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# **STAFF REGULATIONS**

AND

STAFF RULES



**General Secretariat  
of the  
International Telecommunication Union**

**Edition of 2022**



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**STAFF REGULATIONS  
AND STAFF RULES**

**OF**

**THE INTERNATIONAL  
TELECOMMUNICATION UNION**

**PREAMBLE**

In conformity with the provisions of Article 9 of the International Telecommunication Convention, Geneva, 1959, and of Resolution No. 7 of the Plenipotentiary Conference, Geneva, 1959, the Administrative Council of the International Telecommunication Union (hereinafter referred to as the "Union") has approved the present Staff Regulations at its 15th and 16th Sessions (1960 and 1961).

**Scope and purpose**

- a) The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the staff members of the Union both at the Headquarters and in the offices away from the Headquarters. They represent the broad principles of personnel policy for the staffing and administration of the secretariats at the Headquarters and in the offices away from the Headquarters. The Secretary-General, as the Chief Administrative Officer, shall promulgate and enforce such Staff Rules consistent with these principles as he considers necessary, taking into account as far as possible the rules and practice of the United Nations common system.
- b) Except where otherwise stated, the present Staff Regulations and Staff Rules shall apply to all staff members appointed by the Secretary-General, subject to the provisions of the Regulations and Rules mentioned in c) below.
- c) Staff Regulations and Staff Rules applicable to elected officials, the Rules applicable to Technical Assistance Project personnel and the Rules applicable to staff members engaged for conferences and other short-term service and maintenance personnel shall be published separately.

## **CHAPTER I**

## **DUTIES, OBLIGATIONS AND PRIVILEGES**

### **Regulation 1.1**

#### **Status of staff members**

The staff members of the Union are international civil servants whose obligations are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of the Union only in view.

### **Regulation 1.2**

#### **Assignment of staff members**

Staff members shall be assigned to their posts at the Headquarters and in the offices away from the Headquarters according to the needs of the Union and, as far as possible, in accordance with their qualifications; where transfers of staff between the General Secretariat and the Bureaux or between Bureaux are involved, the elected officials concerned shall be consulted in accordance with Regulation 4.8 b).

#### **Rule 1.2.1**

##### **Service with Administrations or other organizations**

a) Exceptionally, the services of a staff member may be loaned for a limited period, with his consent, to the Administration of a Member of the Union. Such loan shall in no way diminish the rights or entitlements of the staff member under his letter of appointment to the Union.

b) In case of transfer, secondment or loan to the United Nations or a specialized agency, staff members shall retain their rights to accrued entitlements, which shall be treated in accordance with provisions governing such transfers set out in the Inter-organization Agreement concerning transfer, secondment or loan of staff among the organizations applying the United Nations common system of salaries and allowances, and which may be consulted by interested staff members.

c) Transfers, secondments or loans shall not be prejudicial to the proper functioning of the Union or its finances.

#### **Rule 1.2.2**

##### **Change of official duty station**

A change of official duty station shall take place when a staff member is assigned from one office of the Union to another, including the Headquarters, for a fixed period exceeding six months or transferred for an indefinite period. Detailment of a staff member for a Union mission or conference shall not constitute a change of official duty station within the meaning of these Rules.

### **Regulation 1.3**

### **Hours of work**

While the whole time of staff members is at the service of the Union, the normal working week of full-time staff serving at the Headquarters shall be 40 hours exclusive of meal times. This number may be reduced to a minimum of 20 hours in the case of part-time staff. At other duty stations the number of hours, not normally exceeding 40, shall be determined by the Secretary-General, account being taken of local conditions and practice and the practices of other locally based organizations of the United Nations common system.

#### **Rule 1.3.1**

#### **Hours of work**

At the Headquarters, the normal working week shall be worked from Monday to Friday inclusive. Staff members shall be required to work beyond the normal tour of duty whenever requested to do so.

At other duty stations the days constituting the normal working week shall be determined by the Secretary-General, in accordance with local conditions and practice and the practices of locally based organizations of the United Nations common system.

#### **Rule 1.3.2**

#### **Official holidays**

a) In addition to annual leave, staff members shall be entitled to leave on ten public holidays to be designated by the Secretary-General in conformity with local custom. One of the ten public holidays in question shall not be on a date established through the procedures laid down in this Rule but shall instead be left to individual staff members to choose, in order to enable them to observe their customs and traditions. This public holiday shall be used during the current calendar year and may not be carried over to the following year. If one of the official public holidays falls on a non-working day, the following working day shall be observed as a holiday.

b) For the Headquarters, this list shall be established, in consultation with the Joint Advisory Committee, by a service order specifying the official holidays for the next two years.

c) The days constituting the official holidays at offices away from the Headquarters shall be those days determined in accordance with local practice. The list shall be that established annually by the Secretary-General in accordance with local conditions and practice and the practices of locally based organizations of the United Nations common system at each of the duty stations concerned.

#### **Regulation 1.4**

#### **Conduct**

- a) In the performance of their duties with the Union, staff members shall neither seek nor accept instructions from any government or from any other authority external to the Union.
  
- b) Staff members shall conduct themselves at all times in a manner befitting their status as international civil servants. They shall not engage in any activity that is incompatible with the proper discharge of their duties in the service of the Union. They shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on their status, or on the integrity, independence and impartiality which are required by that status. While they are not expected to give up their national sentiments or their political and religious convictions, they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

#### **Regulation 1.5**

#### **Performance of staff members**

- a) Staff members shall be evaluated for their efficiency, competence and integrity through a performance appraisal mechanism that shall assess the staff member's compliance with the standards set out in the Staff Regulations and Staff Rules for purpose of accountability.
  
- b) The Secretary-General shall seek to ensure that appropriate learning and development programmes are available to the staff in the interest of the Union.
  
- c) Performance reports shall be prepared regularly for all staff members in accordance with procedures promulgated by the Secretary-General.

#### **Regulation 1.6**

#### **Outside activities and interests**

- a) Staff members shall not engage in any continuous or recurring occupation or hold any remunerated office outside the Union without the prior approval of the Secretary-General, given after consultation, where appropriate, with the Director of the Bureau concerned.
  
- b) Apart from their work in the service of the Union, staff members shall not participate in any manner nor have financial or commercial interest whatsoever in any enterprise concerned with telecommunications or having commercial relations with the Union. They may not accept any gratuities or favours from firms or private individuals concerned with telecommunications or having commercial relations with the Union.

c) A staff member who has occasion to deal in his official capacity with any matter involving a business concern in which he holds a financial or commercial interest shall disclose the measure of that interest to the Secretary-General.

d) Staff members shall not, except in the normal course of official duties or with the prior approval of the Secretary-General, given after consultation, where appropriate, with the Director of the Bureau concerned, perform any one of the following acts, if such acts relate to the purpose, activities, or interests of the Union:

- 1) issue statements to the press, radio or other agencies of public information;
- 2) accept speaking engagements;
- 3) take part in film, theatre, radio or television productions;
- 4) submit articles, books or other material for publication.

#### **Regulation 1.7                      Communication of information**

Staff members shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any information known to them by reason of their official position which has not been made public, except in the course of their duties or by authorization of the Secretary-General or the Director of the Bureau concerned, as appropriate. They shall not at any time use such information to private advantage. These obligations shall not cease upon separation from the Union.

#### **Regulation 1.8                      Honours and gifts**

No staff member shall accept any honour, decoration, favour, gift or remuneration from any source external to the Union, without first obtaining the approval of the Secretary-General. Approval shall be granted only where such acceptance is not incompatible with the staff member's status as an international civil servant.

#### **Regulation 1.9                      Political activities**

Staff members may exercise the right to vote but shall not engage in any political activity which is inconsistent with or might reflect upon the independence and impartiality required by their status as international civil servants.

**Regulation 1.10****Privileges and immunities**

- a) Staff members shall enjoy the privileges, immunities and facilities to which the Union and its staff are entitled by virtue of international conventions and agreements applying to the Union or any special agreements between the Union and its Member States.
- b) These privileges, immunities and facilities are conferred in the interests of the Union. They furnish no excuse to the staff members who enjoy them for non-performance of their private obligations or failure to observe laws and police regulations. In any case involving such privileges, immunities and facilities, the staff member shall immediately report to the Secretary-General, who shall decide whether they should be waived.

**Regulation 1.11****Oath or declaration**

- a) Staff members on taking up their duties shall make and sign the following oath or declaration:

"I solemnly swear (alternatively, undertake, affirm, promise) to exercise in all loyalty, discretion and conscience the functions entrusted to me as a staff member of the International Telecommunication Union; to discharge these functions and to regulate my conduct with the interest of the Union only in view, without seeking or accepting instructions or assistance from any Government or other authority external to the Union in regard to the accomplishment of my duties."

- b) The oath or declaration to which a staff member subscribes shall not prevent his collaboration with the organization or administration to which his services may be loaned under Rule 1.2.1.



**Regulation 2.1**

**Classification of posts**

a) The numbers and grading of staff are subject to the approval of the Council. In deciding on grading, the Secretary-General, in agreement with the Director of the Bureau concerned, where appropriate, shall establish the place of each post in the classification plan on the basis of its duties, responsibilities and the qualifications required to perform the work. The classification plan as agreed to by the Council shall be based upon the principle of equal pay for substantially equal work.

b) *Categories of post*

- i) Posts are classified into the Senior Counsellor, Professional and General Service categories.
- ii) Senior Counsellor and Professional posts are those which require a university degree and which are subject to international recruitment.

The *Senior Counsellor category* includes the following grades in descending order of difficulty and responsibility:

D.2

D.1

The *Professional category* includes the following grades in descending order of difficulty and responsibility:

P.5

P.4

P.3

P.2

P.1

- iii) General Service posts are those which do not normally require a university degree or its equivalent and which are normally filled through local recruitment.

The *General Service category* consists of the following grades in descending order of difficulty and responsibility:

G.7

G.6

G.5

G.4

G.3

G.2

G.1

c) *Classification plan of the Union*

- i) The classification plans of the Union shall be regularly updated in accordance with the standards promulgated by the International Civil Service Commission (ICSC) under Article 13 of its Statute.
- ii) Procedures for maintaining post descriptions accurate, current and correctly graded shall be promulgated by the Secretary-General and shall be observed by officials and staff members who wish to initiate a personnel action that has classification aspects.

## CHAPTER III

## SALARIES AND ALLOWANCES

### Regulation 3.1

### Salaries

1. The gross salary scales of the Senior Counsellor and Professional category staff and those of the General Service category at the Headquarters shall be those specified in the salary scales which appear respectively in Annexes 3 and 4 to these Regulations. A staff assessment shall be applied to the gross salary scales at the rates specified in paragraph 2 below. The amount remaining after deduction of this assessment shall be the net salary which appears under each corresponding gross salary and shall be the amount payable to the official.
  
2.
  - a) The assessment shall be calculated for staff members in the *Professional and higher categories* according to the rates shown in part I of Annex 5 to these Regulations.
  
  - b) The assessment for staff members in the *General Service category* serving at the Headquarters shall be calculated at the rates shown in part II of Annex 5 to these Regulations: the relevant payments to which the assessment applies shall be fixed at the Swiss franc equivalent of the US dollar shown reflected in part II of Annex 5 to these Regulations, at the time when the salaries of the General Service staff serving at the Headquarters are approved.
  
  - c) The net salary resulting from the application of the assessment may be rounded to the nearest USD 10 or CHF 10, as applicable.
  
3. The gross and net salary scales of the General Service category at other duty stations shall be those issued by the United Nations for the duty station concerned.
  
4. Except where otherwise provided in these Staff Regulations and Staff Rules, "*salary*" shall mean the net salary arrived at under paragraph 1 above.





## **Rule 3.4.2**

### **Salary policy on promotion**

Staff members receiving promotions shall be paid in accordance with the following provisions:

1. *Promotion within the General Service category*

During the first year following promotion, a staff member in continuous service shall receive in salary the amount of one full step in the grade to which he has been promoted more than he would have received without promotion, except where promotion to the lowest step of the new grade yields a greater amount. The step rate and date of periodical salary increment in the higher salary grade shall be adjusted accordingly.

2. *Promotions within the Professional and higher categories*

On promotion to a higher grade, the step of a staff member in the Professional and higher categories shall be the lowest step in the new grade which will provide an increase in net base salary at least equal to that which would have resulted from the granting of two steps within the grade prior to promotion. If promotion takes effect on the staff member's incremental date, the new salary is calculated after the award of any increment due in the grade prior to promotion. The date of the award of further within-grade increments in the higher grade shall be the anniversary date of the promotion, with due regard to the provisions of paragraph a) of Regulation 3.4.

3. *Promotions from the General Service to the Professional category*

a) Where a staff member is promoted from the General Service to the Professional category, the provision in paragraph 2 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:

- i) the net amount of any allowance which is pensionable and which the staff member received while serving in the General Service or related categories;
- ii) any post adjustment at the single rate applicable to the grade/step in the Professional category to which the staff member is promoted.

b) Where promotion from the General Service category to the Professional category results in a decrease of a staff member's pensionable remuneration, he shall keep his pensionable remuneration at the level which it had reached immediately prior to the promotion, until that level is exceeded as a result of advancement or further promotion.

### **Regulation 3.5**

### **Post adjustment**

- a) In order to adjust for cost-of-living variations at different duty stations and variations over time in relation to a base index, there shall be added to the net base salary of a staff member in the Professional category and above a post adjustment, the amount of which shall be determined by multiplying one per cent of that net base salary by a multiplier reflecting the number of points by which the multiplier index for the duty station concerned exceeds the base index.
  
- b) The post adjustment index for each duty station and the corresponding multiplier shall be determined at regular intervals by the ICSC.
  
- c) While the salary of a staff member is normally subject to the post adjustment of his duty station during assignments for one year or more, alternative arrangements as determined by the ICSC may be made by the Secretary-General.

### **Rule 3.5.1**

### **Post adjustment**

- a) A staff member who is assigned to a duty station classified lower in the schedule of post adjustments than the duty station in which he has been serving may continue to receive, for up to six months, the post adjustment applicable to the former duty station while the members of his immediate family (spouse and children) remain at that duty station.
  
- b) When a staff member is assigned to a duty station for less than one year, the Secretary-General shall decide at that time whether to pay the post adjustment applicable to the duty station—and, if applicable, a settling-in grant under Rule 7.1.18 and hardship allowance and non-family service allowance under Staff Rule 3.17.1—or, in lieu of the above, to authorize payment of appropriate subsistence allowances.
  
- c) At duty stations where the average rental cost used in calculating the post adjustment index is based on the cost of housing provided by the United Nations, by the Government or by a related institution, staff members who have to rent housing accommodation at substantially higher commercial rates shall be paid a supplement to the post adjustment in the form of a rental subsidy under conditions established by the Secretary-General. If staff members are provided with housing free of charge, or at rents lower than the average rental cost used in calculating the post adjustment index for the duty station, a deduction shall be made from their monthly salaries under conditions established by the Secretary-General.

### **Regulation 3.6**

### **Non-resident allowance**

- a) Staff members in the General Service category who are not locally recruited as defined in Chapter IV shall be paid a non-resident allowance. The schedule of non-resident allowance rates shall be promulgated by the Secretary-General on the basis of United Nations common system practice.
  
- b) When under the schedule referred to in paragraph a) above no non-resident allowance is to be paid, a rental subsidy shall be paid instead in an amount determined in accordance with United Nations common system practice.
  
- c) Staff members in receipt of the non-resident allowance prior to 31 August 1983 may elect to keep it throughout their subsequent service at the rate and under the conditions applicable at that date. In that case the provisions of paragraph b) of this Regulation shall not apply to them.

### **Rule 3.6.1**

### **Non-resident allowance**

- a) The non-resident allowance shall be taken into account in determining staff member contributions to the staff health insurance scheme provided to staff members by ITU.
  
- b) A non-locally recruited official of the General Service category who acquires voluntarily, other than by marriage, the nationality of the country of the duty station shall be reclassified as locally recruited, and his entitlement to any of the following allowances and benefits shall thereupon cease:

non-resident allowance, rental subsidy, education grant, travel expenses in respect of home leave and visit to eligible dependants, field allowances, repatriation grant, travel expenses upon termination (including removal of household goods and personal effects).

### **Regulation 3.7**

### **Language allowance**

A pensionable allowance, the amount of which is determined by the United Nations for each duty station, may be paid to staff members in the General Service category who pass an appropriate test approved by the Secretary-General and demonstrate continued proficiency in the use of two or more official languages.



**Rule 3.7.1****Language allowance**

- a) Tests for the purposes of granting language allowances shall be held not less than once a year.
- b) Staff members in receipt of a language allowance may be required to undergo further tests at intervals of not less than five years in order to demonstrate their continued proficiency in the use of two or more official languages.
- c) The language allowance shall be taken into account in determining staff member contributions to the Joint Staff Pension Fund and the staff health insurance scheme provided to staff members by ITU, and payments and indemnities on separation.

**Regulation 3.8****Special post allowance**

- a) A non-pensionable special post allowance shall be paid to any staff member who is temporarily required to assume the responsibilities and duties of an existing post in a higher grade. This allowance shall be payable as from three months after the date on which the staff member has assumed the duties of the post in the higher grade. However, in the case of a fixed-term post advertised in conformity with the provisions of paragraphs c) and d) of Regulation 4.8, and filled internally, the special post allowance shall be payable as from the date on which the new functions are assumed following appointment made as a result of the competition; in this latter case the allowance shall be pensionable if it is granted for a period of more than one year.
- b) Exceptionally, when additional temporary work of at least four weeks duration, e.g. for conferences, has to be provided for, the Secretary-General is authorized to pay the special post allowance for a period not exceeding six months and starting from the date on which the staff member takes up duties the level of which corresponds to a higher grade.
- c) The amount of the special post allowance shall be equivalent to the salary increase the staff member would have received had he been promoted to the grade of the post in which he is serving.

**Regulation 3.9****Overtime**

1. Staff members in the General Service category who are required to work in excess of any normal working week shall be given compensatory time off, or may receive additional payment, under the conditions established in the Staff Rules, on the basis of local conditions and practices of local organizations of the United Nations common system.

2. Should the exigencies of the service permit, and subject to the prior approval of the Secretary-General or the Director of the Bureau concerned, as appropriate, occasional compensatory time off may be granted to staff members in the Professional category, who have been required to work substantial or recurrent periods of overtime.

3. For General Service category staff serving in offices away from the Headquarters, overtime provisions shall be determined on the basis of local conditions and practices of local organizations of the United Nations common system.

### **Rule 3.9.1 Compensation of overtime**

1. Overtime shall be compensated only when it is worked on the instructions of the responsible chief immediate supervisor. Save where unusual exigencies of the service otherwise require, a staff member will not be asked to work more than 40 hours of overtime during one month nor more than 12<sup>1)</sup> hours in any 24-hour period.

2. For General Service category staff serving at the Headquarters compensatory time off or additional payment shall be given in accordance with the following provisions:

- a) i) "*ordinary overtime*" is incurred when a staff member is required to work in excess of the hours prescribed for the normal working day. "*Special overtime*" is incurred when a staff member is required to work in excess of three hours of ordinary overtime or after 12.30 p.m. on Saturdays or at any time on Sundays or on official holidays provided that the terms and provisions of subparagraph c) below are not applicable;
- ii) in either case, overtime means time worked over and above the full-time normal working week. In computing overtime for any day, periods of less than a quarter of an hour shall be disregarded. The total amount of overtime worked in excess of the working week shall be computed in hours and half hours; any fraction of a half hour shall be disregarded. Official holidays or any other authorized absence from duty during the course of the week shall be counted as time worked towards the regularly scheduled tour of duty.

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1) Twelve hours' work, including overtime.

- b) i) Staff members in the General Service category who are required to work overtime shall, as far as possible, be compensated by time off. Such compensation shall be made as soon as the exigencies of the service permit, and in no case later than eight weeks after the overtime was worked, on the basis of one and a half time for "*ordinary overtime*" and double time for "*special overtime*". If a staff member's responsible chief certifies that owing to exceptional circumstances the necessities of the service do not permit the grant of compensatory time off within eight weeks after the overtime was worked, the overtime shall be compensated in cash at the rates shown in Annex 10 to Staff Regulations.
- ii) Notwithstanding the above provisions, up to 12 hours of compensation for overtime worked in any period of four weeks shall, at the request of the staff members, be granted in cash. The maximum amount of overtime paid per calendar year to a staff member shall under no circumstances exceed one month of net remuneration of the staff member concerned. In exceptional circumstances when the overtime is strictly related to servicing official conferences and meetings and when the ceiling is reached, the maximum amount may be increased to two months of net remuneration upon certification by the responsible chief.
- c) No special compensation (other than night differential where applicable) shall be allowed for work done during the week outside regular working hours where the modification of the normal time-table is due to the adoption of a shift or roster system, except where the total time worked exceeds the full normal working week.

