

ANNEXES

ANNEX 1

International Nonproprietary Names: revised procedure¹

Report by the Secretariat

[EB115/11 – 9 December 2004]

1. The Executive Board at its 112th session took note of the proposed action plan for revising the procedure for the selection of International Nonproprietary Names (INN) for pharmaceutical substances.² The action plan envisaged further consultation on the proposed revision of the Procedure, as well as feasibility studies on means to speed up the INN selection process (including more meetings of the INN Expert Group, using modern technology, for example electronic voting and teleconferences) and the process of making newly selected INN known to the public before their official publication in *WHO Drug Information*.

PROGRESS SINCE THE 112TH SESSION OF THE EXECUTIVE BOARD

2. Comments received during preceding consultative phases and the public information meeting in November 2002 were taken into consideration in preparing a new draft of the revised procedure. As a result, the proposal to establish rules for the acceptance or rejection of objections to proposed INN was deleted.

3. The third consultative process envisaged in the action plan was started in 2003 with the sending of the new draft to the INN Expert Group, other members of the WHO Expert Advisory Panel on the International Pharmacopoeia and Pharmaceutical Preparations, national pharmacopoeia authorities and pharmacopoeia commissions, drug regulatory agencies and authorities, and the International Federation of Pharmaceutical Manufacturers Associations, with a request for further input from all parties that had expressed their interest to participate in this endeavour.

4. Comments received from various parties during this third consultation were evaluated, and a further revised draft was prepared. In addition to some corrections and clarifications to reflect the current state of affairs, the proposed modifications pertained mostly to establishing rules for a possible substitution of a previously recommended INN. These rules were inter alia designed to engage both the original applicant and the party making a request for substitution in the process.

¹ See resolution EB115.R4.

² Documents EB112/3 and EB112/2003/REC/1, summary record of the first meeting, section 4.

5. In view of the comments received on this further revised draft, a fourth consultative process was started in 2004, with recirculation of the new version of the revised procedure to all parties mentioned in paragraph 3. The ensuing comments were evaluated and a further revised draft of the procedure was prepared. Opinions expressed during the third and the fourth consultative processes were in general favourable to establishing rules for substitution of a previously recommended INN. All comments received in the various rounds of consultations on the proposed revision of the procedure are available on the WHO web site,¹ as requested by the Board at its 112th session.

6. At the same time as the issue of the present report, the latest draft revision of the procedure was sent to all interested parties for information.

7. The revised procedure for selection of recommended International Nonproprietary Names for pharmaceutical substances is attached as Appendix 1, including the new working process for the INN Expert Group. Amended general principles for guidance in devising INN for pharmaceutical substances are attached as Appendix 2.

8. The feasibility studies mentioned in paragraph 1 were undertaken.

ACTION BY THE EXECUTIVE BOARD

9. and 10. [These paragraphs invited the Board to adopt the revised procedure for selection of International Nonproprietary Names for pharmaceutical substances, including the proposed working process for the INN Expert Group, and to take note of the amended general principles for guidance in devising INN for pharmaceutical substances.]

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¹ <http://www.who.int/medicines/organization/qsm/activities/qualityassurance/inn/orginn.shtml>.

Appendix 1

**PROCEDURE FOR THE SELECTION OF RECOMMENDED
INTERNATIONAL NONPROPRIETARY NAMES
FOR PHARMACEUTICAL SUBSTANCES¹**

The following procedure shall be followed by the World Health Organization (hereinafter also referred to as “WHO”) in the selection of recommended international nonproprietary names for pharmaceutical substances, in accordance with resolution WHA3.11 of the World Health Assembly, and in the substitution of such names.

Article 1

Proposals for recommended international nonproprietary names and proposals for substitution of such names shall be submitted to WHO on the form provided therefor. The consideration of such proposals shall be subject to the payment of an administrative fee designed only to cover the corresponding costs of the Secretariat of WHO (“the Secretariat”). The amount of this fee shall be determined by the Secretariat and may, from time to time, be adjusted.

Article 2

Such proposals shall be submitted by the Secretariat to the members of the Expert Advisory Panel on the International Pharmacopoeia and Pharmaceutical Preparations designated for this purpose, such designated members hereinafter referred to as “the INN Expert Group”, for consideration in accordance with the “General principles for guidance in devising International Nonproprietary Names for Pharmaceutical Substances”, annexed to this procedure.² The name used by the person discovering or first developing and marketing a pharmaceutical substance shall be accepted, unless there are compelling reasons to the contrary.

Article 3

Subsequent to the examination provided for in article 2, the Secretariat shall give notice that a proposed international nonproprietary name is being considered.

(a) Such notice shall be given by publication in *WHO Drug Information*³ and by letter to Member States and to national and regional pharmacopoeia commissions or other bodies designated by Member States.

(i) Notice shall also be sent to the person who submitted the proposal (“the original applicant”) and other persons known to be concerned with a name under consideration.

¹ See Annex 1 in WHO Technical Report Series, No. 581, 1975, for the original text adopted by the Executive Board in resolution EB15.R7 and amended in resolution EB43.R9.

² See Appendix 2.

³ Before 1987, lists of international nonproprietary names were published in the *Chronicle of the World Health Organization*.

- (b) Such notice shall:
- (i) set forth the name under consideration;
 - (ii) identify the person who submitted the proposal for naming the substance, if so requested by such person;
 - (iii) identify the substance for which a name is being considered;
 - (iv) set forth the time within which comments and objections will be received and the person and place to whom they should be directed;
 - (v) state the authority under which WHO is acting and refer to these rules of procedure.
- (c) In forwarding the notice, the Secretariat shall request that Member States take such steps as are necessary to prevent the acquisition of proprietary rights in the proposed name during the period it is under consideration by WHO.

Article 4

Comments on the proposed name may be forwarded by any person to WHO within four months of the date of publication, under article 3, of the name in *WHO Drug Information*.

Article 5

A formal objection to a proposed name may be filed by any interested person within four months of the date of publication, under article 3, of the name in *WHO Drug Information*.

Such objection shall:

- (i) identify the person objecting;
- (ii) state his or her interest in the name;
- (iii) set forth the reasons for his or her objection to the name proposed.

Article 6

Where there is a formal objection under article 5, WHO may either reconsider the proposed name or use its good offices to attempt to obtain withdrawal of the objection. Without prejudice to the consideration by WHO of a substitute name or names, a name shall not be selected by WHO as a recommended international nonproprietary name while there exists a formal objection thereto filed under article 5 which has not been withdrawn.

Article 7

Where no objection has been filed under article 5, or all objections previously filed have been withdrawn, the Secretariat shall give notice in accordance with subsection (a) of article 3 that the name has been selected by WHO as a recommended international nonproprietary name.

Article 8

In forwarding a recommended international nonproprietary name to Member States under article 7, the Secretariat shall:

- (a) request that it be recognized as the nonproprietary name for the substance; and
- (b) request that Member States take such steps as are necessary to prevent the acquisition of proprietary rights in the name and to prohibit registration of the name as a trademark or trade name.

Article 9

(a) In the extraordinary circumstance that a previously recommended international nonproprietary name gives rise to errors in medication, prescription or distribution, or a demonstrable risk thereof, because of similarity with another name in pharmaceutical and/or prescription practices, and it appears that such errors or potential errors cannot readily be resolved through other interventions than a possible substitution of a previously recommended international nonproprietary name, or in the event that a previously recommended international nonproprietary name differs substantially from the nonproprietary name approved in a significant number of Member States, or in other such extraordinary circumstances that justify a substitution of a recommended international nonproprietary name, proposals to that effect may be filed by any interested person. Such proposals shall be submitted on the form provided therefor and shall:

- (i) identify the person making the proposal;
- (ii) state his or her interest in the proposed substitution; and
- (iii) set forth the reasons for the proposal; and
- (iv) describe, and provide documentary evidence regarding, the other interventions undertaken in an effort to resolve the situation, and the reasons why these other interventions were inadequate.

