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STAFF REGULATIONS

AND

STAFF RULES

FOR ELECTED OFFICIALS



General Secretariat
of the
International Telecommunication Union

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STAFF REGULATIONS AND STAFF RULES
APPLICABLE TO ELECTED OFFICIALS

PREAMBLE

The following Staff Regulations and Staff Rules which supplement pertinent provisions in the Constitution and Convention of the International Telecommunication Union are applicable to elected officials.

Scope and purpose

The Staff Regulations applicable to all elected officials embody the fundamental conditions of service and the basic rights, duties and obligations of these officials. They represent the broad principles of personnel policy incumbent on these elected officials. The Secretary-General, as the Chief Administrative Officer, shall provide and enforce such Staff Rules consistent with these principles as he considers necessary, subject to the provisions of Chapter XI of these Regulations and taking into account as far as possible the rules and practice of the United Nations common system.

CHAPTER I

DUTIES, OBLIGATIONS AND PRIVILEGES

Regulation I.1

Status of elected officials

The elected officials 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 interest of the Union only in view.

Regulation I.2

Conduct

In the performance of their duties with the Union, elected officials shall neither seek nor accept instructions from any government or from any other authority external to the Union.

Regulation I.3

Conduct

Elected officials 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 discharge of their superior 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 or which is inconsistent or incompatible with the policy or decisions of the Plenipotentiary Conference or the Council. 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 I.4

Outside activities and interests

a) Elected officials shall not engage in any continuous or recurring occupation or hold any remunerated office outside the Union. An exception may be made in the case of cultural, scientific or artistic activities where in the opinion of the Secretary-General such activities are not detrimental to the interests of the Union and the remuneration is nominal. They may not accept any gratuities or favours from firms or private individuals concerned with telecommunications or having commercial relations with the Union.

b) Elected officials shall not, except in the normal course of official duties, perform any one of the following act, if such acts relates 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 I.5 Communication of information

Elected officials 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. They shall not at any time use such information for private advantage. These obligations do not cease upon separation from the Union.

Regulation I.6 Honours and gifts

No elected official 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 elected official's status as an international civil servant. Should a disagreement arise between an elected official and the Secretary-General in respect of this regulation which cannot be resolved by the Secretary-General, then he shall be guided by the advice of the Coordination Committee. Should the matter still not be resolved by the Secretary-General with the advice of the Coordination Committee, it shall be referred to the next session of the Council.

Regulation I.7 Political activities

Elected officials 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 I.8**Privileges and immunities**

- a) Elected officials 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 elected officials for non-performance of their private obligations or failure to observe laws and police regulations. In any case where these privileges, immunities and facilities arise the elected official shall immediately report to the Secretary-General who will decide whether they shall be waived.

Regulation I.9**Oath or declaration**

Elected officials 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."

Regulation I.10**Oath or declaration**

If he is not already an elected official of the Union, a Secretary-General, Deputy Secretary-General, Director of the Radiocommunication Bureau, the Telecommunication Standardization Bureau or the Telecommunication Development Bureau shall make the oath or declaration orally before the Plenipotentiary Conference or Council by which he was elected or appointed, as the case may be, or, if he is not present at the time of his election or appointment, before the Coordination Committee on taking up his duties in Geneva.

CHAPTER II

SALARIES AND ALLOWANCES

Regulation II.1

Salaries and allowances

1. The salaries of elected officials shall be set in accordance with the provisions of Resolution 46 adopted by the Plenipotentiary Conference (Kyoto, 1994). A staff assessment shall be applied to the gross salaries at the rates specified in Annex III to Staff Regulations. The amount remaining after deduction of this assessment shall be the net salary.
2. The assessment shall be calculated according to the rates set out in Annex III to these Regulations.

Regulation II.2

Post adjustment

- a) In order to adjust for cost-of-living variations in Geneva in relation to a base index, there shall be added to the elected official's net basic salary a post adjustment the amount of which shall be determined by multiplying 1% of that net basic 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 Geneva and the corresponding multiplier shall be determined at regular intervals by the International Civil Service Commission.

Regulation II.3

Education grant

1. The Secretary-General shall establish terms and conditions under which an education grant shall be available to an elected official of other than Swiss nationality whose 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 dependent child's resettlement in the elected official's home country;
2. 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 an elected official 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.

3. Travel costs of a child of an elected official 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 elected official's duty station. Such travel shall be by a route approved by the Secretary-General.

Rule II.3.1 Definitions

For the purposes of education grant entitlements:

- a) "Child" shall be a child for whom the elected official has the responsibility in accordance with Rule II.4.
- 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 elected official. If both parents are eligible staff members, "home country" shall be the country of home leave of either parent.
- d) "Admissible expenses" shall be tuition, mother tongue language tuition and enrolment-related fees

Rule II.3.2 Eligibility

- 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 the earlier. The grant will 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 II.3.3 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 IV to Staff Regulations.

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

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

4. Where the period of service of the elected official does not cover the full scholastic year, the amount of the grant (including reimbursement of capital assessment fees, where applicable) shall normally be that proportion of the annual grant which the period of service bears to the full scholastic year.

5. 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 II.3.4 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 II.3.2, paragraph 1.d).

Rule II.3.5**Claims**

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

Rule II.3.6**Special education grant for disabled children**

1. A special education grant for disabled children shall be available to elected officials, regardless of whether or not they are serving in their home country.
2. Admissible expenses for the special education grant referred to in Regulation II.3, paragraph 2 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 to a maximum reimbursement equal to the upper limit of the top bracket of the global sliding scale established in Annex IV 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 IV 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 the present Regulation, 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 of calendar year, the amount of the grant (including reimbursement of capital assessment fees, where applicable), shall normally be that proportion of the annual grant 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 elected official 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 elected official.

Regulation II.4 Dependency allowances

1. Elected officials 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 elected official 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 elected official 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 elected official receives a single parent allowance.
 - c) The elected official 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 elected official shall receive a special child allowance for each disabled child. However, if the elected official 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 1.b) above.
 - e) Where there is no dependent spouse, the elected official 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 elected officials, the amount of any dependency allowance received by the elected official 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 elected official 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 II.4.1 Definition of dependency

For the purpose of these Staff Regulations and Staff Rules:

- a) A "*dependant 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 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 1, for New York);
- b) A "single parent" shall be an elected officials who fulfils 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. an elected official's natural or legally adopted child, or
 - b. an elected official's stepchild, if residing with the elected official,

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 elected official 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 an elected official. 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) An elected official 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 elected official;
 - b. where legal adoption is not possible and the child is residing with the elected official 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 elected official 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 II.4.2

Amount of the dependency allowance

1. Subject to the conditions set out in Staff Rule II.4 and Staff Rule II.4.1 above, dependency allowances shall be paid to eligible elected officials as indicated under Section 3 below. If both husband and wife 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 b) and/or d) of Section 3 below; the other may claim only under subparagraph e) of Section 3 below, if otherwise entitled.

