



Industrial Development Board

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Item 10 of the provisional agenda

Personnel matters

Personnel matters

Report by the Director General

In line with staff regulations 13.2 and 13.4, the present document provides information on personnel-related matters in the Secretariat, including amendments made to the staff rules and regulations. The report furthermore complements the information provided in the *Annual Report of UNIDO 2012* (IDB.41/2, chapter 1).

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I. Developments on personnel-related matters

1. In the *Annual Report of UNIDO 2012*, several key initiatives in the area of human resource management were described including the alignment of corporate and individual goals through the new staff performance management system which also introduced the multi-rater 360 degrees feedback; the introduction of the human capital management module in UNIDO's new enterprise resource planning system (ERP) and the substantial efforts carried out by the Organization to train, coach and equip staff members to work effectively with the new tools including coaching on the desired behaviours as part of the Organization-wide culture change. This training effort is essential and will continue to accompany the implementation of the Programme for Change and Organizational Renewal. Appendices J and K of the *Annual Report* also provided information on UNIDO employees, including on gender and geographical balance. Additional updates on key issues are described below.

2. Under the new UNIDO Framework for Staff Performance Management, the first full performance cycle covering the period from January to December 2012 was implemented with 92 per cent of staff reaching the end of cycle and completion phases on 28 February 2013. The multi-rater 360 degrees performance feedback and appraisal of the core values, core competencies and managerial competencies defined in the competency framework was implemented. The new Staff Performance Management (SPM) system, in particular the competency framework and the feedback mechanism, is considered to have provided the basis and tools to reinforce the desired behaviours as part of the Organization-wide culture change. As behavioural changes normally occur over time, it is envisaged that the effects of the new SPM system shall be closely monitored, adapted with lessons learned and allowed to mature so that it achieves the desired culture change.

3. The new Framework for the Recruitment and Administration of Personnel under Individual Service Agreement (ISA) was implemented in the context of supporting UNIDO's technical cooperation programmes and projects. Information on ISA holders is contained in appendix E of the *Annual Report*. As at 31 March 2013, a total of 1,348 ISA holders, including 882 men and 466 women, were in service.

4. Staff-management consultations, including through the mechanism of the Joint Advisory Committee, were productive resulting in the agreed recommendations for senior management's approval of a number of policy frameworks as mentioned in the present report as well as the bidding process, evaluation and selection of a new administrator of the medical insurance scheme.

II. Common system developments

5. The present report also informs the Board of recent decisions taken by the International Civil Service Commission (ICSC) and recommendations adopted by the United Nations General Assembly that are of relevance to UNIDO.

Mandatory age of separation

6. **Staff regulation 10.2:** Staff regulation 10.2 is proposed to be amended to reflect the endorsement by the United Nations General Assembly of the ICSC decision to support the recommendation of the United Nations Joint Staff Pension Board (UNJSPB) to increase the mandatory age of separation to the age of 65 for staff members of the member organizations of the Pension Fund to be recruited on or after 1 January 2014.

7. Following the results of the 31st actuarial valuation of the Pension Fund, which revealed a deficit of 1.87 per cent of pensionable remuneration as at 31 December 2011, which was the Fund's second deficit, following that of 0.38 per cent of pensionable remuneration as at 31 December 2009, the UNJSPB at its meeting in July 2012 expressed its readiness to increase the normal retirement age to 65 years for new participants of the Fund with effect from no later than 1 January 2014 and, in that connection, urged the ICSC and the member organizations to also raise their Mandatory Age of Separation accordingly for new staff members appointed on or after that date.

8. The High-Level Committee on Management of the United Nations Chief Executives Board for Coordination decided at its twenty-fourth session in September 2012¹ that in anticipation of the possible changes in the normal retirement age, every organization should be encouraged to initiate any necessary process — organizational and procedural — with a view to raising the MAS to the age of 65 years for new staff members as of 1 January 2014. In that regard, the United Nations Secretariat stated that if the United Nations General Assembly approves the proposals of the UNJSPB Board and the ICSC, the United Nations Secretariat will amend the Staff Regulations and submit them to the General Assembly for its approval.

9. By resolution 67/240 of 24 December 2012, the General Assembly noted with concern the results of the two consecutive actuarial valuations of the UNJSPB. Given the impact that increased longevity of Fund participants has had on the actuarial situation, and in line with the advice of the consulting actuary and the Committee of Actuaries of the Fund, it authorized the UNJSPB to increase the normal retirement age to 65 for new participants, with effect not later than from 1 January 2014, subject to a decision of the General Assembly on a corresponding increase in the mandatory age of separation.

10. By resolution 67/257 of 12 April 2013, the General Assembly also endorsed the ICSC decision² to support the recommendation of the UNJSPB to raise the mandatory age of separation to age 65 for new staff of member organizations of the Pension Fund, effective no later than 1 January 2014. The General Assembly also welcomed the strategic review being undertaken by the secretariat of the ICSC, in consultation with organizations and staff representatives, of the implications of applying the increased mandatory age of separation of 65 years to current staff members, and requested that the outcome of the review be considered at the sixty-eighth session of the General Assembly. The Board may wish to note in this

¹ CEB/2012/5.

² A/67/30 — Report of the International Civil Service Commission for 2012, para. 85.

connection that as of 31 March 2013, 21.8 per cent of UNIDO current staff members (or 137, including 21 in the Professional and higher categories) would be due for mandatory retirement at the age of 60, and the rest at 62.

11. In their deliberations on the increase of the mandatory age of separation, the ICSC members were of the view, *inter alia*, that the decision on extending the separation age should not be left to individual organizations. It was a common system issue, as different separation ages could fracture the common system and introduce competition among organizations.³

12. The proposed amendment to Staff Regulation 10.2 is shown in annex I to the present document; new text is underlined. The proposed amendment is made to align UNIDO's regulations with the above decisions.

Comprehensive review of the compensation package

13. By resolution 67/257 of 12 April 2013, the General Assembly took note of the ICSC decision to conduct a comprehensive review of the compensation package for staff in the Professional and higher categories with due regard to the financial situation of the organizations participating in the common system and their capacity to attract a competitive workforce.

