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Personnel matters, including new social security agreement

Personnel matters

Report by the Director-General

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

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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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I. Developments on personnel-related matters

1. Since the issuance of the last report (IDB.35/13 of 3 October 2008), 25 appointments have been made in the Professional and higher categories. Eleven appointments or 44 per cent of the total were made from countries in list A; six appointments or 24 per cent of the total were for field positions. The number of Professional staff serving in the field offices has increased from 36 to 61, or by 69 per cent, since the field mobility policy was launched on 1 April 2006.

2. Two Bulletins and an Administrative Instruction¹ on areas that are important for the Organization's work were approved after extensive discussions with staff representatives. They relate to: (a) the management of staff members assigned to UNIDO field offices as Industrial Development Officers, (b) gender mainstreaming, and (c) a comprehensive policy on post classification. The purpose of the new arrangements with respect to staff assigned to the field is to put into practice the delivery of UNIDO's services as "One UNIDO" and to promote, within its resources, more effective programmatic and operational linkages between Headquarters and the field. The Director-General's Bulletin on gender mainstreaming provides a general policy for mainstreaming gender issues in programmes, as well as in terms of human resources management, while the comprehensive policy on post classification provides the framework and detailed procedures for the classification of posts.

3. The UNIDO Executive Board² also took wide-ranging decisions aimed at facilitating the career development of General Service staff members following recommendations made by a task force that reviewed relevant issues such as career development and the current utilization of General Service resources.

4. The Director-General also continued his tradition of meeting with new staff to outline his expectations of them. The Human Resource Management Branch also introduced a mechanism of meeting with new staff members very early in their career in the Organization. These meetings are aimed at ensuring that issues relevant to new staff members are addressed in a timely fashion, thus facilitating their early integration and contribution to organizational goals.

5. The ten positions for the Young Professionals Programme (YPP) were advertised in 23 national, regional and international newspapers/magazines (of which two were online). The objective was to ensure a wide coverage and target non- and under-represented countries. 1248 applications were received. 503 applicants were shortlisted and were screened via online tests which comprised a general economic test and a branch-specific test. Fifty-two candidates were retained after this process and they have been invited to Headquarters to undergo a full assessment process consisting of a written test, a presentation to professional staff of the relevant branches as well as an interview, an in-basket exercise to ascertain teamwork capabilities, organizational, and planning skills and a

¹ See DGB(M).108 of 20 March 2009, Management of staff members assigned to the field as Industrial Development Officers (IDOs); DGB(M).110 of 21 April 2009, Policy on gender equality and the empowerment of women; UNIDO/PSM/HRM/AI.1 of 20 March on classification of posts in the General Service and Professional and higher categories.

² Comprising the Chief of Cabinet and Managing Director under the chairmanship of the Director-General.

competency-based interview. The assessment process is being held during the months of April and May 2009.

II. Common system developments

Salary scale for staff in the Professional and higher categories

6. **Schedule I to the staff regulations.** The concept of the base/floor salary scale was introduced by the General Assembly in resolution 44/198, section I.H., of 21 December 1989. The scale is set by reference to the salary scale of the comparator civil service (the federal civil service of the United States of America) in Washington, D.C. Periodic adjustments are made on the basis of a comparison of net base salaries of United Nations officials with the corresponding salaries of their counterparts in the United States federal civil service.

7. By resolution 63/251 of 24 December 2008, the General Assembly approved, effective 1 January 2009, a revised base scale for staff in the Professional and higher categories. The scale reflects the consolidation, on a no loss/no gain basis, of 2.33 multiplier points of post adjustment into the base salary scale.

8. The increase of the base/floor salary scale by 2.33 per cent does not affect the level of remuneration of staff, as the post-adjustment portion has been reduced by the amount consolidated into the base salary. Upon implementation of the revised base salary scale, revised post-adjustment indices and multipliers have been established by the International Civil Service Commission (ICSC) for all duty stations. Changes in post-adjustment multipliers due after 1 January 2009 have been effected on the basis of the movement of the newly consolidated post-adjustment indices.

9. The revised base salary scale for staff in the Professional and higher categories, effective 1 January 2009, is set out in Annex I to this document.

