

FOURTH ITEM ON THE AGENDA

Human resources questions

I. Report of the International Civil Service Commission

1. This section of the paper provides information on the recommendations contained in the report of the 83rd Session (July/August 2016) of the International Civil Service Commission (ICSC) which, if approved by the United Nations General Assembly (the General Assembly), will have financial implications for the Centre as from 1 January, 2017. The General Assembly will not have reached any final decision concerning these recommendations when the Board holds its 79th Session (October 2016).
2. Since the measures at paragraph 4 below, if approved, will come into effect for all organizations within the United Nations System and have financial implications for the Centre as from 1 January 2017, these recommendations are being submitted for approval by the Board at its current Session.

A. Conditions of service of staff in the Professional and higher categories

Base salary and separation payments

3. The base/floor salary scale for staff in the professional and higher categories is set by reference to the base general schedule scale of the Federal Civil Service of the United States, which has been the comparator civil service since the establishment of the UN. Periodic adjustments are made on the basis of a comparison of net salaries of UN officials at the midpoint of the scale with the corresponding salaries of their counterparts in the comparator civil service. The adjustments are implemented by means of the standard no-loss/no-gain method of consolidating post adjustment points into base/floor salary scale while commensurately reducing post adjustment levels.
4. As a result of an increase in the reference comparator pay level in net terms, the ICSC has recommended to the General Assembly for approval with effect from 1 January 2017, a revised base/floor salary scale for professional and higher categories staff with a 1.02 per cent adjustment implemented through the standard no-loss/no-gain consolidation method described in paragraph 3 above. This adjustment also implies a proportional increase in separation payments.

Comprehensive review of the Common system compensation package

5. At its 78th Session (October 2015), the Board of the Centre was informed that, in March 2013, the ICSC had launched a comprehensive review of the UN Common System compensation package to examine all elements of staff compensation falling under its mandate. The revised package aims to simplify and streamline the current complex system and ensures a harmonized approach across the common system.
6. Based on the recommendations by the ICSC¹, the General Assembly approved a revised compensation package for the Professional category and above at its 70th Session on 23 December 2015². The General Assembly adopted decisions described in general below, which will entail consequential amendments to the Centre's Staff Regulations as indicated in Appendix A:
 - There will be a unified net base salary scale without consideration of dependency status with 13 steps for each grade between P1 and D1, and ten steps for the D2 grade. In the revised scale, steps beyond the midpoint (step VII for P grades, step V for D1 grade and step II for D2 grade), will see biennial step increases only. The provisions for accelerated step increases for language proficiency will be discontinued.
 - The current dependency rate of salaries will be replaced by a separate allowance of 6 per cent of net remuneration provided to staff with a dependent spouse (spouse allowance) and to those who are single parents with dependent children (single parent allowance). In the latter case, no child allowance will be payable for the first child. Staff members with dependent children will be eligible for a child allowance only.
 - The fixed reimbursement rate of 75 per cent of admissible expenses for education grant will be substituted by a global sliding scale and the basis of admissible expenses will be reduced to cover tuition, enrolment and language tuition fees only. Boarding will be restricted to primary and secondary education only, and only staff in field duty stations (A–E) will be eligible for it. The special education grant will be maintained as presently applied.
 - A new mobility incentive will replace the current mobility allowance to encourage mobility of staff to field duty stations, with annual payments for a maximum period of five years at the same duty station. The mobility incentive will apply to staff with five consecutive years of prior service in the common system and from their second assignment (that is, the first geographical move). It will not be payable at headquarters ("H") category duty stations. The new mobility incentive will be increased by 25 per cent upon the fourth assignment of a staff member and by 50 per cent upon the seventh assignment.
 - A revised relocation package was approved. For the settling in grant, the General Assembly decided to provide a lump-sum amount equivalent to one month of net base salary plus applicable post adjustment at the new duty station plus the DSA element. The decision was taken to discontinue the non-removal allowance. Further, the

¹ General Assembly, Official Records, 70th session (A/70/30).

