

Amendments to the Staff Regulations and Staff Rules¹

Report by the Secretariat

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. In accordance with Staff Regulation 12.1,² proposed amendments to the Staff Regulations are submitted to the Executive Board, which is requested to recommend their adoption by the Sixty-eighth World Health Assembly.
3. The amendments described in section I of this document stem from decisions expected to be taken by the United Nations General Assembly at its sixty-ninth session, on the basis of recommendations made by the International Civil Service Commission in its annual report for 2014.³ Should the United Nations General Assembly not approve the Commission's recommendations, an addendum to the present report will be issued.
4. The amendments described in section II of this document are made in the light of experience and in the interest of good human resources management.
5. The amendments described in section III of this document also are made and proposed in the light of experience and in the interest of good human resources management. They would take effect from the entry into force of the Organization's mobility policy.
6. The financial implications of the amendments for the biennium 2014–2015 involve negligible additional costs under the Programme budget 2014–2015, which will be met from the appropriate allocations established for each region and for global and interregional activities. They are set out in the report on financial and administrative implications for the Secretariat of resolutions proposed for adoption by the Executive Board or Health Assembly, along with the financial implications beyond the biennium 2014–2015.⁴

¹ Copies of the Staff Regulations and Staff Rules (in English and French only) are available in the Executive Board room.

² Basic documents, available at <http://apps.who.int/gb/bd/>.

³ Official record of the General Assembly, Sixty-ninth session, Supplement No. 30 (document A/69/30, copies available in the Executive Board room).

⁴ Document EB136/47 Add.1.

7. The proposed amendments to the Staff Regulations and the amended Staff Rules are set out in the Annexes.

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

Remuneration of staff in the professional and higher categories

8. The Commission recommended to the United Nations General Assembly that the current base/floor salary scale for the professional and higher categories should be increased by 1.01% through the standard consolidation method of increasing base salary and commensurately reducing post adjustment multiplier points (that is, on a “no loss, no gain” basis) with effect from 1 January 2015.

9. Amendments to Appendix 1 of the Staff Rules have been prepared accordingly and are set out in Annex 3.

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

10. Subject to the decision of the United Nations General Assembly in respect of the recommendation in paragraph 8 above, the Director-General proposes, in accordance with Staff Regulation 3.1, that the Executive Board recommend to the Sixty-eighth World Health Assembly modifications in the salaries of assistant directors-general and regional directors. Thus, as from 1 January 2015, the gross salary for assistant directors-general and regional directors would be US\$ 174 371 per annum, and the net salary US\$ 135 560 (dependency rate) or US\$ 122 754 (single rate).

11. Based on the adjustments to salaries described above, the salary modification to be authorized by the Health Assembly for the Deputy Director-General would entail, as from 1 January 2015, a gross salary of US\$ 191 856 per annum with a corresponding net salary of US\$ 147 799 (dependency rate) or US\$ 133 012 (single rate).

12. The salary adjustments described above would imply similar modifications to the salary of the Director-General. The salary to be authorized by the Health Assembly, as from 1 January 2015, would therefore be US\$ 235 889 per annum gross, US\$ 178 622 net (dependency rate) or US\$ 158 850 net (single rate).

II AMENDMENTS CONSIDERED NECESSARY IN THE LIGHT OF EXPERIENCE AND IN THE INTEREST OF GOOD HUMAN RESOURCES MANAGEMENT

General changes throughout the Staff Rules

13. In order to ensure consistency, the language throughout the Staff Rules has been standardized where possible. The phrases “the Rules” and “these Rules” have been replaced with “the Staff Rules”. The word “staff” has been replaced with “staff member” or “staff members” as appropriate. The phrases “official station” and “official duty station” have been replaced with “duty station”.

Purpose

14. Staff Rule 010 has been amended for editorial reasons and is now Staff Rule 010.1. Former Staff Rule 015.2 is now Staff Rule 010.2.

Relationship between Staff Regulations and Staff Rules

15. Some editorial amendments have been made and Staff Rule 015.2 has been merged into Staff Rule 010.

Amendments

16. Staff Rule 020 has been amended for editorial reasons.

Application

17. Staff Rule 030 has been amended for editorial reasons.

Effective date

18. Staff Rule 040 has been amended to indicate that, subject to Staff Rule 040.2, the effective date of these Staff Rules, with the exception of Appendix 1, is 1 February 2015. The effective date of Appendix 1 (salary scale) is 1 January 2015.

19. Staff Rule 040.2 has been introduced to indicate that the effective date of the listed Staff Rules is the date of entry into force of the Organization's mobility policy.

Exceptions to the Staff Rules

20. Staff Rule 050 has been amended for editorial reasons.

Delegation of authority

21. Staff Rule 060 has been amended for editorial reasons.

Post classification

22. In Staff Rule 210, the phrase "in the Global Management System" has been deleted as it is not necessary to mention where the human resources plans are established and approved. The location of human resources plans can change over time, and staff members can be informed of such changes in information notes.

Payments and deductions

23. It has been decided that when a staff member has, in good faith, received an overpayment of an allowance or entitlement of any kind, the Organization will, in the case of a recurring payment, recover the amount overpaid during the two years prior to the date on which the Organization discovered the overpayment. In the case of a lump sum payment, the Organization will recover the

amount overpaid provided that the recovery action is initiated within two years following the date of overpayment. Staff Rule 380.8 has been introduced accordingly. Staff Rule 380.7 has been amended for editorial reasons.

Recruitment policies

24. In Staff Rule 410.1, the word “efficiency” has been added so that the wording corresponds with that in Staff Regulation 4.2.

25. Staff Rules 410.3.2.1 and 410.3.2.2 have been amended for editorial reasons.

26. In Staff Rule 410.3.3, reference to the WHO eManual has been deleted. Most of the Staff Rules have corresponding provisions in the eManual. It is not necessary to reference the eManual in the Staff Rules.

Appointment policies

27. Staff Rules 420.4, 420.6 and 420.7 have been amended for editorial reasons.

Medical certification and inoculations

28. Staff Rule 430.1 has been amended to clarify that before accepting an offer of appointment, a person is a “candidate”, not an “appointee”. Furthermore, it is not necessary for the Organization to designate the physician carrying out the prescribed medical examination, only that the physician is qualified.

29. Staff Rule 430.2 has been amended to clarify that candidates must be medically fit before they can be appointed to a post.

30. Staff Rule 430.3 has been amended for editorial reasons.

31. Staff Rule 430.5 has been amended to remove the mandatory nature of the medical examination for staff members who go on leave without pay, as many do not require such an examination. The Staff Physician, or a physician designated by the Organization, will decide whether a medical examination is required.

Appointment procedure

32. Staff Rule 440.1 has been amended for editorial reasons. Rather than specifying some of the conditions that must be met before an offer of appointment is made, Staff Rule 440.1 should refer to the conditions generally.

33. In Staff Rule 440.1.1, the word “duties” has been changed to “grade”. An offer of appointment sets out the grade of the post, and not its duties, which are contained in the post description.

34. Staff Rule 440.2 has been amended for editorial reasons. For clarity, the words “Staff Regulation 1.10” have been added to avoid any misunderstanding concerning the oath or declaration to which reference is made.

35. Staff Rule 440.3 has been amended to indicate that the terms of appointment must not only be confirmed, they must be recorded. Some editorial amendments also have been made.

Effective date of appointment

36. Staff Rule 450.1 has been amended to indicate that the effective date of appointment is not based on whether the staff member is locally recruited, but whether the Organization authorized travel for the staff member to take up his appointment.

37. Staff Rule 450.2 has been amended as it is sufficient to state that a person cannot travel or report for duty until the appointment procedure has been completed, because completion of medical requirements is part of the appointment procedure.

Reinstatement upon re-employment

38. Staff Rules 470.1 and 470.2 have been amended for editorial reasons.

Interorganization transfers

39. In Staff Rule 480.1.1, the words “net base” have been added to provide more accuracy.

40. Staff Rule 480.2 has been amended for editorial reasons.

Obligation of staff members to provide information about themselves

41. Staff Rule 490.1 has been amended to conform to the language of the similar provision in the Staff Rules and Staff Regulations of the United Nations and to stress that staff members shall be held accountable for the accuracy and completeness of the information that they provide.

42. Staff Rule 490.2 has been amended for editorial reasons.

Staff member’s beneficiaries

43. Staff Rule 495.2 has been amended for editorial reasons.

Assignment to duty

44. Staff Rule 510.1 has been amended for editorial reasons.

Training

45. Staff Rule 520 has been amended to stress that training can be helpful to staff members both in their current and future positions in the Organization.

Performance management and development

46. Staff Rule 530 has mainly been amended for editorial reasons.

47. Staff Rule 530.2 has been added to emphasize that staff members and their supervisors share responsibility for the success of the performance management process. Staff Rules 530.1, 530.3, 530.4 and 530.5 have been renumbered accordingly.

48. Staff Rule 530.4 has been amended to note the importance of supervisors recognizing good performance in addition to suggesting ways to improve performance.

49. Staff Rule 530.5 has been amended to account for the fact that forms are frequently certified electronically as opposed to physically signed.

Within-grade increase

50. The amendments to Staff Rule 550 are mainly editorial.

51. In Staff Rule 550.1, reference to Staff Rule 555.2 has been deleted because Staff Rule 555 has been deleted. Some editorial amendments also have been made.

52. Staff Rule 550.6 has been amended to clarify that it relates to the accrual of service time for a within-grade increase. Some editorial amendments also have been made.

Meritorious within-grade increase

53. Staff Rule 555.1 is not mandatory and has not been applied by the Organization for many years. It has been deleted.

54. Staff Rule 555.2 has been deleted because there are no longer any staff members who would qualify for this mandatory within-grade increase.

Reassignment

55. Staff Rule 565.4 has been amended for editorial reasons.

Reduction in grade

56. Staff Rule 570.1 has been amended for editorial reasons.

Notification and effective date of change in status

57. Staff Rule 580 has been amended mainly for editorial reasons.

58. Staff Rule 580.2 has been amended to allow for notification to be given in any form of writing, not necessarily a letter.

Official holidays

59. Staff Rule 620 has been amended for editorial reasons.

Overtime and compensatory leave

60. Staff Rule 625 has been amended for editorial reasons.

Annual leave

61. Staff Rule 630 has been amended mainly for editorial reasons.

62. In Staff Rule 630.3.3, the phrase “special leave under insurance cover” has been replaced by “sick leave under insurance cover” to provide more accuracy.

63. Staff Rule 630.7 has been amended to clarify that it is the Staff Physician who approves medical reports.

Home leave

64. Staff Rule 640 has been amended mainly for editorial reasons.

65. In Staff Rule 640.6.4, the word “eligible” has been inserted before “children” because not all children of a staff member are eligible for home leave.

Leave for military training or service

66. Staff Rules 660.1 and 660.3 have been amended for editorial reasons.

Approval, reporting and recording of leave

67. Staff Rule 670 has been amended to reflect the fact that the staff member is responsible for ensuring that all leave taken is promptly reported and recorded. Some editorial amendments also have been made.

Other forms of leave

68. Staff Rule 680 has been deleted because it is not necessary.

United Nations Joint Staff Pension Fund

69. Staff Rule 710 has been amended for editorial reasons.

Staff health insurance and accident and illness insurance

70. Staff Rule 720 has been amended for editorial reasons.

Travel of staff members

71. Staff Rule 810 has been amended mainly for editorial reasons.

72. Staff Rule 810.5 has been amended to clarify the circumstances under which the Organization will pay for the travel of a staff member on a family visit.

73. Staff Rule 810.7 has been added in order to emphasize that the cost of travel covered by Staff Rule 810 shall not exceed that of travel from the duty station to the staff member's recognized place of residence. Staff Rules 810.8 and 810.9 have been renumbered accordingly.