Such proposals may include a proposal for a new substitute international nonproprietary name, devised in accordance with the General principles, which takes into account the pharmaceutical substance for which the new substitute international nonproprietary name is being proposed.

The Secretariat shall forward a copy of the proposal, for consideration in accordance with the procedure described in subsection (b) below, to the INN Expert Group and the original applicant or its successor (if different from the person bringing the proposal for substitution and provided that the original applicant or its successor is known or can be found through diligent effort, including contacts with industry associations).

In addition, the Secretariat shall request comments on the proposal from:

- (i) Member States and national and regional pharmacopoeia commissions or other bodies designated by Member States (by including a notice to that effect in the letter referred to in article 3(a), and
- (ii) any other persons known to be concerned by the proposed substitution.

The request for comments shall:

- (i) state the recommended international nonproprietary name that is being proposed for substitution (and the proposed substitute name, if provided);
- (ii) identify the person who submitted the proposal for substitution (if so requested by such person);
- (iii) identify the substance to which the proposed substitution relates and reasons put forward for substitution;
- (iv) set forth the time within which comments will be received and the person and place to whom they should be directed; and
- (v) state the authority under which WHO is acting and refer to these rules of procedure.

Comments on the proposed substitution may be forwarded by any person to WHO within four months of the date of the request for comments.

(b) After the time period for comments referred to above has elapsed, the Secretariat shall forward any comments received to the INN Expert Group, the original applicant or its successor and the person bringing the proposal for substitution. If, after consideration of the proposal for substitution and the comments received, the INN Expert Group, the person bringing the proposal for substitution and the original applicant or its successor all agree that there is a need to substitute the previously recommended international nonproprietary name, the Secretariat shall submit the proposal for substitution to the INN Expert Group for further processing.

Notwithstanding the foregoing, the original applicant or its successor shall not be entitled to withhold agreement to a proposal for substitution in the event the original applicant or its successor has no demonstrable continuing interest in the recommended international nonproprietary name proposed for substitution.

In the event that a proposal for substitution shall be submitted to the INN Expert Group for further processing, the INN Expert Group will select a new international nonproprietary name in accordance with the General principles referred to in article 2 and the procedure set forth in articles 3 to 8 inclusive. The notices to be given by the Secretariat under article 3 and article 7, respectively, including to the original applicant or its successor (if not the same as the person proposing the substitution, and provided that the original applicant or its successor is known or can be found through diligent effort, including contacts with industry associations), shall in such event indicate that the new name is a substitute for a previously recommended international nonproprietary name and that Member States may wish to make transitional arrangements in order to accommodate existing products that use the previously recommended international nonproprietary name on their label in accordance with national legislation.

If, after consideration of the proposal for substitution and the comments received in accordance with the procedure described above, the INN Expert Group, the original applicant or its successor and the person bringing the proposal for substitution do not agree that there are compelling reasons for substitution of a previously recommended international nonproprietary name, this name shall be retained (provided always that the original applicant or its successor shall not be entitled to withhold agreement to a proposal for substitution in the event that the original applicant or its successor has no demonstrable continuing interest in the recommended international nonproprietary name proposed to be substituted). In such an event, the Secretariat shall advise the person having proposed the substitution, as well as the original applicant or its

successor (if not the same as the person proposing the substitution, and provided that the original applicant or its successor is known or can be found through diligent effort, including contacts with industry associations), Member States, national and regional pharmacopoeia commissions, other bodies designated by Member States, and any other persons known to be concerned by the proposed substitution that, despite a proposal for substitution, it has been decided to retain the previously recommended international nonproprietary name (with a description of the reason(s) why the proposal for substitution was not considered sufficiently compelling).

Article 10

A working process, intended to serve as a guide for the INN Expert Group in the implementation of this procedure, is attached hereto.

Attachment

WORKING PROCESS FOR THE INN EXPERT GROUP¹

1. This document serves as a guide for the INN Expert Group in the implementation of the procedure for the selection of recommended international nonproprietary names for pharmaceutical substances (“the procedure”).
2. The process of selecting an international nonproprietary name for a pharmaceutical substance is described in the procedure. The General principles for guidance in devising International Nonproprietary Names for pharmaceutical substances specify the criteria to be applied when selecting new INN.
3. The INN Expert Group is composed of specialists representing a broad range of expertise in the pharmaceutical, chemical, biochemical and pharmacological sciences pertinent to the selection of INN. The Group also aims to represent the widest possible geographical distribution. The INN Expert Group may invite co-opted experts in the field of pharmaceutical trademarks and linguists to advise it on issues within the sphere of their competence.
4. The decisions on the selection of new INN are taken as a result of consultations and ensuing correspondence, if necessary (see paragraph 11 below). The consultations take place at least twice a year during meetings of the INN Expert Group convened by the Secretariat. If and to the extent required, more frequent consultations may be held, through for instance tele- and video-conferences and other electronic means.
5. The members of the INN Expert Group may formulate their views in the following manner:
 - (a) unconditional acceptance of a suggested name;
 - (b) a negative opinion with a proposal to modify the suggested name;
 - (c) a conditional opinion (e.g. asking for further information from the originator of the request on the mode of action of the substance);
 - (d) abstention.
6. New INN requests and proposals for the resolution of outstanding, pending issues are regularly mailed by the Secretariat to the INN Expert Group. During the preliminary consultation phase, the Secretariat provides members of the Group with copies of each completed INN request form, together with the accompanying documentation submitted by the originator of each such request. The experts are usually also provided with an analysis in light of the General principles, previously recommended INN and trademarks (in use for medicines) from the Secretariat and related additional information. Experts are invited to provide comments in writing to the Secretariat before the forthcoming consultation, taking account of, in particular:

¹ Designated members of the Expert Advisory Panel on the International Pharmacopoeia and Pharmaceutical Preparations.

- correctness of classification and stem;
- similarity with other names in pharmaceutical and/or prescription practices;
- linguistic aspects.

The experts' comments are synthesized and analysed by the Secretariat for discussion during the consultation.

7. For the purpose of the INN consultations, the INN Expert Group selects a moderator from among its members. The moderator summarizes the opinions expressed during the preliminary consultation phase, after which the INN experts discuss the request for a new INN, and either select a proposed INN or defer the matter in accordance with the provisions set out in paragraphs 11 and 14.

8. The Secretariat drafts a report of each meeting, in which all decisions are reflected.

9. Within approximately one month after the consultation, the Secretariat sends a draft of the report to all members of the INN Expert Group, inviting them to comment on whether the report accurately reflects the discussions and opinions expressed during the consultation, within a deadline of six weeks. In the absence of any written comments within the aforesaid six-week period, the report is assumed to accurately reflect the discussions and opinions expressed during the consultation.

10. Experts who are unable to participate in a consultation must express their opinion in writing. If no opinion is received, this will be considered as an abstention. No decision can be taken in the absence of a majority of the members of the INN Expert Group having expressed their opinion, either in person during a consultation or in writing before a consultation (quorum for decision). Decisions are taken by consensus of the INN Expert Group members expressing their opinion.

11. In the absence of a consensus, in accordance with the provision of paragraph 10 above, the matter will continue to be discussed by correspondence or at the next consultation, if necessary. If requested by the INN Expert Group, the Secretariat will provide additional information and/or alternative proposals to the INN Expert Group for such continued discussions. This process will continue until a decision on a proposed INN is confirmed in accordance with the provision of paragraph 10 above.

12. In the absence of any comments on the manner in which a decision is reflected in the draft report, the decision will be considered as finally adopted. In such an event, the Secretariat informs the originator of the new INN request about the name that has been selected as a proposed name. Simultaneously, the Secretariat proceeds to publish the selected name in the forthcoming proposed INN list (see article 2 of the procedure).

13. The rules set out above in regard to new INN equally apply in regard of:

- the selection of new common stems;
- a decision not to propose an INN (paragraph 14 below); and
- the consideration of substitution of previously recommended INN.

