



《人事条例》和《职员细则》修订款¹

秘书处的报告

1. 根据《人事条例》第 12.2 条²，现将总干事对《职员细则》的修订款提交执行委员会确认。
2. 根据《人事条例》第 12.1 条²，现将对《人事条例》的拟议修订款提交执行委员会，要求其建议第六十九届世界卫生大会予以通过。
3. 本文件第 I 节所述修订源自联合国大会第七十届会议根据国际公务员制度委员会 2015 年报告中的各项建议预期将作出的决定³。如联合国大会不批准该委员会的建议，将发行本文件的补编。
4. 本文件第 II 节所述修订系根据经验作出并有利于良好的人力资源管理。
5. 本文件第 III 节所述修订也系根据经验作出和提出并有利于良好的人力资源管理。这些修订将自本组织的内部司法改革政策开始执行时生效。
6. 这些修订款对 2016-2017 双年度的财政影响涉及 2016-2017 年规划预算的额外费用。关于建议供执行委员会或卫生大会通过的决议对秘书处的财政和行政影响以及对 2016-2017 年双年度之后财政影响的报告列明了这些修订款的财政影响⁴。
7. 建议的《人事条例》修订款和经修订的《职员细则》刊于附件。

¹ 可在执委会会议室索取《人事条例》和《职员细则》（仅有英、法文）。

² 《基本文件》，可自 <http://apps.who.int/gb/bd/> 获取。

³ 《大会正式记录，第七十届会议，补编第 30 号》（文件 A/70/30，可在执委会会议室索取副本）。

⁴ 文件 EB138/54 Add.1。

I. 鉴于联合国大会根据国际公务员制度委员会的建议预期将在其第七十届会议上作出的决定认为必要的修订

专业及专业以上职类薪酬

8. 委员会建议联合国大会通过标准方法加以整合，即增加基薪，相应减少工作地点差价调整数乘数（即依据“不亏不盈”原则），将目前专业及以上职类的基薪/底薪表上调 1.08%，自 2016 年 1 月 1 日起生效。

9. 据此对《职员细则》附录 1 进行了修订并刊于附件 3 中。

不叙级职位职员和总干事的薪金

10. 按照联合国大会就上文第 8 段的建议作出的决定，总干事提议，根据《人事条例》第 3.1 条，执行委员会应建议第六十九届世界卫生大会调整助理总干事和区域主任的薪金。因此，助理总干事和区域主任的年薪毛额自 2016 年 1 月 1 日起为 176 463 美元，从而薪金净额为 137 024 美元（有受抚养者）或 124 080 美元（单身者）。

11. 根据上述薪金调整，卫生大会为副总干事批准的薪金调整自 2016 年 1 月 1 日起为年薪毛额 194 136 美元，相应的薪金净额为 149 395 美元（有受抚养者）或 134 449 美元（单身者）。

12. 上述薪金调整将意味着对总干事的薪金作出相似的调整。因此，将由卫生大会批准的年薪毛额自 2016 年 1 月 1 日起为 238 644 美元，薪金净额为 180 551 美元（有受抚养者）或 160 566 美元（单身者）。

II. 根据经验和为了良好的人力资源管理认为必要的修订

财务职责

13. 增加了《职员细则》第 130 条，以明确职员对维护本组织财务利益的义务。

叙级审查

14. 修订了《职员细则》第 230 条，删除了以下字句：“职员可以要求重审其职位的叙级”。鉴于改叙职位事关预算并影响到人力资源计划，应首先由直接上司提出要求。直接上司负责按照职等和职位说明向职员分配任务。

征聘政策

15. 修订了《职员细则》第 410.3 条，删除“在未能招聘到同样合格的他人的情况下……”等字，不再准许任用职员的父亲、母亲、儿子、女儿、兄弟姐妹。这项规定符合联合国薪金、津贴和其它服务条件共同制度中的最佳做法。