### **Regulation 3.10**

### **Night differential**

1. Staff members in the General Service category serving at the Headquarters who are assigned to night-time tours of duty shall receive a night differential under the conditions established in the Staff Rules.

2. For staff members in the General Service category serving in offices away from the Headquarters, provisions for night differential shall be based on local conditions and practices of local organizations of the United Nations common system.

### **Rule 3.10.1**

### **Calculation of night differential**

- a) A regular full-time staff member working a normal tour of duty shall, if assigned to a tour of duty, any part of which falls between 8 p.m. and 8 a.m., be paid for work between such hours a night differential of 25% of base salary, provided four hours of night work have been accomplished in a calendar week. Any hours when the staff member is on leave or in a travel status shall be excluded in the computation of the night differential.
- b) Night differential shall not be paid for the same work for which overtime payment or compensatory time off is allowed.
- c) In computing night differential pay, the rate shall be reckoned to the nearest hour and work periods of less than one half hour shall not be considered.
- d) In Geneva, staff members of the General Service category who are required to work beyond 8 p.m. without a break for an evening meal, or who are required to work overtime after 11 p.m., or who are required to work at least two hours' overtime after a tour of duty ending later than 8 p.m., shall be paid an additional sum to compensate for night refreshments, the amount of which will be determined by the Secretary-General in accordance with the practices of locally based organizations of the United Nations common system.
- e) The provisions of this Rule do not apply to staff members who are specifically engaged for night work.

### **Regulation 3.11**

### **Education grant**

1. The Secretary-General shall establish terms and conditions under which:

an education grant shall be granted to an internationally recruited staff members serving outside the country of which he/she is a national according to Regulation 4.6 and whose dependent child is in full-time attendance at a school, university, or similar educational institution of a type which will, in the opinion of the Secretary-General, facilitate the child's resettlement in the staff member's recognized home country.

2. The Secretary-General shall establish terms and conditions under which assistance for boarding-related expenses shall be provided to staff members serving in duty stations other than those classified as headquarters duty stations whose dependent children attend boarding school outside the duty station at the primary and secondary levels, at an amount determined by the ICSC. The Secretary-General may establish conditions under which boarding assistance may exceptionally be granted to staff members serving at headquarters duty stations whose dependent children attend boarding school outside the duty station at the primary and secondary levels.

3. The Secretary-General shall also establish terms and conditions under which a special education grant, non-cumulative with the grant payable under paragraph 1 above, shall be made available to a staff member, whether expatriate or not, provided he/she has an appointment for one year or longer or has completed one year of continuous service, whose child is unable, for reasons of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability.

4. Travel costs of a child of staff in receipt of assistance for boarding-related expenses may also be paid, once in every school year, for an outward and return journey between the child's educational institution and the staff member's duty station. Such travel shall be by a route approved by the Secretary-General.

5. The Secretary-General may also authorize payment of the education grant, during mission service, to a staff member regarded under Regulation 4.4 as locally recruited at his/her normal official duty station.

### **Rule 3.11.1 Definitions**

For the purposes of education grant entitlements:

- a) "*Child*" shall be a dependent child of the staff member in accordance with Rule 3.12.1;
- b) "*Disabled child*" shall be a child who is unable, by reasons of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him in overcoming the disability;
- c) "*Home country*" shall be the country of home leave of the staff member. If both parents are eligible staff members, "home country" shall be the country of home leave of either parent;
- d) "*Duty station*" shall be the town where the staff member is serving and the area within a radius of 25 km, including any area situated beyond the frontier of the duty station country;
- e) "*Admissible expenses*" shall be tuition, mother tongue language tuition and enrolment-related fees.

**Rule 3.11.2****Eligibility to the education grant**

1. The education grant shall not be payable in respect of:
  - a) attendance at a kindergarten or nursery school at the pre-primary level;
  - b) attendance at a free school or one charging only nominal fees at the duty station;
  - c) correspondence courses, except those which in the opinion of the Secretary-General are the best available substitute for full-time attendance at a school of a type not available at the duty station;
  - d) private tuition, except mother tongue language tuition at duty stations where satisfactory school facilities for learning that language are not available;
  - e) vocational training or apprenticeships which either do not involve full-time schooling or in which the child receives payment for services rendered.
  
2. The grant shall be payable up to the end of the school year in which the child completes four years of post-secondary studies or is awarded the first recognized degree, whichever is earlier. The grant shall not normally be paid beyond the scholastic year in which the child reaches the age of 25. If the child's education is interrupted for at least one school year by national service, illness or other compelling reasons, the period of eligibility shall be extended by the period of interruption. National service shall not include periods for which a child enlists voluntarily or periods spent in fulfilling the obligation of military service.

**Rule 3.11.3****Amount of the education grant**

1. Admissible expenses actually incurred shall be reimbursed at the rates indicated in the global sliding scale established in Annex 6 to Staff Regulations.
  
2. In addition to the reimbursement of admissible expenses, a lump-sum amount of USD 5,000 shall be paid to staff members serving in A to E-category duty stations whose child attends boarding school at the primary or secondary level outside the duty station. In exceptional cases, the lump-sum boarding assistance may be granted to a staff member serving in H-category duty stations in respect of a child attending boarding school at the primary and secondary levels outside the duty station, at the discretion of the Secretary-General.

3. Capital assessment fees charged by educational institutions may be reimbursed outside the education grant scheme, under conditions established by the Secretary-General.

4. Where attendance is for less than two-thirds of the scholastic year, the amount of the grant shall be that proportion of the annual grant (including boarding lump-sum and reimbursement of capital assessment fees, where applicable) which the period of attendance bears to the full scholastic year.

5. Where the period of service of the staff member does not cover the full scholastic year, the amount of the grant shall normally be that proportion of the annual grant (including boarding lump-sum and reimbursement of capital assessment fees, where applicable) which the period of service bears to the full scholastic year.

6. Advances equal to the estimated amount of the education grant (including boarding lump sum and reimbursement of capital assessment fees, where applicable) may be paid as from the beginning of each school year, under conditions established by the Secretary-General.

#### **Rule 3.11.4 Education grant travel**

A staff member, to whom boarding assistance is payable under Rule 3.11.3, paragraph 2, above in respect of his child's attendance at an education institution at the primary or secondary level shall be entitled to travel expenses for the child of one return journey each scholastic year between the educational institution and the duty station, subject to the following conditions:

- a) such travel expenses shall not be paid if the requested journey is unreasonable, either because of its timing in relation to other authorized travel of the staff member or his dependants, or because of the brevity of the visit in relation to the expense involved;
- b) travel expenses shall not be paid if either the period of the child's attendance at the educational institution or the staff member's period of service accomplished with the organization is less than two-thirds of the scholastic year;
- c) the amount paid shall not exceed the cost of a journey between the staff member's home country and the duty station;

- d) when a disabled child attends an educational institution outside the area of the staff member's duty station, travel expenses shall be refunded for up to two journeys per year between the educational institution and the duty station, provided that the Secretary-General is satisfied that the needs of the disabled child require attendance at that educational institution; in extreme cases to be decided by the Secretary-General, travel costs may also be refunded for an accompanying person.

**Rule 3.11.5 Mother tongue language tuition**

The Secretary-General shall decide in each case whether the education grant shall be paid for tuition for teaching of the mother tongue under Staff Rule 3.11.2, paragraph 1.d).

**Rule 3.11.6 Claims for education grant**

Claims for education grant shall be submitted in writing and supported by evidence satisfactory to the Secretary-General.

**Rule 3.11.7 Deleted**

**Rule 3.11.8 Special education grant for disabled children**

1. A special education grant for disabled children may be paid to staff members of all categories, regardless of whether or not they are serving in their home country.
2. Admissible expenses for the special education grant referred to in Regulation 3.11.3 shall include those educational expenses required to provide an educational programme designed to meet the needs of the child so that he may attain the highest level of functional ability, under conditions established by the Secretary-General.
3. The amount of the grant shall be 100 per cent of the admissible educational expenses actually incurred, subject up to a maximum reimbursement equal to the upper limit of the top bracket of the global sliding scale established in Annex 6 to Staff Regulations.
4. Where the educational institution provides boarding, the actual expenses for boarding shall 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 established in Annex 6 to Staff Regulations plus the amount of USD 5,000 equivalent to the lump-sum for boarding assistance.



5. The grant shall be computed on the basis of the calendar year, if the child is unable to attend a normal educational institution, or on the basis of the school year, if the child is in full-time attendance at a normal educational institution while receiving special teaching or training. The grant shall be payable in respect of any disabled child from the date on which the special teaching or training is required up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 25 years. In exceptional cases, the age limit may be extended up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 28 years.

6. In addition to the grant payable in accordance with this Rule, expenditure for the acquisition of special equipment required for the integration of a disabled child, where not covered by the health insurance scheme, may be refunded up to an annual limit of USD 1,000 upon presentation of a claim supported by evidence.

7. Where the period of service does not cover the full school year or calendar year, the amount of the grant, shall normally be that proportion of the annual grant (including boarding lump-sum and reimbursement of capital assessment fees, where applicable) which the period of service bears to the full school or calendar year.

8. Claims for the grant shall be submitted annually in writing and supported by medical evidence satisfactory to the Secretary-General regarding the child's disability. The staff member shall also be required to provide evidence that he has exhausted all other sources of benefits that may be available for the education and training of the child. The amount of educational expenses used as the basis for the calculation of the special education grant shall be reduced by the amount of any benefits so received or receivable by the staff member.

### **Regulation 3.12                      Dependency allowances**

1. Staff members shall be entitled to receive non-pensionable dependency allowances for a dependent spouse, for a dependent child, for a disabled child and for a secondary dependant.

2. a) The Staff member shall receive a spouse allowance for his/her dependent spouse. However, when husband and wife have been legally separated, the Secretary-General shall decide, in each case, whether the allowance shall be paid.

b) The staff member shall receive a child allowance for each dependent child, except that the allowance shall not be paid in respect of the first dependent child if the staff member receives a single parent allowance.

- c) The staff member in the professional or higher category who is a single parent shall receive, in lieu of the dependent child allowance, a single parent allowance in respect of the first dependent child.
- d) The staff member shall receive a special child allowance for each disabled child. However, if the staff member is entitled to the single parent allowance in respect of a disabled child, the allowance shall be the same as the child allowance referred to in paragraph b) above.
- e) Where there is no dependent spouse, the staff member shall receive a single secondary dependent allowance for either a dependent parent, a dependent brother or a dependent sister.
- f) With a view to avoiding duplication of benefits and in order to achieve equality of benefits between staff members, the amount of any dependency allowance received by the staff member or by his/her spouse for a dependent child in the form of a grant from any source external to the Union, shall be deducted from an allowance paid to the staff member by the Union in respect of this dependent child.

3. On the basis of recommendations and decisions of the ICSC, the Secretary-General shall determine, in the Staff Rules, the conditions and amounts of the dependency allowances.

#### **Rule 3.12.1 Definition of dependency**

For the purpose of these Staff Regulations and Staff Rules:

- a) A "*dependent spouse*" shall be a spouse whose occupational earnings, if any, do not exceed the lowest entry level of the United Nations General Service gross salary scales in force on 1 January of the year concerned for the duty station in the country of the spouse's place of work, provided that, in the case of staff in the Professional category or above, the amount shall not at any duty station be less than the equivalent of the lowest entry level at the base of the salary system (G.2, step I, for New York);
- b) A "*single parent*" shall be a staff member in the Professional and higher categories who fulfills all the following conditions:
  - i. has a dependent child;
  - ii. is single, widowed, legally separated or divorced;
  - iii. has sole financial responsibility for the child;
  - iv. is not in receipt of financial support for the dependent child above an amount to be established by the Secretary-General;

c) i) A "*dependent child*" shall be:

- a. a staff member's natural or legally adopted child, or
- b. a staff member's stepchild, if residing with the staff member,

under the age of 18 years or, if the child is in full-time attendance at a school or university (or similar educational institution), under the age of 21 years, for whom the staff member provides main and continuing support. The Secretary-General shall establish special conditions under which other children, who fulfil the age, school attendance and support requirements indicated above, may be regarded as dependent children of a staff member. If a child over the age of 18 years is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived.

ii) A staff member claiming a child as dependent must certify that he has assumed responsibility for the main and continuing support of that child. Documentary evidence satisfactory to the Secretary-General must always be produced in support of the claim in the following cases:

- a. if divorce or legal separation has occurred and the natural or legally adopted child is not residing with the staff member;
- b. where legal adoption is not possible and the child is residing with the staff member who has responsibility for him as a member of the family;
- c. if the child is married.

d) A "*secondary dependant*" shall be the father, mother, brother or sister of whose financial support the staff member provides one half or more, and in any case at least twice the amount of the dependency allowance, provided that the brother or sister fulfils the same age and school attendance requirements established for a dependent child. If the brother or sister is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived.

## **Rule 3.12.2**

### **Amount of the dependency allowances**

a) Subject to the conditions set out in Staff Regulation 3.12, and Staff Rule 3.12.1, dependency allowances shall be paid to eligible staff members as indicated under A and B below. If both spouses are staff members of the Union, the United Nations or a specialized agency, the one with the higher grade may claim, for all dependent children, under subparagraphs A. b) and/or d), or under subparagraphs B. a) and/or b); the other may claim only under A. e) or B. c) below, if otherwise entitled.

b) The full amount of the dependency allowances provided under Staff Regulation 3.12 in respect of a dependent child shall be payable, except where the staff member or his spouse receives a grant from any other source external to the Union in respect of the same child. Where such a grant is made, the dependency allowances payable under this Rule shall be approximately the difference between the amount of such a grant and that of the dependency allowances set out in this Rule. In no case shall the sum of the two payments be less than the amount set out in this Rule.

#### **A. Staff members in the Professional category and above**

A staff member in the Professional category and above shall be entitled to receive the following non-pensionable allowances:

- a) for a dependent spouse, a spouse allowance at the level of six per cent of the net base salary plus post adjustment;
- b) for each dependent child, a child allowance at the amount established in local currency as provided in Annex 7 to Staff Regulations;
- c) for staff members who are single parents, a single parent allowance in respect of the first dependant child, at the level of six per cent of the net base salary plus post adjustment;
- d) for each disabled child, a special child allowance at twice the amount of the child allowance established in local currency as provided in Annex 7 to Staff Regulations;
- e) for a secondary dependant, a single secondary dependant allowance at the amount established in local currency as provided in Annex 7 to Staff Regulations.

## **B. Staff members in the General Service category**

a) A staff member in the General Service category at Geneva shall be entitled to receive an annual non-pensionable allowance of:

- i) the amount established in local currency as provided in Annex 7 to Staff Regulations for each dependent child;
- ii) the amount established in local currency as provided in Annex 7 for each disabled child.

b) A staff member in the General Service category in Geneva shall, subject to the conditions stipulated in paragraph (a) of this Rule, be paid not more than one of the following annual non-pensionable allowances:

- i) the amount established in local currency as provided in Annex 7 to Staff Regulations for a dependent spouse;
- ii) the amount established in local currency as provided in Annex 7 to Staff Regulations for a first dependent child of a single, widowed, divorced or legally separated staff member.

c) A staff member in the General Service category at Geneva who is not in receipt of a spouse allowance shall be entitled to an annual non-pensionable allowance in respect of a person who is not directly dependent, of the amount established in local currency as provided in Annex 7 to Staff Regulations.

### **Rule 3.12.3 Submission of claims**

Claims for dependency allowances shall be submitted in writing and supported by evidence satisfactory to the Secretary-General. A separate claim shall be made each year. The staff member shall notify immediately to the Secretary-General any change in the status of a dependant affecting the payment of this allowance.

### **Regulation 3.13 Salary advances**

Salary advances may be made under the circumstances and conditions established in the Staff Rules.

**Rule 3.13.1****Salary advances**

- a) Salary advances may be made under the following circumstances and conditions:
- 1) in cases where new staff members take up their duties without sufficient funds, in such amount as the Secretary-General may deem appropriate;
  - 2) in cases where staff members do not receive their regular monthly payment through no fault of their own, in the amount due;
  - 3) upon departure for extended official travel or approved leave, up to the amount that would fall due for payment during the anticipated period of absence;
  - 4) upon separation from service, where final settlement of pay accounts cannot be made at the time of departure, subject to the advance not exceeding 80 per cent of the estimated final net payment due;
  - 5) upon change of official duty station, in such amount as the Secretary-General may deem appropriate;
  - 6) the Secretary-General may, in exceptional and compelling circumstances, and if the request of the staff member is supported by a detailed justification in writing, authorize an advance for any reason other than those enumerated above.
- b) Advances granted under paragraph a) 1) and a) 6) above may not be greater than the amount of two months' salary.
- c) Advances must be repaid by instalments as determined at the time the advance is authorized and within a period which must not normally exceed six months. A new advance may not be granted until the previous loan has been fully repaid.

**Regulation 3.14****Pensionable remuneration**

The Secretary-General shall inform staff members of the elements constituting pensionable remuneration within the meaning of the Regulations and Rules of the United Nations Joint Staff Pension Fund, and of the deductions which will be made from their salaries.

**Regulation 3.15****Pensionable remuneration**

Pensionable remuneration shall, without prejudice to the conditions of engagement of the staff member, consist of the amount calculated in accordance with the provisions of the Regulations and Rules of the United Nations Joint Staff Pension Fund.

**Regulation 3.16****Deductions from salary**

Deductions shall be made, each month, from the total payments due to each staff member:

- 1) for contributions to the United Nations Joint Staff Pension Fund based on the staff member's pensionable remuneration as defined in Regulation 3.15;
- 2) for contribution to the staff health insurance scheme provided to staff members by ITU and for any sum effectively owed to that scheme by the staff member in relation to her/his affiliation thereto;
- 3) for indebtedness to the Union;
- 4) for indebtedness to third parties when any deduction for this purpose is authorized by the Secretary-General and by the staff member;
- 5) deductions may also be made from the total payments due to a staff member where the latter occupies a lodging provided by the Union, by the United Nations, by a government or related institution, or by a company, in which case the amount of the deduction shall be determined by the Secretary-General in the light of the value of the housing provided.

**Rule 3.16.1****Retroactivity of payments**

A staff member who has not been receiving an allowance, grant or other payment to which he is entitled shall not receive retroactively such allowance, grant or payment unless he has made written claim within one year following the date on which he would have been entitled to the initial payment.

**Regulation 3.17****Field allowances**

1. Subject to conditions and definitions prescribed by the Secretary-General on the basis of conditions and procedures promulgated by the ICSC, the Union shall in appropriate cases pay field allowances to staff members.
2. The rates of the allowances are as shown in Annex 9 to these Regulations. These rates are determined at regular intervals by the ICSC.
3. Where both spouses are staff members of the Union, the United Nations or a specialized agency, the allowances shall be payable to each at the rate applicable to his/her individual status.
4. The field allowances shall also be applicable to staff in the General Service category who are internationally recruited. In the case of such staff, the amount of the allowance shall be equivalent to that payable to a staff member in grades P.1 to P.3.

### **Rule 3.17.1**

### **Payment of field allowances**

1. Subject to the conditions set forth hereunder, a staff member in the Professional category or above, or a staff member in the General Service category who is internationally recruited, shall be entitled to receive the following non-pensionable allowances: hardship allowance, non-family service allowance and mobility incentive allowance.
  
2. For the purposes of Regulation 3.17 and the present Rule:
  - a) "assignment" shall mean the staff member's initial appointment or any subsequent movement to a new duty station for a period of at least one year;
  - b) duty stations shall be classified in the following categories:
    - i. Geneva and Headquarters duty stations assimilated to it (category H);
    - ii. other duty stations classified according to conditions of hardship (categories A to E).
  
3. The hardship allowance shall be payable monthly to staff members who are assigned to duty stations classified at hardship levels (categories B to E) without conditions regarding length of service or prior assignments, for the full duration of the staff member's assignment, at the rate corresponding to the classification of the duty station at the time the allowance is payable. It shall not be payable at duty stations classified in categories H and A.
  
4. The non-family service allowance shall be payable monthly to staff members who are assigned to a duty station which has been designated as non-family, unless the Secretary-General has exceptionally approved the presence of eligible dependants of the staff member at the duty station.
  
5. The mobility incentive allowance shall be payable monthly provided that:
  - a) the staff member has completed five consecutive years of service in the United Nations common system.

Absences of up to three months, due to reassignments or temporary changes of duty station made by the Union, shall not, for the purposes of this Rule, be counted as absences against consecutive service;
  - b) the staff member is assigned to a second or subsequent duty station, which has to be an A, B, C, D or E-category duty station.



6. The amount of the mobility incentive, if any, as shown in Annex 9 to Staff Regulations, shall be increased by 25 per cent upon the fourth assignment of a staff member and by 50 per cent upon the seventh assignment.

