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## Industrial Development Board

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Item 10 of the provisional agenda

### ADMINISTRATIVE MATTERS

#### Personnel matters

Report by the Director-General

Provides information on developments in the common system, consequent amendments to schedules and annexes to the staff regulations and amendments to the staff rules. Invites the Board to recommend to the ninth session of the General Conference for election members and alternate members of the Staff Pension Committee representing the governing bodies.

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## Introduction

1. The present document provides information on common system developments and the representation of the UNIDO governing body on the Staff Pension Committee. It reports on consequent amendments to schedules of and annexes to the staff regulations and on amendments to the staff rules. Information on the composition of the Secretariat is contained in appendix L to the Annual Report 2000.

### I. COMMON SYSTEM DEVELOPMENTS

2. At its fifty-fifth session the General Assembly adopted resolution 55/223 on the United Nations common system. In considering the item, the Assembly reaffirmed its commitment to a single, unified United Nations common system as the cornerstone for the regulation and coordination of conditions of service. In this respect, it reaffirmed the central role of the International Civil Service Commission (ICSC). Furthermore, the Assembly expressed its conviction that the common system constitutes the best instrument to secure staff of the highest standards of efficiency, competence and integrity for the international civil service as stipulated in the Charter of the United Nations.

3. As provided in Article 11.5 of the UNIDO Constitution, "The conditions of service of staff shall conform as far as possible to those of the United Nations common system." In accordance with that principle, staff regulation 13.3 provides that the Director-General is authorized, within the budgetary level approved by the General Conference, to make appropriate amendments to the schedules and annexes to the staff regulations so as to bring them into conformity with any relevant decisions that may be taken by the General Assembly of the United Nations on the recommendation of ICSC.

#### **Salary scales for the Professional and higher categories—amendment to schedule I of the staff regulations**

4. In resolution 55/223 the General Assembly recalled section 1.H of resolution 44/198, by which it established a floor net salary level for staff in the Professional and higher categories by reference to the corresponding net salary levels of officials in comparable positions serving at the base city of the comparator civil service (the federal civil service of the United States of America). The Assembly approved effective 1 March 2001 a revised base scale of gross and net salaries for the Professional and higher categories. The base scale reflects an increase of 5.1 per cent, which, according to standard procedures, is accompanied by a consequential decrease of post adjustment effective 1 March 2001. The revision is implemented on

a "no loss, no gain" basis as far as salary payments are concerned. It will entail an increase in the scale of separation payments and the mobility and hardship allowances paid to eligible staff, as the base salary scale is used to determine these payments. The revised scale is contained in annex I to the present document.

#### **Dependency allowance—amendment to annex I to the staff regulations**

5. The General Assembly recalled resolution 47/216 in which it noted that ICSC would review the level of dependency allowances every two years. It noted the review by ICSC of dependency allowances reflecting relevant changes in tax abatement and social legislation payments at the seven headquarters duty stations since 1998. The Assembly accordingly approved, effective 1 January 2001, an increase of 11.89 per cent in the children's allowance including that for disabled children, and in the secondary dependant's allowance.

6. The Assembly noted the updated list of hard currency duty stations for which the allowances are specified in local currency, including Austria. Accordingly, in United States dollar terms, the children's allowance was raised from \$1,730 to \$1,936 per year and the secondary dependant's allowance from \$619 to \$693 per year. For a child determined to be physically or mentally handicapped the allowance was raised from \$3,460 to \$3,872. In Austrian schillings, the amounts were raised from ATS 28,256 to ATS 31,615, from ATS 10,438 to ATS 11,679 and from ATS 56,512 to ATS 63,230. The revised amounts in US dollars are shown underlined in annex II to the present document. The Assembly noted that these allowances payable to eligible staff should be reduced by the amount of any payments received from a Government (a provision contained in the UNIDO staff regulations).

#### **Annex II to the staff regulations—amounts of education grant and special education grant**

7. Recalling resolution 54/238 by which it requested the ICSC to complete the review of the methodology for the education grant, the General Assembly noted the Commission's recommendation that further consideration of the scope and purpose of the education grant would best be conducted under the overall review of the pay and benefits system, which is currently under way. It urged the organizations of the common system to harmonize their rules and regulations to ensure that the education grant be treated as a benefit payable to internationally recruited staff with expatriate status only, as provided for in the UNIDO staff regulations, and approved the recommendation of the ICSC to increase the maximum reimbursement levels in five currency areas, as well as other adjustments to the management of the reimbursement of expenses under the education grant as contained in paragraph 93 of the

ICSC report. The currency areas where increases were approved are as follows: Belgian franc, Irish pound, Italian lira, Swiss franc, United States dollars (in the United States). In other specified currency areas, including in Austrian schillings and in United States dollars for expenses incurred in educational institutions outside the United States, the maximum grant and admissible expenses remain at current levels. The relevant amendments to annex II to the staff regulations are shown in annex III to the present document.

