

WIPO



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WORLD INTELLECTUAL PROPERTY ORGANIZATION  
GENEVA

**WIPO COORDINATION COMMITTEE**  
**Fifty-Second (35<sup>th</sup> Ordinary) Session**  
**Geneva, September 27 to October 5, 2004**

STAFF MATTERS

*Report by the Director General*

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I. AMENDMENTS TO THE STAFF REGULATIONS AND RULES

A. AMENDMENTS TO THE STAFF REGULATIONS PROVISIONALLY  
DECREED AND APPLIED UNDER STAFF REGULATION 12.1

Scale of pensionable remuneration for the Professional and higher categories, effective  
September 1, 2003 – Regulations 3.1 and 3.15

1. Effective September 1, 2003, the post adjustment multiplier in New York changed, resulting in an increase of 5.2 per cent (rounded figure) in the net remuneration of staff in the Professional and higher categories in that city.
2. As a consequence, and in accordance with the provision of Article 54(b) of the Regulations of the United Nations Joint Staff Pension Fund (UNJSPF), the scale of pensionable remuneration for the above-mentioned categories has been adjusted with effect from September 1, 2003, by the same percentage as the net remuneration increase.
3. Pursuant to Staff Regulations 12.1(a) and 3.15(a), corresponding new scales under Staff Regulation 3.1 have been provisionally decreed and applied, effective September 1, 2003.
4. The revised scales of net and gross salaries and pensionable remuneration for the Professional and higher categories applied with effect from September 1, 2003, are included in Staff Regulation 3.1 (Salary scales for Professional and higher categories) and are reproduced in Annex I.

Salaries for staff members in the General Service category in Geneva effective  
January 1, 2004 – Staff Regulation 3.1

5. In accordance with the existing interim adjustment methodology, the net salaries of staff members in the General Service category in Geneva are adjusted, effective January 1, 2004, on the basis of the movement of the Geneva consumer price index over a period of 12 months from October 2002 to October 2003. The revised salaries represent an across-the-board increase of 0.7 percent.
6. The new gross pensionable salaries are still lower than those in effect on January 1, 1994. Thus, the former gross pensionable salaries are retained for staff members appointed prior to October 1, 1995, until the amounts are overtaken as a result of subsequent revisions of the relevant salary scales.
7. Pursuant to Staff Regulations 12.1(a) and 3.15(a), corresponding new scales under Staff Regulation 3.1 have been provisionally decreed and applied, effective January 1, 2004.
8. The revised scales of net and gross salaries and pensionable remuneration for the General Service category in Geneva applied with effect from January 1, 2004, are included in

Staff Regulation 3.1 (Salary scales for General Service category in Geneva) and are reproduced in Annex II.

Salaries and dependency allowances for staff members in the General Service category in New York, effective May 1, 2004 – Regulation 3.1

9. In accordance with the existing interim adjustment procedure, the net salaries of staff members in the General Service category in New York should be adjusted on the basis of the movement of the price index of New York over a period of 12 months, from April 2003 to April 2004.

10. At the same time, the language and dependency allowances have been revised for staff members in the General Service category in New York.

11. Pursuant to Staff Regulation 12.1(a), the corresponding new scale under Staff Regulation 3.1 (Table D), and Staff Regulations 3.7(b) and 3.12(B) have been provisionally decreed and applied, effective May 1, 2004.

12. The revised scales of net and gross salaries and pensionable remuneration for the General Service category in New York applied with effect from May 1, 2004, are included in Staff Regulation 3.1 (Salary scales for General Service category in New York) and are reproduced in Annex III. Furthermore, the revised language and dependency allowances for the General Service category applied in New York are included in Staff Regulations 3.7(b) and 3.12(B) and are reproduced in Annexes IV and V.

Classification – Regulation 2.1

13. Pursuant to Regulation 2.1(a), the importance of the duties and responsibilities attaching to each grade shall be determined by the Director General in the light of the standards for staff in the Professional and Special categories used by the other intergovernmental organizations of the United Nations common system.

14. Following endorsement of an initial conceptual model at its fifty-sixth session and final deliberations at the fifty-seventh session of the International Civil Service Commission (ICSC), a new job evaluation system was promulgated, effective January 1, 2004, for the classification of posts in the Professional and Special categories of the United Nations common system.

15. The new system provides linkages to competency development and performance management and, in addition, the present job-description format may be replaced by a simplified version that captures the salient points required for classification under the new system.

16. The new system, which may be operated as a stand-alone computerized classification tool, has been designed around two evaluation instruments:

(a) the Master Standard with an updated, simplified and refocused point-rating approach to provide consistent evaluation across occupational groups and common system organizations; and

(b) grade level descriptors which reflect the values of the Master Standard, but are more accessible and flexible in application.