² A/RES/70/244

Assembly approved the options regarding relocation shipment including full removal of household goods for staff with assignments of one year or more up to a standard 40ft container for single staff/families, regardless of the weight.

- Repatriation grant will be paid only after a minimum of five years of service.
7. If approved by the Board, the amendments to the Staff Regulations resulting from the revised package will come into force on 1 January 2017. Changes to the education grant scheme will be implemented as of the school year in progress on 1 January 2018. Concerning the education grant only, the relevant provisions of the Staff Regulations may need to be reviewed by the Board again at its 80th session in 2017, in order to align them with the corresponding provisions of the ILO Staff Regulations which are expected to be submitted for adoption by the ILO Governing Body in March 2017. The General Assembly also adopted transitional measures to take acquired rights into account, including in particular the pay protection measures provided for in General Assembly resolution 70/244. The Joint Negotiating Committee has been consulted and kept informed of the various elements pertaining to the implementation of the revised compensation package throughout 2016.
 8. A number of proposed amendments to the Centre's Staff Regulations are contained in the Appendix.

B. Conditions of service applicable to both categories of Staff

Mandatory Age of Separation

9. The General Assembly in its Resolution 69/251 had decided that the mandatory age of separation for staff recruited before 1 January 2014 should be raised to 65, taking into account the acquired rights of staff. The General Assembly had also requested the Commission to undertake further consultations with all organizations of the common system and to revert with an implementation date at its earliest opportunity but no later than its 71st Session in 2017. The Commission decided to recommend to the General Assembly that the implementation date should be during 2016 and by January 2017 at the latest although the majority of the executive heads of the organizations had expressed the views that the most desirable effective date of implementation would be no earlier than 1 January 2018.
10. At its 70th Session, the General Assembly decided that the mandatory age of separation for staff recruited before January 2014 should be raised to 65 years at the latest by 1 January 2018, taking into account the acquired rights of staff.

II. Contracts policy

11. A review of the Centre's contracts policy, including project-based contracts, was started by initiative of the Management in January 2015, under the auspices of the Joint Negotiating Committee. At the time of preparation of this report, the review process is ongoing.

12. The Board is requested to:

- a) accept the recommendations of the ICSC subject to their approval by the United Nations General Assembly, concerning:**
 - (i) an increase of 1.02 per cent in the base/floor salary scales with effect as from 1 January, 2017 on a no loss/no gain basis;**
 - (ii) the consequential increases in separation payments;**
- b) approve the amendments to the Staff Regulations contained in Appendix A.**

Point for decision: Paragraph 12.

Turin, 7 October, 2016

Appendix A

Amendments to the Staff Regulations

INTRODUCTION

ARTICLE 0.6

Service with Other Organizations

Service as a member of the staff of the United Nations Organization, of the International Labour Organization, or of ~~the another~~ organization applying the United Nations common system ~~Specialized Agency~~ may be regarded on a reciprocal basis as service as an official of the Centre for purposes of the application of these Regulations.

ARTICLE 0.7

Service under Successive Contracts

(a) All continuous service under contracts governed by these Regulations or by the Rules Governing Conditions of Service of Short-Term Officials shall be taken into account for the purpose of the applications of the following provisions of these Regulations: Article 5.8 (~~Assignment Settling-in~~ Grant); Article 5.9 (Mobility ~~incentive and Non-Removal Allowance~~); Article 5.13 (Education Grant); Article 5.13 bis (Special Education Grant); Article 1.2 (Filling of Vacancies); Article 6.5 (Home Leave Travel Expenses); Article 8.2 (Travel of Spouse and Dependants); Article 8.4 (Expenses upon Authorized Travel to Visit Spouse or Dependants); Article 8.6 (Expenses upon Termination); Article 9.6 (Sick Leave and Family-Related Emergency Leave); Article 13.4 (Fixed-term Appointments); Article 13.5 (Termination on Reduction of Staff); Article 13.6 (End-of-Service Payment); Article 13.8 (Termination for Reasons of Health); Article 13.11 (Grant on Death); Article 13.12 (Repatriation Grant) and paragraph 11 (d) of Annex H.