Standards of conduct for the international civil service

14. By the same resolution the General Assembly approved, with effect from 1 January 2013, the revised standards of conduct for the international civil service as contained in annex IV to the report of the Commission.⁴ The revised standards will be reviewed for implementation and Member States will be informed accordingly in due course.

III. Matters related to the staff rules

Salary scale for staff in the General Service category

15. **Appendix A to the staff rules.** Based on the ICSC methodology for determining salary levels of General Service (GS) staff, local salary surveys are conducted by the ICSC at all headquarters and field duty stations on a periodic basis. During the periods between the salary surveys, the GS salary scale is subject to interim adjustments, which should be made on the basis of movements of an appropriate wage or price index or a combination of indices.

16. Thus, according to the ICSC methodology, the interim adjustment to the GS salary scale in Vienna is based on the movement of the combined indices, namely the local consumer price index and the local wage index for office workers. The previous interim adjustment to the Vienna GS salary scale was effected in November 2011. Based on the officially published movements of the local

³ A/67/30 — Report of the International Civil Service Commission for 2012, para. 84.

⁴ A/67/30 — Report of the International Civil Service Commission for 2012.

consumer price index and of the local wage index for office workers in the period November 2011 to October 2012, the VIC-based organizations agreed that the GS salary scale in Vienna was due for the next interim adjustment on 1 November 2012 and that the revised salary scale should reflect an increase of 3.02 per cent.

17. The revised GS salary scale, which was implemented effective 1 November 2012, is set out in annex II to the present document. The increased costs under the revised salary have been estimated at €75,000 for the remainder of 2012 (€60,000 under the regular budget and €15,000 under the operational budget) and at €450,000 per year, including €360,000 under the regular budget and €90,000 under the operational budget.

Scale of pensionable remuneration for the Professional and higher categories

18. **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 (base salary plus post adjustment) of officials in the Professional and higher categories in New York are adjusted.

19. With effect from 1 February 2013, the post adjustment multiplier for New York was revised from 65.7 to 68.7. Accordingly, the ICSC has promulgated the revised scale of pensionable remuneration effective 1 February 2013, which is shown in annex III. The increased costs under the revised scale of pensionable remuneration for the remainder of 2013 have been estimated at €74,600 under the regular budget and at €17,800 under the operational budget and for the biennium 2014-2015 at €156,500 under the regular budget and €37,400 under the operational budget.

New system of the end-of-service-allowance applicable to the staff in the General Service category serving at Headquarters

20. **Staff rules 110.07, 110.13 and appendices B and O to the staff rules.** Staff rules 110.07 and 110.13 and appendices B and O to the staff rules have been amended or developed to reflect the introduction of a new system of the end-of-service-allowance (EOSA) for staff in the General Service category serving at Headquarters. The new EOSA system has been developed by the Vienna-based international organizations in consultation with their respective Staff Councils and the ICSC in response to the corresponding changes in the Austrian law governing this allowance (“Abfertigung”).

21. The new EOSA system was implemented effective 1 January 2013 for staff members in the GS category at Headquarters who entered on duty on or after 1 January 2013 under an appointment under the 100- or 300-series of the staff rules. The eligible staff already on board prior to 1 January 2013 will remain subject to the previous EOSA system, except those who may wish to switch prospectively to the new system in accordance with and under the conditions established in appendix O to the staff rules. Based on the number of such long-serving eligible GS staff at

Headquarters who would be due to retire from service by 2015 and who may decide to switch to the new system, the additional costs arising from the introduction of the new EOSA system were estimated at €46,700. In the long run, the new system is expected to result in savings for the Organization.

22. The revised staff rules 110.07 and 110.13 and appendices B and O are shown in annexes IV to VI to the present document, with new text underlined and deletions shown in square brackets.

Lump sum option for removal and unaccompanied shipment entitlements

23. **Staff rule 109.12 and appendix H to the staff rules.** Staff rule 109.12 and appendix H to the staff rules have been amended to reflect the introduction of a lump sum option in lieu of the removal and unaccompanied shipment entitlements of staff members and to align the duration of the payment of the storage costs with the maximum duration of assignments under the UNIDO Field Mobility Policy. The lump sum option has been introduced in line with practice at the United Nations Secretariat and in the United Nations common system and in order to streamline the administration of the benefits and entitlements of internationally recruited staff members and also to allow staff members the flexibility to manage their relocation in a manner that best fits their personal needs. A staff member who exercises this option will organize the shipment and is required to waive all associated obligations by the Organization.

24. The lump sum option was introduced effective 22 March 2013 with respect to unaccompanied shipment and removal entitlements of staff members appointed, reassigned, transferred or separated on or after that date.

25. The revised staff rule 109.12 and appendix H to the staff rules are shown in annexes VII and VIII, with new text underlined and deletions shown in square brackets.

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

26. 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 Committee held two meetings in 2012 and one during the period January to May 2013.

27. With decision GC.14/Dec.20, the Conference elected two members and two alternate members of the UNIDO Staff Pension Committee for the biennium 2012-2013 and authorized the Board to proceed with the election for any of the Committee posts should they become vacant before the General Conference holds its fifteenth session. The Secretariat has been informed by the current members and alternate members that they have left or may be leaving Austria by mid-2013, i.e. before the end of their term in the Staff Pension Committee.

28. The Board may therefore wish to proceed with the election for the posts that have become or are becoming vacant to ensure full representation in the Staff

Pension Committee for the remainder of 2013. The Board may also wish to recommend to the Conference at its fifteenth session candidates for election to the Committee for the biennium 2014-2015.

V. Action required by the Board

29. 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.41/19;

(b) Takes note of the decision of the International Civil Service Commission to conduct a comprehensive review of the compensation package and of the approval by the United Nations General Assembly of the revised standards of conduct for the international civil service;

(c) Approves, in accordance with staff regulation 13.2, provisionally and without prejudice to the acquired rights of the staff, the proposed amendment to staff regulation 10.2, by which the mandatory age of separation for staff appointed on or after 1 January 2014 be established at 65 years, and recommends to the General Conference the final approval of this amendment;

(d) Further notes the amendments to appendices B, H and O to the staff rules and to staff rules 109.12, 110.07, and 110.13 made in compliance with staff regulation 13.4;

(e) Elects the following two members and two alternate members of the UNIDO Staff Pension Committee for the remainder of 2013:

Members: (country)

..... (country)

Alternate: (country)

..... (country);

(f) Recommends to the General Conference at its fifteenth session the following candidates for the election of two members and two alternate members of the UNIDO Staff Pension Committee for the biennium 2014-2015:

Members: (country)

..... (country)

Alternate: (country)

..... (country);

(g) Also recommends to the General Conference at its fifteenth session to authorize the Industrial Development Board to proceed with the election for any of the above-mentioned post that might become vacant before the General Conference holds its sixteenth session.”