7. The mobility incentive is discontinued upon five consecutive years at the same duty station. In the exceptional case of staff members who remained at the same duty station at the explicit request of the Union or for compelling humanitarian reasons, the mobility incentive is payable for one additional year.

## **CHAPTER IV**

## **RECRUITMENT, APPOINTMENT, TRANSFER AND PROMOTION PRINCIPLES**

### **Regulation 4.1                      Appointment, transfer and promotion principles**

The paramount consideration in the appointment, transfer or promotion of staff and in the determination of the conditions of service shall be the necessity of securing for the Union the highest standards of efficiency, competence and integrity.

### **Regulation 4.2                      Geographical distribution and gender distribution**

a) Due regard shall be paid to the importance of recruiting staff on as wide a geographical basis as possible and preference shall be given, other qualifications being equal, to candidates from regions of the world which are not represented or are insufficiently represented, taking into account the desirable balance between female and male staff.

b) Geographical distribution shall not apply to posts in the General Service category. Qualifications being equivalent, the desirable balance between male and female staff will be taken into account when selecting candidates.

(See Annex 1)

### **Regulation 4.3                      Promotions and transfers**

Without prejudice to the recruitment of fresh talent at all levels, staff in service shall be given reasonable promotion possibilities. This consideration shall also apply on a reciprocal basis to the United Nations and other specialized agencies.

### **Regulation 4.4                      Local recruitment**

a) At the Headquarters in Geneva, a locally recruited staff member shall be defined as a staff member in the General Service category who, at the time of recruitment, fulfils any of the following conditions:

- 1) he or she is a Swiss national;
- 2) irrespective of nationality, he or she is resident in Switzerland or in French territory within a radius of 25 km from Geneva regardless of the duration of such residence.

b) Posts in the General Service category are, so far as is possible, restricted to local recruitment. A number of posts, for which, in the opinion of the Secretary-General, special skills are required may be open to non-local recruitment from the region of the duty station beyond the area of the duty station, provided always that provisions of a) 1) or 2) above are not applicable.

c) 1) A staff member who has been locally recruited in accordance with the provisions of a) above shall acquire non-local status if he or she becomes a member of the Professional category;

2) if an official has previously enjoyed non-local status during his or her employment with an international organization in the area of the duty station, the period of such employment shall not count as residence within a radius of 25 km from Geneva;

d) In other duty stations, provisions defining the area of recruitment of locally recruited officials shall be laid down by the Secretary-General in accordance with United Nations common system conditions and practice.

e) A staff member regarded as having been locally recruited, shall not be eligible for the allowances or benefits indicated under Regulation 4.5.

#### **Regulation 4.5 International recruitment**

Staff members other than those regarded under Regulation 4.4 as having been locally recruited shall be considered as having been internationally recruited. The allowances and benefits in general available to internationally recruited staff members include: payment of travel expenses upon initial appointment and on separation for themselves and their dependants in the meaning of Rule 7.1.3 a), unaccompanied shipment or removal of personal effects and household goods according to length of contract, rental subsidy, home leave, education grant and repatriation grant.

#### **Regulation 4.6 Nationality**

a) In the application of Staff Regulations and Staff Rules, the Union shall not recognize more than one nationality for each staff member.

b) When a staff member has been legally accorded nationality status by more than one State, the staff member's nationality for the purposes of the Staff Regulations and Staff Rules shall be the nationality of the State with which the staff member is, in the opinion of the Secretary-General, most closely associated.

## **Regulation 4.7**                      **Selection**

Selection of staff members shall be made without distinction as to race, sex or religion, nor shall there be any discrimination on account of any disability of a candidate who meets the qualifications required.

### **Rule 4.7.1**                      **Family relationships**

a)        Except where no other equally well qualified person can be recruited, appointment shall not be granted to a person who bears any of the following relationships to a staff member: husband, wife, father, mother, son, daughter, brother or sister.

b)        Staff members who bear any of the relationships specified in paragraph a) above shall not be assigned to serve in the same department if one of the posts is subordinate to the other in the line of authority.

c)        If two staff members marry, the benefits and entitlements which accrue to them shall be modified as provided in the relevant Staff Rules; their appointment status shall not, however, be affected. The same modifications shall apply in the case of a staff member whose spouse is a staff member of another organization participating in the United Nations common system. Where both husband and wife are staff members of the Union, the United Nations or a specialized agency and maintain separate households because they are assigned to different duty stations, the Secretary-General may decide to maintain such separate entitlements and benefits, provided that this is not inconsistent with any provision of these Staff Regulations and Staff Rules or other decision of the Union's Council.

## **Regulation 4.8**                      **Appointment of staff members**

a)        Appointment of staff members shall be made by the Secretary-General within the limits authorized by the Council. As regards the staff of each Bureau, the Director concerned shall select the candidate to be appointed, but the final decision for appointment shall rest with the Secretary-General, who shall however report to the Council any case where his decision was at variance with the recommendation of the Director of the Bureau concerned.

b)        The Secretary-General, with the agreement of the Director of the Bureau concerned, where applicable, may decide to fill any vacant post by transfer within the Union.

c)        Selection for posts in grades P.1 and above shall be made on an international competitive basis; vacancies identified for external recruitment shall be advertised to the Administrations of all the Members States of the Union, to the United Nations and other specialized agencies and to the staff of the Union, indicating in detail the nature of the post to be filled, the qualifications required and the terms of appointment.

d) For vacancies at the Headquarters in grades G.1 to G.7, recruitment shall be on a competitive basis, from as near a place to Geneva as possible; where this is not possible, vacancies shall be advertised as in paragraph c) above, but recruitment shall be made having regard to its financial implications.

e) For all other duty stations, the Secretary-General shall establish a selection procedure, based on United Nations common system local conditions and practice.

f) When vacancies are advertised, in accordance with the provisions of paragraph c) above, applications from outside may be submitted through an Administration, in principle within a minimum period of two months; or directly to the Union on the understanding that the Secretary-General would in such cases normally consult with the Administrations of the nationals involved before making a final selection.

#### **Rule 4.8.1 Promotion of staff members**

Unless experience or qualifications (demonstrated in another field than the one in which staff members assumed their duties until then or proven by passing an appropriate examination) justify an exception, the following periods of service in a grade shall be required before promotion to the next higher grade is considered:

- 1) at least one year, for staff members in the Professional category;
- 2) at least six months for staff members in the General Service category.

#### **Regulation 4.9 Appointment and Promotion Board**

a) The Secretary-General shall establish an Appointment and Promotion Board to advise him (and, if appropriate, the Director of the Bureau concerned) in all cases where a vacancy is advertised.

b) The Appointment and Promotion Board shall comprise a representative of the General Secretariat and of each Bureau of the Union and, for posts in the General Service (G.1 to G.7) and Professional (P.1 to P.5) categories, two staff representatives or their alternates designated by the Secretary-General from a list of names submitted by the Staff Council. When designating members and alternates, the Secretary-General shall do the utmost to ensure that both women and men are represented in the composition of the Board for each category of posts. The Chief of the Personnel Department or his/her designated representative shall also participate *ex officio* in all Board meetings in an advisory capacity and shall serve as its Secretary. The General Secretariat and each Bureau of the Union shall be represented:

- i) by the Secretary-General and the Directors\* or their designated representatives of grade P.5 or higher level, for posts of grade P.5 and above;
  - ii) by an official of grade P.5 or higher level, designated by the Secretary-General and the Director concerned respectively, for posts of grades P.1 to P.4;
  - iii) by an official of grade P.5 or above, designated by the Secretary-General and the Director concerned respectively, for posts of grades G.1 to G.7.
- c) All participants in a meeting of the Appointment and Promotion Board, with the exception of staff representatives, shall hold a grade at least equal to that of the post under consideration.
- d) Meetings of the Board shall be chaired by the regular representative with the highest grade or, in the event of equal grades, with the highest seniority.
- e) The Appointment and Promotion Board shall establish its own Rules of Procedure. Its proceedings shall, in principle, be secret. Its Rules of Procedure may, however, authorize the transmission of certain information to candidates.
- f) The Secretary-General shall report to the next regular session of the Council whenever he proposes to take an appointment or promotion decision which is contrary to the advice of the Appointment and Promotion Board. The final decision shall be taken subject to the Council's agreement. The effect of that decision shall be retroactive in the case of promotions.

#### **Regulation 4.10**

#### **Medical examination**

The Secretary-General shall take steps to ensure that staff members meet appropriate medical standards before appointing them and during their service with the Union.

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\* The Deputy Secretary-General shall attend as an observer.

**Rule 4.10.1****Medical examination**

- a) No appointment shall be made until a doctor recognized by the Secretary-General has issued a certificate to the effect that the candidate is free from any disability or disease which would interfere with the proper discharge of his duties.
- b) Staff members may be required from time to time to satisfy the Medical Adviser, by medical examination, that they are free from any ailment likely to impair the health of others or interfere with the proper discharge of their duties.
- c) Staff members may also be required to undergo such medical examinations and receive such inoculations as may be required by the Medical Adviser before they go on or after they return from mission.
- d) The Secretary-General may require a staff member, on leaving the service of the Union, to undergo a medical examination.

**Regulation 4.11****Notification by staff members and obligation to supply information**

Staff members shall be responsible on appointment for supplying the Secretary-General with whatever information may be required for the purpose of determining their status and entitlement under the Staff Regulations and Staff Rules, or of completing administrative arrangements in connection with their appointments.

**Rule 4.11.1****Information to be supplied by staff members**

- a) Staff members shall be responsible for promptly notifying the Secretary-General, in writing, of any subsequent changes affecting their status and entitlements under the Staff Regulations or Staff Rules.
- b) A staff member who intends to acquire permanent residence status in any country other than that of his nationality, or who intends to change his nationality, shall notify the Secretary-General of that intention before the change in his residence status or in his nationality becomes final.
- c) A staff member who is arrested, charged with an offence other than a minor traffic violation, or summoned before a court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for any offence other than a minor traffic violation, shall, as soon as possible, report the fact to the Secretary-General.

d) A staff member may at any time be required by the Secretary-General to supply information concerning facts prior to his appointment and relevant to his suitability, or concerning facts relevant to his integrity, conduct and service as a staff member.

#### **Regulation 4.12 Letter of appointment**

a) Upon appointment, each staff member shall receive a letter of appointment signed by the Secretary-General or by a representative of the Secretary-General authorized for this purpose. The letter of appointment shall be drawn up in accordance with the provisions of the Staff Rules.

b) A copy of the Staff Regulations and Staff Rules and of the Regulations and Rules of the United Nations Joint Staff Pension Fund shall be transmitted to the staff member with the letter of appointment. In accepting appointment, the staff member shall state that he has been acquainted with and accepts the conditions laid down in these Staff Regulations and Staff Rules.

#### **Rule 4.12.1 Letter of Appointment**

The letter of appointment shall state:

- 1) that the appointment is subject to the provisions of the Staff Regulations and Staff Rules applicable to the category of appointment in question, and to any changes duly introduced in such Regulations and Rules from time to time;
- 2) the nature of the appointment;
- 3) the date at which the staff member is required to take up his duties;
- 4) the period of appointment, the notice required to terminate it and, in the case of a fixed-term or temporary appointment, the probationary period;
- 5) the category, grade, commencing rate of salary;
- 6) any special conditions which may be applicable.

#### **Regulation 4.13 Reemployment**

A former staff member may be reappointed or reinstated under the following rules:

- a) a former staff member on reappointment shall be regarded as becoming a staff member for the first time; however, former service shall be counted for the purpose of determining seniority in grade.



- b) exceptions may be made to this Regulation in the case of a former staff member who is reinstated within 12 months of being separated from service, or who is reinstated following retirement on disability or following termination on reduction of staff.

#### **Regulation 4.14                      Types of appointment**

a) Staff members may be granted continuing, fixed-term or temporary appointments under such terms and conditions consistent with these Regulations as the Secretary-General may prescribe.

b) Part-time staff enjoy conditions of employment fixed in proportion to the time for which they are engaged.

#### **Rule 4.14.1                              Continuing appointments**

A continuing appointment is an appointment without a time-limit, which shall be granted, under the conditions set by the Secretary-General, after five years' uninterrupted, active service within the Union on fixed-term appointments to a staff member who, by his qualifications, performance and conduct, has fully demonstrated his suitability as an international civil servant and has shown that he meets the highest standards of efficiency, competence and integrity.

#### **Rule 4.14.2                              Fixed-term appointments**

a) A fixed-term appointment is a time-limited appointment of one year or more. Fixed-term appointments do not carry any expectancy of renewal or conversion to any other type of appointment. A fixed-term appointment may be extended, under the conditions set by the Secretary-General, provided that the total duration of service under consecutive fixed-term appointments does not exceed five years. Exceptionally, service on such appointments may be further extended for up to one additional year, under the conditions set by the Secretary-General.

b) All staff members, including those seconded to the Union within the framework of the Inter-Agency Mobility Accord, are initially appointed for a fixed term within the meaning of this Rule.



## **CHAPTER V**

## **ANNUAL, SPECIAL AND HOME LEAVE**

### **Regulation 5.1**

### **Annual leave**

- a) Staff members shall be entitled to annual leave with full pay at the rate of 30 working days for 12 months' service with the Union.
- b) All arrangements as to leave shall be subject to the exigencies of the service but the personal circumstances and preferences of individual staff members shall as far as possible be considered.

### **Rule 5.1.1**

### **Annual leave**

- a) Annual leave shall accrue during the period for which a staff member is entitled to full pay, subject to the provisions of the Rule governing Special Leave and provided that no leave shall accrue while a staff member is receiving compensation equivalent to salary and allowances for injury or other disability attributable to service or while he is suspended from his duties without pay.
- b) Leave may be taken only when authorized. The exigencies of the service may require that leave be taken by a staff member during a period designated by the Secretary-General or the Director of the Bureau concerned, as the case may be.
- c) Annual leave may be taken in units of days and half days.
- d) Not more than half the days of annual leave due in any calendar year may be carried forward from that year to the next, and the total of annual leave carried forward shall not exceed 60 days, provided that any staff member who may have accumulated more than 60 days prior to 1 January 1960 shall be entitled to retain the number of days so accumulated and not subsequently used.
- e) Any absence from duty not specifically covered by other provisions in these Rules, including absences on local holidays in excess of the nine official holidays established under Rule 1.3.2, shall be charged to the staff member's accrued annual leave, if any; if he has no accrued annual leave, the absence shall be considered as unauthorized and pay and allowances shall cease for the period of such absence, unless the circumstances are such that the Secretary-General decides to grant full or partial pay.

f) A staff member may, in exceptional circumstances, and subject to the conditions of Regulation 9.17, be granted advance annual leave up to a maximum of ten working days, provided his service is expected to continue for a period beyond that necessary to accrue the leave so advanced.

g) A staff member shall not be recalled from annual leave without the approval of the Secretary-General, who may act at the request of the Director of the Bureau concerned. If a staff member is recalled, and subsequently resumes his annual leave at the place from which he was recalled, he shall be reimbursed for the expense he incurred in travelling to and from that place. If, for reasons of service, the provisions of paragraph d) cannot be observed in the case of such a staff member, the annual leave due to him shall be carried forward to the next year.

## **Regulation 5.2                      Special leave**

1. Special leave with full or partial pay or without pay may be granted in exceptional cases, for such periods as the Secretary-General may prescribe, taking into account the interests of the Union, to staff members who so request. Special leave is normally without pay. In very exceptional circumstances, special leave with full or partial pay may be granted only for a very limited duration.

2.
  - a) Special leave may be granted for advanced study or research in the interest of the Union, in cases of extended illness, or for any other important reason.
  - b) Special leave without pay may be granted to staff members for the accomplishment of their national military obligations.
  - c) Staff members shall not accrue service credits towards sick, annual, home and maternity leave, salary increment, termination indemnity and repatriation grant during full months of special leave with partial pay or without pay. No contribution shall be paid by the Union towards the staff member's pension or sickness insurance during such periods. Periods of less than one calendar month of such leave shall not affect the rates of accrual; nor shall continuity of service be considered broken by periods of special leave.

3. Special leave shall not normally be granted to a staff member on a fixed-term appointment during a probationary period. If, however, in the opinion of the Secretary-General, in exceptional cases, special leave may be granted to a staff member during a probationary period, the probationary period is extended by a duration equivalent to that of the special leave granted to the staff member.

### **Regulation 5.3**

### **Home leave**

1. Home leave shall be granted at the expense of the Union every two years to staff members serving outside their home country, except locally recruited staff members, to permit them to spend a regular period of accrued annual leave in their country with a view to maintaining contact with it.
  
2. However, in the case of service at certain duty stations designated by the ICSC, eligible staff members shall be granted home leave once in every twelve months.

### **Rule 5.3.1**

### **Home leave**

- a) An eligible staff member shall be granted home leave provided that his service is expected by the Secretary-General to continue at least six months beyond the date of his return from any proposed home leave. Furthermore, his expected length of service must also be at least 30 months beyond the date of appointment, in the case of the first home leave. In the case of home leave following the return from travel to visit eligible dependants under Rule 7.1.1 b), granting of home leave shall normally be subject to not less than nine months of continuous service having elapsed since departure on travel to visit eligible dependants.
  
- b) Staff members whose eligibility under paragraph a) above is established at the time of their appointment shall begin to accrue service credit toward home leave from that date. Staff members who, subsequent to appointment, acquire home leave entitlement as a result of promotion shall begin to accrue such service credit from the effective date thereof.
  
- c) The country of home leave shall be the country of the staff member's nationality under Regulation 4.6 b), subject to the following conditions:
  - 1) the place of home leave of the staff member within the country of the staff member's nationality under Regulation 4.6 b) shall be, for purposes of travel and transportation entitlements, the place with which the staff member had the closest residential ties during the period of his most recent residence in that country preceding appointment;
  
  - 2) a staff member who has served with another international organization immediately preceding his appointment shall have the place of his home leave determined as though his entire previous service with the other international organization had been with the Union;

- 3) the Secretary-General, in exceptional and compelling circumstances, may authorize as the home country for the purposes of this Rule, a country other than the country of nationality under Regulation 4.6 b). A staff member requesting such authorization shall be required to satisfy the Secretary-General 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 Staff Regulation 5.3;
  
- 4) in the case of designated hardship duty stations (classified C, D or E), a staff member may, in a particular home leave year, be authorized to travel to a country other than the country of the staff member's nationality under Regulation 4.6 b), subject to conditions established by the Secretary-General. In such a case, the travel expenses borne by the Union shall not exceed the cost of travel to the country of the staff member's nationality under Regulation 4.6 b).
  
- d) The first home leave for an eligible staff member shall fall due in the second calendar year after the one in which he was appointed or in which entitlement is acquired.
  
- e) Home leave may be taken, subject to this Rule and subject to the exigencies of service, at any time during the calendar year in which it falls due.
  
- f) In exceptional circumstances, a staff member may be granted advance home leave, provided that not less than 12 months of qualifying service have been completed or that normally not less than 12 months of qualifying service have elapsed since the date of return from his last home leave. The granting of advance home leave shall not alter the calendar year in which the next home leave falls due. The granting of advance home leave shall be subject to the conditions for the entitlement being subsequently met. If these conditions are not met, the staff member shall be required to reimburse the travel costs paid by the Union for the advance leave.
  
- g) If, except as provided hereunder, a staff member delays taking his home leave beyond the calendar year in which it falls due, he shall not be entitled to take his next home leave until the second succeeding calendar year thereafter. Should the Secretary-General decide, however, that exceptional circumstances, arising out of the exigencies

of the service, make it necessary for a staff member's home leave to be delayed beyond the calendar year in which it falls due, such delayed leave may be taken without altering the time of his next and succeeding home leave entitlements, provided that not less than 12 months of qualifying service elapse between the date of the staff member's return from the delayed home leave and the date of his next home leave departure.

h) A staff member may be required to take his home leave in conjunction with travel on official business or change of official duty station, due regard being paid to the interests of the staff member and his family.

i) Subject to the conditions specified in Chapter VII below, a staff member shall be entitled to claim in respect of authorized travel on home leave, travel time and expenses for himself and eligible dependants for the outward and return journeys between his official duty station and the place of home leave. Except for allowable travel time, the period of home leave shall be chargeable to annual leave.

j) Travel of dependants shall be in conjunction with the approved home leave of the staff member; exceptions may be granted, however, if the exigencies of the service or other special circumstances prevent the staff member and his eligible dependants from travelling together. Home leave of eligible dependants shall not normally be authorized unless the dependants have been at the official duty station for at least six months prior to departure on home leave.

k) If both husband and wife are staff members of the Union, the United Nations or a specialized agency and are both eligible for home leave, and taking into account Rule 4.7.1 c), each shall have the choice of either exercising his or her own home leave entitlement or accompanying the spouse. A staff member who chooses to accompany his or her spouse shall be granted travel time appropriate to the travel involved. Dependent children whose parents are staff members, each of whom is entitled to home leave, may accompany either parent. The frequency of travel shall not exceed the established periodicity of the home leave, with regard either to staff members or to their eligible dependent children, if any.

l) A staff member travelling on home leave shall normally be required to spend at least two weeks in his home country. The Secretary-General may request a staff member, on his return from home leave, to furnish satisfactory evidence that this requirement has been fully met.