### **Review of the pay and benefits system**

8. The review of the pay and benefits system was identified by the ICSC and the organizations of the common system as a priority element within the framework on human resources management adopted by ICSC and approved by the General Assembly in 2000 (resolution 55/223). Problems with the pay and benefits system have been expressed repeatedly over the last decade or so, most particularly in the context of the organizations' recruitment and retention difficulties, but also with respect to the system's complexity and rigidity. In its present form it is often seen as not always offering flexible solutions to the organizations' needs and problems. The objective of the review is to provide options for a competitive system which enables organizations to attract, develop and retain high quality staff, rewards staff on the basis of merit and competence, recognizes team as well as individual performance, and simplifies the current system with a view to ease of administration and greater cost effectiveness. Recalling its resolutions 51/216, 52/216 and 53/209, the General Assembly took note of the work accomplished by the Commission to date on this subject and also noted the decision of the ICSC to continue its work thereon. The review, which is to be conducted over a two-year period starting in 2000, so far consists of a synthesis of the work of three focus groups that examined the priority areas of the nature of work, management capacity and rewarding contribution. The results will be presented to the summer 2001 session of ICSC when the next steps and agenda will be decided upon.

## **II. MATTERS RELATED TO THE STAFF RULES**

9. **Appointment and Promotion Board—staff rule 103.12.** Amendments have been introduced relating to the composition of the Appointment and Promotion Board and certain operational aspects. The revised text is shown in annex IV to the present document. Deletions are contained in square brackets and amendments are underlined. Additional improvements to further streamline the recruitment process are being considered.

10. **Appendix A to the staff rules.** In accordance with the Flemming principle, General Service staff shall

have pay and other conditions of employment that match the best on offer at the duty station. The principle was first stated in 1949 by a body of experts on pay established by the General Assembly of the United Nations. It is the cornerstone of the methodology followed by ICSC for the conduct of local salary surveys. Based upon the Flemming principle, staff regulation 6.5 (a) provides that "The Director-General shall fix the salary scales for staff in the General Service and related categories, normally on the basis of the best prevailing conditions of employment in the locality, taking into account the recommendations of the International Civil Service Commission." Based on the approved ICSC methodology, which takes account of changes in the consumer price and wages indices over a period of 12 months, and in consultation with the other Vienna-based organizations, the Director-General implemented an interim adjustment of the salary scales for General Service staff of 1.9 per cent to the salary scale applicable to staff recruited on or after 1 October 1996 and of 1.35 per cent to the salary scale applicable to staff recruited prior to 1 October 1996, effective 1 April 2000. The revised scale is contained in annex V to the present document.

11. **Appendix A to the staff rules—dependency allowance for children of staff in the General Service category.** Staff regulation 6.9 (b) stipulates that "Staff in the General Service and related categories shall be entitled to receive dependency allowances at rates and under conditions determined by the Director-General, due regard being given to the circumstances in the locality." Following the changes to the Austrian children's allowance (Familienbeihilfe) and the relevant tax credit (Kinderabsetzbetrag) with effect from 1 January 2000, nine categories of children's dependency allowance for staff in the General Service category were introduced effective 1 January 2000. The revised annual rates of the dependency allowance (in Austrian schillings) approved by the Director-General are contained in annex VI to the present document. Any government grant received by eligible staff is deducted from the staff member's emoluments.

12. **Appendix C to the staff rules.** In accordance with article 54 (b) of the regulations of the United Nations Joint Staff Pension Fund, the scale of pensionable remuneration should be adjusted on the same date as the net remuneration amounts of officials in the Professional and higher categories in New York. ICSC promulgated a revised scale of pensionable remuneration effective 1 November 2000. The revised appendix C to the staff rules is contained in annex VII to the present document.

13. **Appendix E to the staff rules.** Appendix E to the staff rules, showing the revised amounts for education grant and special education grant as reported in paragraph 7 above, is contained in annex VIII to the present document.

14. **Official travel—appendix G to the staff rules.** In order to streamline procedures and to reduce the administrative costs of processing various travel-related transactions, the option to elect to receive a lump sum payment of an amount equivalent to 75 per cent of the costs of the full economy class or student/youth fare, as applicable, for authorized travel on appointment, change of duty station, education grant, interview and repatriation in addition to the already existing lump sum option for home leave and family visit travel has been introduced. The revised paragraphs (r) (s) and (t) of appendix G to the staff rules are shown in annex IX to the present document. Deletions are contained in square brackets and amendments are underlined.