2. The full amount of the dependency allowance provided under this Rule in respect of a dependent child shall be payable, except where the elected official 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 allowance payable under this Regulation shall be approximately the difference between the amount of such a grant and that of the dependency allowance 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.

3. An elected official shall be entitled to receive the following non-pensionable dependency 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 V to these Regulations;
- c) for elected officials who are single parents, a single parent allowance in respect of the first dependent 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 V to these Regulations;
- e) for a secondary dependant, a single secondary dependant allowance at the amount established in local currency as provided in Annex V to Staff Regulations.

Rule II.4.3 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 and the elected official shall notify immediately to the Secretary-General any change in the status of a dependant affecting the payment of this allowance.

Regulation II.5 Salary advances

- a) Salary advances may be made upon request.
- b) Advances granted 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 repaid.

Regulation II.6 Pensionable remuneration

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

Regulation II.7 Deduction from salary

Deduction shall be made, each month, from the total payments due to each elected official:

- 1) for contributions to the United Nations Joint Staff Pension Fund based on the elected official's pensionable remuneration as defined in Regulation II.6;
- 2) for contribution to the Staff Health Insurance Fund and for any sum effectively owed to the Fund by the elected official;
- 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 elected official.

Rule II.8.1 Retroactivity of payments

An elected official 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 a written claim within one year following the date on which he would have been entitled to the initial payment.

CHAPTER III

APPOINTMENT

Regulation III.1

Effective date of appointment

- a) The appointment of every elected official shall take effect from the date on which he enters into official travel status to assume his duties, or if no official travel is involved, from the date on which he starts to perform his duties.
- b) The effective date of appointment of an elected official who reports for duty on the first working day of a month is the 1st of the month (or earlier if his travel time begins before the 1st of the month) even if this should fall during a week-end or an official holiday.

Regulation III.2

Travel and removal expenses on appointment and separation

Elected officials shall be reimbursed their travel expenses upon nomination and on separation for themselves and their eligible dependants, as well as expenses incurred in respect of removal of their household effects.

Regulation III.3

Medical examinations

- a) Elected officials are required at the request of the Council or the Secretary-General at times fixed by the Union's Medical Adviser to satisfy him, 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.
- b) Elected officials are also required to undergo such medical examinations and receive such inoculations as may be required by the Union's Medical Adviser before they go on or after they return from mission.

Regulation III.4

Notification by elected officials and obligation to supply information

Elected officials 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 III.4.1**Information to be supplied by elected officials**

- a) Elected officials 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) An elected official 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.

Regulation III.5**Letter of appointment**

- a) Upon election, each elected official shall receive a letter of appointment signed by the Chairman of the Plenipotentiary Conference by which he was elected. The letter of appointment shall state:
 - i) that the appointment is subject to the relevant provisions of the Constitution and Convention of the International Telecommunication Union and the Staff Regulations and Staff Rules, and to changes which may be duly made to such provisions from time to time;
 - ii) the nature of the appointment;
 - iii) the date at which the elected official is required to enter upon his duties;
 - iv) when appropriate, the period of appointment and the notice required to terminate it, if any;
 - v) any special conditions which may be applicable.
- b) A copy of the Constitution and Convention of the International Telecommunication Union, of the relevant Staff Regulations and Staff Rules and of the Regulations of the United Nations Joint Staff Pension Fund shall be transmitted to the elected official with his letter of appointment. In accepting appointment the elected official shall state that he has been acquainted with and accepts the conditions laid down in these texts.

Regulation III.6**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 an elected official: 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 rules of the Staff Regulations and Rules applicable to appointed staff and of these Rules, as appropriate; their appointment status shall not, however, be affected. The same modifications shall apply in the case of an elected official 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.

CHAPTER IV

ANNUAL, HOME AND SPECIAL LEAVE

Regulation IV.1

Annual leave

Elected officials shall be entitled to annual leave with full pay at the rate of 30 working days for 12 months' service with the Union.

Rule IV.1.1

Annual leave

- a) Annual leave shall accrue during the period for which an elected official is entitled to full pay, subject to the provisions of the rule governing Special Leave and provided that no leave shall accrue while an elected official 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) 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.
- c) Any absence from duty not specifically covered by other provisions in these rules shall be charged to the elected official's accrued annual leave, if any; if he has no accrued annual leave, it 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.
- d) An elected official may, in exceptional circumstances, be granted advance annual leave up to a maximum of 10 working days, provided his service is expected to continue for a period beyond that necessary to accrue the leave so advanced.
- e) If an elected official is obliged to interrupt his annual leave for reasons of service, and subsequently resumes it at the place at which he was staying, he shall be reimbursed for the expense he incurred in travelling to and from that place, provided that the Secretary-General is informed in writing before the interruption, and the elected official ascertains that the necessary funds can be found. If for reasons of service, the provisions of paragraph b) cannot be observed in the case of such an elected official, the annual leave due to him shall be carried forward to the next year.

Regulation IV.2**Special leave**

1. Special leave with full, partial or without pay may be granted in exceptional cases, for such periods as the Secretary-General may prescribe, taking into account the interest of the Union, to elected officials 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 other important reasons.

b) Special leave without pay may be granted to elected officials for the accomplishment of their national military obligations.

c) Elected officials shall not accrue service credits toward sick annual, home and maternity leave, termination indemnity and repatriation grant during full months of special leave with partial or without pay. No contribution will be paid by the Union towards the elected official'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.

Regulation IV.3**Home leave**

Home leave shall be granted at the expense of the Union every two years to elected officials of other than Swiss nationality, to permit them to spend a regular period of accrued annual leave in their country with a view to maintaining contact with it.

