FOLLOW-UP OF THE TRANSFORMATION OF THE ORGANIZATION INTO A SPECIALIZED AGENCY OF THE UNITED NATIONS

(e) Updating of the Staff Rules

Note by the Secretary-General

In the following document, the Secretary-General transmits to the Executive Council proposed revisions to the Organization's Staff Rules following the Organization's transformation into a specialized agency of the United Nations. These revisions are intended to further the alignment of the Organization's staff policies, practices and procedures to those of the United Nations Common System.
FOLLOW-UP OF THE TRANSFORMATION OF THE ORGANIZATION INTO A SPECIALIZED AGENCY OF THE UNITED NATIONS

(e) Updating of the Staff Rules


2. Such acceptance makes it necessary to ensure that the Organization's Staff Regulations and Rules conform to those of the UN Common System.

3. An important update of the Staff Rules was undertaken at the time of the Organization's affiliation to the United Nations Joint Staff Pension Fund and the more basic provisions were aligned to those of the United Nations Common System.

4. The Staff Rules being a set of dynamic issues, the update proposed in this document is only an initial review and does not exclude additional revisions, to be submitted to forthcoming sessions of the Executive Council, as the Organization moves forward in the harmonization of its staff norms and practices to those of the United Nations Common System.

5. In conformity with Regulation 33 of the Staff Regulations, these proposed revisions to the Staff Rules are submitted by the Secretary-General to the Executive Council for decision.
### CHAPTER I
DUTIES AND RIGHTS

<table>
<thead>
<tr>
<th>Rule 10(1)</th>
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<tr>
<td><strong>Hours of work</strong></td>
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While the right of the Secretary-General to call on the services of officials is unrestricted, the working week shall normally be forty hours. The working week shall be worked in accordance with a schedule established by the Secretary-General. Attendance on Saturday and Sunday or on an established holiday shall be required only in case of necessity or where such attendance is a normal part of an official's duty.

<table>
<thead>
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<td><strong>Compensation for overtime</strong></td>
</tr>
</tbody>
</table>

(a) Overtime shall be considered to be (1) any time worked in excess of forty hours a week or (2) any time worked on a Saturday after 1 p.m. or a Sunday or on an established holiday, except in the case of officials whose functions specifically include work at such periods. Overtime shall not be required except when pressure or urgency of work makes it necessary.

(b) Officials of the Professional category who have been required to work substantial or recurrent periods of overtime may be granted compensatory time off, subject to the exigencies of the service, to the provisions of paragraph (g) below and to the prior approval of the Secretary-General.

(c) Officials of the General Service category who are required to work overtime shall, as far as possible, be compensated by time off. Such compensation shall be made as soon as the exigencies of the service permit, and in no case later than four weeks after the overtime was worked. If the

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While the right of the Secretary-General to call on the services of officials is unrestricted, the working week (not including time for meals) shall not exceed forty hours from Monday to Friday. The working week shall be worked in accordance with a schedule established by the Secretary-General. Attendance on Saturday and Sunday or on an established holiday shall be required only in case of necessity or where such attendance is a normal part of an official's duty. **Part-time work may be authorized under terms and conditions established by the Secretary-General.**

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N.B. - Only those Staff Rules that are to be modified appear in this Annex.
- Words, sentences or paragraphs amended or incorporated are in **bold** and **underlined**.
- Words, sentences or paragraphs deleted are indicated by [.....], in **bold**.
responsible chief of a General Service category official certifies that owing to exceptional circumstances the necessities of the service do not permit the grant of compensatory time off within four weeks after the overtime was worked, the overtime shall be compensated in cash.

(d) Overtime worked by a General Service category official between 8 a.m. and 8 p.m. shall be compensated as ordinary overtime; overtime worked between 8 p.m. and 8 a.m. shall be compensated as special overtime. Overtime worked by a General Service category official on a Saturday after 1 p.m., on a Sunday or on an established holiday shall be compensated as special overtime.

(e) When compensated in the form of time off, ordinary overtime worked by a General Service category official shall be compensated by time-and-a-half and special overtime by double time. Compensation in cash shall be paid at the rate of one-and-a-half times the hourly salary of the grade and step of the official for ordinary overtime and at the rate of twice the said hourly rate for special overtime.

(f) In determining the number of hours worked in one week any period of authorized absence shall be counted as time worked.

(g) Overtime shall be compensated only when it is worked on the instructions of the responsible chief

\[
\text{Rule 10(4)  Acceptance of remuneration}
\]

(a) Officials shall obtain the prior approval in writing of the Secretary-General before accepting remuneration or an offer of remuneration for outside work done in their spare time.

(b) Without the authorization of the Secretary-General in writing, officials shall not accept any fee or gift, other than reimbursement for actual traveling costs worked. If the responsible chief of a General Service category official certifies that owing to exceptional circumstances the necessities of the service do not permit the grant of compensatory time off within four weeks after the overtime was worked, the overtime shall be compensated in cash.

(d) Overtime worked by a General Service category official between 8 a.m. and 8 p.m. shall be compensated as ordinary overtime; overtime worked between 8 p.m. and 8 a.m. shall be compensated as special overtime. Overtime worked by a General Service category official on a Saturday after 1 p.m., on a Sunday or on an established holiday shall be compensated as special overtime.

(e) When compensated in the form of time off, ordinary overtime worked by a General Service category official shall be compensated by time-and-a-half and special overtime by double time. Compensation in cash shall be paid at the rate of one-and-a-half times the hourly salary of the grade and step of the official for ordinary overtime and at the rate of twice the said hourly rate for special overtime.

(f) In the calculation of daily overtime, periods of less than 15 minutes shall be disregarded. The total overtime shall be calculated each week in hours and half hours, periods of less than 30 minutes being disregarded. In determining the number of hours worked in one week any period of authorized absence shall be counted as time worked.

(g) Overtime shall be compensated only when it is worked on the instructions of the responsible chief

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\text{Rule 10(4)  Outside activities and interests}
\]

(a) Officials shall obtain the prior approval in writing of the Secretary-General before accepting remuneration or an offer of remuneration for outside work done in their spare time.

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expenses, for statements to the press, for participating in film, radio or television productions, for writing articles or books or furnishing visual information material for publication, or for speaking or similar engagements, when the content of the statement, production, writing or speech is related to the aims and activities of the Organization.

(c) Officials shall not accept any gratuity or favour from any commercial firm or individual doing or seeking business with the Organization.

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| **CHAPTER III**
**SALARIES AND ALLOWANCES**                                                                  | **CHAPTER III**
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| **Rule 12(5)**
*Initial salary rate*

An official shall be appointed at the commencing salary of his grade unless the Secretary-General considers that his experience and other qualifications for the duties and responsibilities attaching to his post justify a higher salary.

**Rule 13(2)**
*Installation grant*

(a) An official shall be entitled to an installation grant when his initial travel expenses to his duty station for an assignment of at least one year are payable by the Organization in accordance with Rule 21(1). An installation grant is also payable in respect of each member of this official's family who joins him at the duty station, at the expense of the Organization, for not less than six months.

(b) The amount of the grant shall be based on the rate of the daily subsistence allowance applicable at the duty station on the day of the arrival.

| RULE 13(2)
*Installation grant*                                                                 |
|------------------------------------------------------------------------------------------------|

Following a review of the guidelines proposed by the International Civil Service Commission and the practice within the UN system and its specialized agencies, it has been observed on one hand that the provisions under WTO's "installation grant" coincide with the provisions of "assignment grant" within the UN system and, on the other hand, that the provisions under WTO's "assignment grant" no longer apply. For this reason, it is proposed to delete Rule 13(3) Assignment Grant but to retain the term "installation grant", as traditionally used in WTO.
(i) the full rate for the official;
(ii) at half the rate for each member of his family.

