Industrial Development Board
Thirty-second session
Vienna, 29 November-1 December 2006
Item 5 of the provisional agenda
Personnel matters

Personnel matters

Report by the Director-General

Provides information on personnel-related matters in the Secretariat, amendments to the staff rules and to appendices thereto.

Contents

<table>
<thead>
<tr>
<th>Paragraphs</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Developments on personnel-related matters</td>
<td>1-6</td>
</tr>
<tr>
<td>II. Matters related to the staff rules</td>
<td>7-11</td>
</tr>
<tr>
<td>III. Representation of the UNIDO governing body on the UNIDO Staff Pension Committee</td>
<td>12-13</td>
</tr>
<tr>
<td>IV. Action required of the Board</td>
<td>14</td>
</tr>
</tbody>
</table>

Annexes

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Appendix A—Salary scales for staff in the General Service category showing annual gross, gross pensionable and net salary after application of staff assessment</td>
<td>5</td>
</tr>
<tr>
<td>II. Appendix C—Scale of pensionable remuneration for the Professional and higher categories</td>
<td>6</td>
</tr>
<tr>
<td>III. Staff rule 103.12, Appointment and Promotion Board</td>
<td>7</td>
</tr>
<tr>
<td>IV. Staff rule 108.04, Maternity leave/Paternity leave</td>
<td>11</td>
</tr>
</tbody>
</table>

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.

* Reissued for technical reasons.
I. Developments on personnel-related matters

1. Since February 2006, the Secretariat has focused on recruiting qualified staff to strengthen its field offices as well as priority areas at Headquarters. To this end, it implemented the field mobility policy promulgated in Director-General’s Bulletin UNIDO/DGB/(M).97 of 21 April 2006 (IDB.31/CRP.6, chapter IV refers) and conducted the recruitment for technical positions to support technical cooperation delivery.

2. The field mobility policy supports, from a human resource management perspective, the Organization’s goal to respond in an effective and timely manner to clients’ needs and emerging challenges at the field level. It is the first comprehensive human resource management policy document issued specifically for field service; it defines the applicable conditions for staff selection and assignment, provides for a managed succession planning and predictability in tenure. The policy foresees a comprehensive induction programme, which has been implemented for the first group of staff assigned to field duty stations and identifies modalities for interaction with Headquarters. These elements were identified, through an extensive consultation process and based upon past experience, as crucial in enabling and facilitating service in field duty stations with diverse working and living conditions. Staff selections are implemented on a competitive basis; in addition, the policy has provided the framework within which staff members may actively pursue their career and professional aspirations through exposure to new assignments and varied conditions.

3. Between 28 February and 30 September 2006, the Director-General made appointments and placements for 24 positions. These included appointments for the following 15 posts in the field: The positions of UNIDO Representatives and Heads of the Regional Offices in Egypt, India, Nigeria, Thailand and South Africa; the UNIDO Representatives in Ghana, Kenya, Morocco and the United Republic of Tanzania; the positions of Senior Industrial Development Officers in Ethiopia and South Africa and the positions of Industrial Development Officers in China, Egypt, Lebanon and Thailand. Nine appointments in Headquarters strengthened the areas of multilateral environmental agreements, private sector development, research and statistics, information and communication technology.

4. Since June 2006, a total of 31 positions in the Professional and higher categories in the Secretariat have been advertised including 16 positions in the Programme Development and Technical Cooperation Division, 10 positions in the Programme Coordination and Field Operations Division, 2 positions in the Programme Support and General Management Division, 2 in the Bureau for Organizational Strategy and Learning and 1 in the Bureau for Organizational Governance.

5. At the time of writing, recruitment for these posts is ongoing and the results will be reflected in a separate document.

6. The Secretariat also implemented an improved method of assessment of candidates in order to secure the services of the best-qualified candidates for posts in the Secretariat. To this end, improved methods for assessing candidates’ competencies against post requirements have been developed and implemented. In addition to the structured panel interviews, these include telephone interviews, written assignments under supervised conditions and the preparation and delivery of technical presentations to peers. The distinguishing feature of the new assessment techniques is the opportunity to observe behaviour under conditions designed to simulate real life situations and demands. In other words, they are an addition to the assessment made by more traditional methods; therefore they provide a more solid
basis for evaluating a candidate’s capacity and potential to perform the functions required and as a result a more solid basis for selection. This approach enabled the Secretariat to assess the candidates’ technical and functional knowledge, expertise and experience as well as other competencies such as analytical and problem solving abilities; written and oral communication skills; team membership/leadership; planning, organizing and interpersonal skills.