Rule IV.3.1**Home leave**

a) An eligible elected official shall be granted home leave provided that his service is due 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 VI.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) Elected officials whose eligibility under a) above is established at the time of their appointment shall begin to accrue service credit toward home leave from that date.
- c) The country of home leave shall be the country of the elected official's nationality, subject to the following conditions:
- 1) the place of home leave of the elected official within the country of the elected official's nationality shall be, for purposes of travel and transportation entitlements, the place with which the elected official had the closest residential ties during the period of his most recent residence in that country preceding appointment;
 - 2) an elected official who has served with another public international organization immediately preceding his appointment shall have the place of 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. An elected official requesting such authorization will 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 IV.3 (Elected officials).
- d) The first home leave for an eligible elected official shall fall due in the second calendar year after the one in which he took office.
- e) Home leave may be taken, subject to the exigencies of service, at any time during the calendar year in which it falls due.
- f) In exceptional circumstances, an elected official may be granted advanced home leave provided that not less than twelve months of qualifying service have elapsed since the date of return from his last home leave. The granting of advanced home leave shall not advance the calendar year in which the next home leave falls due.
- g) If, excepting as provided hereunder, an elected official delays taking his home leave beyond the calendar year in which it falls due, he shall not be entitled to take his next such leave until the second succeeding calendar year thereafter. Should, however, the Secretary-General decide that exceptional circumstances, arising out of the exigencies of the service, make it necessary for an elected official'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 twelve months of qualifying service elapse between the date of the elected official's return from the delayed home leave and the date of his next home leave departure.

h) An elected official may be required to take his home leave in conjunction with travel on official business, due regard being paid to the interests of the elected official and his family.

i) Subject to the conditions specified in Chapter VI of these rules, an elected official 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 residence in his home country.

j) Travel of dependants shall be in conjunction with the approved home leave of the elected official provided that exceptions may be granted if the exigencies of the service or other special circumstances prevent the elected official and his dependants from travelling together.

k) If both husband and wife are staff members eligible for home leave, they shall be granted home leave when due, with or without the other spouse, except that neither shall be entitled to more than one travel every two years. Dependent children whose parents are staff members each of whom is entitled to home leave, may accompany either parent provided that the frequency of travel does not exceed once in every two years.

l) An elected official travelling on home leave shall normally be required to spend at least two weeks in his home country. The Secretary-General may request him to furnish satisfactory evidence that this requirement has been fully met.

CHAPTER V

SOCIAL SECURITY

Regulation V.1

Social security (Pensions)

a) Provision shall be made for the participation of elected officials in the United Nations Joint Staff Pension Fund in accordance with the regulations of that Fund.

b) However, an elected official shall have the option to decline affiliation to the United Nations Joint Staff Pension Fund, in favour of coverage by a private pension scheme. An elected official who has notified the Secretary-General, when taking up his duties, that he chooses to be covered by a private pension scheme shall receive, in addition to his remuneration, an amount equal to 15,8% of his pensionable remuneration, as determined by the relevant provisions of these Regulations and Rules.

Regulation V.2

Social security (Health protection, etc.)

The Secretary-General shall establish a scheme of social security for the staff, besides that provided under Regulation V.1, including provisions for health protection, sick leave and maternity leave, and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the Union.

Rule V.2.1

Staff Health Insurance Scheme

Every elected official shall become a member of the staff health insurance scheme provided to staff members by ITU. Benefits from the scheme are available to elected officials' families subject to and in accordance with the conditions established by that staff health insurance scheme.

Rule V.2.2

Sick leave

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

- 1) all sick leave must be approved on behalf of the Secretary-General;

- 2) an elected official 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;
 - 3) elected officials shall be responsible for informing the Secretary-General or, in his absence, the Deputy Secretary-General as soon as possible of absence due to illness or injury. Where practicable, they should, before absenting themselves, report to the Medical Adviser;
 - 4) after an elected official has taken periods of non-certified sick leave totalling seven working days within a year, any further absence from duty within that year shall either be supported by a medical certificate or deducted from annual leave or charged as special leave without pay if annual leave is exhausted;
 - 5) an elected official may be required at any time 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 elected official is able to return to his duties, provided that if the elected official so requests the matter shall be referred to an independent practitioner or a medical board acceptable to both the Secretary-General and the elected official;
 - 6) an elected official shall not, whilst on sick leave, leave the area of the duty station without the prior information 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, an elected official should submit his request for sick leave together with a supporting certificate or other evidence as soon as practicable, and in any event, immediately on his return to duty.
- c) An elected official shall immediately notify the Medical Adviser of any case of contagious disease occurring in his household, or of any quarantine order affecting his household. An elected official 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 an elected official's appointment.

Rule V.2.3 Compensation for death, injury or other 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 an elected official or his beneficiaries to supplement the benefits provided for in the Regulations of the Union and United Nations Pension systems as well as the Staff Health Insurance Fund, taking into account the family circumstances of the elected official.

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

Rule V.2.4 Maternity leave

- a) An elected official 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 elected official's request to not less than six weeks.
- b) An elected official 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 elected official from receiving full pay to the actual date of confinement.
- c) Annual leave shall accrue during the period of maternity leave, provided that the elected official 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.

CHAPTER VI

TRAVEL AND REMOVAL EXPENSES

Regulation VI.1

Travel expenses

Subject to conditions and definitions prescribed by the Secretary-General, the Union shall in appropriate cases pay the travel expenses of elected officials, their spouses and dependants.

Rule VI.1.1

Official travel of elected officials

a) *Categories of official travel:*

Subject to the conditions laid down in these rules the Union shall pay the travel expenses of an elected official under the following circumstances:

- i) when travelling to Geneva to take up his duties;
- ii) when required to travel *on official business*;
- iii) on *home leave* and on separation from service, in accordance with the relevant provisions;
- iv) when authorized *to visit eligible dependants* in accordance with the provisions of paragraph b) below;
- v) on *separation from service*, in accordance with the provisions of paragraph c) below;
- vi) 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) iv) above, the Union shall pay the travel expenses of an elected official 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:

- i) he has completed not less than one year of continuous service at the duty station since his initial appointment or assignment or not less than nine months since departure on his last home leave journey;
- ii) his service at the duty station is expected to continue at least six months beyond the date of return to the duty station;

- iii) during the preceding 12 months, none of his eligible dependants has been present with him at the duty station after travel at Union expense except education grant travel.

Elected officials 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 elected official and his family.

Should an elected official 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.

c) *Separation from service:*

Under subparagraph a) v) above, the Union shall pay the travel expenses of an elected official to the place of recruitment or, if the elected official 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 IV.3.1. Should an elected official, 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 from where the official initially travelled to Geneva or the place of home leave.