Annex I

Staff regulation 10.2

Staff shall not be retained in active service beyond the age of 60 years or, if appointed on or after 1 January 1990, beyond the age of 62 years, or beyond the age of 65 years, if appointed on or after 1 January 2014, unless the Director-General decides, in the interest of the Organization, to extend the age limit in individual cases. Such extension shall normally not be granted for more than a total period of two years in the case of staff in the Professional and higher categories or in the General Service and related categories, or five years in the case of staff specifically engaged for service with technical co-operation projects.

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 (in Euros)

Effective 1 November 2012

		S T E P S											
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII*
G-1	Gross	29 010	29 959	30 947	31 935	32 923	33 911	34 899	35 886	36 874	37 862	38 850	39 838
	Gross pens.	28 507	29 458	30 409	31 360	32 311	33 262	34 214	35 166	36 117	37 068	38 020	38 970
	Net	22 937	23 668	24 399	25 130	25 861	26 592	27 323	28 054	28 785	29 516	30 247	30 978
G-2	Gross	33 827	34 972	36 116	37 261	38 405	39 550	40 695	41 839	42 984	44 128	45 297	46 525
	Gross pens.	33 183	34 284	35 384	36 484	37 584	38 684	39 785	40 886	41 985	43 085	44 185	45 286
	Net	26 530	27 377	28 224	29 071	29 918	30 765	31 612	32 459	33 306	34 153	35 000	35 847
G-3	Gross	39 447	40 776	42 104	43 432	44 761	46 172	47 597	49 022	50 446	51 871	53 296	54 720
	Gross pens.	38 586	39 863	41 138	42 414	43 691	44 967	46 243	47 519	48 794	50 118	51 445	52 774
	Net	30 689	31 672	32 655	33 638	34 621	35 604	36 587	37 570	38 553	39 536	40 519	41 502
G-4	Gross	46 039	47 687	49 335	50 983	52 630	54 278	55 926	57 574	59 222	60 870	62 517	64 165
	Gross pens.	44 845	46 322	47 799	49 291	50 829	52 366	53 904	55 441	56 978	58 515	60 051	61 589
	Net	35 512	36 649	37 786	38 923	40 060	41 197	42 334	43 471	44 608	45 745	46 882	48 019
G-5	Gross	54 112	56 017	57 923	59 829	61 735	63 641	65 546	67 452	69 358	71 264	73 170	75 075
	Gross pens.	52 216	53 992	55 768	57 545	59 321	61 097	62 873	64 649	66 425	68 201	69 978	71 754
	Net	41 082	42 397	43 712	45 027	46 342	47 657	48 972	50 287	51 602	52 917	54 232	55 547
G-6	Gross	63 465	65 668	67 871	70 074	72 277	74 480	76 683	78 886	81 088	83 291	85 494	87 697
	Gross pens.	60 936	62 990	65 044	67 097	69 151	71 203	73 258	75 312	77 365	79 418	81 471	83 524
	Net	47 536	49 056	50 576	52 096	53 616	55 136	56 656	58 176	59 696	61 216	62 736	64 256
G-7	Gross	74 274	76 828	79 381	81 935	84 488	87 042	89 596	92 149	94 703	97 257	99 810	102 364
	Gross pens.	71 019	73 401	75 955	78 506	81 058	83 610	86 163	88 714	91 266	93 818	96 370	98 921
	Net	54 994	56 756	58 518	60 280	62 042	63 804	65 566	67 328	69 090	70 852	72 614	74 376

* Long-service step.

Annex III

Appendix C to the staff rules

Scale of pensionable remuneration for the Professional and higher categories
(For purposes of pension benefits and pension contributions)
(In United States dollars)
Effective 1 February 2013

LEVEL	S T E P S														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
D-2	231 676	236 943	242 208	247 468	252 732	257 995									
D-1	210 577	214 896	219 215	223 524	227 842	232 374	237 003	241 629	246 248						
P-5	175 226	178 897	182 568	186 245	189 915	193 588	197 258	200 934	204 605	208 278	211 951	215 632	219 569		
P-4	143 031	146 571	150 103	153 637	157 180	160 711	164 248	167 788	171 321	174 854	178 387	181 935	185 465	189 002	192 540
P-3	117 554	120 559	123 558	126 554	129 559	132 557	135 557	138 562	141 702	144 985	148 264	151 543	154 825	158 104	161 384
P-2	96 441	99 131	101 810	104 495	107 179	109 862	112 545	115 226	117 913	120 597	123 276	125 962			
P-1	75 099	77 684	80 261	82 838	85 419	87 995	90 580	93 155	95 735	98 313					

Annex IV

Staff rule 110.07

Termination indemnity

(a) Payment of termination indemnity under Staff Regulation 10.6 and Schedule IV of the Staff Regulations shall be calculated:

(i) For staff in the Professional and higher categories, on the basis of the staff member's gross salary less staff assessment according to the schedule of rates set forth in paragraph (i) of Schedule III of the Staff Regulations applied to the gross salary;

(ii) For staff in the General Service and related categories, on the basis of the staff member's gross salary, including language allowance and non-resident's allowance, if any, less staff assessment according to the schedule of rates set forth in paragraph (ii) of Schedule III of the Staff Regulations applied to the gross salary alone.

(b) "Completed years of service" referred to in paragraph (a) of Schedule IV of the Staff Regulations shall be deemed to comprise the total period of a staff member's full-time continuous service with the Organization, including any such service performed under a United Nations appointment immediately prior to 1 January 1986. Completed months of service shall be taken into account on a proportionate basis. Continuity of such service shall not be considered as broken by periods of special leave without pay or with partial pay, but full months of any such periods exceeding one calendar month shall not be credited as service for indemnity purposes; periods of less than one calendar month shall not affect the ordinary rates of accrual.

