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Personnel matters

Personnel matters

Report by the Director General

In line with staff regulations 13.3 and 13.4, the present document provides information on personnel-related matters in the Secretariat, common system developments and amendments made to the staff rules and regulations. The report complements the information provided in the *Annual Report of UNIDO 2013* (IDB.42/2, chapter 1, and annexes (i) and (j)) and in the report on UNIDO activities related to the implementation of the recommendations relating to the management criteria contained in the "Strategic Guidance Document" (IDB.42/16, section V, Human resource management).

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I. Developments on personnel-related matters

1. Several major indicators of the status and achievements in the area of human resource management (HRM) and staffing in 2013 are reported in the *Annual Report of UNIDO 2013* (IDB.42/2), chapter 1 and in the annexes. These include (a) the number of internationally and locally recruited staff members and Individual Service Agreement (ISA) holders; (b) a breakdown of internationally and locally recruited staff members by the series of staff rules, grade, gender and duty station; (c) a breakdown of internationally and locally recruited ISA holders by gender and duty station; (d) a breakdown of training and courses; (e) UNIDO's field representation; (f) a breakdown of ISA contracts by nationality and by Lists of States; (g) the results of the staff performance management system and other information.
2. Additional information on HRM issues, including but not limited to succession planning, geographical balance, gender balance and changes in the overall staffing level of UNIDO over the past five years, including at senior level, is reported in document IDB.42/16 (section V).
3. In addition to the above-mentioned reports the Board may wish to take note of the following updates and developments.
4. The total number of UNIDO staff members and ISA holders as at 2 September 2014 amounted to 1,958 persons, including 264 internationally recruited staff, 412 locally recruited staff, 379 internationally recruited ISA holders and 903 locally recruited ISA holders. Women in the total UNIDO work force constituted 37.44 per cent, 32.95 per cent among internationally recruited staff and 51.46 per cent among locally recruited staff.
5. Given staff mobility, staff separations due to natural attrition and other vacancies, UNIDO implements its staffing programme, which involves the advertising for internal or external recruitment by the end of this year of some 100 budgeted positions in the Director, Professional, National Officer and General Service categories, both at Headquarters and in the field. Relevant vacancy announcements are made available to Member States. In those cases where external recruitment is necessary, budgetary constraints are taken into account in the appointments made.
6. The implementation of the second full cycle of the new staff performance management system covering the performance of staff in 2013 resulted in a compliance rate of 94 per cent.

II. Common system developments

7. The present report also informs the Board of any 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. According to staff regulation 13.3, the Director General is authorized within the budgetary level approved by the General Conference, to make appropriate amendments to schedules and annexes of the staff regulations so as to bring them into conformity with any relevant decisions that may be taken by the General Assembly on recommendation

of the ICSC. In compliance with the aforementioned regulation, the Director General reports annually on such amendments to the Board.

Mandatory age of separation for current staff

8. The General Conference at its fifteenth session decided to approve the 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 (decision GC.15/Dec.19). As regards current staff, the Secretariat informed the Board at its forty-first session (IDB.41/9) that the General Assembly had welcomed the strategic review by the ICSC of the implications of applying the increased mandatory age of separation of 65 years to current staff members, and had requested the outcome of said review to be considered at the sixty-eighth session of the General Assembly.

9. The requested review was carried out and presented to the Commission at its seventy-seventh session from 22 July to 2 August 2013. It included a description of practices in some national governments, private sector companies and international organizations and the expected impact on various human resources policies. After consideration of all the points made, the Commission decided to recommend to the General Assembly that the mandatory age of separation be extended to 65 for current staff. In order to give organizations time to implement the change, the ICSC proposed an effective date of 1 January 2016, with the understanding that the decision would have no effect on the acquired rights of current staff.

10. In its resolution 68/253 of 27 December 2013, the General Assembly decided to defer its decision on the recommendation of the ICSC without prejudice to its proposed time frame. The General Assembly also requested the Commission to undertake further analysis, in consultation with all relevant stakeholders, on the impact of the adoption of its recommendation on workforce and succession planning frameworks and all relevant HRM policies, including performance management and appraisal, rejuvenation, gender balance and equitable geographical representation across the United Nations common system. The General Assembly requested the ICSC to report on this further analysis at its sixty-ninth session.

