incurred in one of the currencies indicated in Annex II, either in the said currency or in the currency of their duty station. Payment of the amount reimbursable in the currency of their duty station shall be made using the United Nations rate of exchange in force at the time that the expenses are incurred.</p> <p>(j) This Rule shall not apply to temporary staff members.</p>	<p><b><u>(including boarding lump sum and reimbursement of capital assessment fees, where applicable)</u></b> shall be that proportion of the annual grant, which covers the period of service in relation to the full school year. No pro rata calculation shall be made when the staff member dies while in service after the beginning of the school year.</p> <p><b><u>(g) (f) The total education grant for private Tuition for teaching in the mother tongue</u></b> tuition activities listed under Rule 3.14.2(a)(5)(i) <del>—(iv)</del> and/or for authorized correspondence courses under Rule 3.14.2(a)(3) <b><u>shall be reimbursed subject to conditions established by the Director General</u></b> shall be paid on the basis of 75 per cent of the actual costs up to a total maximum reimbursement per school year for each eligible child corresponding to 25 per cent of the applicable maximum amount of the education grant shown in Annex II, in the cases of individual tuition; in the cases of collective tuition (a group of two or more children), payment shall be made on the basis of 75 per cent of the actual costs up to a total maximum reimbursement per school year for each eligible child corresponding to 12.5 per cent of the applicable maximum amount of the education grant shown in the same Annex.</p> <p><del>(g) — The amount of the special education grant referred to in Regulation 3.14(c) shall be equal to 100 per cent of admissible expenses up to the applicable maximum grant shown in the Annex for the special education grant.</del></p> <p>(h) Advances equal to the estimated amount of the education grant <b><u>(including boarding lump sum and reimbursement of capital assessment fees, where applicable)</u></b> may be <b><u>paid</u></b> advanced as from the beginning of each school year.</p> <p>(i) <del>Notwithstanding Regulation 0.3, staff members may claim reimbursement of admissible expenses incurred in one of the currencies indicated in Annex II,</del></p>	



Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
		<p><del>either in the said currency or in the currency of their duty station. Payment of the amount reimbursable in the currency of their duty station shall be made using the United Nations rate of exchange in force at the time that the expenses are incurred.</del></p> <p><del>(j) —This Rule shall not apply to temporary staff members.</del></p>	
<p><b>New Rule 3.14.4</b></p> <p>Amount of the Special Education Grant</p>		<p><b><u>Rule 3.14.4 – Amount of the Special Education Grant</u></b></p> <p><b><u>(a) Admissible expenses for the special education grant referred to in Regulation 3.14(c) shall include those educational expenses required to provide an educational programme designed to meet the needs of the child so that he or she may attain the highest level of functional ability, under conditions established by the Director General. Admissible expenses shall also include boarding for attendance at an educational institution outside the duty station.</u></b></p> <p><b><u>(b) The amount of the special education grant shall be 100 per cent of the admissible expenses actually incurred, subject to a maximum reimbursement equal to the upper limit of the top bracket of the applicable global sliding scale under Rule 3.14.3(b).</u></b></p> <p><b><u>(c) Where the educational institution provides boarding, the actual expenses for boarding may be included in the calculation of the admissible expenses, subject to a maximum reimbursement equal to the upper limit of the top bracket of the global sliding scale, plus the amount of the boarding lump sum provided for under Rule 3.14.3(c).</u></b></p> <p><b><u>(d) Paragraphs (d) to (h) of Rule 3.14.3, “Amount of the Education Grant”, shall apply to the special education grant.</u></b></p>	

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
		<p><b><u>(e) This Rule shall not apply to temporary staff members.</u></b></p>	
<p><b>Rule 3.14.4</b>  Education Grant Travel</p>	<p>Rule 3.14.4 – Education Grant Travel</p> <p>(a) Travel expenses between the educational institution and the duty station shall be paid by the International Bureau for each child who is dependent on the staff member for main and continuing support, subject to the following provisions:</p> <p>(1) travel expenses shall not be payable for a journey which is unreasonable, either because its timing is too close to that of other authorized travel of the staff member concerned or his or her dependants, or because the visit would be too short to justify the expenses involved;</p> <p>(2) travel expenses shall not normally be payable if the child attends the educational institution for less than two-thirds of the school year;</p> <p>(3) a child who travels between the educational institution and the duty station shall not be entitled to a higher standard than cabin class or its equivalent when approved travel is by sea, second class when approved travel is by train and economy class, or student fare if available, when approved travel is by air. The amount paid shall not exceed the cost of such a journey between the staff member's recognized home and the duty station.</p> <p>(b) This Rule shall not apply to temporary staff members.</p>	<p>Rule <del>3.14.4</del> <b>3.14.5</b> 3.14.4 – Education Grant Travel</p> <p>(a) Travel expenses between the educational institution and the duty station shall be paid by the International Bureau for each child <b>for whom a staff member receives assistance with boarding under Rule 3.14.3 or Rule 3.14.4</b> who is dependent on the <del>staff member for main and continuing support</del>, subject to the following provisions:</p> <p>(1) travel expenses shall not be payable for a journey which is unreasonable, either because its timing is too close to that of other authorized travel of the staff member concerned or his or her dependants, or because the visit would be too short to justify the expenses involved;</p> <p>(2) travel expenses shall not normally be payable if the child attends the educational institution for less than two-thirds of the school year;</p> <p>(3) a child who travels between the educational institution and the duty station shall not be entitled to a higher standard than cabin class or its equivalent when approved travel is by sea, second class when approved travel is by train and economy class, or student fare if available, when approved travel is by air.—<del>†</del></p> <p><b><u>(4)</u></b> the amount paid shall not exceed the cost of <del>such</del> a journey between the staff member's recognized home and the duty station.</p> <p>(b) This Rule shall not apply to temporary staff members.</p>	
<p><b>Rule 3.14.5</b>  Applications for</p>	<p>Rule 3.14.5  [...]</p>	<p>Rule <del>3.14.5</del> <b>3.14.6</b> 3.14.5  [...]</p>	

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
Grants			
<b>Annex II</b>  Salaries and Allowances	[...]  (b) The amounts applicable for the purposes of the education grant shall be the following:  Country of study [...] Austria [...] Belgium [...] Denmark [...] France [...] Germany [...] Ireland [...] Italy [...] Japan [...] The Netherlands [...] Spain [...] Sweden [...] Switzerland [...] United Kingdom [...] United States of America [...] Other countries [...] (c) [...]	[...]  <del>(b) The amounts applicable for the purposes of the education grant shall be the following:</del>  Country of study [...] Austria [...] Belgium [...] Denmark [...] France [...] Germany [...] Ireland [...] Italy [...] Japan [...] The Netherlands [...] Spain [...] Sweden [...] Switzerland [...] United Kingdom [...] United States of America [...] Other countries [...] <b>(b) (e)</b> [...]	

[Annex VIII follows]

**CHAPTERS X AND XI  
AMENDMENTS TO THE STAFF REGULATIONS TO BE EFFECTIVE AS FROM JANUARY 1, 2017**

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
<b>Regulation 10.1</b>  Disciplinary Measures	(a) A staff member who fails to observe the Staff Regulations and Rules, the standards of conduct required of an international civil servant or any other obligation of staff members of the International Bureau may be subject to disciplinary measures.  [...]	(a) A staff member's <del>failure who fails</del> to observe the Staff Regulations and Rules, the standards of conduct required of an international civil servant or any other obligation of staff members of the International Bureau <b><u>may amount to misconduct and he or she</u></b> may be subject to disciplinary measures.  [...]	Editorial amendment.
<b>Regulation 11.2</b>  Independence, Impartiality, Conflict of Interest and Confidentiality	[...]  (c) The Director General may prescribe provisions relating to the disclosure and resolution of conflicts of interest by Office Instruction.	[...]  <del>(c) The Director General may prescribe provisions relating to the disclosure and resolution of conflicts of interest by Office Instruction.</del>	Deletion of unnecessary provision.
<b>Regulation 11.4</b>  Formal Conflict Resolution	[...]  (b) The Director General shall review and take a decision on any matter referred to in paragraph (a) above in respect of which he or she has already taken a decision. The Director General may delegate his or her authority to review and take a decision on such matters. The Director of HRMD shall review and take a decision on any matter referred to in paragraph (a) above in respect of which the Director General has not already taken a decision.  [...]	[...]  (b) The Director General shall review and take a decision on any matter referred to in paragraph (a) above <del>in respect of which he or she has already taken a decision.</del> The Director General may delegate his or her authority to review and take a decision on such matters. <del>The Director of HRMD shall review and take a decision on any matter referred to in paragraph (a) above in respect of which the Director General has not already taken a decision.</del>  [...]	Amended to remove the dual competent authorities to take a decision on any matter, which raises practical and procedural issues, and to align with the practice in other organizations of the UN common system (single competent authority).

[Annex IX follows]

**CHAPTERS X AND XI  
AMENDMENTS TO THE STAFF RULES TO BE EFFECTIVE AS FROM JANUARY 1, 2017**

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
<p><b>Rule 10.1.2</b> Procedure</p>	<p>(a) Before the application of any disciplinary measure(s), the Director of HRMD shall send a letter to the staff member concerned (the “respondent”) setting out in detail the alleged misconduct, providing the evidentiary basis for the alleged misconduct, including any investigation report, and inviting him or her to submit a detailed response within thirty (30) calendar days from the date of receipt of the letter.</p> <p>(b) Following the receipt of the response, the Director of HRMD, or the Director General (as the case may be), shall consider all relevant facts (including the response by the respondent) and shall decide whether the alleged misconduct occurred, and, if so, what disciplinary measure(s) to apply. The respondent shall be notified in writing of the decision, which shall include detailed reasoning, within thirty (30) calendar days from the date of receipt of the respondent’s response. Where no response is received from the respondent within the time limit of thirty (30) calendar days for providing a response, the Director of HRMD, or the Director General (as the case may be), shall take his or her decision within thirty (30) calendar days following the expiration of the time limit for providing the response.</p> <p>(c) If the disciplinary measure envisaged is summary dismissal, all the time lines indicated in paragraphs (a) and (b) above shall be seven (7) calendar days, instead of thirty (30) calendar days.</p> <p>(d) Disciplinary measures under Rule 10.1.1(a)(1) to (4) shall be applied by the Director of HRMD.</p> <p>(e) Disciplinary measures under Rule 10.1.1(a)(5) and (6) shall be applied by the Director General. In the case of summary dismissal, the appointment of the staff member concerned shall be considered</p>	<p>(a) <del>If and when</del> <del>Before the application of any disciplinary measure(s), the Director of HRMD</del> <b><u>decides to institute disciplinary proceedings, he or she</u></b> shall send a letter to the staff member concerned (the “respondent”) setting out in detail the alleged misconduct, providing the evidentiary basis for the alleged misconduct, including any investigation report, and inviting him or her to submit a detailed response <del>within thirty (30) calendar days from the date of receipt of the letter.</del> <b><u>Where, in the opinion of the Director of HRMD, the alleged misconduct could amount to serious misconduct, the respondent shall have seven (7) calendar days from the date of receipt of the letter to submit a response. In all other cases, the respondent shall have fourteen (14) calendar days.</u></b></p> <p>(b) Following the receipt of the response, <del>the Director of HRMD, or the Director General (as the case may be),</del> shall consider all relevant facts (including the response by the respondent) and shall decide whether the alleged misconduct occurred, and, if so, what disciplinary measure(s) to apply. The respondent shall be notified in writing of the decision, which shall include detailed reasoning, within thirty (30) calendar days from the date of receipt of the respondent’s response. Where no response is received from the respondent <del>within the time limit of thirty (30) calendar days for providing a response, the Director of HRMD, or, the Director General (as the case may be),</del> shall take his or her decision within thirty (30) calendar days following the expiration of the time limit <b><u>set for the respondent to provide</u></b> providing the response.</p> <p>(c) <del>If the disciplinary measure envisaged is summary dismissal, all the time lines indicated in paragraphs (a) and (b) above shall be seven (7)</del></p>	<p>Para. (a) amended to:</p> <ul style="list-style-type: none"> <li>- Clarify that the Director of HRMD is the competent authority to charge a staff member/initiate disciplinary proceedings (as opposed to the competent authority to sanction).</li> <li>- Shorten the 30-day time limit to respond to the charge letter in line with rules and practices in other organizations of the UN common system.</li> </ul> <p>Paras (b) and (e) amended, and paras (c) and (d) deleted, to remove the dual competent authorities to impose disciplinary measures, and extend the segregation of powers between the authority to charge and the authority to sanction.</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>terminated as of the date of the decision of the Director General applying the disciplinary measure.</p> <p>(f) In disciplinary proceedings, the burden of proof for alleged misconduct shall lie with the International Bureau and the standard of proof shall be clear and convincing evidence.</p> <p>(g) In exceptional circumstances, the Director General or the Director of HRMD (as the case may be) may extend the applicable time limits under paragraphs (a), (b) and (c) above. In such a case, the respondent shall be notified in writing.</p>	<p><del>calendar days, instead of thirty (30) calendar days.</del></p> <p><del>(d) Disciplinary measures under Rule 10.1.1(a)(1) to (4) shall be applied by the Director of HRMD.</del></p> <p><del>(e) Disciplinary measures under Rule 10.1.1(a)(5) and (6) shall be applied by the Director General.</del> In the case of summary dismissal, the appointment of the staff member concerned shall be considered terminated as of the date of the decision of the Director General applying the disciplinary measure.</p> <p><b>(d) (f)</b> In disciplinary proceedings, the burden of proof for alleged misconduct shall lie with the International Bureau and the standard of proof shall be clear and convincing evidence.</p> <p><b>(e) (g)</b> In exceptional circumstances, <b>the Director of HRMD or</b> the Director General <del>or the Director of HRMD</del> (as the case may be) may extend the applicable time limits under paragraphs (a) <b>and</b> (b) <del>and (e)</del> above. In such a case, the respondent shall be notified in writing.</p>	
<p><b>Rule 10.1.3</b></p> <p>Temporary Suspension from Duty</p>	<p>(a) The Director of HRMD may suspend temporarily a staff member from duty, pending the results of an investigation and/or until the completion of any disciplinary process, if he or she considers that the staff member's continuance in office might be prejudicial to the interests of the International Bureau. In exceptional circumstances, the Director of HRMD may suspend temporarily a staff member from duty if he or she considers that the staff member's continuance in office would be detrimental to the interests of the International Bureau, including by presenting a risk of serious disturbance at the workplace or to its staff.</p> <p>(b) A staff member placed under temporary suspension pursuant to paragraph (a) above shall be given a written statement of the reason(s) for such temporary suspension from duty. In so far as</p>	<p>(a) The Director of HRMD may suspend temporarily a staff member from duty, pending the results of an investigation and/or until the completion of any disciplinary process, if he or she considers that the staff member's continuance in office might be prejudicial to the interests of the International Bureau. <del>In exceptional circumstances, the Director of HRMD may suspend temporarily a staff member from duty if he or she considers that the staff member's continuance in office would be detrimental to the interests of the International Bureau, including by presenting a risk of serious disturbance at the workplace or to its staff.</del></p> <p>(b) A staff member placed under temporary suspension pursuant to paragraph (a) above shall be given a written statement of the reason(s) for such temporary suspension from duty. In so far as</p>	<p>Para. (a): Sentence deleted to avoid redundancy and inconsistency with first sentence.</p> <p>Para. (b): Last sentence deleted as unclear and unnecessary.</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>practicable, a temporary suspension from duty should not exceed ninety (90) calendar days. A suspension can be extended for one or several additional periods of up to ninety (90) calendar days if warranted by exceptional and compelling reasons, which reasons shall also be given in writing to the staff member concerned.</p> <p>(c) Suspension from duty shall be with or without pay. If suspension is without pay and either the allegations of misconduct are subsequently not sustained or it is subsequently found that the conduct at issue does not warrant dismissal or summary dismissal, any pay withheld shall be reimbursed without delay.</p> <p>[...]</p>	<p>practicable, a temporary suspension from duty should not exceed <b>a total of three months</b> ninety (90) calendar days. A suspension can be extended for one or several additional periods of up to ninety (90) calendar days if warranted by exceptional and compelling reasons, which reasons shall also be given in writing to the staff member concerned.</p> <p>(c) Suspension from duty shall be with <b>full or partial pay</b> or without pay. If suspension is <b>with partial pay or</b> without pay and either the allegations of misconduct are subsequently not sustained or it is subsequently found that the conduct at issue does not warrant dismissal or summary dismissal, any pay withheld shall be reimbursed without delay.</p> <p>[...]</p>	<p>Para. (c): Amended to provide a clearer legal basis for suspension to be with partial pay.</p>
<p><b>Rule 11.4.1</b></p> <p>Administrative Resolution of Workplace-Related Conflict and Grievances</p>	<p>(a) A staff member who believes that he or she has been subjected to discrimination and/or harassment (the “complainant”) shall submit a complaint to the Director of HRMD in writing within ninety (90) calendar days from the date of the occurrence of the incident or the treatment complained of (or in the case of more than one incident, within ninety (90) calendar days from the occurrence of the last incident). The complaint shall describe the specific conduct that is the subject of the complaint and the specific circumstances under which it allegedly occurred. The complaint shall be accompanied by all relevant evidence available.</p> <p>(b) The staff member(s) subject of the complaint (the “respondent(s)”) shall be notified by the Director of HRMD of the complaint within fifteen (15) calendar days from his or her receipt thereof. The respondent(s) shall have thirty (30) calendar days from the date of receipt of such notification to provide a response.</p> <p>(c) The Director of HRMD shall review the complaint and response and notify the parties in</p>	<p>(a) A staff member who believes that he or she has been subjected to discrimination and/or harassment (the “complainant”) <del>may</del> <b>shall</b> submit a complaint to the <u>Director General</u> <del>Director of HRMD</del>. <b>Such complaint shall be submitted</b> in writing, <b>with a copy to the Director of HRMD</b>, within ninety (90) calendar days from the date of the occurrence of the incident or the treatment complained of (or in the case of more than one incident, within ninety (90) calendar days from the occurrence of the last incident). The complaint shall describe the specific conduct that is the subject of the complaint and the specific circumstances under which it allegedly occurred. The complaint shall be accompanied by all relevant evidence available.</p> <p>(b) The staff member(s) subject of the complaint (the “respondent(s)”) shall be notified <del>by the Director of HRMD</del> of the complaint within fifteen (15) calendar days from his or her receipt thereof. The respondent(s) shall have thirty (30) calendar days from the date of receipt of such notification to provide a response.</p>	<p>As per amendment to Regulation 11.4 reverting to a single competent authority.</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>writing of a reasoned decision within sixty (60) calendar days from the date of receipt of the response to the complaint. Where the complaint concerns the conduct of the Director of HRMD, the review of the relevant complaint shall be made by the Director General. Upon agreement of the parties, the Director of HRMD shall suspend this time limit up to ninety (90) calendar days in order to engage in informal conflict resolution. Upon expiration of the period of suspension, the formal review process shall resume, unless the complainant withdraws the complaint in writing.</p> <p>(d) The Director of HRMD shall, where deemed necessary, refer a complaint for an independent investigation and notify the parties accordingly, including any interim measure(s) he or she intends to apply. In case a complaint has been referred for an independent investigation, the time limit under paragraph (c) shall be suspended and a reasoned decision shall be notified to the parties not later than sixty (60) calendar days following the communication of the investigation report to the Director of HRMD.</p> <p>(e) If a party disagrees with a decision under paragraph (c) or (d) above, or in the absence of a decision within the applicable time limit, he or she shall be entitled to file an appeal under Regulation 11.5 within ninety (90) calendar days from the date of the notification of the decision or, in the absence of a decision, within ninety (90) calendar days from the expiration of the applicable time limit. Failure by the Director of HRMD to take a decision within the applicable time limit shall be considered a rejection of the complaint.</p>	<p>(c) The Director <del>of HRMD</del> <b>General</b> shall review the complaint and response and notify the parties in writing of a reasoned decision within sixty (60) calendar days from the date of receipt of the response to the complaint. <del>Where the complaint concerns the conduct of the Director of HRMD, the review of the relevant complaint shall be made by the Director General.</del> Upon agreement of the parties, the Director <b>General</b> of HRMD shall suspend this time limit up to ninety (90) calendar days in order to engage in informal conflict resolution. Upon expiration of the period of suspension, the formal review process shall resume, unless the complainant withdraws the complaint in writing.</p> <p>(d) The Director <del>of HRMD</del> <b>General</b> shall, where deemed necessary, refer a complaint for an independent investigation and notify the parties accordingly, including any interim measure(s) he or she intends to apply. In case a complaint has been referred for an independent investigation, the time limit under paragraph (c) shall be suspended and a reasoned decision shall be notified to the parties not later than sixty (60) calendar days following the communication of the <b>investigative findings</b> <del>investigation report</del> to the Director <b>General</b> of HRMD.</p> <p>(e) If a party disagrees with a decision under paragraph (c) or (d) above, or in the absence of a decision within the applicable time limit, he or she shall be entitled to file an appeal under Regulation 11.5 within ninety (90) calendar days from the date of the notification of the decision or, in the absence of a decision, within ninety (90) calendar days from the expiration of the applicable time limit. Failure by the Director <del>of HRMD</del> <b>General</b> to take a decision within the applicable time limit shall be considered a rejection of the complaint.</p>	



Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
<p><b>Rule 11.4.2</b></p> <p>Administrative Resolution of Rebuttal of Performance Appraisals</p>	<p>(a) A staff member who wishes to rebut his or her performance appraisal under Rule 4.20.1 and Rule 4.20.2 shall submit his or her rebuttal to the Director of HRMD in writing within thirty (30) calendar days from the date of the decision of the reviewing officer. The Director of HRMD shall review any such rebuttal and notify the staff member in writing of a reasoned decision within thirty (30) calendar days from the receipt of the response to the rebuttal or of any additional information requested. Where the supervisor or reviewing officer is the Director General, the review of the relevant request shall be made by the Director General. Where the Director of HRMD and the staff member agree that the matter may still be resolved through informal conflict resolution, this time limit may be suspended up to ninety (90) calendar days. Upon expiration of the period of suspension, the formal review process shall resume, unless the staff member withdraws the rebuttal in writing.</p> <p>(b) If the staff member disagrees with a decision under paragraph (a) above, or in the absence of a decision within the applicable time limit, he or she shall be entitled to file an appeal under Regulation 11.5 within ninety (90) calendar days from the date of the notification of the decision or, in the absence of a decision, within ninety (90) calendar days from the expiration of the applicable time limit. Failure by the Director of HRMD to take a decision within the applicable time limit shall be considered a rejection of the rebuttal.</p>	<p>(a) A staff member who wishes to rebut his or her performance appraisal under Rule 4.20.1 and Rule 4.20.2 <del>may</del> shall submit <del>a</del> his or her rebuttal to the <del>Director General</del> Director of HRMD. <b>Such rebuttal shall be submitted</b> in writing, <b>with a copy to the Director of HRMD</b>, within thirty (30) calendar days from the date of the decision of the reviewing officer. The Director <del>General</del> of HRMD shall review any such rebuttal and notify the staff member in writing of a reasoned decision within thirty (30) calendar days from the receipt of the response to the rebuttal or of any additional information requested. <del>Where the supervisor or reviewing officer is the Director General, the review of the relevant request shall be made by the Director General.</del> Where the Director <b>General</b> of HRMD and the staff member agree that the matter may still be resolved through informal conflict resolution, this time limit may be suspended up to ninety (90) calendar days. Upon expiration of the period of suspension, the formal review process shall resume, unless the staff member withdraws the rebuttal in writing.</p> <p>(b) If the staff member disagrees with a decision under paragraph (a) above, or in the absence of a decision within the applicable time limit, he or she shall be entitled to file an appeal under Regulation 11.5 within ninety (90) calendar days from the date of the notification of the decision or, in the absence of a decision, within ninety (90) calendar days from the expiration of the applicable time limit. Failure by the Director <del>General</del> of HRMD to take a decision within the applicable time limit shall be considered a rejection of the rebuttal.</p>	<p>As per amendment to Regulation 11.4 reverting to a single competent authority.</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
<p><b>Rule 11.4.3</b></p> <p>Administrative Resolution of Requests for Review of Other Administrative Decisions</p>	<p>(a) A staff member who wishes to file a request for review of an administrative decision other than a decision under Rule 11.4.1 and Rule 11.4.2 above, and other than a decision to apply a disciplinary measure under Regulation 10.1 above, shall submit the request in writing within ninety (90) calendar days from the date on which the staff member has received written notification of the decision. The request shall be addressed to the Director General if it relates to an administrative decision that was taken by him or her. In all other cases, the request shall be addressed to the Director of HRMD. Such a request shall contain detailed reasons and any supporting documentation. The Director General, or the Director of HRMD (as the case may be), shall review any such request and notify the staff member in writing of a reasoned decision within sixty (60) calendar days from the date of receipt of the request. Where the Director General, or the Director of HRMD (as the case may be), and the staff member agree that the matter may still be resolved through informal conflict resolution, this time limit may be suspended up to ninety (90) calendar days. Upon expiration of the period of suspension, the formal review process shall resume, unless the staff member withdraws the request for review in writing.</p> <p>(b) If the staff member disagrees with a decision under paragraph (a) above, or in the absence of a decision within the applicable time limit, he or she shall be entitled to file an appeal under Regulation 11.5 within ninety (90) calendar days from the date of the notification of the decision or, in the absence of a decision, within ninety (90) calendar days from the expiration of the applicable time limit. Failure by the Director General, or the Director of HRMD (as the case may be), to take a decision within the applicable time limit shall be considered a rejection of the request for review.</p>	<p>(a) A staff member who wishes to file a request for review of an administrative decision other than a decision under Rule 11.4.1 and Rule 11.4.2 above, and other than a decision to apply a disciplinary measure under Regulation 10.1 above, <del>may shall</del> submit the request <b><u>to the Director General. Such request shall be submitted</u></b> in writing, <b><u>with a copy to the Director of HRMD,</u></b> within ninety (90) calendar days from the date on which the staff member has received written notification of the decision. <del>The request shall be addressed to the Director General if it relates to an administrative decision that was taken by him or her. In all other cases, the request shall be addressed to the Director of HRMD.</del> Such a request shall contain detailed reasons and any supporting documentation. The Director General, <del>or the Director of HRMD (as the case may be),</del> shall review any such request and notify the staff member in writing of a reasoned decision within sixty (60) calendar days from the date of receipt of the request. Where the Director General, <del>or the Director of HRMD (as the case may be),</del> and the staff member agree that the matter may still be resolved through informal conflict resolution, this time limit may be suspended up to ninety (90) calendar days. Upon expiration of the period of suspension, the formal review process shall resume, unless the staff member withdraws the request for review in writing.</p> <p>(b) If the staff member disagrees with a decision under paragraph (a) above, or in the absence of a decision within the applicable time limit, he or she shall be entitled to file an appeal under Regulation 11.5 within ninety (90) calendar days from the date of the notification of the decision or, in the absence of a decision, within ninety (90) calendar days from the expiration of the applicable time limit. Failure by the Director General, <del>or the Director of HRMD (as the case may be),</del> to take a decision within the applicable time limit shall be considered a rejection of the request for review.</p>	<p>As per amendment to Regulation 11.4 reverting to a single competent authority.</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
<p><b>Rule 11.4.4</b> Extension of Time Limits</p>	<p>In case of exceptional circumstances, the Director General, or the Director of HRMD (as the case may be), may extend the applicable time limits under Rule 11.4.1, Rule 11.4.2 or Rule 11.4.3, and notify the parties in writing accordingly.</p>	<p>In case of exceptional circumstances, the Director General, <del>or the Director of HRMD (as the case may be)</del>, may extend the applicable time limits under Rule 11.4.1, Rule 11.4.2 or Rule 11.4.3, and notify the parties in writing accordingly.</p>	
<p><b>Rule 11.5.2</b> Filing of Appeal</p>	<p>[...]  (c) An appeal which is not made within the time limits specified above shall not be receivable; the Appeal Board may however waive the time limits in exceptional circumstances.</p>	<p>[...]  (c) An appeal which is not <b>filed</b> <del>made</del> within the time limits specified above shall not be receivable; the Appeal Board may however waive the time limits in exceptional circumstances.</p>	<p>Editorial amendment.</p>

[Annex X follows]