Rule VI.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 the eligible dependants of an elected official other than one of Swiss nationality under the following circumstances:

- 1) when accompanying the elected official to Geneva at the time that he is taking up his duties with the Union, provided his term of office covers one year or longer and provided his services are expected to continue for more than six months beyond the date on which travel of his dependants commences;
- 2) following an elected official's own visit to eligible dependants under Rule VI.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 elected official has taken up his duties if, at that time, either the travel of the eligible dependant was not possible or the dependant was not yet recognized as being dependent, and provided the services of the elected official will continue for more than six months beyond the date on which travel of his eligible dependants commences;
- 4) on *home leave* in accordance with the provisions of Rule IV.3.1;
- 5) on *separation from service* of an elected official provided that he has completed not less than one year of continuous service;
- 6) on travel authorized in connection with the *education* of an elected official's child;
- 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;
- 8) on travel of the spouse to the duty station, in lieu of the elected official's travel to visit eligible dependants under Rule VI.1.1 a) iii), subject to the same conditions as specified in Rule VI.1.1 b).

b) Under subparagraphs 1) to 3) of paragraph a) above, the Union shall pay the travel expenses of an elected official's eligible dependants either from the place of recruitment or from the place recognized as his home for the purposes of home leave. Should an elected official 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) Under subparagraph 5) of paragraph a) above, the Union shall pay the travel expenses of an elected official's eligible dependants from his official duty station to the place to which he is entitled to be returned. 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 III.6 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 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 an elected official while he or she remains in the service of the Union.

Eligible dependants for whom travel expenses are paid by the Union

- ### Loss of entitlement to return transportation

- ### Authority for travel

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Rule VI.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) Elected officials shall exercise the same care in incurring expenses that a prudent person would exercise if travelling on personal business.

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

Rule VI.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, including travel time shall be limited to the amount allowable for a journey by the approved route, mode and standard. Elected officials who wish to make other arrangements for personal convenience must obtain permission to do so in advance and pay all additional costs.

Rule VI.1.8 Route and mode of travel

a) The normal route for all official travel shall be the most direct and economical route. 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 an elected official or any eligible dependants travel 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 VI.1.9**Standard of accommodation and rest days during travel**

- a) All official travel shall be by air unless specifically authorized otherwise.
- b) Elected officials will be entitled to first-class accommodation when travelling by air for any purpose at Union expense:
 - 1) when an elected official travels at the expense of the Union, by air or mostly by air:
 - i) if the scheduled or actual flight time for the journey is between six and ten 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 ten hours but not more than 16 hours, he will not normally be required to commence 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 six 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.

In the computation of the travel time described above, scheduled or actual waiting periods not exceeding four hours shall be included.

- c) Elected officials travelling by economy or tourist class shall be entitled to payment by the Union for excess baggage to bring their baggage entitlement to the amount allowed for first-class air travel.

For travel on home leave and travel to visit eligible dependants by air (or mostly by air):

- 1) if the scheduled or actual flight time of the outward journey from the duty station is more than ten hours, a stopover period not exceeding 24 hours may be granted;
- 2) for the return journey to the duty station the rules specified in b) 1) 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.

d) In the case of all official travel by train, elected officials and their eligible dependants shall be provided with appropriate accommodation including, where necessary, suitable sleeper or other facilities.

e) For all official travel by sea approved under Rule VI.1.8 b), elected officials and their eligible dependants shall be provided with the standard of accommodation which is, in the opinion of the Secretary-General, appropriate in the circumstances.

f) Dependants authorized to travel at the Union's expense shall be allowed accommodation appropriate to the elected official's status except that a child travelling in connection with an education grant shall not be allowed accommodation in excess of tourist or economy class by air.

g) Unless the Secretary-General should decide otherwise, if an elected official or any eligible dependant travels by more economical accommodation than the approved standard, the Union shall pay only for accommodation actually used at the rate paid by the traveller.

Rule VI.1.10 Travel by automobile

1. *Travel by automobile (other than travel on home leave or visit to eligible dependants)*

a) Elected officials who are authorized to travel by automobile shall be reimbursed by the Union at rates and under conditions established by the Secretary-General on the basis of operating costs in the area in which the travel is undertaken, and an appropriate minimum distance established in accordance with common system practice for the calculation of the daily subsistence allowance.

b) Reimbursement for travel within a radius of 56 km (35 miles) of the official duty station shall be based on actual mileage, and for travel beyond a 56 km (35 miles) radius, on the mileage as shown on official road guides. Commuting between residence and place of business shall not be reimbursable.

c) The mileage rate established by the Secretary-General shall be payable to only one of two or more persons travelling together on the same trip and in the same automobile.

d) The total of mileage rate reimbursement and travel subsistence allowance which an elected official may claim in respect of a particular journey shall be limited to the maximum travel expenses to which he would have been entitled had he and his eligible dependants travelled by the most economical route.

2. *Home leave travel by automobile*

Elected officials who are authorized to travel by automobile on home leave shall be reimbursed by the Union at rates and under conditions established by the Secretary-General. These same conditions shall apply to *travel on visit to eligible dependants*.

Rule VI.1.11 Purchase of tickets

a) Unless the elected official concerned is specifically authorized to make other arrangements, all tickets for transportation involving official travel of elected officials, and entitled dependants shall be purchased by the Union in advance of actual travel.

b) When an elected official requests a standard of accommodation in excess of his entitlement under Rule VI.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 VI.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 VI.1.12 Terminal expenses

a) For all official travel to or from headquarters, and for all authorized stopovers during official travel, an elected official may claim reimbursement of terminal expenses incurred for each arrival and departure in respect of himself and each eligible dependant authorized to travel at ITU 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 elected official within the maximum total entitlements provided in paragraph a) above. No reimbursement will be made unless a claim for terminal expenses is made.

Rule VI.1.13 Expenses while in transit

a) An elected official and his eligible dependants authorized to travel by sea 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 sea, full travel subsistence allowance shall be payable for the time spent in transit, subject to the conditions laid down in Rules VI.1.14 to VI.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 VI.1.14 Travel subsistence allowance

a) Except as provided in Rule VI.1.13 a) and paragraph h) below, when an elected official is authorized to travel at Union expense, he shall receive an appropriate daily subsistence allowance which may vary from area to area, in accordance with the current United Nations schedule of rates (see Annex I). The daily subsistence allowance rates shall be subject to Rule VI.1.15 and to subparagraph c) below.

b) 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 VI.1.17 any expenditures incurred in excess of the allowance shall be borne by the elected official.

c) When meals and/or lodging are provided free of charge by the Union, by the United Nations, by a government or by a company or other body, the standard rate is reduced as follows for the whole period:

- 1) if lodging is provided, the rate is reduced by 50%,
- 2) if meals are provided, the rate is reduced by 30%,
- 3) if both meals and lodging are provided, the rate is reduced by 80%.

d) Except as provided in Rule VI.1.13 a) and in paragraph h) below, when eligible dependants of an elected official 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 elected official. Any such allowance shall be subject to the reductions referred to in c) above.

e) 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, 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 elected official's return to his official duty station.

f) The travel subsistence allowance shall continue to be paid as usual during periods of sick leave while in travel status, except that, if the traveller is hospitalized, only one-third of the appropriate daily rate shall be paid.

g) The appropriate travel subsistence allowance shall be paid for any days on which an elected official is required to perform official duties in connection with travel on home leave.