10. The consolidation of 2.33 per cent of post adjustment into base salaries on a no loss/no gain basis had resulted in some gains under different elements of the end-of-service benefits for eligible staff. These gains can, however, be absorbed under the existing budgetary provisions.

Rates of dependency allowances for staff in the Professional and higher categories

11. **Annex I to the staff regulations.** By its resolution 63/251, the General Assembly approved a new methodology and the revised amounts of dependency allowances for staff in the Professional and higher categories, namely the revised amounts of the children's allowance, disabled children's allowance and the secondary dependant's allowance.

12. Under the new methodology, the children's allowance for staff in the Professional and higher categories have been established as a global flat-rate amount of \$2,686 per annum, which is to be reviewed by the ICSC on a biennial basis and which is to be converted to local currency using the official United Nations exchange rate at the time of its implementation. For duty stations where, at the time of implementation, the revised amounts will be lower than the

amounts currently in effect, the General Assembly approved transitional measures up to 1 January 2013 so as to protect the eligible staff against a sharp reduction in the level of the allowances.

13. The revised amount of a disabled children's allowance has been established at \$5,372 per annum, which is double the global flat rate of the children's allowance, while the revised amount of the secondary dependant's allowance at \$940 per annum, represents 35 per cent of the global flat rate of the children's allowance.

14. The revised amounts of the dependency allowances for staff in the Professional and higher categories, which became effective 1 January 2009, are set out in Annex II to this document. The revised amounts are underlined. The formerly applicable amounts are shown in square brackets.

15. The revised amounts for most of the eligible UNIDO staff, specifically those serving in Austria and in some other hard currency locations, are slightly lower than the amounts which were in effect prior to 1 January 2009. As such, they did not result in any financial implications. The increases in the dependency allowances in some individual cases will be absorbed under the existing budgetary provisions.

Amounts of education grant and special education grant

16. **Annex II to the staff regulations.** By its resolution 63/251 the General Assembly also approved changes to the existing education grant scheme in 16 individual countries/currency areas in which the grant was administered.

17. Annex III to the present document shows the revised amounts which are underlined. The formerly applicable amounts are shown in square brackets.

18. The financial implications of the changes approved are estimated at approximately €27,000 under the regular/operational budget for 2009 and can be absorbed under the existing budgetary provisions.

III. Matters related to the staff rules

Salary scale for staff in the General Service category

19. **Appendix A to the staff rules.** In accordance with the Flemming principle, General Service (GS) 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 United Nations General Assembly. It is the cornerstone of the methodology followed by the 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."

20. Following the Vienna survey of the best prevailing conditions of employment of staff carried out by ICSC in November 2007, the cycle for the mandatory interim adjustment to the GS salary scales changed to November 2008. Following the publication of the November 2008 movement of the Austrian consumer price index (CPI) and determination of the due interim adjustment, the VIC-based organizations

(VBOs) agreed on the new GS salary scales, which showed a 1.33 per cent increase over the GS salary scales, which had been in effect since 1 April 2007.

21. The revised GS salary scales, which have been implemented effective 1 November 2008, are set out in Annex IV to this document.

22. The financial implications related to the implementation of the revised GS salary scales amounted to approximately €25,300 as part of the regular budget, €5,900 as part of the operational budget and €1,660 as part of the Buildings Management Service (BMS) funds for the period 1 November to 31 December 2008 and €151,800 as part of the regular budget, €35,400 as part of the operational budget and €9,960 as part of the BMS funds for the year 2009. The total amount of €230,020 can be absorbed by the existing budgetary provisions.

Dependency allowances for staff in the General Service category at Vienna

23. **Appendix A to the staff rules.** Based on the November 2007 survey results of best prevailing conditions of employment of staff of the GS category at Vienna, the ICSC also recommended the revised rates of the dependency allowances for GS staff at Vienna. These have been agreed upon by the VBOs for implementation effective 1 November 2007 and are set out in Annex V to this document. The revised amounts are underlined. The formerly applicable amounts are shown in square brackets.

