

# منظمة الصحة العالمية



م ٢٧/١٠٩ إضافة ١

٢٨ كانون الأول/ ديسمبر ٢٠٠١

EB109/27.Add 1

المجلس التنفيذي

الدورة التاسعة بعد المائة

البند ٦-٣ من جدول الأعمال المؤقت

## تعديلات على لائحة الموظفين<sup>١</sup>

### تقرير من الأمانة

١- تعرض الوثيقة م ٢٥/١٠٩ بالتفصيل التقدم المحرز في تنفيذ الإطار الاستراتيجي لمنظمة الصحة العالمية فيما يتعلق بإصلاح إدارة الموارد البشرية. وتقدم التغييرات الناتجة التي تدخلها المديرية العامة على لائحة الموظفين إلى المجلس التنفيذي للتصديق عليها طبقاً لأحكام المادة ١٢-٢ من النظام الأساسي للموظفين. ويرد نص هذه التعديلات في الملحق ١\* الذي يأتي في ذيل هذه الوثيقة.

٢- وقد خضعت تعديلات لائحة الموظفين لمشاورات على نطاق المنظمة. وستجري تكملتها بالبنود الواردة في مرجع المنظمة فيما يتعلق بتنفيذها.

### الإصلاح التعاقدى

٣- يتمثل النهج العام المتبع في الإصلاح التعاقدى في تجميع الترتيبات التعاقدية تحت عناوين "التعيينات المؤقتة" و"التعيينات المحددة المدة" و"التعيينات لأداء خدمة محددة". ويرد في لائحة الموظفين بيان شروط الخدمة الخاصة بكل نوع من هذه التعيينات.

### نظام إدارة وتطوير الأداء

٤- يجري إدخال نظام جديد لإدارة وتطوير الأداء يبدأ سريانه اعتباراً من ١ كانون الثاني/ يناير ٢٠٠٢ كجزء من الإطار الاستراتيجي لإصلاح إدارة الموارد البشرية. وعُدلت المادة ٥٣٠ من لائحة الموظفين لكي تتسق مع النظام الجديد.

٥- تعديلات النظام الأساسي للموظفين. ضماناً للاتساق بين النظام الأساسي للموظفين ولائحة الموظفين يُقترح أن يُطلب إلى جمعية الصحة العالمية الخامسة والخمسين تعديل المادة ٤-٥ من النظام الأساسي للموظفين على النحو الوارد في الملحق ٢.

١ يمكن للسادة أعضاء المجلس الحصول على نسخ لائحة الموظفين والنظام الأساسي للموظفين في قاعة الاجتماعات.

\* يرد الملحق ١ بالإنكليزية والفرنسية فقط.

## الإجراء المطلوب من المجلس التنفيذي

٦- المجلس التنفيذي مدعو إلى الإحاطة علماً بمشاريع القرارات التالية:

### المجلس التنفيذي

يصادق، وفقاً لأحكام المادة ١٢-٢ من النظام الأساسي للموظفين على التعديلات التي أدخلتها المديرية العامة فيما يتعلق بالإصلاح التعاقدى<sup>١</sup> على أن يبدأ سريانها اعتباراً من ١ تموز/ يوليو ٢٠٠٢، وفيما يتعلق بنظام إدارة وتطوير الأداء<sup>٢</sup> على أن يبدأ سريانها اعتباراً من ١ كانون الثاني/ يناير ٢٠٠٢.

### المجلس التنفيذي

يوصي جمعية الصحة العالمية الخامسة والخمسين باعتماد القرار التالي:

### جمعية الصحة العالمية الخامسة والخمسون

- ١- إذ تشير إلى تعديلات لائحة الموظفين التي أدخلتها المديرية العامة وصادق عليها المجلس التنفيذي، في دورته التاسعة بعد المائة، فيما يتعلق بأمر منها الإصلاح التعاقدى ونظام إدارة وتطوير الأداء؛
- ٢- تعتمد تعديل المادة ٤-٣٥ من النظام الأساسي للموظفين بغرض ضمان الاتساق بين النظام الأساسي للموظفين ولائحة الموظفين؛
- ٣- تقرر أن يبدأ سريان تعديل المادة ٤-٥ من النظام الأساسي للموظفين اعتباراً من ١ تموز/ يوليو ٢٠٠٢.

١ انظر الوثيقة مت ٢٧/١٠٩ إضافة ١، الملحق ١.

٢ الوثيقتان مت ٢٥/١٠٩ ومت ٢٧/١٠٩ إضافة ١.

٣ انظر الوثيقة مت ٢٧/١٠٩/ إضافة ١، الملحق ٢.

