



Governing Body

328th Session, Geneva, 27 October–10 November 2016

GB.328/PFA/9

Programme, Financial and Administrative Section
Personnel Segment

PFA

Date: 14 October 2016

Original: English

NINTH ITEM ON THE AGENDA

Amendments to the Staff Regulations

Changes to the common system compensation package for the Professional and higher categories as of 1 January 2017

Purpose of the document

To submit amendments to the Staff Regulations required in order to implement the changes to the United Nations compensation package for officials of the Professional and higher categories.

The Governing Body is invited to approve the amendments to the Staff Regulations in the appendix (see the draft decision in paragraph 6).

Relevant strategic objective: Governance, support and management.

Policy implications: None.

Legal implications: Amendments to the Staff Regulations.

Financial implications: The estimated savings to the regular budget for 2016-17 are US\$170,000 increasing to US\$2,200,000 for the full biennium 2018-19.

Follow-up action required: Amendments to the Staff Regulations.

Author unit: Human Resources Development Department (HRD).

Related documents: GB.320/PFA/13; GB.322/PFA/10(&Corr.); GB.326/PFA/INF/6; GB.326/PFA/11.

1. The United Nations (UN) General Assembly, at its 82nd plenary meeting of its 70th session held on 23 December 2015, adopted resolution 70/244, deciding on a number of changes to the common system compensation package for the Professional and higher categories of staff. The Governing Body was informed of these decisions and provided with a detailed outline of the changes to the compensation package at its 326th Session in March 2016, noting the Office's intention to implement the changes to the compensation package as from 1 January 2017.¹
2. The implementation of the changes to the compensation package in respect of ILO officials of the Professional and higher categories requires the amendment of provisions contained in Chapters III, VI, VII, IX, XI, XIV and Annex III of the Staff Regulations, as outlined in the appendix. The proposed amendments also include some editorial changes, as well as simplifications concerning travel and removal entitlements reflected in Chapter IX and Annex III of the Staff Regulations.
3. In implementing the changes to the compensation package, transitional measures will be taken when required, taking into account the acquired rights of serving officials, including in particular the pay protection measures provided for in General Assembly resolution 70/244. The Joint Negotiating Committee has been consulted and kept informed throughout 2016 on the various elements pertaining to the implementation of the revised compensation package.
4. The new compensation package will be implemented Office-wide with effect from 1 January 2017, with the exception of the changes to the education grant scheme, which will be implemented as of the school year in progress on 1 January 2018, and in respect of which the relevant amendments to the Staff Regulations will be presented to the Governing Body at its 329th Session in March 2017.
5. The financial implications of the package including the education grant scheme will have a minimal impact in 2017 due to the payment of transitional allowances, and the fact that the new education grant scheme will only become fully effective in 2018–19. The impact will accelerate over the initial six years up until the expiry of the transition measures. It is estimated that the savings to the regular budget in 2017 would be some US\$170,000. For the biennium 2018–19, the savings are estimated to increase to US\$2,200,000 and will be incorporated in the calculation of cost increases and decreases to be reflected in the Director-General's Programme and Budget proposals for 2018–19.

Draft decision

6. *The Governing Body approves the amendments to the Staff Regulations contained in the appendix.*

¹ See GB.326/PFA/INF/6 and GB.326/PFA/11.

Appendix

Proposed amendments to the Staff Regulations

(additions appear underlined, suppressions are struck out)

Chapter III

Salaries and allowances

ARTICLE 3.1

Salary scales

(a) The gross salary scales of the Professional category and above and of the General Service category in Geneva shall be those specified on pages 8 and 9.

(b) A staff assessment shall be applied to the gross salary scales at the rates specified on page 10. The amount remaining after deduction of this assessment shall be the net salary specified on pages 8 and 9 and shall be the amount payable to the official.

~~(c) As regards the Professional category and above, staff assessment shall be applied at the family rate to the gross salary of an official who has (1) a spouse whose gross annual occupational earnings are less than step 1 of the gross salary attaching to grade G.1 of the General Service category at Geneva or (2) a child in respect of whom a family allowance is payable; in all other cases, it shall be applied at the non-family rate. When an official's spouse is an official of the United Nations or a specialized agency, staff assessment shall be applied at the family rate in respect of a child only to the gross salary of the official having the higher grade. When husband and wife have been legally separated and there are no children in respect of whom a family allowance is payable, the Director-General shall decide, in each case, whether staff assessment shall be applied at the family rate.~~

(e) Certain provisions of these Regulations refer to the remuneration specified in this paragraph as the basis of calculating relevant entitlements. That remuneration shall be:

- (i) for officials in the Professional category and above, the amount set out in the salary scale reproduced on page 8;
- (ii) in the National Professional Officers category and in the General Service category net salary and the net amount of such allowances as may be pensionable under these Regulations.

(e) The gross and net salary scales of the National Professional Officers category and those of the General Service category at duty stations other than Geneva shall be determined by the Director-General after consulting the Joint Negotiating Committee.