(c) A supplementary grant shall be payable at certain duty stations away from Headquarters, to be designated by the Secretary-General. The amount of this grant shall be determined and periodically reviewed.

(d) If the Secretary-General is satisfied that there are exceptional housing difficulties at one of the duty stations referred to in paragraph (c) above, he may authorize the payment of additional amounts of installation grant, which may be calculated at 60 per cent of the rates under (b) above for a period not exceeding sixty days.

(e) The installation grant and the supplementary grants under paragraph (c) above shall be payable in the currency of the duty station, or in the currency of the country of the officer’s recognized home or in convertible currency.

(f) If an official to whom an installation grant is paid under the present rule is transferred to another duty station, the installation grant shall cease with effect from the date on which the new duty station becomes the official’s principal duty station, subject to provisions under paragraph (g) below.

(g) If a member of the official’s family remains at the duty station less than six months, any installation grant paid in respect of the official’s family shall be deducted from the official’s emolument except if the Secretary-General has authorized his departure or considers that there is exceptional justification thereof.
### Rule 13(3)
**Assignment allowance**

(a) An assignment allowance shall be paid to an official in the Professional category and above who is appointed or assigned to a duty station outside his or her home country for a specified period of service under the following circumstances:

(i) the allowance will be authorized when the fixed-term appointment or temporary assignment is for a period of one year or more but less than two years;

(ii) the allowance may be authorized when the fixed-term appointment or temporary assignment is for a period of two years or more but less than five years. Normally, the allowance will be paid in the case of service at a duty station in the field, whereas removal costs under Rule 22(1) will be paid in the case of service at the Organization's Headquarters.

(b) The allowance shall not be paid to an official for more than five years in respect of service at one duty station, except for service at a duty station outside Europe and North America, where the period of entitlement may be extended beyond five years for a period of service not exceeding two years if the official is maintained at the same duty station on the initiative of the Organization. After the official has been paid the allowance for five years or more at one duty station, he shall not be entitled to any payment of removal costs, under paragraph (a) of Rule 22(1), to the same duty station.

(c) When an official is assigned to a duty station for less than one year, the allowance will normally not be paid. However, appropriate subsistence payments may be made where no assignment allowance is payable.

(d) Where the allowance has been paid for an initial period and the appointment or assignment is extended for additional fixed terms at one duty station, payment of the allowance may be continued.

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2 Please refer to previous footnote.
(e) When an initial fixed-term appointment at one duty station is converted to a probationary appointment, or when an assignment is extended to five years or more, the allowance shall cease and an entitlement to removal costs shall thereupon commence.

(f) The allowance may, in exceptional cases, be paid to an official who, after service of at least two years at a duty station outside his home country, is assigned to a duty station within that country.

(g) The assignment allowance shall be payable at annual rates determined and periodically reviewed according to the duty station.

(h) The dependent rates of the assignment allowance shall be paid to an official if either the spouse or a child of the official is recognized as dependent upon the official for main and continuing support. Where both husband and wife are Secretariat officials entitled to assignment allowance, the allowance will be paid to each at the single rate. If they have a dependent child or children, the allowance will be paid at the dependant rate to the spouse having the higher salary level and at the single rate to the other spouse.

### Rule 13(5)

**Family allowances**

(a) Any official shall be entitled to an annual allowance in respect of dependants, subject to fulfilment of the conditions laid down in Rule 13(4). The amount shall be determined and periodically reviewed in accordance with the rules applicable in the United Nations common system. It is understood that the amounts in the currency of the headquarters can be modified by the Secretary General in line with the results of the periodic cost of living surveys carried out by the United Nations at the headquarters. The above provisions shall be subject to the following restrictions:

(i) no allowance shall be paid in respect of the first dependent child of an official in the Professional category or above who does not have a dependent spouse;

(ii) no allowance shall be paid in respect of a secondary dependant to any official in the Professional category or above who has a
dependent spouse or to any official in the General Service category who receives an allowance in respect of a spouse;

(iii) no allowance shall be paid in respect of more than one secondary dependant;

(iv) any allowance in respect of a dependent child shall be reduced by the amount of any allowance paid as a social benefit in respect of such child by virtue of national legislation, other than a survivorship benefit;

(v) if both parents are officials of the Organization, only one allowance shall be paid in respect of each eligible child.

(b) If an official in the General Service category shows that the occupational earnings of his spouse exceed the ceiling provided in Rule 13(4)(a)(i) by less than the amount of the relevant spouse allowance, he shall be paid an allowance equal to the difference between that amount and the excess of occupational earnings; however, the spouse shall not be deemed to be dependent under the above-mentioned rule.

---

above who has a dependent spouse or to any official in the General Service category who receives an allowance in respect of a spouse;

(iii) no allowance shall be paid in respect of more than one secondary dependant;

(iv) any allowance in respect of a dependent child shall be reduced by the amount of any allowance paid as a social benefit in respect of such child by virtue of national legislation, other than a survivorship benefit;

(v) if both parents are officials of the Organization, only one allowance shall be paid in respect of each eligible child, to the parent with the highest salary.

(b) If an official in the General Service category shows that the occupational earnings of his spouse exceed the ceiling provided in Rule 13(4)(a)(i) by less than the amount of the relevant spouse allowance, he shall be paid an allowance equal to the difference between that amount and the excess of occupational earnings; however, the spouse shall not be deemed to be dependent under the above-mentioned rule.

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**Rule 13(6)**

*Education grant*

(a) An official, other than a locally recruited official, whose duty station is not in the country of his home shall receive a non-pensionable education grant for each child for whom the official provides the main and continuing support and who is in full-time attendance at a school, university or similar educational institution.

(b) The grant shall not be payable in respect of:

(i) attendance at a kindergarten or nursery school at pre-primary level;

(ii) attendance in the country or area of the duty station at a free school or one charging only nominal fees;

---

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(a) An official, other than a locally recruited official, whose duty station is not in the country of his home shall receive a non-pensionable education grant for each child for whom the official provides the main and continuing support and who is in full-time attendance at a school, university or similar educational institution.

(b) The grant shall not be payable in respect of:

(i) attendance at a kindergarten or nursery school at pre-primary level;

(ii) attendance in the country or area of the duty station at a free school or one charging only nominal fees;
(iii) correspondence courses, except when in the opinion of the Secretary-General such courses are the best available substitute for full-time attendance at a school of a type not available at the duty station;

(iv) private tuition, except in circumstances and under conditions defined by the Secretary-General to take account of linguistic and other special needs and problems which result from expatriation or a change of duty station;

(v) vocational training or apprenticeships which either do not involve full-time schooling or in which the child receives any payment for services rendered.

(c) The grant shall be payable up to the end of the fourth year of post-secondary studies or the award of the first recognized degree, whichever is the earlier, but not beyond the end of the school year in which the child reaches the age of twenty-five, provided that the Secretary-General may in exceptional cases prolong payment of the grant beyond this age limit. If the child's education is interrupted for at least one school year by national service, illness or other compelling reason, the period of eligibility shall be extended by the period of interruption.