Right of association

74. Staff Rule 910 has been amended for editorial reasons.

Staff member representatives

75. Staff Rule 920 has been amended for editorial reasons.

Financing of staff association activities

76. Staff Rule 930 has been amended for editorial reasons.

Resignation

77. Staff Rule 1010.1, 1010.2, 1010.3 and 1010.4 have been amended for editorial reasons.

Termination of temporary appointments

78. The amendments to Staff Rule 1045 are mainly editorial.

79. Staff Rule 1045.1.2 has been amended to broaden the description of what constitutes unsatisfactory performance in performance management policies, as the description in Staff Rule 1045.1.2 is no longer sufficient.

Abolition of post

80. Staff Rule 1050.1 has been amended to clarify that both fixed-term and continuing appointments may be terminated if the occupied post is abolished. Some editorial amendments also have been made.

Unsatisfactory performance or unsuitability for international service

81. The amendments to Staff Rule 1070 are mainly editorial.

82. Staff Rule 1070.1 has been amended to broaden the description of what constitutes unsatisfactory performance in performance management policies, as the description in Staff Rule 1070.1 is no longer sufficient.

Misconduct

83. Staff Rules 1075.1 and 1075.2 have been amended for editorial reasons.

Disciplinary measures

84. Staff Rule 1110.1 has been amended to expand the range of disciplinary measures. It will give the Organization more flexibility when disciplining staff members who have been found guilty of misconduct, as the current options are too limited. This expanded range of disciplinary measures conforms to the range of disciplinary measures in other organizations in the United Nations system.

Misconduct resulting in financial loss

85. Staff Rule 1112 has been introduced to clarify that staff members may be required to compensate the Organization for any financial loss suffered as a result of their misconduct.

Non-disciplinary reprimand

86. Staff Rule 1115 has been introduced to allow a written reprimand in cases where a staff member's conduct, although not appropriate, may not warrant a disciplinary measure.

Administrative leave pending determination of misconduct

87. Staff Rule 1120 has been amended to clarify the conditions of administrative leave pending determination of misconduct.

88. Staff Rule 1120.1 has been amended to emphasize that administrative leave without pay is an exceptional measure.

89. Staff Rule 1120.2 has been amended to indicate that administrative leave can involve more than just prohibiting the staff member's presence in the office, but that it can also involve prohibiting his access to equipment and documents.

90. Staff Rule 1120.3 has been amended to emphasize that administrative leave under Staff Rule 1120 is not a disciplinary measure. If a charge of misconduct is not sustained, the administrative leave shall end immediately. Any pay that has been withheld shall be promptly paid if misconduct is not established.

Notification of charges and reply

91. Staff Rule 1130 has been amended for editorial reasons.

III. AMENDMENTS CONSIDERED NECESSARY IN THE LIGHT OF EXPERIENCE AND IN THE INTEREST OF GOOD HUMAN RESOURCES MANAGEMENT WHICH, IF CONFIRMED¹ AND ADOPTED², WOULD TAKE EFFECT FROM THE ENTRY INTO FORCE OF THE ORGANIZATION'S MOBILITY POLICY

Proposed amendments to the Staff Regulations

Appointment, transfer, reassignment and promotion

92. The proposed amendments to the title of Article IV of the Staff Regulations and Staff Regulations 4.2 and 4.3 are editorial.

93. Amendments are proposed to Staff Regulation 4.1 to emphasize that all appointments, transfers, reassignments and promotions shall be made as required and without regard to race, sex or religion.

94. When the Organization's mobility policy enters into force, many posts will be filled by the reassignment of staff members instead of through an unrestricted competition. Amendments are proposed to Staff Regulation 4.4 to make this point clear.

Separation from service

95. A staff member's refusal or failure to take up a reassignment, including under the Organization's mobility policy, will be grounds for terminating the staff member's appointment. It is proposed to amend Staff Regulation 9.2 accordingly.

Amendments to the Staff Rules

Salary determination

96. Staff Rule 320.3.1 has been introduced in order to provide a basis for calculating the salary of a staff member who is reassigned to a lower graded post as part of the mobility process. Staff Rule 320.3.3 has been renumbered accordingly and has been amended for editorial reasons.

Recruitment policies

97. Staff Rule 410.4 has been amended to clarify that most rotational posts held by staff members on continuing or fixed-term appointments will be filled by reassignment pursuant to the Organization's mobility policy.

¹ In the case of amendments to the Staff Rules.

² In the case of proposed amendments to the Staff Regulations.

Mobility

98. Staff Rule 515 has been introduced. It gives preference under the mobility exercise to certain staff members whose posts have been abolished.

Refusal of reassignment

99. Staff Rule 1072 has been introduced. It sets out the consequences of a staff member refusing, or failing to take up, a reassignment.

ACTION BY THE EXECUTIVE BOARD

100. In the light of these amendments, the Executive Board may wish to consider the following draft resolutions.¹

Draft resolution 1

The Executive Board,

Having considered the report on amendments to the Staff Regulations and Staff Rules,²

CONFIRMS, in accordance with Staff Regulation 12.2, the amendments to the Staff Rules that have been made by the Director-General with effect from 1 January 2015 concerning the remuneration of staff in the professional and higher categories.

Draft resolution 2

The Executive Board,

Having considered the report on amendments to the Staff Regulations and Staff Rules,²

RECOMMENDS to the Sixty-eighth World Health Assembly the adoption of the following resolution:

The Sixty-eighth World Health Assembly,

Noting the recommendations of the Executive Board with regard to remuneration of staff in ungraded posts and of the Director-General,

1. ESTABLISHES the salaries of assistant directors-general and regional directors at US\$ 174 371 gross per annum with a corresponding net salary of US\$ 135 560 (dependency rate) or US\$ 122 754 (single rate);

¹ See document EB136/47 Add.1 for the financial and administrative implications for the Secretariat of these resolutions.

² Document EB136/47.

2. ESTABLISHES the salary of the Deputy Director-General at US\$ 191 856 gross per annum with a corresponding net salary of US\$ 147 799 (dependency rate) or US\$ 133 012 (single rate);
3. ESTABLISHES the salary of the Director-General at US\$ 235 889 gross per annum with a corresponding net salary of US\$ 178 622 (dependency rate) or US\$ 158 850 (single rate);
4. DECIDES that those adjustments in remuneration shall take effect on 1 January 2015.

Draft resolution 3

The Executive Board,

Having considered the report on amendments to the Staff Regulations and Staff Rules,¹

CONFIRMS, in accordance with Staff Regulation 12.2, the amendments to the Staff Rules that have been made by the Director-General with effect from 1 February 2015 concerning the purpose of the Staff Rules; relationship between Staff Regulations and Staff Rules; amendments to the Staff Rules; application of the Staff Rules; effective date of the Staff Rules; exceptions to the Staff Rules; delegation of authority; post classification; payments and deductions; recruitment policies (Staff Rules 410.1, 410.3.2 and 410.3.3); appointment policies; medical certification and inoculations; appointment procedure; effective date of appointment; reinstatement upon re-employment; interorganization transfers; obligation of staff members to provide information about themselves; staff member's beneficiaries; assignment to duty; training; performance management and development; within-grade increase; meritorious within-grade increase; reassignment; reduction in grade; notification and effective date of change in status; official holidays; overtime and compensatory leave; annual leave; home leave; leave for military training or service; approval, reporting and recording of leave; other forms of leave; United Nations Joint Staff Pension Fund; staff health insurance and accident and illness insurance; travel of staff members; right of association; staff member representatives; financing of staff association activities; resignation; termination of temporary appointments; abolition of post; unsatisfactory performance or unsuitability for international service; misconduct; disciplinary measures; misconduct resulting in financial loss; non-disciplinary reprimand; administrative leave pending determination of misconduct; and notification of charges and reply.

Draft resolution 4

The Executive Board,

Having considered the report on amendments to the Staff Regulations and Staff Rules,¹

CONFIRMS, in accordance with Staff Regulation 12.2, the amendments to the Staff Rules that have been made by the Director-General concerning salary determination; recruitment policies (Staff Rule 410.4); mobility; and refusal of reassignment, with effect from the entry into force of the Organization's mobility policy.

¹ Document EB136/47.

Draft resolution 5

The Executive Board,

Having considered the report on amendments to the Staff Regulations and Staff Rules,¹

RECOMMENDS, in accordance with Staff Regulation 12.1, to the Sixty-eighth World Health Assembly the adoption of the following resolution:

The Sixty-eighth World Health Assembly,

Noting the recommendations of the Executive Board with regard to the appointment, transfer, reassignment and promotion of staff members; and separation from service:

ADOPTS the proposed amendment to Staff Regulation 4.1;

ADOPTS the proposed amendment to Staff Regulation 4.2;

ADOPTS the proposed amendment to Staff Regulation 4.3;

ADOPTS the proposed amendment to Staff Regulation 4.4;

ADOPTS the proposed amendment to Staff Regulation 9.2;

DECIDES that these amendments shall take effect from the entry into force of the Organization's mobility policy.

¹ Document EB136/47.

ANNEX 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
<p>010. PURPOSE</p> <p>The Staff Rules implement the provisions of the Staff Regulations. They provide the rules which govern the conditions of service and the personnel practices of the World Health Organization.</p>	<p>010. PURPOSE</p> <p>010.1 The Staff Rules implement the provisions of the Staff Regulations. They provide the rules which and govern the conditions of service and the personnel practices of the World Health Organization (the “Organization”).</p> <p>010.2 The Staff Rules are established by the Director-General under the authority of the Staff Regulations and are subject to confirmation by the Executive Board. The Staff Rules shall be consistent with the Staff Regulations.</p>
<p>015. RELATIONSHIP BETWEEN STAFF REGULATIONS AND STAFF RULES</p> <p>...</p> <p>015.2 The Staff Rules are established by the Director-General under the authority of the Staff Regulations and are subject to confirmation by the Executive Board. The Staff Rules shall be consistent with the provisions of the Staff Regulations.</p>	<p>015. RELATIONSHIP BETWEEN STAFF REGULATIONS AND STAFF RULES</p> <p>...</p> <p>015.2 The Staff Rules are established by the Director-General under the authority of the Staff Regulations and are subject to confirmation by the Executive Board. The Staff Rules shall be consistent with the provisions of the Staff Regulations.</p>
<p>020. AMENDMENTS</p> <p>The present Rules may be amended by the Director-General subject to confirmation by the Executive Board in accordance with the Staff Regulations and without prejudice to the acquired rights of staff members under those Regulations.</p>	<p>020. AMENDMENTS</p> <p>Subject to confirmation by the Executive Board, tThe present Staff Rules may be amended by the Director-General subject to confirmation by the Executive Board in accordance a manner consistent with the Staff Regulations and without prejudice to the acquired rights of staff members under those the Staff Regulations.</p>