15. **Financial implications.** The financial implications of the adjustments related to salary, allowances and pensionable remuneration as reported above amount to \$754,300 until the end of the biennium and can be absorbed within the staff cost allocations contained in the programme and budgets, 2000-2001.

### III. REPRESENTATION OF THE UNIDO GOVERNING BODY ON THE UNIDO STAFF PENSION COMMITTEE

16. The UNIDO Staff Pension Committee established by the General Conference (GC.1/Dec.37) held six meetings in the course of 2000.

17. The following representatives of the General Conference were elected for the biennium 2000-2001 by decision GC.8/Dec.19 of 3 December 1999.

Members: Mr. Enno Drogenik (Austria)  
Ms. Caroline ZiadJ (Lebanon)

Alternate members: Mr. JosJ Jorge Alcazar Almeida (Brazil)  
Mr. Attila Zsigmond (Hungary)

18. Mr. Lazare GansorJ (Burkina Faso) replaced Mr. JosJ Jorge Alcazar Almeida (Brazil) in June 2000, Mr. Yuji Amamiya (Japan) replaced Mr. Drogenik (Austria) in September 2000. In this connection it is recalled that in subparagraph (b) of GC.8/Dec.19 the General Conference "... authorized the Industrial Development Board to proceed with the election for any of the above-mentioned posts which might become vacant before the General Conference holds its ninth Session".

19. The representatives of the General Conference presently holding office for the biennium 2000-2001 are:

Members: Mr. Yuji Amamiya (Japan)  
Ms. Caroline ZiadJ (Lebanon)

Alternate members: Mr. Lazare GansorJ (Burkina Faso)  
Mr. Attila Zsigmond (Hungary)

20. The General Conference, at its ninth session, will be invited to elect two members and two alternate members as its representatives for the following two-year term in office ending December 2003. In considering its recommendation of candidates to the Conference, the Board—in the interest of continuity—may wish to recommend at least one person who has served previously on the Committee as a member or alternate member.

### IV. ACTION REQUIRED OF THE BOARD

21. The Board may wish to consider the adoption of the following draft decision:

“The Industrial Development Board;

“(a) Takes note of the information contained in document IDB.24/13;

“(b) Notes the amendments made in pursuance of staff regulation 13.3 to schedule I and annexes I and II to the staff regulations in order to bring them into conformity with the decisions of the General Assembly set out in resolution 55/223;

“(c) Also notes the amendments to staff rule 103.12, appendices A, C, E and G to the staff rules;

“(d) Recommends to the General Conference the following candidates for the election of two members and two alternate members of the UNIDO Staff Pension Committee for the biennium 2002-2003:

Members: ..... (country)  
..... (country)

Alternate members: ..... (country)  
..... (country)”

**Annex I**  
**SCHEDULE I**  
**SALARY SCALES FOR THE PROFESSIONAL AND HIGHER CATEGORIES SHOWING ANNUAL GROSS SALARIES**  
**AND THE NET EQUIVALENTS AFTER APPLICATION OF STAFF ASSESSMENT**  
**(United States dollars)**  
**Effective 1 March 2001**