14. The INN Expert Group may decide not to propose an INN at all. Such a decision is usually taken when there is already a common name in general use for the pharmaceutical substance, and that

name does not fit into the selection criteria for an INN or the selection of an INN may cause medication or prescription errors. INN are also not proposed when the General principles for selecting an INN are not met, for example in the case of a combination of two pharmaceutical substances.

Appendix 2

**GENERAL PRINCIPLES FOR GUIDANCE IN DEVISING INTERNATIONAL
NONPROPRIETARY NAMES FOR PHARMACEUTICAL SUBSTANCES¹**

1. International Nonproprietary Names (INN) should be distinctive in sound and spelling. They should not be inconveniently long and should not be liable to confusion with names in common use.
2. The INN for a substance belonging to a group of pharmacologically related substances should, where appropriate, show this relationship. Names that are likely to convey to a patient an anatomical, physiological, pathological or therapeutic suggestion should be avoided.

These primary principles are to be implemented by using the following secondary principles:

3. In devising the INN of the first substance in a new pharmacological group, consideration should be given to the possibility of devising suitable INN for related substances, belonging to the new group.
4. In devising INN for acids, one-word names are preferred; their salts should be named without modifying the acid name, e.g. "oxacillin" and "oxacillin sodium", "ibufenac" and "ibufenac sodium".
5. INN for substances which are used as salts should in general apply to the active base or the active acid. Names for different salts or esters of the same active substance should differ only in respect of the name of the inactive acid or the inactive base.

For quaternary ammonium substances, the cation and anion should be named appropriately as separate components of a quaternary substance and not in the amine-salt style.

6. The use of an isolated letter or number should be avoided; hyphenated construction is also undesirable.
7. To facilitate the translation and pronunciation of INN, "f" should be used instead of "ph", "t" instead of "th", "e" instead of "ae" or "oe", and "i" instead of "y"; the use of the letters "h" and "k" should be avoided.
8. Provided that the names suggested are in accordance with these principles, names proposed by the person discovering or first developing and marketing a pharmaceutical preparation, or names already officially in use in any country, should receive preferential consideration.
9. Group relationship in INN (see General principle 2) should if possible be shown by using a common stem. The following list contains examples of stems for groups of substances, particularly for

¹ In its Twentieth report (WHO Technical Report Series, No. 581, 1975), the WHO Expert committee on Nonpropriety Names for Pharmaceutical Substances reviewed the General principles for devising, and the procedures for selecting, INN in the light of developments in pharmaceutical compounds in recent years. The most significant change has been the extension to the naming of synthetic chemical substances of the practice previously used for substances originating in or derived from natural products. This practice involves the use of a characteristic "stem" indicative of a common property of the members of a group. The reason for, and the implications of, the change are fully discussed.

The General principles were updated during the thirteenth consultation on nonproprietary names for pharmaceutical substances (Geneva, 27-29 April 1983) (PHARMS/NON 928 13 May 1983, revised 18 August 1983).

new groups. There are many other stems in active use.¹ Where a stem is shown without any hyphens it may be used anywhere in the name.

Latin	English	
-acum	-ac	anti-inflammatory agents, ibufenac derivatives
-adolum	-adol }	
		Analgesics
-adol-	-adol-}	
-astum	-ast	antiasthmatic, antiallergic substances not acting primarily as antihistaminics
-astinum	-astine	antihistaminics
-azepamum	-azepam	diazepam derivatives
bol	bol	steroids, anabolic
-cain-	-cain-	class I antiarrhythmics, procainamide and lidocaine derivatives
-cainum	-caine	local anaesthetics
cef-	cef-	antibiotics, cephalosporanic acid derivatives
-cillinum	-cillin	antibiotics, 6-aminopenicillanic acid derivatives
-conazolum	-conazole	systemic antifungal agents, miconazole derivatives
cort	cort	corticosteroids, except prednisolone derivatives
-coxibum	-coxib	selective cyclo-oxygenase inhibitors
-entanum	-entan	Endothelin receptor antagonists
gab	gab	gabamimetic agents
gado-	gado-	diagnostic agents, gadolinium derivatives
-gastrum	-gastran	thrombin inhibitors, antithrombotic agents
gest	gest	steroids, progestogens
gli	gli	antihyperglycaemics
io-	io-	iodine-containing contrast media
-metacinum	-metacin	anti-inflammatory, indometacin derivatives
-mycinum	-mycin	antibiotics, produced by <i>Streptomyces</i> strains
-nidazolum	-nidazole	antiprotozoal substances, metronidazole derivatives
-ololum	-olol	β -adrenoreceptor antagonists
-oxacinum	-oxacin	antibacterial agents, nalidixic acid derivatives
-platinum	-platin	antineoplastic agents, platinum derivatives
-poetinum	-poetin	erythropoietin type blood factors
-pril(at)um	-pril(at)	Angiotensin-converting enzyme inhibitors

¹ A more extensive listing of stems is contained in working document WHO/EDM/QSM/2004.5 which is regularly updated and available on request.

Latin	English	
-profenum	-profen	anti-inflammatory substances, ibuprofen derivatives
prost	prost	prostaglandins
-relinum	-relin	pituitary hormone release-stimulating peptides
-sartanum	-sartan	angiotensin II receptor antagonists, antihypertensive (non-peptidic)
-vaptanum	-vaptan	vasopressin receptor antagonists
vin-	vin- }	Vinca-type alkaloids
-vin-	-vin- }	

ANNEX 2

Amendments to the Financial Regulations and Financial Rules¹

Report by the Director-General

[EB115/43 – 7 January 2005]

BACKGROUND

1. WHO's Secretariat has embarked upon a wide-reaching endeavour to renew the results-based management framework and related operational and administrative systems. This will be achieved by replacing the core systems for budget and finance, human resources, payroll and procurement progressively over the next two bienniums so as to meet the current and future management requirements of the Organization in an effective and efficient manner that empowers managers at all levels of the Organization. An important part of this endeavour is simplification of financial policies and procedures so that they support the Organization's work more transparently and effectively.
2. It is therefore necessary to make some changes to the Financial Regulations and Financial Rules in order to reflect modern practices. In particular, policy concerning expenditure is to be modernized to bring it in line with current best practice. This will improve the quality of reporting on expenditure so that there will be a more direct alignment between achievement of expected results and expenditure reported.
3. Changes are proposed to Articles 4.2, 4.5 to 4.8, 8.1 and 11.3 of the Financial Regulations in order to implement the updated policy.² Furthermore, it is proposed that existing Article 4.7 of the Financial Regulations should be maintained as a transitional measure so that unliquidated obligations may be correctly reported for the financial period 2004-2005. The Director-General has also decided to amend Financial Rule 108.6 on condition the aforementioned amendments to the Financial Regulations are adopted by the Health Assembly.³ In accordance with Financial Regulation 16.3, this amendment is subject to confirmation by the Executive Board in order to enter into force.
4. Changes are also being made to Financial Rules 106.6 and 112 to reflect the change in the name of the Internal Audit Office to Internal Oversight Services. For the sake of convenience, these changes are intended to be implemented at the same time as the new text of Financial Rule 108.6 above.

¹ See resolution EB115.R9.

² See Appendix 1 for amended text.

³ See Appendix 2.

5. The effective date of implementation of the changes is proposed as 1 January 2006, to coincide with the start of the next biennium, thereby assuring consistency.

ACTION BY THE EXECUTIVE BOARD

6. [This paragraph contained a draft resolution that was adopted at the eleventh meeting as resolution EB115.R9.]