(d) In the case of attendance at an educational institution outside the country or area of the duty station, the amount of the grant shall be:

(i) where the institution provides board for the child, 75 per cent of the cost of attendance and board up to a maximum amount determined and periodically reviewed in accordance with the scale in force in the United Nations common system;

(ii) where the institution does not provide board, a fixed sum, the amount of which shall be determined and periodically reviewed under the same conditions as in subparagraph (i) above, plus 75 per cent of the cost of attendance up to a maximum amount fixed in the same way.
(e) In the case of attendance at an educational institution in the country or area of the duty station, the amount of the grant shall be equal to 75 percent of the cost of attendance, up to a maximum amount fixed in the conditions prescribed in paragraph (d) above.

(f) The grant payable shall be that proportion of the annual grant which the period of attendance calculated to the nearest complete month bears to the full school year. For the purpose of paragraphs (d) and (e) "cost of attendance" shall include the cost of enrolment, registration, prescribed textbooks, courses, examinations and diplomas, but shall not include boarding fees, school uniforms or optional charges. Where local conditions at duty stations justify such provision, the cost of attendance may include the cost of midday meals, where these are provided by the school, and the cost of daily group transport.

(g) If both parents of the child are officials of the Organization, the grant shall only be payable to one parent.

(h) In Madrid the school year is considered to fall within the period from September to the end of June. At other duty stations the Secretary-General may fix other periods.

(i) The grant shall be payable upon the presentation of evidence satisfactory to the Secretary-General that the conditions required by this Rule are fulfilled.

(j) Where attendance is for less than two-thirds of the school year, the amount of the grant for that year shall be that proportion of the grant otherwise payable which the period of attendance bears to the full school year.

(k) Where the period of service of the official does not cover the full school year, the amount of the grant for that year shall normally be that proportion of the grant otherwise payable which the period of service bears to the full school year.

(l) An official to whom an education grant is payable under paragraph (d) above in respect of his child's attendance at an educational institution shall be
shall be entitled to travel expenses for the child of one return journey each school year between the educational institution and the duty station, subject to the following provisions:

(i) such travel expenses shall not be paid if the requested journey is unreasonable, either because of its timing in relation to other authorized travel of the official or his eligible family members or because of the brevity of the visit in relation to the expense involved; in particular transport expenses shall not normally be paid when the official's appointment will expire within six months of the child's arrival at the duty station;

(ii) where attendance is for less than two-thirds of the school year, travel expenses shall not normally be payable;

(iii) transport expenses shall not exceed the cost of a journey between the official's home country and the duty station.

(m) Where such an educational institution is located beyond commuting distance from the area where the official is serving and, in the opinion of the Secretary-General, no school in that area would be suitable for the child, transport expenses of the child shall be paid for an outward and return journey once for each school year between the educational institution and the duty station.

(n) For the purpose of applying the rates of reimbursement established in paragraphs (d) and (e) above, when the expenses incurred are in a currency other than the United States dollar, the rate of exchange to be used shall be the United Nations operational rate of exchange in effect on the date when the reimbursement is made.

Rule 13(7)
Special education grant for disabled children

(a) A special education grant shall be payable, subject to paragraph (d) below, to any official recruited under the terms of paragraph (a) of Rule 13(6) and holding a fixed-term or permanent appointment whose dependent child is
unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to facilitate his integration into society or, while attending a normal educational institution, requires special teaching or training to assist him in overcoming the disability.

(b) The amount of the grant shall be equal to 100 per cent of the expenses incurred, up to a maximum amount determined and periodically reviewed. This amount shall be calculated in accordance with the provisions contained in the last sentence of Rule 13(6)(n).

(c) The expenses reimbursable under the present Rule are those incurred in respect of such teaching services and equipment as are necessary to provide an educational programme designed to meet the needs of the disabled child in order that he may attain the highest possible level of functional ability.

(d) In order to receive a grant under the present Rule, the official shall be required to show that all other sources of benefits that may be available for the education and training of the child have been exhausted. The amount of expenses used in calculating the grant shall be reduced by the amount of benefits so received as well as by the amount of any grant received under Rule 13(6).

(e) The grant under the present Rule shall be payable up to the end of the year in which the dependent child reaches the age of twenty-five years. In exceptional circumstances, the Secretary-General may authorize the payment of the special education grant up to the end of the year in which the child reaches the age of twenty-eight.

physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to facilitate his integration into society or, while attending a normal educational institution, requires special teaching or training to assist him in overcoming the disability.

(b) The amount of the grant shall be equal to 100 per cent of the expenses incurred, up to a maximum amount determined and periodically reviewed in accordance with the scale in force in the United Nations Common System. The grant shall be computed on the basis of the calendar year, if the child is unable to attend a normal educational institution, or on the basis of the school year, if the child is in full-time attendance at a normal educational institution while receiving special teaching or training. This amount shall be calculated in accordance with the provisions contained in the last sentence of Rule 13(6)(n).

(c) The expenses reimbursable under the present Rule are those incurred in respect of such teaching services and equipment as are necessary to provide an educational programme designed to meet the needs of the disabled child in order that he may attain the highest possible level of functional ability.

(d) In order to receive a grant under the present Rule, the official shall be required to show that all other sources of benefits that may be available for the education and training of the child have been exhausted. The amount of expenses used in calculating the grant shall be reduced by the amount of benefits so received as well as by the amount of any grant received under Rule 13(6).

(e) The grant under the present Rule shall be payable from the date on which the special teaching or training is required up to the end of the school year or calendar year, as appropriate, in which the dependent child reaches the age of twenty-five years. In exceptional circumstances, the Secretary-General may authorize the payment of the special education grant up to the end of the year in which the child reaches the age of twenty-eight.
### ACTUAL TEXT

(f) The provisions of paragraphs (a), (e), (f) and (g) of Rule 13(6) shall apply, *mutatis mutandis*, within the limits of the maximum grant provided for in (b) above.

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<td></td>
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<th>Deductions and contributions</th>
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### PROPOSED TEXT

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Nations Joint Staff Pension Fund, for which provision is made under these Rules;

(ii) for indebtedness to the Organization;

(iii) for indebtedness to third parties when any deduction for this purpose is authorized by the Secretary-General;

(iv) for lodging provided by the Organization, by a government or by a related institution.

Rule 13(11)

Rental subsidy

Internationally recruited staff shall be eligible to receive a rental subsidy for an amount and under such conditions as are established by the International Civil Service Commission.

CHAPTER IV

APPOINTMENTS AND PROMOTIONS

Rule 14(1)

Contract of employment

(a) The terms of employment of an official shall be governed by a contract which shall consist of an offer of appointment, signed by the Secretary-General or a representative of the Secretary-General authorized for the purpose, and a declaration of acceptance signed by the official.

(b) The offer of appointment shall state: (1) that the appointment is subject to the provisions of the Staff Regulations and Rules; (2) the duration

3 Integral element of the remuneration of the common system.
of the appointment; (3) the category, grade and salary pertaining to the appointment and, where appropriate, the incremental rate and the maximum salary attaching to the grade; (4) the date on which it is proposed that the appointment become effective, and (5) any special conditions.

(c) The offer of appointment shall have transmitted with it a copy of the Staff Regulations and Staff Rules and shall call attention to Rule 14(3) concerning the medical examination preceding appointment.