ANNEX 1

AMENDMENTS TO THE STAFF RULES

Staff Rule/Subject	Former text	New text
030. Application	The Staff Rules shall apply to all staff members of the World Health Organization, except as specifically provided in any particular Rule herein. Nothing in the present Rules shall be interpreted as preventing the Director-General from making short-term appointments of less than one year with terms of service different from those provided in the present Rules, where he considers that the interests of the service so require.	The Staff Rules shall apply to all staff members of the World Health Organization, except as specifically provided in any particular Rule herein. Nothing in the present Rules shall be interpreted as preventing the Director-General from making <b>temporary</b> appointments of less than one year with terms of service different from those provided in the present Rules, where he <b>or she</b> considers that the interests of the service so require.
320. Salary determination	320.1 On appointment, the net base salary of a staff member shall be fixed at step 1 of the grade of the post he is to occupy. In exceptional circumstances it may be fixed at a higher step in the grade in order to maintain the staff member's former income level.	<p>320.1 On appointment <b>to a service or fixed-term appointment</b>, the net base salary <b>of staff members</b> shall be fixed at step 1 of the <b>grade of the post to be occupied</b>. In exceptional circumstances it may be fixed at a higher step in the grade in order to maintain the <b>staff members'</b> former income level.</p> <p><i>New Rule</i></p> <p>320.2 <b>The net base salary of staff members holding temporary appointments as defined in Rule 420.3 shall be fixed as follows:</b></p> <p>320.2.1 <b>for those holding short-term appointments: step 1 of the level of the assignment determined in accordance with guidelines established by the Director-General.</b></p> <p>320.2.2 <b>for those holding term-limited appointments: step 3 of the level of the assignment determined in accordance with guidelines established by the Director-General.</b></p> <p><i>320.2, 320.3 and 320.4 remain unchanged but are renumbered 320.3, 320.4 and 320.5</i></p>

Staff Rule/Subject	Former text	New text
330. Salaries		<p><i>330.1 and 330.2 unchanged</i></p> <p><i>New Rule</i></p> <p><b>330.3 The net base salary of staff members in the professional and higher categories holding temporary appointments as defined in Rule 420.3 shall be paid in accordance with the schedule in Rule 330.2 at the rate applicable to staff members with no dependent spouse or dependent child.</b></p>
340. Dependants' allowances	A staff member in a post of professional or higher grade, except for short-term staff members appointed under Rule 1320 or consultants appointed under Rule 1330, is entitled to a dependant's allowance for dependants as defined in Rule 310.5, to be paid as follows:	<p><b>Staff members in the professional or higher category, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330, are</b> entitled to a dependant's allowance for dependants as defined in Rule 310.5, to be paid as follows:</p> <p><i>No further changes</i></p>
350. Education grant	350.1 An internationally recruited staff member shall be entitled to an education grant, except as indicated in Rule 350.3. The amount of the grant payable under this Rule shall be 75% of the education expenses actually incurred and admissible under Rule 350.2. The maximum grant per child per year shall not exceed a total payment of US\$ 9750 or, for expenses incurred in certain currencies as determined by the Director-General on the basis of procedures agreed among the international organizations concerned, an amount established in those currencies. For staff members at certain designated official stations, the amount of the grant in respect of primary and secondary education shall be increased by an additional amount corresponding to 100% of boarding costs up to US\$ 5060 per child per year or, for expenses incurred in certain local currencies as determined by the Director-General on the basis of procedures agreed among the international organizations concerned, an amount established in those currencies.	<p>350.1 <b>Internationally recruited staff members</b> shall be entitled to an education grant, except as indicated in Rule 350.3. The amount of the grant payable under this Rule shall be 75% of the education expenses actually incurred and admissible under Rule 350.2. The maximum grant per child per year shall not exceed a total payment of US\$ 9750 or, for expenses incurred in certain currencies as determined by the Director-General on the basis of procedures agreed among the international organizations concerned, an amount established in those currencies. For staff members at certain designated official stations, the amount of the grant in respect of primary and secondary education shall be increased by an additional amount corresponding to 100% of boarding costs up to US\$ 5060 per child per year or, for expenses incurred in certain local currencies as determined by the Director-General on the basis of procedures agreed among the international organizations concerned, an amount established in those currencies. <b>This rule does not apply to staff holding temporary appointments as defined in Rule 420.3 or to consultants appointed under Rule 1330.</b></p> <p><i>No further changes</i></p>

Staff Rule/Subject	Former text	New text
355. Special Education grant for disabled children	A staff member, except for short-term staff members appointed under Rule 1320 or consultants appointed under Rule 1330, is entitled to a special education grant in respect of any physically or mentally incapacitated child, recognized as dependant under Rule 310.5.2, up to the end of the year in which such child reaches the age of 25. The amount of the grant per child per year shall be 100% of the special education expenses actually incurred up to a maximum of US\$ 13 000 or, for expenses incurred in certain currencies as determined by the Director-General on the basis of procedures agreed among the international organizations concerned, up to a maximum amount established in those currencies. In cases where an education grant is payable under Rule 350, the total of the amounts payable under Rules 350 and 355 shall not exceed the applicable maximum.	<b>Staff members, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330, are</b> entitled to a special education grant in respect of any physically or mentally incapacitated child, recognized as dependant under Rule 310.5.2, up to the end of the year in which such child reaches the age of 25. The amount of the grant per child per year shall be 100% of the special education expenses actually incurred up to a maximum of US\$ 13 000 or, for expenses incurred in certain currencies as determined by the Director-General on the basis of procedures agreed among the international organizations concerned, up to a maximum amount established in those currencies. In cases where an education grant is payable under Rule 350, the total of the amounts payable under Rules 350 and 355 shall not exceed the applicable maximum.
360. Mobility and hardship allowance	360.1 A staff member, other than one appointed under Rules 1310, 1320 and 1330, who is assigned or transferred to an official station for a period of one year or longer, shall receive a non-pensionable mobility and hardship allowance designed to recognize varying degrees of hardship at different official stations and provide incentives for mobility, under the conditions set out in subsections 360.1.1, 360.1.2, 360.1.3 and 360.1.4. Official stations shall be categorized according to conditions of life and work and on the basis of criteria agreed among the international organizations concerned for classifying official stations. Headquarters, North American and European official stations and similar designated locations shall be categorized H official stations, whereas all other official stations shall be categorized from A to E.  ...	360.1 <b>Staff members, except those holding temporary appointments as defined in Rule 420.3 or those appointed under Rules 1310 and 1330, who are</b> assigned or transferred to an official station for a period of one year or longer, shall receive a non-pensionable mobility and hardship allowance designed to recognize varying degrees of hardship at different official stations and provide incentives for mobility, under the conditions set out in subsections 360.1.1, 360.1.2, 360.1.3 and 360.1.4. Official stations shall be categorized according to conditions of life and work and on the basis of criteria agreed among the international organizations concerned for classifying official stations. Headquarters, North American and European official stations and similar designated locations shall be categorized H official stations, whereas all other official stations shall be categorized from A to E.  <i>No further change</i>