Appendix 1

TEXT OF AMENDED FINANCIAL REGULATIONS*Regulation IV – Regular Budget Appropriations*
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- 4.2 Appropriations shall be available for obligation for the financial period to which they relate. The Director-General is authorized to charge, as an obligation against the appropriations during the current financial period, the cost of goods or services which were contracted during the current financial period, and which are contractually due to be delivered during that period.
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- 4.5 Appropriations in respect of the regular budget for the current financial period may remain available for the following financial period to make it possible to carry forward an accrual for accounts payable in order to pay for all goods and services contractually due to be delivered prior to the end of the financial period.
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- 4.7 Any claims for goods and services contractually due to be delivered in a subsequent financial period that exist against the Organization at the end of a financial period shall be established as obligations against appropriations established for the relevant subsequent financial period and shall be disclosed as a note to the Financial Statements.
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Regulation VIII – Miscellaneous and other Income

- 8.1 Miscellaneous Income shall be applied in accordance with Regulation V and shall include the following:
- (a) any unobligated balances within appropriations in accordance with regulation 4.6;
 - (b) any interest earnings or investment income on surplus liquidity in the regular budget;
 - (c) any refunds or rebates of expenditure received after the end of the financial period to which the original expenditure related;
 - (d) any proceeds of insurance claims that are not required to replace the insured item, or otherwise compensate for the loss;
 - (e) the net proceeds generated on the sale of a capital asset after allowing for all costs of acquisition, or improvement, of any asset concerned;

- (f) any net gains or losses that may have arisen under operation of the exchange rate facility, or application of the official United Nations rates of exchange, or in revaluation for accounting purposes of the Organization's assets and liabilities;
- (g) any payments of arrears of contributions due from Member States that are not required to repay borrowings from the Working Capital Fund or internal borrowing in accordance with regulation 7.3;
- (h) any income not otherwise specifically referred to in these Regulations.

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Regulation XI – Investment of Funds

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- 11.3(a) Income generated from regular budget resources shall be credited to Miscellaneous Income in accordance with regulation 8.1.

Appendix 2

TEXT OF AMENDED FINANCIAL RULES*Rule VI – Expenditure (Obligations)*
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- 106.6 Ex gratia payments may be authorized by the Director-General in accordance with Financial Regulation 13.5, provided such payments are justified in the interests of equity, or otherwise in the best interests of the Organization. Any such payment, together with an explanation of its justification, shall be promptly reported to both the External Auditor and the Head of the Office of Internal Oversight Services.
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Rule VIII – The Accounts
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- 108.6 The accounts (as defined in Financial Rule 108.1 above) shall record:
- (a) original appropriations voted by the Health Assembly;
 - (b) appropriations after modification and transfers;
 - (c) credits, if any, other than appropriations made available by the Health Assembly;
 - (d) the operation of the exchange rate facility;
 - (e) income;
 - (f) allotments issued;
 - (g) expenditure (obligations) incurred;
 - (h) liabilities, including an accrual for accounts payable in order to pay for all goods and services contractually due to be delivered prior to the end of the financial period;
 - (i) assets, including cash, investments, securities and amounts due to the Organization;
 - (j) unallotted balances;
 - (k) unobligated balances of allotments;
 - (l) unobligated balances of appropriations.
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Rule XII – Internal Audit

- 112.1 The Office of Internal Oversight Services (IOS) is responsible for internal audit, inspection, monitoring and evaluation of the adequacy and effectiveness of the Organization's system of internal control, financial management and use of assets as well as investigation of misconduct and other irregular activities. All systems, processes, operations, functions and activities within the Organization are subject to IOS's review, evaluation and oversight.
- 112.2 The Director-General shall appoint a technically qualified head of IOS after consultation with the Executive Board. The Director-General shall likewise consult the Executive Board before any termination of the incumbent of that office.
- 112.3 IOS shall function in accordance with the following provisions:
- (a) the head of IOS shall report directly to the Director-General;
 - (b) IOS shall have full, free and prompt access to all records, property, personnel, operations and functions within the Organization which, in IOS's opinion, are relevant to the subject matter under review;
 - (c) IOS shall be available to receive directly from individual staff members complaints or information concerning the possible existence of fraud, waste, abuse of authority or other irregular activities. Confidentiality shall be respected at all times, and no reprisals shall be taken against staff members providing such information unless this was wilfully provided with the knowledge that it was false or with intent to misinform;
 - (d) IOS shall report the results of its work and make recommendations to the Regional Director, Executive Director, Director or other responsible manager for action, with copy to the Director-General and the External Auditor. At the request of the head of IOS, any such report shall be submitted to the Executive Board, together with the Director-General's comments thereon;
 - (e) IOS shall submit a summary report annually to the Director-General with a copy to the External Auditor on IOS's activities, including the orientation and scope of such activities, as well as the implementation status of recommendations. This report shall be submitted to the Health Assembly together with comments deemed necessary.
- 112.4 The Director-General shall ensure that all IOS recommendations are responded to and implemented as appropriate.
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ANNEX 3

Confirmation of amendments to the Staff Rules¹

Report by the Secretariat

[EB115/38, EB115/38 Corr.1 and EB115/38 Corr.2 – 23 December 2004,
14 January 2005 and 20 January 2005, respectively]

1. Amendments to the Staff Rules made by the Director-General are submitted for confirmation by the Executive Board in accordance with Staff Regulation 12.2.²
2. The amendments described in section I of this document stem from decisions expected to be taken by the United Nations General Assembly at its fifty-ninth session, on the basis of recommendations made by the International Civil Service Commission. Should the General Assembly not be in agreement with the recommendations that resulted in the amendments in section I, an addendum to this document will be issued.
3. The amendments described in section II of this document are made in the light of experience and in the interest of good personnel management.
4. The financial implications of the amendments in the 2004-2005 biennium include a small additional cost that will have to be met from the appropriate allocations established for each of the regions and for global and interregional activities under the regular budget as well as from extrabudgetary sources of funds.
5. The text of the amended Staff Rules is contained in the Appendix.

¹ See resolution EB115.R18.

² *Basic documents*, 44th ed., Geneva, World Health Organization, 2003.

I. AMENDMENTS CONSIDERED NECESSARY IN THE LIGHT OF DECISIONS EXPECTED TO BE TAKEN BY THE UNITED NATIONS GENERAL ASSEMBLY AT ITS FIFTY-NINTH SESSION ON THE BASIS OF RECOMMENDATIONS OF THE INTERNATIONAL CIVIL SERVICE COMMISSION

Remuneration of the professional and higher categories

6. The International Civil Service Commission is recommending to the United Nations General Assembly an upward adjustment of 1.88% of the base/floor salary scale of the United Nations common system for the professional and higher categories, to take effect from 1 January 2005, in order to bring that base/floor salary scale into line with the salaries of the comparator civil service (United States federal civil service in Washington, DC). The adjustment consists of a consolidation of post adjustment (the cost-of-living element) into base net salary on a no-loss/no-gain basis, thereby ensuring, inter alia, that allowances that are linked to the base/floor salary scale (the mobility and hardship allowance and certain separation payments) keep pace with inflation. The staff assessment scale to be used in conjunction with gross base salaries effective 1 January 2005 remains unchanged. Amendments to Staff Rule 330.2 have been prepared accordingly. In addition, an editorial change to Rule 330.2 is referred to in paragraph 14 of this document.

Salaries of staff in ungraded posts and of the Director-General

7. Further, subject to the pending decision of the United Nations General Assembly, the Director-General proposes in accordance with Staff Regulation 3.1 that the Executive Board recommend to the Fifty-eighth World Health Assembly modifications in the salaries of Assistant Directors-General and Regional Directors. Thus, the gross salary for Assistant Directors-General and Regional Directors would be US\$ 172 860 per annum, resulting in a net salary of US\$ 117 373 (dependency rate) or US\$ 106 285 (single rate).

8. The adjustments to salaries described in paragraph 7 would imply similar adjustments to the salary of the Director-General. The modification in salary to be authorized by the Health Assembly would result in a gross salary of US\$ 233 006 with a corresponding net salary of US\$ 154 664 (dependency rate) or US\$ 137 543 (single rate).

Review of the levels of the education grant

9. In accordance with the approved methodology, under which the levels of the education grant are reviewed biennially, the Commission is recommending to the United Nations General Assembly an increase in the maximum admissible expenses and the maximum education grant in the following countries/currency areas: Austria (euro), Belgium (euro), Denmark (krone), France (euro), Germany (euro), Ireland (euro), Italy (euro), Japan (yen), Netherlands (euro), Spain (euro), Sweden (krona), Switzerland (Swiss franc), United Kingdom of Great Britain and Northern Ireland (pound sterling), the United States dollar in the United States of America and the United States dollar outside the United States of America.

