

Appendix J

Joint Disciplinary Committee

Composition

(a) The Joint Disciplinary Committee established under staff rule 111.01 shall consist of three members as follows:

- (i) A chairperson, selected from a panel appointed biennially by the Director-General after consultation with the Staff Council;
- (ii) One member appointed biennially by the Director-General;
- (iii) One member elected by the staff.

The staff shall elect biennially by ballot three members, one from each of the following groups:

Group I	Staff below the Associate Officer level or in corresponding salary levels
Group II	Staff in the Associate Officer through Second Officer level or in corresponding salary levels
Group III	Staff in the First Officer through Director level

The staff-elected member to sit on the Committee for a particular case shall be from the group to which the staff member whose case is to be considered belongs.

(b) Alternate members shall be selected in the same manner as the members. An alternate member shall serve during the consideration of any case for which a member is unavailable or disqualified under paragraph (e) below, provided that alternate members elected by the staff shall serve in the order in which they received votes in such election.

(c) The members and alternate members of the Joint Disciplinary Committee shall be eligible for reappointment or re-election and in any event shall remain in office until their successors are appointed or elected.

(d) A member may be removed from the panel of chairpersons by the Director-General after consultation with the Staff Council; the member and the alternate members appointed by the Director-General may be removed by the Director-General; the member and the alternate members elected by the staff may be removed by a two-thirds majority vote of the Staff Council.

(e) The Chairperson of the Joint Disciplinary Committee, at the request of either party, may disqualify any member or alternate member from the consideration of a specific case if, in the opinion of the Chairperson, such action is warranted by the relation of such member or

alternate member to the staff member whose case is to be considered. The Chairperson may also excuse any member or alternate member from the consideration of a specific case.

Procedure

(f) In considering a case, the Joint Disciplinary Committee shall act with maximum dispatch. Proceedings before the Committee shall normally be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing but without delay. The Joint Disciplinary Committee shall make every effort to send its report to the Director-General within two weeks after being convened.

(g) The Joint Disciplinary Committee shall permit a staff member to arrange to have his or her case presented before it by a serving staff member or a retired staff member residing at the duty station.