(c) [Upon separation from service after three years or more of continuous service with the Organization, staff members in the General Service and related categories may be paid an end-of-service allowance in accordance with the terms and conditions set forth in Appendix B to the Staff Rules.] In cases where the staff member is eligible for payment of a termination indemnity as well as the end-of-service allowance in line with Rule 110.13, the staff member shall be granted either of the payments, whichever yields a greater amount.

Staff rule 110.13

End-of-service allowance

Staff members in the General Service category may be paid an end-of-service allowance in accordance with the terms and conditions set forth in Appendix O to these Staff Rules. In cases where the staff member is eligible for payment of a termination indemnity in line with Rule 110.07 as well as the end-of-service allowance, the staff member shall be granted either of the payments, whichever yields a greater amount.

Annex V

Appendix B

Conditions governing local recruitment, overtime compensation[,] and night differential [and end of service allowance]

Local recruitment

Pursuant to rules 103.06 and 103.07

(a) The following staff members in the General Service category shall be regarded as having been locally recruited in accordance with staff rule 103.06 and shall not be eligible for international benefits as provided under staff rule 103.07:

- (i) Nationals of Austria and persons who have been granted permanent residence in Austria;
- (ii) Persons whose presence in Austria is due to the employment or permanent residence of the spouse;
- (iii) Persons who, at the time of their appointment, have been living in Austria for more than one year or have been gainfully employed in Austria for a total of 6 months or more during the 12 months preceding their appointment, it being understood that:

(A) Intermittent temporary departure shall not be considered to have interrupted the stay or employment;

(B) Presence due to employment on a recognized international basis will not be taken into account in determining eligibility for international recruitment. For the purpose of this appendix, employment on a recognized international basis means employment with the United Nations, a specialized agency or International Atomic Energy Agency, embassies, consulates, government missions and governmental international organizations, if the person has been granted the benefits stipulated by the employer for internationally recruited staff. Presence due to employment with a business concern will be considered individually;

- (iv) Persons recruited to serve in posts normally filled locally.

(b) A staff member regarded as having been locally recruited under subparagraph (a) (iv) above and who is not excluded from eligibility for international benefits under subparagraphs (a) (i) to (iii) above shall be considered as having been internationally recruited and shall be eligible for the allowances and benefits provided in staff rule 103.07, if he or she is reassigned, after an appropriate examination, to a post within the General Service category that otherwise, in the opinion of the Director-General, would have to be filled by recruitment from outside Austria.

Overtime compensation

(c) Pursuant to staff rule 106.20, staff members in the General Service category or in the Manual Worker category who are required to work overtime shall

be given compensatory time off, or may receive additional payment in accordance with the following provisions:

(i) Overtime means time worked in excess of the basic work week on the instructions of the proper authority;

(ii) Work in excess of the basic work week performed between 0600 hours and 2000 hours on any of the five scheduled work days is regular overtime;

(iii) Work in excess of the basic work week performed after 2000 hours or before 0600 hours on a scheduled work day, on the sixth or seventh day of the work week, or on an official holiday, is special overtime. However, the Director-General may require all staff members at Headquarters to work on a holiday that falls during a period of exigency. In that event the Director-General shall set another working day to be observed as the holiday and the holiday falling during the period of exigency shall be treated as a normal working day.

(d) Compensation for overtime shall be reckoned to the nearest one half-hour; overtime of less than one half-hour on any day during the basic work week shall be disregarded.

(e) Except as provided in paragraph (f) below, compensation for overtime shall take the form of compensatory time off with regular overtime compensated by equal time off and special overtime by time and one half. Subject to the exigencies of the service, compensatory time off will be granted within four months following the month in which it is earned. When a staff member has compensatory time off to his or her credit at the end of a calendar month, any absence during that month not charged to sick leave or official holiday shall be charged first to his or her compensatory time off.

(f) Overtime may be compensated by an additional payment in the following circumstances:

(i) The first eight hours of special overtime worked during one month shall be so compensated unless the staff member concerned requests that compensatory time off be granted;

(ii) When it is not possible to give compensatory time off due to the exigencies of the service.

(g) The additional payment for overtime shall be calculated on the basis of the aggregate of the hourly rate of the staff member's base salary and language allowance and non-resident's allowance. Payment shall be at one-and-one-half times the rate for regular overtime and twice the rate for special overtime.

(h) In the interest of the health of the staff and the efficiency of the service, supervisors shall not require a staff member to work more than 40 hours of overtime during any one month except where unusual exigencies of the service so require.

(i) The Director-General may prescribe special conditions and rates of overtime for groups of staff whose duties are normally performed according to a schedule other than the five-day basic work week or whose scheduled normal hours of work differ considerably from those of the majority of the staff.

Night differential

(j) Pursuant to rule 106.21, a staff member shall receive, for any regular working hours between 2000 hours and 0600 hours, a night differential at the rate of 15 per cent of step VI of the salary level for staff in the General Service and Manual Worker categories and at the rate of 10 per cent of the aggregate of the net salary and post adjustment of staff in the Professional and higher categories.

(k) Payments shall be reckoned to the nearest hour, and work periods of less than one half-hour shall not be taken into consideration.

[End-of-service allowance]

(a) Upon separation from service, a staff member in the General Service, Manual Worker or Language Teacher category who separates from service with the Organization shall be eligible for the payment of an end-of-service allowance on one of the following conditions:

(i) Upon expiration of a fixed-term appointment, after 3 years or more of continuous service with the Organization;

(ii) Upon retirement, including early retirement, after 10 years or more of continuous service with one or more of the United Nations common system of organizations at Vienna provided that such payment has not been made by another of these organizations;

(iii) Upon death, after 3 years or more of continuous service with the Organization. Either the death grant provided in staff rule 110.10(a)(vi) or half of the end-of-service allowance, whichever is greater, shall be paid to a surviving spouse, or, in the absence thereof, to dependent children;

(iv) Upon resignation after childbirth, after 5 years or more of continuous service with the Organization. In this case, half of the allowance, up to a maximum of 3 months' salary, will be paid;

(v) Upon resignation, after 3 years or more of continuous service with UNIDO to join another organization participating in the United Nations common system without a break in service;

(vi) Upon termination of appointment, including termination for health reasons, after 3 years or more of continuous service with UNIDO. In this case, either the termination indemnity or the end-of-service allowance, whichever is greater, will be paid.