III. 根据经验和为了良好的人力资源管理认为必要的修订，如得到确认¹和通过²，将自本组织的内部司法改革政策开始执行时生效

对《人事条例》的拟议修订

争端的解决

16. 拟议修订第（十一）条的标题，用“争端的解决”代替“申诉”，以反映侧重点的转变，即重在预防和早日解决就业争端，而不是提出正式申诉。

17. 对《人事条例》第 11.2 条的拟议修订是，对于不能内部解决的争端，职员可诉诸于国际劳工组织行政法庭，而不是诉诸于联合国行政法庭。

对《职员细则》的修订

争端的解决

18. 拟议修订第 12 节的标题，用“争端的解决”代替“申诉”，以反映侧重点的转变，即重在预防和早日解决就业争端，而不是提出正式申诉。

非正式解决

19. 增加了《职员细则》第 1215.1 至 1215.7 条，以强调通过非正式的解决争端办法（包括在监察员协助下）预防和早日解决就业争端。

不再任用和因健康原因终止任用

20. 由于将通过行政复议程序审议对最终行政决定的任何质疑，删除了《职员细则》第 1210 条和第 1220 条。

¹ 涉及《职员细则》修订款。

² 涉及《人事条例》拟议修订款。

行政复议

21. 增加了《职员细则》第 1225.1 至第 1225.7 条，规定就所有最终行政决定，必须在完成对这些决定的行政复议程序后，职员才可就此类决定提出申诉。可以利用行政复议的机会解决争端，以免争端加剧而采用正式申诉程序。

全球申诉委员会

22. 删除了《职员细则》关于申诉委员会的第 1230 条全文，用《职员细则》第 1230.1 至第 1230.9 条代替。将设立一个全球申诉委员会代替总部和区域各申诉委员会，使本组织所有职员能够平等利用配有充足资源的全组织申诉机制。全球申诉委员会将审查职员的申诉并向总干事提供建议。

行政法庭

23. 修订了《职员细则》第 1240 条，使其与《人事条例》第 11.2 条拟议修订款（见第 17 段）保持一致。另外，不再在此条中提及《职员细则》第 1210、1220 和 1230 条（见第 20 至 22 段）。

申诉对于行政决定的影响

24. 出于文字编辑的原因，修订了《职员细则》第 1245 条。

可供查阅的议事规则

25. 考虑到将设立全球申诉委员会，修订了《职员细则》第 1250 条。

执行委员会的行动

26. 根据这些修订，执行委员会拟可考虑下述决议草案¹。

¹ 关于这些决议对秘书处的财政和行政影响，见文件 EB138/54 Add.1。

决议草案 1

执行委员会，

审议了关于《人事条例》和《职员细则》修订款的报告¹，

确认总干事根据《人事条例》第 12.2 条对《职员细则》所作的修订，涉及专业及以上职类职员的薪酬问题，自 2016 年 1 月 1 日起生效。

决议草案 2

执行委员会，

审议了关于《人事条例》和《职员细则》修订款的报告¹，

建议第六十九届世界卫生大会通过下述决议：

第六十九届世界卫生大会，

注意到执行委员会关于不叙级职位职员和总干事薪酬的建议，

1. **确定**助理总干事和区域主任的年薪毛额为 176 463 美元，相应的薪金净额为 137 024 美元（有受抚养者）或 124 080 美元（单身者）；
2. **确定**副总干事的年薪毛额为 194 136 美元，相应的薪金净额为 149 395 美元（有受抚养者）或 134 449 美元（单身者）；
3. **确定**总干事的年薪毛额为 238 644 美元，相应的薪金净额为 180 551 美元（有受抚养者）或 160 566 美元（单身者）；
4. **决定**这些薪金调整应于 2016 年 1 月 1 日起生效。

决议草案 3

执行委员会，

审议了关于《人事条例》和《职员细则》修订款的报告¹，

¹ 文件 EB138/54。

确认总干事根据《人事条例》第 12.2 条对《职员细则》所作的修订，涉及财务职责、叙级审查和征聘政策，自 2016 年 2 月 1 日起生效。

决议草案 4

执行委员会，

审议了关于《人事条例》和《职员细则》修订款的报告¹，

确认总干事根据《人事条例》第 12.2 条对《职员细则》所作的修订，涉及非正式解决、就不再任用和因健康原因终止任用的决定提出申诉、行政复议、全球申诉委员会、行政法庭、申诉对于行政决定的影响、可供查阅的议事规则，自本组织的内部司法改革政策开始执行时生效。

决议草案 5

执行委员会，

审议了关于《人事条例》和《职员细则》修订款的报告¹，

建议根据《人事条例》第 12.1 条，第六十九届世界卫生大会通过下述决议：

第六十九届世界卫生大会，

注意到执行委员会对争端的解决所提出的建议：

通过对《人事条例》第（十一）条的拟议修订款；

通过对《职员细则》第 11.2 条的拟议修订款；

决定这些修订将自本组织的内部司法改革政策开始执行时生效。

¹ 文件 EB138/54。

附件 1

**AMENDMENTS TO THE STAFF RULES CONSIDERED NECESSARY IN THE LIGHT OF EXPERIENCE
AND IN THE INTEREST OF GOOD HUMAN RESOURCES MANAGEMENT**