## **CHAPTER VI**

## **SOCIAL SECURITY**

### **Regulation 6.1                      Social security**

Provision shall be made for the participation of staff members in the United Nations Joint Staff Pension Fund in accordance with the Regulations and Rules of that Fund, subject to the special conditions prescribed as regards staff members affiliated to the Union Staff Superannuation and Benevolent Fund before 1 January 1960.

### **Regulation 6.2                      Social security**

The Secretary-General shall establish a scheme of social security for the staff, besides that provided under Regulation 6.1, including provisions for health protection, sick leave and maternity leave, and reasonable compensation in the event of illness, injury or death attributable to the performance of official duties on behalf of the Union.

#### **Rule 6.2.1                              Staff health insurance scheme**

Every staff member recruited for at least three months shall become a member of the staff health insurance scheme provided to staff members by ITU. Benefits are available to staff members' families subject to and in accordance with the conditions established by that staff health insurance scheme.

#### **Rule 6.2.2                              Sick leave**

a) Staff members who are incapacitated from the performance of their duties by illness or injury or whose attendance is prevented by public health requirements shall be granted sick leave in accordance with the following provisions:

- 1) all sick leave shall be approved on behalf of the Secretary-General;
- 2) a staff member holding a fixed-term appointment of one to three years shall be permitted sick leave up to three months on full salary and up to three months on half salary in any period of 12 consecutive months, provided that the amount of sick leave permitted in any four consecutive years shall not exceed 18 months, of which nine months on full salary and nine months on half salary;



- 3) a staff member holding a continuing appointment or a fixed-term appointment totalling at least three years shall be granted sick leave up to nine months on full salary and nine months on half salary provided that the amount of sick leave permitted in any four consecutive years shall not exceed 18 months;
  - 4) staff members shall be responsible for informing their supervisors as soon as possible of absence due to illness or injury. Where practicable, they should, before absenting themselves, report to the Medical Adviser;
  - 5) except with the approval of the Secretary-General, no staff member may 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 incapacity. 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 the initial absence from duty of the staff member;
  - 6) after a staff member has taken periods of non-certified sick leave totalling seven working days within a year, any further absence from duty within that year shall, unless supported by a medical certificate, either be deducted from annual leave or be charged as special leave without pay if annual leave is exhausted;
  - 7) a staff member may at any time be required to submit a medical certificate as to his condition or to undergo examination by a medical practitioner named by the Secretary-General. Further sick leave may be refused or the unused portion withdrawn if the Secretary-General is satisfied that the staff member is able to return to his duties, provided that if the staff member so requests the matter shall be referred to an independent practitioner or a medical board acceptable to both the Secretary-General and the staff member;
  - 8) a staff member shall not, whilst on sick leave, leave the area of the duty station without the prior approval of the Secretary-General.
- b) When sickness of more than three consecutive working days occurs during annual leave or home leave, sick leave may be approved on production of an appropriate medical certificate or other satisfactory evidence. In such circumstances, a staff member

should submit his request for sick leave together with a medical certificate or other evidence as soon as practicable, and in any event immediately on his return to duty.

c) A staff member shall immediately notify the Medical Adviser of any case of contagious disease occurring in his household or of any quarantine order affecting his household. A staff member who, as a result of these circumstances, is directed 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 the final date of a staff member's appointment.

### **Rule 6.2.3 Maternity leave**

a) A staff member shall be entitled to absent herself from her duties upon producing a medical certificate acceptable to the Medical Adviser. The total duration of maternity leave shall be 16 weeks; in no case shall it commence less than two weeks before and terminate less than 10 weeks after confinement. The post-natal period may be shortened at the staff member's request to not less than six weeks.

b) A staff member shall receive maternity leave on full pay for the entire duration of her absence in accordance with paragraph a) above. No miscalculation on the part of the doctor or midwife as to the date of the confinement shall prevent the staff member from receiving full pay to the actual date of confinement.

c) Annual leave shall accrue during the period of maternity leave, provided that the staff member returns to service for at least six months after the completion of maternity leave. If leave without pay has been granted following maternity leave, the annual leave accrued during the maternity leave shall be credited only six months after return to duty.

### **Rule 6.2.4 Compensation for death, injury or disability attributable to service**

In the event of death, injury or disability attributable to the performance of official duties on behalf of the Union, reasonable compensation may be granted to a staff member or his beneficiaries to supplement the benefits provided for in the Regulations of the Union and the United Nations pension schemes as well as the staff health insurance scheme provided to staff members by ITU, taking into account the family circumstances of the staff member.

*Note* – This rule is provisional, pending further study of the provisions of Appendix D of the United Nations Staff Regulations.

## CHAPTER VII

## TRAVEL AND REMOVAL EXPENSES

### Regulation 7.1                      Travel expenses

Subject to conditions and definitions prescribed by the Secretary-General, the Union shall in appropriate cases pay the travel expenses of staff members and their eligible dependants under Rule 7.1.3 a).

#### Rule 7.1.1                              Official travel of staff members

a)            *Categories of official travel:*

Subject to the conditions laid down in these Rules, the Union shall pay the travel expenses of a staff member under the following circumstances:

- 1)    on *initial appointment*, provided the staff member is considered to have been internationally recruited under Regulation 4.5;
- 2)    when required to travel on *official business*;
- 3)    on *change of official duty station* under Rule 1.2.2;
- 4)    on *home leave*, in accordance with the provisions of Rule 5.3.1;
- 5)    on *travel to visit eligible dependants*, in accordance with the provisions of paragraph b) below;
- 6)    on *separation from service*, in accordance with the provisions of paragraph c) below and Chapter IX;
- 7)    on travel authorized for *medical or security reasons* or in other appropriate cases, when, in the opinion of the Secretary-General, there are compelling reasons for paying such expenses.

b) *Travel to visit eligible dependants:*

Under subparagraph a) 5) above, the Union shall pay the travel expenses of a staff member to the place from which he was recruited, to the place of his home leave or to his former duty station for the purpose of visiting his eligible dependants once every year in which his home leave does not fall due, provided that:

- 1) he has completed not less than one year of continuous service at the duty station since the initial appointment or assignment or not less than nine months since departure on his last home leave journey;
- 2) his service at the duty station is expected to continue at least six months beyond the date of return to the duty station;
- 3) during the preceding 12 months, none of his eligible dependants has been present with him at the duty station after travel at the Union's expense except education grant travel.

Staff members may be required to exercise entitlement to travel to visit eligible dependants in conjunction with travel on official business or change of official duty station, due regard being paid to the interests of the staff member and his family.

Should a staff member wish to visit his eligible dependants residing at any place other than the places referred to above, the travel expenses borne by the Union shall not exceed the maximum amount that would have been payable on the basis of travel to the place of home leave. The Secretary-General may establish special conditions for payment of these travel expenses in respect of eligible staff members serving at designated hardship duty stations (classified C, D or E).

c) *Separation from service:*

Under subparagraph a) 6) above, the Union shall pay the travel expenses of a staff member to the place of recruitment or, if the staff member had an appointment for a period of two years or longer or has completed not less than two years of continuous service, to the place recognized as his home for the purpose of home leave under Rule 5.3.1. Should a staff member, on separation, wish to go to any other place, the travel expenses borne by the Union shall not exceed the maximum amount that would have been payable on the basis of return transportation to the place of recruitment or home leave.

## Rule 7.1.2

### Official travel of eligible dependants

- a) Subject to the conditions laid down in these Rules, the Union shall pay the travel expenses of a staff member's eligible dependants under the following circumstances:
- 1) on the *initial appointment* of a staff member who is considered to have been internationally recruited, provided that the appointment is for a period of one year or longer, and provided that his services are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his eligible dependants commences;
  - 2) following a staff member's own visit to eligible dependants under Rule 7.1.1 b), provided that he is to remain in service at the official duty station for at least 10 months from the date of his return from such travel;
  - 3) after the appointment of such a staff member if, at the time of appointment, either the travel of an eligible dependant was not possible or the dependant was not yet recognized as dependent, and provided the services of the staff member are expected by the Secretary-General to continue for more than six months beyond the date on which travel of any eligible dependants commences;
  - 4) following completion by the staff member of not less than one year of continuous service, provided his services are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his eligible dependants commences;
  - 5) on *change of official duty station*, provided the services of the staff member at the new duty station are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his eligible dependants commences;
  - 6) on *home leave*, in accordance with the provisions of Rule 5.3.1;
  - 7) on *separation from service* of a staff member, provided his appointment was for a period of one year or longer or he has completed not less than one year of continuous service;
  - 8) on journeys approved in connection with *education grant*;
  - 9) on travel authorized for *medical or security reasons* or in other appropriate cases, when, in the opinion of the Secretary-General, there are compelling reasons for paying such expenses;

10) on travel of the spouse to the duty station, in lieu of the staff member's travel to visit eligible dependants under Rule 7.1.1 a) 5), subject to the same conditions as specified in Rule 7.1.1 b).

b) Under paragraphs a) 1) to 4) above, the Union shall pay the travel expenses of a staff member's eligible dependants either from the place of recruitment or from the place recognized as his home for the purposes of home leave. Should a staff member wish to bring any eligible dependants to his official duty station from any other place, the travel expenses borne by the Union shall not exceed the maximum amount that would have been payable on the basis of travel from the place of recruitment or home leave.

c) *Separation from service*

Under paragraph a) 7) above, the Union shall pay the travel expenses of a staff member's eligible dependants from his official duty station to the place to which he is entitled to return at the Union's expense. Where both husband and wife are staff members of the Union, the United Nations or a specialized agency and either or both are entitled to payment of travel expenses on separation from service, and taking into account Rule 4.7.1 c), travel expenses shall be paid for each only upon their own separation from service. Where both spouses are entitled to return travel expenses, each staff member shall have the choice either of exercising his or her own entitlement or of accompanying the other spouse, provided that in no case shall such expenses be paid for a staff member while he or she remains in the service of the Union.

d) The Secretary-General shall decide in each case whether any special circumstances or local conditions preclude a staff member from being accompanied by his eligible dependants.

### **Rule 7.1.3**

#### **Eligible dependants for whom travel expenses are paid by the Union**

a) For the purposes of official travel and subject to Rule 7.1.2 a) 1), dependants shall be deemed to comprise (i) a spouse and (ii) children in respect of whom a dependency allowance is payable. A son or daughter of more than 21 years of age shall also be considered a dependant for travel purposes if totally disabled.

b) The Secretary-General may authorize payment of the travel expenses of a child for one trip either to the staff member's duty station or to his home country beyond the age when the dependency status of the child would otherwise cease under the relevant Staff Regulations and Staff Rules, if the travel takes place either within one year or upon completion of the child's continuous full-time attendance at a university, when the attendance at the university commenced during the period of recognized dependency status.

c) Notwithstanding Rule 7.1.2 a) 7), the Secretary-General may also authorize payment of the travel expenses for repatriation purposes of a former spouse.

#### **Rule 7.1.4 Loss of entitlement to return travel**

a) A staff member who resigns before completing one year of service or within six months following the date of his return from travel on home leave or visit to eligible dependants shall not normally be entitled to payment of return travel expenses for himself or his eligible dependants. The Secretary-General may, however, authorize such payment if he is satisfied there are compelling reasons for so doing.

b) Entitlement to return travel expenses shall cease if travel has not commenced within six months after the date of separation. However, where both husband and wife are staff members of the Union, the United Nations or a specialized agency and the spouse who separates first is entitled to return travel expenses, and taking into account Rule 4.7.1 c), his or her entitlement shall not cease until six months after the date of separation of the other spouse.

#### **Rule 7.1.5 Travel authorization**

Before travel is undertaken, it shall be authorized in writing. In exceptional cases, staff members may be authorized to travel on verbal orders but such verbal authorization shall require written confirmation. A staff member shall be personally responsible for ascertaining that he has the proper authorization before commencing travel.

#### **Rule 7.1.6 Travel expenses**

a) Travel expenses which shall be paid or reimbursed by the Union under the relevant provisions of these Rules shall include:

- 1) transportation expenses (i.e. carrier fare);
- 2) terminal expenses;
- 3) transit expenses;
- 4) travel subsistence allowance;
- 5) necessary additional expenses incurred during travel.

b) Staff members shall exercise the same care in incurring expenses that a prudent person would exercise if travelling on personal business.

c) The staff member shall assume responsibility for the costs of living and accommodation of any eligible dependants who accompany him to the duty station.



**Rule 7.1.7****Route, mode and standard of transportation**

- a) Official travel shall in all instances be by a route, mode and standard of transportation approved in advance by the Secretary-General.
- b) Travel subsistence or other entitlements, as well as travel time, shall be limited to the amount allowable for a journey by the approved route, mode and standard. Staff members who wish to make other arrangements for personal convenience must obtain permission to do so in advance and pay all additional costs.

**Rule 7.1.8****Route and mode of transportation**

- a) The normal route for all official travel shall be the most economical route possible, provided that the total additional time of the whole journey does not exceed the most direct route by four hours or more. An alternative route may be approved when, in the opinion of the Secretary-General, it is in the best interest of the Union.
- b) The normal mode of transportation for all official travel shall be by air. An alternative mode of transportation may be approved when, in the opinion of the Secretary-General, its use is in the best interest of the Union.
- c) Unless the Secretary-General should decide otherwise, if a staff member or any eligible dependant travels by a more economical mode of transportation than the approved mode, the Union shall pay only for the mode of transportation actually used.
- d) Unless such a mode of transportation has been approved, any extra time needed for surface travel on home leave is treated as annual leave.

**Rule 7.1.9****Standard of travel conditions and rest days during travel**

- a) All official travel shall be by air in economy class, unless specifically authorized otherwise. Children under two years of age travelling by air shall be provided with a ticket giving entitlement to a seat.
- b)
  - 1) Payment by the Union of travel expenses shall be limited to the cost of economy class travel by air or its equivalent by recognized public transportation;
  - 2) when circumstances warrant it, the Secretary-General may, at his discretion, allow staff members to travel in a class above economy class;
  - 3) the Union shall reimburse excess baggage up to a maximum of 10 kg;

- 4) a) When a staff member travels at the Union's expense, by air or mainly by air:
- i) if the scheduled or actual flight time for the journey is between 6 and 10 hours, he will not normally be required to commence duty within 12 hours of arriving at his destination;
  - ii) if the scheduled or actual flight time is more than 10 hours but not more than 16 hours, he will not normally be required to commence duty within 24 hours of arriving at his destination. Alternatively, the Union may decide to grant a stopover not exceeding 24 hours. If the final stage of the journey exceeds 6 hours, the official will not normally be required to commence duty within 12 hours of arrival;
  - iii) if the scheduled or actual flight time of the journey exceeds 16 hours, the Union may allow either two stopovers, neither of which shall exceed 24 hours or one stopover with a rest period not exceeding 24 hours on arrival at the destination.
- b) In the computation of the travel time described above, scheduled or actual connection/waiting periods not exceeding two (2) hours shall be included.
- c) For travel on home leave and travel to visit eligible dependants by air or mainly by air;
- i) if the scheduled or actual flight time of the outward journey from the duty station is more than 10 hours, a stopover period not exceeding 24 hours may be granted;
  - ii) for the return journey to the duty station, the rules specified in paragraphs 4) a) and b) above shall apply.

In the computation of the travel time described above, scheduled waiting periods, except where these involve an overnight stopover, shall be included.

- c) In the case of all official travel by train, staff members and their eligible dependants shall be provided with appropriate conditions including, where necessary, suitable sleeper or other facilities.



**Rule 7.1.11****Purchase of tickets**

- a) Unless the staff member concerned is specifically authorized to make other arrangements, all tickets for transportation involving official travel of staff members and eligible dependants shall be purchased by the Union in advance of actual travel.
- b) When a staff member requests a standard of travelling conditions in excess of his entitlement under Rule 7.1.9, or is authorized to travel, for reasons of personal preference or convenience, by other than the approved route or mode of transportation as provided for under Rule 7.1.8, he shall be required to reimburse the Union for any additional costs thus incurred, before the Union provides him with the necessary ticket.

**Rule 7.1.12****Terminal expenses**

- a) For all official travel to or from the duty station, and for all authorized stopovers during official travel, a staff member may claim reimbursement of terminal expenses incurred for each arrival and departure in respect of himself and each eligible dependant authorized to travel at the Union's expense, on the basis of a scale promulgated by service order by the Secretary-General in accordance with United Nations decisions.
- b) No expenses shall be reimbursable in respect of an intermediate stop:
- 1) which is not authorized,
  - 2) which does not involve leaving the terminal, or
  - 3) which is exclusively for the purpose of making an onward connection.
- c) Terminal expenses shall be deemed to include all expenditures incurred for the means of public conveyance between the airport or other point of arrival or departure and the hotel or other place of dwelling, including transfer of baggage and other related incidental charges, except the cost of sending to residence any authorized heavy baggage which cannot be accommodated in the public conveyance.
- d) Terminal expenses in connection with the outward and the return journey and any intermediate stops may be combined into one lump sum and claimed by the staff member within the maximum total entitlements provided in paragraph a) above. No reimbursement shall be paid unless a claim for terminal expenses is made.

**Rule 7.1.13****Expenses while in authorized transit**

- a) A staff member and his eligible dependants authorized to travel by ship shall be entitled to a fixed amount to cover transit expenses equivalent to the amount of travel subsistence allowances that would have been payable in respect of the travel if the travel had been by air.
- b) When the authorized mode of transportation is other than by ship, full travel subsistence allowance shall be payable for the time spent in transit, subject to the conditions laid down in Rules 7.1.14 to 7.1.16, and provided that, in the case of travel other than on official business, a maximum of three days' travel time shall be allowed in respect of any specific journey.

**Rule 7.1.14****Travel subsistence allowance**

- a) Except as provided in Rule 7.1.13 a) and paragraph i) below, a staff member authorized to travel at the Union's expense shall receive an appropriate daily subsistence allowance, which may vary from area to area and with grade, in accordance with the current United Nations schedule of rates. The daily subsistence allowance rates shall be subject to Rule 7.1.15 and to reductions in cases where the cost of lodging or meals is not borne by the staff member.

(See Annex 2 to the Staff Regulations)

- b) The Secretary-General may, in exceptional and compelling circumstances, authorize a reasonable increase in the travel subsistence allowance to be paid to a staff member who is required to accompany a senior official and whose official duties while in travel status require that his additional living expenses be established at a rate substantially higher than that contemplated in setting the allowance rate for his level.
- c) Travel subsistence allowance shall be deemed to comprise the total contribution of the Union towards such charges as meals, lodging, gratuities, and other payments made for the personal services rendered. Except as provided in Rule 7.1.17, any expenditures incurred in excess of the allowance shall be borne by the staff member.
- d) Where the cost of meals or lodging is not borne by the staff member, the standard rate shall be reduced as follows for the whole period:
- 1) if lodging is provided, the rate shall be reduced by 50%,
  - 2) if meals are provided, the rate shall be reduced by 30%,
  - 3) if both meals and lodging are provided, the rate shall be reduced by 80%.

e) Except as provided in Rule 7.1.13 a) and in paragraph i) below, when eligible dependants of a staff member are authorized to travel at the Union's expense, he shall be paid an additional travel subsistence for each such dependant at one half the rate applicable to the staff member. Any such allowance shall be subject to the reductions referred to in d) above.

f) Except for leave taken at a rate not exceeding one and a half days for each completed month on which a staff member is in travel status on official business, the travel subsistence allowance shall not be paid in respect of any period of annual or special leave. It shall in no event be paid in respect of leave taken at the conclusion of active duty on an assignment but prior to the staff member's return to his official duty station.

g) The travel subsistence allowance shall continue to be paid as usual during periods of sick leave while travelling; if the traveller is hospitalized, however, only one third of the appropriate daily rate shall be paid.

h) The appropriate travel subsistence allowance shall be paid for any days on which a staff member is required to perform official duties in connection with travel on home leave.

- i)
- 1) No travel subsistence allowance shall be payable in respect of education grant travel.
  - 2) As regards travel on home leave and on visit to eligible dependants, the allowance may be paid for stopovers actually made under conditions established by the Secretary-General.
  - 3) Where travel at the Union's expense is authorized for medical, security or other reasons under Rule 7.1.1 a) 7) or 7.1.2 a) 8), an appropriate amount of subsistence allowance may be paid at the Secretary-General's discretion.

#### **Rule 7.1.15 Special rates of travel subsistence allowance**

In the event of staff members being assigned to conferences or for other extended periods of duty away from their official duty station, the Secretary-General may establish a special rate of subsistence allowance.