(b) The end-of-service allowance shall not be payable in cases of summary dismissal, abandonment of post, or resignation, except for the reasons specified in subparagraphs (iv) and (v) of paragraph (a) above.

(c) The end-of-service allowance shall be calculated on the basis of gross salary less staff assessment, plus language allowance and non-resident's allowance, if any, according to the following scale:

Completed years of continuous service	Amount of allowance in terms of months
3	2
5	3
10	4
15	6
20	9
25 or more	12

Part-time staff will be paid half of the rates shown above.

(d) In calculating the amount of the allowance to be paid, the entire service of the staff member shall be taken into account, subject to an appropriate reduction of the service credit for the period from 1 January 1972 up to 30 September 1987 in the case of staff in the General Service category and up to 28 February 1987 in the case of staff in the Manual Worker or Language Teacher category, during which periods the element of severance pay was taken into account in their respective salary scales.

(e) Staff members shall not accrue service credit towards the end-of-service allowance during full months of special leave with partial pay or without pay. A period of less than 30 days of such leave shall not affect the ordinary rates of accrual.]

Annex VI

Appendix O

End-of-service allowance

(a) Staff members in the General Service category at Headquarters, who entered on duty before 1 January 2013 on an appointment under the 100 Series Staff Rules shall be eligible for an end-of-service allowance as set out in subparagraphs (i) to (v) below:

(i) An eligible staff member shall be entitled for the payment of an end-of-service allowance on one of the following conditions:

(A) Upon expiration of a fixed-term appointment, after 3 years or more of continuous service with the Organization;

(B) Upon retirement, including early retirement, after 10 years or more of continuous service with one or more of the United Nations common system organizations at Vienna provided that such payment has not been made by another of these organizations;

(C) Upon death, after 3 years or more of continuous service with the Organization. Either the death grant provided in staff rule 110.10(a)(vi) or half of the end-of-service allowance, whichever is greater, shall be paid to a surviving spouse, or, in the absence thereof, to dependent children;

(D) Upon resignation after childbirth, after 5 years or more of continuous service with the Organization. In this case, half of the allowance, up to a maximum of 3 months' salary, will be paid;

(E) Upon resignation, after 3 years or more of continuous service with the Organization to join another organization participating in the United Nations common system without a break in service;

(F) Upon termination of appointment, including termination for health reasons, after 3 years or more of continuous service with the Organization. In this case, either the termination indemnity or the end-of-service allowance, whichever is greater, will be paid;

(G) Upon conversion from the General Service to the Professional category, provided that the staff member had at least 3 years of continuous service with the Organization.

(ii) The end-of-service allowance shall not be payable in cases of summary dismissal, abandonment of post, or resignation, except for the reasons specified in subparagraphs (D) and (E) of paragraph (i) above.

(iii) The end-of-service allowance shall be calculated on the basis of gross salary less staff assessment (plus language allowance and non-resident's allowance, if applicable), according to the following scale:

<u>Completed years of continuous service</u>	<u>Amount of allowance in terms of months</u>
<u>3</u>	<u>2</u>
<u>5</u>	<u>3</u>
<u>10</u>	<u>4</u>
<u>15</u>	<u>6</u>
<u>20</u>	<u>9</u>
<u>25 or more</u>	<u>12</u>

In the case of part-time employment or a combination of full-time and part-time employment, the calculation of the allowance will be based on the staff member's net base salary during the last month of service.

(iv) In calculating the amount of the allowance to be paid, the entire service of the staff member shall be taken into account, subject to an appropriate reduction of the service credit for the period from 1 January 1972 up to 30 September 1987 in the case of staff in the General Service category and up to 28 February 1987 in the case of staff in the former Manual Worker category, during which periods the element of severance pay was taken into account in their respective salary scales. The end-of-service allowance shall be computed according to the following steps:

(A) The allowance that would have been due for the staff member's total completed years of service had the scheme been in effect from the date of entry on duty shall be calculated as a percentage of final annual salary;

(B) The payment made through the salary scales for service performed between 1 January 1972 and 31 March 1981 (2.85 per cent per annum) and between 1 April 1981 and either 28 February 1987 or 30 September 1987 (3 per cent per annum) will be calculated as a percentage of annual salary; the calculation for the recovery amount, i.e. the appropriate percentage for service during the period of January 1972 to September or February 1987, respectively, shall be based on step 06 of the actual grade(s) held by a staff member using the salary scale in force at the time of separation. Amounts for language(s) allowance(s) and/or non-resident's allowance are disregarded;

(C) The percentage obtained under (B) shall be subtracted from the percentage obtained under (A);

(D) The percentage obtained under (C) shall be multiplied by the staff member's annual salary upon separation to arrive at the amount payable;

(E) The payable amount is compared with the entitlement to EOSA counting a staff member's service as of 1 October 1987, where no deduction is necessary. Should this result in a greater amount, the greater amount shall be payable;

(v) Staff members shall not accrue service credit towards the end-of-service allowance during full months of special leave with partial pay or without pay. Periods of less than 30 days of such leave shall not affect the ordinary rates of accrual.

