Industrial Development Board
Twenty-fourth session
Vienna, 19-22 June 2001
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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For reasons of economy, this document has been printed in a limited number. Delegates are kindly requested to bring their copies of documents to meetings.
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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 principle, 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 on the recommendation of ICSC.

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 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.

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 Drofenik (Austria)  
   Ms. Caroline Ziad (Lebanon)  

   **Alternate:** Mr. Jos Jorge Alcazar Almeida (Brazil)  

   **members:** Mr. Attila Zsigmond (Hungary)

18. Mr. Lazare Gansor (Burkina Faso) replaced Mr. Jos Jorge Alcazar Almeida (Brazil) in June 2000, Mr. Yuji Amamiya (Japan) replaced Mr. Drofenik (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 Ziad (Lebanon)  

   **Alternate:** Mr. Lazare Gansor (Burkina Faso)  

   **members:** 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:** ……………………………... (country)  

   **members:** ……………………………. (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**

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<td>Net D</td>
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<td>Net S</td>
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<tr>
<td></td>
<td>Senior Officer</td>
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<td></td>
<td>Net D</td>
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<td></td>
<td>Net S</td>
</tr>
<tr>
<td></td>
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<td>Net D</td>
</tr>
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<td></td>
<td>Net S</td>
</tr>
<tr>
<td></td>
<td>Second Officer</td>
</tr>
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<td></td>
<td>Net D</td>
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<td></td>
<td>Net S</td>
</tr>
<tr>
<td></td>
<td>Net D</td>
</tr>
<tr>
<td></td>
<td>Assistant Officer</td>
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<tr>
<td></td>
<td>Net D</td>
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<td>Net S</td>
</tr>
</tbody>
</table>

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$ 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$ 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$ 5,060 (US$ 6,875 in the United States) plus 75 per cent of admissible costs of attendance up to US$ 13,000 (US$ 23,445 in the United States) per year, with a maximum grant of US$ 14,810 (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$ 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)

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<th>LEVEL</th>
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<td>439 751</td>
<td>453 823</td>
<td>467 895</td>
<td>481 967</td>
<td>496 039</td>
<td>510 111</td>
<td>524 183</td>
<td>538 255</td>
<td>552 327</td>
<td>566 399</td>
<td>580 471</td>
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<tr>
<td>G-6 Gross</td>
<td>653 181</td>
<td>675 181</td>
<td>697 181</td>
<td>719 181</td>
<td>741 181</td>
<td>763 181</td>
<td>786 774</td>
<td>810 368</td>
<td>833 962</td>
<td>857 557</td>
<td>881 151</td>
</tr>
<tr>
<td>Gross pens.</td>
<td>643 536</td>
<td>664 727</td>
<td>686 729</td>
<td>708 730</td>
<td>730 730</td>
<td>752 732</td>
<td>774 733</td>
<td>796 735</td>
<td>818 736</td>
<td>840 736</td>
<td>862 738</td>
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<tr>
<td>Net</td>
<td>508 794</td>
<td>525 074</td>
<td>541 354</td>
<td>557 634</td>
<td>573 914</td>
<td>590 194</td>
<td>606 474</td>
<td>622 754</td>
<td>639 034</td>
<td>655 314</td>
<td>671 594</td>
</tr>
<tr>
<td>G-7 Gross</td>
<td>761 127</td>
<td>788 275</td>
<td>815 574</td>
<td>842 872</td>
<td>870 171</td>
<td>897 470</td>
<td>924 768</td>
<td>952 067</td>
<td>979 365</td>
<td>1 006 664</td>
<td>1 033 962</td>
</tr>
<tr>
<td>Gross pens.</td>
<td>750 674</td>
<td>776 128</td>
<td>801 584</td>
<td>827 039</td>
<td>852 494</td>
<td>877 949</td>
<td>903 044</td>
<td>928 859</td>
<td>954 314</td>
<td>979 770</td>
<td>1 005 946</td>
</tr>
<tr>
<td>Net</td>
<td>588 674</td>
<td>607 510</td>
<td>626 436</td>
<td>645 182</td>
<td>664 018</td>
<td>682 854</td>
<td>701 690</td>
<td>720 526</td>
<td>739 362</td>
<td>758 198</td>
<td>777 034</td>
</tr>
</tbody>
</table>

* Long-service step:

- **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.

- **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.

- **The qualifying criteria for in-grade increase from step XI to step XII per year net; second additional language - AS 8,276 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.
### Annex VI

**Appendix A (continued)**

#### Dependency allowances:

<table>
<thead>
<tr>
<th>Dependent child</th>
<th>Austrian schillings net per annum</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1(^{st}) child</td>
</tr>
<tr>
<td>Under 10</td>
<td>26,617</td>
</tr>
<tr>
<td>10 and over</td>
<td>29,617</td>
</tr>
<tr>
<td>19 and over</td>
<td>33,217</td>
</tr>
</tbody>
</table>

- **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**

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

**StePs**
Payment of the grant

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;


(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 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.