10. Also in line with the approved methodology, the Commission is recommending that the flat rates and the additional amounts for reimbursement of boarding costs over and above the maximum grant payable to staff members at designated duty stations should be revised in the following countries/currency areas: Austria (euro), Denmark (krone), France (euro), Ireland (euro), Italy (euro), Netherlands (euro), Norway (krone), Spain (euro), Sweden (krona) and the United Kingdom of Great Britain and Northern Ireland (pound sterling). The changes to the levels of the education grant are

applicable as from the school year in progress on 1 January 2005. Additional amendments to Staff Rules 350 and 355 are contained in paragraphs 16 to 18.

Paternity leave

11. In January 2001, the Executive Board confirmed the introduction of up to five days' paternity leave on a trial basis for two years, to be reviewed in the light of developments in the common system.¹ The trial period was extended until January 2004² in the expectation that the review to be undertaken by the Commission would have been completed by that time. It was then further extended to January 2005³ pending a decision by the Commission.

12. The duration of paternity leave allowed by separate organizations of the United Nations common system varies from one day to eight weeks. In the light of these existing provisions, the Commission is recommending the granting of paternity leave of four weeks for staff assigned to headquarters and family duty stations, and up to eight weeks for staff at non-family duty stations or in exceptional circumstances, such as complications of pregnancy or the death of the mother. Staff Rule 760.6 has been amended accordingly.

II. AMENDMENTS CONSIDERED NECESSARY IN THE LIGHT OF EXPERIENCE AND IN THE INTEREST OF GOOD PERSONNEL MANAGEMENT

Salary determination

13. To respond to the Organization's needs, a staff member may be required to assume temporarily the responsibilities of an established post at a higher grade for longer than the 12 month period specified in Staff Rule 320.5. As a result, a degree of flexibility in the implementation of this Staff Rule is introduced. Staff Rule 320.5 has been amended accordingly.

Salaries

14. The schedule of salaries contained in Staff Rule 330.2 is moved to Appendix I to the Staff Rules. This format will facilitate administrative aspects of future updating. Staff Rule 330.2 has been amended accordingly.

Dependants' allowances

15. The US dollar amounts of dependants' allowances for staff members in the professional or higher category are removed. In line with United Nations practice, the amounts of dependants' allowances will be announced separately and will include not only the US dollar amount but also the local currency amounts in designated countries established on the basis of amounts recommended by the International Civil Service Commission. Any changes in the amounts of dependants' allowances will be included as part of the Report of the International Civil Service Commission which is submitted to the Executive Board each year. Staff Rule 340 has been amended accordingly.

¹ Resolution EB107.R7.

² Resolution EB111.R8.

³ Resolution EB113.R13.

Education grant and special education grant for disabled children

16. Staff Rule 350 is amended to simplify its presentation. As well, an inadvertent difference in treatment of those children pursuing non-university studies is removed and the possibility of extending the age limit for the grant due to national service or illness is introduced. These two latter changes align WHO's Staff Rules with those of the United Nations and other organizations in the common system.

17. A correction is made to the terminology used in Staff Rule 355 to ensure consistency. The Staff Rule is also amended to clarify and simplify the terms of the special education grant. The age limit of 25 years has been removed to align WHO's Staff Rules with those of the United Nations and other organizations in the common system. In some conditions, to be determined by the Director-General, the age limit may be extended up to the end of the academic year in which the child reaches the age of 28.

18. The US dollar amounts of education grant are removed from Staff Rules 350.1, 350.2.2 and 355. Instead, a comprehensive list, which will include not only the US dollar amount but also the local currency amounts in designated countries established on the basis of amounts recommended by the International Civil Service Commission, is contained in Appendix II to the Staff Rules. This format will facilitate administrative aspects of future updating. Staff Rules 350.1, 350.2.2 and 355 have been amended accordingly.

Repatriation grant and removal of household goods

19. The addition of a new rule to the existing provisions of Staff Rules 370 and 855 is intended to avoid duplication of entitlements when both spouses are staff members of organizations of the United Nations common system. The amendment will be supplemented by provisions determined by the Director-General.

Payments and deductions

20. The second sentence of Staff Rule 380.3.1 is deleted and incorporated into Staff Rule 550.1 (within-grade increase) to avoid an unnecessary cross-reference. The last sentence of Staff Rule 380.3.1 is deleted since, with the introduction of computerization, it is no longer the case that the effective date of an increase in salary is the first of the month nearest the date of final approval. For example, a reassignment and promotion can take effect from any day of the month.

Staff member's beneficiaries (new Staff Rule 495)

21. In the event of the death of a staff member, payments due have been made to the eligible dependants or to the estate of the staff member. This process can involve a lengthy administrative process. The introduction of Staff Rule 495 will formalize a process whereby the staff member will nominate a beneficiary or beneficiaries at the time of appointment. The staff member will be responsible for notifying the Organization of any revocations or changes of beneficiaries and payments will be made to the nominated beneficiaries. The introduction of this Rule aligns WHO's Staff Rules with those of the United Nations. Rule 630.8 has been amended to reflect the provisions of this new Rule.

Within-grade increase

22. Staff Rule 550.1 is amended to clarify the effective date for a within-grade increase without cross-reference to Staff Rule 380.3.1.

Special leave

23. Special leave with full, partial or no pay may be granted at the request of the staff member. However, there are instances when a staff member may be placed on special leave in the interests of the Organization. Staff Rule 650 has been amended accordingly.

Sick leave

24. Staff Rule 740.1 has been edited to reflect actual implementation of sick leave provisions. There is no requirement that the granting of sick leave be limited to only one illness.

ACTION BY THE EXECUTIVE BOARD

25. [This paragraph contained two draft resolutions that were adopted at the twelfth meeting as resolution EB115.R18 and resolution EB115.R19, respectively.]

Appendix

TEXT OF AMENDED STAFF RULES

320. SALARY DETERMINATION

- 320.5 A staff member may be officially required to assume temporarily the responsibilities of an established post of a higher grade than that which he occupies; such temporary arrangements shall not be continued for more than 12 months, unless otherwise decided by the Director-General. As from the beginning of the fourth consecutive month of such service, the staff member shall be granted non-pensionable extra pay normally equal to, but not exceeding, the difference between his current pay, consisting of net base salary, post adjustment and allowances, and that which he would receive if promoted to the post of higher grade.

330. SALARIES

- 330.2 The schedule of annual gross base salaries and of annual net base salaries applicable to all professional and higher category posts shall be as specified in Appendix 1 to these Rules.

340. DEPENDANTS' ALLOWANCES

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 entitled to a dependant's allowance for dependants as defined in Rule 310.5, as follows:

- 340.1 For a dependent child, except that in cases where there is no dependent spouse the first dependent child is not entitled to an allowance. The entitlement shall be reduced by the amount of any benefit paid from any other public source by way of social security payments, or under public law, by reason of such child.
- 340.2 For a child who is physically or mentally disabled subject to the conditions defined in Rule 340.1, except that if the staff member has no dependent spouse and receives the "with dependant" rate of net salary by virtue of such a child, the allowance shall be the same as for a dependent child in Rule 340.1 above.
- 340.3 For a father, mother, brother or sister.
- 340.4 The allowances to be paid under Rules 340.1, 340.2 and 340.3 shall be as determined by the Director-General on the basis of procedures agreed among the international organizations concerned.

350. EDUCATION GRANT

350.1 Internationally recruited staff members shall be entitled to an education grant, except as indicated in Rule 350.3, under the conditions which follow:

350.1.1 the grant is payable for each child as defined under Rule 310.5.2, except that the entitlement in respect of such a child shall extend up to the end of the school year in which the child reaches the age of 25, completes four years of post-secondary studies or is awarded the first recognized degree, whichever is earlier;

350.1.2 if the child's education is interrupted for at least one scholastic year by national service obligations or illness, the period of eligibility may be extended, by the period of interruption, beyond the scholastic year in which the child reaches the age of 25;

350.1.3 the amounts of the grant payable under the Rules shall be as specified in Appendix 2 to these Rules.