(b) Staff members in the General Service category at Headquarters, who entered on duty on or after 1 January 2013 under an appointment under the 100- and 300-Series Staff Rules shall be eligible for an end-of-service allowance as set out in subparagraphs (i) to (iii) below:

(i) An eligible staff member who separates from service with the Organization shall be entitled for the payment of an end-of-service allowance on one of the following conditions:

(A) Upon separation from service, including resignation and retirement: However, at the time of separation, payment of the end-of-service allowance may be deferred upon the staff member's request for a maximum period of six months. During this period, the amount of end-of-service allowance payable shall be held by the Organization in abeyance and no interest shall accrue on the amount. At the end of that six-month period, if the former staff member has not commenced a further appointment with the Organization that provides an entitlement to an end-of-service allowance, the end-of-service allowance held in abeyance by the Organization shall be paid to the former staff member. However, if at any time during that six-month period the former staff member were to commence a new appointment with the Organization that provides an entitlement to an end-of-service allowance, the sum held in abeyance by the Organization will continue to be held and the calculation of the staff member's end-of-service allowance upon final separation, or separation that lasts longer than six months, shall be based on the total period of qualifying service at the Organization, less the period of any break(s) of six months or less:

(B) Upon death in service. Either the death grant or half of the end-of-service allowance, whichever is higher in amount, shall be paid to a surviving spouse or, in the absence thereof, to a surviving dependent child or children:

(C) Upon transfer to another duty station. The end-of-service allowance shall be paid at the time of transfer. If the staff member returns to Headquarters, the calculation of his/her end-of-service allowance upon final separation will be based on the total period of qualifying service. However any amount paid on transfer will be deducted from the final entitlement:

(D) Upon termination of contract, including agreed termination and termination for health reasons, to the extent that the end-of-service allowance exceeds the amount of the termination indemnity:

(E) Upon promotion from the General Service to the Professional category. The end-of-service allowance shall be paid at the time of promotion:

(ii) The end-of-service allowance shall be paid in the form of a lump sum equal to 2 per cent of the final monthly net base salary (plus language allowance and non-resident's allowance, if applicable) multiplied by the total number of months of completed service starting from the second month of service.

(iii) Staff members shall not accrue service credit towards end-of-service allowance during full months of special leave with partial pay or without pay. Periods of less than 30 days of such leave will not affect the ordinary rates of accrual.

(c) Staff members who are eligible for an end-of-service allowance under paragraph (a), i.e. who entered on duty before 1 January 2013 may freeze their entitlement under the current system at a certain agreed date and switch prospectively to the new end-of-service allowance system set out in paragraph (b) above. In this case, the entitlement under paragraph (a) above shall continue to be governed by the provisions specified in paragraph (a) above, the amount of which would be calculated based on the period of service up to the agreed date of the switching, but based on the net base salary during the last month of service. Such staff members may exercise this one-time option by 31 December 2013; the actual agreed date of the switching may be any date up to 31 December 2017. The total amount of the end-of-service allowance payable to such staff members shall in no case exceed 12 months of net base salary in the last month of service (plus language allowance and non-resident's allowance, as applicable).

Annex VII

Rule 109.12

Removal costs

Full Removal or payment of the lump sum portion of the assignment grant and the non-removal element

(a) When an internationally recruited staff member is to serve at a duty station for a continuous period that is expected to be two years or more, the Director-General shall decide whether to pay costs for the removal of the staff member's personal effects and household goods or to pay the lump-sum portion of the assignment grant and the non-removal element of the mobility/hardship allowance under the following circumstances:

- (i) Upon initial appointment for a period of two years or longer;
- (ii) Upon completion of two years of continuous service;
- (iii) Upon change of duty station, provided that the staff member is expected to serve at the new duty station for a period of two years or longer and that, in exceptional cases where the expected period of service is one year or more but less than two years, the Director-General may authorize payment of removal costs under the present rule in lieu of the lump-sum portion of an assignment grant and the non-removal element of a mobility/hardship allowance;
- (iv) Upon separation from service, provided that the staff member had an appointment for a period of two years or longer or had completed not less than two years of continuous service.

Normally, removal costs will be paid in the case of service at the Headquarters duty station of an organization participating in the United Nations common system, and the lump-sum portion of an assignment grant and the non-removal element of a mobility/hardship allowance will be paid in the case of service at a duty station in the field.

(b) Under subparagraphs (a)(i) and (ii) above, the Organization shall pay the costs of removal either from the staff member's place of recruitment or place of home leave, provided that the personal effects and household goods were in the staff member's possession at the time of appointment and are being transported for his or her own use. Payment of removal costs from a place other than those specified may be authorized by the Director-General in exceptional cases, on such terms and conditions as the Director-General deems appropriate. No expenses shall be paid for removing a staff member's personal effects and household goods from one residence to another at the duty station.

(c) Under subparagraph (a)(iv) above, the Organization shall pay the costs of removal from the official duty station to any one place to which the staff member is entitled to be returned under Staff Rule 109.01(c) or to another place authorized by the Director-General in exceptional cases on such terms and conditions as the Director-General deems appropriate, provided that the effects and goods were in the staff member's possession at the time of separation from service and are being transported for his or her own use.

(d) Payment by the Organization of the removal costs shall be subject to the terms and conditions set out in appendix H to the Staff Rules.

(e) In addition to the removal costs under this rule, the cost of transporting a privately owned car to a duty station may be partially reimbursed under conditions established by the Director-General, provided that the duty station to which the car is transported is one of the duty stations designated for that purpose and that the assignment of the staff member to the duty station is expected to be for a period of two years or more or that the initial assignment for a lesser period is extended so that the total period of assignment becomes two years or more.

(f) When an internationally recruited staff member is assigned to a duty station where payment of the non-removal element of a mobility/hardship allowance, rather than payment of removal costs, is authorized, the Organization shall pay the costs of storage of personal effects and household goods within the limits and subject to the conditions set out in appendix H to the Staff Rules.

Lump sum option in lieu of full removal

(g) On arrival at the duty station upon appointment or assignment for two years or longer, transfer or separation from service of a staff member appointed for two years or longer, internationally recruited staff members entitled to removal costs under subparagraph (a) above, may opt for a lump sum option in lieu of the removal entitlement, at rates and conditions set by the Director-General.

Annex VIII

Appendix H

Transportation of personal effects and household goods

1. Definitions

For the purposes of these provisions:

(a) “Excess baggage” shall mean baggage in excess of the weight or volume carried without charge by transportation companies;

(b) “Personal effects and household goods” shall include all effects and goods normally required for personal or household use provided that animals, boats, cars, motor cycles, trailers and other power-assisted conveyances shall in no case be considered as such effects and goods.

2. Excess baggage

(a) Staff members travelling by air economy class or its equivalent shall be entitled to payment of excess baggage for themselves and their eligible family members to the extent of the difference between the free baggage allowance by first class and by economy class or its equivalent.

(b) When baggage is carried without charge by one transportation company, but considered as excess by a company furnishing subsequent transportation other than by air, the traveller may be reimbursed for the charges involved provided he or she obtains a statement from the company making the charges that the baggage was considered as excess.