Staff Rule/Subject	Former text	New text
		<p style="text-align: center;"><i>New Rule</i></p> <p>367. Service allowance</p> <p><b>Staff holding term-limited appointments as defined in Rule 420.3 shall receive a non-pensionable service allowance expressed as a percentage of their annual net base salary. This percentage shall be determined by the Director-General and range between 5% and 25% for staff in the professional category, and between 3% and 12% for staff in the general service category.</b></p>
375. End-of-service grant	A staff member holding a fixed-term appointment whose appointment is not renewed after completing ten years of continuous qualifying service shall be entitled to a grant based on the years of service, unless an offer of renewal of appointment has been either received or declined or the staff member has reached the statutory age of retirement as defined under Rule 1020.1. The amount of the grant shall be fixed according to the schedule in Rule 1050.4 for termination of temporary fixed-term appointments.	<b>Staff members</b> holding a fixed-term appointment whose appointment is not renewed after completing <b>five</b> years of continuous qualifying service, <b>and whose performance has been certified as being satisfactory</b> , shall be entitled to a grant based on the years of service, unless an offer of renewal of appointment has been either received or declined or the staff member has reached the statutory age of retirement as defined under Rule 1020.1. The amount of the grant shall be fixed according to the schedule in Rule 1050.4 for termination of fixed-term appointments.
420. Appointment policies	420.1 A career-service appointment is an appointment without time limit and is “permanent” within the meaning of Staff Regulation 4.5. A staff member may be granted a career-service appointment upon completion of at least five years’ satisfactory service and fulfilment of other such requirements as the Director-General may determine.	420. Appointment policies <sup>1</sup>
		<p>420.1 <b>A “service appointment” is an appointment without specified time-limit. A service appointment may be granted after a minimum of five years’ certified satisfactory service on fixed-term appointments</b> and fulfilment of such other requirements as the Director-General may determine.</p> <p style="text-align: center;"><i>New Rule</i></p> <p>420.2 <b>A “fixed-term appointment” is a time-limited appointment for one year or more.</b></p>

<sup>1</sup> Staff members holding career-service appointments on 1 July 2002, and who remain below grade P6/D1, shall retain such appointments until they separate from the Organization.

Staff Rule/Subject	Former text	New text
	<p>420.2 A temporary appointment is an appointment with a time limit within the meaning of Staff Regulation 4.5. It may be on a full-time, part-time or when-actually-employed basis. There are two categories of temporary appointment: those of one year or more, called fixed-term appointments, and those of less than one year, called short-term appointments.</p> <p>420.3 All staff, including staff members on secondment from government service, shall be appointed initially on a temporary basis as defined in Rule 420.2.</p> <p>420.4 Any appointment of one year or more shall be subject to a period of probation, which shall be at least one year and may be extended up to two years when necessary for adequate evaluation of the staff member’s performance, conduct and suitability to international service.</p>	<p><i>Previously 420.2</i></p> <p>420.3 A “temporary appointment” is an appointment <b>for a period not exceeding 11 months. There are two categories of temporary appointment: “short-term appointments” and “term-limited appointments”. Such appointments are granted in accordance with conditions determined by the Director-General.</b></p> <p><i>New Rule</i></p> <p>420.4 <b>Appointments may be on a full-time, part-time or when-actually-employed basis.</b></p> <p><i>Previously 420.3</i></p> <p><b>420.5</b> All staff, including staff members <b>seconded to the Organization</b>, shall be appointed initially on <b>fixed-term appointments as defined in Rule 420.2, or on temporary appointments as defined in Rule 420.3.</b></p> <p><b>420.6</b> <i>Previously 420.4 – unchanged</i></p>