(f) Except where otherwise provided in these Regulations, "salary" shall mean the "net salary" arrived at under paragraph (b).



Salary scale for the Professional and higher categories (showing annual salaries in USD)

Effective 1 January 2017

Grade	Rate/Step	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
DDG	Gross	192'236												
	Net-U	142'376												
ADG	Gross	174'373												
	Net-U	130'586												
D2	Gross	139'500	*	*	*	*	*	*	*	*	*			
	Net-U	107'150	142'544 109'281	145'589 111'412	148'637 113'546	151'788 115'680	155'018 117'812	158'248 119'944	161'479 122'076	164'709 124'208	167'939 126'340			
D1	Gross	124'807				*	*	*	*	*	*	*	*	*
	Net-U	96'865	127'483 98'738	130'160 100'612	132'837 102'486	135'506 104'354	138'183 106'228	140'857 108'100	143'529 109'970	146'207 111'845	148'880 113'716	151'648 115'588	154'483 117'459	157'320 119'331
P5	Gross	107'459				*	*	*	*	*	*	*	*	*
	Net-U	84'721	109'734 86'314	112'011 87'908	114'284 89'499	116'561 91'093	118'834 92'684	121'113 94'279	123'387 95'871	125'663 97'464	127'937 99'056	130'214 100'650	132'486 102'240	134'764 103'835
P4	Gross	88'351							*	*	*	*	*	*
	Net-U	70'647	90'374 72'184	92'396 73'721	94'418 75'258	96'441 76'795	98'462 78'331	100'529 79'870	102'724 81'407	104'919 82'943	107'114 84'480	109'314 86'020	111'504 87'553	113'701 89'091
P3	Gross	72'478							*	*	*	*	*	*
	Net-U	58'583	74'349 60'005	76'221 61'428	78'091 62'849	79'964 64'273	81'836 65'695	83'707 67'117	85'582 68'542	87'451 69'963	89'324 71'386	91'199 72'811	93'068 74'232	94'942 75'656
P2	Gross	55'955							*	*	*	*	*	*
	Net-U	46'026	57'629 47'298	59'303 48'570	60'976 49'842	62'651 51'115	64'328 52'389	66'003 53'662	67'674 54'932	69'350 56'206	71'022 57'477	72'696 58'749	74'374 60'024	76'045 61'294
P1	Gross	43'371							*	*	*	*	*	*
	Net-U	35'998	44'672 37'078	45'973 38'158	47'275 39'238	48'575 40'317	49'877 41'398	51'287 42'478	52'708 43'558	54'129 44'638	55'551 45'719	56'971 46'798	58'391 47'877	59'812 48'957

Gross Gross salaries.

Net-U Net unified equivalents after application of staff assessment.

The normal qualifying period for in-grade movement between consecutive steps is one year.

* Steps marked with an asterisk will be granted biennially.

RATES OF STAFF ASSESSMENT

1. For the Professional category and above:

~~(a) Family rate:~~

~~1715.0 per cent on the first \$50,000 gross salary;~~

~~2421.0 per cent on the next \$50,000 gross salary;~~

~~3027.0 per cent on the next \$50,000 gross salary;~~

~~3430.0 per cent on all remaining salary.~~

~~(b) Non-family rate:~~

~~Staff assessment amounts are equal to the difference between gross salaries at different grades and steps and the corresponding net salaries at the non-family rate.~~

2. For General Service category staff: ¹

19.0 per cent on the first \$20,000 gross salary; ²

23.0 per cent on the next \$20,000 gross salary;

26.0 per cent on the next \$20,000 gross salary;

31.0 per cent on all remaining salary.

ARTICLE 3.4

Salary on promotion

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3. Where an official of the General Service category is promoted to a grade in the National Professional Officers category or to a grade in the Professional category and where an official of the National Professional Officers category is promoted to a grade in the Professional category, the following shall be considered to be part of salary for the purpose of paragraph 1:

(i) any pensionable allowance which the official received in the General Service category or in the National Professional Officers category;

(ii) any post adjustment applicable to the grade in the Professional category to which the official is promoted, ~~at the single rate.~~

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¹ The effective date is the date of the first revision of the salary scale to take place after 31 December 1996.

² Or the equivalent in local currency.

ARTICLE 3.5

Non-resident allowance and rental subsidy

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(e) The non-resident allowance provided for in this article may not be cumulated with the mobility incentive, hardship and non-~~removal~~ family service allowance referred to in article 3.11.

ARTICLE 3.9

Post adjustments

(a) The remuneration of officials in the Professional category and above is adjusted for cost-of-living variations at different duty stations and overtime in relation to a base index by means of a post adjustment whose amount shall be determined by multiplying 1 per cent of net salary by a multiplier reflecting the classification for the duty station concerned, as determined by the competent body.