Former text	New text
<p>030. APPLICATION</p> <p>The Staff Rules shall apply to all staff members of the World Health Organization, except as specifically provided in any particular Rule herein. Nothing in the present Rules shall be interpreted as preventing the Director-General from making temporary appointments of 60 days or less with terms of service different from those provided in the present Rules, where he or she considers that the interests of the service so require.</p>	<p>030. APPLICATION</p> <p>The Staff Rules shall apply to all staff members of the World Health Organization, except as specifically provided otherwise in any particular Staff Rule herein. Nothing in the present Staff Rules shall be interpreted as preventing the Director-General from making temporary appointments of 60 days or less with terms of service different from those provided in the present Staff Rules, where he or she the Director-General considers that the interests of the service Organization so require.</p>
<p>040. EFFECTIVE DATE</p> <p>These Staff Rules are effective as from 1 July 2014 and supersede all Staff Rules in force before that date. All subsequent modifications shall become effective as from the date shown thereon.</p>	<p>040. EFFECTIVE DATE</p> <p>040.1 Subject to Staff Rule 040.2, and with the exception of Appendix 1, These Staff Rules are effective as from 1 February 2015 and supersede all Staff Rules in force before that date. Appendix 1 is effective as from 1 January 2015. All subsequent modifications shall become effective as from the date shown thereon.</p> <p>040.2 The amendments to Staff Rules 320.3, 410.4, 515 and 1072 are effective as from the entry into force of the Organization's mobility policy.</p>
<p>050. EXCEPTIONS TO STAFF RULES</p> <p>The Director-General may make exceptions to the Staff Rules provided that such exceptions are not inconsistent with any Staff Regulation or other decision of the World Health Assembly; and provided further that each exception is agreed to by the staff member directly affected and is, in the opinion of the Director-General, not prejudicial to the interests of any other staff member or group of staff members.</p>	<p>050. EXCEPTIONS TO THE STAFF RULES</p> <p>The Director-General may make exceptions to the Staff Rules. provided that Such exceptions are shall not be inconsistent with any Staff Regulation or other decision of the World Health Assembly; and provided further that Furthermore, each exception is shall be agreed to by the staff member directly affected and is, in the opinion of the Director-General, shall not be prejudicial to the interests of any other staff member or group of staff members.</p>
<p>060. DELEGATION OF AUTHORITY</p> <p>The Director-General may delegate to other officers of the Organization such of his powers as he considers necessary for the effective implementation of these Rules.</p>	<p>060. DELEGATION OF AUTHORITY</p> <p>The Director-General may delegate to other officers of the Organization such of his powers as he considers necessary for the effective implementation of these the Staff Rules.</p>
<p>210. POST CLASSIFICATION</p> <p>The Director-General shall establish and approve human resources plans in the Global Management System which will include the classification of all posts in the Organization according to the type and level of the duties and responsibilities of the posts.</p>	<p>210. POST CLASSIFICATION</p> <p>The Director-General shall establish and approve human resources plans in the Global Management System which will include the classification of all posts in the Organization according to the type and level of the duties and responsibilities of the posts.</p>

Former text	New text
<p>380. PAYMENTS AND DEDUCTIONS</p> <p>...</p> <p>380.7 The Organization will not accept a claim in respect of an allowance or entitlement of any kind that is submitted beyond twelve months of the date when the initial payment would have been due.</p>	<p>380. PAYMENTS AND DEDUCTIONS</p> <p>...</p> <p>380.7 The Organization will not accept a claim in respect of for an allowance or entitlement of any kind that is submitted beyond more than one year twelve months of after the date when the initial payment would have been due.</p> <p>380.8 When a staff member has, in good faith, received an overpayment of an allowance or entitlement of any kind, the Organization will, subject to conditions established by the Director-General:</p> <p>380.8.1 in the case of a recurring payment, recover the amount overpaid during the two years prior to the date on which the Organization discovered the overpayment; and</p> <p>380.8.2 in the case of a lump sum payment, recover the amount overpaid provided that the recovery action is initiated within two years following the date of overpayment.</p>
<p>410. RECRUITMENT POLICIES</p> <p>410.1 The paramount considerations in the selection of staff shall be competence and integrity. For posts in the professional category and above, geographical representation shall also be given full consideration. Such representation is not a consideration in appointments to posts subject to local recruitment.</p> <p>...</p> <p>410.3.2 A staff member who is related to another staff member as specified under Rules 410.3 and 410.3.1:</p> <p>410.3.2.1 shall not be assigned to serve in a position which is superior or subordinate in the line of authority to the position occupied by the staff member to whom he or she is related.</p> <p>410.3.2.2 shall not participate in the process of selection, assignment, reassignment or transfer of the related staff member; or in the taking or reviewing of an administrative decision affecting the employment status, entitlements, or other benefits of the related staff member.</p>	<p>410. RECRUITMENT POLICIES</p> <p>410.1 The paramount considerations in the selection of staff members shall be efficiency, competence and integrity. For posts in the professional category and above, geographical representation shall also be given full consideration. Such representation is not a consideration in appointments to posts subject to local recruitment.</p> <p>...</p> <p>410.3.2 A staff member who is related to another staff member as specified under Staff Rules 410.3 and 410.3.1:</p> <p>410.3.2.1 shall not be assigned to serve in a position post that which is superior or subordinate in the line of authority to the position post occupied by the staff member to whom he or she is related.</p> <p>410.3.2.2 shall not participate in the process of selection, assignment, reassignment or transfer of the related staff member; or in the taking or reviewing of an administrative decision affecting the employment status, entitlements, or other benefits of the related staff member.</p>

Former text	New text
<p>410.3.3 The marriage of one staff member to another shall not affect the contractual status of either spouse, but their entitlements and other benefits shall be modified as provided in the Staff Rules and Manual. The same modifications shall apply in the case of a staff member whose spouse is a staff member of another Organization participating in the United Nations common system.</p>	<p>410.3.3 The marriage of one staff member to another shall not affect the contractual status of either spouse, but their entitlements and other benefits shall be modified as provided in the Staff Rules and Manual. The same modifications shall apply in the case of a staff member whose spouse is a staff member of another Organization participating in the United Nations common system.</p>
<p>420. APPOINTMENT POLICIES</p> <p>420.4 A “temporary appointment” is a time-limited appointment of up to two years. If the temporary appointment is of less than two years, it may be extended, provided that the total duration of uninterrupted service under consecutive temporary appointments does not exceed two years. A staff member who has completed the maximum period of uninterrupted service on one or more temporary appointments may not be employed by the Organization unless more than 30 calendar days have elapsed since his separation from service. Any future employment is subject to conditions established by the Director-General.</p> <p>...</p> <p>420.6 All staff, including staff members seconded to the Organization, shall be appointed initially on fixed-term appointments as defined in Rule 420.3, or on temporary appointments as defined in Rule 420.4.</p> <p>420.7 Any fixed-term appointment of one year or more shall be subject to a period of probation, which shall be at least one year and may be extended up to two years when necessary for adequate evaluation of the staff member’s performance, conduct and suitability to international service.</p>	<p>420. APPOINTMENT POLICIES</p> <p>420.4 A “temporary appointment” is a time-limited appointment of up to two years. If the temporary appointment is of less than two years, it may be extended, provided that The total duration of uninterrupted service under consecutive temporary appointments does shall not exceed two years. A staff member who has completed the maximum period of uninterrupted service on one or more temporary appointments may not be employed by the Organization unless more than 30 calendar days have elapsed since his separation from service. Any future employment is subject to conditions established by the Director-General.</p> <p>...</p> <p>420.6 All staff members, including staff members those seconded to the Organization, shall be appointed initially on a fixed-term appointments as defined in Staff Rule 420.3, or on a temporary appointments as defined in Staff Rule 420.4.</p> <p>420.7 Any fixed-term appointment of one year or more shall be subject to a period of probation, which shall be at least one year and may be extended up to two years when necessary for adequate evaluation of the staff member’s performance, conduct and suitability to for international service.</p>
<p>430. MEDICAL CERTIFICATION AND INOCULATIONS</p> <p>430.1 Upon selection an appointee shall undergo a prescribed medical examination by a physician designated by the Organization, whose medical report shall be forwarded to the Organization’s Staff Physician.</p> <p>430.2 Before an offer of appointment can be made, medical clearance must be issued by the Staff Physician; medical clearance is based on the</p>	<p>430. MEDICAL CERTIFICATION AND INOCULATIONS</p> <p>430.1 Upon selection, an appointee a candidate shall undergo a prescribed medical examination by a qualified physician designated by the Organization, whose medical report shall be forwarded to the Organization’s Staff Physician.</p> <p>430.2 Before an offer of appointment can be made, medical clearance must be issued by the Staff Physician; medical clearance is based on the</p>

Former text	New text
<p>examination required in Rule 430.1. Should the result of the examination show that the standards required by the Organization are not met, a decision shall be made whether or not to make an offer of appointment and, if an offer is to be made, upon what terms.</p> <p>430.3 Upon appointment and before any subsequent travel for the Organization, a staff member shall have such inoculations and preventive treatment as the Staff Physician shall prescribe.</p> <p>...</p> <p>430.5 Staff members shall be examined by the Staff Physician or by a physician designated by the Organization before going on leave-without-pay.</p>	<p>examination required in Staff Rule 430.1. Should the result of the examination show that the standards required by the Organization are not met candidate is not medically fit to be appointed to the post, a decision shall be made whether or not to make an offer of appointment and, if an offer is to be made, upon what terms.</p> <p>430.3 Upon appointment and before any subsequent travel for the Organization, a staff member shall have such inoculations and preventive treatment as the Staff Physician shall prescribe requires.</p> <p>...</p> <p>430.5 Staff members shall be examined by the Staff Physician or by a physician designated by the Organization before going on leave without pay. Prior to going on leave without pay, a staff member may be required to undergo a medical examination by the Staff Physician or by a physician designated by the Organization.</p>
<p>440. APPOINTMENT PROCEDURE</p> <p>440.1 Upon selection for a post a candidate shall receive notification which shall give him information on the proposed appointment and call attention to various requirements such as interviews, calling of references, medical examination (see Rule 430) and verification of qualifications. When these requirements have been satisfactorily met, he shall receive an offer of appointment signed by, or on behalf of, the Director-General. This offer shall:</p> <p>440.1.1 state the type of appointment, tenure, probation requirement, title and duties of post, salary and allowances;</p> <p>440.1.2 indicate the date and place of reporting for duty and the official station;</p> <p>440.1.3 include a copy of the Staff Regulations and the Staff Rules and state that the offer is subject to the current provisions of such Regulations and Rules and any subsequent amendments;</p>	<p>440. APPOINTMENT PROCEDURE</p> <p>440.1 Upon selection for a post, a candidate shall receive notification which shall give him information on of the proposed appointment and the conditions to be met before an offer of appointment can be made call attention to various requirements such as interviews, calling of references, medical examination (see Rule 430) and verification of qualifications. When these requirements conditions have been satisfactorily met, he the candidate shall receive an offer of appointment signed by, or on behalf of, the Director-General. This offer which shall:</p> <p>440.1.1 state the type of appointment, tenure, probation requirement, title and duties grade of post, salary and allowances;</p> <p>440.1.2 indicate the date and place of reporting for duty and the official duty station;</p> <p>440.1.3 include a copy of the Staff Regulations and the Staff Rules and state that the offer is subject to the current provisions of such the Staff Regulations and the Staff Rules and any subsequent amendments;</p>