Staff Rule/Subject	Former text	New text
440. Appointment procedure	440.4 For staff seconded from government service the offer of appointment, notice of acceptance and supporting documentation of the terms and conditions of secondment, as agreed by the organization, the government and the staff member concerned, shall constitute proof of the existence and validity of secondment from government service to the organization for the period stated in the offer of appointment and any subsequent extension of the appointment. Any extension of appointment shall be subject to agreement by all parties concerned.	<p><i>440.1 to 440.3 unchanged</i></p> <p>440.4 For staff seconded <b>to the Organization</b>, the offer of appointment, notice of acceptance and supporting documentation of the terms and conditions of secondment, as agreed by the Organization, <b>the releasing entity</b> and the staff member concerned, shall constitute proof of the existence and validity of secondment to the Organization for the period stated in the offer of appointment and any subsequent extension of the appointment. Any extension of appointment shall be subject to agreement by all parties concerned.</p>
470. Re-employment	470.1 A staff member, other than one referred to in Rules 1320 and 1330, who is re-employed within one year of the termination of his appointment, may, at the option of the Organization, be reinstated. In such a case he shall have restored to him the status which he held upon termination, and the intervening absence shall be charged to annual leave and leave without pay as necessary; he shall refund to the Organization all separation payments made to him.	<p>470.1 <b>Staff members, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330</b>, who <b>are</b> re-employed within one year of the termination of <b>their</b> appointment, may, at the option of the Organization, be reinstated. In such cases <b>they</b> shall have restored to <b>them</b> the status which <b>they</b> held upon termination, and the intervening absence shall be charged to annual leave and leave without pay as necessary. <b>They</b> shall refund to the Organization all separation payments made to <b>them</b>.</p> <p><i>No further changes</i></p>
480. Interorganization transfers	<p>480.1 Subject to the requirements of Rules 430 and 440 (“Medical Certification and Inoculations” and “Appointment Procedure”), an appointee accepted for transfer from another United Nations organization:</p> <p>480.1.1 may be appointed at an advanced step in the grade of the post to which he is being assigned if this is necessary to maintain his existing salary level;</p> <p>480.1.2 shall transfer his pension fund credit if he is a participant in the United Nations Joint Staff Pension Fund;</p>	<p>480.1 Subject to the requirements of Rules 430 and 440 (“Medical Certification and Inoculations” and “Appointment Procedure”), <b>appointees</b> accepted for transfer from another United Nations organization:</p> <p>480.1.1 may be appointed at an advanced step in the grade of the post to which <b>they are</b> being assigned if this is necessary to maintain <b>their</b> existing salary level;</p> <p>480.1.2 shall transfer <b>their</b> pension fund credit if <b>they are participants</b> in the United Nations Joint Staff Pension Fund;</p>



Staff Rule/Subject	Former text	New text
	<p>480.1.3 shall be appointed on a fixed-term appointment in accordance with Staff Rule 420.3, and serve on transfer the same probationary period as a newly appointed staff member;</p> <p>...</p>	<p>480.1.3 shall be appointed on a fixed-term appointment in accordance with Staff Rule <b>420.5</b>, and serve on transfer the same probationary period as a newly appointed staff member;</p> <p><i>No further changes</i></p>
<p>530. Supervision and performance evaluation</p>	<p>530.1. Supervisors shall be responsible for facilitating the adjustment of a staff member to his work by:</p> <p>530.1.1 providing him with a clear statement of his duties and his official relationships;</p> <p>530.1.2 instructing and guiding him in performing his functions;</p> <p>530.1.3 introducing him properly to those staff members with whom he will be required to work;</p> <p>530.1.4 discussing his work with him at frequent intervals.</p>	<p>530. <b>Performance management and development</b></p> <p>530.1 <b>Supervisors shall be responsible for:</b></p> <p>530.1.1 <b>facilitating the adjustment of the staff they supervise to their work;</b></p> <p>530.1.2 <b>establishing, in consultation with each staff member, a work plan;</b></p> <p>530.1.3 <b>guiding staff under their supervision.</b></p> <p>530.1.4 <i>Deleted</i></p>

Staff Rule/Subject	Former text	New text
	<p>530.2 For staff at D.2 level and below, in addition to the normal work review and discussion with a staff member, supervisors shall periodically make a formal evaluation of the performance, conduct and potentialities for greater usefulness of each staff member under their supervision. This evaluation shall be made at such intervals as the work situation or the individual's performance requires but in no case less frequently than once a year. Supervisors shall discuss their conclusions with the staff member and make specific suggestions for improvement in any aspects of performance which are not entirely satisfactory. If a staff member exercises supervisory responsibilities, the evaluation shall include an assessment of his performance as a supervisor.</p> <p>530.3 The functions and activities performed by the staff member during the preceding year shall be summarized by him and shall be evaluated by his supervisors on an established form, in relation to the actual duties and responsibilities of the post. The form shall be signed by the supervisors and the staff member concerned, who may if he so wishes attach a statement concerning any part of the report with which he disagrees and this shall become a part of his performance report file.</p>	<p>530.2 For staff at D.2 level and below, in addition to normal work review and discussion with a staff member, supervisors shall periodically make a formal evaluation of the performance, conduct and <b>development potential of all staff members</b> under their supervision. This evaluation shall be made at such intervals as the work situation or the individual's performance requires, but in no case less frequently than once a year. Supervisors shall discuss their conclusions with the staff member and make specific suggestions for improvement <b>in performance as necessary. For staff members with supervisory responsibilities, the evaluation shall include an assessment of their performance as supervisors, including how they fulfil their performance management and development responsibilities.</b></p> <p>530.3 <b>The performance of staff members during the preceding year shall be evaluated according to procedures established by the Director-General.</b> The form shall be signed by the supervisors and the staff <b>members</b> concerned; the <b>latter</b> may if <b>they</b> so <b>wish</b> attach a statement concerning any part of the report with which <b>they disagree</b> and this shall become a part of <b>their</b> performance report file.</p> <p>530.4 <i>Unchanged</i></p>
540. End of probation	<p>540.1 A performance evaluation report (see Rule 530.2) shall be made before the end of the normal probationary period (see Rule 420.4). On the basis of this report a decision shall be taken, and notified to the staff member, that his:</p> <p>...</p>	<p>540.1 A performance evaluation report (see Rule 530.2) shall be made before the end of the normal probationary period (see <b>Rule 420.6</b>). On the basis of this report a decision shall be taken, and notified to the staff member, that the:</p> <p><i>No further changes</i></p>