(b) ~~Post adjustment shall be paid at the family rate whenever staff assessment is applied at the family rate under article 3.1(e); otherwise the non-family rate shall be used.~~

ARTICLE 3.10

Assignment Settling-in grant

(a) For the purposes of this article, article 3.11 (Mobility incentive, hardship and non-~~removal~~ family service allowance) and article 14.5.2 and 14.5.4 (Service in designated duty stations), the Director-General, after consulting the Joint Negotiating Committee, shall classify duty stations in one of the following categories as determined by the competent body under the United Nations common system follows:

- (i) Geneva and duty stations assimilated to it (category H);
- (ii) other duty stations classified according to difficulty of conditions of work and life (categories A to E).

(b) A non-pensionable ~~assignment~~ settling-in grant shall be payable in accordance with the following provisions to an official upon appointment or transfer, for one year or more, to a duty station to which he is paid travel expenses in accordance with article 9.3 (Expenses upon appointment) or article 9.4 (Expenses upon transfer).

(c) The grant shall consist of:

- (i) an amount equal to 30 days of the subsistence allowance payable in accordance with Annex III;
- (ii) a lump-sum payment equal to one month's net salary for the duty station of appointment or transfer ~~for an official appointed or transferred to a duty station in category H without an entitlement to removal expenses in accordance with article 9.3 or 9.4, or for an official appointed or transferred to a duty station in one of categories A to E either with an entitlement to removal expenses or, without such an entitlement, for a period of less than three years; in the case of an official who is appointed or transferred to a duty station in one of categories A to E without an entitlement to removal expenses for a period of three years or more, or whose assignment is extended at such a duty station to three years or more, a second month's net salary shall be payable.~~ For the purposes of this provision, net salary shall comprise net salary plus post adjustment for the duty station of appointment or transfer for an official in the Professional category or above.

For an official of the General Service category, net salary shall comprise net base salary including pensionable entitlements for the duty station of appointment or transfer. For an official ~~of the General Service category~~ with recognized dependants, any spouse allowance payable at the duty station of appointment or transfer shall be added. If no spouse allowance is payable, the allowance for the first dependent child shall be added instead.

(d) In addition, the official shall be paid an amount equal to 30 days' subsistence allowance, at half the rate payable in respect of himself, for an accompanying spouse and each accompanying dependant for whom travel expenses to the duty station are paid in accordance with article 9.3 or 9.4, on condition that the official certifies that the spouse or dependant intends to reside at the duty station for at least six months during the official's service there.

(e) Where both spouses are officials of the Office, or one is an official of another organization applying the United Nations ~~or a specialized agency common system~~, and they are assigned to the same duty station, the amount provided for in paragraph (c)(i) shall be payable to each, the amount provided for in paragraph (d) for dependants shall normally be payable to the spouse ~~who receives the family rate of salary and post adjustment~~ or to whom family allowances are payable, and the lump-sum payment provided for in paragraph (c)(ii) shall be payable to the spouse whose status yields the higher entitlement. If the spouses are assigned to different duty stations, the grant provided for in paragraph (c) shall be payable to each and the amount provided for in paragraph (d) for dependants shall normally be payable to the spouse ~~who receives the family rate of salary and post adjustment~~ or to whom family allowances are payable.

(f) At duty stations in categories A to E at which exceptional housing difficulties exist, the Director-General may authorize an increase in the amounts payable under paragraphs (c)(i) and (d). The additional amounts paid in respect of any assignment shall not exceed the equivalent of: (i) 60 per cent of 60 days' subsistence allowance for an official; (ii) 30 per cent of 60 days' subsistence allowance for each person eligible under paragraph (d), provided that exceptionally the Director-General may authorize the 60 days' limit to be exceeded.

(g) If an official does not complete the period of service giving rise to a payment under ~~this article paragraph (c)(ii), or he becomes entitled to the payment of removal expenses under article 9.3 or article 9.4~~, an appropriate proportion of the payment shall be recovered under conditions to be established by the Director-General after consulting the Joint Negotiating Committee.

ARTICLE 3.11

Mobility incentive, hardship, ~~additional hardship~~ and ~~non-removal~~ non-family service allowances

(a) Non-pensionable mobility incentive, hardship, ~~additional hardship~~ and ~~non-removal~~ non-family service allowances shall be payable in accordance with the following provisions to an official who is appointed or transferred to a duty station for one year or more, provided that no such incentive or allowances shall be payable to a locally recruited official of the General Service category as long as he or she remains assigned to a duty station at which he or she is classified as locally recruited.