**OTHER AMENDMENTS  
AMENDMENTS TO THE STAFF REGULATIONS TO BE EFFECTIVE AS FROM JANUARY 1, 2017**

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
<p><b>Regulation 0.3</b></p> <p>Currencies and Rate of Exchange</p>	<p>(a) All amounts due to staff members stationed in Geneva shall be calculated and paid in Swiss francs; the amounts expressed in dollars of the United States of America in the Staff Regulations and Rules shall be the equivalent of the said amounts in Swiss francs at the official rate of exchange of the United Nations in force at the date on which payment is due.</p> <p>(b) All amounts due to staff members stationed in a country other than Switzerland shall be calculated and paid in the currency of their duty station.</p> <p>(c) Notwithstanding paragraphs (a) and (b), above, staff members may elect to have their travel advances and settlement of their travel expenses claims made in United States dollars.</p>	<p><del>(a) All amounts due to staff members stationed in Geneva shall be calculated and paid in Swiss francs; the amounts expressed in dollars of the United States of America in the Staff Regulations and Rules shall be the equivalent of the said amounts in Swiss francs at the official rate of exchange of the United Nations in force at the date on which payment is due.</del></p> <p><del>(b) All amounts due to staff members stationed in a country other than Switzerland shall be calculated and paid in the currency of their duty station.</del></p> <p><del>(c) Notwithstanding paragraphs (a) and (b), above, staff members may elect to have their travel advances and settlement of their travel expenses claims made in United States dollars.</del></p> <p><b>(a) All amounts due to staff members <del>stationed in Geneva</del> shall be calculated and paid <u>in the currency or currencies prescribed by the Director General. Rates of exchange for the conversion of currencies shall be those established by the United Nations.</u> Swiss francs; the amounts expressed in dollars of the United States of America in the Staff Regulations and Rules shall be the equivalent of the said amounts in Swiss francs at the official rate of exchange of the United Nations in force at the date on which payment is due.</b></p>	<p>To correct errors and gaps (e.g. the second sentence of para. (a) is erroneous) and to take into account changing business needs (e.g. the growing number of offices away from Headquarters and the difficulties the Organization may face in paying in specific currencies), as well as staff needs (e.g., staff members stationed in countries other than Switzerland may not wish to receive all amounts due to them in the currency of their duty station).</p>
<p><b>Regulation 1.13</b></p> <p>Information Requested of Staff Members and Obligation to Supply Such Information</p>	<p>On appointment, staff members shall be responsible for providing the Director General with the information necessary to determine their status and entitlements under the Staff Regulations and Rules, or to take the administrative measures required by their appointment.</p>	<p>On appointment, staff members shall be responsible for providing the Director General with the information necessary to determine their status and entitlements under the Staff Regulations and Rules, <b>or <u>and</u></b> to take the administrative measures required by their appointment.</p>	<p>Editorial amendment.</p>
<p><b>Regulation 2.1</b></p> <p>Classification of Posts</p>	<p>(a) The nature of the duties and responsibilities attaching to each grade shall be determined by the Director General in light of the standards for staff in the Director, Professional, and National Professional Officer categories used by the other intergovernmental organizations of the United Nations common system and, for staff in the General Service category, the common standards for Geneva or for New York. The grading standards, fixing the level of</p>	<p>(a) The nature of the duties and responsibilities <b><u>and the requisite qualifications</u></b> attaching to each <b><u>post</u></b> grade shall be determined by the Director General <del>in light of the standards for staff in the Director, Professional, and National Professional Officer categories used by the other intergovernmental organizations of the United Nations common system and, for staff in the General Service category, the common standards for Geneva or for</del></p>	<p>Editorial amendments aimed at streamlining the Regulation and removing redundant provisions.</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>duties and responsibilities and the requisite qualifications, shall be brought to the notice of the staff.</p> <p>(b) The Director General shall determine the place of each post within the following classification. Each post shall be assigned to a suitable grade in any of the following categories: Director, Professional, National Professional Officer, and General Service.</p> <p>[...]</p> <p>(c) The Director General shall establish provisions for the classification of all posts in the International Bureau, other than those of Deputy Director General and Assistant Director General, according to the nature and level of the duties and responsibilities of the posts and the qualifications required of the staff who occupy them. These provisions shall include the application of the classification standards set by the ICSC. The Classification Committee provided for in Regulation 2.2 shall receive twice yearly reports on the findings and activities of all such classifications from the Human Resources Management Department (HRMD).</p> <p>[...]</p>	<p><del>New York. The grading standards, fixing the level of duties and responsibilities and the requisite qualifications, shall be brought to the notice of the staff.</del></p> <p>(b) The Director General shall determine the place of each post within the following classification, <b><u>in accordance with the classification standards set by the ICSC which shall be brought to the notice of staff</u></b>. Each post shall be assigned to a suitable grade in any of the following categories: Director, Professional, National Professional Officer, and General Service.</p> <p>[...]</p> <p>(c) The Director General shall establish provisions for the classification of all posts in the International Bureau, other than those of Deputy Director General and Assistant Director General, <del>according to the nature and level of the duties and responsibilities of the posts and the qualifications required of the staff who occupy them. These provisions shall include the application of the classification standards set by the ICSC.</del> The Classification Committee provided for in Regulation 2.2 shall receive twice yearly reports on the findings and activities of all such classifications from the Human Resources Management Department (HRMD).</p> <p>[...]</p>	
<p><b>Regulation 2.2</b></p> <p>Reclassification of Posts</p>	<p>[...]</p> <p>(d) The classification review may:</p> <p>(1) confirm the same grade as initially classified;</p> <p>(2) lead to a lower grade than initially classified;</p> <p>(3) lead to a higher grade than initially classified by a single grade within the category;</p>	<p>[...]</p> <p>(d) The classification review may:</p> <p>(1) confirm the same grade as initially classified;</p> <p>(2) lead to a lower grade than initially classified <b><u>by one grade or more within the category or across categories</u></b>;</p>	<p>Subparas (d)(2) and (3): Amended to correct an omission. A reclassification may lead to a lower grade by one grade or more <i>within the category or across categories</i>, as well to a higher grade across</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>(4) lead to a higher grade than initially classified by more than one grade within the category or across categories.</p> <p>(e) The Director General shall establish a Classification Committee to advise him or her with respect to the reclassification of encumbered posts and shall make a decision after having given consideration to the advice of the Committee. The Classification Committee shall be composed of three persons each with an alternate: a chairman, who must be a person with experience on staff matters in intergovernmental organizations and who must not be a staff member of the International Bureau, and two staff members of the International Bureau, of whom one shall be designated from a list of three names submitted by the Staff Council and one shall be the Director of the Human Resources Management Department (HRMD) of the International Bureau, or his representative. The grading standards, fixing the level of duties and responsibilities and the requisite qualifications, shall be brought to the notice of the staff.</p> <p>[...]</p>	<p>(3) lead to a higher grade than initially classified by <b>one grade or more</b> a single grade within the category <b>or across categories</b>.</p> <p><del>(4) lead to a higher grade than initially classified by more than one grade within the category or across categories.</del></p> <p>(e) The Director General shall establish a Classification Committee to advise him or her with respect to the reclassification of encumbered posts and shall make a decision after having given consideration to the advice of the Committee. The Classification Committee shall be composed of three persons each with an alternate: a chairman, who must be a person with experience on staff matters in intergovernmental organizations and who must not be a staff member of the International Bureau, and two staff members of the International Bureau, of whom one shall be designated from a list of three names submitted by the Staff Council and one shall be the Director of the Human Resources Management Department (HRMD) of the International Bureau, or his representative. <del>The grading standards, fixing the level of duties and responsibilities and the requisite qualifications, shall be brought to the notice of the staff.</del></p> <p>[...]</p>	<p>categories <i>by a single grade</i> (e.g. P5 to D1 or G7 to P1).</p> <p>Subpara. (d)(4): Merged with subparagraph (d)(3) to avoid a repetition.</p> <p>Para. (e): Last sentence deleted to ensure consistency with the amendments to Regulation 2.1 and to remove the redundancy with Regulation 2.1(b) and Regulation 2.2(a).</p>
<p><b>Regulation 2.3</b></p> <p>Determination of the Category and Level of the Functions of Temporary Staff Members</p>	<p>(a) The category and level of the functions of a temporary staff member shall be determined by the Director General with reference to the ICSC standards and each function shall have an up-to-date job description. The determination shall be made for the purposes of calculating the initial salary.</p> <p>(b) The Director General shall assign to each function a suitable grade in any of the following categories: Director, Professional, National Professional Officer and General Service. Applicable grades in each category shall be as follows: [...]</p>	<p>(a) The category and level of the functions of a temporary staff member shall be determined by the Director General with reference to the ICSC standards and each <del>function</del> <b>temporary position</b> shall have an up-to-date job description. The determination shall be made for the purposes of calculating the initial salary.</p> <p>(b) The Director General shall assign to each <del>function</del> <b>temporary position</b> a suitable grade in any of the following categories: Director, Professional, National Professional Officer and General Service.</p>	<p>Editorial amendments.</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
<p><b>Regulation 3.1</b></p> <p>Salaries</p>	<p>[...]</p> <p>(b) Salaries shall be as follows:</p> <p>Director General (In force as from November 1, 1997) [...]</p> <p>Deputy Directors General (In force as from October 1, 1992) [...]</p> <p>Assistant Directors General (In force as from October 1, 1992) [...]</p> <p>(c) Salary scales in force for staff members shall be published as prescribed in Annex II.</p>	<p>Applicable grades in each category shall be as follows: [...]</p> <p>[...]</p> <p>(b) Salaries shall be as follows:</p> <p>Director General <del>(In force as from November 1, 1997)</del> [...]</p> <p>Deputy Directors General <del>(In force as from October 1, 1992)</del> [...]</p> <p>Assistant Directors General <del>(In force as from October 1, 1992)</del> [...]</p> <p>(c) Salary scales in force for <b>other</b> staff members shall be published as prescribed in Annex II.</p>	<p>Para. (b): To remove unnecessary provisions.</p> <p>Para. (c): Editorial amendment.</p>
<p><b>Regulation 3.2</b></p> <p>Dependency</p>	<p>[...]</p> <p>(d) “Dependent parent, dependent brother or dependent sister” shall mean the father, mother, brother or sister of a staff member for whom the staff member provides more than half the amount required for his or her support, and in any case a sum double that of the allowance under Regulation 3.3(d) or Regulation 3.4(f). A brother or sister must in addition be less than 18 years of age, or less than 21 years of age if in regular attendance at a school, university or similar educational institution; however, the conditions relating to age and school attendance shall be waived for a brother or sister physically or mentally incapacitated for substantial gainful employment.</p> <p>[...]</p> <p>(f) The subject matter of this Regulation and the rules thereunder shall not apply to temporary staff members unless otherwise prescribed by a rule.</p>	<p>[...]</p> <p>(d) “Dependent parent, dependent brother or dependent sister” shall mean the father, mother, brother or sister of a staff member for whom the staff member provides more than half <del>the amount required for his or her support</del> <b>of that person’s financial resources</b>, and in any case a sum double that of the allowance under Regulation 3.3(d)<del>(f)</del> or Regulation 3.4(f). A brother or sister must in addition be less than 18 years of age, or less than 21 years of age if in regular attendance at a school, university or similar educational institution; however, the conditions relating to age and school attendance shall be waived for a brother or sister physically or mentally incapacitated for substantial gainful employment.</p> <p>[...]</p> <p><del>(f) The subject matter of this Regulation and the rules thereunder shall not apply to temporary staff</del></p>	<p>Para. (d): Amended to clarify the provision.</p> <p>Para. (f): Deleted as this Regulation applies to temporary staff. Specifications on what provisions do not apply to temporary staff have been incorporated into Regulations 3.3(d) and 3.4(f).</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
<p><b>Regulation 3.4</b></p> <p>Dependency Allowances for Staff Members in the General Service and National Professional Officer Categories</p>	<p>Staff members in the General Service and National Professional Officer categories shall be entitled to the following non-pensionable allowances under the conditions set forth below:</p> <p>(a) the amount as provided in Annex II, per annum, for a dependent spouse, subject to the application of Regulation 3.2(a);</p> <p>[...]</p> <p>(f) where there is no dependent spouse, the staff member shall be entitled to the amount as provided in Annex II, per annum for one of the following persons: a dependent parent, a dependent brother or a dependent sister;</p> <p>[...]</p>	<p><del>members unless otherwise prescribed by a rule.</del></p> <p>Staff members in the General Service and National Professional Officer categories shall be entitled to the following non-pensionable allowances under <del>the</del> conditions <b>established by the Director General</b> <del>set forth below:</del></p> <p>(a) the amount as provided in Annex II, per annum, for a dependent spouse, <del>subject to the application of Regulation 3.2(a);</del></p> <p>[...]</p> <p>(f) where there is no dependent spouse, the staff member shall be entitled to the amount as provided in Annex II, per annum for one of the following persons: a dependent parent, a dependent brother or a dependent sister. <b><u>This provision shall not apply to temporary staff members;</u></b></p> <p>[...]</p>	<p>Editorial amendments.</p> <p>Para. (f) on secondary dependants: New sentence reflecting the provisions of current Staff Rule 3.2.1, which will be deleted (see above).</p>
<p><b>Regulation 3.11</b></p> <p>Special Post Allowance</p>	<p>(a) A non-pensionable special post allowance shall be paid to any staff member on a fixed-term, permanent or continuing contract who is temporarily required to assume the responsibilities and duties of a vacant post at a grade higher than that of the post he or she occupies. This allowance shall be payable as from the date the staff member has performed for a continuing period of six months the full duties of the higher-grade post, which were entrusted to him or her.</p> <p>[...]</p>	<p>(a) A non-pensionable special post allowance shall be paid to any staff member on a fixed-term, permanent or continuing <del>contract</del> <b>appointment</b> who is temporarily required to assume the responsibilities and duties of a vacant post at a grade higher than that of the post he or she occupies. This allowance shall be payable as from the date the staff member has performed for a continuing period of <del>six</del> <b>three</b> months the full duties of the higher-grade post, which were entrusted to him or her.</p> <p>[...]</p>	<p>To align with rules in the vast majority of UN common system organizations, where the special post allowance can be granted after three months.</p>
<p><b>Regulation 3.17</b></p> <p>Pensionable Remuneration</p>	<p>(a) "Pensionable remuneration" shall mean the basis for pension benefits and for contributions of the International Bureau and of staff members to the Pension Fund. Pensionable remuneration shall, subject to the terms of the staff member's appointment, and subject to paragraph (b) of Regulation 6.1, be the amount defined in the</p>	<p>(a) "Pensionable remuneration" shall mean the basis for pension benefits and for contributions of the International Bureau and of staff members to the Pension Fund. Pensionable remuneration shall, subject to the terms of the staff member's appointment, <del>and subject to paragraph (b) of Regulation 6.1,</del> be the amount defined in the</p>	<p>Provisions deleted as there are no longer any staff members whose appointments took effect prior to October 1, 1975.</p>



Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>Regulations of the United Nations Joint Staff Pension Fund.</p> <p>(b) Where, as a result of a variation in the exchange rate between the Swiss and the United States currencies, the amount of the pensionable remuneration of a staff member, whose appointment took effect before October 1, 1975, as expressed in Swiss francs would, for any given month, be less than for the preceding month, the latter amount shall continue to be the amount of the pensionable remuneration until the month for which, for any reason, the staff member's pensionable remuneration reaches the amount applicable prior to the said variation.</p> <p>[...]</p>	<p>Regulations of the United Nations Joint Staff Pension Fund.</p> <p><del>(b) Where, as a result of a variation in the exchange rate between the Swiss and the United States currencies, the amount of the pensionable remuneration of a staff member, whose appointment took effect before October 1, 1975, as expressed in Swiss francs would, for any given month, be less than for the preceding month, the latter amount shall continue to be the amount of the pensionable remuneration until the month for which, for any reason, the staff member's pensionable remuneration reaches the amount applicable prior to the said variation.</del></p> <p><del>(b)</del> <b>(b)</b> [...]</p> <p><del>(c)</del> <b>(c)</b> [...]</p>	
<p><b>Regulation 3.18</b></p> <p>Salary Deductions</p>	<p>The following deductions shall be made each month from the total sum due to each staff member:</p> <p>[...]</p> <p>(d) payments on any debt due to third parties when such debt comprises a court order against a staff member to make payments for the support of his or her spouse or former spouse and/or dependent children ("family support orders") under the conditions prescribed in an Office Instruction, when such deduction has been authorized by the Director General;</p> <p>[...]</p>	<p>The following deductions shall be made each month from the total sum due to each staff member:</p> <p>[...]</p> <p>(d) payments on any debt due to third parties when such debt comprises a court order against a staff member to make payments for the support of his or her spouse or former spouse and/or <del>dependent</del> children ("family support orders") under the conditions prescribed in an Office Instruction, when such deduction has been authorized by the Director General;</p> <p>[...]</p>	<p>Where there is a family support order, it should be irrelevant that a child is not the staff member's dependant within the meaning of Staff Regulation 3.2(b).</p>
<p><b>New Regulation 3.25</b></p> <p>Special Salary Increment</p>		<p><b><u>(a) The Director General may grant a non-pensionable special salary increment to a staff member in the Professional and higher categories who is reassigned, for a period of at least one year, away from Headquarters to a post at the same grade. The special salary increment shall be an amount equivalent to up to a maximum of</u></b></p>	<p>New Regulation to provide a financial incentive for mobility to offices away from Headquarters.</p> <p>(See Annex XI which presents the outcome of the study on staff mobility which the Coordination Committee requested the International Bureau to conduct)</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
		<p><u>three steps in the staff member's grade, plus post adjustment.</u></p> <p><u>(b) Payment of the special increment shall be discontinued after five years of continuous service at the same duty station, or if the staff member is reassigned to Headquarters, or if the staff member is promoted, whichever is earlier.</u></p> <p><u>(c) If the staff member does not complete one year of service away from Headquarters, and unless the Director General determines that this is justified by exceptional circumstances, the amount of the special increment shall be recovered from the staff member.</u></p> <p><u>(d) Nationals of the country of the duty station and staff members whose initial appointment is in a duty station away from Headquarters shall not be eligible for the special increment.</u></p> <p><u>(e) This Regulation shall not apply to temporary staff members.</u></p>	
<p><b>Regulation 4.4</b></p> <p>Promotion</p>	<p>[...]</p> <p>(b) Every staff member shall be entitled to promotion as a result of the reclassification of a post within his or her category of not more than one grade higher than the post to which he or she is assigned, provided that he or she has the qualifications and his or her performance ratings under the performance appraisal mechanism are effective or better for the two years preceding promotion, and provided that the post he or she encumbers has not been reclassified more than once with the same incumbent without the initiation of a competitive process.</p> <p>(c) Without prejudice to the recruitment of fresh talent, fixed-term, permanent or continuing staff members shall be given reasonable promotion possibilities.</p>	<p>[...]</p> <p>(b) Every <b>A</b> staff member <b>in the General Service, National Professional Officer or Professional category</b> shall be entitled to promotion as a result of the reclassification of a post within his or her category <b>to the next higher grade</b> of not more than one grade higher than the post to which he or she is assigned, provided that:</p> <p><b>(1)</b> he or she has the qualifications <b>fully meets the post requirements;</b> and</p> <p><b>(2)</b> his or her performance ratings under the performance appraisal mechanism are effective or better for the two years preceding promotion; and</p> <p><b>(3)</b> provided that the post he or she encumbers has not been reclassified more than once with the same incumbent without the initiation of a competitive process.</p>	<p>Para. (b): Amended to ensure consistency with Rule 2.2.1(b)(3). According to the latter, staff within the Director category are not “entitled to a promotion”; on the contrary, reclassification within the Director category must normally “be subject to competition.” Further, Rule 2.2.1(b)(3) provides that the staff member must “fully meet the post requirements”.</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	[...]	(c) Without prejudice to the recruitment of fresh talent, fixed-term, permanent or continuing staff members shall be given reasonable promotion <del>possibilities</del> <u>opportunities</u> .  [...]	Para. (c): Editorial amendment
<b>Regulation 4.6</b>  International Recruitment	[...] <p>(b) Depending on their contractual status and subject to special conditions which may apply, the allowances, benefits and entitlements available to internationally recruited staff members may include: rental subsidy, payment of travel expenses upon initial appointment and on separation for themselves and their spouses and dependent children, removal of household effects, assignment grant, home leave, education grant, assignment to another duty station, and repatriation grant.</p> [...]	[...] <p>(b) Depending on their contractual status and subject to special conditions which may apply, the allowances, benefits and entitlements available to internationally recruited staff members may include: rental subsidy, payment of travel expenses upon initial appointment and on separation for themselves and their spouses and dependent children, removal of household effects, <u>settling-in</u> assignment grant, home leave, education grant, <del>assignment to another duty station</del>, and repatriation grant.</p> [...]	To correct an error, as “assignment to another duty station” is not an “allowance, benefit and entitlement”. The Director General may transfer a staff member to another duty station whenever the interests of WIPO so require, in accordance with Regulation 4.3.  “Assignment grant” replaced by “settling-in grant” to ensure consistency with Rule 7.3.2 as amended to implement the revised compensation package.
<b>Regulation 4.10</b>  Appointment Boards	[...] <p>(b) This Regulation shall not apply to temporary appointments except as specified in the rules contained in these Staff Regulations and Rules. The selection procedures for temporary appointments shall be prescribed by the Director General in Annex III.</p>	[...] <p>(b) This Regulation shall not apply to temporary appointments except as specified <del>in the rules contained</del> in these Staff Regulations and Rules. <del>The selection procedures for temporary appointments shall be prescribed by the Director General in Annex III.</del></p>	Editorial amendment. The deleted sentence is redundant with Rule 4.9.3(a) and Regulation 4.16(b).
<b>Regulation 4.16</b>  Temporary Appointments	(a) Temporary appointments under this Regulation shall be appointments which are granted from a period of one month up to 12 months. Any such appointment may, at the discretion of the Director General, be extended one or more times provided that the cumulative length of the temporary appointment does not exceed a period of two years.  (b) Selection procedures for temporary appointments shall be prescribed by the Director General.	(a) Temporary appointments under this Regulation shall be appointments which are granted from a period of one month up to 12 months. Any such appointment may, at the discretion of the Director General, be extended one or more times provided that the cumulative length of the temporary appointments <u>s</u> does not exceed a period of two years.  (b) Selection procedures for temporary appointments shall be prescribed by the Director General <u>in Annex III</u> .	Paras (a) and (d): To clarify that service on a temporary appointment may be excluded from the count towards the maximum service limit only when the interruption in service was for at least one year. This is to avoid the circumvention of the one-year compulsory break.  Para. (b): Editorial amendment.