Staff Rule/Subject	Former text	New text
550. Within-grade increase	<p>550.1 A staff member whose performance has been certified by the supervisors as being satisfactory shall be entitled to a within-grade salary increase of one step upon completion of each unit of service time as defined in Rule 550.2. The date of entitlement shall not be earlier than the date of confirmation of the appointment except as provided in Rule 480. The effective date for a within-grade increase is defined in Rule 380.3.1. Increases may be granted up to the maximum for the staff member's grade except that, if either Rule 555.2 or Rule 1310.9 applies, the normal maximum may be exceeded accordingly.</p> <p>550.3 The unit of service time shall be reduced to ten months under Rule 550.2.1 and to twenty months under Rule 550.2.2 in the case of staff members who have demonstrated, by passing a prescribed test, proficiency of a second official language of the Organization. Staff members whose mother tongue is one of the official languages of the Organization must demonstrate proficiency in a second official language. This rule applies to staff members in the professional and higher categories except for linguistic staff, i.e., translators, editors, revisers and interpreters.</p>	<p>550.1 <b>Staff members, except those holding temporary appointments as defined in Rule 420.3</b>, whose performance has been certified by the supervisors as being satisfactory shall be entitled to a within-grade salary increase of one step upon completion of each unit of service time as defined in Rule 550.2. The date of entitlement shall not be earlier than the date of confirmation of the appointment except as provided in Rule 480. The effective date for a within-grade increase is defined in Rule 380.3.1. Increases may be granted up to the maximum for the staff member's grade except that, if either Rule 555.2 or Rule 1310.9 applies, the normal maximum may be exceeded accordingly.</p> <p>550.2 <i>Unchanged</i></p> <p>550.3 The unit of service time shall be reduced to ten months under Rule 550.2.1 and to twenty months under Rule 550.2.2 in the case of staff members who have demonstrated, by passing a prescribed test, proficiency of a second official language of the Organization. Staff members whose mother tongue is one of the official languages of the Organization must demonstrate proficiency in a second official language. This rule applies to staff members in the professional and higher categories except for <b>those holding temporary appointments as defined in Rule 420.3</b> and linguistic staff, i.e., translators, editors, revisers and interpreters.</p> <p><i>No further changes</i></p>
570. Reduction in grade	570.1 A staff member's grade may be reduced as a consequence of reclassification of the post he occupies or reassignment to a different post of lower grade. The latter may result:	570.1 <b>The grade of staff members</b> may be reduced as a consequence of reclassification of the <b>post occupied</b> or reassignment to a different post of lower grade. The latter may result:

Staff Rule/Subject	Former text	New text
	<p>570.1.1 from the staff member's own request for personal reasons;</p> <p>570.1.2 from unsatisfactory performance or misconduct;</p> <p>570.1.3 as an alternative to termination in a reduction in force.</p>	<p>570.1.1 <i>Unchanged;</i></p> <p>570.1.2 <i>Unchanged;</i></p> <p>570.1.3 as an alternative to termination <b>under Rule 1050.</b></p> <p><i>No further changes</i></p>
630. Annual leave	<p>630.3 Annual leave accrues to all staff members except:</p> <p>630.3.1 to those appointed on a "when-actually-employed" basis;</p> <p>630.3.2 to short-term staff, consultants and manual workers who are governed, instead, by the conditions established for them;</p> <p>630.3.3 to those on leave without pay under Rule 655.1 in excess of 30 days;</p> <p>630.3.4 to those on special leave under insurance coverage in excess of 30 days.</p>	<p><i>630.1 and 630.2 unchanged</i></p> <p>630.3 Annual leave accrues to all staff members except:</p> <p>630.3.1 <i>Unchanged</i></p> <p><i>New Rule</i></p> <p>630.3.2 <b>to holders of temporary appointments as defined in Rule 420.3 engaged on a daily basis;</b></p> <p><i>Previously 630.3.2</i></p> <p>630.3.3 <b>to consultants appointed under Rule 1310</b> who are governed, instead, by the conditions established for them;</p> <p>630.3.4 <i>Previously 630.3.3 – unchanged</i></p> <p><b>630.3.5</b> <i>Previously 630.3.4 – unchanged</i></p> <p><i>No further changes</i></p>
640. Home leave	<p>640.3 A staff member is eligible for home leave when:</p> <p>640.3.1 his official station is outside the country and area of his recognized place of residence as established under Rule 460; and</p>	<p><i>640.1 and 640.2 unchanged</i></p> <p>640.3 <b>Staff members are</b> eligible for home leave when:</p> <p>640.3.1 <b>their</b> official station is outside the country and area of <b>their</b> recognized place of residence as established under Rule 460; and</p>