Former text	New text
None.	<p>130. FINANCIAL RESPONSIBILITY Staff members shall exercise reasonable care in any matter affecting the financial interests of the Organization, its physical and human resources, property and assets.</p>
<p>230. CLASSIFICATION REVIEW</p> <p>In accordance with procedures established by the Director-General, a staff member may request a re-examination of the classification of any post under his supervision and with reference to the approved human resources plan. A staff member may request a re-examination of the classification of the post which he occupies.</p>	<p>230. CLASSIFICATION REVIEW</p> <p>In accordance with procedures established by the Director-General, a staff member may request a re-examination of the classification of any post under his supervision and with reference to the approved human resources plan. A staff member may request a re-examination of the classification of the post which he occupies.</p>
<p>410. RECRUITMENT POLICIES</p> <p>410.3 Except where another person equally well qualified cannot be recruited, appointment shall not be granted to a person who bears any of the following relationships to a staff member: father, mother, son, daughter, brother or sister.</p>	<p>410. RECRUITMENT POLICIES</p> <p>410.3 Except where another person equally well qualified cannot be recruited, <u>Appointment shall not be granted to a person who bears any of the following relationships to a staff member: father, mother, son, daughter, brother or sister.</u></p>

附件 2

根据经验和为了良好的人力资源管理认为必要的修订，
如得到确认¹和通过²，将自本组织的内部司法改革政策开始执行时生效

原文本	新文本
<p>《人事条例》—— 第(十一)条</p> <p>申诉</p> <p>11.1 总干事应设立有职员参加的行政体制，在职员对于指控为违反聘书规定条件、有关条例细则的行政决定和纪律措施而提出申诉的情况下，向总干事提供建议。</p> <p>11.2 凡本组织与某一职员关于履行其合同的任何争端，如不能内部解决，则将转由联合国行政法庭最后裁决。</p>	<p>《人事条例》—— 第(十一)条</p> <p>申诉争端的解决</p> <p>11.1 总干事应设立有职员参加的行政体制，在职员对于指控为违反聘书规定条件、有关条例细则的行政决定和纪律措施而提出申诉的情况下，向总干事提供建议。</p> <p>11.2 凡本组织与某一职员关于履行其合同的任何争端，如不能内部解决，则将转由联合国国际劳工组织行政法庭最后裁决。</p>
STAFF RULES	STAFF RULES
SECTION 12 Appeals	SECTION 12 Appeals-Dispute resolution
<p>1210. NON-CONFIRMATION OF APPOINTMENT</p> <p>1210.1 A staff member may appeal against a decision taken under Rule 1060 not to confirm his appointment because of unsatisfactory performance or conduct, or because of unsuitability for international service, if he considers that such decision has been made for reasons not connected with his performance, conduct or suitability for international service. Such an appeal must be made in writing to the Director-General within fifteen calendar days of receipt of notice of non-confirmation. The Director-General's decision shall be final and none of the other appeal procedures described in this section shall apply, except as provided in Rule 1240.</p>	<p>1210. NON-CONFIRMATION OF APPOINTMENT</p> <p>1210.1 A staff member may appeal against a decision taken under Rule 1060 not to confirm his appointment because of unsatisfactory performance or conduct, or because of unsuitability for international service, if he considers that such decision has been made for reasons not connected with his performance, conduct or suitability for international service. Such an appeal must be made in writing to the Director-General within fifteen calendar days of receipt of notice of non-confirmation. The Director-General's decision shall be final and none of the other appeal procedures described in this section shall apply, except as provided in Rule 1240.</p>