(b) The provisions of these Regulations other than those referred to in paragraph (a) shall apply to each appointment as from its effective date, provided that accrued entitlements to annual leave shall be carried forward as long as service under successive contracts governed by these Regulations or the Rules Governing Conditions of Service of Short-Term Officials is continuous.

(c) For the purposes of this Article, continuity of service shall not be considered to have been broken by an interruption not exceeding 30 days between two contracts subject to the Rules Governing Conditions of Service of Short-Term Officials.

CHAPTER V

SALARIES AND ALLOWANCES

Article 5.1

Salary Scales

(a) The gross salary scales of the Professional category and above and of the General Service category in Turin shall be those specified in Annexes A and B respectively.

(b) A staff assessment shall be applied to the gross salary scales at the rates specified in Annex C. The amount remaining after deduction of this assessment shall be the net salary specified in Annexes A and B and shall be the amount payable to the official.

~~(c) As regards the Professional category and above, staff assessment shall be applied at the family rate to the gross salary of an official who has:~~

~~(1) a spouse whose annual occupational earnings are less than step 1 of the salary attaching to grade G.1 of the General Service category at Geneva; or~~

~~(2) a child in respect of whom a family allowance is payable; in all other cases it shall be applied at the non-family rate.~~

~~When the official's spouse is an official of the United Nations or a Specialized Agency, staff assessment shall be applied at the family rate in respect of a child only to the gross salary of the official having the higher grade. When husband and wife have been legally separated and there are no children in respect of whom family allowance is payable, the Director shall decide, in each case, whether staff assessment shall be applied at the family rate.~~

~~(c) (e)~~ Certain provisions of these Regulations refer to the remuneration specified in this paragraph as the basis of calculating relevant entitlements. That remuneration shall be:

(1) for officials in the Professional category and above, the amount set out in the net salary scale reproduced in Annex A;

(2) in the General Service category net salary and the net amount of such allowances as may be pensionable under these Regulations.

~~(d) (e)~~ Except where otherwise provided in these Regulations "salary" shall mean the "net salary" arrived at under paragraph (b).

~~(e) (f)~~ The salary scales shall be periodically reviewed by the Director in line with principles laid down by the United Nations Organization.

ARTICLE 5.5 ***Salary on Promotion***

(a) On promotion an official shall be placed on such a step in the higher grade as will result in his receiving an increase in salary equivalent to at least two increments but less than three increments pertaining to the lower grade, provided that his salary shall in no case be less than the commencing salary of the grade to which he has been promoted. Where the Director considers that the official's experience and other qualifications for the duties and responsibilities attaching to the job justify a higher salary, he may grant additional increments.

(b) If promotion takes effect on the official's incremental date the new salary is calculated after the award of any increment due in the lower grade.

(c) Where an official of the General Service category is promoted to a grade in the Professional category, the following shall be considered to be part of the salary for the purpose of paragraph (a):

(1) In the General Service category:

(i) the net salary plus any pensionable allowance which the official received in the General Service category;

(ii) 7.41 per cent of the amount indicated in (i) above, representing the end-of-service payment provided for in Article 13.6 of these Regulations.

(2) In the Professional category:

(i) the net salary;

(ii) any post adjustment applicable to the grade in the Professional category to which the official is promoted., ~~at the non-family rate.~~

(d) Where promotion from the General Service category to the Professional category results in decrease of an official's pensionable remuneration, the official may keep his pensionable remuneration at the level which it had reached immediately prior to the promotion until that level is exceeded as a result of advancement or further promotion

ARTICLE 5.6 ***Non-Resident Allowance***

(a) Officials in the General Service category who are not locally recruited as defined in Article 1.4 (b) (General Service Category) shall be paid a non-resident allowance which shall be pensionable. The amount of the non-resident allowance payable at Turin shall be 111.55 euros a year. However, in the case of staff members who were in employment, or who were recruited before 1 April 1981, the non-resident allowance will continue to be paid at the rate of 278.89 euros a year.