*17. The WIPO Coordination Committee is invited*

*(i) to approve the amendments to the Staff Regulations 3.1 and 3.15 provisionally decreed and applied by the Director General as indicated in paragraphs 1 to 12, above, and contained in Annexes I to V; and*

*(ii) to note the information provided on the new classification system as indicated in paragraphs 13 to 16, above.*

**B. AMENDMENTS TO THE STAFF REGULATIONS UNDER STAFF REGULATION 12.1**

Deductions from Salary – Regulation 3.16

18. Pursuant article 1.5 of the WIPO Staff Regulations and Rules, staff members of WIPO are expected to conduct themselves at all times in a manner befitting their status as international civil servants. In accordance with article 44 of the Standards of Conduct of the International Civil Service 2001, adopted by the Coordination Committee in 2002 (WO/CC/48/1 and WO/CC/48/3), the privileges and immunities enjoyed by international civil servants do not exempt them from observing local laws, nor do they provide an excuse for ignoring private legal or financial obligations. Such private legal obligations include court-ordered family support payments.

19. It is proposed that WIPO Staff Regulation 3.16 be amended to allow the Director General to authorize deductions at source from the salary of staff members for family support obligations (relating to the spouse, former spouse and/or children of the staff member) that are the subject of a final order of a court of competent jurisdiction. This amendment would make it clear that the Organization expects its staff members to honor such obligations and bring WIPO's practice in line with that of the United Nations and other specialized agencies of the UN common system in the Geneva area.

20. To facilitate the legal or judicial resolution of claims against staff members for family support cases, the Organization will continue to co-operate with the appropriate authorities and will provide, at their request, relevant information, when and in the manner it deems appropriate.

21. The Director General shall issue an Office Instruction on the relevant procedures to be followed in these cases.

22. The text of the proposed amendment to Staff Regulation 3.16 (Deductions from Salary) is reproduced in Annex VI.

Special Leave for Prolonged Illness – Regulation 5.2(a) and Rule 6.2.2

23. In addition to provisions of Rule 6.2.2 for sick leave for staff members, the Staff Regulations and Rules allow the Director General to grant special leave for prolonged illness of staff members in exceptional circumstances.

24. A number of amendments are proposed in Regulation 5.2(a) and Rule 6.2.2 relating to special leave for prolonged illness with a view to increasing the efficiency of the current practice by reducing resort to discretionary measures, which are administratively burdensome, standardizing the procedures with respect to the granting of such leave, and rationalizing it with sick leave.

25. The purpose of the changes is also to encourage a speedier return to work by staff members on a part-time basis, when they are medically fit to do so. The current system works against a staff member who is partially recovered from illness and is willing and able to return to work on a part-time basis.

26. The proposed changes require staff members to exhaust sick leave credits before they become eligible to request special leave for prolonged illness; adopt a policy specifying the purpose of special leave, namely to provide a bridge to (a) recovery and resumption of duties, or (b) a finding of incapacity by reason of injury or illness within the meaning of the Regulations of the United Joint Staff Pension Fund and the consequent payment of disability benefits. Finally, the proposed amendments are intended to provide a greater incentive to staff members who have exhausted full sick leave benefits, but who are medically able to resume work on a part-time basis, to do so. The latter amendments will also make the practice of the Organization more consistent with that of other agencies of the UN Common System.

27. The texts of the proposed amendments to Staff Regulation 5.2 (Special Leave) are reproduced in Annex VII and to Staff Rule 6.6.2 (Sick Leave) in Annex VIII.

28. *The WIPO Coordination Committee is invited:*

*(i) to approve the proposed amendments to the Staff Regulations 3.16(4) and (5) and to 5.2(a), as indicated in paragraphs 18 to 27, above, and contained in Annexes VI and VII; and*

*(ii) to note the consequential amendments to the Staff Rule 6.2.2 proposed to be made by the Director General, as indicated in paragraphs 23 to 27, above, and contained in Annex VIII.*

C. AMENDMENTS TO THE STAFF RULES UNDER STAFF REGULATION 12.2

Education grant – Rule 3.11.1

29. In order to align the practices of the International Bureau to the provisions of the United Nations common system, it has been decided to amend Staff Rule 3.11.1(C)(e) (Amount of the Grant), by inserting a new last sentence in relation to cases where the eligible staff member dies while in service after the beginning of the scholastic year.

30. Pursuant to Staff Regulation 12.2(a), the corresponding amendment has been made to Staff Rule 3.11.1(C)(e), effective July 1, 2003.

31. The text of the amendment to Staff Rule 3.11.1(C)(e) (Amount of the Grant) is reproduced in Annex IX.

Home Leave – Rule 5.3.1

32. The provisions of Staff Regulation 5.3 present the manner of determining the recognized home of the staff member for the purposes of home leave.