¹ 涉及《职员细则》修订款。

² 涉及《人事条例》拟议修订款。

原文本	新文本
1210.2 The notice period specified in Rule 1060 shall be extended by whatever period is necessary for the Director-General to reach a decision and communicate it to the staff member	1210.2 The notice period specified in Rule 1060 shall be extended by whatever period is necessary for the Director-General to reach a decision and communicate it to the staff member.
NEW SECTION	<p>1215. INFORMAL RESOLUTION</p> <p>1215.1 A staff member may use informal channels to resolve a work-related concern, including a final administrative decision, which he considers to be in non-observance of the terms of his appointment, including pertinent Staff Regulations or Staff Rules.</p> <p>1215.2 The Director-General shall encourage and facilitate the use of informal channels to resolve work-related concerns.</p> <p>1215.3 Staff members are encouraged to initiate or participate in informal means of resolution and to make good faith efforts to take action to address and resolve concerns as early as possible.</p> <p>1206.4 Informal resolution of a work-related concern may be initiated at any time, including before or after the initiation of a formal resolution process.</p> <p>1215.5 A staff member may seek the assistance of an Ombudsman, who is an independent and neutral interlocutor who provides confidential impartial assistance. A staff member may also use other available informal channels to resolve a work-related concern.</p> <p>1215.6 Participation in informal resolution efforts shall not affect any right to pursue the work-related concern formally in accordance with the provisions of the Staff Rules.</p> <p>1215.7 The conduct of informal resolution, including mediation, by an Ombudsman or through other informal channels, may result in the extension of time limits, including those applicable to the appeals process under Section 12 of the Staff Rules.</p>

原文本	新文本
<p>1220. TERMINATION FOR REASONS OF HEALTH</p> <p>1220.1 A staff member may appeal against a decision taken under Rule 1030 to terminate his appointment for reasons of health. He must indicate in writing to the Director-General, within 15 calendar days of his receipt of the termination notice, his intention to do so. The Organization's Staff Physician will normally inform the staff member in writing of the medical conclusions upon which the decision was based except that, if he feels that such information may be harmful to the staff member, the medical findings may be provided in writing to a physician designated by the staff member.</p> <p>1220.2 Upon receipt of such an appeal, the Director-General shall refer the appeal to a medical board of review consisting of three medical practitioners, one chosen to represent the Director-General, one chosen by the staff member and a third selected by the first two. If no agreement can be reached on the choice of a third practitioner, the Director-General shall designate one. This board shall have available to it the Organization's medical records concerning the staff member and shall conduct such examinations of the individual as it may deem necessary. The Director-General's decision shall be based on the medical recommendation of the board; his decision shall be final and none of the other appeal procedures described in this section shall apply, except as provided in Rule 1240.</p> <p>1220.3 The Organization shall determine the place where the board shall convene and shall bear all costs in connection with such a board, except that the Organization shall bear only that portion of the actual costs incurred by the staff member for his representative which corresponds to the cost of obtaining the services of a qualified practitioner from the nearest available source to where the board convenes.</p>	<p>1220. TERMINATION FOR REASONS OF HEALTH</p> <p>1220.1 A staff member may appeal against a decision taken under Rule 1030 to terminate his appointment for reasons of health. He must indicate in writing to the Director-General, within 15 calendar days of his receipt of the termination notice, his intention to do so. The Organization's Staff Physician will normally inform the staff member in writing of the medical conclusions upon which the decision was based except that, if he feels that such information may be harmful to the staff member, the medical findings may be provided in writing to a physician designated by the staff member.</p> <p>1220.2 Upon receipt of such an appeal, the Director-General shall refer the appeal to a medical board of review consisting of three medical practitioners, one chosen to represent the Director-General, one chosen by the staff member and a third selected by the first two. If no agreement can be reached on the choice of a third practitioner, the Director-General shall designate one. This board shall have available to it the Organization's medical records concerning the staff member and shall conduct such examinations of the individual as it may deem necessary. The Director-General's decision shall be based on the medical recommendation of the board; his decision shall be final and none of the other appeal procedures described in this section shall apply, except as provided in Rule 1240.</p> <p>1220.3 The Organization shall determine the place where the board shall convene and shall bear all costs in connection with such a board, except that the Organization shall bear only that portion of the actual costs incurred by the staff member for his representative which corresponds to the cost of obtaining the services of a qualified practitioner from the nearest available source to where the board convenes.</p>