24. Furthermore, effective 1 January 2008, Austria introduced some changes to its government grant scheme (*Familienbeihilfe*). In particular it increased the grant for all ages under the “third child” category and created new and higher amounts of the grant for all ages under the “fourth and every additional child” category. Accordingly, the VBOs agreed on the necessary adjustments to the United Nations dependency allowances for GS staff at Vienna, which have been implemented effective 1 January 2008 and which are set out in Annex VI to this document. The revised amounts are underlined. The formerly applicable amounts are shown in square brackets.

25. The financial implications of the above changes amounted to approximately €2,700 per annum and have been fully absorbed by the existing budgetary provisions.

Education grant

26. **Appendix E to the staff rules.** Based on the General Assembly resolution 63/251 approving changes to the existing education grant scheme in 16 individual countries/currency areas, adjustments have been made to the existing level of maximum admissible expenses and the maximum reimbursement level as well as flat rates for boarding in the UNIDO education grant scheme. The new levels are applicable to eligible staff for the school year in effect on 1 January 2009. The revised text of Appendix E to the staff rules is shown in Annex VII to this document. In the new text the revised amounts are underlined and the formerly applicable amounts are shown in square brackets.

Official travel

27. **Appendix G to the staff rules.** The text of paragraph (r) of the appendix outlining special arrangements for travel on appointment, change of duty station, education grant, home leave, family visit and repatriation travel has been amended to reflect that the minimum period of stay in the place of a family visit is seven calendar days excluding travel time (identical to the one for home leave) and that the minimum period of stay at the duty station under an education grant travel is fourteen calendar days excluding travel time.

28. The revised text of paragraph (r) is shown in Annex VIII to this document.

Fixed-term appointments

29. **Staff rule 103.10.** The rule has been amended to reflect a special condition of service for staff members employed under the Young Professionals Programme, namely that for staff appointed under the YPP, the three-year period shall be the maximum duration of employment under this programme. The revised text of staff rule 103.10 is shown in Annex IX to this document.

Inter-organizational movement of staff

30. **Staff rule 104.04.** The rule has been amended to reflect the introduction of a new instrument governing inter-agency mobility of staff, namely the Inter-Agency Mobility Accord, which replaced the Inter-Organization Agreement concerning Transfer, Secondment and Loan of staff among the Organizations applying the United Nations Common System of Salaries and Allowances. The revised text of the staff rule is shown in Annex X to this document.

IV. Representation of the UNIDO Governing Body on the UNIDO Staff Pension Committee

31. By decision GC.1/Dec.37, the General Conference accepted the regulations of the United Nations Joint Staff Pension Fund and established the UNIDO Staff Pension Committee. The UNIDO Staff Pension Committee held two meetings in 2008 and two meetings during the period January to April 2009.

32. In decision GC.12/Dec.18, the Conference elected two members and two alternate members of the UNIDO Staff Pension Committee for the biennium 2008-2009. The Board may wish to recommend to the Conference at its thirteenth session candidates for elections to the Committee for the biennium 2010-2011.

V. Action required by the Board

33. 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.36/19;

“(b) Notes the amendments made in pursuance to staff regulation 13.3 to Schedule I and annexes I and II of the staff regulations in order to bring them into conformity with the decision of the General Assembly set out in resolution 63/251;

“(c) Further notes the amendment to appendices A, E and G to the staff rules and to the staff rules 103.10 (b) and 104.04.”

“(d) Recommends to the General Conference at its thirteenth session the following candidates for the election of two members and two alternate members of the UNIDO Staff Pension Committee for the biennium 2010-2011

Members: (country)

..... (country)

Alternate Members: (country)

..... (country).”