<table>
<thead>
<tr>
<th>Rule 14(3)</th>
<th>Medical examination preceding and following appointment</th>
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<td>(a) No appointment shall be made under these Rules before the Medical Adviser has certified whether the person concerned is in good health and free from any defect likely to interfere with the proper discharge of his duties.</td>
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<td>(b) When an official is retained in the service of the Organization beyond the age of sixty-two in terms of Staff Regulation 28, a medical examination, by the Medical Adviser designated by the Secretary-General, shall be required at the beginning of each year of service.</td>
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<td>(c) Officials may be required by the Secretary-General to undergo a medical examination at any time during their term of office, at the expense of the Organization.</td>
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<tr>
<td>(d) Each official shall be entitled to know the Medical Adviser's opinion of his state of health.</td>
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<table>
<thead>
<tr>
<th>Rule 14(4)</th>
<th>Limitations on employment</th>
</tr>
</thead>
</table>
| (a) Except when it is absolutely impossible to recruit another person equally well qualified, an appointment shall not be granted to a candidate who is not a citizen of a member State. Nor shall an appointment be granted to a candidate who is a close relative (father, mother, son, daughter, brother, to the category of the appointment in question; (2) the nature of the appointment; (3) the category, grade and salary pertaining to the appointment and, where appropriate, the incremental rate and the maximum salary attaching to the grade; (4) the date on which it is proposed that the appointment become effective, (5) the duration of the contract and (6) any special conditions.

(c) The offer of appointment shall have transmitted with it a copy of the Staff Regulations and Staff Rules and shall call attention to Rule 14(3) concerning the medical examination preceding appointment.

<table>
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sister, spouse, son-in-law or daughter-in-law) of an official, no exception to this latter provision being possible.

(b) A candidate for a post in the Professional category shall be required to possess a university degree or equivalent experience and to show that he has a thorough knowledge of one of the official languages of the Organization and a good knowledge of another of these languages.

(c) A candidate for a General Service post shall be required to show that he has a thorough knowledge of one and a satisfactory knowledge of another official language of the Organization if his post so requires.

(d) Posts in the General Service category shall normally be filled by the appointment of persons whose recognized home under Rule 14(6) (Nationality, recognized home) is in the country of the Headquarters.

(b) A candidate for a post in the Professional category shall be required to possess a university degree or equivalent experience and to show that he has a thorough knowledge of one of the official languages of the Organization and a good knowledge of another of these languages.

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(d) Posts in the General Service category shall normally be filled by the appointment of persons whose recognized home under Rule 14(6) (Nationality, recognized home) is in the country of the Headquarters.

**Rule 14(4) bis**

*Family Relationship*

(a) No appointment shall be granted to a person who bears any of the following relationships to an official: spouse, father, mother, son, daughter, brother, sister, son-in-law or daughter-in-law.

(b) If two officials marry, the benefits and entitlements which accrue to them shall be modified as provided in the relevant Staff Rules; their appointment status shall not, however, be affected. The same modifications shall apply in the case of an official whose spouse is an official of another organization participating in the United Nations Common System.

**Rule 14(6)**

*Nationality, recognized home*

(a) In the application of the Staff Regulations and Staff Rules not more

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4 Text adopted from the previous Rule.
than one nationality shall be recognized for each official.

(b) An official's home shall be deemed to be in the country of which he is a national at the time of his appointment. An official's home shall remain unchanged for the duration of his service unless the Secretary-General decides that there are compelling reasons for permitting a change.

(c) The home of an official of the General Service category who has been locally recruited shall be deemed to be at the duty station.

(d) A non-locally recruited official who acquires voluntarily the nationality of the country of the duty station shall be reclassified as locally recruited, and his entitlement to education grant, home leave travel expenses, repatriation grant and travel expenses upon termination (including removal of personal effects and household goods) shall thereupon cease.

<table>
<thead>
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<td>Transfer</td>
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<td>(b) An official can be transferred when the Organisation's interests require it. An official can request his transfer.</td>
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(b) Composition and procedures of the Appointment and Promotion Board:

(i) The Appointment and Promotion Board shall consist of five members and an appropriate number of alternates to be determined by the Secretary-General. The Deputy Secretary-General or his duly qualified representative and a representative of the Personnel Section shall serve ex officio as members of the Board. The other three members and alternates shall be appointed by the Secretary-General after consultation with the appropriate representatives of the Staff Association(s). Such members and alternates shall be appointed for fixed periods, normally of one year, subject to renewal. The Staff Association(s) shall nominate six staff members from among whom the Secretary-General shall choose two full members and two alternate members;

(ii) The Board, which is chaired by the Deputy Secretary-General or his representative, shall establish its own procedures.

(c) Functions of the Appointment and Promotion Board

The functions of the Appointment and Promotion Board shall be to advise and make recommendations to the Secretary-General on the following, as well as on matters specified in the Staff Rules and any other matter that the Secretary-General may refer to it.

(i) Appointment

Appointments of a probable duration of one year or more, excluding the appointment of persons recruited specifically for service with a mission, for posts in the Secretary-General's Cabinet, for the posts of Principal Officer and Director, for posts that can manifestly not be filled by transfer or promotion, and in
<table>
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<tr>
<th>Rule 15(8) Long-service step</th>
<th>Special increment beyond the maximum salary rate</th>
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<tr>
<td>(a) The responsible chief may recommend the grant of not more than one additional special increment to an official who is in receipt of the maximum salary attaching to his grade and whose performance during the preceding period has been assessed, pursuant to Rule 15(11) (Annual reports), as especially meritorious.</td>
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<tr>
<td>(b) The responsible chief’s recommendation shall be reviewed by the Appointment and Promotion Board and, if it concurs, shall be referred to the Secretary-General for decision.</td>
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<tr>
<td>(c) The timing of the increment, as well as the number of recommendations that may be made each year, will be subject to the limitations defined by the Secretary-General.</td>
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Promotion

- The selection of officials qualified for promotion, for this purpose, the Board shall normally conduct a comprehensive review of all officials within its purview. Wherever practicable, it shall develop and maintain promotion registers embodying the results of such a review.

- Minimum periods of service in the grade, as a normal requirement for consideration for promotion, shall be established by the Secretary-General and then recommendation by the Appointment and Promotion Board.

(i) Conversion of appointments from fixed term to permanent.

(ii) Promotion

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- Minimum periods of service in the grade, as a normal requirement for consideration for promotion, shall be established by the Secretary-General and then recommendation by the Appointment and Promotion Board.

- The conversion of appointments from fixed term to permanent.
(d) An official who has completed more years of service in his grade than the number of years that it would normally take to progress from the minimum to the maximum of the salary scale attaching to his grade and who is at the maximum step shall be eligible to receive an additional special increment on completion of more than twenty years of continuous service in the Organization.

(e) Subject to the relevant provisions of the Regulations of the United Nations Joint Staff Pension Fund, any special increment granted under the terms of this rule, shall not be taken into consideration in the calculation of pension contribution and for benefit calculation purposes.

(f) Officials recruited by the Organization after 31 December 1995 shall not be eligible to receive an increment beyond the maximum of the salary scale attaching to their grade.

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(a) An annual report on the competence, efficiency and official conduct of each official shall be made by his responsible chief. The report, on a form prescribed by the Secretary-General, shall be made in the light of the guidelines and principles laid down by the International Civil Service Commission.

(b) The report shall be communicated to the official, who shall initial and return it within eight days of its receipt, attaching to it any observations he may wish to make.