原文本	新文本
NEW SECTION	<p>1225. ADMINISTRATIVE REVIEW</p> <p>1225.1 A staff member wishing to contest formally a final administrative decision alleging non-observance of his terms of appointment, including pertinent Staff Regulations or Staff Rules, shall, as a first step, submit a request in writing for an administrative review of that final administrative decision. A staff member shall not request an administrative review until all the existing administrative channels have been exhausted and the administrative decision has become final. An administrative decision is to be considered as final when it has been taken by a duly authorized official and the staff member has received written notification of the decision.</p> <p>1225.2 If a staff member has submitted a written request relating to the terms of his appointment, the request shall be deemed to have been rejected if no definitive reply is received within:</p> <p style="padding-left: 40px;">1225.2.1. sixty (60) calendar days for staff assigned to headquarters and to regional offices;</p> <p style="padding-left: 40px;">1225.2.2 ninety (90) calendar days for staff assigned to other duty stations.</p> <p>1225.3 A request for administrative review must be filed no later than sixty (60) calendar days from the date on which the staff member received written notification of the contested final administrative decision or within sixty (60) calendar days of a deemed rejection under Staff Rule 1225.2.</p> <p>1225.4 The final decision on a request for administrative review (the Administrative Review Decision) shall be communicated in writing to the staff member within sixty (60) calendar days of receipt of the complete request for administrative review. The deadline may be extended, including to allow for informal resolution.</p> <p>1225.5 If a staff member has filed a request for administrative review, the request shall be deemed to have been rejected if no final decision is received within the sixty (60) calendar day deadline or the extended deadline referred to in Staff Rule 1225.4.</p> <p>1225.6 A request for administrative review shall not have the effect of delaying the final administrative decision which is the subject of the review.</p>

原文本	新文本
	1225.7 Requests for administrative review shall be dealt with in accordance with the provisions of this Staff Rule and under conditions established by the Director-General.
[THE FOLLOWING TEXT IS REPLACED BY TEXT PROVIDED IN THE “NEW TEXT” COLUMN]	
<p>1230. BOARDS OF APPEAL</p> <p>1230.1 Subject to the provisions of Rule 1230.8, a staff member may appeal against any administrative action or decision affecting his appointment status on the grounds that the action or decision complained of resulted from one or more of the following factors:</p> <p>1230.1.1 personal prejudice on the part of a supervisor or of any other responsible official;</p> <p>1230.1.2 incomplete consideration of the facts;</p> <p>1230.1.3 failure to observe or apply correctly the provisions of the Staff Regulations or Staff Rules, or the terms of his contract;</p> <p>1230.1.4 improper application of the WHO post classification standards.</p>	<p>1230. GLOBAL BOARD OF APPEAL¹</p> <p>1230.1 Subject to Staff Rule 1230.5, a staff member may appeal before the Global Board of Appeal (the Board) against an Administrative Review Decision or against a deemed rejection under Staff Rule 1225.5.</p>
	Membership
<p>1230.2 To hear appeals on these grounds there is at headquarters a Board of Appeal and, at each regional office, a regional Board of Appeal. A regional Board of Appeal shall have competence to hear appeals under Rule 1230.1.4 in respect of those posts for which the regional office has authority to apply the classification standards; otherwise, the headquarters Board shall hear the appeal. At the request of the headquarters Board of Appeal, a regional Board may conduct a hearing on any matter reserved to the competence of the headquarters Board, the findings of such hearing to be reported to the headquarters Board for review.</p>	<p>1230.2 In accordance with procedures established by the Director-General, the Board shall be composed of:</p> <p>1230.2.1 one chair and one deputy chair appointed by the Director-General in consultation with representatives of staff; and</p> <p>1230.2.2 an equal number of members and alternate members appointed respectively by the Director-General and elected by staff.</p>

¹ All pending appeals filed with either the headquarters Board of Appeal or a regional Board of Appeal shall be dealt with under the Staff Rules in effect at the time the appeal was filed, unless the staff member having filed the appeal requests, and the Organization agrees, that the Staff Rules amended with effect from the entry into force of internal justice reform policies shall apply. If a pending appeal before a regional Board of Appeal is concluded at the regional level, any appeal of the decision of the Regional Director concerned shall be filed with the Global Board of Appeal under these amended Staff Rules.