#### **Rule 7.1.16 Computation of the travel subsistence allowance**

The full rate of travel subsistence allowance shall only be payable when the staff member, while in official travel status, has to spend a night away from his residence; in such a case the appropriate full rate shall be the rate applicable to the place where he spends the night. An eligible dependant travelling in the same circumstances shall be entitled to one half of that rate.

Except during travel by ship, subsistence allowance shall be paid under the conditions prescribed as follows:

- a) for a journey of less than 24 hours:
  - i) if it involves an overnight stay away from the staff member's residence (unless the night is spent on the plane), the full rate of travel subsistence allowance shall be payable, unless the cost of lodging is not borne by the staff member, in which case the 50% reduction shall be made in accordance with these Rules;
  - ii) if it does not involve an overnight stay away from the staff member's residence:
    - no allowance shall be paid for a journey of less than 10 hours;
    - 40% shall be paid for a journey of 10 hours or more.
- b) for journeys exceeding 24 hours:
  - i) one full day's allowance shall be paid for the day of arrival, the applicable rate being that for the place of arrival;
  - ii) for each successive period of 24 hours (measured by local times, ignoring time-zone differences), one full day's allowance shall be paid, except that:
    - 1) no allowance shall be payable for the day on which travel is ended; and
    - 2) where the cost of meals or lodging is not borne by the staff member, the percentage deductions shall be made in accordance with these Rules.
- c) The rate applicable for each 24-hour period shall be that for the place at which the official spends the night. If the traveller completes his travel on the same day as he commenced it, the rate applicable for the area of destination shall be paid for that day, except that no travel subsistence allowance shall be paid if his destination is his home or official duty station. No allowance shall be paid when a traveller returns to his official duty station within 10 hours after departure.
- d) Where travel is by ship, a full day's allowance at the appropriate rate shall be paid for the day of arrival at the port of disembarkation, provided the traveller remains in official travel status for more than 12 hours thereafter. No allowance shall be paid for the day on which embarkation takes place.
- e) When it is necessary, for the purpose of computing the amount of travel subsistence allowance payable, to specify the "*hour of departure*" and the "*hour of arrival*", these shall be considered as the time when the means of public transportation used by the traveller actually departs from or arrives at its terminal.

**Rule 7.1.17****Miscellaneous travel expenses**

Necessary additional expenses incurred by a staff member in connection with official business or in the performance of authorized travel shall be reimbursed by the Union after completion of travel, provided the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts, which shall normally be required for any expenditure in excess of USD 6. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

- a) hire of local transportation other than that provided for under Rule 7.1.12;
- b) telephone, telex and telefax messages on official business;
- c) transfer of authorized baggage by Railway Express or other appropriate agency;
- d) hire of room for official use;
- e) stenographic or typewriting services or rental of equipment in connection with the preparation of official reports or correspondence;
- f) transportation or storage of baggage or property used on official business;
- g) passport and visa costs.

**Rule 7.1.18****Settling-in grant**

a) Subject to the conditions set forth hereunder, a staff member shall be paid, in respect of himself and his eligible dependants, a settling-in grant when he travels at the Union's expense on initial appointment or reassignment expected to be of at least one year duration. Such payment shall be the total compensation payable by the Union towards the initial extraordinary living costs incurred by the staff member and his eligible dependants immediately following their arrival at the official duty station.

- b) The settling-in grant consists of two portions:
  - i) The daily subsistence allowance portion, which shall be equivalent to:
    - thirty days of daily subsistence allowance at the daily rate applicable at the duty station of assignment for the staff member; and
    - thirty days of daily subsistence allowance at half the daily rate applicable at the duty station of assignment in respect of each eligible dependant for whom travel expenses have been paid by the Union.
  - ii) The lump sum portion, which is equivalent to one month of the staff member's net base salary plus applicable post adjustment at the duty station of assignment.



In the case of *staff in the General Service category recruited internationally for service at the Headquarters*, this lump sum portion shall be equivalent to one month's net base salary (including pensionable entitlements payable in Geneva) at the grade and step applicable on the date of appointment.

c) The Secretary-General may increase the limits provided in paragraph b), point i) above to a maximum of 90 days for a duty station where circumstances so warrant. The amount of the grant during that extended period shall be up to 60 per cent of the amount applicable to the initial period.

d) If a change of official duty station or a new appointment involves a return to a place at which the staff member was previously stationed, the full amount of the settling-in grant shall not be payable unless the staff member has been absent from that place for at least one year. In the case of a shorter absence, the amount payable shall normally be that proportion of the full grant that the completed months of absence bear to one year.

e) Where both husband and wife are staff members of the Union, the United Nations or a specialized agency, who are travelling at the Union's expense to a duty station, and taking into account Rule 4.7.1 c), the settling-in grant shall be paid in respect of each individually. If they have an eligible dependent child or children, the settling-in grant in respect of such child or children shall be paid to the staff member on whom each child is recognized to be dependent. However, the lump sum portion of the grant shall only be paid to the spouse who has the highest salary.

f) Should the staff member not complete the period of service in respect of which the settling-in grant has been paid, the grant shall be adjusted proportionately to the period of effective service and recovery made under conditions established by the Secretary-General who, in exceptional circumstances, may decide to waive recovery. The travel subsistence allowance portion of the grant payable on arrival at the official duty station shall not normally be recoverable.

g) The Secretary-General may, at his discretion, authorize payment of all or part of the settling-in grant in cases where the Union has not been required to pay travel expenses upon the appointment of a staff member regarded as internationally recruited.

#### **Rule 7.1.19**

#### **Excess baggage and unaccompanied shipments**

a) Baggage in excess of the weight carried without extra charge by transportation companies shall be considered as "*excess baggage*" within the meaning of these Rules and "*personal effects and household goods*" shall be as defined in Rule 7.5.1 d) 2). Staff members travelling by air economy class or its equivalent shall be entitled to payment of excess baggage for themselves and each eligible dependant up to a maximum of 10 kg.

b) Charges for excess baggage shall be reimbursable only when authorized prior to commencement of travel, except as provided in paragraph c) below.

c) Subject to the provisions of paragraph e) below, when baggage is carried without charge by one transportation company, but considered as excess by a company furnishing subsequent transportation other than by air, the traveller may be reimbursed for the charges involved, provided he obtains a statement from the company making the charge that the baggage was considered as excess.

d) Charges for excess baggage by air over and above those authorized under paragraph a) above shall not be reimbursable unless, in the opinion of the Secretary-General, the circumstances under which the staff member is travelling are of a sufficiently exceptional and compelling nature to warrant such reimbursement. In no event shall such charges be reimbursable if incurred in connection with travel on home leave or on visit to eligible dependants or with study travel, except as provided under paragraph e) below.

e) When authorized travel is by air or by land, charges for unaccompanied shipment of personal baggage relating to travel on home leave, on visit to eligible dependants or education grant may be reimbursed up to a maximum, including the weight of packing, but excluding crating and lift vans, of:

- 1) 50 kg (110 lbs) by surface means per person in respect of each journey, except as provided in subparagraph 2) below. At the request of the staff member, this entitlement may be converted into 10 additional kilograms of accompanied excess baggage;
- 2) 200 kg (440 lbs) by surface means, for travel on education grant in regard to the first outward journey to, and the final return journey from, an educational institution.

f) On travel on assignment for one year or more, on change of duty station or on separation from service in the case of an appointment for one year or more, where no entitlement to removal costs exists under Rule 7.5.1, a staff member may be reimbursed expenses incurred in transporting personal effects and household goods by the most economical means, as determined by the Secretary-General, up to a maximum, including the weight of packing, but excluding reasonable crating and lift vans, of:

- 1) 1000 kg (2,200 lbs) for the staff member;
- 2) 500 kg (1,100 lbs) for the first eligible dependant (spouse or child);
- 3) 300 kg (660 lbs) for each additional eligible dependant authorized to travel at the expense of the Union.

g) Unaccompanied shipments shall normally be made in one consignment and shall be within the limit of costs of transportation between the places of departure and destination of the authorized travel of the staff member or his eligible dependants.

Reasonable costs of packing, crating, cartage, unpacking and uncrating of such shipments under paragraphs e) 2), f), and h) shall be reimbursed within the limits of authorized weight, but costs for servicing of appliances, dismantling or installation of fixtures or special packing of personal effects and household goods shall not be reimbursed. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment.

h) On travel on first appointment, transfer or separation from service, where entitlement to removal costs exists under Rule 7.5.1, a staff member shall be reimbursed expenses incurred in transporting a reasonable amount of personal effects and household effects as an advanced removal shipment by the most economical means, as determined by the Secretary-General, up to a maximum, including the weight of packing, but excluding crating and lift vans, of:

- 1) 450 kg (990 lbs) for the staff member;
- 2) 300 kg (660 lbs) for the first eligible dependant (spouse or child);
- 3) 150 kg (330 lbs) for each additional eligible dependant, authorized to travel at the expense of the Union.

The weight of any shipment under this paragraph shall be deducted from the maximum weight to which the staff member is entitled under Rule 7.5.1 d).

i) Where surface shipment under paragraphs e) 2), f) or h) is the most economical means of transport, such shipment may be converted to air freight on the basis of one half of the weight of the authorized surface entitlement:

- 1) when a staff member elects to convert the whole surface entitlement to air freight or
- 2) when, in the opinion of the Secretary-General, the conversion to air freight of a portion of the surface entitlement is necessary to meet urgent needs.

However, for shipments under paragraph f) above, a portion of the surface entitlement up to 10 per cent thereof, may be converted to air freight, on the basis of the full weight, except in the case of separation from service or on appointment, assignment or transfer to a duty station in a city where the headquarters of the Union, the United Nations, a specialized agency or the International Atomic Energy Agency is located.

If the entitlement is under paragraph h) above, twice the weight of air freight shipment shall be deducted from the staff member's entitlement under Rule 7.5.1 d).

j) When the authorized travel is by air, the staff member may elect to convert the whole surface shipment relating to travel on home leave, on visit to eligible dependants or education grant under paragraph e) 1) above, to air freight on the basis of the one-half rule. No costs of packing, crating, unpacking and uncrating shall be paid, but reasonable costs shall be paid for cartage of such air freight shipments.

k) Notwithstanding the one-half rule laid down in paragraphs i) and j) above, air freight may be paid on the basis of the full weight authorized by surface shipment, in the following cases:

- 1) where the cost of air freight is lower than surface shipment;
- 2) where there is an extraordinary risk of damage to, or loss of, the shipment in transit, or
- 3) where an excessive shipping delay is expected, particularly for shipment to land-locked countries.

However, for surface shipments under paragraph e), conversion on the basis of the full weight may be authorized only in the cases indicated in subparagraphs 1) and 2) above.

l) Under terms and conditions established by the Secretary-General, internationally recruited staff members serving at designated hardship duty stations (classified C, D or E) shall be granted once a year an additional shipment entitlement to the duty station by surface means of up to 50 kgs (110 lbs) excluding crating, in respect of the staff member and each eligible dependant residing with the staff member at the duty station.

m) In addition to the shipment of personal effects and household goods under paragraph f) of this Rule, the cost of transporting a privately owned automobile to a duty station may be reimbursed under conditions established by the Secretary-General, provided that the duty station to which the automobile is transported is one of the duty stations designated for that purpose by the ICSC and that the assignment of the staff member to the duty station is expected by the Secretary-General to be for a period of two years or more, or that the initial assignment for a lesser period is extended so that the total period of assignment becomes two years or more. In no case can privately owned vehicles be transported in lieu of personal effects and household goods.

#### **Rule 7.1.20 Insurance**

a) Staff members shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage. However, compensation may be paid in respect of loss of or damage to accompanied personal baggage in accordance with such arrangements as may be in force under Rule 12.1.4.

b) In the case of unaccompanied shipments authorized under Rule 7.1.19, except on home leave, on visit to eligible dependants or education grant travel, insurance coverage shall be provided by the Union up to the value of:

- 1) USD 16,000 for the staff member;
- 2) USD 8,000 for the first eligible dependant under Rule 7.1.3;
- 3) USD 4,800 for each additional eligible dependant under Rule 7.1.3.

Such insurance coverage shall not include articles of special value for which special premium rates are charged. The Union shall not be responsible for loss of or damage to unaccompanied baggage. When the unaccompanied shipment is in accordance with the entitlement for advance removal shipment authorized under Rule 7.1.19 h), the amount of the insurance coverage shall be deducted from the overall insurance entitlement authorized for removal shipments under paragraph c) below.

c) The cost of insurance of personal effects and household goods in transit (excluding articles of special value for which special rates of premium are charged) under Rule 7.5.1 shall be reimbursed by the Union, up to a maximum of USD 80,000 valuation for staff members alone or USD 130,000 valuation for staff members with one or more eligible dependants under Rule 7.1.3 residing at the official duty station. The Union shall in no case be responsible for loss or damage of personal effects and household goods.

d) In the case of unaccompanied shipments under Rule 7.1.19 (except on home leave, visit to eligible dependants or education grant travel), or under Rule 7.5.1, the staff member shall provide the Union, prior to shipment, with an itemized inventory in duplicate of all articles, including containers such as suitcases, and the replacement value in United States dollars or Swiss francs of each article in the shipments. If no inventory is furnished, no insurance coverage shall be provided.

e) Insurance coverage above the maxima established in paragraphs b) and c) above and for articles of value for which special premium rates are charged shall be provided by the Union only at the express request of the staff member and at his own expense.

### **Rule 7.1.21                      Travel advances**

Staff members authorized to travel shall ensure that they have sufficient funds for all current expenses, by requesting, if necessary, an advance of funds against the estimated reimbursable travel expenses.

### **Regulation 7.2                      Illness or accident during travel on official business**

The Union shall pay or reimburse reasonable hospital and medical expenses, insofar as these are not covered by other arrangements, which may be incurred by staff members who become ill or are injured while in travel status on official business. For the purpose of this Regulation, travel on official business is understood to include the period between departure to the place of official business and arrival at the duty station.

### **Regulation 7.3                      Reimbursement of travel expenses**

The Secretary-General shall reject any claim for payment or reimbursement of travel or removal expenses which are incurred by a staff member in contravention of any provision of these Regulations and Rules.

**Regulation 7.4****Transportation of the remains of deceased staff or of their eligible dependants**

Upon the death of a staff member or an eligible dependant, the Union shall pay the expenses of transportation of the body from the official duty station or, in the event of death having occurred while in travel status, from the place of death, to a place to which the deceased was entitled to return transportation under Rules 7.1.1 or 7.1.2. These expenses shall include reasonable costs for preparation of the body. If local interment is elected, reasonable expenses incurred for the interment may be reimbursed.

**Regulation 7.5****Removal expenses**

Subject to conditions and definitions prescribed by the Secretary-General, the Union shall pay removal expenses for staff members.

**Rule 7.5.1****Removal costs**

a) When an internationally recruited staff member is to serve at the Headquarters of the Union, or at an office away from the Headquarters, the Secretary-General shall pay costs for the removal of the staff member's personal effects under the following circumstances:

- 1) either on initial appointment, provided that the appointment is for a period of two years or longer;
- 2) or upon completion of two years of continuous service;
- 3) on change of duty station to the Headquarters of the Union, or from the Headquarters to an office away from the Headquarters, provided that the staff member is expected by the Secretary-General to serve at the new duty station for a period of two years or longer and on the understanding that, in exceptional cases where the expected period of service is one year or more but less than two years, the Secretary-General may authorize payment of removal costs under this;
- 4) upon separation from service, provided the staff member had an appointment for a period of two years or longer or had completed not less than two years of continuous service and had been granted the payment of the costs of removal to his last duty station.

b) Under paragraphs a) 1) and 2) above, the Union shall pay the expenses of removing a staff member's household goods and personal effects either from the place of recruitment or from the place recognized as his home for purposes of home leave under Rule 5.3.1, provided that the goods and effects were in his possession at the time of appointment and are being transported for his own use only. Payment of removal expenses from a place other than those specified may be authorized by the Secretary- General in exceptional cases, on such terms and conditions as he deems appropriate. No expenses shall be paid for removing a staff member's personal effects and household goods from one residence to another at the same duty station, unless the removal is due to reasons of security (such as civil war or equivalent situations) and subject to the prior authorization of the Secretary-General.

c) Under paragraph a) 4) above, the Union shall pay the expenses of removing a staff member's household goods and personal effects from his official duty station to any one place to which he is entitled to be returned in accordance with the provisions of Rule 7.1.1, or any other one place authorized by the Secretary-General in exceptional cases on such terms and conditions as the Secretary-General deems appropriate, provided that the goods and effects were in the staff member's possession at the time of separation and are being transported for his own use only.

d) Payment by the Union of removal expenses shall be subject to the following conditions:

- 1) the maximum container size and weight for which entitlement to removal at Union expense exists shall be a standard 20-foot container or 4,890 kg (10,800 lbs) in weight, inclusive of packing but excluding crating and lift vans, for a staff member without eligible dependants, and a standard 40-foot container or 8,150 kg (18,000 lbs) in weight for a staff member with one or more eligible dependants under Rule 7.1.3 residing at the official duty station. Higher maxima may be authorized if the staff member presents convincing evidence that his normal and necessary personal effects and household goods to be removed exceed those limits;
- 2) for the purposes of unaccompanied shipments and removal, personal effects and household goods shall include all effects and goods normally required for personal or household use, provided that animals, boats, automobiles, motorcycles, trailers and other power-assisted conveyances shall in no case be considered as such effects and goods;



- 3) shipments under this Rule shall normally be made in one consignment. Reasonable costs of packing, crating, cartage, unpacking, uncrating and insurance shall be allowed for shipments within the limits of authorized container size or weight, except that costs for servicing of appliances, dismantling or installation of fixtures or special packing shall not be borne by the Union. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment;
  - 4) transportation of personal effects and household goods shall be by the most economical means as determined by the Secretary-General, on the basis of estimates from three different firms, taking into account costs allowable under paragraph d) 3) above;
  - 5) in addition to payment of the removal expenses under paragraph a) of this Rule, the cost of transporting a privately owned automobile to a duty station may be reimbursed under conditions established by the Secretary-General, provided that the duty station to which the automobile is transported is one of the duty stations designated for that purpose by the ICSC and that the assignment of the staff member to the duty station is expected by the Secretary-General to be for a period of two years or more or that the initial assignment for a lesser period is extended so that the total period of assignment becomes two years or more.
- e) Removal costs shall not be payable under this Rule in the case of mission service.
- f) Where both husband and wife are staff members of the Union, the United Nations or a specialized agency, and each is entitled to removal of personal effects and household goods, or to unaccompanied shipment under Rule 7.1.19 f), and taking into account Rule 4.7.1 c), the maximum container size or weight that may be removed at the Union's expense for both of them shall be that provided for a staff member with one or more eligible dependants under Rule 7.1.3 residing with him at the official duty station.

## **Rule 7.5.2 Storage charges**

1. Subject to the limitations in Rules 7.1.19 h) and 7.5.1 d) 1), when an internationally recruited staff member is transferred by the Secretary-General to a duty station where payment of removal costs, is authorized, the staff member shall be entitled to choose, in lieu of the removal costs, payment by the Union of the costs for storage of personal effects and household goods and other pertinent charges, including the cost of insurance up to a maximum of USD 80,000 valuation for a staff member alone and USD 130,000 valuation for a staff member with an eligible dependent spouse or child, provided that:

- a) the staff member is transferred from a duty station to which he enjoyed removal entitlement under Rule 7.5.1, or would have enjoyed such entitlement had he been recruited from outside the area of the duty station;
- b) he is expected to return to the same duty station within five years; and
- c) the quantity of personal effects and household goods which he is obliged to leave, and wishes to store, at the duty station is reasonable, i.e. a quantity which does not exceed the difference between the maximum allowance under Rule 7.5.1 d) and the amount actually shipped under the provisions of Rule 7.1.19 f). The maximum insurance value shall be reduced accordingly.

2. In no event shall storage charges be paid beyond the five-year period following the date of transfer. However, when a staff member's assignment is extended beyond the initial period of five years for a period of up to two years at the same duty station, storage charges may continue to be paid for the period of such extension. Such charges shall not be paid in the case of missions or other assignments not involving a change of official duty station.

**Rule 7.5.3                      Loss of entitlement to unaccompanied shipment or to removal expenses**

- a) A staff member who resigns before completing two years of service shall not normally be entitled to payment of removal expenses under Rule 7.5.1 above.
- b) Entitlement to removal expenses under Rule 7.5.1 a) 1), 2) and 3) shall normally cease if removal has not commenced within two years after the date on which the staff member became entitled to removal expenses or if the staff member's services are not expected by the Secretary-General to continue for more than six months beyond the proposed date of arrival of the personal effects and household goods.
- c) Upon separation from service, entitlement to unaccompanied shipment expenses under Rule 7.1.19 f), or removal expenses under Rule 7.5.1, shall cease if shipment or removal has not commenced within six months or one year respectively after the date of separation.