Annex I

Schedule I to the staff regulations

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 January 2009

LEVEL	S T E P S															
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV	
Director																
D-2	Gross	145 112	148 187	151 322	154 540	157 757	160 974									
	Net D	107 176	109 267	111 359	113 451	115 542	117 633									
	Net S	98 461	100 226	101 985	103 737	105 486	107 225									
Principal Officer																
D-1	Gross	132 609	135 310	138 006	140 707	143 409	146 107	148 809	151 578	154 402						
	Net D	98 674	100 511	102 344	104 181	106 018	107 853	109 690	111 526	113 361						
	Net S	91 206	92 802	94 394	95 982	97 568	99 150	100 725	102 300	103 870						
Senior Officer																
P-5	Gross	109 690	111 987	114 285	116 581	118 879	121 175	123 474	125 771	128 068	130 365	132 662	134 959	137 257		
	Net D	83 089	84 651	86 214	87 775	89 338	90 899	92 462	94 024	95 586	97 148	98 710	100 272	101 835		
	Net S	77 190	78 578	79 962	81 345	82 726	84 102	85 478	86 851	88 222	89 590	90 956	92 318	93 680		
First Officer																
P-4	Gross	89 982	92 075	94 168	96 261	98 356	100 475	102 694	104 909	107 126	109 340	111 559	113 774	115 991	118 209	120 426
	Net D	69 287	70 794	72 301	73 808	75 316	76 823	78 332	79 838	81 346	82 851	84 360	85 866	87 374	88 882	90 390
	Net S	64 521	65 894	67 266	68 634	70 002	71 369	72 735	74 098	75 460	76 822	78 181	79 540	80 898	82 254	83 609
Second Officer																
P-3	Gross	73 546	75 483	77 424	79 358	81 299	83 235	85 172	87 113	89 050	90 988	92 928	94 863	96 803	98 739	100 716
	Net D	57 453	58 848	60 245	61 638	63 035	64 429	65 824	67 221	68 616	70 011	71 408	72 801	74 198	75 592	76 987
	Net S	53 629	54 912	56 198	57 480	58 765	60 046	61 328	62 614	63 895	65 178	66 457	67 737	69 014	70 294	71 573
Associate Officer																
P-2	Gross	59 908	61 643	63 375	65 110	66 843	68 575	70 310	72 039	73 775	75 510	77 242	78 978			
	Net D	47 634	48 883	50 130	51 379	52 627	53 874	55 123	56 368	57 618	58 867	60 114	61 364			
	Net S	44 679	45 812	46 941	48 073	49 202	50 334	51 484	52 630	53 782	54 930	56 076	57 227			
Assistant Officer																
P-1	Gross	46 553	48 036	49 514	51 122	52 785	54 450	56 118	57 785	59 447	61 114					
	Net D	37 708	38 909	40 106	41 308	42 505	43 704	44 905	46 105	47 302	48 502					
	Net S	35 570	36 675	37 781	38 886	39 991	41 095	42 201	43 293	44 379	45 466					

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

Rates of dependency allowances for staff in the Professional and higher categories

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:

[(a) Children's allowance / disabled child allowance

For eligible staff members in receipt of the allowance prior to 1 January 2007.....US\$1,936 / 3,872 per annum

For staff members who became eligible to the allowance on or after 1 January 2007.....US\$1,780 / 3,560 per annum]

[(b) Secondary dependant's allowance

For eligible staff members in receipt of the allowance prior to 1 January 2007.....US\$693 per annum

For staff members who became eligible to the allowance on or after 1 January 2007.....US\$637 per annum]

(i) At US\$ [1,936/1,780] 2,686 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\$ [3,872/3,560] 5,372. 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\$ [1,936/1,780] 2,686 shall be payable in respect of the child.

(ii) Where there is no dependent spouse, a single annual allowance of US\$ [693/637] 940 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

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\$ [18,048] 19,311 (US\$ [34,598] 39,096 for attendance at an educational institution in the United States of America) of admissible educational expenses, up to a maximum grant of US\$ [13,536] 14,484 (US\$ [25,959] 29,322 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\$ [5,235] 5,483 (US\$ [8,109] 8,666 United States) plus 75 per cent of admissible costs of attendance up to US\$ [18,048] 19,311 (US\$ [34,598] 39,096 in the United States) per year, with a maximum grant of US\$ [18,771] 19,967 (US\$ [34,058] 37,988 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\$ [18,048] 19,311 (US\$ [34,598] 39,096 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.