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>[...]</p> <p>(d) Persons having reached the maximum cumulative length of two years for a temporary appointment shall not be re-employed on a temporary appointment by the Organization for a period of at least one year.</p> <p>[...]</p>	<p>[...]</p> <p>(d) Persons having reached the maximum cumulative length of two years for a temporary appointment shall not be re-employed on a temporary appointment by the Organization for a period of at least one year. <b><u>Where a staff member who has not reached the maximum cumulative length of two years is separated then re-employed after less than one year on another temporary appointment, the previous temporary appointments of less than two years shall be counted towards the maximum cumulative length of two years.</u></b></p> <p>[...]</p>	
<p><b>Regulation 4.17</b></p> <p>Fixed-Term Appointments</p>	<p>(a) A fixed-term appointment may be granted for a period of one year or more, but not more than five years at a time.</p> <p>[...]</p> <p>(c) Fixed-term appointments shall be for a period whose length shall be fixed by the Director General with the approval of the Coordination Committee. Any such appointment may be extended for periods whose lengths shall be fixed by the Director General with the approval of the Coordination Committee.</p> <p>(d) Fixed-term appointments under Rule 4.9.2 shall be for a period whose minimum and maximum duration (not exceeding three years) are set under the terms of the relevant funds-in-trust agreements or co-operation arrangements between the International Bureau and national and regional intellectual property offices.</p> <p>[...]</p>	<p>(a) A fixed-term appointment may be granted for a period of <b><u>normally not less than</u></b> one year <del>or more</del>, but not more than five years at a time. <b><u>A fixed-term appointment may be renewed for any period up to five years at a time.</u></b></p> <p>[...]</p> <p>(c) Fixed-term appointments <b><u>granted to Deputy Directors General and Assistant Directors General under Regulation 4.15(c)</u></b> shall be for a period whose length shall be fixed by the Director General with the approval of the Coordination Committee. Any such appointment may be extended for periods whose lengths shall be fixed by the Director General with the approval of the Coordination Committee.</p> <p>(d) Fixed-term appointments under <b><u>funds-in-trust agreements</u></b> <del>Rule 4.9.2</del> shall be for a period whose minimum and maximum duration (not exceeding three years) are set under the terms of the relevant funds-in-trust agreements or co-operation arrangements between the International Bureau and national and regional intellectual property offices.</p>	<p>Para. (a): Amended to provide a clearer legal basis for a fixed-term appointment:</p> <ul style="list-style-type: none"> <li>- To be granted for a period of less than one year in some cases (notably in case of secondment),</li> <li>- To be renewed for less than one year in specific instances (e.g. pending completion of performance evaluation or probation evaluation).</li> </ul> <p>Para. (c): Amended to correct an omission.</p> <p>Para. (d): Editorial amendment to clarify that para. (d) applies to all fixed-term appointments under funds-in-trust agreements, and not only those staff members recruited without a competition pursuant to Rule 4.9.2.</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
<p><b>Regulation 4.18</b></p> <p>Continuing Appointments</p>	<p>(a) Continuing appointments are appointments of unlimited duration. A continuing appointment may be granted to a staff member in the Director, Professional, National Professional Officer or General Service categories who has completed at least three years of continuous service, whose qualifications, performance and conduct have fully demonstrated his or her suitability as an international civil servant and who has shown that he or she meets the standards required under Regulation 4.1.</p> <p>[...]</p>	<p>[...]</p> <p>(a) Continuing appointments are appointments of unlimited duration. A continuing appointment may be granted to a staff member in the Director, Professional, National Professional Officer or General Service categories who has completed <b>five at least</b> <del>three</del> years of continuous service, whose qualifications, performance and conduct have fully demonstrated his or her suitability as an international civil servant and who has shown that he or she meets the standards required under Regulation 4.1.</p> <p>[...]</p>	<p>To clarify the number of years of service required and to align with the Organization's practice, which has been in place since continuing appointments were introduced, as reflected in Office Instruction No. 3/2013 (Permanent and Continuing Appointments).</p>
<p><b>Regulation 4.19</b></p> <p>Permanent Appointments</p>	<p>(a) Permanent appointments are appointments of unlimited duration. A permanent appointment may be granted to a staff member in the Director, Professional or General Service categories who was holding a fixed-term appointment as at December 31, 2011, who has completed at least three years of continuous service, whose qualifications, performance and conduct have fully demonstrated his or her suitability as an international civil servant and who has shown that he or she meets the standards required under Regulation 4.1.</p> <p>[...]</p>	<p>(a) Permanent appointments are appointments of unlimited duration. A permanent appointment may be granted to a staff member in the Director, Professional or General Service categories who was holding a fixed-term appointment as at December 31, 2011, who has completed <b>seven at least</b> <del>three</del> years of continuous service, whose qualifications, performance and conduct have fully demonstrated his or her suitability as an international civil servant and who has shown that he or she meets the standards required under Regulation 4.1.</p> <p>[...]</p>	<p>To clarify the number of years of service required and to align with the Organization's practice, which has been in place for more than 25 years (more specifically, since 1989), as reflected in Office Instruction No. 3/2013 (Permanent and Continuing Appointments).</p>
<p><b>Regulation 5.2</b></p> <p>Special Leave</p>	<p>[...]</p> <p>(c) Staff members shall not accrue service credits towards sick, annual, home and maternity leave, periodical salary increment, termination indemnity and repatriation grant during periods of one or more full months of special leave with partial pay or without pay. With the exception of special leave with half pay for prolonged illness under Rule 6.2.2, no contribution shall be paid by the International Bureau towards a staff member's pension or medical insurance during such periods. Periods of less than one full month of special leave with partial pay or without pay shall not affect the rates of accrual; nor shall continuity of</p>	<p>[...]</p> <p>(c) Staff members shall not accrue service credits towards sick, annual, <b>and</b> home <del>and maternity</del> leave, periodical salary increment, termination indemnity, <del>and</del> repatriation grant <b>and any other entitlements which depend upon length of service</b>, during periods of one or more full months of special leave with partial pay or without pay. With the exception of special leave with half pay for prolonged illness under Rule 6.2.2, no contribution shall be paid by the International Bureau towards a staff member's pension or medical insurance during such periods. Periods of less than one full month of special leave</p>	<p>Para. (c):</p> <ul style="list-style-type: none"> <li>- Reference to maternity leave is deleted to correct an error (there is no "accrual of service credits" towards maternity leave since the duration of such leave is 16 weeks regardless of length of service).</li> <li>- It is clarified that staff members on special leave without pay or with partial pay for one month or more do not accrue service credits towards any entitlement which depends upon the length of service and towards eligibility for a permanent or continuing appointment.</li> </ul> <p>Para. (d): Amended to reflect the changes made to article 29 of the Regulations of the UN Joint Staff</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>service be considered broken by periods of special leave.</p> <p>(d) The Director General may authorize special leave without pay for pension purposes to protect the pension benefits of staff who are within two years of reaching the age of 55 and 25 years of contributory service, or who are over that age and within two years of 25 years of contributory service.</p> <p>[...]</p>	<p>with partial pay or without pay shall not affect the rates of accrual; nor shall continuity of service be considered broken by periods of special leave. <b><u>Periods of special leave with partial pay or without pay exceeding one month shall not be counted towards accrued years of service for eligibility requirements for a permanent or continuing appointment.</u></b></p> <p>(d) The Director General may authorize special leave without pay for pension purposes to protect the pension benefits of staff who are within two years of reaching the age of 55 <b><u>applicable qualifying age for an early retirement benefit under article 29 of the Regulations of the United Nations Joint Staff Pension Fund</u></b> and 25 years of contributory service, or who are over that age and within two years of 25 years of contributory service.</p> <p>[...]</p> <p>(f) <b><u>In exceptional cases, the Director General may, at his or her initiative, place a staff member on special leave with full or partial pay or without pay if he or she considers such leave to be in the interest of the Organization.</u></b></p> <p><b><u>(g) [...]</u></b></p>	<p>Pension Fund, which introduced an early retirement age of 58 for staff members who entered the Fund on or after January 1, 2014. The proposed change provides for the scenarios in which a staff member is within two years of qualifying for an early retirement benefit at the age of 55 if he or she entered the Fund prior to January 1, 2014 and at the age of 58 if he or she entered the Fund on or after January 1, 2014. (See also amendment to Regulation 9.8(c))</p> <p>New para. (f): Added to account for situations where the Director General would have to place a staff member on special leave at his or her own initiative (and not at the staff member's request) if he or she considers such leave to be in the interest of the Organization, for example in the case of:</p> <ul style="list-style-type: none"> <li>- a staff member who has exhausted all sick leave entitlements,</li> <li>- a staff member on uncertified sick leave who has exhausted his/her uncertified sick leave entitlement and annual leave entitlement, see Rules 6.2.2(c)/6.2.7(c)(2) ("it shall be deducted from the staff member's annual leave entitlement or, if annual leave is exhausted, charged as special leave without pay"); see also Rules 5.1.1(f) and 5.1.2(b)(4),</li> <li>- arrest or detention of a staff member.</li> </ul>
<p><b>Regulation 6.1</b> Pension Fund</p>	<p>(a) Staff members shall participate in the United Nations Joint Staff Pension Fund, in accordance with the Regulations of the said Fund, provided that their participation is not excluded by their letter of appointment.</p> <p>(b) Notwithstanding paragraph (a) above:</p> <p>(1) subject to subparagraph (2) below, any staff member whose appointment took effect before October 1, 1975, shall participate in the United Nations Joint Staff Pension Fund and, for the purposes, if any, provided for in the Regulations and</p>	<p>(a) Staff members shall participate in the United Nations Joint Staff Pension Fund, in accordance with the Regulations of the said Fund, provided that their participation is not excluded by their letter of appointment.</p> <p>(b) <del>Notwithstanding paragraph (a) above:</del></p> <p><del>(1) subject to subparagraph (2) below, any staff member whose appointment took effect before October 1, 1975, shall participate in the United Nations Joint Staff Pension Fund and, for the purposes, if any, provided for in the Regulations and</del></p>	<p>Provisions deleted as there are no longer any staff members whose appointment took effect prior to October 1, 1975.</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>Rules of the WIPO Pension Fund, in the WIPO Pension Fund;</p> <p>(2) any staff member whose appointment took effect before October 1, 1975, and who, on January 1, 1977, had the status of depositor (“déposant”) in the WIPO Pension Fund, shall only participate in the WIPO Pension Fund.</p> <p>(c) For the purposes of these Regulations and Rules, the expression “Pension Fund” shall mean, for each staff member, the United Nations Joint Staff Pension Fund and/or the WIPO Pension Fund depending on the staff member’s status according to paragraph (a) or (b) above.</p>	<p><del>Rules of the WIPO Pension Fund, in the WIPO Pension Fund;</del></p> <p><del>(2) any staff member whose appointment took effect before October 1, 1975, and who, on January 1, 1977, had the status of depositor (“déposant”) in the WIPO Pension Fund, shall only participate in the WIPO Pension Fund.</del></p> <p><del>(c) For the purposes of these Regulations and Rules, the expression “Pension Fund” shall mean, for each staff member, the United Nations Joint Staff Pension Fund and/or the WIPO Pension Fund depending on the staff member’s status according to paragraph (a) or (b) above.</del></p>	
<p><b>Regulation 6.2</b> Health Protection and Insurance</p>	<p>In addition to the provision made pursuant to Regulation 6.1, the Director General shall establish a scheme of social security for staff members and other WIPO employees designated by the International Bureau, which shall provide in particular for health protection, sick leave and maternity leave, as well as reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the International Bureau. [...]</p>	<p>In addition to the provision made pursuant to Regulation 6.1, the Director General shall establish a scheme of social security for staff members and other WIPO employees designated by the International Bureau, which shall provide in particular for health protection, sick leave and maternity leave, as well as reasonable compensation in the event of illness, <b>accident injury</b> or death attributable to the performance of official duties on behalf of the International Bureau. [...]</p>	<p>Editorial amendment.</p>
<p><b>Regulation 9.2</b> Termination</p>	<p>(a) The Director General, giving his or her reasons therefor, may terminate the appointment of a staff member who holds a fixed-term appointment, a permanent appointment, or a continuing appointment for any of the following reasons:</p> <p>[...]</p> <p>(6) if the staff member no longer has a post as a result of a reclassification:</p> <p>(i) fixed-term staff members whose appointments are terminated as a result of reclassification shall be terminated and given a termination indemnity pursuant to Regulation 9.8(a)(1).</p> <p>(ii) permanent or continuing staff members whose appointments are terminated as a result of</p>	<p>(a) The Director General, giving his or her reasons therefor, may terminate the appointment of a staff member who holds a fixed-term appointment, a permanent appointment, or a continuing appointment for any of the following reasons:</p> <p>[...]</p> <p>(6) if the staff member no longer has a post as a result of a reclassification:</p> <p>(i) fixed-term staff members whose appointments are terminated as a result of reclassification shall be <del>terminated and</del> given a termination indemnity pursuant to Regulation 9.8(a)(1).</p> <p>(ii) permanent or continuing staff members whose appointments are terminated as a result of</p>	<p>Subpara. (a)(6): Amended to avoid any inconsistency with para. (a), which provides that the Director “may”, not “shall”, terminate the appointment of a staff member.</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>reclassification shall be terminated and given a termination indemnity pursuant to Regulation 9.8(a)(6).</p> <p>[...]</p>	<p>reclassification shall be <del>terminated</del> and given a termination indemnity pursuant to Regulation 9.8(a)(6).</p> <p>[...]</p>	
<p><b>Regulation 9.8</b></p> <p>Termination Indemnity</p>	<p>[...]</p> <p>(c) Upon application of a staff member who is to be separated as a result of an agreed termination of appointment or because of abolition of post or reduction in staff and who is within two years of the age of 55 and 25 years of contributory service in the United Nations Joint Staff Pension Fund, or who is over that age and within two years of 25 years of contributory service, the Director General may place such a staff member on special leave without pay for pension purposes pursuant to Regulation 5.2 under conditions to be prescribed by the Director General in an Office Instruction.</p> <p>[...]</p>	<p>[...]</p> <p>(c) Upon application of a staff member who is to be separated as a result of an agreed termination of appointment or because of abolition of post or reduction in staff and who is within two years of <del>the age of 55</del> <b><u>reaching the applicable qualifying age for an early retirement benefit under article 29 of the Regulations of the United Nations Joint Staff Pension Fund</u></b> and 25 years of contributory service in the United Nations Joint Staff Pension Fund, or who is over that age and within two years of 25 years of contributory service, the Director General may place such a staff member on special leave without pay for pension purposes pursuant to Regulation 5.2 <del>under conditions to be prescribed by the Director General in an Office Instruction.</del></p> <p>[...]</p>	<p>Amended to reflect the changes made to article 29 of the Regulations of the UN Joint Staff Pension Fund, which introduced an early retirement age of 58 for staff members who entered the Fund on or after January 1, 2014. The proposed change provides for the scenarios in which a staff member is within two years of qualifying for an early retirement benefit at the age of 55 if he or she entered the Fund prior to January 1, 2014 and at the age of 58 if he or she entered the Fund on or after January 1, 2014. (See also amendment to Regulation 5.2(d))</p>

[Annex XI follows]



## STUDY ON STAFF MOBILITY

*Information document prepared by the Secretariat*

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### I. INTRODUCTION

1. At its Seventy-First (46<sup>th</sup> Ordinary) Session, held from October 5 to 14, 2015, the WIPO Coordination Committee approved amendments to the Staff Regulations, with the exception of new Staff Regulation 3.25 (“Special Salary Increment”). In this respect, the Coordination Committee noted:

“the Secretariat will undertake a study on the issue of staff mobility, including a review of other kind of incentives to promote mobility of professional staff. This study will be presented at the 2016 session of the Coordination Committee, for its consideration and for a decision on whether or not to accept the special salary increment[.]”<sup>1</sup>

2. The present paper presents the outcome of the above-mentioned study.

### II. BACKGROUND ON PROPOSAL TO INTRODUCE A SPECIAL SALARY INCREMENT

3. Headquartered in Geneva, Switzerland, WIPO also has small offices in the following six duty stations: Rio de Janeiro, Brazil; Beijing, China; Tokyo, Japan; Moscow, Russia; Singapore; and New York, USA.