<b>S T E P S</b>															
<b>LEVEL</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>	<b>VIII</b>	<b>IX</b>	<b>X</b>	<b>XI</b>	<b>XII</b>	<b>XIII</b>	<b>XIV</b>	<b>XV</b>
<b>Director</b>															
D-2 Gross	124 384	127 132	129 877	132 623	135 369	138 115									
Net D	87 318	89 022	90 724	92 426	94 129	95 831									
Net S	80 218	81 645	83 072	84 498	85 925	87 352									
<b>Principal Officer</b>															
D-1 Gross	109 894	112 245	114 598	116 944	119 297	121 648	124 002	126 352	128 702						
Net D	78 334	79 792	81 251	82 705	84 164	85 622	87 081	88 538	89 995						
Net S	72 407	73 687	74 967	76 245	77 525	78 796	80 018	81 240	82 460						
<b>Senior Officer</b>															
P-5 Gross	96 705	98 832	100 961	103 089	105 216	107 342	109 471	111 598	113 724	115 853	117 982	120 106	122 234		
Net D	70 157	71 476	72 796	74 115	75 434	76 752	78 072	79 391	80 709	82 029	83 349	84 666	85 985		
Net S	65 176	66 385	67 545	68 703	69 862	71 018	72 177	73 335	74 493	75 651	76 809	77 966	79 101		
<b>First Officer</b>															
P-4 Gross	79 780	81 733	83 680	85 627	87 579	89 527	91 571	93 645	95 723	97 795	99 869	101 947	104 019	106 095	108 171
Net D	59 255	60 544	61 829	63 114	64 402	65 688	66 974	68 260	69 548	70 833	72 119	73 407	74 692	75 979	77 266
Net S	55 180	56 364	57 543	58 722	59 902	61 080	62 259	63 439	64 617	65 796	66 949	68 082	69 210	70 340	71 470
<b>Second Officer</b>															
P-3 Gross	65 388	67 220	69 053	70 880	72 714	74 544	76 373	78 206	80 038	81 868	83 700	85 529	87 361	89 191	91 089
Net D	49 756	50 965	52 175	53 381	54 591	55 799	57 006	58 216	59 425	60 633	61 842	63 049	64 258	65 466	66 675
Net S	46 445	47 556	48 669	49 780	50 892	52 002	53 113	54 225	55 335	56 447	57 555	58 663	59 770	60 877	61 985
<b>Associate Officer</b>															
P-2 Gross	53 129	54 632	56 132	57 633	59 135	60 692	62 332	63 967	65 606	67 244	68 879	70 520			
Net D	41 253	42 335	43 415	44 496	45 577	46 657	47 739	48 818	49 900	50 981	52 060	53 143			
Net S	38 694	39 675	40 653	41 633	42 611	43 592	44 587	45 580	46 577	47 571	48 564	49 561			
<b>Assistant Officer</b>															
P-1 Gross	41 189	42 633	44 075	45 519	46 960	48 403	49 847	51 290	52 731	54 174					
Net D	32 656	33 696	34 734	35 774	36 811	37 850	38 890	39 929	40 966	42 005					
Net S	30 805	31 763	32 720	33 677	34 633	35 590	36 548	37 493	38 434	39 375					

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

**Annex II**

## ANNEX I TO THE STAFF REGULATIONS

## DEPENDENCY ALLOWANCES

Regulation 6.9

A. Staff members whose salary rates are set forth in schedule I of the present regulations shall be entitled to receive dependency allowances as follows:

(i) At US\$ [1,730] 1,936 per year for each dependent child, except that the allowance shall not be paid in respect of the first dependent child if the staff member has no dependent spouse, in which case the staff member shall be entitled to the dependency rate of staff assessment under subparagraph (i), regulation 6.8 (a), schedule III. When a dependent child is determined to be physically or mentally handicapped either permanently or for a period expected to be of a long duration, the allowance shall be US\$ [3,460] 3,872. If the staff member has no dependent spouse and becomes entitled to the dependency rate of staff assessment by virtue of such a child, an allowance of US\$ [1,730] 1,936 shall be payable in respect of the child.

(ii) Where there is no dependent spouse, a single annual allowance of US\$ [619] 693 per year for either a dependent parent, a dependent brother or a dependent sister. The amount of either of these allowances payable in local currency shall not be less than the local currency equivalent of the dollar amount at the time it was established or last revised;

B. If both husband and wife are staff members, one may claim, for dependent children, under (i) above, in which case the other may claim only under (ii) above, if otherwise entitled;

C. With a view to avoiding duplication of benefits and in order to achieve equality between staff members who receive dependency benefits under applicable laws in the form of governmental grants and staff members who do not receive such dependency benefits, the Director-General shall prescribe conditions under which the dependency allowance for a child specified in A (i) above shall be payable only to the extent that the dependency benefits enjoyed by the staff member or his or her spouse under applicable laws amount to less than such a dependency allowance;

**Annex III**

## ANNEX II TO THE STAFF REGULATIONS

## AMOUNTS OF EDUCATION GRANT AND SPECIAL EDUCATION GRANT

Regulation 6.10 (a)

The amount of the grant for each child per scholastic year shall be 75 per cent of the first US\$ 13,000 ([US\$ 20,748] US\$ 23,445 for attendance at an educational institution in the United States of America) of admissible educational expenses, up to a maximum grant of \$US 9,750 ([US\$ 15,561] US\$ 17,584 in the United States). For staff serving at duty stations where educational facilities are not available or are deemed inadequate, as determined by the International Civil Service Commission, the amount of the grant in respect of primary and secondary education shall be 100 per cent of boarding costs up to [US\$ 4,746] US\$ 5,060 ([US\$ 6,449] US\$ 6,875 in the United States) plus 75 per cent of admissible costs of attendance up to \$US 13,000 ([US\$ 20,748] US\$ 23,445 in the United States) per year, with a maximum grant of [\$14,496] US\$ 14,810 ([US\$ 22,010] US\$ 24,459 in the United States) per year. However, in areas where the above-mentioned expenses are incurred in specific currencies, the maximum amounts of admissible expenses expressed in these currencies shall be those set by the International Civil Service Commission.