(c) Charges for excess baggage by air, other than those authorized under paragraph (a) above, shall not be reimbursable unless, in the opinion of the Director-General, the circumstances under which the staff member is travelling are of a sufficiently exceptional and compelling nature to warrant such reimbursement.

3. Unaccompanied shipments

(a) On travel on home leave, family visit or education grant, when the authorized travel is by air or by land, charges for unaccompanied shipment of personal baggage may be reimbursed up to a maximum, including the net weight or volume of packing but excluding crating and lift vans, of:

(i) 50 kg (110 lb) or 0.31 cubic metres (11 cubic feet) by surface means per person in respect of each journey, except as provided in subparagraph (ii) below. At the request of the staff member, this entitlement may be converted to an additional 10 kg of accompanied excess baggage or its equivalent as established by the Director-General;

(ii) 200 kg (400 lb) or 1.24 cubic metres (44 cubic feet) by surface means for travel on education grant in respect of the first outward journey to, or the final return journey from, an educational institution.

(b) On travel on appointment or assignment for less than one year or on separation from service in the case of an appointment for less than one year, staff

members, including project personnel in short-term status, may be authorized to ship personal effects at the Organization's expense by the most economical means, as determined by the Director-General, up to a maximum of 100 kg (220 lb) or 0.62 cubic metres (22 cubic feet), including the weight or volume of packing but excluding crating and lift vans. Where the appointment or assignment is extended for a total period of one year or more, the staff member shall be paid expenses for an additional shipment of personal effects and household goods up to the maximum entitlements established in subparagraph (c) below.

(c) On travel on appointment or assignment for one year or more, on transfer or on separation from service in the case of an appointment for one year or more, where no entitlement to removal costs exists under rule 109.12, staff members, including project personnel in intermediate-term or long-term status, shall be paid expenses incurred in transporting personal effects and household goods by the most economical means, as determined by the Director-General, up to a maximum, including the weight or volume of packing but excluding crating and lift vans, of:

- (i) 1,000 kg (2,200 lb) or 6.23 cubic metres (220 cubic feet) for the staff member;
- (ii) 500 kg (1,100 lb) or 3.11 cubic metres (110 cubic feet) for the first family member;
- (iii) 300 kg (660 lb) or 1.87 cubic metres (66 cubic feet) for each additional family member

authorized to travel at the expense of the Organization.

(d) On travel on appointment, assignment, transfer or separation from service, where entitlement to removal costs does exist under rule 109.12, a staff member shall be paid expenses incurred in transporting a reasonable amount of personal effects and household goods, as an advanced removal shipment, by the most economical means, as determined by the Director-General, up to a maximum, including the weight or volume of packing but excluding crating and lift vans, of:

- (i) 450 kg (990 lb) or 2.80 cubic metres (99 cubic feet) for the staff member;
- (ii) 300 kg (660 lb) or 1.87 cubic metres (66 cubic feet) for the first family member;
- (iii) 150 kg (330 lb) or 0.93 cubic metres (33 cubic feet) for each additional family member

authorized to travel at the expense of the Organization. The weight or volume of any shipment under this subparagraph shall be deducted from the maximum weight or volume to which the staff member is entitled under paragraph 4 below.

(e) Unaccompanied shipments shall normally be made in one consignment and shall be within the limit of costs of transportation between the places of departure and destination of the authorized travel of the staff member or his or her family members. Reasonable costs of packing, crating, cartage, or unpacking and uncrating of such shipments under subparagraphs (a)(ii), (b), (c) and (d) above will be reimbursed within the limits of authorized weight or volume but costs for the servicing, dismantling, installing or special packing of personal effects and household goods shall not be reimbursed. Storage and demurrage charges shall not

be reimbursed unless, in the opinion of the Director-General, they are directly incidental to the transportation of the consignment.

(f) Where surface shipment under subparagraphs (a)(ii), (b), (c) or (d) above is the most economical means of transport, such shipment may be converted to air freight on the basis of one half of the weight or volume of the authorized surface entitlement when:

- (i) A staff member elects to convert the whole surface entitlement to air freight; or
- (ii) In the opinion of the Director-General, the conversion to air freight of a portion of the surface entitlement is necessary to meet urgent needs.

However, for shipments under subparagraph (c) above, a portion of the surface entitlement up to 10 per cent thereof may be converted to air freight, on the basis of the full weight or volume, except in case of separation from service or on appointment, assignment or transfer to Headquarters at Vienna or to a duty station in a city where the headquarters of one of the organizations participating in the United Nations common system is located. If the entitlement is under subparagraph (d) above, twice the weight or volume of the air freight shipment shall be deducted from the staff member's entitlement under paragraph 4 below.

(g) When the authorized travel is by air, the staff member may elect to convert the whole surface shipment relating to travel on home leave, family visit or education grant under subparagraph (a)(i) above to air freight on the basis of the one-half rule. No costs for packing, crating, unpacking and uncrating will be paid, but reasonable costs will be paid for cartage of such air freight shipments.

(h) Notwithstanding the one-half rule laid down in subparagraphs (f) and (g) above, conversion to air freight on the basis of the full weight or volume may be authorized in the following cases:

- (i) Where the cost of air freight is lower than surface shipment;
- (ii) Where there is an extraordinary risk of damage to, or loss of, the shipment in transit; or
- (iii) Where an excessive shipping delay is expected, particularly for shipment to land-locked countries.

However, for surface shipments under paragraph (a) above, conversion on the basis of the full weight or volume may be authorized only in the cases indicated in (i) and (ii) above.

4. Removal costs

Payment by the Organization of removal costs under staff rule 109.12 shall be subject to the following considerations:

(a) The maximum weight and volume for which entitlement to removal at the Organization's expense exists shall be 4,890 kg (10,800 lb) or 30.58 cubic metres (1,080 cubic feet), including the weight or volume of packing but excluding crating and lift vans, for a staff member with no spouse or dependent child and 8,150 kg (18,000 lb) or 50.97 cubic metres (1,800 cubic feet) for a staff member with a spouse or dependent child residing at the official duty station. Higher

maxima may be authorized if the staff member presents convincing evidence that his or her normal and necessary personal effects and household goods to be removed exceed those limits.