4. WIPO’s network of offices away from its Headquarters in Geneva forms an integral part of the Organization designed to bring services and cooperation closer to Member States, stakeholders and partners. Staff mobility to such offices leads to a greater understanding of the needs of Member States, stakeholders and partners, and thus enables WIPO to deliver optimal services shaped to their needs. Benefits of mobility for WIPO and its staff further include:

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<sup>1</sup> See document WO/CC/71/7 of February 5, 2016, paragraph 95(i)(a), “Report adopted by the WIPO Coordination Committee”.

- acquiring new/transferable skills to facilitate professional development and career growth;
- broadening experience and expertise;
- acquiring work experience in different countries and cultures;
- widening professional networks;
- gaining leadership experience;
- training others and sharing knowledge and technical expertise;
- developing a versatile, multi-skilled and internationally-focused staff;
- enhancing organizational effectiveness;
- promoting WIPO's mission globally.

5. Given the increasing strategic importance of WIPO's offices away from Headquarters, in particular its external offices, the WIPO Coordination Committee was invited, at its Seventy-First (46<sup>th</sup> Ordinary) Session in 2015, to approve a Staff Regulation introducing a new allowance, the Special Salary Increment, to provide a short-term financial incentive for staff mobility.

6. The proposed Staff Regulation read as follows:

"Special Salary Increment

"(a) The Director General may grant a non-pensionable special salary increment to a staff member in the Professional and higher categories who is reassigned, for a period of at least one year, away from Headquarters to a post at the same grade. The special salary increment shall be an amount equivalent to up to a maximum of three steps in the staff member's grade.

"(b) Payment of the special increment shall be discontinued after five years of continuous service at the same duty station, or if the staff member is reassigned to Headquarters, or if the staff member is promoted, whichever is earlier.

"(c) If the staff member does not complete one year of service away from Headquarters, and unless the Director General determines that this is justified by exceptional circumstances, the amount of the special increment shall be recovered from the staff member.

"(d) Nationals of the country of the duty station and staff members whose initial appointment is in a duty station away from Headquarters shall not be eligible for the special increment.

"(e) This Regulation shall not apply to temporary staff members."

7. In the proposal submitted to the Coordination Committee,<sup>2</sup> it was noted that the allowance, which would be non-pensionable and equivalent to a maximum of up to three salary steps, would only concern a small number of staff and therefore result in a negligible increase in staff costs. Only staff in the Professional and higher categories who are reassigned away from Headquarters to a post at the same grade would be eligible for the allowance. Nationals of the country of the duty station and staff members whose initial appointment is in a duty station away from Headquarters would not be eligible. Payment of the allowance would be discontinued after five years of continuous service at the same duty station, or if the staff member is reassigned to Headquarters, or if the staff member is promoted, whichever is earlier.

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<sup>2</sup> See document WO/CC/71/4 Rev. of September 28, 2015, "Amendments to Staff Regulations and Rules."

8. The proposal to introduce the Special Salary Increment was inspired from a comparable allowance existing at the International Labour Organization (ILO). The ILO indeed offers an allowance corresponding to three additional steps plus post adjustment to any official transferred at the same grade to an office away from headquarters. The relevant article of the ILO Staff Regulations reads as follows:

“Article 3.6 – Change in responsibilities

“On the recommendation of the responsible chief the Director-General may increase temporarily, by a non-pensionable amount equal to one or more increments, the salary of an official temporarily posted for duty away from headquarters if he is satisfied that the official’s responsibilities have thereby so changed that they have become temporarily greater than those corresponding to his salary but not to such extent as would warrant upgrading of the job, provided that no increment shall be granted unless the assignment is made for a period of not less than two years and provided also that when the assignment is terminated the salary of the official shall be reduced by an amount corresponding to the amount of the special increment which he received.”

9. Furthermore, the ILO’s mobility policy<sup>3</sup> provides that:

“[A]n allowance corresponding to three additional steps plus the post adjustment is paid to any official transferred in the same grade away from headquarters in accordance with article 3.6 of the Staff Regulations.”

10. Similarly, as an incentive to mobility, the International Fund for Agricultural Development (IFAD) provides a “special post allowance” to Country Programme Managers assigned to IFAD Country Offices, which corresponds to at least two additional steps plus post adjustment. The relevant provisions read as follows:

“3.5.2 IFAD Country Office (ICO) Special Post Allowance

“(i) Country Programme Managers (CPMs) assigned to ICOs for a period of at least one year will be eligible to receive a non-pensionable allowance – the ICO SPA – for the duration of their assignment to a field duty station, subject to budget availability and inclusion of the position in the Strategic Workforce Plan (SWP).

“(ii) Calculation of the ICO SPA will follow the procedures for calculation of the standard SPA, outlined in section 3.6.5. The amount of the ICO SPA remains unchanged for the duration of the assignment but the amount for post adjustment linked to the ICO SPA may vary in accordance with the multiplier each month.

“[...]

“(iv) The ICO SPA ceases on assignment to HQ.”

### **III. SUPPORT TO GEOGRAPHICAL MOBILITY IN THE UN COMMON SYSTEM COMPENSATION PACKAGE**

11. A number of entitlements in support of geographical mobility are built in the United Nations (UN) common system of salaries, allowances and other conditions of service, and therefore already granted by WIPO. These are:

#### *Travel expenses*

12. WIPO pays the travel expenses of an internationally recruited staff member on assignment to another duty station. WIPO also pays the travel expenses of a staff

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<sup>3</sup> See ILO Office Directive IGDS Number 413, 23 January 2015.

member's spouse and/or dependent children where the assignment is for a period of at least one year.

#### *Removal / Shipment*

13. WIPO pays the cost of the full removal or a smaller shipment of the staff member's household goods and personal effects for himself or herself and his or her dependants, depending on factors such as the length of the assignment.

#### *Non-removal allowance*

14. The non-removal allowance aims to compensate for the non-removal of personal effects and household goods. Staff entitled to a smaller shipment only, and staff entitled to the full removal but who opt not to exercise the entitlement, may be eligible for the non-removal allowance. The allowance is payable for a maximum period of five consecutive years at one duty station.

15. It must be noted that the non-removal allowance will be discontinued when the revised compensation package is implemented, for staff who move after the implementation date. This allowance was a useful alternative to full removal, for example for staff who do not wish to remove all their household goods for the duration of an assignment. Its discontinuation could be a disincentive for staff geographical mobility at WIPO.

#### *Mobility allowance / Mobility incentive*

16. The current mobility allowance is intended to encourage movement of internationally recruited staff from one duty station to another, and varies according to the number of assignments. In order to be eligible, a staff member must be assigned to a duty station for one year or longer and have had five years' prior consecutive service as a staff member in WIPO or another organization of the UN common system. At A to E duty stations,<sup>4</sup> the mobility allowance is payable to eligible staff members from the second assignment of one year or longer. At H duty stations,<sup>5</sup> the mobility allowance is payable to eligible staff members from the fourth assignment of one year or longer, and only if the staff member has had two or more assignments, each for a period of one year or longer, at A to E duty stations.

17. When the revised compensation package is implemented, the mobility allowance will be discontinued and replaced by a mobility incentive which will be applicable only to staff assigned to A to E duty stations with at least five years of prior continuous service in the common system and from their second assignment. Staff members assigned to H duty stations will not be eligible for the mobility incentive.

18. It should be noted that since the current mobility allowance can only be paid as of the second assignment at A to E duty stations, and given that WIPO only has four small offices in A duty stations (Beijing, Moscow, Rio de Janeiro, Singapore),<sup>6</sup> most WIPO staff would not be eligible for the allowance if transferred to such an office. There are also cases where staff transferred may not have the requisite number of years of service to be eligible.

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<sup>4</sup> A to E duty stations are rated on a scale that assesses the difficulty of working and living conditions from A to E, with A being the least and E the most difficult.

<sup>5</sup> H duty stations are at headquarters and other similarly designated locations where the UN has no development/humanitarian assistance programs, or in member countries of the European Union.

<sup>6</sup> Classification of WIPO's duty stations according to the International Civil Service Commission:

H – Geneva, New York, Tokyo;  
A – Beijing, Moscow, Rio de Janeiro, Singapore;  
B to E – n/a.

19. Furthermore, the exclusion of assignments at H duty stations from the new mobility incentive will accentuate the difficulty for WIPO in encouraging mobility to offices away from Headquarters.

#### *Hardship allowance*

20. The purpose of the hardship allowance is to encourage mobility by compensating staff for service in a B, C, D or E duty station. The hardship allowance is payable to eligible staff members who are assigned for one year or longer to such a duty station from the beginning of the assignment and for its full duration.

21. WIPO does not currently have offices in B to E duty stations; therefore no WIPO staff are eligible for the hardship allowance.

#### *Assignment grant / Settling-in grant*

22. Currently, an assignment grant is paid when a staff member travels at the Organization's expense on recruitment or transfer to another duty station for a period of service expected to be of at least one year. The grant is intended to cover additional costs of taking up residence at the new duty station and any pre-departure expenses incurred as a result of the relocation. The grant comprises a daily subsistence allowance portion for the staff member and his or her eligible dependants and a lump-sum portion. The actual amount of the lump sum depends on the duration of the staff member's assignment, on whether or not the staff member is entitled to full household removal, and on whether the assignment is to a field (A-E) or headquarters (H) duty station.

23. When the revised compensation package is implemented, the assignment grant will be replaced by a settling-in grant. The new settling-in grant will consist of a daily subsistence allowance portion as in the current assignment grant, and a lump-sum portion equivalent to one month of net base salary.

## **IV. OTHER INCENTIVES TO GEOGRAPHICAL MOBILITY IN ORGANIZATIONS OF THE UN COMMON SYSTEM**

24. Some organizations of the UN common system have put in place specific incentives or support measures to encourage geographical mobility, in addition to those already built in the common system compensation package. These include:

### **A. Monetary incentives**

#### *ILO*

25. The ILO offers the following incentives to staff to encourage geographical mobility:

(a) Transitional allowance: As detailed at paragraphs 8 and 9 above, an allowance corresponding to three additional steps plus post adjustment is paid to any official transferred in the same grade to an office away from headquarters.

(b) Mission status: Officials transferred to a new duty station are placed on mission status during the first six months of their assignment in the case of a transfer from Geneva to an external office, and during the first three months of the new assignment in the case of a transfer from an external office to another external office. This allowance is non-pensionable and is not payable at an official's first duty station.

*Remark on potential application in WIPO:* This is a costly measure, which is inconsistent with WIPO Staff Regulations and Rules and which is not considered justified.

(c) Rental advance: This is an advance against salary in order to allow officials to meet their contractual obligations towards landlords when significant amounts of rent are requested to be paid in advance.

*Remark on potential application in WIPO:* Such a measure is already possible under WIPO Staff Regulations and Rules.

(d) Car advance: This is an advance against salary in order to assist officials with the purchase of a motor vehicle for their personal use upon assignment to a field duty station.

*Remark on potential application in WIPO:* Implementation of this measure is not recommended in WIPO as cash needed for such expenses would be, at least partially, provided by the existing assignment grant/new settling-in grant.

#### *IFAD*

26. As indicated at paragraph 10 above, IFAD provides, as an incentive to mobility, a "special post allowance" to eligible staff members assigned to IFAD Country Offices, which corresponds to at least two additional steps plus post adjustment.

#### *International Office for Migration (IOM)*

27. IOM staff are granted an additional step increase at the end of each assignment in an E category duty station, subject to satisfactory performance.

*Remark on potential application in WIPO:* WIPO only has offices in H and A duty stations.

### **B. Practical support**

#### *World Health Organization (WHO)*

28. WHO offers five days of special leave with full pay to assist staff upon their departure from a duty station and their arrival to a new duty station.

*Remark on potential application in WIPO:* Such a measure is already possible under WIPO Staff Regulations and Rules.

#### *United Nations Educational, Scientific and Cultural Organization (UNESCO)*

29. Pre-assignment travel (one-week mission) is granted to UNESCO staff assigned to D and E duty stations.

*Remark on potential application in WIPO:* WIPO only has offices in H and A duty stations.

### **C. Incentives linked to career progression**

30. A number of organizations link, to varying extents, geographical mobility and career progression:

- (a) At the United Nations Development Program (UNDP), service in Country Offices and Regional Centers is a differentiating factor among otherwise equally qualified candidates, and in some cases a prerequisite, for appointment in senior management and leadership posts;
- (b) At IOM, candidates for promotion to the D1 and D2 levels should be given priority consideration if they have served at least two years in a C, D or E duty station;
- (c) At the International Civil Aviation Organization (ICAO), successful “mobility assignments” (including assignments involving a change of duty station) are taken into account for appointment and promotion to posts at the P5 level and above;
- (d) At UNESCO, staff members who have undertaken a successful field assignment are given priority consideration for promotion at levels P-4 and above, all other criteria being equal;
- (e) At WHO, priority consideration for promotion may be given in the future to staff members who have successfully undertaken geographic mobility, all other criteria being equal.

*Remark on potential application in WIPO:* Given the extremely limited opportunities for geographical mobility at WIPO, establishing a link between geographical mobility and career progression would have a very limited impact.

## V. DISINCENTIVES TO GEOGRAPHICAL MOBILITY AT WIPO

31. There are a number of disincentives to geographical mobility away from Headquarters at WIPO, including:

- (a) Geneva offers staff a high quality of life;
- (b) The post adjustment is higher in Geneva than in the other WIPO duty stations.<sup>7</sup> Staff members tend to look at it in absolute terms, even if post adjustment is intended to ensure that staff in the Professional and higher categories have a comparable purchasing power in different duty stations across the world. This creates a psychological disincentive to leave Geneva;
- (c) Contrary to staff working for field-based and humanitarian organizations such as IOM or UNHCR, WIPO staff have never been required to rotate geographically. WIPO’s regulatory framework is designed to enable staff to be assigned functions according to the needs of the Organization, and it is within the *ethos* of the international civil service for staff to be geographically mobile; however, in many cases, staff did not join WIPO expecting to be reassigned to a different duty station. Consequently, the increase in WIPO offices around the world requires a shift in the mindset of staff towards being more geographically mobile;
- (d) Low turnover of staff at WIPO means that there are limited available posts for staff based in an office outside Geneva to be (re-)assigned to Geneva;
- (e) The measures included in the UN compensation package (see Section III above) are strongly orientated towards supporting mobility to field duty stations, especially B to

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<sup>7</sup> As at May 1, 2016, the following post adjustment multipliers were applicable (from the highest to the lowest): 87.7 in Switzerland, 82.6 in Japan, 74.7 in Singapore, 65.4 in China (Beijing), 64.9 in the USA (New York), and 37.6 in Brazil.

E duty stations, and/or to multiple duty stations. Given that WIPO only has six offices outside Geneva, none of which are in B to E duty stations, benefits and entitlements under the UN compensation package are often not applicable to WIPO staff;

(f) As highlighted in Section III, the revised compensation package for staff in the Professional and higher categories will accentuate the issue highlighted at paragraph (e) above (i.e., staff at H duty stations will not be eligible for the new mobility incentive; the non-removal allowance will be discontinued).