II. Matters related to the staff rules

Salary scales for staff in the General Service category

7. Appendix A to the staff rules. In accordance with the Flemming principle, General Service staff shall have pay and other conditions of employment that are among 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 United Nations General Assembly. It is the cornerstone of the methodology followed by the International Civil Service Commission (ICSC) for the conduct of local salary surveys. Based on 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”. According to 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 other Vienna-based organizations, the Director-General implemented effective 1 April 2006 an interim adjustment of the salary scale for General Service staff of 1.79 per cent. The revised salary scale is contained in annex I to the present document.

Scale of pensionable remuneration for the Professional and higher categories

8. 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 for the Professional and higher categories should be adjusted on the same date as the net remuneration of officials in the Professional and higher categories serving in New York. With effect from 1 September 2006, the post adjustment multiplier for New York was revised from 63.7 to 67.2. In accordance with this provision, ICSC promulgated revised scales of pensionable remuneration effective 1 September 2006. These are contained in Annex II of the present document.

Financial implications

9. The financial implications of the revised pensionable remuneration for the Professional and higher categories amount to €31,000 for the four remaining months of 2006 and €94,000 for 2007. The financial implications of the interim adjustment of General Service salaries amount to €193,600 for the period April to December 2006 and €258,100 for 2007. The additional costs have been foreseen in the respective budgets and hence are being absorbed within the budgetary levels approved by Member States.

10. Staff rule 103.12, Appointment and Promotion Board. The staff rule was revised to update it as well as include the introduction of the Field Service Selection Panel. The latter was established as one of four Panels of the Appointment and Promotion Board to advise the Director-General on appointments to field duty stations in
implementation of the field mobility policy referred to in paragraph one above. The amendments introduced in staff rule 103.12 are contained in annex III to the present document. The changes are underlined and deletions are shown in square brackets.

11. Staff rule 108.04, maternity leave and paternity leave. The staff rule was revised to introduce paternity leave for eligible staff members, in line with the recommendation of the ICSC and approved by the General Assembly at its seventy-sixth plenary meeting. The amendments introduced in staff rule 108.04 are contained in annex IV. The changes are underlined and deletions are shown in square brackets.

III. Representation of the UNIDO governing body on the UNIDO Staff Pension Committee

12. The UNIDO Staff Pension Committee established by the General Conference (GC.1/Dec.37) held three meetings in 2005 and three meetings during the period January to August 2006.

13. The General Conference at its eleventh session elected the following two members and two alternate members of the Staff Pension Committee for the biennium 2006-2007 (GC.11/Dec.19):

   Members: Mr. Khaled El Mekwad (Egypt)
             Mr. David Best (Switzerland)

   Alternate members: Mr. Iván Fernando Garcés Burbano (Ecuador)
                      Mr. I. Himato Zhimomi (India)

IV. Actions required by the Board

14. 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.32/10;
   
   “(b) Notes the amendments to staff rules 103.12, 108.04 and to appendices A and C to the staff rules.”
Annex I

Appendix A

Salary scales for staff in the General Service category showing annual gross, gross pensionable and net salary after application of staff assessment (Euros)