Appendix A to the staff rules

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 November 2008

		S T E P S											
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII*
G-1	Gross	26 504	27 376	28 247	29 119	30 003	30 909	31 816	32 723	33 630	34 536	35 443	36 350
	Gross pens.	26 112	26 983	27 855	28 726	29 597	30 469	31 340	32 212	33 083	33 955	34 826	35 697
	Net	21 002	21 673	22 344	23 015	23 686	24 357	25 028	25 699	26 370	27 041	27 712	28 383
G-2	Gross	30 834	31 882	32 931	33 980	35 028	36 077	37 126	38 174	39 223	40 272	41 320	42 369
	Gross pens.	30 396	31 404	32 412	33 419	34 427	35 435	36 443	37 451	38 458	39 466	40 474	41 482
	Net	24 301	25 077	25 853	26 629	27 405	28 181	28 957	29 733	30 509	31 285	32 061	32 837
G-3	Gross	35 984	37 200	38 416	39 632	40 849	42 065	43 281	44 497	45 713	46 929	48 145	49 361
	Gross pens.	35 345	36 514	37 683	38 852	40 021	41 190	42 358	43 527	44 696	45 865	47 034	48 203
	Net	28 112	29 012	29 912	30 812	31 712	32 612	33 512	34 412	35 312	36 212	37 112	38 012
G-4	Gross	41 949	43 357	44 783	46 293	47 803	49 313	50 823	52 333	53 843	55 354	56 864	58 374
	Gross pens.	41 078	42 431	43 784	45 151	46 559	47 968	49 376	50 784	52 192	53 600	55 008	56 416
	Net	32 526	33 568	34 610	35 652	36 694	37 736	38 778	39 820	40 862	41 904	42 946	43 988
G-5	Gross	49 165	50 910	52 655	54 400	56 145	57 890	59 635	61 380	63 125	64 870	66 614	68 359
	Gross pens.	47 830	49 457	51 084	52 711	54 338	55 965	57 592	59 219	60 846	62 473	64 100	65 727
	Net	37 634	38 838	40 042	41 246	42 450	43 654	44 858	46 062	47 266	48 470	49 674	50 878
G-6	Gross	57 732	59 749	61 767	63 784	65 801	67 819	69 836	71 854	73 871	75 888	77 906	79 923
	Gross pens.	55 818	57 699	59 580	61 461	63 342	65 223	67 104	69 114	71 132	73 149	75 167	77 184
	Net	43 545	44 937	46 329	47 721	49 113	50 505	51 897	53 289	54 681	56 073	57 465	58 857
G-7	Gross	67 638	69 975	72 313	74 651	76 988	79 326	81 664	84 001	86 339	88 677	91 014	93 352
	Gross pens.	65 054	67 236	69 574	71 912	74 249	76 587	78 925	81 262	83 600	85 938	88 275	90 613
	Net	50 380	51 993	53 606	55 219	56 832	58 445	60 058	61 671	63 284	64 897	66 510	68 123

* Long-service step.

Annex V

Appendix A (continued)

Dependency allowances:

Revised allowance effective 1 November 2007 (Euros net per annum)			
Dependent child	1st child	2nd child	3rd and each additional child
Under 3	<u>2,323</u>	<u>2,477</u>	<u>2,629</u>
3 and over	<u>2,404</u>	<u>2,564</u>	<u>2,717</u>
10 and over	<u>2,629</u>	<u>2,783</u>	<u>2,935</u>
19 and over	<u>2,891</u>	<u>3,044</u>	<u>3,197</u>
Dependent spouse			<u>597 euros per annum</u>
Additional allowance for first child of single, widowed, divorced or legally separated parent			<u>494 euros per annum</u>
[For eligible staff members in receipt of the allowance prior to 1 August 2002			398 euros per annum
For staff member who became eligible to the allowance on or after 1 August 2002			364 euros per annum]
Secondary dependant			174 euros per annum

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.

Annex VI

Appendix A (continued)

Dependency allowances:

[Dependent child	Euros net per annum]		
	[1st child	2nd child	3rd and each additional child]
[Under 3	2,323	2,477	2,629]
[3 and over	2,404	2,564	2,717]
[10 and over	2,629	2,783	2,935]
[19 and over	2,891	3,044	3,197]

Revised allowance effective 1 January 2008
(Euros net per annum)

<u>Dependent child</u>	<u>1st child</u>	<u>2nd child</u>	<u>3rd child</u>	<u>4th and each additional child</u>
Under 3	<u>2.323</u>	<u>2.477</u>	<u>2.743</u>	<u>2.924</u>
3 and over	<u>2.404</u>	<u>2.564</u>	<u>2.831</u>	<u>3.011</u>
10 and over	<u>2.629</u>	<u>2.783</u>	<u>3.049</u>	<u>3.229</u>
19 and over	<u>2.891</u>	<u>3.044</u>	<u>3.311</u>	<u>3.491</u>

Dependent spouse	597 euros per annum
Additional allowance for first child of single, widowed, divorced or legally separated parent	494 euros per annum
Secondary dependant	174 euros per annum

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.