- h)
- 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 VI.1.1 a) v) or VI.1.2 a) 8), an appropriate amount of subsistence allowance may be paid at the Secretary-General's discretion.

Rule VI.1.15 Special rates of travel subsistence allowance

In the event of elected officials 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 VI.1.16 Computation of the travel subsistence allowance

The full rate of per diem should only be payable when the official, while in official travel status, has to spend a night away from his residence and in such a case the appropriate full rate would 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 sea, 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 elected official's residence, the full rate of travel subsistence allowance shall be payable, unless the Union, the United Nations, a government, company or other body pays for the accommodation, 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 elected official's residence,
 - nothing should be paid for a journey of less than ten hours;
 - 40% should be paid for a journey of ten hours or more.
- b) For journeys exceeding 24 hours:
 - i) one full day's subsistence allowance should be paid for the day of departure, the applicable rate being that for the place of arrival;
 - ii) for each successive period of 24 hours from midnight to midnight (measured by local times, ignoring time-zone differences) one full day's subsistence allowance should be paid except that:
 - 1) no subsistence allowance will be payable for the last day of the journey; and
 - 2) where board and/or lodging is provided free of charge by the Union, by the United Nations, by a government, or by a company or other body, the percentage deductions shall be made in accordance with these Rules.
- c) The rate applicable for each 24-hour period will be that for the place at which the elected official spends the night. If the elected official is travelling for all or part of a night, the appropriate rate is the rate for his place of arrival. 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. No allowance shall be paid when a traveller returns to his official duty station within ten hours after departure.

- d) Where travel is by sea, 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 twelve 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 leaves or arrives at its terminal.

Rule VI.1.17 Miscellaneous travel expenses

Necessary additional expenses, incurred by an elected official in connection with the transaction of 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 expenditures in excess of \$ 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 VI.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 VI.1.18 Settling grant

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

- 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 elected official; 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 elected official's net base salary plus applicable post adjustment at the duty station of assignment.
- c) The Secretary-General may increase the limits provided in paragraph b) 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 new appointment involves a return to the duty station, the full amount of the settling grant shall not be payable unless the elected official has been absent from that duty station 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 in Geneva, and taking into account Regulation III.6 c), the settling grant shall be paid in respect of each individually. If they have a dependent child or children, the settling grant in respect of such child or children shall be paid to the spouse 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 elected official not complete the period of service in respect of which the settling 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 grant in cases where the Union has not been required to pay travel expenses upon the appointment of an elected official.

Rule VI.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 VI.5.1 d) 2)..
- b) Charges for excess baggage shall be reimbursable only when authorized prior to commencement of travel, except as provided in paragraph c) of this Rule.
- 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 elected official 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 elected official, 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 appointment or separation, where no entitlement to removal costs exists under Rule VI.5.1, an elected official may be reimbursed expenses 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:

1,000 kg (2,200 lbs) for the elected official,

500 kg (1,100 lbs) for the first eligible dependant (spouse or child),

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 elected official 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 appointment, or separation, where entitlement to removal costs exists under Rule VI.5.1, an elected official shall be reimbursed expenses incurred in transporting a reasonable amount of personal effects and household effects as an advance 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:

450 kg (990 lbs) for the elected official,

300 kg (660 lbs) for the first eligible dependant (spouse or child),

150 kg (330 lbs) for each additional eligible dependant authorized to travel at the expense of the Union.

The weight or volume of any shipment under this paragraph shall be deducted from the maximum weight or volume to which the elected official is entitled under paragraph d) of Rule VI.5.1.

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 an elected official 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% 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.

If the entitlement is under paragraph h) above, twice the weight of air freight shipment shall be deducted from the elected official's entitlement under Rule VI.5.1 d).

j) When the authorized travel is by air, the elected official 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, to air freight on the basis of the full weight be authorized by surface shipment may be paid 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) 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 assignment of the elected official 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 VI.1.20 Insurance

a) Elected officials 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 XI.1.4.

b) In the case of unaccompanied shipments authorized under Rule VI.1.19, except on home leave, on visit to eligible dependants or education grant travel, insurance coverage will be provided by the Union up to the value of:

- 1) US\$ 16,000 for an elected official alone;
- 2) US\$ 8,000 for the first eligible dependant under Rule VI.1.3;
- 3) US\$ 4,800 for each additional eligible dependant under Rule VI.1.3.

Such insurance coverage shall not include articles of special value for which special premium rates are charged. The Union will 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 VI.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 VI.5.1 shall be reimbursed, up to a maximum of US\$ 80,000 valuation for an elected official alone and US\$ 130,000 valuation for an elected official with one or more eligible dependants under Rule VI.1.3. 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 VI.1.19 (except on home leave, visit to eligible dependants or education grant travel), or under Rule VI.5.1, the elected official 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 cover 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 elected official and at his own expense.

Rule VI.1.21 Travel advances

Elected officials authorized to travel shall provide themselves with sufficient funds for all current expenses by securing an advance of funds if necessary. A reasonable advance of funds against the estimated reimbursable travel expenses may be made to an elected official or his eligible dependants for expenses authorized under these Rules. An advance of funds shall be considered reasonable if not less than \$ 50 nor more than 80% of the estimated reimbursable expenditures. If, in the course of travel, the elected official has earned in subsistence allowance an amount equal to the amount advanced, he may be advanced the balance of the estimated reimbursable expenditures.

Regulation VI.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 elected officials who become ill or are injured while in travel status on official business.