350.2 This grant is payable for:

350.2.1 the cost of full-time attendance at an educational institution in the country or area of the official station (see also Rule 350.2.5);

350.2.2 the cost of full-time attendance at an educational institution outside the country or area of the official station, including the cost of full board if provided by the institution. Where full board is not provided by the institution, a flat amount is paid in lieu.

.....

355. SPECIAL EDUCATION GRANT FOR DISABLED CHILDREN

355.1 Staff members, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330, are entitled to a special education grant in respect of any physically or mentally disabled child, recognized as dependant under Rule 310.5.2, up to the end of the year in which such child reaches the age of 28, under conditions established by the Director-General. 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.

355.2 The amount of the special education grant for each disabled child shall be equal to 100% of admissible expenses actually incurred up to the applicable maximum grant as specified in Appendix 2 to these Rules.

[Former paragraphs 355.1 to 355.3 are renumbered 355.3 to 355.5]

355.6 The grant is payable from the date on which the special teaching or training is required and up to the end of the year in which the child reaches the age of 28 years, under conditions established by the Director-General.

[Former paragraphs 355.5 and 355.6 are renumbered 355.7 and 355.8]

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370. REPATRIATION GRANT

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370.6 If both spouses are staff members of international organizations applying the common system of salaries and allowances and each is entitled to payment of a repatriation grant on separation from service, the amount of the grant paid to each shall be calculated in accordance with terms and conditions established by the Director-General.

.....

380. PAYMENTS AND DEDUCTIONS

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380.3 The effective date of any change in salary shall be as follows:

380.3.1 Any increase shall be effective from the date of entitlement except as otherwise specified in these Rules or determined by the Director-General.

.....

495. STAFF MEMBER'S BENEFICIARIES

495.1 At the time of appointment, each staff member shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Director-General. It shall be the responsibility of the staff member to notify the Director-General of any revocations or changes of beneficiaries.

495.2 In the event of the death of a staff member, all amounts due to that staff member will be paid to his or her nominated beneficiary or beneficiaries, except as otherwise stated in these Staff Rules and the Regulations of the United Nations Joint Staff Pension Fund. Such payment shall afford the World Health Organization a complete release from all further liability in respect of any sum so paid.

.....

550. WITHIN-GRADE INCREASE

550.1 Staff members, except those holding temporary appointments as defined in Rule 420.3, 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 shall be the first of the month nearest the date of satisfactory completion of the service requirement. 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.

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630. ANNUAL LEAVE

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- 630.8 A staff member who, on leaving the service of the Organization, has not exhausted the annual leave to which he is entitled shall be paid in respect of each day of unused annual leave up to a maximum of 60 days (see Rule 380.2.2). A staff member who has taken advanced annual leave beyond that subsequently accrued shall either have the equivalent amount debited to his terminal payments or at the option of the Organization make a cash refund. In case of death of a staff member, payment in lieu of accrued annual leave shall be made to his or her nominated beneficiary or beneficiaries under Rule 495.2 but no deduction shall be made in respect of advanced annual leave.
-

650. SPECIAL LEAVE

Special leave with full, partial or no pay may be granted for training or research in the interest of the Organization or for other valid reasons, including the death of an immediate family member or the adoption of a child under conditions determined by the Director-General. The Director-General may, at his or her initiative, place a staff member on special leave with full pay if he or she considers such leave to be in the interest of the Organization. Normally, such leave shall not be granted until all accrued annual leave has been exhausted and normally shall not exceed one year in duration. Periods of special leave shall be credited for all purposes except as otherwise specified in the Rules.

.....

740. SICK LEAVE

- 740.1 Staff members, except those engaged on a “when-actually-employed” basis and those excluded by the Director-General under the provisions of Rules 1320 and 1330, who are unable to perform their duties because of illness or injury, or whose attendance is prevented by public health requirements, may be granted sick leave with pay in the following amounts:

740.1.1 a staff member holding an appointment of one year’s duration or more may be granted up to six months’ sick leave with full pay in any period of 12 consecutive months, provided that the total of all absences on account of sick leave shall not exceed nine months in any four-year period (See also Rules 655.1 and 750.1);

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760. MATERNITY AND PATERNITY LEAVE

.....

760.6 Paternity leave

Upon presentation of satisfactory evidence of the birth of his child, a staff member, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330, shall be entitled to paternity leave for a maximum period of four weeks for staff assigned to family duty stations. In exceptional circumstances, such as complications of pregnancy or the death of the mother, paternity leave shall be for a maximum period of eight weeks. Staff at non-family duty stations shall be entitled to paternity leave for a maximum period of eight weeks. Paternity leave must be exhausted within 12 months from the date of the child's birth.

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855. REMOVAL OF HOUSEHOLD GOODS

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855.3 If both spouses are staff members of international organizations applying the common system of salaries and allowances and each is entitled to reimbursement for the expense of moving household goods, each shall have the choice of exercising the entitlement within limits established by the Director-General.

Attachment
Appendix 1 to the Staff Rules

**SALARY SCALE FOR STAFF IN THE PROFESSIONAL AND HIGHER GRADED CATEGORIES: ANNUAL GROSS BASE
SALARIES AND NET EQUIVALENTS AFTER APPLICATION OF STAFF ASSESSMENT**
(in US dollars)
(effective 1 January 2005)

Level		Steps														
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
D-2	Gross	141 974	145 065	148 156	151 248	154 340	157 431									
	Net D	98 224	100 140	102 057	103 974	105 891	107 807									
	Net S	90 236	91 854	93 466	95 072	96 674	98 269									
P-6/D-1	Gross	129 405	132 119	134 832	137 457	140 261	142 974	145 689	148 403	151 116						
	Net D	90 431	92 114	93 796	95 479	97 162	98 844	100 527	102 210	103 892						
	Net S	83 587	85 050	86 509	87 965	89 418	90 867	92 312	93 755	95 194						
P-5	Gross	106 368	108 679	110 987	113 295	115 605	117 913	120 223	122 532	124 842	127 150	129 458	131 768	134 077		
	Net D	76 148	77 581	79 012	80 443	81 875	83 306	84 738	86 170	87 602	89 033	90 464	91 896	93 328		
	Net S	70 742	72 014	73 282	74 550	75 815	77 077	78 338	79 596	80 852	82 106	83 358	84 607	85 855		
P-4	Gross	86 211	88 303	90 423	92 650	94 879	97 106	99 335	101 563	103 792	106 018	108 247	110 474	112 703	114 931	117 160
	Net D	63 499	64 880	66 262	67 643	69 025	70 406	71 788	73 169	74 551	75 931	77 313	78 694	80 076	81 457	82 839
	Net S	59 132	60 390	61 647	62 901	64 155	65 407	66 659	67 909	69 157	70 405	71 651	72 896	74 140	75 383	76 625
P-3	Gross	69 779	71 715	73 656	75 589	77 530	79 467	81 402	83 342	85 280	87 217	89 156	91 161	93 226	95 287	97 350
	Net D	52 654	53 932	55 213	56 489	57 770	59 048	60 325	61 606	62 885	64 163	65 443	66 720	68 000	69 278	70 557
	Net S	49 149	50 325	51 503	52 678	53 856	55 030	56 206	57 383	58 558	59 734	60 906	62 079	63 250	64 422	65 594
P-2	Gross	56 465	58 056	59 643	61 344	63 077	64 809	66 542	68 273	70 008	71 742	73 473	75 209			
	Net D	43 655	44 800	45 943	47 087	48 231	49 374	50 518	51 660	52 805	53 950	55 092	56 238			
	Net S	40 947	41 985	43 020	44 057	45 092	46 130	47 184	48 234	49 289	50 341	51 392	52 447			
P-1	Gross	43 831	45 358	46 883	48 413	49 938	51 464	52 992	54 519	56 043	57 571					
	Net D	34 558	35 658	36 756	37 857	38 955	40 054	41 154	42 254	43 351	44 451					
	Net S	32 599	33 612	34 625	35 638	36 650	37 662	38 676	39 676	40 672	41 668					

D = Rate applicable to staff members with a dependent spouse or child; S = Rate applicable to staff members with no dependent spouse or child.