However, where both husband and wife are staff members of the Union, the United Nations or a specialized agency and the spouse who separates first is entitled to unaccompanied shipment or removal expenses, and taking into account Rule 4.7.1 c), his or her entitlement shall not cease until six months or one year, as the case may be, after the date of separation of the other spouse.

d) The Secretary-General may reject any claim for payment or reimbursement of expenses for unaccompanied shipment or removal expenses which are incurred by a staff member in contravention of any provisions of these Rules.

e) The Secretary-General may authorize exceptions to a), b) and c) above if he is satisfied that there are compelling reasons for so doing.

## **CHAPTER VIII**

## **STAFF RELATIONS**

### **Regulation 8.1**

### **Staff representation**

The staff's right of association shall be recognized. The interests of the staff shall be represented before the Secretary-General and his representatives by a Staff Council elected by staff members.

#### **Rule 8.1.1**

#### **Staff Council**

- a) The Staff Council shall be composed in such a way as to afford equitable representation to all levels of the staff and to all groups with common interests.
- b) The Staff Council shall be consulted on questions relating to staff welfare and administration, including policy on appointments, promotions and terminations, and on salaries and related allowances; it shall be entitled to make proposals to the Secretary-General, on behalf of the staff and of any association as referred to in Rule 8.3.1.b) 1) below, regarding such questions.
- c) Except in cases of emergency, general service orders concerning questions within the scope of paragraph b) shall, prior to publication, be transmitted to the Staff Council for consideration and comment.
- d) Arrangements concerning staff representation shall be entirely without prejudice to the rights of individual staff members to make representations to the Secretary-General on matters affecting them as individuals.

### **Regulation 8.2**

### **Joint Advisory Committee**

The Secretary-General shall establish joint administrative machinery with staff participation to advise him regarding personnel policies and general questions of staff welfare or any administrative matter which he may refer to it, and to make to him such proposals as it may desire for amendment of the Staff Regulations and/or Staff Rules.

### **Rule 8.2.1**

### **Composition and convocation of the Joint Advisory Committee**

a) The joint administrative machinery provided for in Regulation 8.2 shall consist of a Joint Advisory Committee composed as follows:

- 1) a Chairman designated by the Secretary-General in consultation with the Staff Council, from among elected or other high-ranking officials. Two Vice-Chairmen shall be selected from among its members, as provided for in the Committee's Rules of Procedure;
- 2) four members representing the staff designated by the Staff Council;
- 3) four members designated by the Secretary-General, one from among the staff of the General Secretariat and one from each Bureau;
- 4) *ex officio*, as a non-voting member and as Secretary of the Committee, a member and an alternate designated by the Chief of the Human Resources Management Department.

b) The quorum required in order for meetings and deliberations of the Committee to be valid shall be five members, namely two members from those referred to in § a) 2) above; two members from among those referred to in § a) 3) above, and the Chairman or one of the Vice-Chairmen.

c) Cases submitted to the Committee under the provisions of Chapters IX (except for cases concerning termination for reasons of health) and X of these Regulations and Rules shall be examined by a chamber on behalf of the Committee composed of five members selected by and in the Committee, namely two members from those referred to in § a) 2) above; two members from among those referred to in § a) 3) above – of whom one representing the General Secretariat; and one member selected from among the Committee's officers (Chairman or Vice-Chairmen). The latter member shall chair the chamber. None of the members should come from the Bureau/Department of the person who is the subject of the case. The Secretary of the Committee shall attend all meetings of chambers.

d) Meetings of the Committee shall be convened as occasion requires either by decision of the Secretary-General, or by the Chairman, or at the request of at least three members.

### **Rule 8.2.2**

### **Rules of Procedure of the Joint Advisory Committee**

The Joint Advisory Committee shall adopt its own Rules of Procedure, which must be consistent with the provisions of the Staff Regulations and Staff Rules.

**Rule 8.3.1****Associations and clubs of staff members**

- a) In accordance with the principle of the right of association, staff members may establish and join associations or clubs. However, any official contacts and discussions concerning the questions referred to in Rule 8.1.1 above shall be effected solely by the Staff Council, which shall be the sole representative body recognized for that purpose.
- b) A distinction shall be drawn between associations and clubs, as follows:
- 1) an association is a voluntary grouping of staff members who have agreed to act collectively for the sole purpose of protecting and promoting their professional interests;
  - 2) a club is a voluntary grouping of staff members set up for the purpose of pursuing leisure or recreational activities.
- c) The Secretary-General shall, by means of service orders, specify the resources and facilities to be granted to associations and clubs established under the terms of this Rule, together with the corresponding conditions.

**Rule 8.3.2****Freedom of expression**

The Staff Council, any associations or clubs established under the terms of these Rules, and any persons acting on their behalf, shall enjoy freedom of expression within the strict limits of the aims and objectives defined in their respective regulations and subject to the limits established by the general principles of law and by the jurisprudence of the Administrative Tribunal of the International Labour Organization.

## CHAPTER IX

## SEPARATION FROM SERVICE

### Regulation 9.1

### Termination

a) The Secretary-General, giving his reasons therefore, may terminate the appointment of a staff member who holds a continuing appointment, or a fixed-term appointment before the date of expiry thereof, for any of the following reasons:

- 1) if the necessities of the service require abolition of the post or reduction of the staff;
- 2) if the staff member concerned is, for reasons of health, incapacitated for further service;
- 3) if the staff member's services or conduct prove unsatisfactory;
- 4) if, in the Secretary-General's opinion, such action would be in the interest of the Union; or
- 5) for such other reasons as may be specified in the letter of appointment.

b) If the necessities of the service require abolition of a post or reduction of the staff and subject to the availability of suitable posts in which their services can be effectively utilized, staff members with continuing appointments shall be retained in preference to those on all other types of appointment.

c) Appointments shall be terminated with due regard to competence, efficiency and conduct, to length of service and to the factor of geographical distribution; all else being equal, appointments of staff members with the least family responsibilities shall be the first to be terminated. These provisions, in so far as they relate to locally recruited staff members, shall be deemed to have been satisfied if such locally recruited staff members have received consideration for suitable posts available at their duty stations.

d) Before terminating any appointment, the Secretary-General shall obtain the advice of the Joint Advisory Committee, which will consult the Director of the Bureau concerned.

e) A staff member with a continuing appointment whose appointment is terminated because of abolition of post shall normally be offered another suitable post for which he is considered to possess the necessary qualifications, if one becomes vacant during the two years after the date on which the termination becomes effective.

f) The Secretary-General shall report all cases of termination to the Council.

**Regulation 9.2****Termination for reasons of health**

The services of a staff member may be terminated when he/she is unable to perform his/her duties, or any other duties which might reasonably be assigned to the staff member, as a result of infirmity, illness or the weakening of physical or mental faculties. The decision as to the possibility of transferring the official to other functions shall be taken in agreement with the Director of the Bureau called upon to make use of the staff member's services. Medical certificates shall be furnished under the conditions laid down in the Regulations and Rules of the United Nations Joint Staff Pension Fund.

**Regulation 9.3****Resignation**

Staff members may resign from the Union upon giving the Secretary-General the notice required under the terms of their appointment.

**Regulation 9.4****Notice of resignation**

1. Unless otherwise specified in their letters of appointment, staff members shall give written notice of resignation:
  - a) three (3) months' notice by a staff member having a continuing appointment;
  - b) thirty (30) days' notice by a staff member having a fixed-term appointment and resigning during the first two years of service;
  - c) sixty (60) days' notice by a staff member having a fixed-term appointment and resigning after the first two years of service.
2. The Secretary-General may, however, accept resignations on shorter notice. The Secretary-General may require the resignation to be submitted in person in order to be acceptable.

**Regulation 9.5****Notice of termination**

1. If the Secretary-General terminates an appointment, the staff member concerned shall normally be given such notice as is specified in his letter of appointment or contract and shall receive such indemnity as may be applicable under the Staff Regulations and Staff Rules.
2.
  - a) A staff member whose continuing appointment is to be terminated shall be given not less than three (3) months' written notice of such termination.



- b) A staff member whose fixed-term appointment is to be terminated shall be given written notice of such termination:
  - i) not less than thirty (30) days' notice if the appointment is terminated during the first two years of service;
  - ii) not less than sixty (60) days' notice if the appointment is terminated after the first two years of service;
  - iii) or such notice as may otherwise be stipulated in his letter of appointment.
- c) In lieu of these notice periods, the Secretary-General may authorize payment of an indemnity calculated on the basis of the salary and allowances which the staff member would have received had the date of termination been at the end of the notice period.

3. The Secretary-General shall not, however, in principle give any notice to a staff member who has been dismissed.

**Regulation 9.6****Termination indemnity**

a) Staff members whose appointments are terminated on account of the abolition of their post or reduction of staff shall be paid an indemnity in accordance with the following schedule.

Completed years of service	Months of gross salary, less staff assessment, as applicable <sup>1) 2)</sup>	
	Continuing appointments	Fixed-term appointments
Less than 1	not applicable	One week for each month of uncompleted service, subject to a minimum of six weeks' and a maximum of three months' indemnity pay
1	not applicable	
2	not applicable <sup>1</sup>	
3	not applicable <sup>1</sup>	
4	not applicable <sup>1</sup>	
5	not applicable <sup>1</sup>	
6	6	3
7	7	5
8	8	7
9	9	9
10	9.5	9.5
11	10	10
12	10.5	10.5
13	11	11
14	11.5	11.5
15 or more	12	12

- 1) For staff in the Professional and higher categories, the payment shall be calculated on the basis of the staff member's gross salary, less staff assessment, according to the schedule of rates set forth in Part I of Annex 5 to these Regulations, as applicable.
- 2) For staff in the General Service category, the payment shall be calculated on the basis of the staff member's gross salary, including language allowance, if any, and non-resident's allowance, if applicable, less staff assessment according to the schedule of rates set forth in Part II of Annex 5 to these Regulations.

b) A staff member whose appointment is terminated for reasons of health shall receive an indemnity equal to that provided under paragraph a) above, reduced by the amount of any disability benefit that the staff member may receive under the Regulations and Rules of the United Nations Joint Staff Pension Fund or the Union Staff Superannuation and Benevolent Funds, for the number of months to which the indemnity rate corresponds.

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<sup>1</sup> These acquired rights remain for staff members holding permanent contracts.

c) A staff member whose appointment is terminated for reasons of unsatisfactory service or who is dismissed, may be paid, at the Secretary-General's discretion, an indemnity not exceeding one half more than of the indemnity provided under paragraph a) above.

d) If a staff member's appointment is terminated in the interest of the good administration of the Union and is agreed to by the staff member, the Secretary-General may, if he considers it justified in the particular circumstances of the termination, pay the staff member an indemnity of up to one half more than the amount set out in the schedule in a) above.

e) No termination indemnity shall be paid to a staff member:

- i) who resigns, except where he has already received notice of termination and the termination date has been agreed upon;
- ii) who has a fixed-term appointment that is completed on the expiry date specified in the letter of appointment;
- iii) who has a fixed-term appointment which is terminated at the end of the probationary period for reasons of unsatisfactory service;
- iv) whose appointment is terminated for reasons of unsatisfactory service or who is dismissed, subject to the provisions of paragraph c) above;
- iv) who abandons his post;
- vi) who is retired under the Regulations and Rules of the United Nations Joint Staff Pension Fund or of the Union Staff Superannuation and Benevolent Funds.

f) Staff members who are locally recruited for service in offices away from the Headquarters may be paid termination indemnity if and as provided for in their letters of appointment.

g) Length of service shall be deemed to comprise the total period of a staff member's full-time continuous service with the Union, regardless of types of appointment. Continuity of such service shall not be considered as broken by periods of special leave without pay or on partial pay, but full months of such periods exceeding one calendar month shall not be credited as service for indemnity purposes; periods of less than one calendar month shall not affect the ordinary rates of accrual.

**Regulation 9.7****Repatriation grant**

In principle, a repatriation grant shall be payable to staff members who have at least five years of continuous service and whom the Union is obligated to repatriate. Detailed conditions and definitions relating to eligibility and requisite evidence of relocation shall be determined by the Secretary-General. The amount of the grant shall be proportional to the length of service with the Union, as follows:

Weeks of gross salary, less staff assessment, as applicable <sup>1) 2)</sup>			
Years of continuous service away from the home country	Staff member with a spouse or eligible dependent child at time of separation	Staff member with neither a spouse nor eligible dependent child at time of separation	
		Professional and higher categories	General Service category
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

- 1) For staff in the Professional and higher categories, the payment shall be calculated on the basis of the staff member's gross salary, less staff assessment, according to the schedule of rates set forth in Part I of Annex 5 to these Regulations.
- 2) For staff in the General Service category, the payment shall be calculated on the basis of the staff member's gross salary, including language allowance, if any, and non-resident's allowance, where applicable, less staff assessment, according to the schedule of rates set forth in Part II of Annex 5 to these Regulations applied to the gross salary alone.

## Rule 9.7.1

### Payment of repatriation grant

Payment of repatriation grants shall be subject to the following conditions and definitions:

- a) "*obligation to repatriate*" as used in Staff Regulation 9.7 and in the present Rule shall mean obligation to ensure the return of a staff member and his eligible dependants, upon separation, at the expense of the Union, to a place outside the country of his official duty station;
- b) "*home country*" as used in the present Rule shall mean the country of home leave entitlement under Rule 5.3.1, or such other country as the Secretary-General may determine at the request of the staff member;
- c) continuous service away from the staff member's home country shall, for the purposes of this Rule, exclude periods spent on short-term appointment status. If at any time the staff member was considered to have acquired permanent residence in the country of his duty station and subsequently changed from such status, his continuous service shall be deemed to have commenced at the time the change was made. Continuity of such service shall not be considered as broken by periods of special leave without pay or on partial pay, but full months of any such periods shall not be credited as service for the purpose of calculating the amount of the grant payable; periods of less than one calendar month shall not affect the ordinary rates of accrual;
- d) no payment of repatriation grants shall be made to locally recruited staff, to a staff member who abandons his post, to a staff member who has been dismissed, to any staff member who is residing at the time of separation in his home country while performing his official duties, or to a staff member with less than five years of expatriate service at the time of separation. A staff member who, after service at a duty station outside his home country, has served at a duty station within that country may be paid on separation, subject to such paragraph i) below, a full or partial repatriation grant at the Secretary-General's discretion;
- e) "*eligible dependants*", within the meaning of this Rule, shall consist of a spouse or children in respect of whom a staff member, at the time of separation, is receiving dependency allowances. The repatriation grant shall be paid at the dependency rate to staff members with eligible dependants regardless of the place of residence of those dependants;

- f) where both spouses are staff members of the Union, the United Nations or a specialized agency and each is entitled, on separation, to payment of a repatriation grant, and taking into account Rule 4.7.1 c), payment shall be made to each, at the rate authorized for staff members without eligible dependants, according to their respective entitlements. Where dependent children are recognized, however, the first parent to be separated may claim payment at the dependency rate. In this event, the second parent, on separation, may claim payment either at the rate authorized for staff members without eligible dependants for the period of qualifying service subsequent thereto or, if eligible, at the eligible dependency rate for the whole period of his qualifying service, from which shall normally be deducted the amount of the repatriation grant paid to the first parent;
  
- g) loss of entitlement to payment of return travel expenses under Rule 7.1.4 shall not affect a staff member's eligibility for payment of the repatriation grant;
  
- h) payment of the repatriation grant shall be subject to the provision by the former staff member of evidence of relocation away from the country of the last duty station;
  
- i) evidence of relocation shall be constituted by documentary evidence that the former staff member 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;
  
- j) payment of the grant may be claimed by the former staff member only within two years of the effective date of separation. However, where both spouses are staff members of the Union, the United Nations or a specialized agency and the spouse who separates first is entitled to repatriation grant, his or her entitlement to repatriation grant shall cease if no claim for payment of the grant has been submitted within two years after the date of separation of the other spouse;

- k) in the event of the death of staff member entitled to repatriation grant, no payment shall be made unless there is a surviving eligible spouse or one or more eligible dependent children whom the Union is obligated to return to their home country. If there is only one such surviving eligible dependant, payment shall be made at the rate authorized for staff members without eligible dependants; if there are two or more such surviving eligible dependants, payment shall be made at the eligible dependency rate as provided in Staff Regulation 9.7.

**Regulation 9.8 Deleted.**

**Regulation 9.9 Mandatory age of retirement**

Staff members shall not be retained in active service beyond the age of 65 years:

The Secretary-General may, in the interest of the Union, extend this age limit in exceptional cases, on the proposal of the Director of the Bureau concerned, as the case may be.

**Regulation 9.10 Deleted.**

**Regulation 9.11 Retirement**

Retirement under the provisions of the Regulations and Rules of the United Nations Joint Staff Pension Fund shall not be regarded as a termination within the meaning of the Staff Regulations and Staff Rules.

**Regulation 9.12 Expiry of fixed-term appointment**

a) A fixed-term appointment shall expire automatically and without prior notice on the expiry date specified in the letter of appointment.

b) Separation as a result of the expiry of any such appointment shall not be regarded as a termination within the meaning of the Staff Regulations and Staff Rules.

**Regulation 9.13****Grant on death**

1. In the event of the death of a staff member holding a continuing or a fixed-term appointment, a single grant computed in accordance with the following schedule shall be paid to the spouse if any, and if none, to any eligible dependent children:

Years of service in the Union (as defined in Regulation 9.6)	Months of gross salary, less staff assessment, as applicable <sup>1) 2)</sup>
3 years or less	3
4 years	4
5 years	5
6 years	6
7 years	7
8 years	8
9 years or more	9

1) For staff in the Professional and higher categories, the payment shall be calculated on the basis of the staff member's gross salary, less staff assessment according to the schedule of rates set forth in Part I of Annex 5 to these Regulations.

2) For staff in the General Service category, the payment shall be calculated on the basis of the staff member's gross salary, including language allowance, if any, and non-resident's allowance, where applicable, less staff assessment according to the schedule of rates set forth in Part II of Annex 5 to these Regulations applied to the gross salary alone.

2. a) Where service exceeds three years, the grant shall be paid proportionately in respect of completed months of service over three years.
- b) For the purposes of this Regulation, "*eligible dependant*" means either a spouse or a child in respect of whom a dependency allowance is payable. If there is no such surviving dependant, no payment shall be made.



**Regulation 9.14                      Procedure of separation**

The Secretary-General shall provide appropriate rules as regards the procedure of separation.

**Regulation 9.15                      Last day for pay purposes**

When a staff member is separated from service, the date on which entitlement to salary, allowances and benefits shall cease for the staff member, his beneficiaries or persons entitled shall be determined according to the provisions established in the Staff Rules.

**Rule 9.15.1                              Determination of the last day for pay purposes**

1.        In the case of resignation, the date shall be either the date of expiry of the notice period under Regulation 9.4 or such other date acceptable to the Secretary-General. Staff members shall be expected to perform their duties during the period of notice of resignation, except when the resignation takes effect upon the completion of maternity leave or following sick or special leave. Annual leave shall be granted during the notice of resignation only for brief periods and for purposes not inconsistent with the provisions of Regulation 9.16.
2.        Upon expiry of a fixed-term appointment, the date shall be that specified in the letter of appointment.
3.        Upon termination, the date shall be that provided in the notice of termination.
4.        Upon retirement, the date shall be that approved by the Secretary-General for retirement.
5.        In the case of dismissal, the date shall be that of the dismissal.
6.        In the case of death, the date shall be that of death, subject to the relevant provisions of Regulation 9.13.

**Rule 9.15.2                              Last day for travel purposes**

When an internationally recruited staff member is exercising an entitlement to return travel, the last day for pay purposes shall be the date established under Staff Rule 9.15.1 1), 2) or 3) above, or the estimated date of arrival at the place of entitlement, whichever is later. The estimated date of arrival shall be determined on the basis of the

time it would take to travel without interruption by an approved route and mode of direct travel from the duty station to the place of entitlement, the travel commencing no later than the day following the date established under Staff Rule 9.15.1.

## **Regulation 9.16                      Commutation of accrued annual leave**

If upon separation a staff member has accrued annual leave, he shall be paid in lieu thereof a sum of money for the period of such accrued leave, less staff assessment, where applicable, up to a maximum of 60 working days. The payment shall be calculated in accordance with the terms and conditions applied by international organizations of the United Nations common system.

### **Rule 9.16.1                              Calculation of the payment of accrued leave**

The payment of accrued leave shall be calculated:

- i) for staff in the Professional and higher categories, on the basis of the staff member's last net base salary and the post adjustment applicable to his last duty station before separation;
- ii) for staff in the General Service category serving at the Headquarters, on the basis of the staff member's pensionable remuneration, including language allowance, if any, and non-resident's allowance, where applicable, less staff assessment, according to the schedule of rates set forth in Part II of Annex 5 to Staff Regulations applied to the gross salary alone;
- iii) for staff in the General Service category serving in offices away from the Headquarters, pensionable remuneration shall be the gross salary reflected in the salary scale applicable to each duty station.