Comprehensive review of the compensation package

11. In decision IDB.41/Dec.15 the Board took note of the ICSC's decision to conduct a comprehensive review of the compensation package. In decision IDB.41/Dec.12, the Board stated its understanding that the Director General would urge the ICSC to take into consideration the financial situation of UNIDO and its Member States during the said review, and would underline the importance of the review's outcome for UNIDO. The Board also requested the Director General to keep Member States informed on this matter through existing communication channels.

12. By letter dated 24 October 2013 to the ICSC Chairman, the Director General, duly informed the ICSC about decision IDB.41/Dec.12. The Director General pointed out, inter alia, that the review of the compensation package was a critical and challenging task. UNIDO, a knowledge-based Organization, needed to attract and retain appropriately qualified staff to carry out its mandate across the globe and

needed staff that was mobile and able and willing to work effectively in duty stations with varying degrees of hardship.

13. By resolution 68/253 of 27 December 2013, the General Assembly affirmed the objectives of the comprehensive review of the compensation package as set out in paragraph 31 of the ICSC Annual Report (A/68/30). Accordingly, a new compensation system should support the delivery of the organizations' mandates and should be competitive, fair and equitable, transparent, simple in design, easy to administer, easily understood by staff and stakeholders, reward excellence and manage underperformance. The General Assembly, inter alia, requested the ICSC to review all remuneration elements holistically to achieve the set objectives and to safeguard the core values of the organizations of the United Nations common system. The comprehensive review is ongoing.

After-service health insurance

14. In resolution 68/253, the General Assembly expressed its deep concern about the long-term sustainability of the after-service health insurance scheme within the United Nations system, and invited the ICSC to review, in the context of its annual report, the apportionment of health insurance premiums between the United Nations organizations and participants in both United States and non-United States plans. UNIDO is participating in an inter-agency working group, which has been established in the meantime to review this matter comprehensively.

Amounts of education grant and special education grant

15. **Annex II to the staff regulations.** Through resolution 67/257 of 3 June 2013, the General Assembly approved, with effect from 1 January 2013, the revised amounts of education grant in 12 countries or currency areas and for staff serving at duty stations where educational facilities are not available or are deemed inadequate, as determined by the ICSC.

16. The overall percentage increases in the education grant entitlements are in line with and can be absorbed under the existing budgetary provisions both for the 2012-2013 and the 2014-2015 bienniums. Annex I to this document shows the revised amounts, which are underlined. The formerly applicable amounts are shown in square brackets.

Salary scale for Professional and higher categories

17. **Schedule I to the staff regulations.** The concept of the base/floor salary scale was introduced by the General Assembly in resolution 44/198 of 21 December 1989, section I.H. 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.

18. By resolution 68/253, the General Assembly approved, with effect from 1 January 2014, the revised base/floor scale of gross and net salaries for staff in the Professional and higher categories, which reflects a 0.19 per cent increase and which is shown in annex II to this document.

19. The revised salary scale was implemented on a “no-loss/no-gain” basis, i.e. it was accompanied by a corresponding reduction in the post adjustment multipliers for all duty stations. The net remuneration remains therefore the same, except for very minor changes due to rounding. There are some increases under different elements of the separation benefits for eligible staff who will separate from service on or after 1 January 2014. These increases can be absorbed under the existing budgetary provisions.

Children’s and secondary dependants’ allowances

20. In its resolution 68/253, the General Assembly approved the recommendation of the ICSC that the current levels of the children’s and secondary dependants’ allowances be maintained, pending the results of the ICSC’s review of the existing methodology within the framework of the broader review of the common system compensation package.

III. Matters related to staff rules

Salary scale for staff in the General Service category

21. **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. This principle is the cornerstone of the existing ICSC methodology for the local salary surveys, which are conducted by the ICSC at all headquarter 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.

22. Based on the officially published movements of the local consumer price index and of the local wage index for office workers in the period November 2012 to October 2013, the VIC-based organizations (VBOs) agreed that the GS salary scale in Vienna was due for the next interim adjustment on 1 November 2013 and that the revised salary scale should reflect an increase of 2.11 per cent.