(c) The report shall be communicated to the official concerning not later than two months after the date when his increment is due, who shall initial and return it within eight days of its receipt, attaching to it any observations he may wish to make. If these observations are for record purposes only and do not contest any statement made therein, he shall address his written observations to Personnel Section, to be placed in his personal file together with the report to which they refer. If the observations contest any statement in the report to the effect that his services are unsatisfactory, he shall submit a concise written account of his objections and the facts and conclusions on which they are based to Personnel Section for referral to the Secretary-General.
(c) An annual report shall fall due on the completion of an official's first nine months of service and every twelve months thereafter, except that any annual report that falls due three months or less before or after the due date of a probationary performance appraisal shall not normally be required. The period under review shall be the period of service prior to an official's first appraisal, or the period of service between two appraisals.

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<td>ANNUAL LEAVE AND SPECIAL LEAVE</td>
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### Rule 16(1)  
**Annual leave**

(a) An official shall be entitled to annual leave at the rate of thirty working days, calculated on the basis of a working week of five days for twelve months' service.

(b) An official, on leaving the service, has not exhausted the annual leave to which he is entitled shall be granted a sum proportionate to the number of days of annual leave he has accumulated, up to a maximum of sixty working days. Officials in the Professional category and above will be entitled to receive the sum corresponding to the number of days of accrued leave calculated on the basis of salary and post adjustment. In the case of officials in the General Service category, the calculation will be made on the basis of net salary and any pensionable allowance.

(c) Annual leave may be taken in days and half days. It shall be approved by the responsible chief who, subject to the exigencies of the service, shall give each official the opportunity to take the annual leave to which he is entitled.

(d) Not more than fifteen days of annual leave due in any calendar year may be carried forward to the next calendar year, up to a total of sixty days of accumulated leave.

### CHAPTER V  
| ANNUAL LEAVE AND SPECIAL LEAVE |

### Rule 16(1)  
**Annual leave**

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(c) Annual leave may be taken in days and half days. It shall be approved by the responsible chief who, subject to the exigencies of the service, shall give each official the opportunity to take the annual leave to which he is entitled. **Personal circumstances and preferences of the official concerned shall as far as possible be taken into account.**

(d) Not more than fifteen days of annual leave due in any calendar year may be carried forward to the next calendar year, up to a total of sixty days of accumulated leave, provided that any official who may
(e) An official shall be entitled, upon application, to be paid in advance any salary and allowances falling due during a period in which he will be on annual leave.

(f) In the event of the death of an official, a sum proportionate to the number of days of annual leave he has accumulated shall be paid to his estate.

(g) Days on which an official is sick during annual leave shall not be counted as days of annual leave, provided the official is certified by a duly qualified medical practitioner as having been sick on those days.

(h) Notwithstanding the provisions of paragraphs (b) and (d) above, when, for reasons of service and with the authorization of the Secretary-General, an official is recalled from annual leave or authorization to take annual leave is cancelled, such annual leave as remains due to him at the end of the year on account of such recall or cancellation shall be carried forward, normally to the next year.

(i) An official may, at the discretion of the Secretary-General, be granted advance annual leave up to a maximum of ten working days.

**Rule 17(1)**

**Special leave**

(a) Special leave, with full or partial salary or without salary, may be granted by the Secretary-General to an official for advanced study or research in the interest of the Organization, or for other exceptional or urgent reasons.

(b) Periods of special leave without salary of one month or more shall not count as service for the purpose of calculating entitlement to annual leave, sick leave, education grant, grant on death, repatriation grant and

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6 Paragraph (g) adapted from the provisions contained in Rule 17(2) Special leave for marriage and death, which has been deleted.
termination indemnities. No contributions will be paid by the Organization to the official's pension fund and health insurance scheme during such periods. Periods of special leave without salary of six months or more shall have the effect of postponing entitlement to home leave by a corresponding period.

(c) Notwithstanding the provisions of this Rule and of Rule 15(5)(d) (Incremental date), continuity of service shall not be considered to have been broken by periods of special leave.

(d) Special leave with or without salary shall not be granted to an official who has not yet completed one year of service or who is under probation.

(e) Officials shall not accrue service credit towards home leave during periods of special leave without pay of one year or more.

(f) Before being placed on special leave without pay, an official may be required to exhaust his accrued annual leave credit.

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(c) Notwithstanding the provisions of this Rule and of Rule 15(5)(d) (Incremental date), continuity of service shall not be considered to have been broken by periods of special leave.

(d) Special leave with or without salary shall not be granted to an official who has not yet completed one year of service or who is under probation.

(e) Officials shall not accrue service credit towards home leave during periods of special leave without pay of one year or more.

(f) Before being placed on special leave without pay, an official may be required to exhaust his accrued annual leave credit.

(g) A special leave of five working days shall be granted to any official upon his marriage; in the case of male officials, upon the birth of a child; and upon the death of the father, mother, spouse or a child.

<table>
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<tr>
<th>Rule 17(2)</th>
<th>Special leave for marriage and death</th>
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<tbody>
<tr>
<td>A special leave of three working days shall be granted to any official upon his marriage or upon the death of his father, mother, spouse or one of his children.</td>
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1 Please refer to previous footnote.
regular period of leave in their country with a view to maintaining contact with it. Home leave shall include, in addition to annual leave taken for the purpose, actual travel time to and from the official's home by a route and means of transport approved by the Secretary-General after the official has been consulted.

(b) An official shall be eligible for home leave provided the following conditions are fulfilled:

(i) while performing his official duties the official continues to reside in a country other than that of which he is a national;

(ii) the official is expected by the Secretary-General to continue his employment at least six months after the date of his return from any proposed home leave.

(c) The place of home leave of an official within his home country for purposes of transport entitlements shall be the place where the official had the closest residential ties during the period of his most recent residence in that home country preceding his appointment.

(d) Travel expenses, as provided for in Rules 21(1) and 21(2), shall be paid in respect of travel on home leave, provided that subsistence allowance shall not be paid for any travel time exceeding the travel time allowable under (a) above. Subject to paragraph (f) below, travel expenses shall be paid to an official in respect of himself, his spouse, and children in respect of whom family allowances are payable. The travel of the spouse and children shall be in conjunction with the home leave of the official, provided that an exception to this Rule may be made by the Secretary-General if the exigencies of the service or other special circumstances require it.

(e) An official's first home leave shall fall due in the second calendar year following the year in which he was appointed.

spouse (whether dependant or not) and dependent children, to permit them to spend a regular period of leave in their country with a view to maintaining contact with it. Home leave shall include, in addition to annual leave taken for the purpose, actual travel time to and from the official's home by a route and means of transport approved by the Secretary-General after the official has been consulted.

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(i) while performing his official duties the official continues to reside in a country other than that of which he is a national;

(ii) the official is expected by the Secretary-General to continue his employment at least six months after the date of his return from any proposed home leave.

(c) The place of home leave of an official within his home country for purposes of transport entitlements shall be the place where the official had the closest residential ties during the period of his most recent residence in that home country preceding his appointment. Exceptionally, the Secretary-General may authorize home leave to another country due to special family circumstances or reasons beyond the official's control, provided no additional expenses for the Organization are involved.

(d) Travel expenses, as provided for in Rules 21(1) and 21(2), shall be paid in respect of travel on home leave, provided that subsistence allowance shall not be paid for any travel time exceeding the travel time allowable under (a) above. Subject to paragraph (f) below, travel expenses shall be paid to an official in respect of himself, his spouse, and children in respect of whom family allowances are payable. The travel of the spouse and children shall be in conjunction with the home leave of the official, provided that an exception to this Rule may be made by the Secretary-General if the exigencies of the service or other special circumstances require it.