Staff Rule/Subject	Former text	New text
	<p>640.3.2 his service is expected to continue at least six months beyond the date of return from home leave or six months beyond the date of eligibility for home leave, whichever is later; and</p> <p>640.3.3 he is not locally recruited under Rule 1310, is not appointed on a short-term basis under Rule 1320 and is not appointed as a consultant under Rule 1330; and</p> <p>640.3.4 he has met the requirements for qualifying service under Rule 640.4.</p>	<p>640.3.2 <b>their</b> service is expected to continue at least six months beyond the date of return from home leave or six months beyond the date of eligibility for home leave, whichever is later; and</p> <p>640.3.3 <b>they are</b> not locally recruited under Rule 1310, <b>do not hold a temporary appointment as defined in Rule 420.3</b> and <b>are</b> not appointed as a consultant under Rule 1330; and</p> <p>640.3.4 <b>they have</b> met the requirements for qualifying service under Rule 640.4.</p> <p><i>No further changes</i></p>
660. Leave for military training or service	660.1 Upon application, a staff member, other than one referred to in Rules 1320 and 1330, may be granted leave of absence for military training or service required by his government for a period not exceeding one year in the first instance but subject to extension on request. At the staff member's option, such absence shall be charged as either leave without pay or as annual leave to the extent accrued and thereafter to leave without pay. During any period of leave without pay for this purpose the provisions of Rule 655.2 shall apply.	660.1 Upon application, <b>staff members, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330</b> , may be granted leave of absence for military training or service required by <b>their</b> government for a period not exceeding one year in the first instance but subject to extension on request. At the staff <b>members'</b> option, such absence shall be charged as either leave without pay or as annual leave to the extent accrued and thereafter to leave without pay. During any period of leave without pay for this purpose the provisions of Rule 655.2 shall apply.
720. Accident and illness insurance	720.1 Staff Health Insurance:  A staff member appointed for one year or more shall participate in the Organization's Staff Health Insurance, and his spouse and eligible dependants shall also be covered by it, in accordance with rules established by the Director-General in consultation with the staff. Staff members shall contribute to the cost.	720.1 Staff Health Insurance  720.1.1 <b>Staff members</b> appointed for one year or more shall participate in the Organization's Staff Health Insurance, and <b>their</b> spouse and eligible dependants shall also be covered by it, in accordance with rules established by the Director-General in consultation with the staff. Staff members shall contribute to the cost.

Staff Rule/Subject	Former text	New text
		<p><i>New Rule</i> 720.1.2 <b>Staff members holding temporary appointments as defined in Rule 420.3 shall also participate in the Organization's Staff Health Insurance, in accordance with rules established by the Director-General. Their eligible family members may be covered by it, in accordance with rules established by the Director-General. Staff members shall contribute to the cost.</b></p> <p><i>No further changes</i></p>
760. Maternity leave and paternity leave <sup>1</sup>	<p>760.1 Staff members appointed for periods of one year or more shall be entitled to maternity leave and paternity leave with full salary and allowances.</p> <p>760.2 Maternity leave</p> <p>On presentation of a certificate from a duly recognized medical practitioner stating that her confinement will probably take place within six weeks, a staff member shall be entitled to maternity leave. At the request of the staff member and on medical advice, the Director-General may permit the maternity leave to commence less than six weeks but not less than two weeks before the expected date of confinement. Maternity leave shall extend for a period of 16 weeks from the time it is granted, except that in no case shall it terminate less than 10 weeks after the actual date of her confinement.</p>	<p>760.1 <b>Staff members other than consultants appointed under Rule 1330</b> shall be entitled to maternity leave and paternity leave, <b>subject to the conditions specified in this Rule.</b></p> <p>760.2 Maternity leave <b>for staff holding an appointment of one year or more</b></p> <p>On presentation of a certificate from a duly recognized medical practitioner stating that her confinement will probably take place within six weeks, the staff member shall be entitled to maternity leave. At the request of the staff member and on medical advice, the Director-General may permit the maternity leave to commence less than six weeks but not less than two weeks before the expected date of confinement. Maternity leave shall extend for a period of 16 weeks from the time it is granted, except that in no case shall it terminate less than 10 weeks after the actual date of her confinement. <b>The leave is paid with full salary and allowances.</b></p>

<sup>1</sup> Paternity leave is introduced on a trial basis for two years, with effect from 1 January 2001, to be reviewed in January 2003.

Staff Rule/Subject	Former text	New text
	<p>760.3 A nursing mother shall be allowed additional maternity leave of sufficient time each day to nurse her child.</p> <p>760.4 Where both parents of a newborn child are staff members of the World Health Organization, any unused portion of maternity leave to which the mother would otherwise have been entitled under Rule 760.2 may be used by the father of the child, under conditions established by the Director-General.</p> <p>760.5 Paternity leave</p> <p>A staff member shall be entitled to paternity leave for up to five days upon presentation of satisfactory evidence of the birth of his child.</p>	<p><i>New Rule</i></p> <p>760.3 <b>Maternity leave for staff holding temporary appointments</b></p> <p><b>For a staff member holding a temporary appointment as defined in Rule 420.3, maternity leave shall be granted under conditions established by the Director-General.</b></p> <p>760.4 <i>Previously 760.3 – unchanged</i></p> <p>760.5 <i>Previously 760.4 – unchanged</i></p> <p><i>Previously 760.5</i></p> <p><b>760.6</b> Paternity leave</p> <p>A staff member, <b>except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330</b>, shall be entitled to paternity leave for up to five days upon presentation of satisfactory evidence of the birth of his child.</p>
770. Grant in case of death	770.1 On the death of a staff member holding a fixed-term or career-service appointment, whose death does not result in any indemnity payment from the Organization's accident and illness insurance policy, a payment shall be made to: <p>...</p>	770.1 On the death of a staff member, <b>except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330</b> , whose death does not result in any indemnity payment from the Organization's accident and illness insurance policy, a payment shall be made to: <p><i>No further changes</i></p>