33. Pursuant to the provisions of Staff Rule 5.3.1(c)(1), the country of a staff member's recognized home shall be the country of which he is a national. However, in exceptional circumstances, as outlined in Regulation 5.3, a staff member may request the recognition of another recognized home upon satisfying the conditions laid down in Rule 5.3.1(c)(1). For purposes of determining normal residence under Rule 5.3.1(c)(1) preceding the staff member's appointment, it should be noted that such residence should be that *immediately* preceding his appointment.

34. Pursuant to Staff Regulation 12.2(a), the corresponding amendment has been made to Staff Rule 5.3.1(c)(1), effective January 1, 2004.

35. The text of the amendment to Staff Rule 5.3.1(c)(1) (Home Leave) is reproduced in Annex X.

*36. The WIPO Coordination Committee is invited to note the amendments to Staff Rules 3.11.1 and 5.3.1 as indicated in paragraphs 29 to 35, above, and contained in Annexes IX and X.*

II. INTERNATIONAL CIVIL SERVICE COMMISSION

37. Under Article 17 of its statute, the International Civil Service Commission (ICSC) is required to submit an annual report to the General Assembly of the United Nations. The Executive Heads of the other organizations of the United Nations system of organizations are required to transmit this report to the governing bodies of the respective organizations. The annual report was submitted by the ICSC to the 58<sup>th</sup> (2003) session of the General Assembly

of the United Nations (document A/58/30). Since the report was included in the documentation of the said session of the General Assembly of the United Nations, it is not reproduced by the International Bureau; nevertheless, the text is available in pdf.-format on the ICSC website<sup>1</sup> for anybody who wishes to consult the report.

*38. The WIPO Coordination Committee is invited to note the information contained in the preceding paragraph.*

### III. UNITED NATIONS JOINT STAFF PENSION BOARD

39. Under Article 14(a) of the Regulations, the United Nations Joint Staff Pension Fund (UNJSPF), the United Nations Joint Staff Pension Board is required to present a report annually to the General Assembly of the United Nations and to the other organizations members of the said Fund. The 2002 report was presented by that Board to the General Assembly of the United Nations at its 58th session (document A/57/9). Since the report was included in the documentation of the said session of the General Assembly of the United Nations, it is not reproduced by the International Bureau; nevertheless, the text is available in pdf.-format on the UNJSPF website<sup>2</sup> for anybody who wishes to consult the report.

*40. The WIPO Coordination Committee is invited to note the information contained in the preceding paragraph.*

[Annexes follow]

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<sup>1</sup> <http://www.icsc.un.org/resources/pdfs/ar/AR2003.pdf>

<sup>2</sup> <http://www.unjspf.org>

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ANNEX I

AMENDMENTS TO THE STAFF REGULATIONS

Salaries – Regulation 3.1

Professional Category

Scale in force as from September 1, 2003

(annual amounts in US dollars)

Grade		ECH. 1 STEP 1	ECH. 2 STEP 2	ECH. 3 STEP 3	ECH. 4 STEP 4	ECH. 5 STEP 5	ECH. 6 STEP 6	ECH. 7 STEP 7	ECH. 8 STEP 8	ECH. 9 STEP 9	ECH. 10 STEP 10	ECH. 11 STEP 11	ECH. 12 STEP 12	ECH. 13 STEP 13	ECH. 14 STEP 14	ECH. 15 STEP 15
P-1	P	58918	60947	62968	64990	67015	69036	71063	73084	75107	77131					
	G	42944	44444	45942	47442	48939	50438	51938	53436	54932	56432					
	D	33920	35000	36078	37158	38236	39315	40395	41474	42551	43631					
	S	31997	32992	33986	34980	35974	36967	37962	38944	39921	40899					
P-2	P	75663	77773	79875	81981	84086	86192	88297	90399	92508	94613	96717	98824			
	G	55346	56907	58465	60027	61729	63429	65130	66829	68532	70233	71932	73636			
	D	42849	43973	45095	46218	47341	48463	49586	50707	51831	52954	54075	55200			
	S	40191	41210	42226	43244	44260	45279	46313	47344	48379	49412	50444	51479			
P-3	P	92227	94583	96937	99287	101644	103997	106350	108708	111172	113747	116319	118892	121466	124038	126614
	G	68306	70208	72112	74011	75915	77815	79715	81620	83523	85423	87326	89226	91202	93226	95250
	D	51682	52937	54194	55447	56704	57958	59212	60469	61725	62979	64235	65489	66745	68000	69255
	S	48242	49396	50553	51706	52862	54015	55169	56324	57477	58632	59782	60933	62083	63233	64384
P-4	P	112214	114992	117763	120535	123314	126085	128859	131636	134408	137180	139952	142735	145505	148279	151056
	G	84435	86489	88544	90637	92824	95011	97198	99385	101572	103759	105946	108133	110320	112507	114694
	D	62327	63683	65039	66395	67751	69107	70463	71819	73175	74530	75886	77242	78598	79954	81310
	S	58041	59276	60509	61740	62971	64200	65429	66656	67881	69106	70329	71551	72772	73992	75211
P-5	P	137472	140353	143233	146117	148998	151877	154758	157643	160521	163402	166285	169172	172261		
	G	104102	106369	108635	110901	113168	115434	117701	119967	122234	124500	126766	129033	131299		
	D	74743	76149	77554	78959	80364	81769	83174	84580	85985	87390	88795	90200	91606		
	S	69437	70685	71930	73174	74416	75655	76892	78127	79360	80591	81820	83046	84271		