Regulation 6.10 (b)

The amount of the grant for each disabled child per year shall be the equivalent of the educational expenses actually incurred, up to a maximum of \$US 13,000 ([US\$ 20,748] US\$ 23,445 in the United States). However, in areas where the above-mentioned expenses are incurred in specific currencies, the maximum amounts of admissible expenses expressed in these currencies shall be those set by the International Civil Service Commission.



**Annex IV****Staff Rule 103.12****APPOINTMENT AND PROMOTION BOARD**

The following definitions will apply to the terminology used in this Staff Rule:

**Appointment:** Contractual agreement to enter and remain in service with the organization following the selection procedure;

**Placement:** Redeployment of a staff member assigned to an abolished post, to a similar position at the same grade, or lateral transfer of staff members, at the same grade, to non-analogous positions;

Lateral transfers of staff at the same grade, between analogous positions within the same division, falls with the authority of Managing Directors.

**Analogous**

**Posts:** Posts identical in grade, description and requirements.

**Promotion:** Change in grade level within or between categories of posts following selection to a vacant post or reclassification of a post, according to the procedures set up in this Staff Rule.

**Review of**

**staff:** Five-year review of permanent appointments, and review of recommendations made after six years of fixed-term service for further extension of appointments.

(a) (i) The Appointment and Promotion Board shall be established by the Director-General to give advice on the appointment, placement, promotion and review of staff in the Director, Professional and General Service categories, except for posts in the immediate Office of the Director-General and Special Advisors in EXO and UNIDO Representatives and also for entry grades G1/G2 in the General Service category;

(ii) Subject to the criteria of article 11, paragraph 5, of the Constitution and to the provisions of staff regulations 3.2 and 4.2, the appointment and promotion bodies shall, in filling vacancies through recruitment, assignment or placement, normally give preference, where qualifications are equal to staff members already in the service of the Organization and staff members in other organizations participating in the United Nations common system. Gender balance and geographic representation should also be duly considered.

(b) The Appointment and Promotion Board shall consist of three selection panels. Their composition shall be as follows:

(i) The Director (and Principal Officers) Selection Panel.

This Selection Panel shall consist of one Chairperson appointed for each session by the Director-General and composed of the Managing Directors, and any person that the Director-General may appoint. The secretary of the panel will be the Director, Human Resource Management Branch.

(ii) The Professional Selection Panel.

This panel shall consist of

- one Chairperson and one alternate Chairperson appointed by the Director-General for two years;
- one member and one alternate member from each division, appointed by the Director-General for two years from a list [of staff members designated] proposed by each Managing Director comprising at least two designated staff members for each seat of member and alternate member;
- two members and two alternate members, [designated by the Staff Council and] appointed by the Director-General for two years from a list proposed by the Staff Council comprising at least two designated staff members for each seat of member and alternate member.

The quorum shall consist of three members or alternate members. The Secretary of the Panel shall be provided by the Human Resource Management Branch.

(iii) The General Service Selection Panel

This panel shall consist of

- one Chairperson and one alternate Chairperson appointed by the Director-General for two years;
- one member and one alternate member from each division, appointed by the Director-General for two years from a list [of staff members designated] proposed by each Managing Director comprising at least two designated staff members for each seat of member and alternate member;
- two members and two alternate members, [designated by the Staff Council and] appointed by the Director-General for two years from a list proposed by the Staff Council comprising at least two designated staff members for each seat of member and alternate member.

The quorum shall consist of three members or alternate members. The Secretary of the Panel shall be provided by the Human Resource Management Branch.

In order to facilitate the constitution of the selection panels of the Appointment and Promotion Board, the parties involved in the submission of proposals for their membership are expected to do so within a reasonable time span.

Members and alternate members of the Professional and General Service selection panels can only be reappointed for one term of two years. They shall in any event remain in office until the new members and alternates are appointed.

[The minimum grade level of members or alternates of the Professional Selection Panel shall be P-4 and of the General Service Selection Panel G-5.] For any particular review in the Professional Selection Panel or the General Service Selection Panel, where an appointment or promotion is contemplated, the panel, with a quorum of three, will be composed of members and alternate members at a grade not below the grade to which an appointment or promotion is contemplated. [They] Members and alternate members on these panels shall have at least three years of service in the Organization.