(b) The non-resident allowance provided for in this article may not be cumulated with the mobility incentive ~~and non-removal allowance~~ referred to in article 5.9.

ARTICLE 5.8 **Assignment Settling-in Grant**

(a) A non-pensionable assignment settling-in grant shall be payable in accordance with the following provisions to an official upon appointment or transfer, for one year or more, if he is paid travel expenses in accordance with Article 8.3 (Expenses upon Appointment) or Article 8.3 bis (Expenses upon Transfer).

(b) The grant shall consist of:

(i) an amount equal to 30 days subsistence allowance;

(ii) a lump-sum payment equal to one month's net salary, ~~for an official appointed or transferred without an entitlement to removal of household goods in accordance with Article 8.3 or by virtue of choices under Article 8.3 (d)(i) or Article 8.3 bis (b)(i).~~ For the purpose of this provision, net salary shall comprise net salary plus post adjustment for the duty station of appointment or transfer for an official in the Professional category and above. For an official of the General Service category, net salary shall comprise net base salary including pensionable entitlements for the duty station of appointment or transfer. For an official ~~of the General Service category~~ with recognized dependants, any spouse allowance payable at the duty station of appointment or transfer shall be added. If no spouse allowance is payable, the allowance for the first dependent child shall be added instead.

(c) In addition, the official shall be paid an amount equal to 30 days' subsistence allowance, at half the rate payable in respect of himself, for an accompanying spouse and each accompanying dependant for whom travel expenses to the duty station are paid in accordance with Article 8.3 or 8.3 bis, on condition that the official certifies that the spouse or dependant intends to reside at the duty station for at least six months during the official's service there.

(d) Where both spouses are officials of the Centre or one is an official of another organization applying the United Nations or a specialized agency common system, the amount provided for in paragraph (b)(i) shall be payable to each, the amount provided for in paragraph (c) for other dependants shall normally be payable to

the spouse ~~who receives the family rate of salary and post adjustment or~~ to whom family allowances are payable and the lump-sum payment provided for in paragraph (b)(ii) shall be payable to the spouse whose status yields the higher entitlement.

(e) If an official does not complete the period of service giving rise to a payment under ~~this article paragraph (b) (ii), or he becomes entitled to the payment of removal expenses under Article 8.3,~~ an appropriate proportion of the payment shall be recovered under conditions to be established by the Director after consulting the Staff Relations Committee.

ARTICLE 5.9

Mobility incentive and Non-Removal Allowances

(a) ~~A~~ ~~Non-pensionable~~ mobility incentive and ~~non-removal allowances~~ shall be payable in accordance with the following provisions to an official who is appointed or transferred to a duty station for one year or more, provided that no such incentive or allowances shall be payable to a locally recruited official of the General Service category as long as he or she remains assigned to a duty station at which he or she is classified as locally recruited.

(b) Mobility ~~allowance~~ incentive ~~this allowance~~ is not payable at an official's first duty station. Also, in order first to become eligible for this element, the official must have completed at least five years of continuous service within the immediately preceding the transfer period of six consecutive years. Thereafter, at duty stations classified in categories A to E, the mobility ~~allowance~~ incentive shall be payable according to the table below at a rate determined by the official's grade, the number of the official's assignments, involving a change of duty station, for one year or more. For this purpose, notwithstanding article 1.10 and article 0.7 (c), assignments under earlier contracts shall be counted to the extent that there has not been an interruption of more than 12 months between contracts. In Turin and at other duty stations classified in category H, ~~the~~ no mobility ~~allowance~~ incentive shall be payable ~~only as from the official's fourth assignment and on condition that at least two earlier assignments were at duty stations in categories A to E.~~ The allowance incentive is payable for a maximum period of five years at any given duty station.;

~~(c) An allowance for non-removal of household goods and personal effects shall be payable as long as the official is not entitled to removal expenses under article 8.3(c) or by virtue of choices under article 8.3(d)(i) or article 8.3 bis (b)(i), and in any case for a period not exceeding five years at any given duty station. It shall not normally be payable on initial appointment to a duty station where the official had been living continually for one year at the time of appointment.~~