Former text	New text
<p>...</p> <p>440.2 An appointee shall sign and return to the Organization a notice of acceptance stating that he agrees to the conditions contained in the offer, accepts the Staff Regulations and Staff Rules as a part of his contract of employment, and subscribes to the oath or declaration of office.</p> <p>440.3 The offer of appointment (including the Staff Regulations and Staff Rules) and the notice of acceptance shall constitute the contract of employment. The terms of the appointment shall be confirmed by an appointment notification when the staff member reports for duty and shall be subsequently modified as necessary to reflect any change in status (see Section 5 below).</p>	<p>...</p> <p>440.2 An appointee A candidate shall sign and return to the Organization a notice of his acceptance stating that he agrees to of the conditions contained in the offer, accepts his acceptance of the Staff Regulations and Staff Rules as a part of his contract of employment, and subscribes his adherence to the oath or declaration of office in Staff Regulation 1.10.</p> <p>440.3 The offer of appointment, (including the Staff Regulations and Staff Rules,) and the candidate's notice of acceptance shall constitute the contract of employment. The terms of the appointment shall be confirmed and recorded by an appointment notification when the staff member reports for duty and shall be subsequently modified as necessary to reflect any change in status (see Section 5 below).</p>
<p>450. EFFECTIVE DATE OF APPOINTMENT</p> <p>450.1 The effective date of appointment shall be the date the staff member reports for duty if locally recruited. If travel is authorized it shall be the date he enters travel status, provided that this date is not earlier than that required for travel by the route and type of transport designated by the Organization.</p> <p>450.2 No appointee shall report for duty or commence any travel for the purpose of entering on duty until the medical requirements of Rule 430 and the appointment procedure requirements of Rule 440 have been met.</p>	<p>450. EFFECTIVE DATE OF APPOINTMENT</p> <p>450.1 The effective date of appointment shall be the date the staff member reports for duty if travel is not authorized locally recruited. If travel is authorized it shall be the date he enters travel status, provided that this date is not earlier than that required for travel by the route and type of transport designated by the Organization.</p> <p>450.2 No appointee A person shall not report for duty, or commence any travel for the purpose of entering on duty, until the medical requirements of Rule 430 and the appointment procedure in requirements of Staff Rule 440 have has been completed met.</p>
<p>470. REINSTATEMENT UPON RE-EMPLOYMENT</p> <p>470.1 Staff members, except those holding temporary appointments as defined in Rule 420.4, who are re-employed within one year of the termination of their appointment, may, at the option of the Organization, be reinstated. In such cases they shall have restored to them the status which they held upon termination, and the intervening absence shall be charged to annual leave and leave without pay as necessary. They shall refund to the Organization all separation payments made to them.</p> <p>470.2 A former staff member who is re-employed, but not reinstated under the provisions of Rule 470.1, shall have the same status as if he were being employed for the first time.</p>	<p>470. REINSTATEMENT UPON RE-EMPLOYMENT</p> <p>470.1 Staff members, except those holding temporary appointments as defined in Staff Rule 420.4, who are re-employed within one year of their separation from service the termination of their appointment, may, at the option of the Organization, be reinstated. In such cases they shall have restored to them the status which they held upon termination separation, and the intervening absence shall be charged to annual leave and leave without pay as necessary. They shall refund to the Organization all separation payments made to them.</p> <p>470.2 A former staff member who is re-employed, but not reinstated under the provisions of Staff Rule 470.1, shall have the same status as if he were being employed for the first time.</p>

Former text	New text
<p>480. INTERORGANIZATION TRANSFERS</p> <p>480.1 Subject to the requirements of Rules 430 and 440 (“Medical Certification and Inoculations” and “Appointment Procedure”), appointees accepted for transfer from another United Nations organization:</p> <p>480.1.1 may be appointed at an advanced step in the grade of the post to which they are being assigned if this is necessary to maintain their existing salary level;</p> <p>...</p> <p>480.2 A staff member who is transferred to another United Nations organization shall not be paid repatriation grant or any other terminal benefit, but his credit for all entitlements shall be passed to the receiving Organization. The subsequent entitlements of the staff member shall be governed by the rules of the receiving organization.</p>	<p>480. INTERORGANIZATION TRANSFERS</p> <p>480.1 Subject to the requirements of Staff Rules 430 and 440 (“Medical Certification and Inoculations” and “Appointment Procedure”), appointees accepted for transfer from another United Nations organization:</p> <p>480.1.1 may be appointed at an advanced step in the grade of the post to which they are being assigned if this is necessary to maintain their existing net base salary level;</p> <p>...</p> <p>480.2 A staff member who is transferred to another United Nations organization shall not be paid a repatriation grant or any other terminal benefit. but his The transferred staff member’s credit for all entitlements shall be passed to the receiving oOrganization. The subsequent entitlements of the staff member shall be governed by the rules of the receiving organization.</p>
<p>490. NOTIFICATION BY STAFF MEMBERS AND OBLIGATION TO SUPPLY INFORMATION ABOUT THEMSELVES</p> <p>490.1 Staff members are responsible on appointment for supplying the Organization with whatever information and documentation may be required for the purpose of determining their status under the Staff Rules or of completing administrative arrangements in connection with their appointments.</p> <p>490.2 Staff members are also responsible for promptly notifying the Organization, in writing, of any subsequent changes affecting their status under the Staff Rules, and for supplying relevant documentation required.</p>	<p>490. NOTIFICATION BY OBLIGATION OF STAFF MEMBERS AND OBLIGATION TO SUPPLY PROVIDE INFORMATION ABOUT THEMSELVES</p> <p>490.1 Staff members are responsible on appointment for providing supplying the Organization with whatever information and documentation may be required, both during the application process and subsequent employment, for the purpose of determining their status under the Staff Rules or of completing administrative arrangements in connection with their appointments. Staff members shall be held accountable for the accuracy and completeness of the information they provide.</p> <p>490.2 Staff members are also responsible for promptly notifying the Organization, in writing, of any subsequent changes affecting their status under the Staff Rules, and for supplying providing all relevant information and documentation required.</p>
<p>495. STAFF MEMBER’S BENEFICIARIES</p> <p>...</p> <p>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 any and all liability in respect of any sum so paid.</p>	<p>495. STAFF MEMBER’S BENEFICIARIES</p> <p>...</p> <p>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 release the World Health Organization a complete release from any and all liability in respect of any sum so paid.</p>

Former text	New text
<p>510. ASSIGNMENT TO DUTY</p> <p>510.1 Staff members in the professional category are subject to assignment by the Director-General to any activity or office of the Organization throughout the world. Those in the general service category are not subject to assignment, except by mutual agreement, to an official station other than that for which they have been recruited. Initial recruitment for a specific assignment does not, therefore, relieve the staff member of the obligation to serve in any other designated assignment. In determining the initial and any subsequent assignment, consideration shall be given, to the extent possible, to the staff member's particular abilities and interests.</p>	<p>510. ASSIGNMENT TO DUTY</p> <p>510.1 Staff members in the professional category are subject to assignment by the Director-General to any activity or office of the Organization throughout the world. Those in the general service category are not subject to assignment, except by mutual agreement, to a official duty station other than that for which they have been recruited. Initial recruitment for a specific assignment does not, therefore, relieve the staff member of the obligation to serve in any other designated assignment. In determining the initial and any subsequent assignment, consideration shall be given, to the extent possible, to the staff member's particular abilities and interests.</p>
<p>520. TRAINING</p> <p>Staff members may be given suitable training as determined necessary by the Organization to improve their effectiveness in their current assignments and to prepare them for broader usefulness to the Organization.</p>	<p>520. TRAINING</p> <p>Staff members may be given suitable training, as determined necessary by the Organization, to improve their effectiveness in their for current and future assignments and to prepare them for broader usefulness to in the Organization.</p>
<p>530. PERFORMANCE MANAGEMENT AND DEVELOPMENT</p> <p>530.1 Supervisors shall be responsible for:</p> <p>530.1.1 facilitating the adjustment of the staff they supervise to their work;</p> <p>530.1.2 establishing, in consultation with each staff member, a work plan;</p> <p>530.1.3 guiding staff under their supervision.</p> <p>530.2 For staff at D.2 level and below, in addition to normal work review and discussion with a staff member, supervisors shall periodically make a formal evaluation of the performance, conduct and development potential of all staff members under their supervision. This evaluation shall be made at such intervals as the work situation or the individual's performance requires, but in no case less frequently than once a year. Supervisors shall discuss their conclusions with the staff member and make specific suggestions for improvement in performance as necessary. For staff members with supervisory responsibilities, the evaluation shall include an assessment of their performance as supervisors, including how they fulfil their performance management and development responsibilities.</p>	<p>530. PERFORMANCE MANAGEMENT AND DEVELOPMENT</p> <p>530.14 The evaluation of performance management and development process as reflected in these reports shall be the basis for assisting the a staff member to make his most effective contribution to the work of the Organization and for decisions concerning the staff member's status and retention in the Organization.</p> <p>530.2 Performance management and development is a shared responsibility between staff members and their supervisors.</p>

Former text	New text
<p>530.3 The performance of staff members during the preceding year shall be evaluated according to procedures established by the Director-General. The form shall be signed by the supervisors and the staff members concerned; the latter may if they so wish attach a statement concerning any part of the report with which they disagree and this shall become a part of their performance report file.</p> <p>530.4 The evaluation of performance as reflected in these reports shall be the basis for assisting the staff member to make his most effective contribution to the work of the Organization and for decisions concerning the staff member's status and retention in the Organization.</p>	<p>530.43 Supervisors shall be responsible for:</p> <p>530.43.1 facilitating the adjustment of the staff they supervise to their work;</p> <p>530.43.2 establishing, in consultation with each staff member, a work plan;</p> <p>530.43.3 guiding staff under their supervision.</p> <p>530.24 For staff at D.2 level and below, In addition to normal work review and discussion with a staff member, supervisors shall periodically make a formal evaluation of the performance, conduct and development potential of all staff members under their supervision. This evaluation shall be made at such intervals as the work situation or the individual's performance requires, but in no case less frequently than once a year. Supervisors shall discuss their conclusions with the staff member, recognize good performance and make specific suggestions for improvement in performance as necessary. For staff members with supervisory responsibilities, the evaluation shall include an assessment of their performance as supervisors, including how they fulfil their performance management and development responsibilities.</p> <p>530.35 The performance of staff members during the preceding year shall be evaluated according to procedures established by the Director-General. The relevant form shall be signed certified by the supervisors and the staff members concerned.; the latter Staff members may if they so wish attach a statement concerning any part of the performance evaluation report with which they disagree and this statement shall become a part of their performance report file.</p>
<p>550. WITHIN-GRADE INCREASE</p> <p>550.1 Staff members 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. For staff members holding fixed-term appointments subject to a period of probation, 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</p>	<p>550. WITHIN-GRADE INCREASE</p> <p>550.1 Staff members whose performance has been certified by the their 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 Staff Rule 550.2. For staff members holding fixed-term appointments subject to a period of probation, the date of entitlement shall not be earlier than the date of confirmation of the appointment except as provided in Staff 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</p>

Former text	New text
<p>except that, if either Rule 555.2 or Rule 1310.9 applies, the normal maximum may be exceeded accordingly.</p> <p>550.2 The unit of service time is defined as the minimum length of time which must be served at a step in order to achieve a within-grade increase under the terms of Rule 550.1. The unit of service time is as follows:</p> <p>550.2.1 one year of full-time service at all levels and steps except at those in Rule 550.2.2;</p> <p>...</p> <p>550.2.3 such period of full-time service as the Director-General may establish for posts subject to local recruitment in accordance with Rule 1310.</p> <p>550.3 The unit of service time shall be reduced to ten months under Rule 550.2.1 and to twenty months under Rule 550.2.2 in the case of staff members who have demonstrated, by passing a prescribed test, proficiency of a second official language of the Organization. Staff members whose mother tongue is one of the official languages of the Organization must demonstrate proficiency in a second official language. This Rule applies to staff members in the professional and higher categories except for conference and other short-term service staff appointed under Rule 1320, e.g., translators, editors, revisers and interpreters.</p> <p>...</p> <p>550.6 Service time shall date from the latest of the following actions:</p> <p>550.6.1 entrance on duty;</p> <p>550.6.2 the last within-grade increase unless a promotion to a higher grade has taken place since that date;</p> <p>550.6.3 reduction in grade under Rule 570.1.2;</p> <p>550.6.4 a promotion to a higher grade.</p>	<p>the staff member's grade except that, if either Rule 555.2 or Staff Rule 1310.9 applies, the normal maximum may be exceeded accordingly.</p> <p>550.2 The unit of service time is defined as the minimum length of time which must be served at a step in order to achieve a within-grade increase under the terms of Staff Rule 550.1. The unit of service time is as follows:</p> <p>550.2.1 one year of full-time service at all levels and steps except at those in Staff Rule 550.2.2;</p> <p>...</p> <p>550.2.3 such period of full-time service as the Director-General may establish for posts subject to local recruitment in accordance with Staff Rule 1310.</p> <p>550.3 The unit of service time shall be reduced to ten months under Staff Rule 550.2.1 and to twenty months under Staff Rule 550.2.2 in the case of staff members who have demonstrated, by passing a prescribed test, proficiency of a second official language of the Organization. Staff members whose mother tongue is one of the official languages of the Organization must demonstrate proficiency in a second official language. This Staff Rule applies to staff members in the professional and higher categories except for conference and other short-term service staff appointed under Staff Rule 1320, e.g., translators, editors, revisers and interpreters.</p> <p>...</p> <p>550.6 Accrual of Sservice time for a within-grade increase shall date start from the latest of the following actions:</p> <p>550.6.1 entrance entry on duty;</p> <p>550.6.2 the last within-grade increase unless a promotion to a higher grade has taken place since that date;</p> <p>550.6.3 reduction in grade under Staff Rule 570.1.2; or</p> <p>550.6.4 a promotion to a higher grade.</p>
<p>555. MERITORIOUS WITHIN-GRADE INCREASE</p> <p>555.1 A staff member whose performance has been especially meritorious beyond that which may reasonably be expected of a normally well-qualified staff member, may be granted one, or exceptionally two, extra</p>	<p>555. MERITORIOUS WITHIN-GRADE INCREASE</p> <p>555.1 A staff member whose performance has been especially meritorious beyond that which may reasonably be expected of a normally well-qualified staff member, may be granted one, or exceptionally two, extra</p>