Once appointed, members and alternate members shall serve in their personal capacity on the Selection Panels and shall discharge their function with only the interest of the Organization in view.

It is desirable that recommendations to the Director-General be reached by consensus. However, in cases where voting is necessary, the chairperson will have the casting vote.

Annex V

Appendix A

2. General Service category

Showing annual gross, gross pensionable and net salary after application of staff assessment  
(in Austrian schillings)

(Effective 1 April 2000)

S T E P S													
LEVEL	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII*	
G-1 Gross	305 486	315 684	325 883	336 082	346 281	356 479	366 678	376 877	387 075	397 274	407 473	417 671	
Gross pens.	302 962	312 658	322 352	332 064	342 264	352 462	362 662	372 861	383 060	393 260	403 460	413 658	
Net	245 400	253 253	261 106	268 959	276 812	284 665	292 518	300 371	308 224	316 077	323 930	331 783	
G-2 Gross	355 522	367 322	379 122	390 922	402 722	414 522	426 322	438 122	449 922	461 722	473 522	485 322	
Gross pens.	351 505	363 305	375 106	386 905	398 706	410 506	422 307	434 107	445 908	457 708	469 509	481 309	
Net	283 928	293 014	302 100	311 186	320 272	329 358	338 444	347 530	356 616	365 702	374 788	383 874	
G-3 Gross	413 413	427 065	440 717	454 369	468 021	481 673	495 325	508 984	523 189	537 395	551 600	565 805	
Gross pens.	409 394	423 047	436 699	450 351	464 004	477 655	491 308	504 959	518 612	532 263	545 916	559 569	
Net	328 504	339 016	349 528	360 040	370 552	381 064	391 576	402 088	412 600	423 112	433 624	444 136	
G-4 Gross	480 395	496 191	512 116	528 553	544 989	561 426	577 862	594 299	610 735	627 172	643 608	660 045	
Gross pens.	476 376	492 172	507 966	523 762	539 556	555 351	571 146	586 941	602 736	618 531	634 326	650 121	
Net	380 080	392 243	404 406	416 569	428 732	440 895	453 058	465 221	477 384	489 547	501 710	513 873	
G-5 Gross	559 880	578 896	597 912	616 928	635 945	654 961	673 977	692 993	712 009	731 026	750 042	769 483	
Gross pens.	553 871	572 146	590 421	608 696	626 970	645 245	663 521	682 535	701 551	720 566	739 583	758 599	
Net	439 751	453 823	467 895	481 967	496 039	510 111	524 183	538 255	552 327	566 399	580 471	594 543	
G-6 Gross	653 181	675 181	697 181	719 181	741 181	763 181	786 774	810 368	833 962	857 557	881 151	904 745	
Gross pens.	643 536	664 727	686 729	708 730	730 730	752 732	774 733	796 735	818 736	840 736	862 738	884 740	
Net	508 794	525 074	541 354	557 634	573 914	590 194	606 474	622 754	639 034	655 314	671 594	687 874	
G-7 Gross	761 127	788 275	815 574	842 872	870 171	897 470	924 768	952 067	979 365	1 006 664	1 033 962	1 061 261	
Gross pens.	750 674	776 128	801 584	827 039	852 494	877 949	903 404	928 859	954 314	979 770	1 005 946	1 033 245	
Net	588 674	607 510	626 346	645 182	664 018	682 854	701 690	720 526	739 362	758 198	777 034	795 870	

\* Long-service step:

The qualifying criteria for in-grade increase from step XI to step XII are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and five years of service at step XI of the current grade;

(b) The staff member's service should have been satisfactory.

Non-resident's allowance: AS 26,000 per year net (to be included in pensionable remuneration) for eligible staff appointed prior to 1 September 1983 and nil thereafter for staff serving in Vienna.

Language allowance: First additional language - AS 16,551 per year net; second additional language - AS 8,276 (to be included in pensionable remuneration).

Increments: Salary increments within the levels shall be awarded annually, on the basis of satisfactory service.