Staff Rule/Subject	Former text	New text
820. Travel of spouse and children	820.2 Except for staff referred to in Rules 1320 and 1330, the Organization shall pay the travel expenses of a staff member's spouse and dependent children as defined in Rule 820.1 under the following circumstances:	820.1 <i>Unchanged</i>  820.2 Except for staff <b>members holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330</b> , the Organization shall pay the travel expenses of a staff member's spouse and dependent children, as defined in Rule 820.1, under the following circumstances:  <i>No further changes</i>
825. Special education grant travel	The Organization shall, in accordance with terms and conditions determined by the Director-General, pay travel expenses of a staff member's dependent child in respect of whom the staff member is entitled to the special education grant under Rule 355. In this case, the provisions for education grant travel under Rule 820.2.5 shall not apply, except for the round trips under Rules 820.2.5.2 and 820.2.5.3. The provisions of this Rule shall apply to professional and higher graded staff not serving in the country of their recognized place of residence, and to staff referred to in Rule 1310.4 recruited outside the local area as well as outside the country of the official station. They shall not apply to other staff referred to in Rule 1310, nor to staff referred to in Rules 1320 and 1330.	The Organization shall, in accordance with terms and conditions determined by the Director-General, pay travel expenses of dependent children in respect of whom <b>staff members are</b> entitled to the special education grant under Rule 355. In this case, the provisions for education grant travel under Rule 820.2.5 shall not apply, except for the round trips under Rules 820.2.5.2 and 820.2.5.3. The provisions of this Rule shall apply to professional and higher <b>category</b> staff not serving in the country of their recognized place of residence, and to staff referred to in Rule 1310.4 recruited outside the local area as well as outside the country of the official station. They shall not apply to other staff referred to in Rule 1310, <b>nor to staff holding temporary appointments as defined in Rule 420.3 nor to consultants appointed under Rule 1330.</b>
1040. Completion of temporary appointments	Temporary appointments, both fixed-term and short-term, shall terminate automatically on the completion of the agreed period of service in the absence of any offer and acceptance of extension. However, a staff member serving under a fixed-term appointment of one year or more, whom it has been decided not to reappoint, shall be notified thereof not later than three months before the date of expiry of the contract. Such a staff member who does not wish to be considered for reappointment shall also give that period of notice of his intention.	1040. <b>Completion of appointments</b>  <b>In the absence of any offer and acceptance of extension, fixed-term and temporary appointments shall terminate automatically on the completion of the agreed period of service. Where it has been decided not to offer an extension of appointment to a staff member holding a fixed-term appointment, the staff member shall be notified thereof no less than three months before the expiry of the appointment.</b> Such a staff member who does not wish to be considered for reappointment shall also give that period of notice of his intention.



Staff Rule/Subject	Former text	New text
<p>1050. Abolition of post and reduction in force</p>	<p>1050.1 The temporary appointment of a staff member engaged for a post of limited duration may be terminated prior to its expiration date if that post is abolished.</p> <p>1050.2 When a post of indefinite duration – or any post held by a staff member with a career-service appointment – comes to an end, a reduction in force shall (if the post was filled) take place, in accordance with procedures established by the Director-General, based upon the following principles:</p> <p>1050.2.1 competition for retention shall be limited to staff holding relevant posts at the same grade as the post to be abolished, or one grade lower;</p> <p>1050.2.2 if the post is in the professional category and above, competition shall extend to all offices; if the post is subject to local recruitment, competition shall be limited to the locality in which the post is to be abolished;</p>	<p>1050. <b>Abolition of post</b></p> <p>1050.1 The <b>fixed-term</b> appointment of a staff member engaged <b>on</b> a post of limited duration may be terminated prior to its expiration date if that post is abolished.</p> <p>1050.2 When a post of indefinite duration – or any post held by a staff member with a <b>service</b> appointment<sup>1</sup> – <b>is abolished or reassign the staff member occupying that post</b>, in accordance with procedures established by the Director-General, <b>and</b> based upon the following principles:</p> <p><i>Subparagraphs have been revised and reordered</i></p> <p><i>New Rule</i></p> <p>1050.2.1 <b>the reassignment process shall be coordinated by a Reassignment Committee established by the Director-General;</b></p> <p><i>New Rule</i></p> <p>1050.2.2 <b>the paramount consideration shall be the necessity of securing the highest standards of efficiency, competence and integrity with due regard given to the performance, qualifications and experience of the staff member concerned;</b></p>

<sup>1</sup> In this Rule, references to staff members holding service appointments shall be interpreted to include staff members holding career-service appointments.