Annex VII

Appendix E

Education grant

Definitions

(a) For the purposes of the provisions of rule 106.17, rule 206.16 and this appendix:

- (i) “Child” means a child of a staff member who is dependent upon the staff member for main and continuing support. “Disabled child” means a child who is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability;
- (ii) “Home country” means the country of home leave of the staff member under rule 107.03 or 207.02. If both parents are eligible staff members, “home country” means the country of home leave of either parent;
- (iii) “Duty station” means the country, or area within commuting distance notwithstanding national boundaries, where the staff member is serving.

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\$ [18,048] 19,311 per year (US\$ [34,598] 39,096 in the United States), with a maximum grant of US\$ [13,536] 14,484 (US\$ [25,949] 29,322 in the United States) a year;
 - (B) Where the institution does not provide board, US\$ [3,490] 3,655 (US\$ [5,406] 5,777 in the United States) plus 75 per cent of the cost of attendance up to US\$ [13,395] 14,439 (US\$ [27,391] 31,393 in the United States) per year, with a maximum grant of US\$ [13,536] 14,484 (US\$ [25,949] 29,322 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\$ [18,048] 19,311 (US\$ [34,598] 39,096 in the

United States) per year, with a maximum grant of US\$ [13,536] 14,484 (US\$ [25,949] 29,322 in the United States) a year;

(B) Where such an educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Director-General, no suitable educational facilities exist in that area, the amount of the grant shall be calculated at the same rates as specified in subparagraph (i) above.

(iii) The education grant shall be payable from the scholastic year following the child's fifth birthday, or in which the child completes his or her fifth year provided this occurs in the first term of that scholastic year;

(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\$ [5,235] 5,483 (US\$ [8,109] 8,666 in the United States) plus 75 per cent of the admissible costs of attendance up to US\$ [18,048] 19,311 (US\$ [34,598] 39,096 in the United States) per year, with a maximum grant of US\$ [18,771] 19,967 (US\$ [34,058] 37,988 in the United States) a year.

(c) "Cost of attendance" referred to in paragraph (b) above is defined as the cost of enrolment, registration, tuition, prescribed textbooks, additional mandatory courses and activities directly related to the school programme or curriculum, examinations and diplomas, but not school supplies, equipment or school uniforms, insurance, medical examinations, donations and contributions or any other optional charges. It may include the cost of midday meals and the cost of daily group transportation when these are provided by the school or on a school-wide basis and the cost is included in the school bill for the child's education.

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

(i) Attendance at a nursery school;

(ii) Attendance at a free school or one charging only nominal fees at the duty station;

(iii) Correspondence courses, except those that, in the opinion of the Director-General, are the best available substitute for full-time attendance at a school of a type not available at the duty station;

(iv) Private tuition, except tuition in a language of the home country at duty stations where satisfactory school facilities for learning that language are not available, tuition of the language of the duty station, when prescribed by a local school as a precondition for admitting the child to the grade corresponding to the grade he or she has reached elsewhere, and as a supplement to the regular school programme tuition for special coaching in a subject taught by the school or in any additional academic subject not included in the school curriculum but required for the pursuit of the child's subsequent education;

(v) Vocational training or apprenticeship that does not involve full-time schooling or in which the child receives payment for services rendered.

(e) The grant shall be payable up to the end of the school year in which the child completes four years of post-secondary studies even if a degree has been attained after three years. The grant will not normally be payable beyond the school year in which the child reaches the age of 25 years. If the child's education is interrupted for at least one school year by national service, illness or other compelling reasons, the period of eligibility shall be extended by the period of interruption.

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

(g) Where the period of service of the staff member does not cover the full scholastic year, the amount of the grant for that year shall normally be that proportion of the grant otherwise payable that the period of service bears to the full scholastic year.

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\$ [13,536] 14,484 (US\$ [25,949] 29,322 in the United States) will be published and updated regularly.