~~(c e) The mobility incentive allowance shall be paid in monthly instalments, where applicable. The non-removal allowance shall be paid annually in a lump sum allocation at the beginning of the official's appointment or assignment to a duty station at which the allowance is payable to him or her and thereafter annually on the anniversary of the effective date of the appointment or assignment. If on that date he or she is not expected to remain at the duty station for a further full year, a proportion of the allowance corresponding to the months of expected service at that duty station shall be paid.~~

~~(d f) If an official does not complete the period of service giving rise to a payment under this article or the period that gave rise to the payment of non-removal allowance, or his or her conditions of service are changed in a manner affecting his or her entitlement to the allowance, an appropriate proportion of the allowance concerned shall be recovered under conditions to be established by the Director-~~General~~ after consulting the ~~Joint Negotiating~~ Staff Relations Committee or, as the case may be, the allowance shall be adjusted as from the effective date of the change of conditions of service.~~

Mobility allowance incentive (annual amounts in United States dollars)										
Duty station	Grade band	Number of assignments								
		1		2-3		4-6		7+		
		€	\$	€	\$	€	\$	€	\$	
H	P1-P3					2700	2020	3370	2520	
	P4-P5					3060	2310	2830	2870	
	D1+					3440	2580	4310	3230	
A to E	P1-P3	-	-	7130	6 500	535 0	8 125	9640	9 750	9760
	P4-P5	-	-	200	8125	616 0	10 1070	8310	12 188	11210
	D1+	-	-	277	9750	695 0	12 188	520 9390	14 625	12670

Non-removal allowance (annual amounts in United States Dollars)

Duty Station	Grade band	Dependency rate	Single rate
H, A E	P1-P3		2150
	P4-P5		2700
	D1+		3230

ARTICLE 5.10

Family Allowance in the Professional Category and Above

Officials in the Professional category and above are entitled to an annual non-pensionable family allowances in accordance with the following provisions:

(a) a spouse allowance in the amount of six per cent of net base salary plus post adjustment shall be paid in respect of a spouse whose gross annual occupational earnings are less than step 1 of the gross salary attaching to grade G.1 of the General Service category at Geneva (dependent spouse).

(b a) An allowance in the amount of 2,929 US dollars shall be paid in respect of each unmarried child under 18 years of age for whom the official provides the main and continuing support, or who is under 21 years of age and in full-time attendance at a school or university or similar educational institution or of any age if the child is physically or mentally incapacitated for work (dependent child). The allowance shall not be paid in respect of the first dependent child if the official receives a single parent allowance under this article where staff assessment is applied at the family rate in respect of a child under Article 5.1 (c). When an official's spouse is an official of an organization applying the United Nations common system, a child allowance shall be paid in respect of a child only to the official having the higher grade. The Director shall decide in each case whether the allowance shall be paid in respect of adopted children or step children. The allowance shall be reduced by the amount of any allowance received from a source outside the Centre by the official or the official's spouse in respect of the child. Even if the allowance payable under this paragraph is extinguished by such a reduction it shall nevertheless be deemed to be payable for the purposes of all other Articles of these Regulations.

(c b) A single parent allowance in the amount of six per cent of net base salary plus post adjustment shall be paid in respect of the first dependent child to an official who has no spouse. An official who receives a single parent allowance in respect of the first dependent child shall not be eligible for payment of a child allowance for that child. The allowance shall be reduced by the amount of any allowance or other financial support received from a source outside the Centre by the official in respect of the child.