(b) Mobility incentive allowance: this ~~allowance~~ incentive is not payable at an official's first duty station. Also, in order first to become eligible for this element, the official must have completed at least five years of continuous service ~~within the immediately preceding period of six consecutive years~~ the transfer. Thereafter, at duty stations classified in accordance with article 3.10(a) in categories A to E, the mobility incentive allowance shall

be payable according to the table below at a rate determined by the official's grade, the number of the official's assignments, involving a change of duty station, for one year or more. For this purpose, notwithstanding article 4.11 and article 14.4.3, assignments under earlier contracts shall be counted to the extent that there has not been an interruption of more than 12 months between contracts. In Geneva and at other duty stations classified in category H, ~~the no mobility allowance incentive shall be payable only as from the official's fourth assignment and on condition that at least two earlier assignments were at duty stations in categories A to E.~~ The allowance incentive is payable for a maximum period of five years at any given duty station; it may exceptionally be paid for up to one additional year where the official remains at the same duty station for compelling humanitarian reasons or at the explicit request of the Director-General.

(c) Hardship allowance: this allowance shall be payable according to the table below at duty stations classified in categories B to E, without conditions regarding service or prior assignments, for the full duration of the official's assignment, at the rate corresponding at any given time to the classification of the duty station. It shall not be payable at duty stations classified in categories H and A.

~~(d) An allowance for non-removal of household goods and personal effects shall be payable as long as the official is not entitled to removal expenses under article 9.3(c) or article 9.4(b) or by virtue of choices under article 9.3(d)(i) or article 9.4(e)(i), and in any case for a period not exceeding five years at any given duty station. It shall not normally be payable on initial appointment to a duty station where the official had been living continually for one year at the time of appointment.~~

~~(ed) Additional hardship Non-family service allowance: this allowance shall be payable according to the table below at duty stations where the eligible dependants are restricted from being present at the duty station for a period of six months or longer, as determined by the Chairperson of the International Civil Service Commission competent body under the United Nations common system.~~³

~~(fe) The allowances shall be paid according to the tables below. The non-family service allowances shall be payable at the full dependency rate to an official with dependants even if these do not accompany him or her at the duty station. Where both spouses are officials of the Office, or one is an official of an organization applying the United Nations common system or a specialized agency, the allowance shall be payable to each at the rate applicable to him or her; where there are dependent children, the allowance shall be payable at the dependency full rate to the spouse who receives the family rate of salary and post adjustment or to whom family allowances are payable.~~

~~(gf) The mobility incentive, and the hardship and additional hardship non-family service allowances shall be paid in monthly instalments. ~~The non-removal allowance shall be paid annually in a lump-sum allocation at the beginning of the official's appointment or assignment to a duty station at which the allowance is payable to him or her and thereafter annually on the anniversary of the effective date of the appointment or assignment. If on that date he or she is not expected to remain at the duty station for a further full year, a proportion of the allowance corresponding to the months of expected service at that duty station shall be paid.~~~~

³ Applicable to officials appointed after 30 June 2011.

(hg) If an official does not complete the period of service giving rise to the non-removal allowance, or his or her conditions of service are changed in a manner affecting his or her entitlement to the allowance, an appropriate proportion of the allowance shall be recovered under conditions to be established by the Director-General after consulting the Joint Negotiating Committee or, as the case may be, the allowance shall be adjusted as from the effective date of the change of conditions of service.

Mobility incentive allowance (annual amounts in United States dollars)												
Duty station	Grade band	Number of assignments										
		1		2-3		4-6		7+				
		D	S	D	S	D	S	D	S			
H	P1-P3	-	-	-	-	2 700	2 020	3 370	2 520			
	P4-P5	-	-	-	-	3 060	2 310	3 830	2 870			
	D1+	-	-	-	-	3 440	2 580	4 310	3 230			
A to E	P1-P3	-	-	6 500	7 130	5 350	8 125	9 640	7 240	9 750	13 010	9 760
	P4-P5	-	-	8 125	8 200	6 460	10 156	11 070	8 310	12 188	14 940	11 210
	D1+	-	-	9 750	9 270	6 950	12 188	12 520	9 390	14 625	16 900	12 670

Hardship allowance (annual amounts in United States dollars)			
Duty station	Grade	Allowance Dependency rate	Single rate
H	P1-P3	-	-
	P4-P5	-	-
	D1+	-	-
A	P1-P3	-	-
	P4-P5	-	-
	D1+	-	-
B	P1-P3	5 810	4 360
	P4-P5	6 970	5 230
	D1+	8 140	6 100
C	P1-P3	10 470	7 840
	P4-P5	12 780	9 590
	D1+	15 110	11 340
D	P1-P3	13 950	10 470
	P4-P5	16 280	12 210
	D1+	18 590	13 950
E	P1-P3	17 440	13 080
	P4-P5	20 920	15 690
	D1+	23 250	17 440

Non-removal allowance (annual amounts in United States dollars)			
Duty station	Grade band	Dependency rate	Single rate
H, A-E	P1-P3	2 150	1 620
	P4-P5	2 700	2 020
	D1+	3 230	2 420

~~Additional hardship~~ **Non-family service allowance**
(annual amounts in United States dollars)

Grade band	Dependency rate	Single rate
P1-P3	47-440	6-540
P4-P5	<u>19 800</u> 20 920	<u>7 500</u> 7 845
D1+	23-250	8-720

ARTICLE 3.11BIS

Danger pay

(a) A monthly non-pensionable special allowance shall be paid to an official who is required to work in locations where very dangerous conditions prevail, as determined by the ~~Chairperson of the International Civil Service Commission~~ competent body under the United Nations common system, and for as long as the location is deemed to remain very dangerous.

