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WIPO COORDINATION COMMITTEE

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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 REGULATION 12.1

Scale of pensionable remuneration for staff members in the Professional and higher categories
– Regulations 3.1 and 3.15

1. Effective September 1, 2007, the post adjustment multiplier in New York was changed, resulting in an increase of 3.2 per cent (rounded figure) in the net remuneration of staff in the Professional and higher categories in that city. 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 pensionable remuneration for the above-mentioned categories was adjusted by the same percentage as the increase in the net remuneration.
2. Pursuant to Staff Regulation 12.1(a), corresponding amendments to the scales of pensionable remuneration for the above-mentioned categories in Staff Regulation 3.1 were provisionally decreed and applied with effect from September 1, 2007.
3. The revised scales of pensionable remuneration for the Professional and higher categories are included in Staff Regulation 3.1 (Salary scales for Professional and higher categories) and are reproduced in Annex I (pages 1 to 3).

Salaries and Language Allowance for staff members in the General Service category in New York
– Regulations 3.1 and 3.7

4. In accordance with the existing interim adjustment methodology, the net salaries of staff members in the General Service category in New York were adjusted, effective November 1, 2007, on the basis of the movement of the consumer price index over a period of 12 months from October 2006. The revised salaries represent an across-the-board average increase of 2.78 per cent.
5. With effect from the same date, the language allowances were revised for the same group of staff members in New York.
6. Pursuant to Staff Regulation 12.1(a), corresponding amendments to Staff Regulations 3.1 and 3.7 were provisionally decreed and applied with effect from November 1, 2007.
7. The revised scales of pensionable, net and gross remuneration for the General Service category in New York are included in Staff Regulation 3.1 and reproduced in Annex II. The revised amounts of the language allowances for staff members in the General Service category in New York are included in Staff Regulation 3.7(b) (Language Allowance) and reproduced in Annex III.

Scales of gross and net remuneration for staff members in the Professional and higher categories
– Regulation 3.1

8. By its resolution 62/227 of December 21, 2007, and in order to address the level of the margin, the General Assembly of the United Nations approved, effective January 1, 2008, an across-the-board increase of the base/floor salary scale resulting in an average increase of the gross and net salaries for these categories of 1.97 per cent.

9. The post adjustment multiplier for January 2008 at each duty station was established at a level such that the said changes did not result in an increase or decrease in the overall remuneration of staff members in the Professional and higher categories.

10. Pursuant to Staff Regulation 12.1(a), corresponding amendments to Staff Regulation 3.1 were provisionally decreed and applied with effect from January 1, 2008.

11. The revised scales of net salaries for the Professional and higher categories are included in Staff Regulation 3.1 (Salary scales for Professional and higher categories) and are reproduced in Annex I (pages 1 to 3).

Salaries for staff members in the General Service category in Geneva
– Staff Regulation 3.1

12. Following the International Civil Service Commission's (ICSC) survey of best prevailing conditions of employment at Geneva in 2007, the Commission approved a revised salary scale for staff members in the General Service category, representing an increase of 0.5 per cent weighted average, effective March 1, 2008.

13. The revised scales of pensionable, net and gross remuneration for the General Service category in Geneva are included in Staff Regulation 3.1 and reproduced in Annex IV.

Dependency allowances for the General Service category in Geneva, effective April 1, 2008
– Staff Regulation 3.12(B)

14. Furthermore, the Commission approved, effective April 1, 2008, a decrease of the allowance payable in respect of a dependent spouse of staff members in the General Service category in Geneva from 7,211 Swiss francs to 6,526 Swiss francs per annum; an increase from 3,913 Swiss francs to 5,025 Swiss francs per annum for a dependent child and, where there is no spouse, a decrease in the allowance in respect of the first dependent child from 10,702 Swiss francs to 9,321 Swiss francs per annum. In cases where there is no dependent spouse, the allowance payable in respect of a dependent parent, a dependent brother or a dependent sister was increased to 1,635 Swiss francs per annum.