In force as from September 1, 2003:

P = Pensionable remuneration (Reg. 3.15)

In force as from March 1, 2002, for grades P-1 – P-3 and as from January 1, 2003, for grades P-4 and P-5:

G = Gross salaries: basis for internal taxation (Reg. 3.16bis)

D = Net salaries: staff members with dependent spouse and/or dependent child

S = Net salaries: staff members without dependent spouse and without dependent child

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Special and Higher Categories

Scale in force as from September 1, 2003

(annual amounts in US dollars)

Grade		ECH. 1 STEP 1	ECH. 2 STEP 2	ECH. 3 STEP 3	ECH. 4 STEP 4	ECH. 5 STEP 5	ECH. 6 STEP 6	ECH. 7 STEP 7	ECH. 8 STEP 8	ECH. 9 STEP 9	ECH. 10 STEP 10	ECH. 11 STEP 11	ECH. 12 STEP 12	ECH. 13 STEP 13	ECH. 14 STEP 14	ECH. 15 STEP 15
D-1	P	165207	168596	171982	175364	178752	182308	185938	189568	193192						
	G	126713	129377	132041	134705	137369	140033	142697	145361	148024						
	D	88762	90414	92065	93717	95369	97020	98672	100324	101975						
	S	82045	83481	84913	86342	87768	89190	90609	92025	93437						
D-2	P	181760	185892	190022	194149	198279	202408									
	G	139050	142085	145119	148154	151189	154223									
	D	96411	98292	100174	102055	103937	105818									
	S	88571	90159	91741	93318	94890	96456									
SDG / ADG	P	218586														
	G	169366														
	D	115207														
	S	104324														
VDG / DDG	P	236495														
	G	186144														
	D	125609														
	S	113041														

In force as from September 1, 2003:

P = Pensionable remuneration (Reg. 3.15)

In force as from January 1, 2003:

G = Gross salaries: basis for internal taxation (Reg. 3.16*bis*)

D = Net salaries: staff members with dependent spouse and/or dependent child

S = Net salaries: staff members without dependent spouse and without dependent child

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Director General

In force as from January 1, 2003

(annual amounts in US dollars)

Grade		
DG	P	281598
	G	228403
	D	151810
	S	135005

In force as from September 1, 2003:

P = Pensionable remuneration (Reg. 3.15)

In force as from January 1, 2003:

G = Gross salaries: basis for internal taxation (Reg. 3.16*bis*)

D = Net salaries: staff members with dependent spouse and/or dependent child

S = Net salaries: staff members without dependent spouse and without dependent child

[Annex II follows]

## ANNEX II

## AMENDMENTS TO THE STAFF REGULATIONS

## General Service category (Geneva)

Gross and net salaries in force as from January 1, 2004

(annual amounts in Swiss francs)

Grade	Augmentation Annuelle Annual Increment	ECH. 1	ECH. 2	ECH. 3	ECH. 4	ECH. 5	ECH. 6	ECH. 7	ECH. 8	ECH. 9	ECH. 10	ECH. 11
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
G1	1660	1) 63809 2) 62724 3) 50299	66053 64879 51959	68296 67034 53619	70539 69189 55279	72782 71344 56939	75026 73500 58599	77269 75654 60259	79512 77810 61919	81755 79964 63579	83999 82120 65239	86242 84274 66899
G2	1810	1) 69928 2) 68606 3) 54827	72374 70955 56637	74820 73305 58447	77266 75654 60257	79712 78004 62067	82158 80354 63877	84604 82704 65687	87050 85053 67497	89496 87403 69307	91942 89752 71117	94532 92102 72927
G3	1972	1) 76564 2) 74975 3) 59737	79228 77536 61709	81893 80097 63681	84558 82658 65653	87223 85220 67625	89888 87781 69597	92564 90342 71569	95422 92904 73541	98280 95465 75513	101138 98026 77485	103996 100601 79457
G4	2153	1) 83893 2) 82024 3) 65161	86803 84820 67314	89712 87616 69467	92638 90411 71620	95758 93206 73773	98878 96002 75926	101999 98797 78079	105119 101647 80232	108239 104555 82385	111359 107465 84538	114480 110373 86691
G5	2352	1) 92218 2) 90019 3) 71321	95613 93074 73673	99022 96129 76025	102430 99184 78377	105839 102318 80729	109248 105497 83081	112657 108676 85433	116065 111854 87785	119474 115033 90137	122883 118212 92489	126291 121390 94841
G6	2576	1) 102038 2) 98831 3) 78106	105771 102255 80682	109504 105737 83258	113238 109218 85834	116971 112700 88410	120704 116181 90986	124438 119662 93562	128171 123143 96138	131904 126625 98714	135638 130107 101290	139371 133588 103866
G7	2822	1) 112781 2) 108794 3) 85519	116871 112607 88341	120961 116420 91163	125051 120234 93985	129141 124047 96807	133230 127860 99629	137320 131673 102451	141410 135487 105273	145500 139300 108095	149590 143112 110917	153680 146925 113739