(b) Shipments under rule 109.12 and these provisions shall normally be made in one consignment. Reasonable costs of packing, crating, cartage, unpacking and uncrating of such shipments within the limits of the authorized weight or volume will be reimbursed, but costs for the servicing, dismantling, installing or special packing of personal effects and household goods shall not be reimbursed. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Director-General, they are directly incidental to the transportation of the consignment.

(c) Transportation of personal effects and household goods shall be by the most economical means, as determined by the Director-General, taking into account costs allowable under subparagraph (b) above.

(d) Where both husband and wife are staff members and each is entitled to removal of personal effects and household goods or to unaccompanied shipment under subparagraph 3(c) above, the maximum weight or volume that may be removed at the Organization's expense for both of them shall be that provided for a staff member with a spouse or dependent child residing at the official duty station.

(e) The Organization shall not pay removal costs in respect of staff recruited as project personnel under the 200 series Staff Rules.

5. Lump sum option in lieu of removal costs or unaccompanied shipments

(a) As an alternative to the arrangements described under the unaccompanied shipments (paragraph (b) and (c) and under removal costs (paragraphs (a) to (e) above), eligible staff members under the 100 or 200 series of the Staff Rules, as applicable, will be given the option to choose between the standard entitlement or the lump sum payment.

(i) **Lump sum for removal**, applies to staff members employed under the 100 series of the Staff Rules and eligible to full removal in accordance with Staff Rule 109.12 (a);

(ii) **Lump sum for unaccompanied shipment** applies to staff members employed under the 100 or 200 series of the Staff Rules, and entitled under Staff Rule 109.11 or 209.11 to unaccompanied shipment. A lump sum for shipment at a lower rate will also be available for eligible staff members employed under the 100 or 200 of the Staff Rules with appointments or assignments of less than one year.

(b) The lump sum shall be paid at different rates for staff members with or without a spouse and/or dependent children as set out by the Director-General.

(c) The lump sum is payable upon arrival at the duty station upon appointment, assignment or transfer, or upon separation from service. It is normally not subject to adjustment afterwards.

(d) The lump sum shall not be available on a partial basis. By opting for the lump sum, a staff member agrees to waive the entitlement to unaccompanied shipment or removal costs as well as any other related costs as set out in the present

Appendix (Unaccompanied shipment, paragraphs (b) to (g) and Removal Costs, paragraphs (a) to (e)), that would otherwise apply. The Organization is not responsible for any delays in the arrival of personal effects or household goods or additional expenses that may be incurred or liabilities that may arise as a result of opting for the lump sum. It is the staff member's responsibility to take out appropriate insurance; the provisions of section 6 below do not apply to the lump sum option.

(e) The lump sum option shall not apply upon separation if the staff member resigns before completing the minimum years or months of service required to become eligible to the lump sum option.

(f) Entitlement to the lump sum in lieu of removal costs shall normally cease if the lump sum has not been claimed within one year of the date on which the staff member became entitled to removal costs.

(g) Entitlement to the lump sum in lieu of unaccompanied shipment shall normally cease if the lump sum has not been claimed a) within six months of the date on which the staff member became entitled to unaccompanied shipment for staff members with appointments of one year or more and b) within 2 months, for staff members appointed for less than a year.

(h) 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.

[5.] 6. Insurance

(a) Staff members shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage. Compensation may, however, be paid in respect of loss of, or damage to, accompanied personal baggage, in accordance with such arrangements as may be in force under rules 108.07 or 208.08.

(b) In the case of unaccompanied shipments authorized under rule 109.11 or 209.11 and paragraph 3 above, except on home leave, family visit or education grant travel, insurance coverage shall be provided by the Organization as follows: for shipments under subparagraph 3(b), up to a maximum of US\$ 2,000 for the staff member and for shipments under subparagraph 3(c) or (d), up to a maximum of:

- (i) US\$ 16,000 for the staff member;
- (ii) US\$ 8,000 for the first family member;
- (iii) US\$ 4,800 for each additional family member.

Such insurance coverage shall not include articles of special value for which special premium rates are charged. The Organization shall not be responsible for the loss of, or damage to, unaccompanied baggage. When the unaccompanied shipment is in accordance with the entitlement for advance removal shipment authorized under subparagraph 3(d) above, the amount of the insurance coverage shall be deducted from the overall insurance entitlement authorized for removal shipments under subparagraph (c) below.

(c) The cost of insurance of personal effects and household goods in transit (excluding articles of special value for which special premium rates are charged) under paragraph 4 above shall be reimbursed, up to a maximum valuation of US\$ 80,000 for a staff member with no spouse or dependent child and US\$ 130,000 for a staff member with a spouse or dependent child residing at the official duty station. The Organization shall in no case be responsible for loss or damage.

(d) In the case of all shipments under subparagraphs 3(b), (c) or (d) or under paragraph 4 above, the staff member shall furnish the Organization, prior to shipment, with an itemized inventory in duplicate of all articles shipped, including all containers such as suitcases as well as their contents, and the replacement value in United States dollars of each article in the shipment. If no inventory is furnished, no insurance coverage will be provided.

[6.] 7. Storage charges

(a) When an internationally recruited staff member is assigned to a duty station where payment of the non-removal element of a mobility/hardship allowance, rather than payment of removal costs, is authorized, the Organization shall pay the costs for the storage of personal effects and household goods and other pertinent charges, including the cost of insurance up to a maximum of US\$ 40,000 for a staff member with no spouse or dependent child and US\$ 65,000 for a staff member with a spouse or dependent child, provided that:

(i) The staff member is assigned from a duty station to which he or she enjoyed removal entitlement under rule 109.12(a) or would have enjoyed such entitlement had the staff member been recruited from outside the area of the duty station;

(ii) The staff member is expected to return to the same duty station within [five] four or eight years or the maximum duration set by the Director-General for service in the field;

(iii) The quantity of personal effects and household goods stored does not exceed the difference between the maximum allowance under subparagraph 4(a) above and the amount actually shipped under paragraph 3 above. The maximum insurance value shall be reduced accordingly.

(b) Storage charges shall not be paid beyond the [five-year period] maximum number of years set by the Director-General for service in the field following the date of assignment.