原文本	新文本
<p>1230.3 The reporting procedure of these Boards shall be as follows:</p> <p>1230.3.1 the headquarters Board of Appeal shall report its findings and recommendations to the Director-General, with whom the final decision shall rest. The Director-General shall inform the appellant of his decision within sixty calendar days of the date of the receipt by him of the findings and recommendations of the Board, and at the same time send him a copy of the report;</p> <p>1230.3.2 the regional Board of Appeal shall report its findings and recommendations to the Regional Director. The Regional Director shall inform the appellant of his decision within sixty calendar days of the date of the receipt by him of the findings and recommendations of the Board, and at the same time send him a copy of the report;</p> <p>1230.3.3 a Board shall report its findings and recommendations to the Director-General or Regional Director, as appropriate, within ninety calendar days of the date on which the appellant's full statement of his case is received by the Board. This period may be extended by the Board if the appellant and the administration concerned agree.</p>	<p>Panels</p> <p>1230.3 Subject to Staff Rule 1230.4, an appeal shall normally be heard by a Panel of three members of the Board. Each Panel shall be composed of:</p> <p>1230.3.1 a chair, who shall be the chair or deputy chair of the Board;</p> <p>1230.3.2 one member appointed to the Board by the Director-General and assigned to the Panel by its chair; and</p> <p>1230.3.3 one member elected to the Board by staff and assigned to the Panel by its chair.</p> <p>1230.3.4 In exceptional circumstances as determined by the chair and deputy chair, an appeal may be heard by a Panel of five members of the Board, including two additional members appointed by the chair under Staff Rules 1230.3.2 and 1230.3.3.</p> <p>1230.3.5 If the appellant was assigned to a region at the time of the appealed decision, there shall be at least one member assigned to that region on the Panel. If the appellant was assigned to headquarters, including offices administered by headquarters, at the time of the appealed decision, there shall be at least one member assigned to headquarters on the Panel.</p> <p>1230.3.6 The appellant may object to no more than one member of a three member Panel, and two members of a five member Panel, assigned to hear the appeal, under conditions established by the Director-General.</p>

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<p>1230.4 The headquarters Board of Appeal shall consist of five members having equal votes as follows:</p> <p>1230.4.1 a chairman and three alternate chairmen appointed by the Director-General after consultation with the representatives of the staff;</p> <p>1230.4.2 two members drawn from a list of four members and eight alternates appointed by the Director-General;</p> <p>1230.4.3 two members representing the staff, drawn from a panel organized in three groups:</p> <p>Group I –staff in grades subject to local recruitment</p> <p>Group II – staff in grades P.1 through P.3</p> <p>Group III – staff in grades P.4 through D.2.</p> <p>The members of the panel shall be elected biennially by the staff, four persons being elected for each of Groups I and II and six persons for Group III. They shall be eligible for re-election at the end of their term of office. In hearings by the Board, at least one member shall be from the group to which the staff member appealing to the Board belongs and none shall be in a group below that to which he belongs. Subject to this Rule, the members of each group shall be called upon in rotation by the Secretary of the Board, as required, to constitute the Board. The staff member appealing to the Board shall have the right to object to not more than two members, whether appointed by the Director-General or drawn from the staff panel. If objection is raised against members from the staff panel, they shall be replaced by the next members due to serve from that panel. If objection is raised against members appointed by the Director-General, they shall be replaced by alternate or substitute members appointed by the Director-General.</p>	<p>Board chair and deputy chair</p> <p>1230.4 The authorities of the chair and deputy chair shall be determined by the Director-General, and shall include making recommendations to the Director-General on the receivability of an appeal.</p>

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<p>1230.5 The regional Board of Appeal shall be composed of three members having equal votes, selected as follows: one person and two alternates designated by the Regional Director, one person and two alternates elected by the staff, and a third member and two alternates, who will serve as chairman and alternate chairmen respectively, designated by the Regional Director after consultation with the representatives of the staff.</p> <p>1230.6 Secretarial services to all boards shall be provided by the Organization.</p>	<p>Conditions of appeal</p> <p>1230.5 The following provisions shall govern the conditions of appeal against an Administrative Review Decision or against a deemed rejection under Staff Rule 1225.5.</p> <p>1230.5.1 A staff member wishing to appeal must file with the Board, within ninety (90) calendar days after receipt of the Administrative Review Decision, or within ninety (90) calendar days of the expiration of the deadline or extended deadline referred to in Staff Rule 1225.5, a complete statement of appeal specifying the decision against which the appeal is made and stating the facts of the case and the pleas. The Board shall open its proceedings upon receipt of the appellant's complete statement of appeal.</p> <p>1230.5.2 A request to suspend proceedings before the Board may be made at any time, in particular with a view to pursuing an informal resolution. The suspension may be granted by the chair of the Panel concerned. Such suspension shall normally not exceed ninety (90) calendar days.</p> <p>Reporting and decision-making</p> <p>1230.6A Panel of the Board reviewing an appeal shall report its findings and recommendations to the Director-General within ninety (90) calendar days of the date of the Panel's receipt of the final written pleadings of both parties. This period may be extended by the chair of the Panel concerned in accordance with conditions established by the Director-General.</p> <p>1230.6.1 The Director-General shall make the final decision on appeals. If the appellant was assigned to a region at the time of the final administrative decision, the Director-General shall consult with the Regional Director before making a final decision.</p> <p>1230.6.2 The Director-General shall inform the parties to the appeal and the chair of the Board of his decision within sixty (60) calendar days of the date of the receipt by him of the findings and recommendations of the Panel concerned.</p>