Regulation VI.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 an elected official in contravention of any provision of these Regulations and Rules. 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 VI.4**Transportation of the remains of deceased elected officials or their eligible dependants**

Upon the death of an elected official or an eligible dependant, the Union shall pay the expenses of transportation of the body from Geneva or, in the event of death having occurred while in travel status away from Geneva, from the place of death, to a place to which the deceased was entitled to return transportation under Rules VI.1.1 or VI.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 VI.5**Removal expenses**

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

Rule VI.5.1**Removal expenses**

a) Subject to the conditions laid down in these Rules, the Union shall pay expenses in connection with the removal of an elected official's personal effects and household goods, under the following circumstances:

- 1) when travelling to Geneva to take up his duties;
- 2) upon separation from service.

b) Under subparagraph 1) of paragraph a) above, the Union shall pay the expenses of removing an elected official'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 IV.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. 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 an elected official'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 subparagraph 2) of paragraph a) above, the Union shall pay the expenses of removing an elected official's household goods and personal effects from Geneva to any one place to which he is entitled to be returned in accordance with the provisions of Rule VI.1.1, or any other one place authorized by the Secretary-General in exceptional cases on such terms and conditions as he deems appropriate, provided the goods and effects were in the elected official's possession at the time of separation and are being transported for his own use.

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 kilos (10,800 lbs) in weight, inclusive of packing but excluding crating and lift vans, for elected officials without eligible dependants, and a standard 20-foot container or 8 150 kilos 18,000 lbs in weight for elected officials with one or more eligible dependants under Rule VI.1.3 residing at the official duty station. A higher maximum may be authorized, however, if the elected official presents convincing evidence that his normal and necessary household effects to be removed exceed the maximum entitlement;
- 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 will 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 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.

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 VI.1.19 f), and taking into account Regulation III.6 c), the maximum weight or volume 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 VI.1.3 residing with him at the official duty station.

Rule VI.5.2 Loss of entitlement to unaccompanied shipment or to removal expenses

a) An elected official who resigns before completing two years of service or abandons his duties without good cause shall not normally be entitled to payment of removal expenses under Rule VI.5.1 above.

b) Entitlement to removal expenses under Rule VI.5.1 a) 1), 2) and 3) shall normally cease if removal has not commenced within two years after the date on which the elected official became entitled to removal expenses or if the elected official'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 VI.1.19 f), or removal expenses under Rule VI.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 Regulation III.6 c), his or her entitlement shall not cease until six months to 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 an elected official 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 VII

STAFF REPRESENTATION

Regulation VII.1

Joint Advisory Committee

Elected officials shall be required to participate in the joint administrative machinery provided for under Regulation 8.2 and Rule 8.2.1 of the Staff Regulations and Staff Rules applicable to appointed staff members.

CHAPTER VIII

SEPARATION FROM SERVICE TERMINATION

Regulation VIII.1

Termination for reasons of health

The services of an elected official may be terminated when he is unable to perform his duties, as a result of infirmity, illness or the weakening of his physical or mental faculties. The decision as to the termination shall be taken by the Council. Medical certificates shall be furnished under the conditions laid down in the Regulations of the United Nations Joint Staff Pension Fund.

Regulation VIII.2

Resignation

Elected officials may resign from the Union upon giving the notice required under the terms of their appointment.

Regulation VIII.3

Notice of resignation

Unless otherwise specified in their letters of appointment, three months' written notice of resignation shall be given by elected officials. 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 VIII.4

Termination indemnity

1. An elected official whose appointment is terminated for reasons of health shall receive the termination indemnity set out in this Regulation to the extent that the amount of the termination indemnity, when added to the annual amount of the disability benefit payable to him under the Regulations of the Joint Staff Pension Fund, does not exceed one year's salary.

2. Indemnity pay shall be calculated on the basis of the elected official's gross salary, less staff assessment according to the schedule of rates set forth in Regulation II.1 c), as applicable:

| Completed years of service | Months of gross salary, less staff assessment, as applicable |
|----------------------------|--|
| Less than 1 | not applicable |
| 1 | not applicable |
| 2 | 3 |
| 3 | 3 |
| 4 | 4 |
| 5 | 5 |
| 6 | 6 |
| 7 | 7 |
| 8 | 8 |
| 9 | 9 |
| 10 | 9.5 |
| 11 | 10 |
| 12 | 10.5 |
| 13 | 11 |
| 14 | 11 |
| 15 or more | 12 |

3. The case of an elected official whose services are terminated shall, as regards termination benefits, be referred to the Council for such action as it may decide, after taking all relevant factors into account.

4. Length of service shall be deemed to comprise the total period of an elected official's full-time continuous service with the Union. Continuity of such service shall not be considered as broken by periods of special leave without pay or in partial pay but full months of any 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 VIII.5 Repatriation grant

1. A repatriation grant shall normally be payable to elected officials 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:

| Years of continuous service away from the home country | Weeks of gross salary, less staff assessment, as applicable* | |
|--|---|--|
| | Elected official with neither a spouse nor eligible dependent child at time of separation | Elected official with a spouse or eligible dependent child at time of separation |
| 1 | 3 | 4 |
| 2 | 5 | 8 |
| 3 | 6 | 10 |
| 4 | 7 | 12 |
| 5 | 8 | 14 |
| 6 | 9 | 16 |
| 7 | 10 | 18 |
| 8 | 11 | 20 |
| 9 | 13 | 22 |
| 10 | 14 | 24 |
| 11 | 15 | 26 |
| 12 or more | 16 | 28 |

* On the basis of the elected official's gross salary, less staff assessment according to the schedule of rates set forth in Annex III to these Regulations.

2. Payments of repatriation grants shall be subject to the following conditions and definitions:

- a) "obligation to repatriate" as used in the present Regulation shall mean obligation to return of an elected official of other than Swiss nationality and his eligible dependants, upon separation, at the expense of the Union, to a place outside Switzerland;
- b) "home country" as used in the present Regulation shall mean the country of home leave entitlement under Rule IV.3.1, or such other country as the Secretary-General may determine at the request of the elected official;
- c) if at any time the elected official was considered to have acquired permanent residence in Switzerland and subsequently changed from such status, his continuous service will 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 in 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 rate of accrual;

- d) no payments shall be made to an elected official who abandons his post, to an elected official who has been dismissed or to any elected official who is residing at the time of separation in his home country while performing his official duties;
- e) eligible dependants, within the meaning of this Regulation, shall consist of a spouse or children in respect of whom an elected official, at the time of separation, is receiving dependency allowances. The repatriation grant shall be paid at the dependency rate to elected officials with eligible dependants regardless of the place of residence of the dependants;
- f) where both husband and wife 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 Regulation III.6 c), payment shall be made to each, at the rate authorized for elected officials without eligible dependants, according to their respective entitlements. Where eligible 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 VI.1.4 shall not affect an elected official's eligibility of payment of the repatriation grant;
- h) payment of the repatriation grant shall be subject to the provision by the former elected official 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 elected official has established residence in a country other than that of the last duty station, such as 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 elected official only within two years of the effective 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 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) notwithstanding paragraph h) above, elected officials already in service before 1 July 1979 shall retain the entitlement to repatriation grant proportionate to the years and months of service qualifying for the grant which they already had accrued at that date without the necessity of production of evidence of relocation; the exercise of any additional entitlement accrued after that date shall, however, be subject to the conditions set out in paragraphs h) to j) above;
- l) in the event of the death of an eligible elected official, no payment shall be made unless there is a surviving spouse or one or more eligible dependent children whom the Union is obliged to return to their own country. If there is only one such surviving eligible dependant, payment shall be made at the rate authorized for elected officials without eligible dependants; if there are two or more such surviving eligible dependants, payment shall be made at the eligible dependency rate.