Effective 1 April 2006

<table>
<thead>
<tr>
<th>STEPS</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>
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<td>27 235</td>
<td>28 078</td>
<td>28 921</td>
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<td>33 121</td>
<td>33 924</td>
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<tr>
<td>Net</td>
<td>20 329</td>
<td>20 978</td>
<td>21 627</td>
<td>22 276</td>
<td>22 925</td>
<td>23 574</td>
<td>24 223</td>
<td>24 872</td>
<td>25 521</td>
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<td>26 819</td>
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<td>G-2</td>
<td>Gross</td>
<td>29 694</td>
<td>30 669</td>
<td>31 644</td>
<td>32 619</td>
<td>33 627</td>
<td>34 642</td>
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<td>37 686</td>
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<td>Net</td>
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<td>24 271</td>
<td>25 022</td>
<td>25 773</td>
<td>26 524</td>
<td>27 275</td>
<td>28 026</td>
<td>28 777</td>
<td>29 528</td>
<td>30 279</td>
<td>31 030</td>
<td>31 781</td>
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<tr>
<td>G-3</td>
<td>Gross</td>
<td>34 555</td>
<td>35 732</td>
<td>36 909</td>
<td>38 086</td>
<td>39 264</td>
<td>40 441</td>
<td>41 618</td>
<td>42 795</td>
<td>43 972</td>
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<td>46 236</td>
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<tr>
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<td>35 050</td>
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<td>45 624</td>
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<tr>
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<td>38 757</td>
<td>39 922</td>
<td>41 087</td>
<td>42 252</td>
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<td>Gross</td>
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<td>57 093</td>
<td>59 046</td>
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<td>66 991</td>
<td>69 255</td>
<td>71 519</td>
<td>73 783</td>
<td>76 046</td>
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<td>80 574</td>
<td>82 838</td>
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* Long-service step.
Annex II

Appendix C (100 series)

Scales of pensionable remuneration for the Professional and higher categories
(For purposes of pension benefits and pension contributions)
(United States dollars)

| LEVEL | I   | II   | III  | IV   | V    | VI   | VII  | VIII | IX   | X    | XI   | XII  | XIII | XIV  | XV   |
|-------|-----|------|------|------|------|------|------|------|------|------|------|------|------|------|
| D-2   | 201,224 | 205,799 | 210,371 | 214,939 | 219,512 | 224,083 |
| D-1   | 182,899 | 186,650 | 190,400 | 194,143 | 197,894 | 201,831 | 205,850 | 209,868 | 213,880 |
| P-5   | 152,193 | 155,383 | 158,571 | 161,764 | 164,953 | 168,142 | 171,330 | 174,524 | 177,711 | 180,901 | 184,092 | 187,289 | 190,708 |
| P-3   | 102,103 | 104,712 | 107,317 | 109,919 | 112,529 | 115,134 | 117,739 | 120,349 | 123,077 | 125,928 | 128,776 | 131,623 | 134,474 | 137,322 | 140,172 |
| P-2   | 83,765  | 86,101 | 88,428 | 90,760 | 93,091 | 95,421 | 97,752 | 100,079 | 102,414 | 104,745 | 107,073 | 109,406 |
| P-1   | 65,227  | 67,473 | 69,711 | 71,950 | 74,191 | 76,429 | 78,673 | 80,910 | 83,151 | 85,390 |

Effective 1 April 2006
Annex III

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 within 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.]

(a) (i) [The] An Appointment and Promotion Board shall be established by the Director-General to give advice on the appointment[, placement,] and promotion [and review] of staff in the [Director,] Professional and General Service categories, and at the D-2 and D-1 levels, except for [posts] staff in the [immediate] Office of the Director-General, [Advisors in the Office of the Director-General, UNIDO Representatives] heads of the Bureaux reporting to the Director-General, and entry grades G-1/G-2 in the General Service category;

(ii) The Appointment and Promotion Board shall also review permanent appointments and, subject to the provisions of staff regulation 4.1, be competent to give advice on the assignment of staff to field duty stations;

(iii) 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] four panels, which shall be composed and function [Their composition shall be] as follows:

(i) The [Director (and Principal Officers)] D-2 and D-1 Selection Panel
[This] The [Selection] Panel shall consist of [one Chairperson appointed for each session by the Director-General and composed of the Managing Directors,] the Managing Directors, the Chief of Cabinet and any person that the Director-General may appoint. The Chairperson shall be
appointed for each session by the Director-General from among the members of the Panel. The Secretary of the Panel shall be the Director, Human Resource Management Branch. The quorum of the Panel shall consist of three members, including the Chairperson.

(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 proposed by each Managing Director comprising at least two designated staff members for each seat of member and alternate member, i.e., at least four nominees;
- two members and two alternate members, appointed by the Director-General from a list proposed by the Staff Council comprising at least two designated staff members for each seat of member and alternate member, i.e., at least eight nominees;
- the Director, Human Resource Management Branch, or an authorized representative shall serve as a non-voting member of the Panel;
- the Secretary of the Panel shall be provided by the Human Resource Management Branch.