**Annex VI**Appendix A (continued)Dependency allowances:

<u>Dependent child</u>	<u>Austrian schillings net per annum</u>			[Previous allowance]
	<u>1<sup>st</sup> child</u>	<u>2<sup>nd</sup> child</u>	<u>3<sup>rd</sup> and each additional child</u>	
<u>Under 10</u>	<u>26,617</u>	<u>28,717</u>	<u>30,817</u>	25,717
<u>10 and over</u>	<u>29,617</u>	<u>31,717</u>	<u>33,817</u>	28,717
<u>19 and over</u>	<u>33,217</u>	<u>35,317</u>	<u>37,417</u>	32,317]

## Dependent spouse

For staff members appointed prior to 1 October 1996 .....AS 5,353

For staff members appointed on or after 1 October 1996.....AS 5,280

Additional allowance for first child of single, widowed, divorced or legally separated parent ..... AS 5,479

Secondary dependant ..... AS 2,400

The secondary dependant allowance for a dependent parent, brother or sister was abolished as of 1 July 1981. Payment will be maintained, however, for staff members already in receipt of this allowance prior to 1 July 1981 who are otherwise eligible.

## SCALE OF PENSIONABLE REMUNERATION FOR THE PROFESSIONAL AND HIGHER CATEGORIES

Scale of pensionable remuneration(For purposes of pension benefits and pension contributions)  
(In United States dollars)

Effective 1 November 2000

S T E P S															
LEVEL	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
D-2.....	151 092	154 526	157 959	161 389	164 822	168 256									
D-1.....	133 820	136 564	139 307	142 046	144 791	147 671	150 611	153 552	156 487						
P-5.....	118 433	120 916	123 398	125 881	128 364	130 844	133 327	135 811	138 290	140 774	143 256	145 745	148 405		
P-4.....	97 918	100 341	102 760	105 179	107 602	110 021	112 442	114 864	117 284	119 703	122 122	124 549	126 967	129 387	131 810
P-3.....	81 496	83 577	85 657	87 734	89 817	91 896	93 975	96 058	98 235	100 511	102 784	105 058	107 332	109 605	111 881
P-2.....	66 859	68 723	70 581	72 442	74 302	76 163	78 023	79 880	81 744	83 604	85 463	87 325			
P-1.....	52 062	53 855	55 641	57 428	59 217	61 003	62 794	64 580	66 367	68 156					

## Annex VIII

### Appendix E

#### EDUCATION GRANT

##### Definitions

- (a) [no change]

##### Payment of the grant

(b) The education grant provided for under staff regulation 6.10(a) shall be payable in respect of each child as set out below. However, for expenses incurred in specific currencies as determined by the International Civil Service Commission, the maximum amounts mentioned in all paragraphs below shall be established in those currencies. This includes the US dollar amount for attendance at an educational institution in the United States of America.

- (i) In the case of attendance at an educational institution outside the duty station, the amount of the grant shall be:

(A) Where the institution provides board (food and lodging) for the child, 75 per cent of the cost of attendance and board up to US\$ 13,000 per year (US\$ [20,748] 23,445 in the United States), with a maximum grant of US\$ 9,750 (US\$ [15,561] 17,584 in the United States) a year;

(B) Where the institution does not provide board, US\$ [3,164] 3,373 (US\$ [4,299] 4,583 in the United States) plus 75 per cent of the cost of attendance up to US\$ [8,781] 8,503 (US\$ [15,016] 17,334 in the United States) per year, with a maximum grant of US\$ 9,750 (US\$ [15,561] 17,584 in the United States) a year.

- (ii) In the case of attendance at an educational institution at the duty station:

(A) The amount of the grant shall be 75 per cent of the cost of attendance, up to US\$ 13,000 (US\$ [20,748] 23,445 in the United States) per year, with a maximum grant of US\$ 9,750 (US\$ [15,561] 17,584 in the United States) a year;

(B) [no change]

- (iii) [no change]

(iv) For staff members serving at duty stations where educational facilities are not available or are deemed inadequate, as determined by the International Civil Service Commission, the amount of the grant in respect of primary and secondary education shall be 100 per cent of boarding costs up to US\$ [4,746] 5,060 (US\$ [6,449] 6,875 in the United States) plus 75 per cent of the admissible costs of attendance up to US\$ 13,000 (US\$ [20,748] 23,445 in the United States) per year, with a maximum grant of US\$ [14,496] 14,810 (US\$ [22,010] 24,459 in the United States) a year.

- (c) [no change]  
 (d) [no change]  
 (e) [no change]  
 (f) [no change]  
 (g) [no change]

Tuition of the mother tongue

(h) An education grant may be provided to a staff member serving in a country with a national language different from his or her mother tongue who is obliged to pay tuition for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his or her own. The Director-General will decide in each case whether the education grant shall be paid for the tuition of the mother tongue. The maximum reimbursable amounts for teaching of the mother tongue within the overall maximum of US\$ 9,750 (US\$ [15,561] 17,584 in the United States) will be published and updated regularly.