Advances against the education grant

(i) Staff members who are eligible for the education grant in respect of their children and who are required to pay all or a portion of school fees at the beginning of the school year may apply for an advance against their entitlement to the education grant. Any advance approved will be considered as due from the staff member until it is discharged by certification of the entitlement or is recovered.

Travel

(j) A staff member to whom an education grant is payable under subparagraphs (b)(i) or (b)(ii)(B) above in respect of his or her child's attendance at an educational institution shall be entitled to travel expenses for the child of one round trip each scholastic year between the educational institution and the duty station, provided that:

(i) Such travel expenses shall not be paid if the requested journey is unreasonable, either because of its timing in relation to other authorized travel of the staff member or his or her eligible family members or because of the brevity of the visit in relation to the expense involved;

(ii) Where attendance is for less than two thirds of the school year or the staff member's service does not cover two thirds of the school year, travel expenses shall not normally be payable;

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

(k) In the case of staff members serving at designated duty stations, where no suitable educational institution exists for the schooling of children in the language or in the cultural tradition desired by the staff member, such travel expenses may be paid twice in the year in which the staff member is not entitled to home leave.

Claims

(l) Claims for the education grant shall be submitted in writing and supported by evidence satisfactory to the Director-General.

Special education grant for disabled children

(m) A special education grant for disabled children shall be available to staff members of all categories, regardless of whether they are serving in their home country, provided that they have an appointment of one year or longer or have completed one year of continuous service.

(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\$ [18,048] 19,311 (US\$ [34,598] 39,096 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\$ [18,048] 19,311 (US\$ [34,598] 39,096 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\$ [18,048] 19,311 (US\$ [34,598] 39,096 in the United States) per year.

(o) The grant shall be computed on the basis of the calendar year if the child is unable to attend a normal educational institution, or on the basis of the school year if the child is in full-time attendance at a normal educational institution while receiving special teaching or training. The grant shall be payable in respect of any disabled child from the date on which the special teaching or training is required up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 25 years. In exceptional cases, the age limit may be extended up

to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 28 years.

(p) Where the period of service of the staff member does not cover the full school year or calendar year, the amount of the grant shall be that proportion of the annual grant that the period of service bears to the full school or calendar year.

Annex VIII

Appendix G

Special arrangements for travel on appointment, change of duty station, 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 authorized travel on appointment, change of duty station, 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. For children entitled to student or youth 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. This arrangement is deemed to cover all other entitlements relating to the specific travel, including any surface travel. 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. 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. With respect to home and family leave travel, the staff member is required to submit proof that he or she as well as eligible family members spent a minimum of seven consecutive calendar days, excluding authorized travel time, in the country authorized for home/family leave. For education grant travel [The] 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 family visit and] at the duty station [for education grant travel].

Annex IX

Staff rule 103.10

Fixed-term appointments

(a) No change.

(b) The fixed-term appointment does not carry any expectancy of renewal or conversion to another type of appointment. In the interest of the programme activities of the Organization and subject to satisfactory performance and budgetary coverage, fixed-term appointments shall normally be extended for a period of three years. Extensions of fixed-term appointments exceeding the normal three-year period up to a maximum of five years may exceptionally be granted under conditions established by the Director-General. For staff appointed under the Young Professionals Programme the three-year period is the maximum duration of employment under this programme.

(c) No change.

Probationary period

(d) No change.

(e) No change.

Annex X

Staff Rule 104.04

Inter-organization exchange [loan, secondment] and transfer

(a) The Director-General may exchange and/or transfer [loan the services of] a staff member with/ to another Organization participating in the United Nations common system, provided that such exchange or transfer [loan] in no way diminishes the rights and entitlements of the staff member under his or her letter of appointment with [to] the Organization.

[(b) The Director-General may agree to the secondment or transfer of a staff member to another Organization participating in the United Nations common system.]

[(c)] (b) The inter-organization exchange [loan, secondment] and transfer referred to in paragraph[s] (a) [and (b)] above shall be governed by the terms of the Inter-Agency Mobility Accord [Inter-Organization Agreement concerning Transfer, Secondment and Loan of staff among the Organizations applying the United Nations Common System of Salaries and Allowances].