32. The above strengthens the case for the introduction of the Special Salary Increment.

## VI. COST OF SPECIAL SALARY INCREMENT

33. An indication of the cost of the Special Salary Increment (SSI) is provided in the examples below. The examples are based on the unified salary scale that will be applicable as of January 2017 and concern Brazil and Japan, which had respectively the lowest and highest post adjustments of all the WIPO offices outside Geneva as at May 2016:

		<b>SSI of 3 steps plus post adjustment</b>  (US dollars)	SSI of 2 steps plus post adjustment  (US dollars)	SSI of 1 step plus post adjustment  (US dollars)
Staff Member at <b>P-4 step 1</b>	Assigned to Brazil	6,280 per year / <b>523 per month</b>	4,187 per year / 349 per month	2,093 per year / 174 per month
	Assigned to Japan	8,334 per year / <b>694 per month</b>	5,557 per year / 463 per month	2,777 per year / 231 per month
Staff Member at <b>D-1 step 1</b>	Assigned to Brazil	7,656 per year / <b>638 per month</b>	5,104 per year / 425 per month	2,551 per year / 213 per month
	Assigned to Japan	10,160 per year / <b>847 per month</b>	6,773 per year/ 564 per month	3,385 per year / 282 per month

34. It should be borne in mind that the six WIPO offices outside Geneva had between one and three staff members in the Professional and higher categories as at May 2016. It is further noted that between October 2015 and May 2016, no staff members were transferred from Headquarters to the WIPO offices outside Geneva. This shows that the cost impact of the Special Salary Increment on WIPO would be extremely limited. However, the financial impact on individual staff could increase the incentive to be assigned to an office away from Headquarters.

## VII. CONCLUSION

35. Based on the above analysis of WIPO's specific situation, as well as the incentives and support to geographical mobility offered in other organizations of the UN common system, the WIPO Coordination Committee is invited to approve the new Staff Regulation on the Special Salary Increment as proposed in document WO/CC/73/3, "Amendments to Staff Regulations and Rules".

[Annex XII follows]



**OTHER AMENDMENTS**  
**AMENDMENTS TO THE STAFF RULES AND RELATED ANNEXES TO BE EFFECTIVE AS FROM JANUARY 1, 2017**

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
<p><b>Rule 2.2.1</b></p> <p>Implementation of a Reclassification Decision</p>	<p>[...]</p> <p>(c) In cases where the incumbent is not selected in the competition for his or her reclassified post:</p> <p>(1) where the incumbent holds a fixed-term, permanent or continuing appointment, he or she shall be given the opportunity for a transfer to another post after the period of the competition, in accordance with Regulation 4.3 “Transfers.” If no suitable post is identified, the contract of the incumbent of the reclassified post shall be terminated in accordance with Regulation 9.2 “Termination” and Regulation 9.7 “Notice of Termination.”</p> <p>[...]</p>	<p>[...]</p> <p>(c) In cases where the incumbent is not selected in the competition for his or her reclassified post:</p> <p>(1) where the incumbent holds a fixed-term, permanent or continuing appointment, he or she shall be given the opportunity for a transfer to another post after the period of the competition, in accordance with Regulation 4.3 “Transfers.” If no suitable post is identified, the contract of the incumbent of the reclassified post <del>shall</del> <b>may</b> be terminated in accordance with Regulation 9.2 “Termination” <del>and Regulation 9.7 “Notice of Termination.”</del></p> <p>[...]</p>	<p>To ensure consistency with Regulation 9.2. The latter provides that the Director “may”, not “shall”, terminate the appointment of a staff member who no longer has a post as a result of a reclassification.</p>
<p><b>Rule 3.2.1</b></p> <p>Dependency for Temporary Staff Members</p>	<p>Rule 3.2.1</p> <p>Dependency for Temporary Staff Members</p> <p>The International Bureau shall recognize the dependent spouse and dependent children of temporary staff members, subject to the eligibility criteria prescribed in paragraphs (a), (b) (c) and (e) of the above Regulation. The International Bureau shall not recognize the secondary dependants of temporary staff members.</p>	<p><del>Rule 3.2.1</del></p> <p><del>Dependency for Temporary Staff Members</del></p> <p><del>The International Bureau shall recognize the dependent spouse and dependent children of temporary staff members, subject to the eligibility criteria prescribed in paragraphs (a), (b) (c) and (e) of the above Regulation. The International Bureau shall not recognize the secondary dependants of temporary staff members.</del></p>	<p>Rule deleted to address the inconsistency with Regulations 3.3(d) and 3.4(f), which provide that all staff members are entitled to the secondary dependant allowance, regardless of contractual status. The relevant provisions have been incorporated into Regulations 3.3(d) and 3.4(f).</p>
<p><b>Rule 3.5.1</b></p> <p>Initial Salary for Temporary Staff Members</p>	<p>Temporary staff members shall be appointed at the starting salary of the equivalent grade at the level at which their function has been determined by HRMD unless the Director General decides that their experience and other qualifications for the duties and responsibilities attaching to the position justify a higher step in that grade.</p>	<p>Temporary staff members shall be appointed at the starting salary of the equivalent grade at the level at which their function <b>temporary position</b> has been determined by HRMD unless the Director General decides that their experience and other qualifications for the duties and responsibilities attaching to the position justify a higher step in that grade.</p>	<p>Editorial amendment.</p>
<p><b>Rule 3.6.3</b></p>	<p>The salaries of promoted staff members shall be calculated in the following manner:</p>	<p>The salaries of promoted staff members shall be calculated in the following manner:</p>	<p>Para. (a) is deleted and para. (b) is amended to align</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
<p>Salary on Promotion</p>	<p>(a) for staff members in continuous service in the General Service or in the National Professional Officers categories, during the year following promotion, salary shall be determined so that they receive, in addition to the sum which they would have received had they not been promoted, an amount corresponding to one step of their new grade; however, if the salary at the first step of the new grade gives them a greater increase, they shall be entitled to that salary. The step and the date of the periodical salary increment in the higher grade shall be fixed accordingly;</p> <p>(b) for staff members in the Professional and higher categories, the step of a promoted staff member shall be the lowest in his or her new grade which will provide an increase in salary at least equal to the granting of two steps in his or her old grade. Subject to Regulation 3.6(b), the date of the periodical salary increment in the higher grade shall be the effective date of the promotion;</p> <p>(c) Where a staff member is promoted from the General Service to the National Professional Officer category or to the Professional category, or from the National Professional Officer category to the Professional category, the provision in paragraph (a) above shall apply, with the following elements considered to be part of the salaries to be used for the determination of the step in the new grade:</p> <p>(1) the net amount of any allowance which is pensionable and which the staff member received while serving in the General Service or National Professional Officer categories;</p> <p>(2) any post adjustment at the single rate applicable to the grade/step in the Professional category to which the staff member is promoted.</p> <p>(d) This Rule shall not apply to temporary staff</p>	<p><del>(a) for staff members in continuous service in the General Service or in the National Professional Officers categories, during the year following promotion, salary shall be determined so that they receive, in addition to the sum which they would have received had they not been promoted, an amount corresponding to one step of their new grade; however, if the salary at the first step of the new grade gives them a greater increase, they shall be entitled to that salary. The step and the date of the periodical salary increment in the higher grade shall be fixed accordingly;</del></p> <p><del>(b)</del> for staff members <b><u>promoted within the General Service, National Professional Officer and</u></b> in the Professional and higher categories, the step of a promoted staff member shall be the lowest in his or her new grade which will provide an increase in salary at least equal to the granting of two steps in his or her old grade. Subject to Regulation 3.6(b), the date of the periodical salary increment in the higher grade shall be the effective date of the promotion;</p> <p><del>(c)</del> <b>(b)</b> Where a staff member is promoted from the General Service to the National Professional Officer category or to the Professional category, or from the National Professional Officer category to the Professional category, the provision in paragraph (a) above shall apply, with the following elements considered to be part of the salaries to be used for the determination of the step in the new grade:</p> <p>(1) the net amount of any <b><u>pensionable</u></b> allowance <del>which is pensionable and</del> which the staff member received while serving in the General Service or National Professional Officer categories;</p> <p>(2) any post adjustment at the single rate applicable to the grade/step in the Professional category to which the staff member is promoted.</p>	<p>with rules in the vast majority of UN common system organizations, where a salary increase equivalent to at least two steps in the former grade is granted in all cases.</p> <p>Subparagraph (b)(1): Editorial amendment.</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	members.	<del>(d)</del> <b>(c)</b> This Rule shall not apply to temporary staff members.	
<b>Rule 3.17.1</b>  Pensionable Remuneration for Temporary Staff Members	The above Regulation shall apply to temporary staff members with the exception of paragraph (c).	<b>Paragraph (a) of the</b> The above Regulation shall apply to temporary staff members <del>with the exception of paragraph (c).</del>	To ensure consistency with Regulation 3.17(d).
<b>Rule 4.5.1</b>  Staff Members Appointed to Positions Subject to Local Recruitment	<p>(a) All staff in the General Service category, except as provided for in Regulation 4.6(d) and Rule 4.6.1(d) below, shall be recruited in the host country or within reasonable commuting distance of the Headquarters and, notwithstanding national boundaries, irrespective of their nationality and of the length of time they may have been in the host country. The allowances and benefits available to staff members in the General Service shall be set by the Director General. The above provision shall apply <i>mutatis mutandis</i> to non-Headquarters offices.</p> <p>(b) All staff in the National Professional Officer category, except as provided for in Regulation 4.6(d) and Rule 4.6.1(d) below, shall be recruited locally in the country of the duty station. National Professional Officers shall normally be nationals of the country of the duty station. The allowances and benefits available to staff members in the National Professional Officer category shall be set by the Director General. A staff member in this category may only be recruited in non-Headquarters offices.</p> <p>[...]</p>	<p>(a) All staff in the General Service and National Professional Officer category, except as provided for in Regulation 4.6(d) and Rule 4.6.1(d) below, shall be recruited in the <del>host</del> country or within reasonable commuting distance of <del>the Headquarters</del> <b>each duty station</b> and, notwithstanding national boundaries, irrespective of their nationality and of the length of time they may have been in the <del>host</del> country. The allowances and benefits available to staff members in the General Service shall be set by the Director General. <del>The above provision shall apply mutatis mutandis to non-Headquarters offices.</del></p> <p>(b) All staff in the National Professional Officer category, except as provided for in Regulation 4.6(d) and Rule 4.6.1(d) below, shall be recruited locally in the country of the duty station. National Professional Officers shall normally be nationals of the country of the duty station. The allowances and benefits available to staff members in the National Professional Officer category shall be set by the Director General. A staff member in this category may only be recruited in non-Headquarters <del>offices</del> <b>duty stations</b>.</p> <p>[...]</p>	<p>Editorial amendments.</p> <p>Para. (a): Amended to be less Headquarters-specific.</p> <p>Para. (b): Erroneously refers to “non-Headquarters offices” (which are offices away from Headquarters but may be Headquarters duty stations according to the ICSC classification), instead of non-Headquarters duty stations (which is the expression correctly used in the definition of NPO contained in Annex I, Art. 2(a)(4)), of the Staff Regulations and Rules.</p>
<b>Rule 4.9.2</b>  Appointments under Funds-in-Trust and other Special	<p>Rule 4.9.2 – Appointments under Funds-in-Trust and other Special Agreements</p> <p>(a) When certain services in the Professional category and also specific posts in the General Service and National Professional Officer categories</p>	<p>Rule 4.9.2 – <b>Recruitment of Fixed-Term Staff Members</b> Appointments under Funds-in-Trust and other Special Agreements</p> <p><del>(a)</del>—When certain services in the Professional category and also specific posts in the General</p>	Editorial amendments.