The quorum shall consist of three members or alternate members.

(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 proposed by each Managing Director comprising at least two designated staff members for each seat of member and each seat of alternate member, i.e., at least four nominees;
- two members and two alternate members, appointed by the Director-General from a list proposed by the Staff Council comprising at least two designated staff members for each seat of member and each seat of alternate member, i.e., at least eight nominees;
- the Director, Human Resource Management Branch, or an authorized representative shall serve as a non-voting member of the Panel;
- the Secretary of the Panel shall be provided by the Human Resource Management Branch.

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

(iv) The Field Service Selection Panel

This Panel shall consist of:

- one Chairperson and one alternate Chairperson appointed by the Director-General;
- the Managing Director, Programme Coordination and Field Operations Division (PCF);
- the Managing Director, Programme Development and Technical Cooperation Division (PTC);
- the Director, Regional and Field Coordination Branch, PCF;
- one member and one alternate member appointed by the Director-General from a list proposed by the Staff Council comprising at least two designated staff members for each seat of member and alternate member, i.e., at least four nominees;
- the Director, Human Resource Management Branch, or an authorized representative shall serve as a non-voting member of the Panel;
- 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.]

(v) Except for the D-2 and D-1 Selection Panel, the quorum for each Panel shall consist of three voting members or alternate members. The recommendations of each Panel shall wherever possible be reached without a vote. However, in cases where voting is necessary, the recommendations shall be adopted by a simple majority of the members of the panel concerned. In case of a tie, the Chairperson shall provide the casting vote.

(vi) The term of office of the panels shall be two years. The members [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] alternate members are appointed.

(vii) For any particular review [in the Professional Selection Panel or the General Service Selection Panel] made by any of the four panels, where an appointment or promotion is contemplated, the panel concerned [, with a quorum of three, will] shall be composed of voting members and alternate members at a grade not below the grade to which [an] the appointment or promotion is contemplated. Members and alternate members on the[se] panels shall normally 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] 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 IV

Rule 108.04

Maternity leave/Paternity leave

(a) A staff member shall be entitled to maternity leave in accordance with the following provisions:

(i) The leave shall commence six weeks prior to the anticipated date of birth upon production of a certificate from a duly recognized medical practitioner indicating the anticipated date of birth. However, at the staff member's request and upon production of a certificate from a duly recognized medical practitioner indicating that she is fit to continue to work, the absence may be permitted to commence less than six weeks but normally not less than two weeks before the anticipated date of birth;

(ii) The leave shall extend for a total period of sixteen weeks from the time it is granted. The post-delivery leave shall therefore extend for a period equivalent to sixteen weeks less the period between the commencement of the maternity leave and the actual date of birth, subject to a minimum of ten weeks. However, the staff member, on her request, may be permitted to return to work after the lapse of a minimum period of six weeks following delivery;

(iii) The staff member shall receive maternity leave with full pay for the entire duration of her absence in accordance with (i) and (ii) above. However, if due to a miscalculation on the part of the medical practitioner or midwife as to the date of birth the pre-delivery leave is more than six weeks, the staff member shall receive full pay to the actual date of birth and will be allowed the minimum of ten weeks of post-delivery leave as provided in (ii) above.

(b) Sick leave shall not be granted for the duration of maternity leave except where serious complications arise.

(c) Annual leave shall accrue during the period of maternity leave, provided that the staff member returns to service for at least six months after the completion of maternity leave.

(d) A staff member shall be entitled to time off for two 30-minute periods daily in order to nurse her child for such periods as may be authorized.

(e) [Where both husband and wife are staff members of UNIDO, an unused portion of maternity leave to which the mother would otherwise have been entitled under paragraph (a) above may be used as paternity leave by the father of the child, up to a maximum period of four weeks.] Male staff members shall be entitled to paternity leave within the limits and under terms and conditions established by the Director-General. A duration of up to four weeks paid leave for paternity purposes shall be granted to staff at Headquarters and family duty stations and up to eight weeks for staff at non-family duty stations.