Appendix 2 to the Staff Rules

**EDUCATION GRANT ENTITLEMENTS APPLICABLE IN CASES
WHERE EDUCATIONAL EXPENSES ARE INCURRED IN SPECIFIED
CURRENCIES AND COUNTRIES**

(effective school year in progress 1 January 2005)

<i>Country/currency area</i>	<i>(1) Maximum admissible educational expenses and maximum grant for disabled children</i>	<i>(2) Maximum education grant</i>	<i>(3) Flat rate when boarding not provided</i>	<i>(4) Additional flat rate for boarding (for staff serving at designated duty stations)</i>	<i>(5) Maximum grant for staff members serving at designated duty stations</i>	<i>(6) Maximum admissible educational expenses for attendance (only when flat rate for boarding is paid)</i>
Part A						
Euro						
Austria	15 198	11 399	3 392	5 087	16 486	10 676
Belgium	14 446	10 835	3 147	4 720	15 555	10 251
Finland	9 082	6 812	2 382	3 572	10 384	5 907
France	10 263	7 697	2 716	4 074	11 771	6 641
Germany	18 993	14 245	3 794	5 690	19 935	13 935
Ireland	10 997	8 248	2 755	4 132	12 380	7 324
Italy	15 316	11 487	2 818	4 227	15 714	11 559
Luxembourg	12 898	9 673	3 147	4 720	14 393	8 701
Monaco	9 330	6 997	2 672	4 008	11 005	5 767
Netherlands	15 440	11 580	3 594	5 392	16 972	10 648
Spain	13 762	10 332	2 733	4 099	14 431	10 132
Denmark (krone)	89 010	66 758	23 601	35 401	102 159	57 543
Japan (yen)	2 324 131	1 743 098	525 930	788 895	2 531 993	1 622 891
Norway (krone)	71 632	53 724	18 338	27 507	81 231	47 181
Sweden (krona)	100 733	75 550	22 569	33 853	109 403	70 641
Switzerland (Swiss franc)	26 868	20 151	5 182	7 773	27 924	19 959
United Kingdom of Great Britain and Northern Ireland (pound sterling)	18 285	13 714	3 181	4 772	18 486	14 044
Part B						
United States dollar (outside the United States of America)	17 189	12 892	3 490	5 235	18 127	12 536
Part C						
United States dollar (in the United States)*	28 832	21 624	4 742	7 113	28 737	22 509

*Also applies, as a special measure, for China, Indonesia, Romania and the Russian Federation.

Where educational expenses are incurred in any of the currencies set out in the table above, the maximum applicable amounts are set out in columns (1) to (6) against those currencies. Where educational expenses are incurred in the United States of America, the maximum applicable amounts are set out in columns (1) to (6) against part C above. Where educational expenses are not incurred in any of the currencies set out in part A above or in the United States, the maximum applicable amounts are set out in columns (1) to (6) against part B above.

Attendance at an educational institution outside the duty station

- (i) Where the educational institution provides board, the amount shall be 75% of the admissible costs of attendance and the costs of board up to the maximum indicated in column (1), with a maximum grant indicated in column (2) per year.
- (ii) Where the educational institution does not provide board, the amount shall be a flat sum as indicated in column (3), plus 75% of the admissible costs of attendance up to a maximum grant as indicated in column (2) per year.

Attendance at an educational institution at the duty station

- (iii) The amount shall be 75% of the admissible costs of attendance up to the maximum indicated in column (1), with a maximum grant as indicated in column (2) per year.
- (iv) Where the grant is payable for the cost of boarding for attendance at an educational institution in the country of the official station but beyond commuting distance from the official station, and when no suitable education facility exists in that area, the amount of the grant shall be calculated at the same rates as specified in (i) or (ii) above.

Staff serving at designated duty stations with inadequate or no education facilities with attendance at an educational institution at the primary or secondary level outside the duty station

- (v) Where the educational institution provides board, the amount shall be:
 - a. 100% of the costs of board up to the maximum indicated in column (4); and
 - b. 75% of the admissible costs of attendance and of any part of the costs of board in excess of the amount indicated in column (4), with a maximum reimbursable amount as indicated in column (5).
 - (vi) Where the educational institution does not provide board, the amount shall be:
 - a. a flat sum for board as indicated in column (4); and
 - b. 75% of the admissible costs of attendance, with a maximum reimbursable amount as indicated in column (5).
-

ANNEX 4

Confirmation of amendment to the Staff Rules¹

Report by the Secretariat

[EB115/38 Add.1 – 12 January 2005]

1. Amendments to the Staff Rules made by the Director-General are submitted for confirmation by the Executive Board in accordance with Staff Regulation 12.2.²
2. Further to the amendments described in Annex 3, this document contains an amendment that stems from extensive discussions at the Global Staff/Management Council, comprising representatives of administration and staff associations from headquarters and established offices. The text of the amended Staff Rule is set out in the Appendix.

PROMOTION

3. Promotion resulting from a reclassification of a post is dealt with in Staff Rule 560.2, by which the staff member occupying the post shall be entitled to such a promotion provided that he or she has the necessary qualifications and his or her performance has been satisfactory. It has been decided that, in the interest of equity and transparency for all staff, if an occupied post is reclassified from the general service category to the professional category or by more than one grade within a category, the post shall be announced to the staff and selection for that post shall be on a competitive basis, subject to conditions to be determined by the Director-General. Consequently, Staff Rule 560 has been amended to reflect these new provisions.

ACTION BY THE EXECUTIVE BOARD

4. [This paragraph contained a draft resolution that was adopted at the twelfth meeting as resolution EB115.R19.]

¹ See resolution EB115.R19.

² *Basic documents*, 44th ed., Geneva, World Health Organization, 2003.

TEXT OF AMENDED STAFF RULE

560.2 Subject to Rule 560.3, a staff member shall be entitled to the promotion resulting from a reclassification of the post he or she occupies if he or she has the necessary qualifications and his or her performance has been satisfactory.

560.3 If an occupied post is reclassified from the general service category to the professional category or by more than one grade within a category, the post shall be announced to the staff and selection for that post shall be on a competitive basis, subject to conditions to be determined by the Director-General.

560.4 A staff member whose performance has been satisfactory may at any time be considered for reassignment to a post of higher grade for which he or she has the qualifications.

ANNEX 5

Nongovernmental organizations admitted into, or maintained in, official relations with WHO by virtue of, respectively, resolution EB115.R10 and decision EB115(3)

[EB115/22, Annex – 21 January 2005]

Alzheimer's Disease International
CMC – Churches' Action for Health¹
Collegium Internationale Neuro-Psychopharmacologicum
Commonwealth Association for Mental Handicap and Developmental Disabilities
Commonwealth Pharmaceutical Association¹
Corporate Accountability International²
Family Health International
Federation for International Cooperation of Health Services and Systems Research Centers
Framework Convention Alliance on Tobacco Control
HelpAge International
Inclusion International
Industry Council for Development
Inter-African Committee on Traditional Practices affecting the Health of Women and Children
International Alliance of Women
International Association for Adolescent Health
International Association for Maternal and Neonatal Health
International Association for Suicide Prevention
International Association for the Scientific Study of Intellectual Disabilities
International Bureau for Epilepsy
International Catholic Committee of Nurses and Medico-social Assistants¹
International Commission on Occupational Health
International Confederation of Midwives
International Council for Control of Iodine Deficiency Disorders
International Council of Women
International Federation for Medical and Biological Engineering¹
International Federation of Business and Professional Women (BPW International)
International Federation of Chemical, Energy, Mine and General Workers' Unions
International Federation of Fertility Societies
International Federation of Gynecology and Obstetrics
International Federation of Sports Medicine

¹ Activities concern the period 2001-2003.