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
Agreements	<p>are envisaged under Funds-in-Trust or co-operation agreements between the International Bureau and national and regional intellectual property offices, or Member State governments, the Director General may proceed with appointments without having recourse to a competition. Staff members recruited according to this procedure shall be granted fixed term appointments not exceeding three years, which shall not be extended or converted to a continuing appointment.</p> <p>(b) During their service, staff members appointed under a Funds-in-Trust agreement may apply for any vacancies at the International Bureau as external candidates.</p> <p>(c) This Rule shall not apply to temporary staff members.</p>	<p>Service and National Professional Officer categories are envisaged under <b><u>funds-in-trust agreements</u></b> <del>Funds-in-Trust or co-operation agreements between the International Bureau and national and regional intellectual property offices, or Member State governments</del>, the Director General may proceed with <b><u>fixed-term</u></b> appointments without having recourse to a competition <b><u>within the meaning of Regulations 4.9 and 4.10.</u></b> <del>Staff members recruited according to this procedure shall be granted fixed term appointments not exceeding three years, which shall not be extended or converted to a continuing appointment.</del></p> <p><del>(b) During their service, staff members appointed under a Funds-in-Trust agreement may apply for any vacancies at the International Bureau as external candidates.</del></p> <p><del>(c) This Rule shall not apply to temporary staff members.</del></p>	<p>Para. (a): Last sentenced moved to new Rule 4.17.1 on “Fixed-term appointments under funds-in-trust agreements”, where it belongs (Rule 4.9.2 is related to recruitments, not appointments).</p> <p>Para. (b): Provision moved to new Rule 4.17.1.</p>
<p><b>New Rule 4.9.3</b></p> <p>Recruitment of Fixed-Term Staff Members for Approved Projects</p>		<p><b><u>Rule 4.9.3 – Recruitment of Fixed-Term Staff Members for Approved Projects</u></b></p> <p><b><u>When certain services in the Professional category and also specific posts in the General Service and National Professional Officer categories are envisaged under approved projects, the Director General may proceed with fixed-term appointments either following a competition within the meaning of Staff Regulations 4.9 and 4.10 or by applying <i>mutatis mutandis</i> the competitive selection process for temporary positions prescribed in Annex III, article 5(a), regardless of the duration of the initial fixed-term appointment.</u></b></p>	<p>New provision specifying that where the “standard” competitive process for the recruitment of project staff on fixed-term appointments is waived, the competitive selection process applicable for temporary positions shall apply instead.</p> <p>This will allow for faster recruitments when required by business needs, while still maintaining a competitive selection process.</p> <p>The approach is justified by the fact that project fixed-term appointments are not career appointments (they are time limited and cannot be converted to continuing or permanent appointments). Furthermore, such appointments will be limited to service under the relevant project (see new Rule 4.17.2 below).</p>
<p><b>Rule 4.9.3</b></p> <p>Recruitment of Temporary Staff Members</p>	<p>Rule 4.9.3 – Recruitment of Temporary Staff Members</p> <p>(a) The selection procedures for temporary appointments shall be prescribed by the Director</p>	<p>Rule <del>4.9.4</del> 4.9.3 – Recruitment of Temporary Staff Members</p> <p>(a) The selection procedures for temporary appointments shall be prescribed by the Director</p>	<p>Renumbering.</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>General in Annex III.</p> <p>(b) Rule 4.9.1, “Employment of Members of the Same Family,” shall apply to temporary staff members.</p> <p>(c) When certain services in the Professional category and also specific positions in the General Service and National Professional Officer categories are envisaged under Funds in Trust or co-operation agreements between the International Bureau and national and regional intellectual property offices, or Member State governments, the Director General may proceed with appointments without having recourse to a competition. Staff members recruited according to this procedure shall be granted temporary appointments pursuant to these Regulations and Rules.</p> <p>(d) During their service, temporary staff members appointed under a Funds-in-Trust agreement shall not apply for any vacancies within the International Bureau.</p> <p>(e) Following the completion of their service under the Funds-in-Trust agreement, such former temporary staff members shall not be employed by the International Bureau for a minimum period of 12 months following the date of their separation from service.</p>	<p>General in Annex III.</p> <p>(b) Rule 4.9.1, “Employment of Members of the Same Family,” shall apply to temporary staff members.</p> <p><del>(c) When certain services in the Professional category and also specific positions in the General Service and National Professional Officer categories are envisaged under Funds in Trust or co-operation agreements between the International Bureau and national and regional intellectual property offices, or Member State governments, the Director General may proceed with appointments without having recourse to a competition. Staff members recruited according to this procedure shall be granted temporary appointments pursuant to these Regulations and Rules.</del></p> <p><del>(d) During their service, temporary staff members appointed under a Funds-in-Trust agreement shall not apply for any vacancies within the International Bureau.</del></p> <p><del>(e) Following the completion of their service under the Funds-in-Trust agreement, such former temporary staff members shall not be employed by the International Bureau for a minimum period of 12 months following the date of their separation from service.</del></p>	<p>Para. (c): Deleted in view of redundancy with the provisions of Annex III (“Selection procedures for temporary appointments”) and new Rule 4.16.2 (“Temporary appointments under funds-in-trust agreements”), and to avoid inconsistency with Rule 4.9.2.</p> <p>Para. (d): Deleted in view of inconsistency with Regulation 4.16(f), which provides that: “During their service, temporary staff members may apply for any vacancies at the International Bureau as external candidates...”</p> <p>Para. (e): Deleted in view of redundancy with Regulation 4.16(d), which provides that: “Persons having reached the maximum cumulative length of two years for a temporary appointment shall not be re-employed on a temporary appointment ... for a period of at least one year.”</p>
<p><b>Rule 4.9.4</b></p> <p>Reserve Lists</p>	<p>Rule 4.9.4 – Reserve Lists</p> <p>[...]</p>	<p>Rule <b>4.9.5</b> 4.9.4 – Reserve Lists</p> <p>[...]</p>	<p>Renumbering.</p>
<p><b>Rule 4.10.1</b></p> <p>Composition and Rules of Procedure of Appointment Boards</p>	<p>(a) Each Appointment Board shall consist of a chairman and three members, whose grade shall not be lower than that of the vacant post and who shall not be temporary staff, appointed by the Director General. One of the three members shall be the Director of HRMD, or an authorized representative. The persons nominated to be authorized representatives shall be listed and distributed to the</p>	<p>(a) Each Appointment Board shall consist of a chairman and three members, whose grade shall not be lower than that of the vacant post and who shall not be temporary staff, appointed by the Director General. One of the three members shall be the Director of HRMD, or an authorized representative. The persons nominated to be authorized representatives shall be listed and distributed to the</p>	<p>Para. (a): Providing a list of four names from which the Director General can select one member and one alternate is an absolute minimum to comply with Rule 4.10.1(a), hence the requirement to provide at least four names.</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>Staff Council for comment. One of the remaining two members shall be the hiring manager and the other one shall be designated from a list of names submitted by the Staff Council. The chairman and each member shall have one vote. The chairman and each member shall have one or more designated alternates who shall sit on the Appointment Board when either the chairman or any one of the three members is unable to do so.</p> <p>[...]</p> <p>(c) The Director General shall establish the Rules of Procedure for Appointment Boards. The deliberations of Appointment Boards shall be secret.</p>	<p>Staff Council for comment. One of the remaining two members shall be the hiring manager and the other one shall be designated from a list of <b>at least four</b> names submitted by the Staff Council. The chairman and each member shall have one vote. The chairman and each member shall have one or more designated alternates who shall sit on the Appointment Board when either the chairman or any one of the three members is unable to do so.</p> <p>[...]</p> <p><del>(c) The Director General shall establish the Rules of Procedure for Appointment Boards. The deliberations of Appointment Boards shall be secret.</del> <b><u>Rules of Procedure for Appointment Boards shall be prescribed by the Director General in Annex IV.</u></b></p>	<p>Para. (c): Editorial amendment. The Rules of Procedure have been established in Annex IV.</p>
<p><b>New Rule 4.16.2</b></p> <p>Temporary Appointments under Funds-in-Trust Agreements</p>		<p><b><u>Rule 4.16.2 – Temporary Appointments under Funds-in-Trust Agreements</u></b></p> <p><b><u>Staff members appointed under funds-in-trust agreements may be granted temporary appointments, which shall be limited to service under the relevant funds-in-trust agreement.</u></b></p>	<p>New Rule specifying that temporary appointments under funds-in-trust shall be limited to service under the relevant funds-in-trust.</p>
<p><b>New Rule 4.16.3</b></p> <p>Temporary Appointments for Approved Projects</p>		<p><b><u>Rule 4.16.3 – Temporary Appointments for Approved Projects</u></b></p> <p><b><u>Staff members appointed for approved projects may be granted temporary appointments, which shall be limited to service on the relevant project.</u></b></p>	<p>New Rule specifying that temporary appointments for approved projects shall be limited to service on the relevant project.</p>
<p><b>New Rule 4.17.1</b></p> <p>Fixed-Term Appointments under Funds-in-Trust Agreements</p>		<p><b><u>Rule 4.17.1 – Fixed-Term Appointments under Funds-in-Trust Agreements</u></b></p> <p><b><u>(a) Fixed-term appointments under funds-in-trust agreements shall not be extended beyond three years or converted to a continuing appointment and shall be limited to service under the relevant funds-in-trust agreement.</u></b></p> <p><b><u>(b) During their service, fixed-term staff</u></b></p>	<p>Provisions moved from current Rule 4.9.2. In addition, new provision specifying that fixed-term appointments under funds-in-trust shall be limited to service under the relevant funds-in-trust (i.e., no transfer possible to a different position without a competition).</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
		<u>members appointed under a funds-in-trust agreement may apply for any vacancies at the International Bureau as external candidates.</u>	
<p><b>New Rule 4.17.2</b></p> <p>Fixed-Term Appointments for Approved Projects</p>		<p><b><u>Rule 4.17.2 – Fixed-Term Appointments for Approved Projects</u></b></p> <p><b><u>Fixed-term appointments granted for approved projects shall be limited to service under the relevant project.</u></b></p>	<p>New Rule specifying that fixed-term appointments for approved projects shall be limited to service on the relevant project (i.e., no transfer possible to a different position without a competition).</p>
<p><b>Rule 5.1.1</b></p> <p>Annual Leave</p>	<p>(a) Entitlement to annual leave shall accrue during the entire period for which a staff member receives full pay, subject to the provisions concerning special leave; however, no leave shall accrue while the staff member is suspended from his or her duties without pay.</p> <p>[...]</p> <p>(c) Since the purpose of annual leave is to provide a period of rest each year, not more than 15 days of annual leave accrued in a given year shall normally be carried forward to the next calendar year.</p> <p>[...]</p> <p>(h) No staff member shall be recalled from annual leave without the approval of the Director General. A staff member so recalled who later resumes his or her annual leave at the place from which he or she was recalled shall be entitled to reimbursement of his or her travel expenses to and from that place. When by reason of his or her duties the provisions of paragraph (e) above cannot be applied to a staff member in such a situation, the annual leave due shall be carried forward to the following year.</p>	<p>(a) Entitlement to annual leave shall accrue during the entire period for which a staff member receives full pay, <del>subject to the provisions concerning special leave; however, no</del> <b>on special leave with partial pay or without pay or is</b> suspended from his or her duties <b>with partial pay or</b> without pay.</p> <p>[...]</p> <p>(c) Since the purpose of annual leave is to provide a period of rest each year, not more than 15 days of annual leave accrued in a given year shall normally be carried forward to the next calendar year.</p> <p>[...]</p> <p>(h) No staff member shall be recalled from annual leave without the approval of the Director General. A staff member so recalled who later resumes his or her annual leave at the place from which he or she was recalled shall be entitled to reimbursement of his or her travel expenses to and from that place. <del>When</del> <b>The annual leave not taken</b> by reason of his or her duties the provisions of paragraph (e) above cannot be applied to a staff member in such a situation, <del>the annual leave due</del> shall be carried forward to the following year <b>notwithstanding paragraphs (c) and (e) above.</b></p>	<p>Para. (a): The deleted provision (“subject to the provisions concerning special leave”) is unnecessary since Regulation 5.2 provides that a staff member on special leave with full pay accrues annual leave. The added provisions (“on special leave with partial pay or without pay” and suspension “with partial pay”) ensure consistency with Regulation 5.2(c) and Rule 10.1.3(c), respectively.</p> <p>Para. (h): Last sentence amended for clarification purposes and to correct an omission (new reference to paragraph (c)).</p>
<p><b>Rule 5.1.2</b></p>	<p>(a) Regulation 5.1, “Annual Leave,” shall apply to temporary staff members, except for paragraph (a).</p>	<p>(a) Regulation 5.1, “Annual Leave,” shall apply to temporary staff members, except for paragraph (a).</p>	<p>Editorial amendments to clarify which provisions of Rule 5.1.1 apply or not to temporary staff members,</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
<p>Annual Leave for Temporary Staff Members</p>	<p>(b) Rule 5.1.1, "Annual Leave," shall apply to temporary staff members subject to the following provisions:</p> <p>(1) a temporary staff member working full time shall accrue annual leave at the rate of two and a half days per month;</p> <p>(2) entitlement to annual leave shall accrue during the entire period for which a staff member receives full pay, subject to the provisions concerning special leave; however, no leave shall accrue while the staff member is suspended from his or her duties without pay;</p> <p>(3) leave may be taken only when authorized. According to the exigencies of the service, staff members may be required to take their leave during a period specified by the Director General;</p> <p>(4) any absence from duty not specifically covered by other provisions shall be deducted from the accrued annual leave of the staff members concerned; if they have no accrued annual leave, their absence shall be regarded as unauthorized leave, and they shall not be entitled to either salary or allowances during the period of such absence;</p> <p>(5) a temporary staff member shall not be granted advance annual leave, unless under exceptional or compelling circumstances. Requests for advance annual leave shall be forwarded to the Director of the Human Resources Management Department;</p> <p>(6) a maximum of 15 days of accrued annual leave may be paid at the end of an appointment or carried over in case of extension.</p>	<p>(b) Rule 5.1.1, "Annual Leave," shall apply to temporary staff members, <b><u>except for paragraphs (c), (e), (g) and (h)</u></b>. In addition, <del>subject to the following provisions shall also apply:</del></p> <p>(1) a temporary staff member working full time shall accrue annual leave at the rate of two and a half days per month;</p> <p><del>(2) entitlement to annual leave shall accrue during the entire period for which a staff member receives full pay, subject to the provisions concerning special leave; however, no leave shall accrue while the staff member is suspended from his or her duties without pay;</del></p> <p><del>(3) leave may be taken only when authorized. According to the exigencies of the service, staff members may be required to take their leave during a period specified by the Director General;</del></p> <p><del>(4) any absence from duty not specifically covered by other provisions shall be deducted from the accrued annual leave of the staff members concerned; if they have no accrued annual leave, their absence shall be regarded as unauthorized leave, and they shall not be entitled to either salary or allowances during the period of such absence;</del></p> <p><del>(5)</del> a temporary staff member shall not be granted advance annual leave, unless under exceptional or compelling circumstances. Requests for advance annual leave shall be forwarded to the Director of the Human Resources Management Department;</p> <p><b><u>(3) (6)</u></b> a maximum of 15 days of accrued annual leave may be paid at the end of an appointment or carried over in case of extension;</p> <p><b><u>(4) a temporary staff member shall not be recalled from annual leave without the approval of</u></b></p>	<p>and to avoid gaps (see new subparagraph (4), which echoes paragraph (h) of Rule 5.1.1) and repetitions (subparagraphs (2) to (4) are deleted since they are redundant with paragraphs (a), (b) and (f) of Rule 5.1.1, which are applicable to temporary staff).</p>



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		<p><b><u>the Director General. A staff member so recalled who later resumes his or her annual leave at the place from which he or she was recalled shall be entitled to reimbursement of his or her travel expenses to and from that place. The annual leave not taken by reason of such a situation shall be carried over in case of extension or paid at the end of an appointment, notwithstanding subparagraph (3) above.</u></b></p>	
<p><b>Rule 6.2.1</b></p> <p>Medical Insurance</p>	<p>[...]</p> <p>(b) For the purposes of this Rule, dependants shall be deemed to comprise:</p> <p>(1) the spouse;</p> <p>(2) dependent children as defined in Regulation 3.2(d) and (f) of part C of the Administrative Manual;</p> <p>(3) one of the following persons: a dependent parent, a dependent brother or a dependent sister.</p> <p>[...]</p>	<p>[...]</p> <p>(b) For the purposes of this Rule, dependants shall be deemed to comprise:</p> <p>(1) the spouse;</p> <p>(2) dependent children as defined in <del>Regulation 3.2(d) and (f)</del> of part C of the Administrative Manual;</p> <p>(3) one of the following persons: a dependent <del>parent</del> <b>father, a dependent mother</b>, a dependent brother or a dependent sister.</p> <p>[...]</p>	<p>Subpara. (b)(2): Regulation 3.2 no longer exists.</p> <p>Subpara. (b)(3): To clarify what is meant by “dependent parent”.</p>
<p><b>Rule 6.2.2</b></p> <p>Sick Leave and Special Leave for Prolonged Illness</p>	<p>(a) Staff members who are unable to perform their duties owing to illness or accident or whose attendance is prevented by public health measures shall be entitled to sick leave in accordance with the following provisions:</p> <p>[...]</p> <p>(e) Long Term Sick Leave and Special Leave for Prolonged Illness</p> <p>[...]</p> <p>(2) Staff members who, pursuant to paragraph (b) above, are on sick leave with half-pay after exhausting their sick leave on full pay and who cannot be maintained on full-pay status through a combination of sick leave on half pay with accrued annual leave or half-time duty, shall receive half their net salary and post adjustment, where applicable. In addition, they shall receive, where applicable, the full amount of the dependency allowance, language</p>	<p>(a) Staff members who are unable to perform their duties owing to illness or <del>accident</del> <b>injury</b> or whose attendance is prevented by public health measures shall be entitled to sick leave in accordance with the following provisions:</p> <p>[...]</p> <p>(e) Long Term Sick Leave and Special Leave for Prolonged Illness</p> <p>[...]</p> <p>(2) Staff members who, pursuant to paragraph (b) above, are on sick leave with half-pay after exhausting their sick leave on full pay and who cannot be maintained on full-pay status through a combination of sick leave on half pay with accrued annual leave or half-time duty, shall receive half their net salary and post adjustment, where applicable. In addition, they shall receive, where applicable, the full amount of the dependency allowance, language</p>	<p>Para. (a): Same as Regulation 6.2.</p> <p>Para. (e): Deletion of “assignment grant” to correct an error (assignment grant would not be not applicable in such a case). “Mobility and hardship allowance” replaced by “field allowances and benefits” to ensure consistency with Regulation 3.24 as amended to implement the revised compensation package.</p> <p>Para. (g)(1): The reference to special leave for</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>allowance, education grant, assignment grant, rental subsidy and mobility and hardship allowance.</p> <p>[...]</p> <p>(g) Review of Decisions Relating to Sick Leave</p> <p>(1) If the Director General is satisfied that the staff member on sick leave or on special leave for prolonged illness is able to resume his or her duties, the Director General may refuse to grant further sick leave or special leave for prolonged illness or cancel the leave already granted; however, if the staff member so requests, the matter shall be referred to an independent practitioner acceptable to both the Director General and the staff member or a medical board. [...]</p> <p>(h) Periods of sick leave, whether on full or half pay, shall not affect the accrual of service credits towards periodical salary increment, annual, home and maternity leave, termination indemnity and repatriation grant.</p> <p>[...]</p>	<p>allowance, education grant, <del>assignment grant</del>, rental subsidy and <del>field mobility and hardship allowances</del> <b>and benefits</b>.</p> <p>[...]</p> <p>(g) Review of Decisions Relating to Sick Leave</p> <p>(1) If the Director General is satisfied that the staff member on sick leave <del>or on special leave for prolonged illness</del> is able to resume his or her duties, the Director General may refuse to grant further sick leave <del>or special leave for prolonged illness</del> or cancel the leave already granted; however, if the staff member so requests, the matter shall be referred to an independent practitioner acceptable to both the Director General and the staff member or a medical board. [...]</p> <p>(h) Periods of sick leave, whether on full or half pay, shall not affect the accrual of service credits towards periodical salary increment, <del>annual</del>, home <del>and maternity</del> leave, termination indemnity and repatriation grant. <b><u>Entitlement to annual leave shall accrue during periods of one or more full months of sick leave provided the staff member receives full pay during the relevant period of sick leave.</u></b></p> <p>[...]</p>	<p>prolonged illness is erroneous and therefore removed from the provision.</p> <p>Para. (h):</p> <ul style="list-style-type: none"> <li>- The reference to maternity leave is deleted to correct an error (there is no "accrual of service credits" towards maternity leave since the duration of such leave is 16 weeks regardless of length of service/any period of sick leave).</li> <li>- Annual leave: The current provision (which allows accrual of annual leave while on sick leave with half pay) is inconsistent with Staff Rule 5.1.1(a) (which only allows accrual of annual leave while the staff member receives full pay), as well as with the practice in other UN common system organizations.</li> </ul>
<p><b>Rule 6.2.3</b></p> <p>Maternity Leave</p>	<p>(a) A staff member who must take maternity leave:</p> <p>(1) shall be entitled to absent herself from her duties for the six weeks prior to the predicted date of delivery provided a medical certificate, stating the projected date of delivery, is accepted by the medical adviser. Absence from duty prior to the predicted date of delivery shall not be compulsory until two weeks prior to the predicted date of delivery; however, a staff member who wishes to work during the period of six to two weeks prior to the expected date of delivery shall submit a medical certificate stating that she is fit</p>	<p>(a) A staff member who must take maternity leave:</p> <p>(1) shall be entitled to absent herself from her duties <del>for the</del> <b><u>no earlier than</u></b> six weeks <b><u>and no later than two weeks</u></b> prior to the predicted date of delivery provided a medical certificate, stating the <del>projected</del> <b><u>predicted</u></b> date of delivery, is accepted by the medical adviser. Absence from duty <del>prior to the predicted date of delivery</del> shall not be compulsory until two weeks prior to the predicted date of delivery; however, a staff member who wishes to work during the period of six to two weeks prior to the expected date of delivery</p>	<p>Para. (a): Editorial amendment.</p>