(e) An official's first home leave shall fall due in the second calendar year following the year in which he was appointed.
(f) When both husband and wife are officials of the Organization, neither shall be paid home leave travel expenses both as an official and as a spouse, and travel expenses of dependent children shall not be paid more than once every two years.

(g) In exceptional circumstances the Secretary-General may authorize home leave travel for an official, his spouse and children before the date on which the home leave is due; he may also permit them to defer the home leave, provided that (1) no home leave shall begin earlier than twelve months after the appointment of an official or twelve months after return from any previous home leave and (2) home leave shall in no case be carried forward beyond the calendar year following the year in which it normally became due.

(h) An official on home leave shall be required to spend at least two weeks in the country of his home. The Secretary-General may permit exceptions to this Rule for special reasons.

(i) An official may be required to take his home leave in conjunction with travel on official business or change of official duty station, due regard being paid to the interests of the official and his family.

(j) Officials serving at duty stations having very difficult or difficult conditions of life and work may be granted home leave once every twelve months and once every eighteen months, respectively. A list of such duty stations shall be drawn up and periodically reviewed by the Secretary-General in accordance with the provisions of the same kind adopted by the United Nations.

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<th>SOCIAL SECURITY</th>
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<td>Rule 20(1)</td>
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<td>A participatory staff health insurance scheme shall be arranged by the</td>
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<td>In addition to the provisions made pursuant to Rule 19.1</td>
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Secretary-General with a reputable insurance company.

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<td>(a) When incapacitated for the performance of his duties by illness or injury an official shall be permitted sick leave of not more than three consecutive working days and of not more than a total of seven working days in any calendar year without submitting a certificate of his incapacity signed by a duly qualified medical practitioner. After three consecutive working days of sick leave an official shall submit such a medical certificate containing an estimate of the duration of his absence. This certificate may be subject to confirmation by the Medical Adviser. When the Medical Adviser considers the official as being able to perform his duties, the Secretary-General may decide that the official shall not be entitled to sick leave. The official concerned may appeal against this decision in accordance with the procedure set forth in paragraph (c) below. If an official is absent from duty, without submitting such a medical certificate, for any number of working days in excess of the number specified in this Rule, such absence shall be deducted from annual leave or regarded as special leave without salary.</td>
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<td>(b) Upon submission of a certificate or certificates of incapacity, signed by a duly qualified medical practitioner:</td>
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<td>(i) an official holding a fixed-term appointment whose continuous service and unexpired term of appointment amount to less than three years shall be permitted sick leave up to a total not exceeding three months on full salary and three months on half salary in any period of twelve consecutive months;</td>
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<td>(ii) an official holding a permanent appointment or an official appointed for a fixed term whose continuous service and unexpired term of appointment equal or exceed three years shall</td>
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above, a mandatory participatory staff health insurance scheme shall be arranged by the Secretary-General with a reputable insurance company, including provisions for health protection, sick leave and maternity leave, and reasonable compensation in the event of illness, injury or death attributable to the performance of official duties on behalf of the Organization.

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| (ii) an official holding a permanent appointment or an official appointed for a fixed term whose continuous service and
**ACTUAL TEXT**

be permitted sick leave up to a total not exceeding eighteen months in any four consecutive years, the first nine months to be on full salary and the second nine months on half salary.

(c) In cases of sick leave extending beyond one month, an official may be required to submit a further medical certificate or to undergo examination by the Medical Adviser. If, following such an examination, an official is certified by the Medical Adviser as being able to resume his duties, the Secretary-General may decide that the official shall no longer be entitled to sick leave. The official concerned may appeal against this decision to a medical referee who shall be nominated jointly by the Secretary-General and the official, and whose decision shall be final.

(d) Entitlement to sick leave shall terminate on the date of termination of an official’s appointment.

(e) The Secretary-General may grant special leave without salary to an official who exhausts the sick leave permitted under these Rules.

(f) The Secretary-General may grant special leave at a reduced salary to an official who, while suffering from ill health or injury, is declared medically fit for part-time work by the Organization’s Medical Adviser.

(g) Upon the recommendation of the Medical Adviser the Secretary-General may require an official to absent himself on sick leave. The official concerned may appeal against this decision to a medical referee who shall be nominated jointly by the Secretary-General and the official and whose decision shall be final. The official shall be required to absent himself on sick leave pending a decision on such appeal.

(h) Unless an earlier return to duty is approved by the Secretary-General on the recommendation of the Medical Adviser, officials shall not be permitted or requested to work during a period of certified sick leave.

**PROPOSED TEXT**

unexpired term of appointment equal or exceed three years shall be permitted sick leave up to a total not exceeding eighteen months in any four consecutive years, the first nine months to be on full salary and the second nine months on half salary.

(c) In cases of sick leave extending beyond one month, an official may be required to submit a further medical certificate or to undergo examination by the Medical Adviser. If, following such an examination, an official is certified by the Medical Adviser as being able to resume his duties, the Secretary-General may decide that the official shall no longer be entitled to sick leave. The official concerned may appeal against this decision to a medical referee who shall be nominated jointly by the Secretary-General and the official, and whose decision shall be final.

(d) Entitlement to sick leave shall terminate on the date of termination of an official’s appointment.

(e) The Secretary-General may grant special leave without salary to an official who exhausts the sick leave permitted under these Rules.

(f) The Secretary-General may grant special leave at a reduced salary to an official who, while suffering from ill health or injury, is declared medically fit for part-time work by the Organization’s Medical Adviser.