Former text	New text
<p>within-grade steps. Such increase shall not affect the staff member's eligibility for normal within-grade increases up to the normal maximum step in the grade.</p> <p>555.2 A staff member whose service with the Organization commenced prior to 1 March 1993 shall qualify, with effect from 1 February 1994, for only one increase under Rule 555.1 during the remaining service in the Organization. Such increase shall be granted upon completion of either 20 or 25 or 30 years of satisfactory service, whichever occurs first after 1 February 1994. Satisfactory service with other United Nations organizations shall be included if credited under Rule 480.1.4.</p>	<p>within grade steps. Such increase shall not affect the staff member's eligibility for normal within grade increases up to the normal maximum step in the grade.</p> <p>555.2 A staff member whose service with the Organization commenced prior to 1 March 1993 shall qualify, with effect from 1 February 1994, for only one increase under Rule 555.1 during the remaining service in the Organization. Such increase shall be granted upon completion of either 20 or 25 or 30 years of satisfactory service, whichever occurs first after 1 February 1994. Satisfactory service with other United Nations organizations shall be included if credited under Rule 480.1.4.</p>
<p>565. REASSIGNMENT</p> <p>565.4 A staff member with a continuing or fixed-term appointment may be required, without formal reassignment and in the interests of the Organization, to perform duties of a post other than his own, due regard being given to the provisions of Rule 320.4. Any such arrangement shall not exceed twelve months, unless otherwise decided by the Director-General.</p>	<p>565. REASSIGNMENT</p> <p>565.4 A staff member with a continuing or fixed-term appointment may be required, without formal reassignment and in the interests of the Organization, to perform duties of a post other than his own, due regard being given to the provisions of Staff Rule 320.4. Any such arrangement shall not exceed twelve months, unless otherwise decided by the Director-General.</p>
<p>570. REDUCTION IN GRADE</p> <p>570.1 The grade of staff members may be reduced as a consequence of reclassification of the post occupied or reassignment to a different post of lower grade. The latter may result:</p> <p>570.1.1 from the staff member's own request for personal reasons;</p> <p>570.1.2 from unsatisfactory performance or misconduct;</p> <p>570.1.3 as an alternative to termination under Rule 1050.</p>	<p>570. REDUCTION IN GRADE</p> <p>570.1 The grade of staff members may be reduced as a consequence of reclassification of the post occupied or reassignment to a different post of lower grade. The latter may result from:</p> <p>570.1.1 from the staff member's own request for personal reasons;</p> <p>570.1.2 from unsatisfactory performance or misconduct; or</p> <p>570.1.3 as an alternative to termination under Rule 1050.</p>
<p>580. NOTIFICATION AND EFFECTIVE DATE OF CHANGE IN STATUS</p> <p>580.1 Staff members shall be notified in writing either individually or collectively of any changes in their official status, whether arising from actions taken under these Rules or from any other changes in their personal or employment situation recognized by the Organization. Such notification shall constitute an amendment to the terms of appointment under Rule 440.3.</p> <p>580.2 A staff member shall be notified by letter in advance of any reduction in grade or salary, the notice period being the same as that specified for termination in Rule 1050.9.</p>	<p>580. NOTIFICATION AND EFFECTIVE DATE OF CHANGE IN STATUS</p> <p>580.1 Staff members shall be notified in writing, either individually or collectively, of any changes in their official status, whether arising from actions taken under these Staff Rules or from any other changes in their personal or employment situation recognized by the Organization. Such notification shall constitute an amendment to the terms of appointment under Staff Rule 440.3.</p> <p>580.2 A staff member shall be notified in writing by letter in advance of any reduction in grade or salary, the notice period being the same as that specified for termination in Staff Rule 1050.9.</p>

Former text	New text
<p>620 OFFICIAL HOLIDAYS</p> <p>Ten holidays are observed per year, and except as otherwise decided by the Director-General, eight of the ten days shall be fixed following, as far as practicable, the most commonly observed holidays in the locality, and two days to be taken at the discretion of individual staff members, the timing of which shall be subject to the requirements of the service.</p>	<p>620 OFFICIAL HOLIDAYS</p> <p>Ten holidays are observed per year, and and Except as otherwise decided by the Director-General, eight of the ten days shall be fixed following, as far as practicable, the most commonly observed holidays in the locality, and two days to be taken at the discretion of individual staff members, the timing of which shall be subject to the requirements of the service.</p>
<p>625. OVERTIME AND COMPENSATORY LEAVE</p> <p>When authorized by the appropriate supervisor a staff member may be required to work overtime and may be compensated as follows, subject to procedures established by the Director-General:</p> <p>625.1 staff in posts in the professional category and above may be given compensatory leave;</p> <p>625.2 staff in posts subject to local recruitment shall be given compensatory leave or monetary compensation.</p>	<p>625. OVERTIME AND COMPENSATORY LEAVE</p> <p>625.1 When authorized by the appropriate supervisor, a staff member may be required to work overtime and may be compensated as follows, subject to procedures established by the Director-General:</p> <p>625.1.1 staff in posts in the professional category and above may be given compensatory leave;</p> <p>625.1.2 staff in posts subject to local recruitment shall be given compensatory leave or monetary compensation.</p>
<p>630. ANNUAL LEAVE</p> <p>630.1 Annual leave is provided to the staff for the purposes of rest and relaxation from their duties and for attending to personal business. Absences not specifically covered by other provisions of these Rules shall be chargeable to annual leave to the extent that it has been accrued or advanced.</p> <p>...</p> <p>630.3 Annual leave accrues to all staff members except:</p> <p>630.3.1 to conference and other short-term service staff appointed under Rule 1320 engaged on a daily basis;</p> <p>630.3.2 to those on leave without pay under Rule 655.1 in excess of 30 days;</p> <p>630.3.3 to those on special leave under insurance coverage in excess of 30 days.</p> <p>...</p> <p>630.5 Since the purpose of annual leave is to provide a period of rest each year, not more than 15 days of annual leave accrued in a given year shall</p>	<p>630. ANNUAL LEAVE</p> <p>630.1 Annual leave is provided to the staff members for the purposes of rest and relaxation from their duties and for attending to personal business. Absences not specifically covered by other provisions of these Rules Staff Rules shall be chargeable to annual leave to the extent that it annual leave has been accrued or advanced.</p> <p>...</p> <p>630.3 Annual leave accrues to all staff members except:</p> <p>630.3. to conference and other short-term service staff appointed engaged on a daily basis under Staff Rule 1320 engaged on a daily basis;</p> <p>630.3.2 to those on leave without pay under Staff Rule 655.1 in excess of 30 days;</p> <p>630.3.3 to those on special sick leave under insurance coverage in excess of 30 days.</p> <p>...</p> <p>630.5 Since the purpose of annual leave is to provide a period of rest each year, Not more than 15 days of annual leave accrued in a given year shall</p>

Former text	New text
<p>normally be carried forward to the next calendar year. Not more than 60 days of accumulated annual leave can be carried forward beyond 31 December of each year.</p> <p>...</p> <p>630.7 A staff member who is ill during a period of annual leave shall, subject to the provisions of Rule 740, have that portion of his absence considered as sick leave upon presentation of a satisfactory medical report and approval by WHO.</p> <p>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 30 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.</p>	<p>normally be carried forward to the next calendar year. Not more than 60 days of accumulated annual leave can be carried forward beyond 31 December of each year.</p> <p>...</p> <p>630.7 A staff member who is ill during a period of annual leave shall, subject to the provisions of Staff Rule 740, have that portion of his absence considered as sick leave upon presentation of a satisfactory medical report and approval by the Staff Physician-WHO.</p> <p>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 30 days (see Staff 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 Staff Rule 495.2 but no deduction shall be made in respect of advanced annual leave.</p>
<p>640. HOME LEAVE</p> <p>...</p> <p>640.2 The date of eligibility for home leave shall be the date on which the staff member has completed 24 months of qualifying service, except at those official stations designated by the Director-General as having difficult conditions of life and work. At the designated official stations, the date of eligibility shall be the date on which the staff member has completed 12 months of qualifying service; however, the date may be determined according to criteria established by the Director-General in cases of reassignment or reclassification of official stations. All official stations are classified for this purpose, according to their home leave cycle, as “24-month stations” or “12-month stations”.</p> <p>640.3 Staff members are eligible for home leave when:</p>	<p>640. HOME LEAVE</p> <p>...</p> <p>640.2 The date of eligibility for home leave shall be the date on which the staff member has completed 24 months of qualifying service, except at those official stations designated by the Director-General as having difficult conditions of life and work. At the such designated official stations, the date of eligibility shall be the date on which the staff member has completed 12 months of qualifying service. however, †The date may be determined according to criteria established by the Director-General in cases of reassignment or reclassification of official stations. All official stations are classified for this purpose, according to their home leave cycle, as “24-month stations” or “12-month stations”.</p> <p>640.3 Staff members are eligible for home leave when:</p>

Former text	New text
<p>...</p> <p>640.3.3 they are not locally recruited under Rules 1310 and 1330; and</p> <p>640.3.4 they have met the requirements for qualifying service under Rule 640.4</p> <p>....</p> <p>640.5 Home leave consists of travel time not charged to the staff member's annual leave with return transportation paid by the Organization for the staff member, the spouse and eligible children, up to the cost of travel between the official station and the staff member's recognized place of residence or the actual destination, whichever is less. Travel shall be authorized as follows:</p> <p>640.5.1 travel shall be between the official station and the staff member's recognized place of residence or another place as provided for in Rule 640.1;</p> <p>640.5.2 as a condition for the payment of travel the staff member, the spouse and eligible children must spend a reasonable period of time in the country where the leave is exercised.</p> <p>...</p> <p>640.6.3 the spouse and eligible children must remain at the official station for a least six months after return from home leave if the staff member is assigned to a 24-month official station, or for at least three months if the staff member is assigned to a 12-month official station;</p> <p>640.6.4 the timing of the home leave must be reasonable in relation to other authorized travel of the staff member, spouse or children, and in relation to the exigencies of the service.</p>	<p>...</p> <p>640.3.3 they are not locally recruited under Staff Rules 1310 and 1330; and</p> <p>640.3.4 they have met the requirements for qualifying service under Staff Rule 640.4</p> <p>....</p> <p>640.5 Home leave consists of travel time not charged to the staff member's annual leave with return transportation paid by the Organization for the staff member, the spouse and eligible children, up to the cost of travel between the official station and the staff member's recognized place of residence or the actual destination, whichever is less. Travel shall be authorized as follows:</p> <p>640.5.1 travel shall be between the official station and the staff member's recognized place of residence or another place as provided for in Staff Rule 640.1;</p> <p>640.5.2 as a condition for the payment of travel, the staff member, the spouse and eligible children must spend a reasonable period of time in the country where the leave is exercised.</p> <p>...</p> <p>640.6.3 the spouse and eligible children must remain at the official station for at least six months after return from home leave if the staff member is assigned to a 24-month official duty station, or for at least three months if the staff member is assigned to a 12-month official duty station;</p> <p>640.6.4 the timing of the home leave must be reasonable in relation to other authorized travel of the staff member, spouse or eligible children, and in relation to the exigencies of the service.</p>
<p>660. LEAVE FOR MILITARY TRAINING OR SERVICE</p> <p>660.1 Upon application, staff members, except those holding temporary appointments as defined in 420.4, may be granted leave of absence for a period of up to the full duration of the military training or service required by their government. At the staff members' option, such absence shall be</p>	<p>660. LEAVE FOR MILITARY TRAINING OR SERVICE</p> <p>660.1 Upon application, staff members, except those holding temporary appointments as defined in Staff Rule 420.4, may be granted leave of absence for a period of up to the full duration of the military training or service required by their government. At the staff member's² option, such</p>