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ARTICLE 3.12

Family allowance in the Professional category and above

An official in the Professional category or above shall be paid an annual non-pensionable family allowance in accordance with the following provisions:

(a) A spouse allowance in the amount of 6 per cent of net base salary plus post adjustment shall be paid in respect of a spouse whose gross annual occupational earnings are less than step 1 of the gross salary attaching to grade G.1 of the General Service category at Geneva (dependent spouse).

(~~ab~~) An allowance in the amount of \$2,929 shall be paid in respect of each unmarried child for whom the official provides the main and continuing support and who is under 18 years of age, or who is in full-time attendance at a school or university or similar educational institution and is under 21 years of age, or who is physically or mentally incapacitated for work (dependent child). The allowance shall not be paid in respect of the first dependent child if the official receives a single parent allowance under this article where staff assessment is applied at the family rate in respect of a child under article 3.1(e). When an official's spouse is an official of an organization applying the United Nations common system, child allowance shall be paid in respect of a child only to the official having the higher grade. The Director-General shall decide in each case whether the allowance shall be paid in respect of adopted children or stepchildren. The allowance shall be reduced by the amount of any allowance received from a source outside the Office by the official or the official's spouse in respect of the child. If the allowance payable under this paragraph is extinguished by such a reduction it shall nevertheless be deemed to be payable for the purposes of all other articles of these Regulations.

(c) A single parent allowance in the amount of 6 per cent of net base salary plus post adjustment shall be paid in respect of the first dependent child to an official who has no spouse. An official who receives a single parent allowance in respect of the first dependent child shall not be eligible for payment of a child allowance for that child. The allowance shall be reduced by the amount of any allowance or other financial support received from a source outside the Office by the official in respect of the child.

(~~db~~) \$1,025 in respect of one of the following persons: a father, a mother, a brother or a sister, provided that ~~no spouse allowance, child allowance or single parent allowance is paid~~ ~~staff assessment is not applied at the family rate in respect of a spouse under this article 3.1(e)~~. An allowance under this paragraph shall be paid only upon presentation of evidence satisfactory to the Director-General that the official contributes an amount equal to at least one-half the total support of the parent, brother or sister, and, in any case, at least \$2,050 a year. The allowance shall be paid in respect only of an unmarried brother or an unmarried sister who is under 18 years of age, or who is in full-time attendance at a school or university or similar educational institution and is under 21 years of age, or is physically or mentally incapacitated for work.

(~~ee~~) When a child recognized as dependent under (~~ab~~) above has been determined by the Director-General, on the basis of medical evidence, to be physically or mentally disabled either permanently or for a period expected to be of long duration, ~~the one additional allowance in the amount specified under (b) above shall be paid in respect of that child double the normal child's allowance. If the official has no dependent spouse and staff assessment is applied to him at the family rate in respect of such a child, he shall be paid in addition a child's allowance at the normal rate.~~

ARTICLE 3.14

Education grant

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(g) If both parents of the child are officials of the Office, or if the other parent is an official of ~~the another organization applying the~~ United Nations ~~or a specialized agency common system~~, the grant shall only be payable to one parent.

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ARTICLE 3.14BIS

Special education grant

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6. If both parents of the child are officials of the Office, or if the other parent is an official of ~~the another organization applying the~~ United Nations ~~or a specialized agency common system~~, the grant shall be payable only to one parent.

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ARTICLE 3.15

Incentives for language proficiency

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(b) ~~For officials in the Professional category and above and officials in the National Professional Officers category who are already proficient in one of the working languages of the Organization⁴ and demonstrate, by passing a prescribed test, proficiency in one other of the following languages: Arabic, Chinese, English, French, German, Russian and Spanish, the interval between incremental dates provided for in paragraph 1 of article 6.2 of these Regulations shall be reduced to ten months for those otherwise entitled to annual increments~~

⁴ For the purpose of the present article these are considered to be English, French and Spanish.

and to 20 months for those otherwise entitled to biennial increments. The mother tongue shall not count for such reduction. The reduction shall not apply to technical cooperation project staff or to officials to whom the language requirements laid down in paragraph 1 of Annex I to these Regulations apply.

Chapter VI

Advancement, appraisal and change of grade

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ARTICLE 6.2

Incremental date

1. The incremental date of an official shall be ~~each~~ the anniversary of the first day of the month during which he was appointed. ~~Officials already in service on 1 July 1977 shall retain their existing incremental dates.~~

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ARTICLE 6.3

Payment of increments

1. An official who is not in receipt of the maximum salary attaching to his grade shall be granted one increment on his incremental date, as provided in the salary scale under article 3.1(a), subject to the provisions of this article and of article 6.4 (Withholding of increment).