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<p>1230.7 The headquarters Board of Appeal shall establish its own rules of procedure which, so far as practicable, shall be followed by the regional Boards of Appeal, provided that the appellant shall, if he so wishes, be heard by the appropriate board in person and/or through a representative of his choice. Any travel occasioned by such appearance shall be at the appellant's expense unless the Board hearing the appeal determines that the appearance of the staff member himself is essential to the proper consideration of the appeal. The Board may, in the light of its findings and if it finds it reasonable, recommend full or partial payment of those expenses claimed by the appellant which are directly connected with the appeal.</p> <p>1230.8 The following provisions shall govern the conditions of appeal:</p> <p>1230.8.1 No staff member shall bring an appeal before a Board until all the existing administrative channels have been tried and the action complained of has become final. An action is to be considered as final when it has been taken by a duly authorized official and the staff member has received written notification of the action.</p> <p>1230.8.2 If the staff member has submitted a written request relating to his appointment status, the request shall be deemed to have been rejected and such rejection shall be subject to appeal as if final action had been taken on it as in Rule 1230.8.1 above if no definitive reply to that request has been made within:</p> <p>(1) two months for staff at headquarters;</p> <p>(2) three months for staff assigned to other duty stations.</p> <p>1230.8.3 A staff member wishing to appeal against a final action must dispatch to the Board concerned, within sixty calendar days after receipt of such notification, a written statement of his intention to appeal specifying the action against which appeal is made and the subsection or sections of Rule 1230.1 under which the appeal is filed. The Board shall open its proceedings at the earliest possible moment after receipt of the appellant's full statement of his case.</p>	<p>General</p> <p>1230.7 Secretariat services to the Board shall be provided by the Organization.</p> <p>1230.8 The work of the Board shall be carried out in accordance with rules of procedure to be established by the Director-General.</p>

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<p>1230.8.4 A staff member assigned to headquarters shall address his appeal to the headquarters Board of Appeal. A staff member who was assigned to a region at the time of the action complained of shall address his appeal to the regional Board of Appeal of the region concerned except as provided in Rule 1230.2 for classification standards.</p> <p>1230.8.5 A staff member shall have the right to appeal to the Board of Appeal at headquarters against the decision of a Regional Director based upon the recommendation of a regional Board of Appeal. Notification of such appeal must be dispatched to the Board in writing within sixty calendar days after receipt by the appellant of the Regional Director's decision on the original appeal. The complete record of the regional proceedings shall be forwarded to the headquarters Board of Appeal, which shall decide what further evidence, if any, need be obtained before making a recommendation to the Director-General for a final decision.</p> <p>1230.9 In any case involving interpretation of the Staff Regulations or Staff Rules, the Regional Director shall consult the Director-General before taking a final decision on a recommendation from the regional Board of Appeal.</p> <p>1240. ADMINISTRATIVE TRIBUNAL</p> <p>1240.1 Pending definitive arrangements for the use of the Administrative Tribunal of the United Nations, disputes between the Organization and a staff member which cannot be resolved internally may be referred to the Administrative Tribunal of the International Labour Organization, in accordance with the provisions of the Statute of the Tribunal.</p> <p>1240.2 An appeal may be made to the Tribunal when the decision contested is a final decision and the person concerned has exhausted such other means of resisting it as are open to him under these Rules, and in particular Rules 1210 to 1230.</p>	<p>1230.9 In discharging their duties, members of the Board shall act independently and respect confidentiality. Parties to an appeal and all persons involved in Board proceedings shall also respect confidentiality.</p> <p>1240. ADMINISTRATIVE TRIBUNAL</p> <p>1240.1 Pending definitive arrangements for the use of the Administrative Tribunal of the United Nations, dDisputes between the Organization and a staff member which cannot be resolved internally may be referred to the Administrative Tribunal of the International Labour Organization, in accordance with the provisions of the Statute of the Tribunal.</p> <p>1240.2 An appeal complaint may be made to the Tribunal when the decision contested is a final decision further to Staff Rule 1230.6.1 and the person concerned has exhausted such other means of resisting challenging it as are open to him under these Rules, and in particular Rules 1210 to 1230.</p>