23. The increased costs under salaries and related common staff costs for the GS category at Headquarters were estimated at €48,000 for the remainder of 2013 (€38,000 under the regular budget and €10,000 under the operational budget) and to around €290,000 per year (€230,000 under the regular budget and €60,000 under the operational budget), which could be absorbed under the existing budgetary provisions.

24. The revised GS salary scale for Vienna is set out in annex III to this document.

Education grant

25. **Appendix E to the staff rules.** Appendix E has been amended to reflect certain increases in the level of maximum admissible expenses and the maximum grant for expenses incurred in educational institutions with effect from the school year in progress on 1 January 2013, as approved by the General Assembly in resolution 67/257, dated 3 June 2013, on the recommendation of the ICSC.

26. The amended provisions are shown in annex IV to this document. The new amounts are underlined, while the old amounts are in square brackets.

Fixed-term appointments

27. **Staff rule 103.10.** Staff rule 103.10 has been amended to update UNIDO's policy on the duration of initial fixed-term appointments and to clarify the corresponding provisions on periods of probationary service.

28. The revised provisions of staff rule 103.10 are shown in annex V to this document. The new text is underlined, while the deleted text is in square brackets.

IV. 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.42/17;

(b) Also takes note of the developments with regard to the review of the mandatory age of separation for current staff, the comprehensive review by the International Civil Service Commission of the common system compensation package and of the General Assembly's expression of deep concern about the long-term sustainability of the after-service health insurance scheme within the United Nations system;¹

(c) Further takes note of the General Assembly's approval of the ICSC's recommendation that the current levels of the children's and secondary dependants' allowances be maintained;²

(d) Notes the amendments to annex II and schedule I of the staff regulations, to appendices A and E to the staff rules, and to staff rule 103.10, made in compliance with staff regulation 13.4.”

¹ General Assembly resolution 68/253 of 27 December 2013.

² Ibid.

Annex I**Annex II to the staff regulations****Amounts of education grant and special education grant**Regulation 6.10 (a)

The amount of the grant for each child per scholastic year shall be 75 per cent of the first US\$ [20,663] 21,428 (US\$ [43,006] 45,586 for attendance at an educational institution in the United States of America) of admissible educational expenses, up to a maximum grant of US\$ [15,497] 16,071 (US\$ [32,255] 34,190 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\$ [5,619] 5,735 (US\$ [9,125] 9,399 in the United States) plus 75 per cent of admissible costs of attendance up to US\$ [20,663] 21,428 (US\$ [43,006] 45,586 in the United States) per year, with a maximum grant of US\$ [21,116] 21,806 (US\$ [41,380] 43,589 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\$ [20,663] 21,428 (US\$ [43,006] 45,586 in the United States). However, in areas where the above-mentioned expenses are incurred in specific currencies, the maximum amounts of admissible expenses expressed in these currencies shall be those set by the International Civil Service Commission.

Annex II

Schedule I to the staff regulations

Salary scale for the Professional and higher categories
showing annual gross salaries and the net equivalents
after application of staff assessment
(in United States dollars)
Effective 1 January 2014