Former text	New text
<p>charged as either leave without pay or as annual leave to the extent accrued and thereafter to leave without pay. During any period of leave without pay for this purpose the provisions of Rule 655.2 shall apply.</p> <p>...</p> <p>660.3 Upon application, within 90 days after release from military service, the staff member shall be restored to active duty in the Organization in the same status he had at the time he entered military service, provided there is a post available at his level which is not occupied by a person of higher retention status. If no such post is available, the provisions of Rule 1050 shall be applied to determine his status and entitlements.</p>	<p>absence shall be charged as either leave without pay or as annual leave to the extent accrued and thereafter to leave without pay. During any period of leave without pay for this purpose, the provisions of Staff Rule 655.2 shall apply.</p> <p>...</p> <p>660.3 Upon application, within 90 days after release from military service, the staff member shall be restored return to active duty in service with the Organization in the same status he had at the time he entered military service, provided there is a post available at his level which is not occupied by a person of higher retention status. If no such post is available, the provisions of Staff Rule 1050 shall be applied to determine his status and entitlements.</p>
<p>670. APPROVAL AND REPORTING OF LEAVE</p> <p>The granting of leave under Rules 625, 630, 640, 650 and 655 is subject to the exigencies of the service and must be approved in advance by authorized officials. The personal circumstances of the staff member will be considered as far as possible. All leave taken shall be promptly reported.</p>	<p>670. APPROVAL, AND REPORTING AND RECORDING OF LEAVE</p> <p>The granting of leave under Staff Rules 625, 630, 640, 650 and 655 is subject to the exigencies of the service and must be approved in advance by authorized officials. The personal circumstances of the staff member will shall be considered as far as to the extent possible. It is the staff member's responsibility to ensure that aAll leave taken shall be is promptly reported and recorded.</p>
<p>680. OTHER FORMS OF LEAVE</p> <p>Other forms of leave are found in Section 7 (Social Security).</p>	<p>680. OTHER FORMS OF LEAVE</p> <p>Other forms of leave are found in Section 7 (Social Security).</p>
<p>710. STAFF PENSION FUND</p> <p>Full-time and part-time staff members shall be participants in the United Nations Joint Staff Pension Fund if the Regulations and Rules of the Fund so require.</p>	<p>710. UNITED NATIONS JOINT STAFF PENSION FUND</p> <p>Full-time and part-time sStaff members shall be participants in the United Nations Joint Staff Pension Fund if the Regulations and Rules of the United Nations Joint Staff Pension Fund so require.</p>
<p>720. ACCIDENT AND ILLNESS INSURANCE</p> <p>720.1 Staff Health Insurance:</p> <p>720.1.1 Staff members shall participate in the Organization's Staff Health Insurance, and their spouse and eligible dependants shall also be covered by it, in accordance with rules established by the Director-General in consultation with the staff. Staff members shall contribute to the cost.</p>	<p>720. STAFF HEALTH INSURANCE AND ACCIDENT AND ILLNESS INSURANCE</p> <p>720.1 Staff Health Insurance:</p> <p>720.1-1 Staff members shall participate in the Organization's Staff Health Insurance scheme, and their spouse and eligible dependants shall also be covered by it, in accordance with rules established by the Director-General in consultation with the staff representatives. Staff members shall contribute to the cost.</p>

Former text	New text
<p>720.2 Accident and Illness Insurance:</p> <p>720.2.1 Staff members shall be insured against the risk of disability or accidental death to the extent provided for in the Organization's accident and illness insurance policy relating to them. Staff members shall contribute to the cost.</p>	<p>720.2 Accident and Illness Insurance:</p> <p>720.2-4 Staff members shall be insured against the risk of disability or accidental death to the extent provided for in the Organization's accident and illness insurance policy relating to them. Staff members shall contribute to the cost.</p>
<p>810. TRAVEL OF STAFF MEMBERS</p> <p>The Organization shall pay the travel expenses of a staff member as follows:</p> <p>810.1 on appointment, from the recognized place of residence to the official station, or, at the option of the Organization, from the place of recruitment if different;</p> <p>810.2 on change of official station;</p> <p>...</p> <p>810.5 once in each interval between home leave eligibility dates (or once during an appointment of equivalent duration) from the official station to the place where the staff member's spouse and children, as defined in Rule 820.1, are residing, and return to the official station, provided that:</p> <p>810.5.1 the staff member has waived his entitlements to the travel of his spouse and children under Rules 820 and 825, except for education grant travel under Rules 820.2.5.2 and 820.2.5.3;</p> <p>810.5.2 his assignment is to continue for at least six months after his return if the staff member is assigned to a 24-month official station or for at least three months if the staff member is assigned to a 12-month official station;</p> <p>810.5.3 the cost to the Organization shall not in any case exceed that of travel from the official station to the staff member's recognized place of residence;</p> <p>810.5.4 there is a reasonable interval between this travel and travel on home leave (see also Rule 640.6.4);</p> <p>810.6 On termination except as provided in Rule 1010.2, from the official station</p>	<p>810. TRAVEL OF STAFF MEMBERS</p> <p>The Organization shall pay the travel expenses of a staff members as follows:</p> <p>810.1 on appointment, from the recognized place of residence to the official duty station, or, at the option of the Organization, from the place of recruitment if different;</p> <p>810.2 on change of official duty station;</p> <p>...</p> <p>810.5 on family visit, once in each interval between home leave eligibility dates (or once during an appointment of equivalent duration) as set out in Staff Rule 640.2 from the official duty station to the place where the staff member's spouse and children, as defined in Staff Rule 820.1, are residing, and return to the official duty station, provided that:</p> <p>810.5.1 the staff member has waived his entitlements to the travel of his spouse and children under Staff Rules 820 and 825, except for education grant travel under Staff Rules 820.2.5.2 and 820.2.5.3;</p> <p>810.5.2 his the staff member's assignment is to continue for at least six months after his return if the staff member he he is assigned to a 24-month official duty station or for at least three months if the staff member he he is assigned to a 12-month official duty station; and</p> <p>810.5.3 the cost to the Organization shall not in any case exceed that of travel from the official station to the staff member's recognized place of residence;</p> <p>810.5.4 3 there is a reasonable interval between this family visit travel and travel on home leave (see also Staff Rule 640.6.4);</p> <p>810.6 On termination separation, except as provided in Staff Rule 1010.2, from the official duty station to the recognized place of residence, or to any</p>

Former text	New text
<p>to the recognized place of residence, or to any other place provided that the cost to the Organization does not exceed that for the travel to the recognized place of residence;</p> <p>810.7 In the case of illness or injury requiring special facilities for treatment of a staff member whom the Organization has an obligation to repatriate, the Director-General may authorize return travel between the official station and the nearest place where such facilities exist. The Staff Physician advises on the location of the facilities. To the extent feasible, such travel shall subsequently be charged to entitlements becoming due under Rules 810.4, 810.5, 810.6 and 870.</p> <p>810.8 In exceptional circumstances, and in accordance with conditions established by the Director-General, return travel may be authorized in the case of illness or injury requiring special facilities for the treatment of a staff member whom the Organization does not have an obligation to repatriate.</p>	<p>other place. provided that the cost to the Organization does not exceed that for the travel to the recognized place of residence;</p> <p>810.7 The cost to the Organization for travel covered by this Staff Rule shall not in any case exceed that of travel from the duty station to the staff member's recognized place of residence.</p> <p>810.78 In the case of illness or injury requiring special facilities for treatment of a staff member whom the Organization has an obligation to repatriate, the Director-General may authorize return travel between the duty official station and the nearest place where such facilities exist. The Staff Physician advises on the location of the facilities. To the extent feasible, such travel shall subsequently be charged to entitlements becoming due under Rules 810.4, 810.5, 810.6 and 870.</p> <p>810.89 In exceptional circumstances, and in accordance with conditions established by the Director-General, return travel may be authorized in the case of illness or injury requiring special facilities for the treatment of a staff member whom the Organization does not have an obligation to repatriate.</p>
<p>910. RIGHT OF ASSOCIATION</p> <p>The staff, at any office or location, shall have the right to associate themselves together in a formal organization for the purpose of developing staff activities and making proposals and representations to the Organization concerning personnel policy and conditions of service. The staffs at the several offices and locations of the Organization's activities shall have the right to form an association of all staff members for the same purposes. The staff of the Organization may associate themselves with the staffs of other United Nations organizations in the development of joint activities and in the expression of views on matters affecting the international civil service.</p>	<p>910. RIGHT OF ASSOCIATION</p> <p>The Staff members, at any office duty station or location, shall have the right to associate themselves together in a formal organization for the purpose of developing staff activities and making proposals and representations to the Organization concerning personnel policy and conditions of service. The staffs members at the several offices different duty stations and locations of the Organization's activities shall have the right to form an association of all staff members for the same purposes. The staff members of the Organization may associate themselves with the staffs members of other United Nations organizations in the development of joint activities and in the expression of views on matters affecting the related to international civil service.</p>

Former text	New text
<p>920. STAFF REPRESENTATIVES</p> <p>In any consultations concerning personnel policy or conditions of service, the duly elected representatives of the staff shall be recognized by the Organization as representing the views of that portion of the staff from which elected. Any proposal to change the Staff Regulations or Staff Rules of the Organization shall be referred to the elected representatives of the staff for comment.</p>	<p>920. STAFF MEMBER REPRESENTATIVES</p> <p>In any consultations concerning personnel policy or conditions of service, the duly elected representatives of the staff members shall be recognized by the Organization as representing the views of that portion of the staff members from which they have been elected. Any proposal to change the Staff Regulations or Staff Rules of the Organization shall be referred to the duly elected representatives of the staff members for comment.</p>
<p>930. FINANCING OF STAFF ACTIVITIES</p> <p>Staff associations shall have the right to ask their membership for voluntary financial contributions. The Organization may give financial assistance to any such association in the furtherance of activities beneficial to the staff, provided that the membership of the association also contributes substantially to such activities. The finances of any staff association receiving assistance from the Organization shall be subject to audit procedures which are acceptable to the Organization.</p>	<p>930. FINANCING OF STAFF ASSOCIATION ACTIVITIES</p> <p>Staff associations shall have the right to ask their membership for voluntary financial contributions. The Organization may give financial assistance to any such association in the furtherance of activities beneficial to the staff members, provided that the membership of the association also contributes substantially to such activities. The finances of any staff association receiving assistance from the Organization shall be subject to audit procedures which are acceptable to the Organization.</p>
<p>1010. RESIGNATION</p> <p>1010.1 Subject to the conditions stated in Rule 1010.2, staff members holding continuing or fixed-term appointments may resign on giving three months' notice. Staff members holding temporary appointments of more than 60 days may resign on giving one month's notice. Temporary staff members appointed for a shorter period shall give the notice specified in his appointment. The Director-General may shorten or waive the required notice period at his discretion.</p> <p>1010.2 A staff member holding an appointment of one year or more or an appointment of less than one year which is subsequently extended resulting in an uninterrupted period of service of one year or more, who resigns before completing a year of service forfeits all entitlement to repatriation transportation at the Organization's expense for himself, his spouse and dependent children and their possessions.</p> <p>1010.3 A staff member assigned to a 24-month official station who resigns within six months from the date of return from travel on home leave or from the date of qualifying for it, whichever is the later, or from travel under Rule 810.5, forfeits entitlement to repatriation travel at the Organization's expense for himself and family members who accompanied him on such</p>	<p>1010. RESIGNATION</p> <p>1010.1 Subject to the conditions stated in Staff Rule 1010.2, staff members holding continuing or fixed-term appointments may resign on giving three months' notice. Staff members holding temporary appointments of more than 60 days may resign on giving one month's notice. Temporary staff members appointed for a shorter period shall give the notice specified in his their appointment. The Director-General may shorten or waive the required notice period at his discretion.</p> <p>1010.2 A staff member holding an appointment of one year or more, or an appointment of less than one year which is subsequently extended resulting in an uninterrupted period of service of one year or more, who resigns before completing a year of service forfeits all entitlement to repatriation transportation at the Organization's expense for himself, his spouse and dependent children and their possessions.</p> <p>1010.3 A staff member assigned to a 24-month official duty station who resigns within six months from the date of return from travel on home leave or from the date of qualifying for it, whichever is the later, or from travel under Rule 810.5, forfeits entitlement to repatriation travel at the Organization's expense for himself and his family members who</p>