~~2. Officials in the grades P.2 to D.2 who, on 30 June 1990, had been in receipt of the maximum salary attaching to their grade for two years or more, shall on 1 July 1990 be granted one increment in accordance with the salary scales applicable as from that date.~~

~~3. The increment shall be granted at less frequent intervals in the case of certain officials, as provided in the relevant salary scales.~~

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ARTICLE 6.6

Special increments beyond the maximum salary rate

1. For officials of the General Service and National Professional Officers category who have been in service since 31 December 1994 or earlier, the responsible chief may, subject to paragraph 5 of this article, recommend the grant of not more than one additional special increment if the officials are in receipt of the maximum salary attaching to their grade, and their performance during the preceding review period has been appraised pursuant to article 6.7 as especially meritorious.

...

4. Officials of the General Service and National Professional Officers category who have been in service since 31 December 1994 or earlier, who have completed more years of service in their grade than the number of years which it would normally take to progress from the minimum to the maximum of the salary scale attaching to the grade, and who are at the maximum, shall, subject to paragraph 5 of this article, be eligible to receive one

additional special increment on completion of more than 20 years of continuous service and one additional special increment on completion of more than 25 years of continuous service.

...

Chapter VII Hours of work and leave

ARTICLE 7.6

Home leave travel expenses

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(f) Notwithstanding article 9.10, an official whose spouse, being employed at the same duty station by another organization applying the United Nations common system ~~or a specialized agency~~, is granted home leave by that organization ~~United Nations or the specialized agency concerned~~, shall not receive from the Office travel expenses in respect of his spouse and shall not receive from the Office travel expenses in respect of his children if his spouse receives from that other organization ~~United Nations or a specialized agency~~ travel expenses in respect of the same children.

...

ARTICLE 7.7

Special leave

...

(b) Periods of special leave without salary of one month or more shall not count as service for the purpose of calculating entitlement under the Staff Regulations to annual leave, sick leave, ~~assignment~~ settling-in grant, mobility incentive, hardship and non-family service removal allowance, education grant, grant on death, repatriation grant and termination indemnities. ...

Chapter IX Travel and removal expenses

ARTICLE 9.3

Expenses upon appointment

...

~~(e) On receiving a contract without limit of time an official stationed in Geneva shall be paid the cost of removal of his household goods and personal effects from the place where he was residing at the time of his appointment to his duty station.~~

~~(e) On appointment with a contract for two one years or more, or on extension of a shorter appointment by a period of two years or more, or, if stationed outside Geneva, on receiving a contract without limit of time, an official shall, unless otherwise specified, be offered given a choice between:~~

~~(i) payment of the cost of removal of his household goods and personal effects to his duty station from the place where he was residing at the time of his appointment; or~~

~~(ii) payment of the element for non-removal of household goods of the allowance provided for in article 3.11.~~

~~This choice shall be made within one month of the effective date of the appointment or extension and once made may not be retracted. If no choice is made within the period, (ii) above shall apply.~~

...

ARTICLE 9.4

Expenses upon transfer

...

~~(b) An official who has a contract without limit of time and who is transferred to Geneva from another duty station for ~~two~~ one years or more shall also be paid the cost of removal of his household goods and personal effects, ~~from that to the new~~ to the new duty station to Geneva. If the official has not previously been paid the cost of removal of his household goods and personal effects on appointment, he may choose to use all or part of his entitlement under this paragraph to cover removal costs from the place where he was residing at the time of his appointment.~~

~~(c) Any other official who is transferred from one duty station to another for two years or more shall be given a choice between:~~

- ~~(i) payment of the cost of removal of his household goods and personal effects; or~~
- ~~(ii) payment of the element of non-removal of household goods of the allowance provided for in article 3.11,~~

~~unless he is transferred back to a duty station from which he is entitled to the removal of his household goods and personal effects, in which case he shall be paid the cost of removal of his household goods and personal effects. An official who has a choice under this paragraph shall exercise it within one month of the effective date of the transfer; once made, the choice may not be retracted. If no choice is made within the period, (ii) above shall apply.~~

ARTICLE 9.7

Expenses upon termination

(a) Upon the termination of his appointment –

- (1) an official shall be paid travel expenses in respect of himself and his spouse and dependants from his duty station to his home;
- (2) an official shall be paid the cost of removal of his household goods and personal effects to his home from a duty station at which he was entitled to removal by virtue of article 9.3(c) or 9.4(b) ~~or by virtue of choices under article 9.3(d)(i) or 9.4(c)(i)~~ or at which he would have been entitled to removal but for the fact that he was residing at the duty station at the time of his appointment; where entitlement under the aforesaid provisions arose at more than one duty station, the official shall normally be paid the cost of removal from the most recent.

...