		S T E P S														
LEVEL		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Director																
D-2	Gross	141 519	144 521	147 523	150 549	153 680	156 810									
	Net D	112 309	114 500	116 692	118 884	121 076	123 267									
	Net S	103 177	105 026	106 869	108 706	110 539	112 360									
Principal Officer																
D-1	Gross	129 315	131 952	134 582	137 219	139 858	142 490	145 129	147 763	150 414						
	Net D	103 400	105 325	107 245	109 170	111 096	113 018	114 944	116 867	118 790						
	Net S	95 575	97 246	98 916	100 579	102 241	103 899	105 549	107 199	108 844						
Senior Officer																
P-5	Gross	106 944	109 185	111 429	113 668	115 914	118 153	120 399	122 640	124 882	127 125	129 367	131 608	133 852		
	Net D	87 069	88 705	90 343	91 978	93 617	95 252	96 891	98 527	100 164	101 801	103 438	105 074	106 712		
	Net S	80 887	82 342	83 792	85 241	86 688	88 130	89 572	91 011	92 447	93 881	95 313	96 739	98 167		
First Officer																
P-4	Gross	88 108	90 108	92 106	94 105	96 106	98 104	100 114	102 277	104 441	106 603	108 770	110 930	113 095	115 260	117 425
	Net D	72 605	74 185	75 764	77 343	78 924	80 502	82 083	83 662	85 242	86 820	88 402	89 979	91 559	93 140	94 720
	Net S	67 611	69 049	70 488	71 920	73 354	74 787	76 219	77 647	79 074	80 502	81 925	83 349	84 773	86 193	87 613
Second Officer																
P-3	Gross	72 411	74 262	76 114	77 962	79 815	81 665	83 514	85 368	87 218	89 068	90 922	92 770	94 623	96 472	98 322
	Net D	60 205	61 667	63 130	64 590	66 054	67 515	68 976	70 441	71 902	73 364	74 828	76 288	77 752	79 213	80 674
	Net S	56 198	57 542	58 889	60 232	61 579	62 922	64 265	65 612	66 955	68 300	69 640	70 982	72 319	73 661	75 001
Associate Officer																
P-2	Gross	59 387	61 043	62 697	64 354	66 010	67 663	69 322	70 973	72 629	74 287	75 941	77 597			
	Net D	49 916	51 224	52 531	53 840	55 148	56 454	57 764	59 069	60 377	61 687	62 993	64 302			
	Net S	46 819	48 006	49 189	50 375	51 559	52 745	53 949	55 151	56 358	57 561	58 761	59 968			
Assistant Officer																
P-1	Gross	46 487	47 968	49 442	50 995	52 582	54 173	55 766	57 359	58 946	60 537					
	Net D	39 514	40 773	42 026	43 286	44 540	45 797	47 055	48 314	49 567	50 824					
	Net S	37 273	38 432	39 591	40 748	41 906	43 064	44 222	45 366	46 504	47 643					

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 III

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 2013

		S T E P S											
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII*
G-1	Gross	29 637	30 626	31 634	32 642	33 650	34 658	35 666	36 674	37 682	38 691	39 699	40 707
	Gross pens.	29 108	30 080	31 051	32 022	32 993	33 964	34 936	35 908	36 879	37 850	38 822	39 792
	Net	23 423	24 169	24 915	25 661	26 407	27 153	27 899	28 645	29 391	30 137	30 883	31 629
G-2	Gross	34 572	35 741	36 909	38 078	39 247	40 416	41 585	42 754	43 923	45 092	46 339	47 593
	Gross pens.	33 883	35 007	36 131	37 254	38 377	39 500	40 624	41 749	42 871	43 994	45 117	46 242
	Net	27 089	27 954	28 819	29 684	30 549	31 414	32 279	33 144	34 009	34 874	35 739	36 604
G-3	Gross	40 309	41 666	43 023	44 380	45 777	47 232	48 687	50 142	51 597	53 052	54 507	55 962
	Gross pens.	39 400	40 704	42 006	43 309	44 613	45 916	47 219	48 522	49 824	51 175	52 530	53 888
	Net	31 335	32 339	33 343	34 347	35 351	36 355	37 359	38 363	39 367	40 371	41 375	42 379
G-4	Gross	47 096	48 778	50 461	52 143	53 826	55 509	57 191	58 874	60 557	62 239	63 922	65 604
	Gross pens.	45 791	47 299	48 808	50 331	51 901	53 471	55 041	56 611	58 180	59 750	61 318	62 889
	Net	36 261	37 422	38 583	39 744	40 905	42 066	43 227	44 388	45 549	46 710	47 871	49 032
G-5	Gross	55 336	57 283	59 229	61 175	63 122	65 068	67 014	68 961	70 907	72 854	74 800	76 746
	Gross pens.	53 318	55 131	56 945	58 759	60 573	62 386	64 200	66 013	67 827	69 640	71 455	73 268
	Net	41 947	43 290	44 633	45 976	47 319	48 662	50 005	51 348	52 691	54 034	55 377	56 720
G-6	Gross	64 890	67 139	69 388	71 638	73 887	76 136	78 386	80 635	82 884	85 133	87 383	89 632
	Gross pens.	62 222	64 319	66 416	68 513	70 610	72 705	74 804	77 045	79 292	81 542	83 792	86 040
	Net	48 539	50 091	51 643	53 195	54 747	56 299	57 851	59 403	60 955	62 507	64 059	65 611
G-7	Gross	75 928	78 535	81 142	83 749	86 357	88 964	91 571	94 178	96 786	99 393	102 000	104 607
	Gross pens.	72 518	74 950	77 558	80 162	82 768	85 374	87 981	90 586	93 192	95 798	98 403	101 008
	Net	56 155	57 954	59 753	61 552	63 351	65 150	66 949	68 748	70 547	72 346	74 145	75 944

* Long-service step

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

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

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

Language allowance: for the first additional language, €1,651 per year net, for the second additional language, € 825 (to be included in pensionable remuneration).