(g) Upon the recommendation of the Medical Adviser the Secretary-General may require an official to absent himself on sick leave. The official concerned may appeal against this decision to a medical referee who shall be nominated jointly by the Secretary-General and the official and whose decision shall be final. The official shall be required to absent himself on sick leave pending a decision on such appeal.
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<thead>
<tr>
<th>Rule 20(3)</th>
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<tbody>
<tr>
<td><strong>Maternity leave</strong></td>
<td><strong>Maternity leave</strong></td>
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<tr>
<td>(a) An official shall be entitled to maternity leave with full salary and allowances upon presentation of a certificate, signed by a duly qualified medical practitioner, that her confinement will probably take place within six weeks. At the request of the official the Secretary-General may permit the maternity leave to commence less than six weeks but not less than three weeks before the probable date of confinement. Maternity leave shall extend for a period of sixteen weeks from the time it is granted, except that in no case shall it terminate less than ten weeks after the actual date of confinement.</td>
<td>(a) An official shall be entitled to maternity leave with full salary and allowances upon presentation of a certificate, signed by a duly qualified medical practitioner, that her confinement will probably take place within six weeks. At the request of the official and upon production of a certificate from a duly qualified medical practitioner indicating that she is fit to continue work, the Secretary-General may permit the maternity leave to commence less than six weeks but not less than [....] two weeks before the probable date of confinement. Maternity leave shall extend for a period of sixteen weeks from the time it is granted, except that in no case shall it terminate less than ten weeks after the actual date of confinement.</td>
</tr>
<tr>
<td>(b) Upon presentation of a certificate, signed by a duly qualified medical practitioner, that she is pregnant, an official shall be temporarily transferred to other work if, in the opinion of the doctor, her post involves work which may prejudice her health.</td>
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</tr>
<tr>
<td>(c) An official shall be entitled to time off for two thirty-minute periods daily to nurse her child.</td>
<td>(c) For a period of one year following her return from maternity leave, an official shall be entitled to time off for two thirty-minute periods daily to nurse her child.</td>
</tr>
<tr>
<td>Rule 20(4)</td>
<td>Rule 20(4)</td>
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<tr>
<td><strong>Public health restrictions</strong></td>
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</tr>
<tr>
<td>Full salary and allowances shall be paid to an official for any period during which public health regulations prevent him from performing his duties in whole or in part. He may, however, be required during the period in question to perform such duties as circumstances permit.</td>
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<tr>
<td>Rule 20(5)</td>
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<tr>
<td>Compensation in the event of illness, injury or death</td>
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<tr>
<td>(a) In the event of illness or injury attributable to the performance of</td>
<td>(a) In the event of illness or injury attributable to the performance of official duties an official shall be entitled to the reimbursement of all</td>
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<td>official duties an official shall be entitled to the reimbursement of all</td>
<td>reasonable medical, surgical, pharmaceutical, hospitalization and convalescence expenses, any travel expenses necessarily incurred in</td>
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<td>reasonable medical, surgical, pharmaceutical, hospitalization and</td>
<td>obtaining proper treatment and, within reasonable limits, the cost of any necessary artificial limbs and surgical appliances and of their</td>
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<td>convalescence expenses, any travel expenses necessarily incurred in</td>
<td>normal renewal. He shall also be entitled during his absence from duty by reason of incapacity to the same salary and allowances that he would have received had he</td>
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<td>obtaining proper treatment and, within reasonable limits, the cost of any</td>
<td>remained on duty, including any annual increments that he may be awarded. If an official dies as a result of illness or injury which is within the scope of this Rule, the Organization shall, without prejudice to the provisions of Rule</td>
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<td>necessary artificial limbs and surgical appliances and of their normal</td>
<td>24(12) (Expenses on death), pay all reasonable medical, hospital and directly related costs and reasonable funeral expenses. No compensation shall to be payable under this Rule in respect of illness, injury or death resulting from serious and willful misconduct on the part of the official concerned.</td>
</tr>
<tr>
<td>renewal. He shall also be entitled during his absence from duty by reason</td>
<td>(b) For the purposes of this Rule, the following shall be deemed to be attributable to the performance of official duties:</td>
</tr>
<tr>
<td>of incapacity to the same salary and allowances that he would have received</td>
<td>(i) illness, injury or death resulting directly from particular hazards to the official's health or safety to which he was exposed solely as a result of his assignment by the Organization to an area in which these hazards existed;</td>
</tr>
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<td>had he remained on duty, including any annual increments that he may be</td>
<td>(ii) illness, injury or death resulting directly from the official's travel by a means of transport provided by or at the expense of the Organization or in pursuance of</td>
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<td>awarded. If an official dies as a result of illness or injury which is</td>
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<td>which is within the scope of this Rule, the Organization shall, without</td>
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<td>prejudice to the provisions of Rule 24(12) (Expenses on death), pay all</td>
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<td>travel by a means of transport provided by or at the expense of the</td>
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<td>Organization or in pursuance of arrangements with the</td>
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</tbody>
</table>
### ACTUAL TEXT

Organization, other than travel by private means of transport which is authorized solely on the request and for the convenience of the official or is not expressly authorized.

(c) All awards of compensation under this Rule to minors shall be paid for the benefit of such minors. The Secretary-General may require the appointment of a guardian in any such case.

### PROPOSED TEXT

arrangements with the Organization, other than travel by private means of transport which is authorized solely on the request and for the convenience of the official or is not expressly authorized.

(c) All awards of compensation under this Rule to minors shall be paid for the benefit of such minors. The Secretary-General may require the appointment of a guardian in any such case.

### CHAPTER VII

#### TRAVEL AND REMOVAL EXPENSES

**Rule 21(1)**  
*Travel entitlements of officials*

(a) The Organization shall pay the travel expenses of an official:

(i) on appointment, from his recognized home or from his place of recruitment to the duty station, unless the place in question is within commuting distance of the duty station;

(ii) on home leave under Rule 18(1), from the duty station to his recognized home (or to any other place in the same country provided that the cost is not higher) and return;

(iii) on or within twelve months following separation, in respect of travel from the duty station to the official's recognized home (unless these places are within commuting distance of each other) or to any other place of his choice, provided that the cost is not higher.

(iv) **on mission as authorized by the Secretary-General.**
(b) Notwithstanding (a) (iii) above:

(i) no travel expenses shall be payable where separation is the consequence of an abandonment of post under Rule 18(2);

(ii) upon separation following an appointment of less than one year, the Organization may, at its option, pay the travel expenses of the official to the place of recruitment only;

(iii) if an official resigns before completing one year of service, the Organization may decline to pay any travel expenses consequent upon separation;

(iv) the Organization may also decline to pay travel expenses consequent upon separation to an official who resigns within six months of his return from home leave;

(v) where travel expenses are refused or limited under (i), (ii) and (iii) above, the transport of personal effects and removal of household goods under Rule 22(1) shall likewise be refused or limited.

---

(b) Notwithstanding (a) (iii) above:

(i) no travel expenses shall be payable where separation is the consequence of an abandonment of post under Rule 18(2);

(ii) upon separation following an appointment of less than one year, the Organization may, at its option, pay the travel expenses of the official to the place of recruitment only;

(iii) if an official resigns before completing one year of service, the Organization may decline to pay any travel expenses consequent upon separation;

(iv) the Organization may also decline to pay travel expenses consequent upon separation to an official who resigns within six months of his return from home leave;

(v) where travel expenses are refused or limited under (i), (ii) and (iii) above, the transport of personal effects and removal of household goods under Rule 22(1) shall likewise be refused or limited.

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**CHAPTER IX**

**SEPARATION FROM SERVICE**

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**SEPARATION FROM SERVICE**

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**Rule 24(16) Commutation of accrued annual leave**

If, upon separation from service, an official has accrued annual leave, he shall be paid in lieu thereof a sum of money equivalent to his salary for a period of such accrued leave up to a maximum of sixty working days.
**Rule 24(17)**  
*Restitution of advance leave*

Upon separation, an official who has taken advance annual or sick leave beyond that which he has subsequently accrued shall make restitution for such advance leave by means of a cash refund or an offset against moneys due to him from the Organization, equivalent to the remuneration received, including allowances and other payments, in respect of the advance leave period. The Secretary-General may waive this requirement if he is satisfied there are exceptional or compelling reasons for so doing.

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**CHAPTER X**  
**DISCIPLINARY MEASURES**

**Rule 29(1)**  
*Joint Appeals Committee*

A Joint Appeals Committee is established and shall be available to advise the Secretary-General on disciplinary measures that are being considered against officials in the conditions prescribed in these Rules.

**Rule 29(2)**  
*Composition of the Joint Appeals Committee*

(a) The Joint Appeals Committee shall consist of three members as follows:

1. A Chairman selected from a panel appointed biennially by the Secretary-General after consultation with the Staff Association(s);
2. One member appointed biennially by the Secretary-General;
3. One member elected by the staff.

---

**MOVED TO CHAPTER XI APPEALS**  
Under Rule 31(1) Joint Appeals Committee

**MOVED TO CHAPTER XI APPEALS**  
Now Rule 31(2) Composition of the Joint Appeals Committee
The staff shall elect biennially by ballot two staff members, one from the Professional category and above and one from the General Service category.