Advances against the education grant

(i) [no change]

Travel

(j) [no change]

(k) [no change]

Claims

(l) [no change]

Special education grant for disabled children

(m) [no change]

(n) The amount of the grant shall be 100 per cent of the admissible educational expenses actually incurred up to a maximum grant of US\$ 13,000 (US\$ [20,748] 23,445 in the United States) per year. If the disabled child is eligible for the regular education grant, the claim shall be made in the first instance against the regular education grant, and reimbursement under the special education grant will be made only in respect of educational expenses incurred for the necessary special teaching or training. The combined total amount payable under the two types of grant shall not exceed US\$ 13,000 (US\$ [20,748] 23,445 in the United States) per year. "Educational expenses" reimbursable under the special education grant shall consist of the expenses incurred to provide an educational programme designed to meet the needs of the disabled child in order that he or she may attain the highest possible level of functional ability. Other costs or fees directly related to the educational programme that are not optional or related to an extracurricular activity may be included in the educational expenses, but not school supplies, uniforms, insurance, donations and contributions or similar charges. If full board (accommodation and meals) is provided for a disabled child attending an educational institution at the duty station, the boarding expenses shall not be reimbursable unless it is medically certified that the full-time boarding in the institution is an integral part of the educational programme. Expenses for equipment shall also be reimbursed, if not otherwise covered under health insurance, up to a maximum of US\$ 1,000 per year within the overall maximum of US\$ 13,000 (US\$ [20,748] 23,445 in the United States) per year.

(o) [no change]

(p) [no change]

(q) [no change]

(r) [no change]

Currency of reimbursement

(s) [no change]



**Annex IX**

## APPENDIX G TO THE STAFF RULES

## OFFICIAL TRAVEL

Amended paragraphs (r), (s) and (t)

Special arrangements for travel on appointment, education grant, home leave, family visit and repatriation travel

(r) As an alternative to the travel arrangements described in paragraphs (d) to (j) above, for [a staff member] authorized [to travel on home leave] travel on appointment, education grant, home leave, family visit and repatriation a staff member may request payment of an amount equivalent to 75 per cent of the cost of the full economy-class fare, by the least costly regularly scheduled air carrier on the most direct and economical route between the airport closest to the place of departure and the destination [the duty station and the closest airport to the established place of home leave]. For children entitled to student or youth fare [reduced fare] tickets, the lump-sum amount will be equivalent to 75 per cent of the applicable reduced fare. A staff member availing himself or herself of such an arrangement shall be free to make his or her own travel arrangements, without restriction on the choice of travel agent or mode, route and standard of travel [except travel by private car]. This arrangement is deemed to cover all other entitlements relating to the specific travel, including any surface travel [in the country of destination]. By selecting this option, staff members will agree to waive all other entitlements in respect of that travel contained in the Staff Rules and will not be entitled to any further amount for transportation, rest stopovers, terminal expenses, accompanied excess baggage and unaccompanied shipments, or for other incidental expenses. In the case of appointment and repatriation, staff members will be entitled to unaccompanied shipments or removal, as applicable, under appendix H to the Staff Rules. Staff members will be covered by the provisions of appendix D to the Staff Rules if the travel is via the most direct route to and from the authorized places of departure and destination [duty station and the established place of home leave]. For children studying outside the staff member's home country, the cost of the lump sum education grant travel must not exceed the costs of such lump sum travel to or from the nearest airport to the established place of home leave. The staff member may be required to submit proof that he or she as well as eligible family members spent a minimum of 14 days in the country authorized for [of] home leave [in accordance with appendix F to the Staff Rules, paragraph (k)] or family visit and at the duty station for education grant travel.

(s) The provisions of staff rules 108.07 and 208.08 on compensation for loss of or damage to personal effects will not apply if the staff member selects [this arrangement] the lump sum option.

(t) The 75 per cent cash payment may also be requested by staff members who elect to travel by car. [However] In their case the amount paid shall be 75 per cent of the costs of the full economy class or of the student/youth fare, as [applicable] explained in paragraph (r) above, for all eligible family members regardless of whether they travel at the same time or in the same car. [shall be limited to the cost of transporting the staff member and the first eligible family member only, irrespective of the actual number of

persons travelling in the car or the number of cars used.] Alternatively, staff members may continue to claim mileage rate reimbursement and travel subsistence allowance as defined in paragraphs (n) and (o) above. Staff members who elect to travel by car are not covered by the provisions of appendix D to the Staff Rules concerning compensation for travel-incurred illness, injury or death.