Regulation VIII.6

Retirement

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

Regulation VIII.7 Grant on death

1. In the event of the death of an elected official, a single grant computed in accordance with the following schedule shall be paid to the spouse, if any, and if none, to any dependent children:

| Years of service in the Union (as defined in Regulation VIII.4) | Months of gross salary, less staff assessment (Regulation II.1 c)), as applicable |
|---|---|
| 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 |

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 VIII.8 Procedure of separation

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

Regulation VIII.9 Last day for pay purposes

- a) When an elected official is separated from service, the date on which entitlement to salary, allowances and benefits shall cease shall be determined according to the following provisions:
- 1) upon resignation, the date shall be either the date of expiration of the notice period or such other date as the Secretary-General accepts. Elected officials will be expected to perform their duties during the period of notice of

resignation, except when the resignation takes effect following special leave. Annual leave will be granted during the notice of resignation only for brief periods and for purposes not inconsistent with the provisions of Regulation VIII.11;

- 2) upon termination, the date shall be the date provided in the notice of termination;
- 3) upon retirement, the date shall be the date approved by the Secretary-General for retirement;
- 4) in the case of dismissal, the date shall be that of the dismissal;
- 5) in the case of death, the date shall be that of death, subject to the relevant provisions of Regulation VIII.7.

b) When an elected official is exercising an entitlement to return travel, the last day for pay purposes shall be the date established under paragraphs 1) or 2) 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 Geneva to the place of entitlement, the travel commencing no later than the day following the date established under paragraph a).

Regulation VIII.10 Commutation of accrued annual leave

a) If, upon separation, an elected official has accrued annual leave, he shall be paid in lieu thereof a sum of money for the period of such accrued leave up to a maximum of 60 working days. The payment shall be calculated on the basis of the elected official's last salary and post adjustment.

b) In the event of the death of an elected official, a sum proportionate to the number of days of annual leave he has accumulated shall be paid to the beneficiaries designated by the elected official in accordance with Rule XI.1.4 bis.

Regulation VIII.11 Restitution of advance annual leave

Upon separation, an elected official 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 there are exceptional or compelling reasons for so doing.

CHAPTER IX

DISCIPLINARY MEASURES

Regulation IX.1

Disciplinary measures

In the event of the Council finding that an elected official fails to carry out his duties in a satisfactory manner, or is guilty of misconduct, it may take appropriate disciplinary measures not exceeding provisional suspension from duty without salary. The right of dismissal shall be reserved to the next Plenipotentiary Conference.

CHAPTER X

APPEALS

Regulation X.1

Appeal Board

Elected officials may be called upon to participate in the administrative body provided for under Regulation 11.1 and Rule 11.1.3 of the Staff Regulations and Staff Rules applicable to appointed staff members.

Regulation X.2

Administrative Tribunals

Any elected official shall be entitled to appeal to the Administrative Tribunal of the International Labour Organization as provided in the Statute of the Tribunal, or to the United Nations Appeals Tribunal with regards to appeals concerning the United Nations Joint Staff Pension Fund.

Rule X.2.1

Administrative Tribunals

- a) Appeals to the Tribunals referred to in Staff Regulation X.2 above shall be made in conformity with the Statutes and Rules of those Tribunals, as accepted by the Council of the Union.
- b) Complaints with which the Administrative Tribunal of the International Labour Organization may have to deal are those alleging non-observance in form or substance of the provisions of contracts of employment, of the Staff Regulations and Staff Rules for elected officials. Appeals with which the United Nations Appeals Tribunal may have to deal are those alleging non-observance in form or in substance of the provisions of the Regulations of the United Nations Joint Staff Pension Fund.

Regulation X.3

Appeals to the Administrative Tribunal by elected officials

In the case of appeals which may be made to the Administrative Tribunals by the Secretary-General, or by an elected official, the following procedure must be followed:

- a) No appeal to the Tribunals may be made by the Secretary-General until the matter has been considered by the Council of the Union.

- b) No appeal to the Tribunals may be made by other elected officials, alleging non-observance of the terms of appointment or of the provisions of the Staff Regulations or Staff Rules for elected officials until a final decision has been taken by the Secretary-General.

CHAPTER XI

GENERAL PROVISIONS

Regulation XI.1

General provisions

These Regulations may be supplemented or amended by the Council, without prejudice to any conditions of service quoted in the letter of appointment or contract of individual elected officials 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 an elected official and that the amended Regulations shall have no retroactive effect.

Rule XI.1.1

Amendment of, and exceptions to Staff Rules for elected officials

a) These Rules^{*} may be supplemented or amended by the Secretary-General, without prejudice to any condition of service quoted in the letter of appointment or contract of individual elected officials 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 an elected official and that the amended Rules shall have no retroactive effect.

b) Exceptions to the Staff Rules for elected officials may be made by the Secretary-General provided that such exception is not inconsistent with any Staff Regulation or other decision of the Council, and provided further that it is agreed to by the elected official directly affected and is, in the opinion of the Secretary-General, not prejudicial to the interests of the Union or any other elected official or group of elected officials.

Rule XI.1.2

Financial responsibility

Any elected official may be required to reimburse the Union either partially or in full for any financial loss suffered by the Union as a result of his negligence or of his having violated any of the present Staff Regulations and Staff Rules.

Rule XI.1.3

Liability and liability insurance

Elected officials shall not normally be required to use their private automobiles on official business; should they do so, it will be at their own risk without involving the Union's liability in any way.

* By "Rules" is understood those provisions of the Staff Rules which may be amended following a decision by the United Nations affecting the United Nations common system.

Elected officials 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 XI.1.4 Compensation for loss or damage to personal effects attributable to service

Elected officials shall be entitled, within the limits and under 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 on behalf of the Union.