The member called to serve on the Committee shall be from the group to which the official whose case is to be considered belongs.

(b) Alternate members shall be selected in the same manner as the members; an alternate member shall serve on the Committee during the consideration of any case for which a member is unavailable or disqualified under paragraph (d) below, provided that alternate members elected by the staff shall be called to serve in the order in which they received votes in such election.

(c) The members and alternate members of the Joint Appeals Committee shall be eligible for reappointment or re-election.

(d) The Chairman of the Joint Appeals Committee, at the request of either party, may disqualify any member or alternate member from the consideration of a specific case if, in the opinion of the Secretary-General, such action is warranted by the relation of such member or alternate member to the official whose case is to be considered. The Chairman may also excuse any member or alternate member from the consideration of a specific case.

### Rule 29(3)

**Joint Appeals Committee procedure**

(a) In considering a case, the Joint Appeals Committee shall act with maximum dispatch. Normally, proceedings before the Committee shall be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing, but without delay. The Joint Appeals Committee shall make every effort to send its report to the Secretary-General within the two weeks following its meeting.

(b) An official may arrange to have his or her case presented before the Committee by any other official of the Organization provided this does not entail any expense for the Organization.

MOVED TO CHAPTER XI APPEALS

Now Rule 31(3) Joint Appeals Committee procedure
### ACTUAL TEXT

**Rule 30(1) Sanctions**

(a) An official who fails to observe the standards of conduct required of an international civil servant may be subjected to any one of the following sanctions, as appropriate to the gravity of the case: (1) warning, (2) reprimand, (3) censure, (4) discharge, and (5) summary dismissal.

(b) Failure to observe these standards of conduct required of an international civil servant shall mean:

(i) failure to observe any of the provisions of Staff Regulations 3 to 9;

(ii) misconduct by an official in his official capacity;

(iii) dereliction of duty.

---

**Rule 30(2) Procedure for application of sanctions**

(a) Before the application of any sanction other than warning, a proposal to apply it, stating the reasons for which it is made, shall be communicated in duplicate to the official concerned. The official shall initial and return one copy of the proposal within eight days of its receipt, adding to it any observations he may wish to make.

(b) Except in cases of summary dismissal, no official shall be subject to disciplinary measures until the matter has been referred for advice to the Joint Appeals Committee; this Rule shall not however be applicable in the case of a warning or reprimand and may, besides, be waived by mutual agreement of the official concerned and the Secretary-General.

(c) The decision to apply a sanction shall be communicated in duplicate to the official concerned, who shall initial and return one copy. In the case of a warning, the official, if he so wishes, may add his observations.

### PROPOSED TEXT

**Rule 30(1) Sanctions**

(a) An official who fails to observe the standards of conduct required of an international civil servant may be subjected to any one of the following sanctions, as appropriate to the gravity of the case: (1) verbal warning, (2) written reprimand, (3) censure, (4) discharge, or (5) summary dismissal.

(b) Failure to observe these standards of conduct required of an international civil servant shall mean:

(i) failure to observe any of the provisions of Staff Regulations 3 to 9;

(ii) misconduct by an official in his official capacity;

(iii) dereliction of duty.

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**Rule 30(2) Procedure for application of sanctions**

(a) Before the application of any sanction other than verbal warning, a proposal to apply it, stating the reasons for which it is made, shall be communicated in duplicate to the official concerned. The official shall initial and return one copy of the proposal within eight days of its receipt, adding to it any observations he may wish to make.

(b) Except in cases of summary dismissal, no official shall be subject to disciplinary measures until the matter has been referred for advice to the Joint Appeals Committee; this Rule shall not however be applicable in the case of a verbal warning or written reprimand and may, besides, be waived by mutual agreement of the official concerned and the Secretary-General.

(c) The decision to apply a sanction shall be communicated in duplicate to the official concerned, who shall initial and return one copy. In the case of a warning, the official, if he so wishes, may add his observations.
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<thead>
<tr>
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<tbody>
<tr>
<td>The sanction of warning may be applied to an official by his responsible chief or by the Secretary-General.</td>
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<tr>
<th>Rule 30(4) Reprimand</th>
<th>Rule 30(4) Written Reprimand</th>
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<tbody>
<tr>
<td>The sanction of reprimand may be applied to an official on the recommendation of the official's responsible chief, by the Deputy Secretary-General or by the Secretary-General.</td>
<td>The sanction of written reprimand may be applied to an official on the recommendation of the official's responsible chief, by the Deputy Secretary-General or by the Secretary-General.</td>
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<tr>
<th>Rule 30(9) Right of Defense</th>
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<tr>
<td>No disciplinary action shall be taken against an official until he has been given an opportunity to present his defense.</td>
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Composition of the Joint Appeals Committee

(a) The Joint Appeals Committee shall consist of three members as follows:

(i) A Chairman selected from a panel appointed biennially by the Secretary-General after consultation with the Staff Association(s);

(ii) One member appointed biennially by the Secretary-General;

(iii) One member elected by the staff.

The staff shall elect biennially by ballot two staff members, one from the Professional category and above and one from the General Service category.

The member called to serve on the Committee shall be from the group to which the official whose case is to be considered belongs.

(b) Alternate members shall be selected in the same manner as the members; an alternate member shall serve on the Committee during the consideration of any case for which a member is unavailable or disqualified under paragraph (d) below, provided that alternate members elected by the staff shall be called to serve in the order in which they received votes in such election.

(c) The members and alternate members of the Joint Appeals Committee shall be eligible for reappointment or re-election.

(d) The Chairman of the Joint Appeals Committee, at the request of either party, may disqualify any member or alternate member from the consideration of a specific case if, in the opinion of the Secretary-General, such action is warranted by the relation of such member or alternate member to the official whose case is to be considered. The Chairman may also excuse any member or alternate member from the consideration of a specific case.
### PROPOSED TEXT

**Rule 32(3)**
**Joint Appeals Committee procedure**

(a) In considering a case, the Joint Appeals Committee shall act with maximum dispatch. Normally, proceedings before the Committee shall be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing, but without delay. The Joint Appeals Committee shall make every effort to send its report to the Secretary-General within the two weeks following its meeting.

(b) An official may arrange to have his or her case presented before the Committee by any other official of the Organization provided this does not entail any expense for the Organization.

### CHAPTER XII
**GENERAL PROVISIONS**

#### Rule 33(1)
**Application and amendment of the Rules**

(a) The Secretary-General shall be responsible for the application of these Rules. He shall be responsible for the provisional application of the changes introduced by the United Nations in the common system of salaries and those concerning the allowances and other conditions of service established in accordance with the common system, until their approval by the Executive Council.

(b) The amendments to these Rules shall be compatible with the common system of salaries, allowances and other conditions of service of the United Nations and specialized agencies.

(c) The Secretary-General may make exceptions to the Rules in specific cases, provided that such exceptions are not inconsistent with the Staff Regulations and do not constitute a breach of contract or prejudice the acquired rights of officials, and are in the interests of the Organization. Such
exceptions shall be made a matter of record and made known to the Executive Council or the General Assembly on request.

Organization. Such exceptions shall be made a matter of record and made known to the Executive Council or the General Assembly on request.

(d) in case of doubt with regard to the interpretation and/or application of the Staff Rules and of administrative instructions related thereto, the Secretary-General shall be guided by the United Nations practices.

<table>
<thead>
<tr>
<th>Rule 33(9) Interpretation</th>
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<tr>
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