1) Gross salaries used as the basis for internal taxation ("Gross salaries")

2) Gross salaries used as the basis for the calculation of contributions to and benefits from the Pension Fund ("Gross pensionable salaries")

3) Net salaries

[Annex III follows]

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ANNEX III

AMENDMENTS TO THE STAFF REGULATIONS

General Service category (New York)

Gross and net salaries in force as from May 1, 2004

(annual amounts in US dollars)

Grade	Augmen- tation annuelle / Annual increment	ECH. 1	ECH. 2	ECH. 3	ECH. 4	ECH. 5	ECH. 6	ECH. 7	ECH. 8	ECH. 9	ECH. 10	ECH. 11
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
G1	945	1) 31186 2) 30642 3) 24813	32413 31807 25758	33640 32972 26703	34868 34168 27648	36095 35392 28593	37322 36618 29538	38549 37845 30483	39777 39069 31428	41045 40295 32373		
G2	1045	1) 34566 2) 33865 3) 27416	35923 35221 28461	37281 36578 29506	38638 37935 30551	39995 39291 31596	41407 40648 32641	42819 42006 33686	44231 43362 34731	45643 44719 35776	47055 46075 36821	
G3	1154	1) 38295 2) 37594 3) 30287	39794 39092 31441	41345 40590 32595	42904 42089 33749	44464 43587 34903	46023 45085 36057	47582 46584 37211	49142 48081 38365	50701 49580 39519	52261 51079 40673	53820 52576 41827
G4	1272	1) 42550 2) 41745 3) 33487	44269 43397 34759	45988 45049 36031	47707 46702 37303	49426 48356 38575	51145 50008 39847	52864 51661 41119	54582 53313 42391	56301 54965 43663	58020 56619 44935	59739 58271 46207
G5	1406	1) 47285 2) 46297 3) 36991	49185 48123 38397	51085 49948 39803	52985 51774 41209	54885 53600 42615	56785 55426 44021	58685 57252 45427	60628 59079 46833	62665 60905 48239	64703 62731 49645	66741 64554 51051
G6	1554	1) 52547 2) 51354 3) 40885	54647 53373 42439	56747 55390 43993	58847 57408 45547	61016 59427 47101	63268 61443 48655	65520 63462 50209	67772 65481 51763	70025 67514 53317	72277 69614 54871	74529 71714 56425
G7	1721	1) 58335 2) 56920 3) 45168	60709 59155 46889	63203 61389 48610	65697 63623 50331	68191 65858 52052	70686 68132 53773	73180 70458 55494	75674 72782 57215	78168 75107 58936	80662 77433 60657	83157 79758 62378

- 1) Gross salaries used as the basis for internal taxation ("Gross salaries")
- 2) Gross salaries used as the basis for the calculation of contributions to and benefits from the Pension Fund ("Gross pensionable salaries")
- 3) Net salaries

[Annex IV follows]

ANNEX IV

AMENDMENTS TO THE STAFF REGULATIONS

Language Allowance – Regulation 3.7(b)

FORMER TEXT

Language Allowance

(a) A pensionable language allowance may be paid to staff members in the General Service category who pass an examination organized for the purpose by the Director General and who demonstrate proficiency in one or two of the following languages: Arabic, Chinese, English, French, German, Japanese, Russian and Spanish. The allowance shall not be payable for the staff member's mother tongue nor for any language in which the Director General considers that the staff member is required to be fully proficient by the terms of his appointment.

(b) The allowance is 4,788 Swiss francs (US\$ 2,628 in New York) per annum for proficiency in any two of the languages mentioned in paragraph (a) above, and 3,192 Swiss francs (US\$ 1,752 in New York) per annum for proficiency in any one of them, subject to the proviso contained in the said paragraph.