### **Rule 9.16.2                              Payment of accrued leave in case of death**

In the event of the death of a staff member, a sum proportionate to the number of days of annual leave he has accumulated shall be paid to the beneficiaries designated by the staff member in accordance with Rule 12.1.3 *bis*.

**Regulation 9.17****Restitution of advance annual leave**

Upon separation, a staff member who has taken advance annual leave beyond that which he has subsequently accrued, shall make restitution for such advance leave by means of a cash refund or an offset against monies due to him from the Union, equivalent to the remuneration received, including allowances and other payments, in respect of the advance leave period. The Secretary-General may waive this requirement if he is satisfied that there are exceptional or compelling reasons for so doing.

**Regulation 9.18****Certification of service**

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

## **CHAPTER X**

## **DISCIPLINARY MEASURES**

### **Regulation 10.1                      Disciplinary measures**

- a)            A staff member who is deemed to be guilty of misconduct may incur sanctions.

                  The Secretary-General may dismiss a staff member for serious misconduct.

- b)            The Secretary-General shall establish administrative machinery with staff participation, which may be consulted in disciplinary cases.

### **Rule 10.1.1                              Misconduct**

                  Failure by a staff member to comply with his or her obligations under the Staff Regulations and Staff Rules or other relevant administrative issuances, or to observe the standards of conduct expected of an international civil servant, may amount to unsatisfactory conduct within the meaning of Regulation 10.1, leading to disciplinary measures for misconduct.

### **Rule 10.1.2                              Sanctions**

- a)            The following sanctions are applicable to the staff:

- 1)    verbal reprimand;
- 2)    written censure, of which a copy must be placed in the file of the person concerned;
- 3)    delayed advancement to the next salary step;
- 4)    reduction in salary step within the same grade;
- 5)    temporary removal from duty without pay;
- 6)    demotion to a lower grade;
- 7)    dismissal.

- b)            Reprimands shall be given by the chief of department, unit or outside office and censures shall be given by the Secretary-General or the Director of the Bureau concerned, where appropriate.

- c)            All other sanctions shall be applied by the Secretary-General after referring the matter for advice to the Joint Advisory Committee.

**Rule 10.1.3****Provisional suspension from duty**

a) When a charge of serious misconduct is made against a staff member, and if the Secretary-General or the Director of the Bureau concerned is of the opinion that the charge is well-founded and that the official's continuance in office pending an investigation of the charge would be prejudicial to the service, he or she may be suspended from duty by the Secretary-General, with or without pay, pending investigation, without prejudice to his rights. Such suspension shall not constitute a sanction in the meaning of Rule 10.1.2.

b) A staff member suspended pursuant to paragraph a) above shall be given a written statement of the reason for the suspension and its probable duration. Suspension should normally not exceed three months.

c) Suspension shall be with pay unless, in exceptional circumstances, the Secretary-General decides that suspension without pay is appropriate. If a suspension pursuant to paragraph a) above is without pay and the charge of misconduct is subsequently not sustained, any salary withheld shall be restored.

**Regulation 10.2****Right of defence**

No disciplinary action shall be taken against a staff member until he or she has been given an opportunity to present his or her defence.

**Rule 10.2.1****Due process**

No disciplinary action shall be taken against a staff member unless he or she has been notified in writing of the allegations against him or her and has been given a reasonable opportunity to respond, also in writing, to those allegations, except in case of a verbal reprimand.

**Rule 10.2.2****Joint Advisory Committee**

a) No staff member shall be subject to a sanction under Rule 10.1.2 a) 3) to 7) until the case has been referred to the Joint Advisory Committee for advice.

b) The Joint Advisory Committee shall be composed pursuant to Rule 8.2.1. Members of the Committee designated by the Secretary-General shall hold a grade at least equal to that of the staff member concerned.

c) The Joint Advisory Committee shall consult the Director of the Bureau concerned.

d) In considering a case, the Joint Advisory Committee shall normally provide its advice to the Secretary-General within four weeks after the case has been submitted to it.

## **CHAPTER XI**

## **APPEALS**

### **Regulation 11.1**

### **Appeals**

1. The Secretary-General shall establish an administrative body with staff participation to advise him/her in case of any appeal by staff members against an administrative decision alleging the non-observance of their terms of appointment, including all pertinent Staff Regulations and Staff Rules, or against disciplinary sanctions.

2. Unless otherwise specified in these Staff Regulations or Staff Rules, for the purposes of this chapter, the term “staff member” shall be understood as referring to both active and former staff members.

#### **Rule 11.1.1**

#### **General provisions**

1. A staff member shall at all times during the internal appeal procedure be entitled to be assisted by a person of his/her choice, but not to be represented.

2. The deadlines for the internal appeal procedure are expressed in calendar days. Where a stipulated deadline expires on a non-working day, it shall be extended to the next working day.

#### **Rule 11.1.2**

#### **Request for reconsideration**

1. A staff member who, under the terms of Regulation 11.1, wishes to appeal against an administrative decision shall, as a first step, address a written request for reconsideration to the Secretary-General requesting that the decision in question be reviewed. The request for reconsideration, clearly identified as such, must specify the contested administrative decision and grounds for the request, and must be sent within forty-five (45) days from the date on which the staff member was notified of the decision.

2. As from the date on which he/she receives the request for reconsideration, the Secretary-General shall have a period of forty-five (45) days within which to reply to it in writing.

3. As an exception to paragraph 1 above, no request for reconsideration is required regarding decisions imposing a disciplinary sanction issued by the Secretary-General in accordance with Chapter X of the Staff Regulations and Rules. In such cases, the concerned staff member may file an appeal directly with the Appeal Board within sixty (60) days of the notification of the decision.

#### **Rule 11.1.3**

#### **Appeal Board**

1. The administrative body provided under Regulation 11.1 shall consist of an Appeal Board. The Appeal Board may adopt its own Rules of Procedure, which must be consistent with the provisions of the Staff Regulations and Staff Rules and any Service Order in force.

2. The members of the Appeal Board shall be designated as follows:
  - a) A Chairman and two (2) to four (4) Deputy Chairmen shall be designated for a period of two (2) years by the Secretary-General, in consultation with the Staff Council, from among active or retired<sup>1</sup> officials of the Union, having regard to the requirement laid down in paragraph 5 a) below;
  - b) Eight members shall be designated for a period of two (2) years by the Secretary-General, two of them from among the active staff members of the General Secretariat and two from each Bureau;
  - c) Four (4) members elected from among active staff members, shall be designated for a period of two (2) years by the Secretary-General.
3. The members of the Appeal Board shall act independently and impartially in the discharge of their duties.
4. The Appeal Board shall be assisted by one Secretary and one or several Deputy Secretaries, appointed by the Secretary-General. The Secretaries shall support the functioning of the Appeal Board in an independent and confidential manner.
5. Each appeal shall be considered by a Panel consisting of:
  - a) the Chairman or a Deputy Chairman of the Appeal Board; the Panel shall not be chaired by a staff member from the same Bureau as the appellant or from the General Secretariat, if the appellant is a member thereof;
  - b) a member from among those referred to in paragraph 2 b) above;
  - c) a member from among those referred to in paragraph 2 c) above.
6. Each Panel shall be assisted by the Secretary and, possibly, a Deputy Secretary appointed by the Panel's Chairman from among those referred to in paragraph 4 above.
7. The Appeal Board shall promptly notify the parties of the composition of the Panel.
8. The appeal procedure shall be as follows:
  - a) If a staff member having submitted a request for reconsideration to the Secretary-General wishes to contest the decision notified to him/her in the Secretary-General's reply thereto, or if a staff member wishes to contest a decision imposing a disciplinary measure issued by the Secretary-General in accordance to Chapter X of the Staff Regulations and Rules, he/she shall submit to the Chairman of the Appeal Board a written appeal containing his/her complaints;

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<sup>1</sup> The latter being subject to making a declaration of interests as and when required under the relevant rules.



- b) The time-limit for the submission of an appeal is sixty (60) days, to be counted:
  - i. from the date of receipt of the Secretary-General's reply to the request for reconsideration, or from the date of the notification of the decision imposing a disciplinary sanction issued by the Secretary-General in accordance with Chapter X of the Staff Regulations and Rules, or
  - ii. if no reply to the request for reconsideration has been communicated to the staff member within the time-limit specified in Rule 11.1.2.2 above, from the date of expiry of that time-limit.
- c) The Appeal Board shall promptly submit the appeal to the Secretary-General;
- d) An appeal that has not been lodged within the above time-limits shall not be receivable; the Panel may, however, waive the time-limits in exceptional circumstances, in which case it shall promptly inform the parties accordingly, with an explanation of the specific reasons for its decision to allow the waiver;
- e) The Secretary-General shall send his/her written reply to the Chairman of the Panel within sixty (60) days of the date on which the appeal was notified to him/her, in writing, by the Chairman of the Appeal Board. The Panel may exceptionally accept a rejoinder only if and to the extent it considers that the Secretary-General's reply contained new elements that were not in the appellant's possession at the time the appeal was filed, and to which the appellant wishes to reply. To this end, the appellant must submit, within five (5) working days of receiving the reply, a motivated request for leave to file a rejoinder. When a rejoinder is accepted, the Secretary-General must be given the opportunity to submit a surrejoinder;
- f) If it considers itself unable to deal appropriately with the appeal on the basis of the written submission, the Panel may decide to hold oral proceedings, in which case these shall take place in the presence of the parties, or, where appropriate, individual hearings of the parties;
- g) The Panel may, moreover, take any investigative measure it deems appropriate in the interest of rendering an informed opinion;
- h) The report of the Panel containing its conclusions and recommendations shall be sent to the Secretary-General, subject to subparagraph i) below, within one hundred (100) days of the date on which the appeal was submitted; a copy of the report shall be promptly transmitted by the Appeal Board to the appellant;
- i) Where it considers that the circumstances so demand, the Panel (or, if the latter cannot be convened immediately, its Chairman) may extend the time limits stipulated in subparagraphs e) and h) of the present paragraph; however, the total duration of the appeal procedure in any particular case shall not exceed one hundred and sixty (160) days from the date on which the appeal was submitted. In the event of an extension granted by virtue of the present subparagraph, the parties shall be informed accordingly.

9. The conclusions and recommendations of the Appeal Board shall be advisory in character. The Secretary-General shall however give his/her full consideration to such conclusions and recommendations in making final decisions on cases of appeal.

10. Proceedings of the Appeal Board are strictly confidential.

#### **Rule 11.1.4 Final decision**

1. The final decision of the Secretary-General shall be notified to the appellant within forty-five (45) days of receipt by the Secretary-General of the Panel's report. The Chairman of the Appeal Board and the members of the Panel shall be informed, on a strictly confidential basis, of the nature of that decision and the reasons for it.

2. The final decision concludes the internal appeal procedure.

#### **Regulation 11.2 Administrative tribunals**

Any staff member shall be entitled to appeal to the Administrative Tribunal of the International Labour Organization, as provided in the Statute of that Tribunal, or to the United Nations Appeals Tribunal where appeals concerning the United Nations Joint Staff Pension Fund are concerned.

#### **Rule 11.2.1 Administrative tribunals**

1. Appeals to the Tribunals referred to in Regulation 11.2 above shall be made in conformity with the Statutes and Rules of those Tribunals, as accepted by the Council of the Union.

2. The Administrative Tribunal of the International Labour Organization shall be competent to hear and pass judgment upon complaints alleging non-observance, in form or in substance, of the provisions of contracts of employment, of the Staff Regulations and Staff Rules, or of the Regulations of the Staff Superannuation and Benevolent Funds. The United Nations Appeals Tribunal shall be competent to hear and pass judgment upon complaints alleging non-observance, in form or in substance, of the provisions of the Regulations of the United Nations Joint Staff Pension Fund.

3. Unless expressly authorized by the Secretary-General, no appeal or complaint shall be made to a Tribunal before the appeal procedure provided for in the present chapter or, as the case may be, in the relevant provisions of the Regulations and Rules of the Staff Superannuation and Benevolent Funds or of the United Nations Joint Staff Pension Fund, has been exhausted.

## CHAPTER XII

## FINAL PROVISIONS

### **Regulation 12.1**                      **General provisions**

These Regulations may be supplemented or amended by the Council, without prejudice to any conditions of service quoted in the letters of appointment or contract of individual staff members and provided that, up to the date of amending the Regulations in force, there shall be no interference with the applications of the said Regulations to a staff member and that the amended Regulations shall have no retroactive effect.

### **Regulation 12.1 bis**                      **Gender perspective in Staff Regulations and Staff Rules**

- a)            The Secretary-General shall ensure that equality of treatment between female and male staff is observed in the development and the implementation of human resource management policies and practices.
- b)            The Secretary-General shall endeavour to ensure that both women and men are represented in the statutory committees or boards under these Regulations.
- c)            In the Staff Regulations and Staff Rules, reference to staff members, as well as any other occupational designation, shall apply equally to men and women, unless clearly inappropriate from the context.

### **Rule 12.1.1**                                      **Deleted.**

### **Rule 12.1.2**                                      **Amendment of and exceptions to Staff Rules**

- a)            These Rules may be supplemented or amended by the Secretary-General, without prejudice to any condition of service quoted in the letters of appointment or contract of individual staff members and provided that, up to the date of amending the Rules in force, there shall be no interference with the application of the said Rules to a staff member, given that the amended Rules shall have no retroactive effect.
- b)            Exceptions to the Staff Rules may be made by the Secretary-General, provided that no exception is inconsistent with any Staff Regulation or other decision of the Council, and provided further that it is agreed to by the staff member directly affected and is, in the opinion of the Secretary-General, not prejudicial to the interests of the Union or of any other staff member or group of staff members.

**Rule 12.1.3****Liability and liability insurance**

- a) Staff members shall not normally be required to use their private automobiles on official business; should they do so, it shall be at their own risk without involving the Union's liability in any way.
- b) Staff members who are expressly requested to use their automobiles shall carry public liability and property damage insurance in an amount sufficient to insure them against third party claims for injury, death or damage to property caused by their automobiles.

**Rule 12.1.3 *bis*****Staff member's beneficiaries**

- a) At the time of his appointment, a staff member shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Secretary-General. It shall be the responsibility of the staff member to notify the Secretary-General of any changes concerning the beneficiaries.
- b) In the event of the death of a staff member, all amounts standing to the staff member's credit shall be paid to his nominated beneficiary or beneficiaries, subject to the terms of the Staff Regulations and Staff Rules and of the Joint Staff Pension Fund Regulations and Rules. Such payment shall afford the Union a complete release from all further liability in respect of any sum so paid.
- c) If a nominated beneficiary does not survive, or if a designation of beneficiary has not been made or has been revoked, the amount standing to the credit of a staff member shall, upon the staff member's death, be paid to his estate.

**Rule 12.1.4****Compensation for loss or damage to personal effects attributable to service**

Staff members shall be entitled, within the limits and under the terms and conditions established by the Secretary-General, to reasonable compensation in the event of loss or damage to their personal effects determined to be directly attributable to the performance of official duties in the service of the Union.

**Rule 12.1.5****Deleted.**

**Rule 12.1.6 Proprietary rights**

All rights, including title, copyright and rights to inventions, etc., relating to work carried out by staff members during the course of their official duties, shall be vested in the Union, which shall normally ensure publication of the inventions for the benefit of all its Members. The inventor shall be entitled to have his name associated with the publication or with the patent, as appropriate.

**Rule 12.1.7 Entry into force**

These Staff Regulations and Staff Rules shall enter into force on 1 January 1960 for all staff members of the Union.

**Rule 12.1.8 Deleted.**

**Regulation 12.2 Appointed staff of the Union standing for election or elected to an elected official post**

1. a) An appointed staff member of the Union standing for election to one of the elected official posts referred to, respectively, in Article 9 of the Constitution and Article 2 of the Convention of the Union (Geneva, 1992) shall automatically be placed on special leave without pay by the Secretary-General, in accordance with Regulation 5.2 of the Staff Regulations and Staff Rules for appointed staff, with effect from the day following the date of submission of his candidature to the Secretary-General.
- b) i) If the appointed staff member is not elected, the period of his special leave without pay shall come to an end not later than five working days following the date on which the Plenipotentiary Conference completed the election for the elected official post in question, in order to enable him to resume his duties at Union headquarters upon expiry of his special leave.
- ii) If he is elected, the period of his special leave without pay shall end on the day following his election, so as to enable him to participate in the work of the Conference as a member of its secretariat.
- c) Apart from those expenses incurred under the circumstances referred to in b) ii) above, which shall be borne by the Union, no other expenses incurred by an appointed staff member in connection with his candidature for an elected official post shall be borne by the Union.

2.
  - a) An appointed staff member who has been elected to a post of elected official of the Union by a Plenipotentiary Conference must resign from his post as appointed staff member. This resignation shall take effect not later than the day preceding the date of entry on duty as an elected official, as determined by the Plenipotentiary Conference.
  - b) Although three (3) months' notice of resignation is normally required for staff appointed on a continuing basis, and thirty (30) or sixty (60) days' notice, as appropriate, for staff appointed on a fixed-term basis, the Secretary-General shall be bound to accept a shorter period of notice from an elected official to take account of the date of entry on duty set by the Plenipotentiary Conference for the elected official post (see a) above).
  - c) The resignation of an appointed staff member following his election to an elected official post shall be subject to the relevant provisions of the Staff Regulations and Staff Rules for appointed staff, with due regard, where applicable, to the conditions of service set forth in his letter of appointment.
3. As regards the contractual status of an elected official, periods of service as an appointed staff member and periods of service as an elected official shall be taken into account in calculating length of service for the purposes of sick leave, annual leave, home leave, maternity leave, compensation for death, termination indemnity and repatriation grant. Length of service shall be understood to be the total period during which such an official has been in continuous and full-time service with the Union. Any periods of prior service for which indemnities due at the time of a separation from service have already been paid shall not be taken into account in the above-mentioned calculations.

### **Regulation 12.3**

### **Application of the Staff Regulations and Staff Rules**

In case of doubt as regards the interpretation or application of the Staff Regulations and Staff Rules, the Secretary-General shall be guided by United Nations practice.

## ANNEX 1

### RESOLUTION 48 (Rev. Dubai, 2018)

#### **Human resources management and development**

The Plenipotentiary Conference of the International Telecommunication Union (Dubai, 2018),

*recognizing*

No. 154 of the ITU Constitution<sup>1</sup>, according to which ITU is required to recruit staff on the basis of the highest standards of efficiency, competence and integrity,

*recalling*

- a) Resolution 70 (Rev. Dubai, 2018) of this conference, on mainstreaming a gender perspective in ITU and promotion of gender equality and the empowerment of women through telecommunications/information and communication technologies (ICTs), which resolves to accord high priority to the incorporation of gender policies in the management, staffing and operation of ITU;
- b) the strategic plan for the Union as described in Resolution 71 (Rev. Dubai, 2018) of this conference, and the need for highly skilled and motivated staff to attain the goals contained therein;
- c) Resolution 151 (Rev. Dubai, 2018) of this conference, which instructs the Secretary-General to continue to improve methodologies associated with results-based management (RBM) and results-based budgeting (RBB), at the levels of planning and implementation;
- d) Decision 5 (Rev. Dubai, 2018) of this conference, which indicates the resource limitations for the period 2020-2023 and specifies goals and objectives in regard to improving the efficiency of ITU activities;
- e) the request by the United Nations Chief Executives Board for all United Nations specialized agencies to prepare their gender parity strategy in order to implement the United Nations system-wide parity strategy launched by the United Nations Secretary-General in September 2017,

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<sup>1</sup> No. 154 of the Constitution: "2. The paramount consideration in the recruitment of staff and in the determination of the conditions of service shall be the necessity of securing for the Union the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible."

*noting*

- a) the various policies<sup>2</sup> which have an impact on the ITU staff including, *inter alia*, the Standards of Conduct for the International Civil Service established by the International Civil Service Commission (ICSC), the ITU Staff Regulations and Staff Rules and the ITU ethics policies;
- b) the adoption of a number of resolutions since 1996 by the United Nations General Assembly (UNGA), highlighting the need for gender balance throughout the United Nations system;
- c) that gender equality is not simply a basic human right but a prerequisite for achieving peace, prosperity and sustainable development (Sustainable Development Goal SDG 5: Achieve gender equality and empower all women and girls);
- d) UNGA Resolution 70/1, on transforming our world: the 2030 Sustainable Development Agenda, which affirmed a comprehensive, far-reaching and people-centred set of universal and transformative goals and targets;
- e) UNGA Resolution 72/235, on human resources development, which stresses among other things that technological changes and breakthroughs are expanding at a rapid pace and impacting the world of work and that, in this regard, the development of human resources needs to keep pace and be supported by proactive strategies, investments and normative frameworks to address emerging issues relating to the future of work, education and training;
- f) UNGA Resolution 72/234, on women in development, which recalls the commitment to promote gender equality and the empowerment of women and girls including through the SDGs;
- g) Resolution 25 (Rev. Dubai, 2018) of this conference, on strengthening the regional presence, and specifically on the importance of the role played by the regional offices in disseminating information on ITU's activities to its Member States and Sector Members, and that there is a need for ongoing evaluation of the staffing requirement for regional and area offices;
- h) ITU Council Resolution 1299 (2008), which instructed the Secretary-General to prepare, in collaboration with the ITU Staff Council, a comprehensive human resources strategic plan (HRSP);

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<sup>2</sup> Such as contractual policy, succession planning, human resources training and development, etc.