Former text	New text
<p>travel. In case the staff member exercises his entitlement under Rule 820.2.6 and resigns within six months from the starting date of such travel, he forfeits entitlement to his repatriation travel at the Organization's expense. Exceptions may be granted by the Director-General in case of resignation compelled by exceptional circumstances.</p> <p>1010.4 A staff member assigned to a 12-month official station who resigns within three months from the date of return from travel on home leave or from the date of qualifying for it, whichever is the later, or from travel under Rule 810.5, forfeits entitlement to repatriation travel at the Organization's expense for himself and family members who accompanied him on such travel. In case the staff member exercises his entitlement under Rule 820.2.6 and resigns within three months from the starting date of such travel, he forfeits entitlement to his repatriation travel at the Organization's expense. Exceptions may be granted by the Director-General in case of resignation compelled by exceptional circumstances.</p>	<p>accompanied him on such travel. In case If the staff member exercises his entitlement under Staff Rule 820.2.6 and resigns within six months from the starting date of such travel, he forfeits entitlement to his repatriation travel at the Organization's expense. Exceptions may be granted by the Director-General in case of resignation compelled by exceptional circumstances.</p> <p>1010.4 A staff member assigned to a 12-month official duty station who resigns within three months from the date of return from travel on home leave or from the date of qualifying for it, whichever is the later, or from travel under Staff Rule 810.5, forfeits entitlement to repatriation travel at the Organization's expense for himself and his family members who accompanied him on such travel. In case If the staff member exercises his entitlement under Staff Rule 820.2.6 and resigns within three months from the starting date of such travel, he forfeits entitlement to his repatriation travel at the Organization's expense. Exceptions may be granted by the Director-General in case of resignation compelled by exceptional circumstances.</p>
<p>1045. TERMINATION OF TEMPORARY APPOINTMENTS</p> <p>1045.1 In addition to the grounds for termination set out in Rules 1030, 1075, and 1080, a temporary appointment may be terminated prior to its expiration date if:</p> <p>1045.1.1 the function the staff member performs is discontinued, or;</p> <p>1045.1.2 the staff member's performance is deemed to be unsatisfactory, or if the staff member proves unsuited to his work or to international service. It shall be considered unsatisfactory performance if the staff member does not or cannot perform the temporary functions to which he is assigned, and unsuitability for international service if he fails to establish satisfactory working relationships with other staff members or with nationals of other nations with whom he is working.</p> <p>1045.2 When a temporary appointment is terminated due to discontinuation of the function, the staff member will be given at least one month's notice and will be paid a termination indemnity in accordance with the schedule set out in Rule 1050.10.</p>	<p>1045. TERMINATION OF TEMPORARY APPOINTMENTS</p> <p>1045.1 In addition to the grounds for termination set out in Staff Rules 1030, 1075, and 1080, a temporary appointment may be terminated prior to its expiration date if:</p> <p>1045.1.1 the function the staff member performs is discontinued, or;</p> <p>1045.1.2 the staff member's performance is deemed to be unsatisfactory, or if the staff member proves unsuited to his work or to international service. It shall be considered unsatisfactory performance if the staff member does not or cannot perform the temporary functions to which he is assigned, and unsuitability for international service if he fails to establish satisfactory working relationships with other staff members or with nationals of other nations with whom he is working.</p> <p>1045.2 When a temporary appointment is terminated due to discontinuation of the function, the staff member will be given at least one month's notice and will be paid a termination indemnity in accordance with the schedule set out in Staff Rule 1050.10.</p>

Former text	New text
<p>1045.3 When a temporary appointment is terminated for unsatisfactory performance or because the staff member proves unsuited to his work or to international civil service, the staff member shall normally be given at least one month's notice. In addition, the staff member may, at the discretion of the Director-General, be paid an indemnity not exceeding one-half of the amount to which he would have been entitled if his appointment had been terminated under Rule 1045.2.</p>	<p>1045.3 When a temporary appointment is terminated for unsatisfactory performance or because the staff member proves unsuited to his work or to international civil service, the staff member shall normally be given at least one month's notice. In addition, the staff member may, at the discretion of the Director-General, be paid an indemnity not exceeding one-half of the amount to which he would have been entitled if his appointment had been terminated under Staff Rule 1045.2.</p>
<p>1050. ABOLITION OF POST</p> <p>1050.1 Subject to Staff Rules 1050.2 and 1050.3, the fixed-term appointment of a staff member may be terminated prior to its end date if the post that he occupies is abolished.</p>	<p>1050. ABOLITION OF POST</p> <p>1050.1 Subject to Staff Rules 1050.2 and 1050.3, the fixed-term or continuing appointment of a staff member may be terminated prior to its end date if the post that he occupies is abolished.</p>
<p>1070. UNSATISFACTORY PERFORMANCE OR UNSUITABILITY FOR INTERNATIONAL SERVICE</p> <p>1070.1 A staff member's continuing or fixed-term appointment may be terminated if his performance is unsatisfactory or if he proves unsuited to his work or to international service. It shall be considered unsatisfactory performance if the staff member with a continuing or fixed-term appointment does not or cannot perform the functions of the post to which he is assigned, and unsuitability for international service if he fails to establish satisfactory working relationships with other staff members or with nationals of other nations with whom he is working.</p> <p>...</p> <p>1070.3 A staff member with a continuing or fixed-term appointment whose appointment is terminated under this Rule shall be entitled to a notice period equivalent to that specified in Rule 1050.9.</p> <p>1070.4 A staff member whose continuing or fixed-term appointment is terminated under this Rule may, at the discretion of the Director-General, be paid an indemnity not exceeding one-half of the amount to which he would have been entitled if terminated under Rule 1050.</p>	<p>1070. UNSATISFACTORY PERFORMANCE OR UNSUITABILITY FOR INTERNATIONAL SERVICE</p> <p>1070.1 A staff member's continuing or fixed-term appointment may be terminated if his performance is unsatisfactory or if he proves unsuited to his work or to international service. It shall be considered unsatisfactory performance if the staff member with a continuing or fixed term appointment does not or cannot perform the functions of the post to which he is assigned, and unsuitability for international service if he fails to establish satisfactory working relationships with other staff members or with nationals of other nations with whom he is working.</p> <p>...</p> <p>1070.3 A staff member with a continuing or fixed-term appointment whose appointment is terminated under this Rule shall be entitled to a notice period equivalent to that specified in Staff Rule 1050.9.</p> <p>1070.4 A staff member whose continuing or fixed-term appointment is terminated under this Rule may, at the discretion of the Director-General, be paid an indemnity not exceeding one-half of the amount to which he would have been entitled if terminated under Staff Rule 1050.</p>
<p>1075. MISCONDUCT</p> <p>1075.1 A staff member may be dismissed for misconduct as defined in Rule 110.8 and subject to the notification of charges and reply procedure required by Rule 1130. The staff member shall be given one month's notice. The Director-General may grant him an indemnity not exceeding one-half of</p>	<p>1075. MISCONDUCT</p> <p>1075.1 A staff member may be dismissed for misconduct as defined in Staff Rule 110.8, and subject to the notification of charges and reply procedure required by Staff Rule 1130. The staff member shall be given one month's notice. The Director-General may grant him such staff member an</p>

Former text	New text
<p>that payable under Rule 1050.10. No end-of-service grant is payable.</p> <p>1075.2 A staff member may be summarily dismissed for serious misconduct, if the seriousness of the situation warrants it, subject to the notification of charges and reply procedure required by Rule 1130. In such a case the staff member shall not be entitled to notice of termination, indemnity, repatriation grant or end-of-service grant.</p>	<p>indemnity not exceeding one-half of that payable under Staff Rule 1050.10. No end-of-service grant is payable.</p> <p>1075.2 A staff member may be summarily dismissed for serious misconduct, if the seriousness of the situation misconduct warrants it, subject to the notification of charges and reply procedure required by Staff Rule 1130. In such a case a Such staff member shall not be entitled to notice of termination, indemnity, repatriation grant or end-of-service grant.</p>
<p>1110. DISCIPLINARY MEASURES</p> <p>1110.1 A staff member who fails to observe the standards of conduct as defined under Article I of the Staff Regulations and Staff Rule 110 shall be subject to disciplinary measures. According to the gravity of the offence, this may take the form of any one or a combination of the following:</p> <p>1110.1.1 oral reprimand;</p> <p>1110.1.2 written reprimand;</p> <p>1110.1.3 reassignment with or without reduction in grade;</p> <p>1110.1.4 dismissal for misconduct;</p> <p>1110.1.5 summary dismissal for serious misconduct.</p>	<p>1110. DISCIPLINARY MEASURES</p> <p>1110.1 A staff member who fails to observe the standards of conduct as defined under Article I of the Staff Regulations and Staff Rule 110 shall be subject to disciplinary measures. According to the gravity of the offence misconduct, this may take the form of any one or a combination of the following:</p> <p>1110.1.1 oral reprimand written censure, to be retained in the staff member's personal record for five years, following which it will be removed;</p> <p>1110.1.2 written reprimand fine of up to three months' net base salary;</p> <p>1110.1.3 loss of up to three steps at grade;</p> <p>1110.1.4 suspension with partial or no pay for up to one month;</p> <p>1110.1.35 reassignment with or without reduction in grade;</p> <p>1110.1.46 dismissal for misconduct;</p> <p>1110.1.57 summary dismissal for serious misconduct.</p>
<p>NEW SECTION</p>	<p>1112. MISCONDUCT RESULTING IN FINANCIAL LOSS</p> <p>A staff member whose misconduct results in a financial loss suffered by the Organization may be required to partially or fully compensate the Organization.</p>
<p>NEW SECTION</p>	<p>1115. NON-DISCIPLINARY REPRIMAND</p> <p>Should a staff member's conduct not be serious enough to warrant initiating disciplinary action, or imposing a disciplinary measure, a written reprimand may be given. Such a reprimand does not constitute disciplinary measures.</p>