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<p>1245. EFFECT OF APPEALS ON ADMINISTRATIVE ACTION</p> <p>Except as provided in Rule 1210.2, the filing of an appeal under any of the procedures described in this section shall not constitute grounds for delaying the administrative action against which the appeal is made.</p> <p>1250. AVAILABILITY OF RULES OF PROCEDURE</p> <p>Copies of the rules of procedure of the headquarters Board of Appeal and the Statute of the Tribunal shall be maintained in all personnel offices of the Organization and made available to any staff member on request. Each regional personnel office shall also maintain copies of the rules of procedure of the regional Board of Appeal for that office.</p>	<p>1245. EFFECT OF APPEALS ON ADMINISTRATIVE ACTION-DECISION</p> <p>Except as provided in Rule 1210.2, the filing of an appeal under any of the procedures described in this section shall not constitute grounds for delaying the final administrative action decision against which the appeal is made.</p> <p>1250. AVAILABILITY OF RULES OF PROCEDURE</p> <p>Copies of the rules of procedure of the headquarters Global Board of Appeal and the Statute of the Tribunal shall be available from the Global Board of Appeal Secretariat and on the WHO intranet. in all personnel offices of the Organization and made available to any staff member on request. Each regional personnel office shall also maintain copies of the rules of procedure of the regional Board of Appeal for that office.</p>

附件 3

Appendix 1 to the Staff Rules

SALARY SCALE FOR THE PROFESSIONAL AND HIGHER CATEGORIES: ANNUAL GROSS SALARIES AND NET EQUIVALENTS AFTER APPLICATION OF STAFF ASSESSMENT, (IN US DOLLARS)

(effective 1 January 2016)

Step

Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
		*	*	*	*	*									
D-2 Gross	144 751	147 815	150 920	154 117	157 314	160 510									
Net D	114 668	116 905	119 144	121 382	123 620	125 857									
Net S	105 345	107 233	109 114	110 990	112 861	114 721									
					*	*	*	*	*						
D-1 Gross	132 290	134 984	137 668	140 362	143 055	145 742	148 437	151 174	153 980						
Net D	105 572	107 538	109 498	111 464	113 430	115 392	117 359	119 322	121 286						
Net S	97 583	99 289	100 994	102 692	104 389	106 081	107 766	109 451	111 130	*	*	*			
P-5 Gross	109 449	111 738	114 029	116 315	118 608	120 895	123 188	125 475	127 766	130 055	132 344	134 632	136 923		
Net D	88 898	90 569	92 241	93 910	95 584	97 253	98 927	100 597	102 269	103 940	105 611	107 281	108 954		
Net S	82 586	84 072	85 552	87 032	88 510	89 981	91 454	92 923	94 390	95 853	97 316	98 771	100 229		
													*	*	*
P-4 Gross	90 038	92 080	94 122	96 162	98 205	100 264	102 475	104 685	106 895	109 101	111 314	113 521	115 730	117 941	120 151
Net D	74 130	75 743	77 356	78 968	80 582	82 193	83 807	85 420	87 033	88 644	90 259	91 870	93 483	95 097	96 710
Net S	69 032	70 499	71 969	73 431	74 895	76 358	77 820	79 278	80 736	82 193	83 646	85 100	86 554	88 004	89 454
														*	*
P-3 Gross	74 013	75 903	77 794	79 680	81 572	83 461	85 348	87 241	89 129	91 019	92 911	94 799	96 690	98 578	100 505
Net D	61 470	62 963	64 457	65 947	67 442	68 934	70 425	71 920	73 412	74 905	76 400	77 891	79 385	80 877	82 369
Net S	57 379	58 751	60 126	61 497	62 873	64 244	65 615	66 991	68 361	69 735	71 103	72 473	73 838	75 209	76 577
												*			
P-2 Gross	60 715	62 405	64 095	65 786	67 477	69 165	70 857	72 544	74 235	75 928	77 615	79 306			
Net D	50 965	52 300	53 635	54 971	56 307	57 640	58 977	60 310	61 646	62 983	64 316	65 652			
Net S	47 803	49 015	50 223	51 434	52 642	53 853	55 083	56 310	57 542	58 770	59 995	61 228			
P-1 Gross	47 464	48 976	50 516	52 146	53 767	55 392	57 016	58 644	60 265	61 887					
Net D	40 344	41 630	42 908	44 195	45 476	46 760	48 043	49 329	50 609	51 891					
Net S	38 056	39 239	40 423	41 605	42 786	43 969	45 151	46 319	47 481	48 644					

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

* = The normal qualifying period for a within-grade increase between consecutive steps is one year, except at those steps marked with an asterisk, for which a two-year period at the preceding step is required (Staff Rule 550.2).