(c) Expenses under this article shall not normally be paid to an official whose appointment is terminated in accordance with article 12.7 (Summary dismissal) or article 2.8, paragraph 2 (Summary dismissal of fixed-term officials), nor to an official who

resigns before he completes one year of service. ~~Travel e~~Expenses under this article shall not be paid after the expiry of two years from the effective date of cessation of service.

ARTICLE 9.10

Double payments

The Director-General may withhold, in full or in part, any payment of travel or related expenses in respect of an official's spouse or dependants, provided for under the provisions of this chapter, article 3.10 (~~Assignment~~ Settling-in grant), article 7.6 (Home leave travel expenses) and Annex III of these Regulations, if a payment for the same purpose is received in respect of the spouse or dependants from a source external to the Office.

Chapter XI**Cessation of service**

ARTICLE 11.15

Repatriation grant

(a) A repatriation grant shall be payable to any non-locally recruited official who on leaving the Organization otherwise than by transfer to another organization applying the United Nations ~~or a specialized agency common system~~ or summary dismissal has completed at least five ~~one~~ years of continuous service outside the country of his home. The grant shall be computed in accordance with the schedule below. It shall be paid at the family rate when an official has either (1) a spouse, or (2) a child in respect of whom a family allowance is payable.

(b) Where both spouses are officials of the Office, or one is an official of another organization applying the United Nations common system ~~or a specialized agency~~, the repatriation grant is payable at the single rate to each of them. When they have a dependent child (or children), the grant shall be paid to each of the spouses under conditions established by the Director-General in order to avoid double payment.

...

(f) The repatriation grant shall be computed in accordance with the following schedule. If service in the final year is less than 12 full months, the grant shall be paid in respect of completed months of service in that year.

<i>Years of continuous service outside the home country</i>	<i>Number of weeks' salary</i>		<i>Family rate</i>
	<i>Single rate (Professional category and above)</i>	<i>Single rate (General Service category)</i>	
1 year	3	2	4
2 years	5	4	8
3 "	6	5	10
4 "	7	6	12
5 <u>years</u>	8	7	14
6 "	9	8	16
7 "	10	9	18
8 "	11	10	20
9 "	13	11	22
10 "	14	12	24
11 "	15	13	26
12 or more	16	14	28

(g) An official who joined the service of the Office on or before 1 January 2016 and who has completed at least one year but less than five years of consecutive qualifying service shall be paid a repatriation grant in accordance with the following schedule, subject to the other conditions of this article. If service in one year is less than 12 full months, the grant shall be paid in respect of completed months of service in that year.

<u>Years of continuous service outside the home country</u>	<u>Number of weeks' salary</u>	
	<u>Single rate (Professional category and above)</u>	<u>Family rate</u>
<u>1 year</u>	<u>3</u>	<u>4</u>
<u>2 years</u>	<u>5</u>	<u>8</u>
<u>3 "</u>	<u>6</u>	<u>10</u>
<u>4 "</u>	<u>7</u>	<u>12</u>

...

Chapter XIV

General provisions

ARTICLE 14.3

Service with other organizations

Service as a member of the staff of another organization applying the United Nations common system ~~or of a specialized agency~~ may be regarded, on a reciprocal basis, as service as an official of the Office for purposes of the application of these Regulations.

ARTICLE 14.4

Service under successive contracts

1. All continuous service under contracts governed by these Regulations or by the Rules Governing Conditions of Service of Short-Term Officials shall be taken into account for the purpose of the application of the following provisions of these Regulations: article 3.10 (~~Assignment~~ Settling-in grant); article 3.11 (Mobility incentive, hardship and non-family service-removal allowance); ...

...

ARTICLE 14.5

Service in designated duty stations

1. Officials serving in the duty stations referred to in paragraphs 2 to 5 of this article shall be granted additional entitlements, as provided for in the following paragraphs, in respect of:

- (a) periodicity of home leave;
- (b) education grant and scholastic travel;
- (c) authorized travel to visit spouse or dependants;
- (d) medical examinations.

2. Notwithstanding the provisions of article 7.6, paragraphs (a), (c), (e), (g) and (j)(1), concerning the time at which home leave may be taken, home leave shall be granted every 12 months to officials serving at duty stations classified, in accordance with article 3.10(a), in category C, D or E ~~but that were not approved by the Director-General for rest and recuperation purposes under the applicable rules.~~ While every second such home leave must be spent in the country of the home in accordance with the requirements of article 7.6, an official may travel on alternate home leaves to a country other than that of his home; in such case, he shall be paid travel expenses and granted travel time up to the amounts to which he would have been entitled if he had travelled to and from his recognized home. The official may at his request, in lieu of any home leave on which he is not required to travel to the home country, be paid transport expenses for a journey additional to that provided for under article 3.14(h), subject to the conditions set out in that provision, for each child in respect of whom an education grant is payable.

...