PRESENT TEXT

Language Allowance

(a) A pensionable language allowance may be paid to staff members in the General Service category who pass an examination organized for the purpose by the Director General and who demonstrate proficiency in one or two of the following languages: Arabic, Chinese, English, French, German, Japanese, Russian and Spanish. The allowance shall not be payable for the staff member's mother tongue nor for any language in which the Director General considers that the staff member is required to be fully proficient by the terms of his appointment.

(b) The allowance is 4,788 Swiss francs (US\$ 2,772 in New York) per annum for proficiency in any two of the languages mentioned in paragraph (a) above, and 3,192 Swiss francs (US\$ 1,848 in New York) per annum for proficiency in any one of them, subject to the proviso contained in the said paragraph

ANNEX V

AMENDMENTS TO THE STAFF REGULATIONS

Dependency Allowance – Regulation 3.12(B)

FORMER TEXT

(B) Staff Members in the General Service Category

Staff members in the General Service category shall be entitled to the following non-pensionable allowances under the conditions set forth below:

- (a) 7,211 Swiss francs (US\$ 3,321 in New York and € 2,693 in Brussels) per annum in respect of a dependent spouse, subject to the application of Regulation 3.2(a).
- (b) 3,913 Swiss francs (US\$ 1,932 in New York and € 2,044 in Brussels) per annum in respect of each dependent child.
- (c) Where there is no spouse, the allowance in respect of the first dependent child shall be 10,702 Swiss francs (US\$ 3,127 in New York) per annum.
- (d) In addition to any amount payable pursuant to paragraph (b) or (c) above, 3,913 Swiss francs (US\$ 1,932 in New York and € 2,044 in Brussels) per annum in respect of a child who is determined to be physically or mentally disabled either permanently or for a period expected to be of long duration.
- (e) [No change.]
- (f) Where there is no dependent spouse, 1,174 Swiss francs (US\$ 1,318 in New York and €548 in Brussels) per annum in respect of one of the following persons: a dependent parent, a dependent brother or a dependent sister.
- (g) [No change.]

PRESENT TEXT

(B) Staff Members in the General Service Category

Staff members in the General Service category shall be entitled to the following non-pensionable allowances under the conditions set forth below:

- (a) 7,211 Swiss francs (US\$ 3,562 in New York and € 2,693 in Brussels) per annum in respect of a dependent spouse, subject to the application of Regulation 3.2(a).
- (b) 3,913 Swiss francs (US\$ 2,217 in New York and € 2,044 in Brussels) per annum in respect of each dependent child.
- (c) Where there is no spouse, the allowance in respect of the first dependent child shall be 10,702 Swiss francs (US\$ 3,246 in New York) per annum.
- (d) In addition to any amount payable pursuant to paragraph (b) or (c) above, 3,913 Swiss francs (US\$ 2,217 in New York and €2,044 in Brussels) per annum in respect of a child who is determined to be physically or mentally disabled either permanently or for a period expected to be of long duration.
- (e) [No change.]
- (f) Where there is no dependent spouse, 1,174 Swiss francs (US\$ 1,307 in New York and €548 in Brussels) per annum in respect of one of the following persons: a dependent parent, a dependent brother or a dependent sister.
- (g) [No change.]

ANNEX VI

AMENDMENTS TO THE STAFF REGULATIONS

Deductions from Salary – Regulation 3.16

PRESENT TEXT

Deductions from Salary

The following deductions shall be made each month from the total sum due to each staff member:

- (1) contributions to the Pension Fund calculated in accordance with Regulation 3.15;
- (2) contributions to the medical insurance scheme;
- (3) repayments on any debts due to the International Bureau;
- (4) repayments on any debts due to third parties when deduction for that purpose has been authorized by the Director General and the staff member concerned.

PROPOSED TEXT

Deductions from Salary

The following deductions shall be made each month from the total sum due to each staff member:

- (1) [No change.];
- (2) [No change.];
- (3) [No change.];
- (4) repayments 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 outlined in an Office Instruction, when such deduction has been authorized by the Director General;
- (5) repayments on any other debts due to third parties when deduction for that purpose has been authorized by the Director General and the staff member concerned.

[Annex VII follows]

ANNEX VII

AMENDMENTS TO THE STAFF REGULATIONS

Special Leave – Regulation 5.2

PRESENT TEXT

Special Leave

- (a) Special leave with full or partial pay, or without pay, may be granted by the Director General to staff members for studies or research in the interest of the International Bureau, in cases of prolonged illness or for any other exceptional and important reason. The interests of the service to which the staff member concerned is assigned must however be safeguarded.
- (b) Special leave without pay may be granted also to staff members for the accomplishment of their national military obligations.
- (c) Staff members shall not accrue service credits towards 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. No contribution shall be paid by the International Bureau towards the staff member's pension or medical insurance during such periods. Periods of less than one full month of such leave shall not affect the rates of accrual; nor shall continuity of service be considered broken by periods of special leave.