15. The previous allowances of 7,211 and 10,702 Swiss francs under Regulations 3.12 (B)(a) and (c), respectively, shall be retained for staff members already in receipt of the allowance prior to April 1, 2008, until the amounts are overtaken as a result of subsequent revisions.

16. The revised amounts of the dependency allowances for staff members in the General Service category in Geneva are included in Staff Regulation 3.12(B) and reproduced in Annex V.

Definition of Dependency – Staff Regulation 3.2(c)(1)

17. In order to align the text of Staff Regulation 3.2(c)(1) to the United Nations and also to reflect the consistent practice followed by the International Bureau, the staff member is required to produce satisfactory documentary proof that he or she provides the main and continuing support for a dependent child in *all* cases where a dependent child does not reside with the staff member.

18. Pursuant to Staff Regulation 12.1(a), the amended text of Staff Regulation 3.2(c)(1) (Dependency) has been provisionally decreed and applied with effect from April 1, 2008.

19. The revised text of Staff Regulation 3.2 (Dependency) is reproduced in Annex VI.

20. The WIPO Coordination Committee is invited to approve the amendments to the Staff Regulations 3.1, 3.2, 3.7 and 3.12 which have been provisionally decreed and applied by the Director General (paragraphs 1 to 19, above).

B. AMENDMENTS TO THE STAFF RULES UNDER REGULATION 12.2

Travel and Removal Expenses – Chapter VII

21. In order to more adequately reflect long-time practices of the International Bureau in relation to official travel and removal expenses, and also to align texts of the WIPO Staff Regulations and Staff Rules to the relevant texts of the United Nations, the following amendments have been made in Chapter VII of the Staff Regulations and Staff Rules:

(a) A revision of the text has been introduced in Rule 7.1.1(a) on Official Travel of Staff Members to underline the fact that Chapter VII is applicable to eligible staff members only.

(b) A clarification has been made in Rule 7.1.2(a) on Official Travel of Dependants in relation to the definition of eligible family members covered by Chapter VII by introducing a reference to Rule 7.1.3 (Eligible Dependants).

(c) A new Rule 7.1.3(c) on Eligible Dependants has been introduced to allow for the payment of the repatriation travel expenses of a divorced spouse who has legally resided with the staff member at the duty station for a period of at least six months.

(d) A revision of the text is introduced in Rule 7.1.4 on Loss of Entitlement to Return Travel in order to sanction a staff member who abandons a post.

(e) The text of Rule 7.1.5 has been revised to underline the importance of a written (or electronic) authorization for all staff *prior* to undertaking any official travel. Furthermore, it is important to see this requirement in relation to Rule 7.1.22 on consequences of illness or accident during official travel if the travel is not authorized.

(f) The reimbursement of fees for the issuance or renewal of passports and visas which are necessary for official travel of the staff member and also for dependants on home leave travel etc., has been added to the list of reimbursable items in Rule 7.1.6(a) on Travel Expenses.

(g) The text in Rule 7.1.9(b)(3) on Travel Conditions on entitlement to accompanied luggage has been revised.

(h) A revised text has been made to reflect in Rule 7.1.12 (c) on Terminal Expenses clarifying that no terminal expenses or any other expenses shall be paid in respect of an intermediate stop which is not authorized during official travel, or which is of less than six hours and does not necessitate leaving the terminal or the airport area and is exclusively required for the purpose of making an onward connection.

(i) The text of Rule 7.1.20(c) on Insurance, Compensation for Loss of or Damage to Personal Effects Attributable to Service has been revised to reflect the present practice which implies that, if a “split shipment” of a removal is authorized by the Director General, the maximum coverage amounts indicated in the rule are the maximum coverage amounts for the full removal of the staff member’s personal belongings and household goods and not for each separate removal.

(j) The text of Rule 7.1.21 on Travel Advances has been amended to reflect the long-term practice that an advance payment of the estimated terminal expenses and daily subsistence allowances may be made at the rate of 100 per cent of the total amount and that any overpayment will be recovered from the next salary payment due to the staff member.