Rule XI.1.4 bis Elected official's beneficiaries

- a) At the time of his appointment, an elected official shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Secretary-General. It shall be the responsibility of the elected official to notify the Secretary-General of any changes concerning the beneficiaries.
- b) In the event of the death of an elected official, all amounts standing to the elected official'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 an elected official shall, upon the elected official's death, be paid to his estate.

Rule XI.1.5 Proprietary rights

All rights, including title, copyright and rights to inventions, etc. relating to work carried out by elected officials during the course of their official duties shall be vested in the Union, which will 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, if any.

Rule XI.1.6 Entry into force

The Staff Regulations and Staff Rules for elected officials shall be effective 1 January 1974.

Regulation XI.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 months' notice of resignation is normally required for staff appointed on a permanent basis, and thirty days for staff appointed on a temporary basis, the Secretary-General shall be bound to accept a shorter period of notice from an elected official to take account to 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 XI.3 General provisions

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

Regulation XI.4 General provisions

In the event of the Secretary-General being personally affected by the provisions of Regulations I.4, I.6, I.8 or IV.2, or of Rules III.4.1 b) or V.2.2, he must at once inform the Council and obtain a ruling on the action to be taken. If the Council is not in session and it is inexpedient to await the next meeting, the Secretary-General shall confer with the Chairman of the Council. In other cases where a ruling is left to the discretion of the Secretary-General (e.g. Regulation VI.1 and the various Rules made thereunder, Rule XI.1.1 b) and Rule XI.1.4) he shall treat his own case in a manner consistent with the standards normally applied to other elected officials.

Regulation XI.5 General provisions

Any case concerning elected officials, including the Secretary-General, not covered by the present Regulations, shall be submitted to the Council.

ANNEX I

RATES OF TRAVEL SUBSISTENCE ALLOWANCE AND SUBSISTENCE ALLOWANCE FOR COMPUTING ASSIGNMENT GRANTS

1. The rates appearing in the United Nations schedule are applicable to staff in levels P.5 and below.
2. A distinction is made between the rates payable during the first 60 days in any one location and the rates payable after 60 days. The rates for the first 60 days are established in US dollars and in local currency. The rates quoted in local currency payable during the first 60 days are established, subject to minimum rounding, using US dollar rates of exchange applied by the United Nations. The first 60 days in any location will be interpreted 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. The rates applicable after the first 60 days are established in local currency only.
3. The rates for elected officials will be 40% (rounded to the nearest US dollar) more than the normal rates for the first 60 days but may be subject to reduction after 60 days in any one place.
4. The assignment grant will be computed on the basis of the rates payable during the first 60 days. The level of the assignment grant applicable to elected officials will be adjusted in accordance with the formulae provided under paragraph 3 above.

ANNEX II

RESOLUTION 46

Remuneration and Representation Allowances of Elected Officials

The Plenipotentiary Conference of the International Telecommunication Union
(Kyoto, 1994),

having regard to

Resolution 42 of the Plenipotentiary Conference (Nice, 1989),

recognizing

that the salaries of elected officials should be set at an adequate level above those
paid to appointed staff in the United Nations common system,

resolves

1. that, subject to the measures which could be proposed by the Council to the
Members of the Union in accordance with the instructions below, the Secretary-General,
the Deputy Secretary-General, the Directors of the Radiocommunication, Telecom-
munication Standardization and Telecommunication Development Bureaux shall be paid
with effect from 1 January 1995 salaries fixed in relation to the maximum salary paid to
appointed staff on the basis of the following percentages:

| | |
|-------------------------|------|
| Secretary-General | 134% |
|-------------------------|------|

| | |
|---|------|
| Deputy Secretary-General, Directors of the Radiocommunication, Telecommunication Standardization and Telecommunication Development Bureaux | 123% |
|---|------|

2. that the above percentages shall apply to the net base salary at the dependency rate;
all other elements of the remuneration shall be derived therefrom by applying the
methodology in force in the United Nations common system, provided that an appropriate
percentage is applied to each individual element of the remuneration,

instructs the Council

1. if a relevant adjustment is made in common system salary scales, to approve any modification of the salaries of elected officials which might result from the application of the above-mentioned percentages;
2. in the event of overriding factors appearing to the Council to justify a change in the above-mentioned percentages, to propose to the Members of the Union for approval by a majority, revised percentages with appropriate justifications,

further resolves

that representation expenses will be reimbursed against vouchers within the following limits:

Swiss francs per year

Secretary-General 29,000

Deputy Secretary-General,
Directors of the Radiocommunication,
Telecommunication Standardization and
Telecommunication Development Bureaux 14,500

ANNEX III

STAFF ASSESSMENT RATES

| Bracket | | Bracket size | Tax percentage |
|---------|---------|--------------|----------------|
| From | To | | |
| - | 50 000 | 50 000 | 17 |
| 50 000 | 100 000 | 50 000 | 24 |
| 100 000 | 150 000 | 50 000 | 30 |
| 150 000 | Upward | - | 34 |

ANNEX IV

EDUCATION GRANT

Global sliding scale for reimbursement

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

| Claim amount in USD | Reimbursement rate (percentage) |
|---------------------|------------------------------------|
| 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 V

DEPENDENCY AND SECONDARY DEPENDENCY ALLOWANCE IN LOCAL CURRENCY

Applicable to elected officials assigned to duty stations where these currencies pertain and payable in accordance with the currency of the respective duty station.

(Effective: 1 January 1995)

| Currency | Amount per child per year | Amount per secondary dependant's per year |
|------------------------------------|------------------------------|--|
| Austrian schilling | 22,834 | 8,435 |
| Belgian franc | 56,721 | 18,140 |
| Danish krone | 10,661 | 3,082 |
| Deutsche mark | 3,278 | 1,176 |
| French franc ¹⁾ | 8,195 | 2,719 |
| Irish pound | 925 | 303 |
| Luxembourg franc | 56,721 | 18,110 |
| Netherlands guilder | 3,614 | 1,231 |
| Swiss franc | 2,718 | 1,211 |
| United States dollar ²⁾ | 1,400 | 500 |
| Yen | 322,196 | 146,370 |

¹⁾ This group also includes Monaco and Guyana.

²⁾ United States of America and the rest of the world: this group also includes, from 1 January 1995, the following countries: Finland, Italy, Norway, Spain, Sweden, the United Kingdom of Great Britain and Northern Ireland and Communauté financière africaine franc countries.