4. Notwithstanding the provisions of article 9.5 concerning the time at which expenses under that article are payable, an eligible official shall be entitled to travel to visit a spouse or dependants every six months if he serves at a duty station classified, in accordance with article 3.10(a), in category C, D or E ~~that were but not approved by the Director-General for rest and recuperation purposes under the applicable rules,~~ provided that his service is expected to continue for at least six months following his return, and provided that a minimum of three months shall normally be required between such travel and home leave or scholastic travel.

...

Annex III Travel and removal expenses

I. GENERAL

...

4. ~~Upon the authorization of by the Director-General of the Financial and Central Administrative Services Department~~ an official may travel, except when on official business, at less expense than that provided for in these Regulations, in order to take with him a member of his household in respect of whom travel expenses are not payable or for other special reasons. An official so travelling shall be entitled to payment of the actual travel expenses up to the amount payable under the Regulations, except when he travels by private automobile, when the provisions of paragraphs 15 and 22(b) shall apply.

...

II. MEANS OF TRANSPORT AND TRAVEL CONDITIONS

...

~~12.—An official travelling on official business with an official of a higher grade shall, when authorized by the Director-General, travel under the conditions allowable in the higher grade.~~

13. Rail transport shall be in first class. Officials shall be entitled: (a) to a reserved seat by day and, where applicable, to the supplement payable on express trains; (b) to a single occupancy sleeper by night, for officials in the grade of D.1 and above ~~and to a single berth in a double sleeping compartment or to a special sleeper compartment when available, for officials below the grade of D.1.~~

...

IV. TRANSPORT OF PERSONAL EFFECTS

...

24. Transport expenses by surface means payable under the provisions of article 3.14 (Education grant) shall include the transport of ~~unaccompanied personal effects not exceeding~~:

- (a) unaccompanied personal effects not exceeding 200 kg on the first outward trip to and the final return trip from the educational institution and in the event of a change of institution situated in a different place, within the limits established by article 3.14(h)(3);
- (b) personal effects not exceeding 50 kg in the event of any other educational journey.

25. Transport expenses by surface means payable under the provisions of article 7.6 (Home leave travel expenses) shall include the transport of ~~un~~unaccompanied personal effects not exceeding 50 kg in respect of an official and 50 kg in respect of his spouse and each of his dependants.

26. Transport expenses by surface means payable under the provisions of article 9.5 (Expenses upon authorized travel to visit spouse or dependants) shall include the transport of ~~un~~unaccompanied personal effects not exceeding 50 kg.

27. An official who does not use ~~his~~ the entitlement to reimbursement of the transport expenses by surface means of unaccompanied personal effects as authorized ~~by the provisions of under~~ paragraphs 24(~~ba~~), ~~25 and 26~~ above, may transport an extra ~~50~~40 kg, including packing, of accompanied luggage by air in respect of a child during a school journey ~~or for himself, his spouse or for each of his dependants during home leave or for himself during travel to visit spouse or dependants.~~

28. (a) Where an official is entitled to the removal of household goods and personal effects, transport expenses by surface means payable upon appointment, transfer or termination, shall also include the transport of ~~un~~unaccompanied personal effects not exceeding ~~40~~50 kg in respect of an official, ~~5~~40 kg in respect of his spouse ~~or a first dependant~~ and 50 kg in respect of each of his ~~other~~ dependants.

(b) Where an official is not entitled to the removal of household goods and personal effects, transport expenses by surface means payable upon appointment, transfer or termination, shall include the transport of unaccompanied personal effects not exceeding ~~4,0~~600 kg in respect of an official, ~~250~~500 kg in respect of his spouse or a first dependant and ~~150~~300 kg in respect of each of his other dependants.

29. An official may convert ~~all or part of~~ his entitlement to the removal of household goods transport of unaccompanied and personal effects ~~by surface means under the provisions of paragraphs 23, 24, 25, 26 and 28~~ into air freight in the proportion of 1 kg up to a maximum amount of 600 kg air freight for every 2 kg by surface. In special circumstances, the Director General may authorize the increase of this proportion to 1 kg air freight for each kg by surface on the appointment or transfer of an official.

...

31. (a) The cost of insuring unaccompanied personal effects transported under paragraphs 23; ~~and 24, 25, 26 and 28~~ shall be borne by the Office under conditions and up to a maximum amount to be determined by the Director-General.

(b) The Office shall not be normally responsible for any customs duties levied on ~~unaccompanied~~ personal effects transported under the conditions established in the preceding paragraphs.

V. REMOVAL EXPENSES

...

33. Expenses shall be paid for the removal of household goods and personal effects (excluding motor cars) not exceeding a ~~40-foot container~~ 60 cubic metres, ~~except that in the case of officials in grades above that of D.1, the Director General may authorize payment for the removal of household goods and personal effects (excluding motor cars) up to a maximum of 150 cubic metres in volume.~~

...

37. An official to whom removal expenses upon appointment or upon transfer are payable under articles 9.3 and 9.4 shall be entitled to reimbursement of the cost of storing his household goods and personal effects for a period not exceeding ~~six~~ three months.

...