- i)* Council Resolution 1106 (1996, last modified 2001), on implementation of the recommendations of the Tripartite Consultative Group on human resources management, which reflects issues relating to incentive payments and staff promotion;
- j)* Council Decision 517 (2004, last modified 2009), on strengthening the dialogue between the Secretary-General and the ITU Staff Council;
- k)* other Council decisions and resolutions relating to various aspects of human resources management;
- l)* the United Nations System-Wide Action Plan 2.0 on gender equality and the empowerment of women (UN-SWAP);
- m)* the United Nations Secretary-General's report on special measures for protection from sexual exploitation and abuse and the zero-tolerance policy;
- n)* the recommendations relevant to human resources management in the report of the United Nations Joint Inspection Unit (JIU) on review of management and administration in ITU, published in 2016,

*noting with concern*

the findings of the JIU report entitled "Review of Whistle-Blower Policies and Practices in United Nations System Organizations" with respect to the Union,

*welcoming*

- a)* the report of the United Nations Secretary-General on shifting the management paradigm in the United Nations (Document A/72/492), specifically the section on simplifying human resources management, as well its Addendum 2 entitled "Shifting the management paradigm in the United Nations: implementing a new management architecture for improved effectiveness and strengthened accountability";
- b)* UNGA Resolution 72/266B on shifting the management paradigm in the United Nations,

*considering*

- a)* the high value of the human resources of ITU and of the effective management of those resources for the fulfilment of its goals;
- b)* that ITU's human resources strategies should emphasize the importance of developing and maintaining a well-trained and geographically equitable staff, while recognizing budget constraints;

- c) the value, both to the Union and to the staff, of developing those resources to the fullest extent possible through various human resources development activities, including in-service training and training activities in accordance with staffing levels;
- d) the impact on the Union and its staff of the continuing evolution of activities in the field of telecommunications and the need for the Union and its human resources to adapt to this evolution through training and staff development;
- e) the importance of human resources management and development in support of ITU's strategic orientations and goals;
- f) the need to follow a recruitment policy appropriate to the requirements of the Union, including the redeployment of posts and recruitment of specialists both at the start of their career and with experience in other organizations;
- g) the need to achieve equitable geographical distribution of appointed staff of the Union;
- h) the need to facilitate the recruitment of more women in the Professional and higher categories, especially at the senior levels;
- i) the need for ITU to improve its strategic outreach so that more women apply for ITU vacancies, especially from developing countries<sup>3</sup>;
- j) the constant advances made in telecommunication and information and communication technology and operation and the corresponding need to recruit specialists of the highest standard of competence;
- k) the importance of promoting gender mainstreaming and equal representation of women,

*resolves*

- 1 that the management and development of ITU's human resources should continue to be compatible with the mission, values, goals and activities of the Union and with the United Nations common system;
- 2 that ICSC recommendations approved by the UNGA should continue to be implemented;
- 3 that within available financial resources, and to the extent practicable, vacancies should be filled through greater mobility of existing staff;

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<sup>3</sup> These include the least developed countries, small island developing states, landlocked developing countries and countries with economies in transition.

4 that internal mobility should, to the extent practicable, be coupled with training so that staff can be used where they are most needed;

5 that internal mobility should be applied, to the extent feasible, to cover needs when staff retire or leave ITU in order to reduce staffing levels without terminating contracts;

6 that, pursuant to *recognizing* above, staff in the Professional and higher categories shall continue to be recruited on an international basis and that posts identified for external recruitment shall be advertised as widely as possible and communicated to the administrations of all Member States of the Union and through the regional offices; however, reasonable promotion possibilities must continue to be offered to existing staff;

7 that, when filling vacant posts by international recruitment, in choosing between candidates who meet the qualification requirements for a post, preference shall be given to candidates from regions of the world which are under-represented in the staffing of the Union, taking into account the balance between female and male staff mandated by the United Nations common system;

8 that, when filling vacant posts by international recruitment and when no candidate fulfils all the qualification requirements, recruitment can take place at one grade below, on the understanding that the candidate will have to fulfil certain conditions before being given the full responsibilities of the post and promotion to the grade of the post;

9 to assess the impact of the decisions taken under this resolution to ensure that it is delivering the expected outputs,

*instructs the Secretary-General*

1 to implement best-practice human resources policies and practices to ensure ITU achieves its management goals, taking into account the United Nations Secretary-General's system-wide parity strategy as well as the matters outlined in Annex 1 to this resolution;

2 to prepare and implement, with the assistance of the Coordination Committee, and in collaboration with the regional offices, a four-year HRSP aligned with the ITU strategic and financial plans, that includes benchmarks, to respond to the needs of the Union, its membership and its staff;

3 to improve and implement recruitment policies and procedures designed to facilitate equitable geographical and gender representation among appointed staff (see Annex 2 to this resolution);

4 to recruit, as appropriate within the available financial resources, and taking into account geographical distribution and balance between female and male staff, specialists who are starting their careers at the P.1/P.2 level;

5 with a view to further training in order to enhance professional competence in the Union, based on consultations with staff members, as appropriate, to examine and report to the Council how a programme of training for both managers and their staff could be implemented within the available financial resources throughout the Union;

6 to continue to submit to the Council annual reports on the implementation of the HRSP, including issues relating to relations between management and staff, and to provide to the Council, electronically where possible, statistics related to the HRSP, and on other measures adopted in pursuance of this resolution;

7 as required under the United Nations Secretary-General's report on special measures for protection from sexual exploitation and abuse, to report and provide updates to the Council on progress made with regard to sexual exploitation and abuse and sexual harassment in the workplace, as appropriate;

8 to address the findings of the JIU report entitled "Review of Whistle-Blower Policies and Practices in United Nations System Organizations" with respect to the Union, and report to the Council on actions taken,

*instructs the ITU Council*

1 to examine and approve the four-year HRSP drawn up in accordance with *instructs the Secretary-General 2*, and consider annual reports on the implementation of the HRSP and of this resolution, and decide on the measures needed;

2 to ensure that the necessary staff and financial resources are made available for addressing issues related to human resources management and development in ITU as they emerge, within approved budget levels;

3 to allocate the appropriate resources for in-service training in accordance with an established programme, representing, to the extent practicable, a target of 3 per cent of the budget allocated to staff costs;

4 to follow with the greatest attention the question of recruitment and to adopt, within existing resources and consistent with the United Nations common system, the measures it deems necessary to secure an adequate number of qualified candidates for Union posts, particularly taking account of *considering b), c) and h)* above.

## ANNEX 1 TO RESOLUTION 48 (Rev. Dubai, 2018)

### **Matters for reporting to the Council on staff issues, including staff in regional and area offices, and recruitment issues**

- Alignment between the Union's strategic priorities and staff functions and posts
- Staff career and staff promotion policy
- Contracts policy
- Compliance with United Nations common system policies/recommendations
- Use of best practices
- Staff recruitment processes and openness
- Balance between external and internal recruitment
- Employment of persons with disabilities, including services and facilities for staff with disabilities
- Voluntary separation and early-retirement programmes
- Succession planning
- Short-term posts
- General characteristics of implementation of a human resources development plan indicating outcomes of work designed to "ensure effective and efficient use of human, financial and capital resources, as well as a safe and secure working environment that is conducive to work"
- Total staff development spend, including a breakdown by specific items of the development plan
- Analysis of the consistency of ITU's compensation package with the United Nations common system, with a view to examining all elements of staff compensation together with other human resources elements, in order to seek ways of reducing the burden on the budget
- Improvements to human resources services
- Performance evaluation and appraisals
- Staff in regional and area offices
- In-service training (with interruption of duties)
- External training (with interruption of duties)

- Geographical representation
- Gender balance
- Staff breakdown by age
- Social protection of staff
- Flexibility of working conditions
- Relationship between management and staff
- Workplace diversity
- Use of modern management tools
- Ensuring occupational safety
- Staff morale and measures to improve it
- Reflecting the views of all staff on various aspects of work and relations in the organization using surveys and questionnaires (as required) to collect data
- Conclusions and proposals based on the identification and analysis of strengths and weaknesses (risks) in regard to staff development in the Union and proposed modifications to the Staff Regulations and Staff Rules
- Measures related to facilitating the recruitment of women, as outlined in Annex 2 to this resolution
- Assessing the impact of implementation of this resolution.

## ANNEX 2 TO RESOLUTION 48 (Rev. Dubai, 2018)

### **Facilitating the recruitment of women at ITU**

1 ITU should advertise vacancy notices as widely as possible to encourage employment applications from women.

2 ITU Member States are encouraged to put forward female candidates.

3 Vacancy notices should encourage the submission of applications from women.

4 ITU recruitment procedures should be amended to ensure that, if the number of applications so allows, at every screening level, 50 per cent of all candidates moving forward to the next level are women.

5 In grade levels where gender balance targets are not met, the hiring manager shall prepare a memo justifying the proposal of a candidate that does not improve ITU's gender representation, also taking into consideration geographical distribution.

6 Conditions should be created for advanced training and career development for women at work and outside work.

## ANNEX 2

### **RATES OF TRAVEL SUBSISTENCE ALLOWANCE AND SUBSISTENCE ALLOWANCE FOR COMPUTING SETTLING-IN GRANT**

1. A distinction shall be made between the rates payable during the first 60 days in any one location and the rates payable here after. The rates for the first 60 days shall be established in US dollars and in local currency. The rates applicable after the first 60 days are established in local currency only. The rates quoted in local currency payable during the first 60 days shall be established, subject to minimum rounding, using US dollar rates of exchange applied by the United Nations. The first 60 days in any one location shall be understood to mean the first 60 days, consecutive or otherwise, within any one authorized journey or tour of temporary duty away from the official duty station.
2. The rates appearing in the United Nations schedule shall apply to the travel of staff in grades P.5 and below.
3. In the case of elected officials and officials in the Senior Counsellors category, the daily subsistence allowances shall be computed on the basis of the US dollar rates published for the first 60 days.
  - a) The rates for elected officials will be 40% (rounded to the nearest US dollar) above the normal rates but may be subject to reduction after 60 days in any one location.
  - b) The rates for the first 60 days for staff in the Senior Counsellors category shall be 15% above the published rates (rounded to the nearest US dollar). The 15% factor shall not apply to rates for periods after 60 days in any one location.
4. The settling-in grant shall be computed on the basis of the rates payable under the revised system during the first 60 days. The level of the settling-in grant shall be uniform for all staff, except that in respect of elected officials and officials in the Senior Counsellors category the level of the grant shall be adjusted in accordance with the provisions of paragraph 3 above.



## ANNEX 3

### Unified Annual Salary Scale for the Professional and higher categories

(Annual gross salaries and net equivalents after application of staff assessment)  
(US dollars – Effective 1 January 2020)

		STEPS												
Grade		1	2	3	4	5	6	7	8	9	10	11	12	13
<b>D2</b>	Gross	145717	148886	152179	155542	158906	162270	165629	168992	172353	175714			
	Net	111502	113720	115938	118158	120378	122598	124815	127035	129253	131471			
<b>D1</b>	Gross	130429	133211	135999	138784	141560	144347	147130	149910	152861	155811	158762	161711	164665
	Net	100800	102748	104699	106649	108592	110543	112491	114437	116388	118335	120283	122229	124179
<b>P5</b>	Gross	112374	114743	117113	119477	121847	124213	126584	128950	131319	133684	136054	138419	140790
	Net	88162	89820	91479	93134	94793	96449	98109	99765	101423	103079	104738	106393	108053
<b>P4</b>	Gross	92126	94232	96336	98441	100591	102876	105164	107449	109733	112016	114304	116584	118870
	Net	73516	75116	76715	78315	79914	81513	83115	84714	86313	87911	89513	91109	92709
<b>P3</b>	Gross	75608	77557	79504	81450	83400	85346	87293	89245	91191	93138	95089	97037	98986
	Net	60962	62443	63923	65402	66884	68363	69843	71326	72805	74285	75768	77248	78729
<b>P2</b>	Gross	58414	60157	61897	63639	65383	67128	68872	70609	72354	74095	75837	77582	79322
	Net	47895	49219	50542	51866	53191	54517	55843	57163	58489	59812	61136	62462	63785
<b>P1</b>	Gross	45133	46487	47841	49195	50599	52079	53557	55037	56514	57995	59472	60950	62429
	Net	37460	38584	39708	40832	41955	43080	44203	45328	46451	47576	48699	49822	50946

### Pay points for staff beyond the maximum salaries on the unified salary scale

(Effective 1 January 2020) - (United States dollars)

Grade		1P	2P
<b>P4</b>	Gross	121159	123444
	Net	94311	95911
<b>P3</b>	Gross	101011	103126
	Net	80208	81688
<b>P2</b>	Gross	81064	
	Net	65109	
<b>P1</b>	Gross	63908	
	Net	52070	

## ANNEX 4

### ANNUAL SALARY SCALE (in Swiss francs) applicable to staff in the General Service category in Geneva (Effective: 1<sup>st</sup> September 2019)

(Annual gross salaries and net equivalents after application of staff assessment)

Grade		STEP												Annual step increment
		1	2	3	4	5	6	7	8	9	10	11	12*	
<b>G.1</b>	(Gross)	69311	71743	74175	76607	79041	81507	83973	86439	88906	91372	93838	96304	1751
	(Gross Pens.) (Net)	67813	70179	72548	74914	77281	79649	82016	84383	86790	89329	91867	94406	
	(Net Pens.)	53059	54810	56561	58312	60063	61814	63565	65316	67067	68818	70569	72320	
	(Net Pens.)	53059	54810	56561	58312	60063	61814	63565	65316	67067	68818	70569	72320	
<b>G.2</b>	(Gross)	75944	78597	81283	83973	86663	89354	92044	94734	97424	100114	102804	105494	1910
	(Gross Pens.) (Net)	74273	76853	79435	82016	84596	87248	90016	92784	95552	98319	101087	103854	
	(Net Pens.)	57835	59745	61655	63565	65475	67385	69295	71205	73115	75025	76935	78845	
	(Net Pens.)	57835	59745	61655	63565	65475	67385	69295	71205	73115	75025	76935	78845	
<b>G.3</b>	(Gross)	83199	86128	89058	91987	94917	97846	100776	103706	106635	109565	112494	115424	2080
	(Gross Pens.) (Net)	81278	84088	86948	89963	92975	95988	99001	102015	105029	108042	111055	114069	
	(Net Pens.)	63015	65095	67175	69255	71335	73415	75495	77575	79655	81735	83815	85895	
	(Net Pens.)	63015	65095	67175	69255	71335	73415	75495	77575	79655	81735	83815	85895	
<b>G.4</b>	(Gross)	91262	94461	97659	100858	104056	107255	110454	113652	116851	120049	123248	126446	2271
	(Gross Pens.) (Net)	89210	92501	95793	99085	102376	105667	108958	112249	115542	118832	122123	125414	
	(Net Pens.)	68740	71011	73282	75553	77824	80095	82366	84637	86908	89179	91450	93721	
	(Net Pens.)	68740	71011	73282	75553	77824	80095	82366	84637	86908	89179	91450	93721	
<b>G.5</b>	(Gross)	100408	103904	107400	110896	114392	117887	121383	124879	128375	131870	135366	138862	2482
	(Gross Pens.) (Net)	98622	102218	105817	109413	113011	116608	120206	123803	127401	130997	134596	138194	
	(Net Pens.)	75234	77716	80198	82680	85162	87644	90126	92608	95090	97572	100054	102536	
	(Net Pens.)	75234	77716	80198	82680	85162	87644	90126	92608	95090	97572	100054	102536	
<b>G.6</b>	(Gross)	110503	114328	118154	121979	125804	129630	133455	137280	141106	144931	148756	152582	2716
	(Gross Pens.) (Net)	109011	112947	116883	120819	124756	128692	132628	136564	140499	144436	148372	152308	
	(Net Pens.)	82401	85117	87833	90549	93265	95981	98697	101413	104129	106845	109561	112277	
	(Net Pens.)	82401	85117	87833	90549	93265	95981	98697	101413	104129	106845	109561	112277	
<b>G.7</b>	(Gross)	121510	125703	129896	134089	138282	142475	146668	150861	155054	159246	163439	167632	2977
	(Gross Pens.) (Net)	120326	124644	128959	133275	137592	141906	146224	150539	154855	159172	163486	167803	
	(Net Pens.)	90216	93193	96170	99147	102124	105101	108078	111055	114032	117009	119986	122963	
	(Net Pens.)	90216	93193	96170	99147	102124	105101	108078	111055	114032	117009	119986	122963	

\* Long-service step (Staff Regulation 3.4.c)



## ANNEX 5

### Staff Assessment Rates

#### I. Professional and higher categories

**A. Staff assessment rates for pensionable remuneration purposes**  
(Effective 1 January 1997)

Total assessable payments per year (in US dollars)	Staff assessment rates for purposes of pensionable remuneration and pensions (percentage)
Up to 20 000 per year	11
20 001 to 40 000 per year	18
40 001 to 60 000 per year	25
60 001 and above per year	30

**B. Staff assessment rates used in conjunction with gross base salaries and the gross amounts of separation payments**

**Staff assessment rates to be used with the unified salary scale**

Bracket			
From	To	Bracket size	Percentage
-	50 000	50 000	17
50 000	100 000	50 000	24
100 000	150 000	50 000	30
150 000	Upward	-	34

## II. General Services category

### A. Staff assessment rates for pensionable remuneration purposes (Effective 1 January 1997)

Total assessable payments per year (in US dollars)	Staff assessment rates for purposes of pensionable remuneration and pensions (percentage)
Up to 20 000 per year	19
20 001 to 40 000 per year	23
40 001 to 60 000 per year	26
60 001 and above per year	31

## ANNEX 6

### **Education grant Global sliding scale for reimbursement**

(Effective from school year in progress on 1 January 2018)

<b>Claim amount in USD</b>	<b>Reimbursement rate (percentage)</b>
0 – 11,600	86
11,601 – 17,400	81
17,401 – 23,200	76
23,201 – 29,000	71
29,001 – 34,800	66
34,801 – 40,600	61
> 40,601	0

## ANNEX 7

### Dependency and secondary dependency Allowances

**A. Amounts of children's and secondary dependency allowances for staff members in the Professional and higher categories in designated countries (Effective 1 January 2011)**

Country/zone	Currency	Eligible Staff on board an in receipt of allowance prior to 1 January 2007		Staff who become eligible on or after 1 January 2007		Staff who become eligible on or after January 2009* / on or After 1 February 2009**	
		Children's allowance	Secondary dependency allowance	Children's allowance	Secondary dependency allowance	Children's allowance	Secondary dependency allowance
Switzerland**	Swiss franc	3183	1248	3069	1200	2787	975
United States*	USD	2929	1025	2929	1025	2929	1025
Rest of the World*	USD	2929	1025	2929	1025	2929	1025

**B. Applicable to staff in the General Service category in Geneva as from 1 September 2016**

**I. DEPENDENCY ALLOWANCES**

Swiss francs net per year

a) dependent spouse	7'939
b) dependent child (except for c) below)	6'398
c) first dependent child of a single, widowed, divorced or legally separated staff member	13'183
d) secondary dependent	2'515



## ANNEX 8

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## ANNEX 9

### Field allowances Flat annual amounts payable in US Dollars

(Effective 1 July 2016)

#### A. Hardship allowance

Hardship category	P.1 – P.3	P.4 – P.5	D.1 and above
A	-	-	-
B	5,810	6,970	8,140
C	10,470	12,780	15,110
D	13,950	16,280	18,590
E	17,440	20,920	23,250

#### B. Non-family service allowance

Eligible staff with recognized dependants	Eligible staff with no dependants
19,800	7,500

#### C. Mobility incentive

P.1 – P.3	P.4 – P.5	D.1 and above
6,500	8,125	9,750

## ANNEX 10

**HOURLY OVERTIME PAYMENT (in Swiss francs)**  
**Applicable to staff members in the General Service category**  
**from 1 September 2019**

<b>Grade</b>	<b>Ordinary</b>	<b>Special</b>
G.1	44.60	59.45
G.2	48.60	64.80
G.3	52.95	70.60
G.4	57.75	77.00
G.5	63.20	84.25
G.6	69.20	92.30
G.7	75.80	101.05