(k) The text of Rule 7.1.22 on Illness or Accident during Travel has been amended to emphasize the importance of formal *prior authorization* of any travel on official business.

(l) An amendment has been introduced in Rule 7.1.24 to reflect the procedures in case of the death of a dependent child attending an educational institution outside the duty station.

(m) The International Bureau shall not normally pay storage charges other than those normally included in transportation costs. However, a revised text has been introduced in Rule 7.1.25(d)(2) on Removal Expenses in order to reflect cases where a staff member is assigned to a new duty station to which he or she has the entitlement to removal; in such cases the International Bureau may instead pay the cost of storage of his or her household goods and personal effects during the period of his or her service at that duty station, limited to the volume set out in Rule 7.1.25(d)(1), and for a maximum period of five years from the date of taking up service at the duty station. The cost of such storage shall not be higher than the estimated cost of removal to and from the duty station and the International Bureau shall not pay any costs of removal to or from that duty station beyond unaccompanied shipments, pursuant to Rule 7.1.19(f).

(n) The text Rule 7.1.26(a) on Loss of Entitlements to Removal Expenses has been revised in order to reflect that, in case a staff member abandons his post or resigns before completing two years of service, he or she shall not normally be entitled to payment of removal expenses, and that costs already paid may be adjusted proportionately and recovery made from other payments due to the staff member. In addition, Rule 7.1.26(b)

has been amended to reflect the present practice of the International Bureau of not reimbursing any expenses related to a removal if it has not taken place within two years after the date on which the staff member became entitled to removal under Rule 7.1.25 (Removal Expenses).

22. Pursuant to Staff Regulation 12.2(a), corresponding amendments to Chapter VII were decreed and made applicable with effect from May 1, 2008.

23. The revised texts of Staff Rules 7.1.1, 7.1.2, 7.1.3, 7.1.4, 7.1.5, 7.1.6, 7.1.9, 7.1.12, 7.1.20, 7.1.21, 7.1.22, 7.1.24, 7.1.25 and 7.1.26 under Chapter VII - Travel and Removal Expenses are all reproduced in Annex VII.

24. The WIPO Coordination Committee is invited to note the amendments to Staff Rules 7.1.1, 7.1.2, 7.1.3, 7.1.4, 7.1.5, 7.1.6, 7.1.9, 7.1.12, 7.1.20, 7.1.21, 7.1.22, 7.1.24, 7.1.25 and 7.1.26 reported in paragraphs 21(a) to (n) to 23, above.

II. TERMINATION OF EMPLOYMENT CONTRACT

25. Pursuant to the provisions of WIPO Staff Regulation 9.1(e), which requires the Director General to report all cases of termination to the Coordination Committee, the Coordination Committee is informed that the decision of the Director General to terminate the services of the following staff member, effective February 28, 2007, was confirmed on October 22, 2007 following full consideration of the report of the WIPO Appeal Board, dated October 8, 2007: Santo Giorgio Giorgi, a national of Italy (born on April 24, 1948). The termination is currently the subject of a Complaint before the Administrative Tribunal of the International Labour Organization (ILO), whose judgement, when rendered, will be binding both on the Complainant and the International Bureau.

26. Mr. Giorgi entered into service on June 4, 1974, as Messenger-Driver at grade G-3; on June 29, 2001, he was transferred as Senior Administrative Assistant to the Security Coordination Section in the Buildings Division and made Head of the section, effective July 22, 2002.

27. In December 2004, the UN General Assembly approved the establishment of the Department of Safety and Security (DSS). The DSS had the responsibility for ensuring each Organization's compliance with the agreed UN Minimum Operating Security Standards (HMOSS). In late 2005, it became evident that the International Bureau required more stringent security mechanisms, and accordingly a preliminary security assessment was undertaken by an expert from the Security and Safety Section of the United Nations International Criminal Tribunal for the Former Yugoslavia (ICTY), in The Hague, Netherlands, from December 12 to 16, 2005. The conclusions of this exercise, led to an in-depth Security Risk Assessment in April 2006 prepared by a safety and security specialist with experience in UN safety and security issues, and which was the subject of a thorough study by the WIPO Security Coordination Committee. As a result of recommendations by that Committee the reorganization, reinforcement and

professionalization of the security functions within WIPO took place, and the Safety and Security Coordination Service was established in October 2006. It is headed by a senior level professional and composed of staff members with professional specialist training and experience in safety and security matters.