(d b) 1,025 US dollars in respect of one of the following persons: a father, a mother, a brother or a sister, provided that no spouse allowance or single parent allowance is paid under this article staff assessment is not

~~applied at the family rate in respect of a spouse under Article 5.1 (e). An allowance under this paragraph shall be paid only upon presentation of evidence satisfactory to the Director that the official contributes an amount equal to at least one half of the total support of the parent, brother or sister, and, in any case at least 2,050 US dollars a year. The allowance shall be paid in respect only of an unmarried brother or unmarried sister who is under 18 years of age or who is in full attendance at school or university or similar educational institution and is under 21 years of age, or is physically or mentally incapacitated for work.~~

~~(e) When a child recognized as dependent under (b) above has been determined by the Director, on the basis of medical evidence, to be physically or mentally disabled either permanently or for a period expected to be of long duration, one additional the allowance in the amount specified under (b) above shall be paid in respect of that child shall be double the normal child's allowance. If the official has no dependent spouse and staff assessment is applied to him at the family rate in respect of such a child, he shall be paid in addition a child's allowance at the normal rate.~~

ARTICLE 5.12 ***Post Adjustment***

~~(a) The remuneration of officials in the Professional category and above is adjusted for cost-of-living variations at different duty stations and over time in relation to a base index by means of a post adjustment whose amount shall be determined by multiplying one per cent of net salary by a multiplier reflecting the classification for the duty station concerned, as determined by the competent body.~~

~~(b) Post adjustment shall be paid at the family rate whenever staff assessment is applied at the family rate under Article 5.1 (e); otherwise the non-family rate shall be used.~~

ARTICLE 5.13 ***Education Grant***

(a) An official, other than a locally recruited official, whose duty station is not in the country of his home shall receive a non-pensionable education grant for each child for whom the official provides the main and continuing support and who is in full-time attendance at a school, university or similar educational institution. An official who, following expatriate duty, is transferred to a duty station in the country of his home shall retain all entitlements under this Article for the remainder of the school year during which the transfer took place.

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

1. attendance at the kindergarten or nursery school at the pre-primary level;
2. attendance in the country or area of the duty station at a free school or one charging only nominal fees;
3. correspondence courses, except when in the opinion of the Director such courses are the best available substitute for full-time attendance at a school of a type not available at the duty station;
4. private tuition, except in circumstances and under conditions defined by the Director to take account of linguistic and other special needs and problems which result from expatriation or a change of duty station;
5. vocational training or apprenticeships which either do not involve full-time schooling or in which the child receives any payment for services rendered.

(c) As of the school year in progress on 1 January 2018, the grant shall be payable up to the end of the school year in which the child completes four years of post-secondary studies or is awarded the first recognized degree, whichever is earlier, subject to the upper age limit of 25 years ~~fourth year of post-~~

secondary studies, but not beyond the end of the school year in which the child reaches the age of 25, provided that the Director may in exceptional cases prolong payment of the grant beyond this age limit.

(d) Admissible expenses actually incurred shall be reimbursed based on a global sliding scale consisting of seven brackets subject to a maximum grant, with declining reimbursement levels as provided in the table below. "Admissible expenses" comprise tuition, including mother tongue tuition, and enrolment-related fees:

<u>Claim amount bracket in US\$*</u>	<u>Reimbursement rate (percentage)</u>
<u>0-11 600</u>	<u>86</u>
<u>11 601-17 400</u>	<u>81</u>
<u>17 401-23 200</u>	<u>76</u>
<u>23 201-29 000</u>	<u>71</u>
<u>29 001-34 800</u>	<u>66</u>
<u>34 801-40 600</u>	<u>61</u>
<u>> 40 601</u>	<u>0</u>

*That is, the first US\$ 11,600 of an eligible claim will be reimbursed at a rate of 86 per cent, next US\$ 5,799, up to an amount of US\$ 17,400 will be reimbursed at 81 per cent, etc.

(e ~~d~~) Travel costs of the child attending school at the primary or secondary levels may also be paid for an outward and return journey once in each scholastic year for a child of staff in receipt of assistance with boarding expenses. In the case of attendance at an educational institution outside the country or area of the duty station, the amount of the grant shall be payable in the currency in which expenses are incurred and on the following basis. Where the institution provides board for the child, boarding related expenses are reimbursable in the form of a lump sum of 5,000 USD only for those staff who serve in the A to E duty stations at the condition that their children attend primary and secondary education outside the duty station.:

1. where the institution provides board for the child, 75 per cent of the cost of attendance and board up to a maximum annual grant as provided in the following table is provided;

2. where the institution does not provide board, a flat rate for boarding as provided in the following table, plus 75 per cent of the cost of attendance up to a maximum annual grant as provided in the following table.