Staff Rule/Subject	Former text	New text
	<p>1050.2.3 staff members holding career-service appointments shall be given priority for retention. The Director-General may establish priorities among the temporary staff;</p> <p>1050.2.4 within any priority group, preference for retention shall be based first upon performance, and, when this is not decisive, upon seniority of service;</p> <p>1050.2.5 a staff member's appointment shall not be terminated before he has been made a reasonable offer of reassignment if such offer is immediately possible.</p>	<p><i>New Rule</i> 1050.2.3 <b>the Director-General may establish priorities for reassigning staff members;</b></p> <p><i>New Rule</i> 1050.2.4 <b>the reassignment period shall normally end within six months from its commencement; this period may be exceptionally extended by the Director-General for up to an additional six months;</b></p> <p><i>New Rule</i> 1050.2.5 <b>during the reassignment period, the staff member may be provided with training to enhance specific existing qualifications;</b></p> <p><i>Previously 1050.2.2</i> <b>1050.2.6</b> if the post is in the professional category or above, <b>the reassignment process</b> shall extend to all offices; if the post is subject to local recruitment, the <b>reassignment process</b> shall be limited to the locality in which the post is to be abolished;</p> <p><i>New Rule</i> <b>1050.2.7</b> <b>staff members shall be given due preference for vacancies during the reassignment period, within the context of Rule 1050.2.2;</b></p> <p><i>New Rule</i> <b>1050.2.8</b> <b>staff members may be reassigned to vacant posts at the same grade as the post to be abolished, or one grade lower;</b></p> <p><i>New Rule</i> <b>1050.2.9</b> <b>the staff member's appointment shall be terminated if no reassignment decision is made during the reassignment period.</b></p>

Staff Rule/Subject	Former text	New text																																																																																																												
	<p>1050.3 Termination under this Rule shall require the giving of at least three months' notice to a staff member holding a career-service appointment or a confirmed fixed-term appointment of one year or more and at least one month's notice to any other staff member.</p> <p>1050.4 A staff member whose appointment is terminated under this Rule shall be paid an indemnity in accordance with the following schedule and with due regard to Rule 380.2:</p> <table border="0" data-bbox="584 592 1205 1235"> <thead> <tr> <th colspan="3" data-bbox="770 592 1155 619">Indemnity (Terminal remuneration)</th> </tr> <tr> <th data-bbox="584 624 712 679">Years of service</th> <th data-bbox="757 624 913 711">Staff holding career-service appointments</th> <th data-bbox="994 624 1144 711">Staff holding fixed-term appointments</th> </tr> </thead> <tbody> <tr> <td data-bbox="584 746 712 802">Less than 1</td> <td data-bbox="757 746 913 802"></td> <td data-bbox="994 746 1144 802">One week per un-</td> </tr> <tr> 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appointment, and at least one month's notice to any other staff member.</p> <p>1050.4 <b>Staff members whose appointments are</b> terminated under this Rule shall be paid an indemnity in accordance with the following schedule and with due regard to Rule 380.2:</p> <table border="0" data-bbox="1339 592 1960 1235"> <thead> <tr> <th colspan="3" data-bbox="1525 592 1910 619">Indemnity (Terminal remuneration)</th> </tr> <tr> <th data-bbox="1339 624 1467 679">Years of service</th> <th data-bbox="1512 624 1668 711">Staff holding career-service appointments</th> <th data-bbox="1749 624 1899 711">Staff holding fixed-term appointments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1339 746 1467 774">Less than 1</td> <td data-bbox="1512 746 1668 774">)</td> <td data-bbox="1749 746 1899 774">) One week per unex-</td> </tr> <tr> <td data-bbox="1339 774 1467 801">1</td> <td data-bbox="1512 774 1668 801">)</td> <td data-bbox="1749 774 1899 801">) pired month of contract,</td> </tr> <tr> <td 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Staff Rule/Subject	Former text	New text
	<p>1050.5 The appointment of a staff member who has satisfactorily served the Organization for five years or more shall be considered as having been terminated under this Rule if the appointment was not renewed because of the abolition or intended abolition of a post.</p> <p>1050.6 Posts of indefinite duration comprise those that continue in existence unless and until an express decision is taken to abolish them. Posts of limited duration automatically lapse at the end of the period for which they were established unless an express decision is taken to continue them. The Director-General shall determine the categories of posts falling within each of the above two definitions.</p>	<p><i>New Rule</i></p> <p><b>1050.4.2 In other cases, the Director-General may decide to increase the indemnity by up to 50 percent if the conditions so warrant.</b></p> <p>1050.5 <i>Deleted</i></p> <p>1050.5 <i>Previously 1050.6 – unchanged</i></p>
1320. Short-term staff	The Director-General may appoint short-term staff for conference and other short-term service without regard to the provisions of other sections of the Staff Rules.	The Director-General <b>may establish conditions of service for temporary appointments</b> for conference and other short-term service without regard to the provisions of other sections of the Staff Rules.

## الملحق ٢

### تعديل على النظام الأساسي للموظفين

النص المقترح	النص الحالي	النظام الأساسي للموظفين
يكون تعيين نائب المدير العام والمديرين العاميين للمساعديين والمديرين الإقليميين لفترة لا تتجاوز خمس سنوات قابلة للتجديد. ويعين باقي الموظفين لمدة ما بالشروط التي يحددها المدير العام وفقاً لهذا النظام الأساسي.	يكون تعيين نائب المدير العام والمديرين العاميين للمساعديين والمديرين الإقليميين لفترة لا تتجاوز خمس سنوات قابلة للتجديد. ويعين باقي الموظفين بصفة دائمة أو بصفة مؤقتة بالشروط التي يحددها المدير العام وفقاً لهذا النظام الأساسي.	٥-٤