PROPOSED TEXT

Special Leave

- (a) Special leave with full or partial pay, or without pay, may be granted by the Director General to staff members for studies or research in the interest of the International Bureau or for any other exceptional and important reason, other than cases of prolonged illness, which are dealt with in Staff Rule 6.2.2. The interests of the service to which the staff member concerned is assigned must however be safeguarded.
- (b) [No change.]
- (c) [No change.]

ANNEX VIII

AMENDMENTS TO THE STAFF RULES

Sick Leave – Rule 6.2.2

PRESENT TEXT

Sick Leave

(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:

- (1) All sick leave must be approved on behalf of the Director General.
- (2) A staff member who has completed less than three years of continuous service shall be entitled to sick leave up to three months at full salary and up to three months at half salary in any period of 12 consecutive months.
- (3) A staff member who has completed at least three years of continuous service shall be entitled to sick leave up to 18 months, of which nine months at full salary and nine months at half salary in any period of four consecutive years.
- (4) Staff members shall be responsible for informing their supervisors as soon as possible of any absence due to illness or injury. Where practicable they shall, before absenting themselves, report to the medical adviser.

(continues)

PROPOSED TEXT

Sick Leave and Special Leave for Prolonged Illness

(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:

- (1) All sick leave must be approved on behalf of the Director General.
- (2) Staff members shall be responsible for informing their supervisors as soon as possible of any absence due to illness or injury. Where practicable they shall, before absenting themselves, report to the medical adviser of the International Bureau.
- (3) A staff member who has completed less than three years of continuous service shall be entitled to sick leave up to six months, of which three months shall be at full pay and up to three months at half pay in any period of 12 consecutive months.
- (4) A staff member who has completed at least three years of continuous service shall be entitled to sick leave up to 18 months, of which nine months shall be at full pay and up to nine months at half pay in any period of four consecutive years.

(continues)

PRESENT TEXT

(continued)

(5) Except with the authorization of the Director General, no staff member shall be granted sick leave for a period of more than three consecutive working days without producing a certificate from a duly qualified medical practitioner, to the effect that he is unable to perform his duties and stating the probable duration of his absence. Such certificate shall, except in circumstances beyond the control of the staff member, be produced not later than the end of the fourth working day following his initial absence from duty.

(6) Where a staff member has taken a total of 15 working days of non-certified sick leave within a year, of which a maximum of seven days may be used for family-related emergencies, any further absence from duty within that year shall be supported by a medical certificate; otherwise, it shall be deducted from annual leave or, if annual leave is exhausted, charged as special leave without pay.

(7) A staff member may at any time be required to submit a medical certificate as to his state of health or to undergo examination by a medical practitioner designated by the Director General. If the Director General is satisfied that the staff member is able to resume his duties, he may refuse to grant further sick leave or cancel the leave already granted; however, if the staff member so requests, the matter shall be referred to an independent practitioner or a medical board acceptable to both the Director General and the staff member.

(8) While on sick leave a staff member shall not leave the area of the duty station without the prior approval of the Director General.

(continues)

PROPOSED TEXT

(continued)

(5) A staff member who, pursuant to paragraphs (3) or (4), above, is entitled to sick leave at half pay, may choose to use accrued annual leave entitlements in order to receive full pay. However, in the event that the staff member, following the initial period of three or nine months, respectively, of sick leave on full pay, returns to service on a half-time basis or more during the ensuing period of sick leave with half pay, the staff member shall be entitled to full pay.

(6) Except with the authorization of the Director General, no staff member shall be granted sick leave for a period of more than five consecutive working days without producing a certificate from a duly qualified medical practitioner, to the effect that he is unable to perform his duties and stating the probable duration of his absence. Such certificate shall, except in circumstances beyond the control of the staff member, be produced not later than the end of the sixth working day following his initial absence from duty.

(7) Where a staff member has taken a total of 15 working days of non-certified sick leave within a calendar year, of which a maximum of seven days may be used for family-related emergencies, any further absence from duty within that year shall be supported by a medical certificate; otherwise, it shall be deducted from annual leave or, if annual leave is exhausted, charged as special leave without pay.

(8) 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.

(continues)

PRESENT TEXT

(continued)

PROPOSED TEXT

(continued)

(9) Staff members who, in accordance with paragraphs 3 or 4, 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 allowance, education grant, assignment grant, rental subsidy and non-resident's allowance.

(10) A staff member who has exhausted all entitlements to paid sick leave, and also all his accrued annual leave entitlements, may in exceptional circumstances apply to the Director General through the Director of the Human Resources Management Department for special leave for prolonged illness.