Former text	New text
<p>1120. SUSPENSION PENDING INVESTIGATION</p> <p>If a case of misconduct arises involving a staff member and if it is considered that continuance of the staff member in office pending further investigation of the matter is likely to prejudice the interests of the Organization, the staff member may be suspended from his functions, with or without pay. At the time of suspension the staff member shall be given a written statement containing the reason for the suspension, his status during suspension, and its probable duration. If the staff member is suspended without pay and any resulting charge is subsequently not sustained, the salary withheld shall be paid.</p>	<p>1120. SUSPENSION ADMINISTRATIVE LEAVE PENDING INVESTIGATION DETERMINATION OF MISCONDUCT</p> <p>1120.1 If In a case of alleged misconduct arises involving a staff member, and if it is considered that continuance of the staff member's continued performance of functions in office pending further investigation of the matter is likely to prejudice the interests of the Organization, the staff member may be suspended placed on administrative leave pending a conclusion on the allegation of misconduct. from his functions; Such administrative leave may be with or, exceptionally, without pay.</p> <p>1120.2 At the time of suspension administrative leave under this Staff Rule, the staff member shall be given a written statement containing the reason for the suspension administrative leave, his status during suspension the administrative leave, and its probable duration. The statement may also specify the conditions under which the staff member may have access to WHO premises, equipment and documents.</p> <p>1120.3 Administrative leave under this Staff Rule, with or without pay, shall not be considered a disciplinary measure. If misconduct is not established, the administrative leave shall end immediately. If the staff member is suspended placed on administrative leave without pay and any resulting charge is subsequently not sustained misconduct is not established, the salary amount withheld shall be promptly paid.</p>
<p>1130. NOTIFICATION OF CHARGES AND REPLY</p> <p>A disciplinary measure listed in Rule 1110.1 may be imposed only after the staff member has been notified of the charges made against him and has been given an opportunity to reply to those charges. The notification and the reply shall be in writing, and the staff member shall be given eight calendar days from receipt of the notification within which to submit his reply. This period may be shortened if the urgency of the situation requires it.</p>	<p>1130. NOTIFICATION OF CHARGES AND REPLY</p> <p>A disciplinary measure listed in Staff Rule 1110.1 may be imposed only after the staff member has been notified of the charges made against him and has been given an opportunity to reply to those charges. The notification and the reply shall be in writing, and the staff member shall be given eight calendar days from receipt of the notification within which to submit his reply. This period may be shortened if the urgency of the situation requires it.</p>

AMENDMENTS CONSIDERED NECESSARY IN THE LIGHT OF EXPERIENCE AND IN THE INTEREST OF GOOD HUMAN RESOURCES MANAGEMENT WHICH, IF CONFIRMED¹ AND ADOPTED², WOULD TAKE EFFECT FROM THE ENTRY INTO FORCE OF THE ORGANIZATION'S MOBILITY POLICY

Former text	New text
<p>STAFF REGULATIONS – ARTICLE IV</p> <p>Appointment and Promotion</p> <p>4.1 The Director-General shall appoint staff members as required.</p> <p>4.2 The paramount consideration in the appointment, transfer, reassignment or promotion of the staff shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting and maintaining the staff on as wide a geographical basis as possible.</p> <p>4.3 Selection of staff members shall be without regard to race, creed or sex. So far as is practicable, selection shall be made on a competitive basis; however, the foregoing shall not apply to the filling of a position by transfer or reassignment of a staff member without promotion in the interest of the Organization.</p> <p>4.4 Without prejudice to the inflow of fresh talent at the various levels, vacancies shall be filled by promotion of persons already in the service of the Organization in preference to persons from outside. This preference shall also be applied, on a reciprocal basis, to the United Nations and specialized agencies brought into relationship with the United Nations.</p>	<p>STAFF REGULATIONS – ARTICLE IV</p> <p>Appointment, Transfer, Reassignment and Promotion</p> <p>4.1 The Director-General shall appoint, transfer, reassign and promote staff members as required- without regard to race, sex or religion.</p> <p>4.2 The paramount consideration in the appointment, transfer, reassignment or promotion of the staff members shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting and maintaining the staff members on as wide a geographical basis as possible-</p> <p>4.3 Selection of staff members shall be without regard to race, creed or sex. So far as is practicable, selection shall be made on a competitive basis; however, the foregoing shall not apply to the filling of a positions by transfer or reassignment of a staff member without promotion in the interest of the Organization.</p> <p>4.4 Without prejudice to the inflow of fresh talent at the various levels, vacancies posts shall be filled by promotion reassignment of staff members, as defined by, and under conditions established by, the Director-General, of persons already in the service of the Organization in preference to other persons from outside. This preference shall also be applied, on a reciprocal basis, to the United Nations and specialized agencies brought into relationship with the United Nations.</p>

¹ In the case of Staff Rule amendments.

² In the case of proposed Staff Regulation amendments.

Former text	New text
<p>STAFF REGULATIONS – ARTICLE IX</p> <p>Separation from Service</p> <p>...</p> <p>9.2 The Director-General may terminate the appointment of a staff member in accordance with the terms of his appointment, or if the necessities of the service require abolition of the post or reduction of the staff, if the services of the individual concerned prove unsatisfactory, or if he is, for reasons of health, incapacitated for further service.</p>	<p>STAFF REGULATIONS – ARTICLE IX</p> <p>Separation from Service</p> <p>...</p> <p>9.2 The Director-General may terminate the appointment of a staff member in accordance with the terms of his appointment, or if the necessities of the service require abolition of the post or reduction of the staff, if the services of the individual concerned staff member prove unsatisfactory, if he refuses, or fails to take up, a reasonable reassignment or if he is, for reasons of health, incapacitated for further service.</p>
STAFF RULES	STAFF RULES
<p>SALARY DETERMINATION</p> <p>320.3 On reduction in grade of a staff member with a continuing or fixed-term appointment:</p> <p>320.3.1 due to reasons other than unsatisfactory performance, unsuitability for international service, or misconduct, the net base salary of a staff member shall be fixed at that step in the lower grade that corresponds to his current net base salary, or at the step nearest below if there is no exactly corresponding step;</p> <p>320.3.2 due to unsatisfactory performance, unsuitability for international service, or misconduct, the net base salary may be fixed at a lower step in the lower grade.</p>	<p>SALARY DETERMINATION</p> <p>320.3 On reduction in grade of a staff member with a continuing or fixed-term appointment:</p> <p>320.3.1 due to reasons related to mobility pursuant to the Organization’s mobility policy or reassignment further to Staff Rule 1050, the net base salary of a staff member shall remain, on a personal basis, at the grade and step held before the staff member was reassigned to a lower graded post further to mobility or Staff Rule 1050;</p> <p>320.3.2 due to unsatisfactory performance, unsuitability for international service, or misconduct, the net base salary may be fixed at a lower step in the lower grade; or</p> <p>320.3.43 due to any other reasons other than unsatisfactory performance, unsuitability for international service, or misconduct, the net base salary of a staff member shall be fixed at that step in the lower grade that corresponds to his current net base salary, or at the step nearest below if there is no exactly corresponding step.;</p>

Former text	New text
<p>410. RECRUITMENT POLICIES</p> <p>410.4 Posts below the level of director, other than those of a short-term nature, which become vacant shall normally be announced to the staff if they represent a promotional opportunity for any staff, and selection for such posts shall normally be on a competitive basis. These requirements shall not apply to any post which it is in the interest of the Organization to fill by reassignment of a staff member without promotion.</p>	<p>410. RECRUITMENT POLICIES</p> <p>410.4 Rotational posts, as determined by the Director-General, held by staff members on continuing or fixed-term appointments in the professional category, including at director level, Posts below the level of director, other than those of a short-term nature, which become vacant shall normally be filled by the reassignment of a staff member under the Organization's mobility policy. announced to the staff if they represent a promotional opportunity for any staff, and selection for such posts shall normally These requirements shall not apply to any post which it is in the interest of the Organization to fill by reassignment of a staff member without promotion.</p>
<p>NEW SECTION</p>	<p>515. MOBILITY</p> <p>515.1 Further to Staff Regulation 1.2 and Staff Rule 510.1, staff members on continuing or fixed-term appointments in the professional category, including at director level, other than those on secondment to the Organization, may be subject to reassignment through a mobility exercise conducted by a global mobility committee under conditions established by the Director-General.</p> <p>515.2 Staff members whose posts have been abolished and who are eligible to participate in a reassignment process pursuant to Staff Rule 1050 shall be given preference for vacancies during the mobility exercise.</p>
<p>NEW SECTION</p>	<p>1072. REFUSAL OF REASSIGNMENT</p> <p>1072.1 If a staff member refuses, or fails to take up, a reasonable reassignment, the staff member's appointment shall be terminated with three months' notice.</p> <p>1072.2 Staff members whose appointments are terminated under Staff Rule 1072.1 are eligible for an indemnity pursuant to the schedule in Staff Rule 1050.10.</p>

ANNEX 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 2015)

Step

<i>Level</i>	<i>I</i>	<i>II</i>	<i>III</i>	<i>IV</i>	<i>V</i>	<i>VI</i>	<i>VII</i>	<i>VIII</i>	<i>IX</i>	<i>X</i>	<i>XI</i>	<i>XII</i>	<i>XIII</i>	<i>XIV</i>	<i>XV</i>
		*			*	*									
D.2 Gross	143 073	146 104	149 138	152 264	155 427	158 589									
Net D	113 443	115 656	117 871	120 085	122 299	124 512									
Net S	104 219	106 087	107 948	109 804	111 655	113 495									
					*	*	*	*	*						
D.1 Gross	130 745	133 410	136 066	138 730	141 395	144 053	146 719	149 379	152 129						
Net D	104 444	106 389	108 328	110 273	112 218	114 159	116 105	118 047	119 990						
Net S	96 540	98 228	99 915	101 595	103 274	104 948	106 615	108 282	109 943		*	*	*		
P.5 Gross	108 148	110 412	112 678	114 941	117 210	119 471	121 740	124 003	126 268	128 533	130 799	133 062	135 329		
Net D	87 948	89 601	91 255	92 907	94 563	96 214	97 870	99 522	101 176	102 829	104 483	106 135	107 790		
Net S	81 704	83 174	84 638	86 102	87 564	89 020	90 477	91 930	93 381	94 829	96 276	97 716	99 158		
													*	*	*
P.4 Gross	89 035	91 056	93 075	95 094	97 115	99 133	101 249	103 434	105 621	107 804	109 993	112 175	114 362	116 549	118 736
Net D	73 338	74 934	76 529	78 124	79 721	81 315	82 912	84 507	86 103	87 697	89 295	90 888	92 484	94 081	95 677
Net S	68 294	69 746	71 200	72 646	74 095	75 542	76 989	78 431	79 873	81 315	82 752	84 191	85 629	87 064	88 498
														*	*
P.3 Gross	73 181	75 051	76 922	78 787	80 659	82 528	84 396	86 268	88 137	90 006	91 878	93 746	95 616	97 485	99 353
Net D	60 813	62 290	63 768	65 242	66 721	68 197	69 673	71 152	72 628	74 105	75 584	77 059	78 537	80 013	81 489
Net S	56 766	58 123	59 484	60 840	62 201	63 558	64 914	66 275	67 631	68 990	70 343	71 699	73 049	74 405	75 759
												*			
P.2 Gross	60 025	61 697	63 370	65 043	66 715	68 385	70 059	71 729	73 401	75 076	76 746	78 419			
Net D	50 420	51 741	53 062	54 384	55 705	57 024	58 347	59 666	60 987	62 310	63 629	64 951			
Net S	47 292	48 491	49 686	50 884	52 080	53 278	54 494	55 708	56 927	58 142	59 354	60 574			
P.1 Gross	46 956	48 453	49 941	51 548	53 152	54 759	56 367	57 977	59 580	61 186					
Net D	39 913	41 185	42 450	43 723	44 990	46 260	47 530	48 802	50 068	51 337					
Net S	37 649	38 820	39 991	41 160	42 329	43 499	44 669	45 824	46 974	48 124					

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).