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

Non-resident's allowance: 1,889 euros per year net (to be included in pensionable remuneration) for eligible staff appointed prior to 1 September 1983 and nil thereafter for staff serving in Vienna.

Annex IV

Appendix E to the staff rules

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\$ [20,663] 21,428 per year (US\$ [43,006] 45,586 in the United States), with a maximum grant of US\$ [15,497] 16,071 (US\$ [32,255] 34,190 in the United States) a year;

(B) Where the institution does not provide board, US\$ [3,746] 3,823 (US\$ [6,083] 6,265 in the United States) plus 75 per cent of the cost of attendance up to US\$ [15,668] 16,331 (US\$ [34,895] 37,233 in the United States) per year, with a maximum grant of US\$ [15,497] 16,071 (US\$ [32,255] 34,190 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\$ [20,663] 21,428 (US\$ [43,006] 45,586 in the United

States) per year, with a maximum grant of US\$ [15,497] 16,071 (US\$ [32,255] 34,190 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\$ [5,619] 5,735 (US\$ [9,125] 9,399 in the United States) plus 75 per cent of the admissible costs of attendance up to US\$ [20,663] 21,428 (US\$ [43,006] 45,586 in the United States) per year, with a maximum grant of US\$ [21,116] 21,806 (US\$ [41,380] 43,589 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\$ [15,497] 16,071 (US\$ [32,255] 34,190 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\$ [20,663] 21,428 (US\$ [43,006] 45,586 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\$ [20,663] 21,428 (US\$ [43,006] 45,586 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\$ [20,663] 21,428 (US\$ [43,006] 45,586 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 V

Staff rule 103.10

Fixed-term appointments

(a) On initial recruitment, staff members shall be granted a fixed-term appointment normally for a period of three years, with the first 12 months being a probationary period referred to in paragraph (e).

(b) On initial recruitment a fixed-term appointment for a period of less than three years may be granted if the interests of the Organization so require, as determined by the Director General upon recommendation of the Human Resource Management Branch.

(c) In the interest of the programme activities of the Organization, and subject to the achievement of satisfactory service as defined in Staff Rule 104.08 as well as budgetary coverage, the fixed-term appointment shall normally be extended for a period of three years. When one or both of the overall performance ratings are less than satisfactory, as defined in Appendix M to the Staff Rules, the fixed-term appointment shall be extended to cover a performance improvement period for a minimum of six months up to a maximum of 12 months. Where a fixed-term appointment is due to expire within a performance improvement period, the appointment shall be extended to cover the performance improvement period plus one month. If both overall performance ratings do not reach a satisfactory level at the end of the performance improvement period, the fixed-term appointment shall normally be allowed to expire or be terminated prior to its expiration date in accordance with Staff Regulation 10.3(c). 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.

(d) The appointment of officers at the D-2 level and the extension of their appointments shall be for a period of up to two years at a time and shall not normally exceed the term of office of the Director General by more than six months.

Probationary period

(e) The probationary period of all fixed-term appointments shall be of a total duration of 12 months. For fixed-term appointments with a duration under three years as provided for in paragraph (b) above, the 12-month probationary period can be accrued over two consecutive appointments. [All initial fixed-term appointments with a duration of three years shall normally be subject to a period of probationary service covering the first 12 months of the appointment.] At the end of the period of probationary service, the results of the staff member's performance reflected in the overall rating for the compact and overall rating for the demonstration of core values, core competencies and managerial competencies as applicable, shall determine the staff member's suitability for continued service under the fixed-term appointment and whether (i) the appointment be confirmed, (ii) the probationary period be extended to cover a performance improvement period of maximum six months, or (iii) the appointment be terminated in accordance with Staff Regulation 10.3(d).