² Formerly known as Infact.

International Federation on Ageing¹
International Lactation Consultant Association
International League against Epilepsy
International Network on Children's Health, Environment and Safety
International Non Governmental Coalition Against Tobacco
International Occupational Hygiene Association
International Pediatric Association
International Physicians for the Prevention of Nuclear War
International Planned Parenthood Federation
International Society for Biomedical Research on Alcoholism
International Society for Prosthetics and Orthotics
International Society for the Study of Behavioural Development
International Society of Andrology
International Society of Blood Transfusion²
International Society of Chemotherapy
International Society of Physical and Rehabilitation Medicine
International Solid Waste Association³
International Special Dietary Foods Industries
International Stroke Society
International Traffic Medicine Association
International Union for Health Promotion and Education
International Union of Immunological Societies³
International Union of Nutritional Sciences
International Union of Psychological Science
International Union of Pure and Applied Chemistry
International Women's Health Coalition
Italian Association of Friends of Raoul Follereau
La Leche League International
Medical Women's International Association
Multiple Sclerosis International Federation
Rehabilitation International
Soroptimist International
The Population Council
World Association for Psychosocial Rehabilitation¹
World Association of Girl Guides and Girl Scouts
World Association of Societies of Pathology and Laboratory Medicine²
World Confederation for Physical Therapy
World Federation for Mental Health
World Federation of Neurology
World Federation of Neurosurgical Societies
World Federation of Nuclear Medicine and Biology

¹ Activities concern the period 1999-2004.

² Activities concern the period 2001-2003.

³ Activities concern the period 2000-2002.

World Federation of Occupational Therapists
World Federation of the Deaf
World Organization of the Scout Movement
World Psychiatric Association

ANNEX 6

Proposed programme budget for the financial period 2006-2007

Real Estate Fund¹

Report by the Director-General

[EB115/41 – 12 January 2005]

1. The Proposed programme budget 2006-2007 includes under the section Miscellaneous the proposals of the Director-General regarding, inter alia, the Real Estate Fund.
2. The present document reports on the various projects previously approved by the Health Assembly and the projects proposed for financing in 2006-2007.
3. In accordance with resolution WHA23.14 establishing the Fund, financing from the Real Estate Fund is to be used for acquisition of land and construction of buildings or building extensions, major repairs of and alterations to the Organization's existing office buildings, and housing for staff. Under that resolution, decisions on replenishment or increases in the Fund are made by appropriation by the Health Assembly from casual (now miscellaneous) income; specific Health Assembly authorization is required to use the Fund for the acquisition of land and construction of buildings or building extensions.
4. Much of WHO's building stock is old and some items no longer meet acceptable standards of security and cost effectiveness, largely as a result of underinvestment over time. It is intended by the end of 2005 to draw up a 10 year capital master plan for all main locations that would reflect the need, not only for current, routine maintenance, but also for major work that will be required to maintain the overall viability and security of the Organization's office buildings and of staff accommodation in Brazzaville.
5. Over the past few bienniums, it has become increasingly difficult for the Organization, within the level of funding that has been made available through the Real Estate Fund, to maintain appropriately buildings in all its principal locations. At this juncture, it is estimated that sizeable additional investment will be required over time to ensure the provision of an adequate level of security for staff working in country and regional offices and to remedy the gradual ageing of some of the Organization's buildings.

¹ See decision EB115(10).

6. The Appendix details the various projects that were previously approved by the Health Assembly and are being financed in the current biennium, and future projects to be financed from the Real Estate Fund. The construction of a four-storey building at the Regional Office for the Western Pacific, authorized by resolution WHA55.8, has revealed the necessity to retrofit the structure of the existing buildings as they do not meet the required safety standards. The cost for the retrofitting is estimated at US\$ 3.4 million.

7. For the biennium 2006-2007, it is proposed to appropriate US\$ 7.6 million from the regular budget for the Real Estate Fund. In order to ensure completeness regarding the cost of the Organization's real estate operations, the Proposed programme budget 2006-2007, under the section Miscellaneous, covers funding for all real estate proposals from all sources of funds. Accordingly, details contained in the Appendix cover funding from all sources of funds. The latest estimated costs for planned maintenance, repair and extension of existing buildings, and construction of new buildings in 2006-2007 totals US\$ 13.57 million, US\$ 7.6 million of which will be financed from the regular budget as described above and the remainder from other sources of funds.

ACTION BY THE EXECUTIVE BOARD

8. [This paragraph invited the Board to note the report.]

Appendix

**STATUS OF PROJECTS CURRENTLY BEING FINANCED FROM THE REAL ESTATE FUND AND THE PROJECTS PROPOSED FOR FINANCING IN 2006-2007
(US\$ thousand)**

Office	Description	2004-2005	2006-2007
A. BUILDING ACQUISITIONS AND CONSTRUCTION			
Africa	<p>The purchase and renovation of 10 new villas, together with the related acquisition of land, the construction of 24 apartments in two blocks of flats and of related facilities, and the refurbishment and extension of existing residential homes (resolution WHA56.14) has been postponed until 2006. The cost should remain within the previously estimated amount.</p> <p>Bids have been invited from architectural firms for construction within the Djoué compound of new conference facilities, including a conference room with capacity for 600 people and ancillary facilities (resolution WHA56.14). It is planned that the work will commence in spring 2005 and should be completed by mid-2006.</p>	1 920	2 570
Western Pacific	Extension of building 2; construction of a four-storey building at the Regional Office (resolution WHA55.8). This project will be implemented in two phases, the first of which covers the construction that is expected to be completed by April 2005. This phase has exceeded the previously estimated cost of US\$ 2.9 million, largely because of the increase in the cost of materials due to inflation.	3 600	
Headquarters	Reimbursement of loan for construction of WHO/UNAIDS building (resolution WHA55.8). Construction of the new accommodation at headquarters has begun and is expected to be completed by mid-2006. Costs are expected to remain within the initially estimated amount of CHF 66 million.		1 000
B. MAINTENANCE			
Africa	Overhaul of water supply, fire hydrants and elevators, renovation of roofs of the Regional Office, villas and apartments will be completed by end 2005. The cost should remain within the previously estimated amount.	650	
The Americas	<p>Work to repair garage slabs will commence in June 2005. The cost should remain within the previously estimated amount.</p> <p>Renovation of three meeting rooms, including recabling, is scheduled for 2006.</p>	100	500

Office	Description	2004-2005	2006-2007
South-East Asia	<p>Replacement and reinforcement of the cooling system, replacement of various electrical fittings and installation of a new power generator will be completed by June 2005. Replacement and improvement of the fire-fighting system and other safety measures will be completed by end of 2005. The cost of these projects will remain within the previously estimated amounts.</p> <p>Renovation of the conference hall and lobby is planned for early 2006.</p>	500	400
Europe	<p>Refurbishment of the reception area and creation of functional work space.</p> <p>Refurbishment of existing buildings and replacement and improvement of the fire-fighting system and other safety measures.</p>	300	700
Eastern Mediterranean	<p>Reinforcement of security and safety at the Regional Office.</p> <p>Reinforcement of security and safety at offices of the WHO Representative.</p>	145	2 000
Western Pacific	<p>Retrofitting of existing buildings, expected to be completed by end of 2006 at an estimated cost of US\$ 3.4 million.</p> <p>Reinforcement of security and safety at the Regional Office and improvement of driveway and parking lot.</p>		3 400 1 000
Headquarters	<p>Maintenance and renovation of buildings, Executive Board room and four meeting rooms, replacement of central-heating boilers, renovation of cooling system and electrical circuits in the main building.</p> <p>Recent renovation work has uncovered the presence of asbestos in the heating and ventilation ducts of the main building and Executive Board sector. As the asbestos is encased in plaster it does not present an immediate health risk. Work to remove the asbestos will be undertaken when the heating pipes are replaced in 2006.</p>	1 000	2 000
Total		8 215	13 570