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	<p>for duty;</p> <p>[...]</p> <p>(c) Resumption of duties after maternity leave shall be subject to authorization by the medical adviser on the basis of a medical certificate.</p> <p>[...]</p>	<p>shall submit a medical certificate stating that she is fit for duty;</p> <p>[...]</p> <p><del>(c) Resumption of duties after maternity leave shall be subject to authorization by the medical adviser on the basis of a medical certificate.</del></p> <p><b>(c) (d)</b> [...].</p> <p><b>(d) (e)</b> [...].</p>	<p>Para. (c): Deletion of an unnecessary provision.</p>
<p><b>Rule 6.2.7</b></p> <p>Health Protection and Insurance for Temporary Staff Members</p>	<p>[...]</p> <p>(c) Sick leave shall be granted to temporary staff members subject to the following:</p> <p>[...]</p> <p>(3) periods of sick leave shall not affect the accrual of service credits towards annual leave, maternity leave and termination indemnity.</p> <p>[...]</p>	<p>[...]</p> <p>(c) Sick leave shall be granted to temporary staff members subject to the following:</p> <p>[...]</p> <p>(3) periods of sick leave shall not affect the accrual of service credits towards annual leave, <del>maternity leave</del> and termination indemnity.</p> <p>[...]</p>	<p>Same as Rule 6.2.2(h).</p>
<p><b>Rule 7.3.9</b></p> <p>Loss of Entitlement to Removal Expenses</p>	<p>Rule 7.3.9 - Loss of Entitlement to Removal Expenses</p> <p>(a) A staff member who abandons his or her post or resigns before completing two years of service shall not normally be entitled to payment of removal expenses. Such costs already paid may be adjusted proportionately and recovered from the staff member.</p> <p>(b) The International Bureau shall not pay removal expenses if the removal has not taken place within two years after the date on which the staff member became entitled to removal under Rule 7.3.6, or when the staff member's services are not expected to continue for more than six months beyond the expected date of arrival of his or her household goods and personal effects.</p> <p>(c) The International Bureau shall not pay removal expenses on separation from service if removal is not</p>	<p>Rule 7.3.9 - Loss of Entitlement to Removal <u>or Unaccompanied Shipment</u> Expenses</p> <p>(a) A staff member who abandons his or her post or resigns before completing <u>one year of service, or two years of service for staff entitled to removal expenses</u>, shall not normally be entitled to payment of <u>unaccompanied shipment expenses under Rule 7.3.7(e) or removal expenses under Rule 7.3.6</u>. Such costs already paid may be adjusted proportionately and recovered from the staff member.</p> <p>(b) The International Bureau shall not pay removal <u>or unaccompanied shipment</u> expenses if the removal <u>or unaccompanied shipment</u> has not taken place within two years after the date on which the staff member became entitled to removal under Rule 7.3.6 <u>or unaccompanied shipment under Rule 7.3.7(e)</u>, or when the staff member's services are not</p>	<p>To address a gap regarding staff entitled to unaccompanied shipment under Rule 7.3.7(e).</p>

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	<p>undertaken within two years after the date of separation. Where both spouses are staff members and the spouse who separates first is entitled to removal expenses, his or her entitlement shall not cease until two years after the date of separation of the other spouse.</p>	<p>expected to continue for more than six months beyond the expected date of arrival of his or her household goods and personal effects.</p> <p>(c) <b><u>On separation from service, entitlement to</u></b>  <del>The International Bureau shall not pay removal expenses</del> <b><u>under Rule 7.3.6 or unaccompanied shipment under Rule 7.3.7(e) shall cease</u></b> <del>on separation from service</del> if <del>the</del> removal or <b><u>unaccompanied shipment has not commenced</u></b> is <del>not undertaken</del> within two years after the date of separation. Where both spouses are staff members and the spouse who separates first is entitled to removal <b><u>or unaccompanied shipment</u></b> expenses, his or her entitlement shall not cease until two years after the date of separation of the other spouse.</p>	
<p><b>Rule 8.1.1</b></p> <p>Staff Council</p>	<p>[...]</p> <p>(b) The Staff Council shall be consulted on questions relating to staff welfare and personnel administration, in particular principles governing appointment, promotion and termination, and on questions pertaining to salaries and entitlements. The Staff Council shall be entitled to make proposals on such questions to the Director General on behalf of the staff.</p> <p>[...]</p>	<p>[...]</p> <p>(b) The Staff Council shall be consulted on questions relating to staff welfare and personnel administration, in particular principles governing appointment, promotion and termination, and on questions pertaining to salaries and entitlements. The Staff Council shall be entitled to make proposals on such questions to the Director General on behalf of the staff, <b><u>as well as to present a statement to the Coordination Committee.</u></b></p> <p>[...]</p>	<p>To formalize the current practice allowing the Staff Council to address the Coordination Committee.</p>
<p><b>Rule 9.7.1</b></p> <p>Notice of Termination for Temporary Staff Members</p>	<p>(a) A staff member holding a temporary appointment of six months whose appointment is terminated shall be given 30 days' written notice. A staff member holding a temporary appointment of less than six months whose appointment is terminated shall be given 10 working days' written notice. [...]</p>	<p>(a) A staff member holding a temporary appointment of six months <b><u>or more</u></b> whose appointment is terminated shall be given 30 days' written notice. A staff member holding a temporary appointment of less than six months whose appointment is terminated shall be given 10 working days' written notice. [...]</p>	<p>Editorial amendment to correct an omission.</p>
<p><b>Rule 9.9.1</b></p> <p>Repatriation Grant</p>	<p>[...]</p> <p>(h) payment of the repatriation grant shall be subject to the provision by the former staff member of</p>	<p>[...]</p> <p>(h) payment of the repatriation grant shall be subject to the provision by the former staff member of</p>	<p>To clarify that the repatriation grant may only be paid to staff members who relocate both away from the country of the last duty station <i>and</i> outside the area within a reasonable commuting distance from the duty</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
	<p>evidence of relocation away from the country of the last duty station;</p> <p>(i) the former staff member shall provide documentary evidence that he or she has established residence in a country other than that of the last duty station, such as a declaration by the immigration, police, tax or other authorities of the country, by the senior United Nations official in the country or by the former staff member's new employer, or such other form of documentary evidence as the Director General determines satisfactory;</p> <p>(j) payment of the repatriation grant may be claimed by the former staff member within two years of the effective date of separation, after which entitlement to the grant shall cease;</p> <p>[...]</p>	<p><b><u>documentary</u></b> evidence <b><u>that the staff member has relocated</u></b> of relocation away from the country of the last duty station <b><u>and outside the area within a reasonable commuting distance from the duty station notwithstanding national boundaries, and that the relocation is not temporary in nature;</u></b></p> <p>(i) the former staff member shall provide documentary evidence <b><u>required under paragraph (h) above may include</u></b> that he or she has established residence in a country other than that of the last duty station, such as a declaration by the immigration, police, tax or other authorities of the country, by the senior United Nations official in the country or by the former staff member's new employer, or such other form of documentary evidence as the Director General determines satisfactory;</p> <p>[...]</p>	<p>station notwithstanding national boundaries, and that the relocation must not be temporary in nature.</p>
<p><b>Annex I</b></p> <p>Glossary</p>	<p>Article 2 – Glossary</p> <p>(a) The following terms shall be defined:</p> <p>[...]</p> <p>(3) “Language posts” shall mean the posts held by translators, interpreters, revisers and editors.</p> <p>(4) “National Professional Officer” [...]</p> <p>(5) “Non-Headquarters officers” shall mean any officer of the International Bureau not located in Geneva, Switzerland, unless otherwise designated.</p> <p>(6) “Program Manager” [...].</p> <p>(7) “Spouse” shall mean a person with whom the staff member is engaged in a marriage, domestic, or same-gender partnership that is legally recognized under the laws of the competent authority under</p>	<p>Article 2 – Glossary</p> <p>(a) The following terms shall be defined:</p> <p>[...]</p> <p><del>(3) “Language posts” shall mean the posts held by translators, interpreters, revisers and editors.</del></p> <p><del>(4)</del><b>(3)</b> “National Professional Officer” [...]</p> <p><del>(5) “Non-Headquarters officers” shall mean any officer of the International Bureau not located in Geneva, Switzerland, unless otherwise designated.</del></p> <p><del>(6)</del> <b>(4)</b> “Program Manager” [...].</p> <p><del>(7)</del> <b>(5)</b> “Spouse” shall mean a person with whom the staff member is engaged in a marriage, domestic, or <b>same-sex</b> <del>same-gender</del> partnership that is legally recognized under the laws of the competent authority</p>	<p>The definition of “language posts” is redundant with Regulation 4.2(b), which already provides a definition.</p> <p>The definition of “Non-Headquarters officers” is unnecessary since the expression is not used in the Staff Regulations and Rules.</p> <p>The expression “same-sex” is more appropriate than “same-gender”.</p>

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment								
<p><b>Annex II</b></p> <p>Salaries and Allowances</p>	<p>which the marriage or partnership has been established.</p> <p>Article 2 – Allowances</p> <p>(a) The amounts applicable for the purpose of the language allowance shall be the following:</p> <table border="0" data-bbox="526 454 862 510"> <tr> <td style="text-align: center;">Swiss francs per annum</td> <td style="text-align: center;">US dollars per annum</td> </tr> </table> <p>[...]</p> <p>(d) [...]</p> <p>(2) Allowance for a dependent parent, a dependent brother or a dependent sister of staff in the General Service category, where there is no dependent spouse (as per Regulation 3.4(f)):</p> <table border="0" data-bbox="515 790 851 845"> <tr> <td style="text-align: center;">Swiss francs per annum</td> <td style="text-align: center;">US dollars per annum</td> </tr> </table> <p>[...]</p>	Swiss francs per annum	US dollars per annum	Swiss francs per annum	US dollars per annum	<p>under which the marriage or partnership has been established.</p> <p>Article 2 – Allowances</p> <p>(a) The amounts applicable for the purpose of the language allowance shall be the following:</p> <table border="0" data-bbox="1131 454 1467 542"> <tr> <td style="text-align: center;">Swiss francs per annum <b>(Geneva)</b></td> <td style="text-align: center;">US dollars per annum <b>(New York)</b></td> </tr> </table> <p>[...]</p> <p><del>(d)</del> <b>(c)</b> [...]</p> <p>(2) Allowance for a dependent parent, a dependent brother or a dependent sister of staff in the General Service category, where there is no dependent spouse (as per Regulation 3.4(f)):</p> <table border="0" data-bbox="1120 813 1456 901"> <tr> <td style="text-align: center;">Swiss francs per annum <b>(Geneva)</b></td> <td style="text-align: center;">US dollars per annum <b>(New York)</b></td> </tr> </table> <p>[...]</p> <p><b><u>(4) The amounts applicable in duty stations other than Geneva and New York shall be located on the WIPO Intranet.</u></b></p>	Swiss francs per annum <b>(Geneva)</b>	US dollars per annum <b>(New York)</b>	Swiss francs per annum <b>(Geneva)</b>	US dollars per annum <b>(New York)</b>	<p>Editorial amendments.</p>
Swiss francs per annum	US dollars per annum										
Swiss francs per annum	US dollars per annum										
Swiss francs per annum <b>(Geneva)</b>	US dollars per annum <b>(New York)</b>										
Swiss francs per annum <b>(Geneva)</b>	US dollars per annum <b>(New York)</b>										
<p><b>Annex III</b></p> <p>Selection Procedures for Temporary Appointments</p>	<p>[...]</p> <p><u>Article 4</u></p> <p>The International Bureau shall solicit temporary staff members so as to attract a diverse pool of candidates.</p> <p>[...]</p>	<p>[...]</p> <p><u>Article 4</u></p> <p><b><u>In recruiting</u></b> <del>The International Bureau shall solicit temporary staff members,</del> <b><u>the International Bureau shall endeavor</u></b> <del>so as to attract a diverse pool of candidates.</del></p> <p>[...]</p>	<p>Editorial amendments.</p>								
<p><b>Annex V</b></p>	<p>Article 1 – Rules for Staff Members in Part-Time</p>	<p>Article 1 – Rules for Staff Members in Part-Time</p>	<p>To clarify that for the purposes of calculating the</p>								

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
<p>Specific Rules Applicable to Staff Members in Part- Time Employment</p>	<p>Employment</p> <p>(a) The Staff Regulations and Rules shall apply to staff members in part-time employment subject to the following rules:</p> <p>(1) [...];</p> <p>(2) [...];</p> <p>(3) for the purposes of the application of Regulations 5.1 (annual leave), 9.8 (termination indemnity), 9.9 (repatriation grant), and 9.12 (grant on death), and the related staff rules, the length of service of staff members in part-time employment shall be calculated on a <i>pro rata</i> basis in relation to their employment rate;</p> <p>(4) [...].</p> <p>(5) [...].</p>	<p><del>Employment</del></p> <p><del>(a)</del>—The Staff Regulations and Rules shall apply to staff members in part-time employment subject to the following rules:</p> <p><del>(1)</del> <b>(a)</b> [...];</p> <p><del>(2)</del> <b>(b)</b> [...];</p> <p><del>(3)</del> <b>(c)</b> for the purposes of the application of Regulations 5.1 (annual leave), 9.8 (termination indemnity), 9.9 (repatriation grant), and 9.12 (grant on death), and the related staff rules, the length of service of staff members in part-time employment shall be calculated on a pro rata basis in relation to their employment rate; <b><u>however, for the purposes of calculating the termination indemnity, repatriation grant and grant on death, the separation remuneration as defined in Regulation 9.15 shall not be prorated;</u></b></p> <p><del>(4)</del> <b>(d)</b> [...];</p> <p><del>(5)</del> <b>(e)</b> [...].</p>	<p>termination indemnity, repatriation grant and grant on death, the separation remuneration is not prorated.</p>

[Annex XIII follows]

**AMENDMENTS TO THE STAFF RULES IMPLEMENTED BETWEEN JULY 1, 2015 AND JUNE 30, 2016**

Provision	Current Text	Proposed/new Text	Purpose/Description of amendment
<p><b>Staff Rule 11.5.3</b></p> <p>Procedure before the Appeal Board</p>	<p>[...]</p> <p>(c) If the Chair considers an appeal to be clearly irreceivable or devoid of merit, he or she may instruct the Secretary to forward it to the Director General for information only.</p> <p>(d) When the Appeal Board takes up such an appeal, it may either dismiss it summarily as irreceivable or devoid of merit, or else order that the procedure prescribed below be followed.</p> <p>[...]</p>	<p>[...]</p> <p>(c) If the Chair considers an appeal to be clearly irreceivable or devoid of merit, he or she may instruct the Secretary to forward it to the Director General for information only, <b><u>pending consideration by the Appeal Board pursuant to paragraph (d) below.</u></b></p> <p>(d) When the Appeal Board takes up such an appeal, it may either <b><u>recommend to the Director General to</u></b> dismiss it summarily as irreceivable or devoid of merit, or else order that the procedure prescribed below be followed.</p> <p>[...]</p>	<p>Date of entry into force: January 1, 2016</p> <p>To avoid any contradiction with the WIPO Appeal Board's mandate as an advisory body, as stipulated in Staff Regulation 11.5.</p>
<p><b>Staff Rule 4.16.1</b></p> <p>Probationary Period</p>	<p>(a) A staff member with an initial temporary appointment of between six and 12 months shall have a probationary period of two months. A staff member with an initial temporary appointment of less than six months shall have a probationary period of one month.</p> <p>(b) During the probationary period, a contract may be terminated by either party at any time.</p>	<p><del>(a)</del> A staff member with an initial temporary appointment of between six and 12 months shall have a probationary period of two months. A staff member with an initial temporary appointment of <b><u>three months or more but</u></b> less than six months shall have a probationary period of one month.</p> <p><del>(b) — During the probationary period, a contract may be terminated by either party at any time.</del></p>	<p>Date of entry into force: March 1, 2016</p> <p>Paragraph (a): To specify that the probationary period will only apply to an initial temporary appointment of three months or more. In the event that the Organization is considering the extension of an initial temporary appointment of one or two months, the office instruction on "Performance Appraisal of Temporary Staff Members" will apply.</p> <p>Paragraph (b): Deleted since the applicable period of notice is specified in Staff Rule 9.6.1 on "Notice of Resignation of Temporary Staff Members" and Staff Rule 9.7.1 on "Notice of Termination for Temporary Staff Members."</p>

[End of Annex XIII and of document]