(11) Special leave for prolonged illness with full or partial pay, or without pay, may be granted by the Director General. The purposes for which such special leave may be granted shall normally be to provide a bridge to the staff member's recovery and resumption of duties, or pending the finding of incapacity by reason of injury or illness within the meaning of the Regulations of the United Nations Joint Staff Pension Fund, and the consequent payment of a disability benefit. The interests of the service to which the staff member is assigned must however be safeguarded.

(continues)

(continues)

PRESENT TEXT

(continued)

(b) When illness lasting more than three consecutive working days occurs during leave or home leave, sick leave may be granted provided that an appropriate medical certificate or other satisfactory evidence is produced. In such circumstances, the staff member shall be responsible for submitting his request for sick leave together with the medical certificate or other supporting evidence as soon as possible and in any event as soon as he resumes his duties.

(c) A staff member shall immediately notify the medical adviser of the International Bureau of any case of contagious disease occurring in his household, or of any quarantine order affecting him. A staff member who, as a result of such circumstances, is asked not to attend the office shall receive his full salary and other emoluments for the period of authorized absence.

(d) Entitlement to sick leave shall lapse on expiration of a staff member's appointment.

PROPOSED TEXT

(continued)

(12) A staff member may at any time be required to submit a medical certificate as to his state of health or to undergo examination by a medical practitioner designated by the Director General. 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 duties, he 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 or a medical board acceptable to both the Director General and the staff member.

(13) While on sick leave or special leave for prolonged illness a staff member shall not leave the area of the duty station without the prior approval of the Director General.

(b) When illness lasting more than three consecutive working days occurs during annual leave or home leave, the conversion of these days into sick leave may be granted provided that an appropriate medical certificate or other satisfactory evidence is produced. In such circumstances, the staff member shall be responsible for submitting his request for sick leave together with the medical certificate or other supporting evidence as soon as possible and in any event as soon as he resumes his duties.

(c) [No change.]

(d) [No change.]

[Annex IX follows]

WO/CC/52/2

ANNEX IX

AMENDMENTS TO THE STAFF RULES

Education Grant – Rule 3.11.1(C)(e)

FORMER TEXT

PRESENT TEXT

(C) Amount of the Grant

(C) Amount of the Grant

(a) – (d) [No change.]

(a) – (d) [No change.]

(e) Where a staff member's period of service does not cover the full scholastic year, the amount of the grant shall be that proportion of the annual grant which the period of service bears to the full scholastic year.

(e) Where a staff member's period of service does not cover the full scholastic year, the amount of the grant shall be that proportion of the annual grant which the period of service bears to the full scholastic year. No prorating shall be made when the staff member dies while in service after the beginning of the scholastic year.

(f) – (i) [No change.]

(f) – (i) [No change.]

[Annex X follows]

ANNEX X

AMENDMENTS TO THE STAFF RULES

Home Leave – Rule 5.3.1(c)(1)

FORMER TEXT

Home Leave

(a) – (b) [No change.]

(c) The recognized home of a staff member shall be determined at the time he takes up duties, in accordance with the following provisions:

(1) The country of a staff member's recognized home shall be the country of which he is regarded as a national in accordance with Regulation 4.6. However, in exceptional and compelling circumstances, the Director General may authorize the designation of a country other than that of which the staff member is a national, upon production of satisfactory evidence by the staff member that he maintained his normal residence in such other country for a prolonged period preceding his appointment, that he continues to have close family or personal ties in that country, and that his taking home leave there would not be inconsistent with the purposes and intent of Regulation 5.3.

(2) The place of a staff member's recognized home shall be the place where he last resided in the country of his recognized home prior to his appointment, unless the staff member can produce satisfactory evidence that his closest ties were in another place in the same country.

(3) If a staff member served with another public international organization immediately before his appointment, the place of his recognized home shall be determined as though his entire previous service with the other organization had been with the International Bureau.

(d) – (n) [No change.]

PRESENT TEXT

Home Leave

(a) – (b) [No change.]

(c) The recognized home of a staff member shall be determined at the time he takes up duties, in accordance with the following provisions:

(1) The country of a staff member's recognized home shall be the country of which he is regarded as a national in accordance with Regulation 4.6. However, in exceptional and compelling circumstances, the Director General may authorize the designation of a country other than that of which the staff member is a national, upon production of satisfactory evidence by the staff member that he maintained his normal residence in such other country for a prolonged period immediately preceding his appointment, that he continues to have close family or personal ties in that country, and that his taking home leave there would not be inconsistent with the purposes and intent of Regulation 5.3.

(2) [No change.]

(3) [No change.]

(d) – (n) [No change.]

[End of Annex X and of document]