28. In accordance with reorganization, reinforcement and professionalization of the security functions within WIPO, as of October 12, 2006, Mr. Giorgi was transferred, pursuant to Regulation 4.3, to the Conference, Communication and Records Management Division, but he refused to accept the transfer. Further employment possibilities were explored by the Administration but not identified.

29. The WIPO Coordination Committee is invited to note the information contained in paragraphs 25 to 28, above.

III. INTERNATIONAL CIVIL SERVICE COMMISSION

30. 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 62nd (2007) session of the General Assembly of the United Nations (A/62/30). 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 at <http://icsc.un.org/resources/pdfs/ar/AR2007.pdf> for anybody who wishes to consult the report.

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

IV. UNITED NATIONS JOINT STAFF PENSION BOARD

32. Under Article 14(a) of its Regulations, the United Nations Joint Staff Pension Fund (UNJSPF) 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 2007 report was presented by the Board of the UNJSPF to the General Assembly of the United Nations at its 62nd session (document A/62/9). 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 at <http://www.unjspf.org> for anybody who wishes to consult the report.

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

V. WIPO STAFF PENSION COMMITTEE

34. The WIPO Coordination Committee decided, at its ordinary session of 1977, that the WIPO Staff Pension Committee would consist of three members and three alternate members, one member and one alternate to be elected by the WIPO Coordination Committee. The members elected by the WIPO Coordination Committee serve a four-year term of office.

35. At its 47th ordinary session in 2001, the WIPO Coordination Committee re-elected Mr. Rémi Roul (national of France) as a member of the WIPO Staff Pension Committee and when his term expired at the end of the 53rd session of the Coordination Committee in 2005, he then continued as an alternate member. At the 56th session of the Coordination Committee in 2007, the Administration advised the Coordination Committee that it had been agreed that Mr. Roul continue as the regular member for the remaining part of the four-year term running until the ordinary session of 2009 of the WIPO Coordination Committee.

36. The Director General has received from the Bulgarian Delegation the proposal that Mr. Vladimir Yossifov be elected by the Coordination Committee as alternate member of the WIPO Staff Pension Committee until the ordinary session in 2011 of the WIPO Coordination Committee.

37. Mr. Yossifov, a national of Bulgaria (born on February 7, 1946), has an advanced degree in civil engineering from the High Institute for Mining and Geology in Sofia (1968), followed by a degree in patent engineering from the High Institute for Mechanical and Electrical Engineering in Sofia (1974). In 1979, Mr. Yossifov obtained a degree in international economy at the All Union Academy of Foreign Trade in Moscow.

38. Mr. Yossifov is a member of the Bulgarian group of AIPPI and the Licensing Executives Society (LES) and was employed by a State Foreign Trade enterprise in Bulgaria until he joined the Bulgarian Foreign Trade Ministry in August 1979. In November 1981, Mr. Yossifov was recruited to WIPO on a post at grade P-3 and held important posts within different sectors of the International Bureau until he retired WIPO on February 28, 2007, from the post as Director of the Division for certain countries in Europe and Asia. During the

period with WIPO, Mr. Yossifov also held important functions in the Staff Council and as member of the WIPO Staff Pension Committee as representative of the participants, and was elected Chairman of the UNJSPB for the 2006-2007 session.

39. The WIPO Coordination Committee is invited to note the information contained in paragraphs 34 to 38, above, and to elect Mr. Vladimir Yossifov as alternate member of the WIPO Staff Pension Committee for the period until the ordinary session in 2011 of the Coordination Committee.

[Annexes follow]