(~~f~~ e) In the case of attendance at an educational institution in the country or area of the duty station, the amount of the grant shall be payable in the currencies in which expenses are incurred. It shall be equal to 75 per cent of the cost of attendance, up to a maximum annual grant as provided in the following table. Exceptionally, if in the opinion of the Director there is no suitable institution available for the official's child within commuting distance of the duty station, the cost of board may be allowed as provided in paragraph (e ~~d~~) above.

(g ~~f~~) The grant payable shall be that proportion of the annual grant which the period of attendance calculated to the nearest month bears to the full school year. For the purpose of paragraphs (d) and (e) "cost of attendance" shall include the cost of enrolment registration, prescribed textbooks, courses, examinations and diplomas, but shall not include boarding fees, school uniforms or optional charges. Where local conditions at

duty stations justify such provision, the cost of attendance may include the cost of midday meals, where these are provided by the school, and the cost of daily group transportation.

Table of Education Grant entitlements in local currency

Country (Currency)	Maximum allowable educational expenses	Maximum education grant	Flat-rate for boarding
Austria EUR	18 240	13 680	3 882
Belgium/Luxembourg EUR	16 014	12 011	3 647
Denmark DKK	122 525	91 894	28 089
France* EUR	11 497	8 623	3 127
Germany EUR	20 130	15 098	4 322
Ireland EUR	17 045	12 784	3 147
Italy EUR	21 601	16 201	3 223
Japan JPY	2 324 131	1 743 098	609 526
Netherlands EUR	18 037	13 528	3 993
Spain EUR	17 153	12 865	3 198
Sweden SEK	157 950	118 463	26 219
Switzerland CHF	32 932	24 699	5 540
United Kingdom GBP	25 864	19 398	3 821
United States US\$	45 586	34 190	6 265
Elsewhere US\$	21 428	16 071	3 823

US\$ MAX (34,190) applicable to China, Indonesia and Russian Federation (effective 1 January 2002), Hungary (effective 1 January 2009), Thailand, the American Cooperative School in Tunis, Tunisia, and the American International School of Johannesburg, South Africa (effective 1 January 2013).

** Except for specific schools where US\$ MAX is applicable: American School of Paris, American University of Paris, British School of Paris, European Management School of Lyon, International School of Paris, Marymount School of Paris, The Ecole Active Bilingue Victor Hugo (for English curriculum only) and Ecole Active Bilingue Jeanine Manuel (for English curriculum only).*

(h) If both parents of the child are officials of the Centre, or if the other parent is an official of another organization applying the United Nations or a specialized agency common system, the grant shall only be payable to one parent. In such cases if the home countries of the parents are not the same, the parents shall jointly certify which of the respective home countries shall be regarded as the home country for the purposes of this Article. A certification made in conformity with this paragraph can subsequently be changed only in exceptional circumstances and with the consent of the Director.

(i) Subject to the conditions indicated under (e) above, Transportation expenses of the child shall be paid for an outward and return journey once for each school year between the educational institution and the duty station, provided that:

- (1) where attendance is for less than two-thirds of the school year, transport costs may be refused;
- (2) transport expenses shall not be paid if the requested journey is unjustified, either because of its timing in relation to other authorized travel of the official or his dependants or because of the brevity of the visit in relation to the expense involved; in particular transport expenses shall not normally be paid when the official's appointment will expire within six months of the child's arrival at the duty station;
- (3) where the educational institution is in a country other than the official's home country, the amount paid in respect of transport expenses shall not exceed the cost of journey between the official's home and the duty station.

(j) For the purposes of this Article, the following definitions shall apply:

- (1) in Turin, the school year is considered to fall within the period from 1 August to 31 July;
- (2) "home country" shall mean the country of the official's recognized home.

(k j) The grant shall be payable upon the presentation of evidence satisfactory to the Director that the conditions required by this Article are fulfilled.

ARTICLE 5.13 bis
Special Education Grant

(a) An official shall be entitled to receive a non-pensionable special education grant for any child for whom he provides the main and continuing support and in respect of whom the Director has determined on the basis of medical evidence, that the child 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 for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him in overcoming the disability.

(b) In order to receive a special education grant, the official must produce evidence that he has exhausted all other sources of benefits that may be available for the education and training of the child, including those available from state and local governments and from the Staff Health Insurance Fund. The amount of any benefit received from other sources shall be deducted from the educational expenses taken into account, in accordance with paragraph (d) and (g) below, in calculating the grant.

(c) The grant shall be payable from the date on which necessary special teaching or training begins up to the end of the year in which the child reaches the age of 25. In exceptional circumstances the Director may authorize the payment of the special education grant up to the end of the year in which the child reaches the age of 28.

(d) (1) The amount of the grant shall be payable in the currency in which expenses are incurred. It shall be the equivalent of the educational expenses actually incurred up to the upper limit of the top of the global sliding scale, plus boarding assistance maximum allowable provided in the table referred to under Article 5.13.

(2) If an education grant is payable under Article 5.13, the total amount payable under both Articles shall not exceed the maximum referred to in paragraph (d) (1). Admissible expenses shall be reimbursed at 100% up to the overall grant ceiling. In terms of boarding related support, actual expenses are used in the calculation of the total admissible expenses for reimbursement, up to the overall grant ceiling.

(e) If an official is in service for only part of the year, the grant payable shall be that proportion of the annual grant which his service calculated to the nearest month bears to the full year.

(f) If both parents of the child are officials of the Centre, or if the other parent is an official of another organization applying the United Nations common system ~~or a specialized agency~~, the grant shall be payable only to one parent.

(g) Where the official had to place the child in an educational institution away from the duty station, transport expenses of the child shall be paid for an outward and return journey twice for each school year between the educational institution and the duty station.

(h) For the purposes of this Article, “educational expenses” shall mean such teaching services and equipment as are necessary to provide an educational programme designed to meet the needs set out in paragraph (a) above. Normal educational expenses shall be reimbursed ~~in accordance with the provisions of Article 5.13.~~

(i j) For the purposes of this Article, “year” shall mean the school year if the child attends an educational institution; in all other cases it shall mean the calendar year.

(j) The grant shall be payable upon the presentation of evidence satisfactory to the Director that the conditions required by this Article are fulfilled.

(k) In addition to the grant payable in accordance with the present Article, expenses for special equipment required for the rehabilitation of a disabled child, if not otherwise covered under the Staff Health Insurance Fund or the health insurance scheme in force in Italy for salaried employees in the commercial sector, shall be reimbursed upon the presentation of a claim accompanied by evidence up to a maximum amount of 1,000 US dollars per calendar year.

ARTICLE 5.14 ***Incentives for Language Proficiency***

(a) An official in the General Service category shall be paid a pensionable language allowance if, by passing a prescribed test, he demonstrates proficiency in a working language of the Centre*, or in another language which he has occasion to use in his work. The allowance shall not be payable for the official's mother tongue nor for any language in which the official is required to be proficient by the terms of his appointment. A language allowance shall not be paid for more than two languages.

(b) The amount of the allowance payable at Turin is specified in Annex B.

~~(c) For officials in the Professional category and above who are already proficient in one of the working languages of the Centre and demonstrate, by passing a prescribed test, proficiency in one other of the following languages: English, French, Spanish, Italian, Arabic and Portuguese, the interval between incremental dates provided for in paragraph (a) of Article 7.2 of these Regulations shall be reduced to ten months for those otherwise entitled to annual increments and to twenty months for those otherwise entitled to biennial increments. The mother tongue shall not count for such reduction. The reduction shall not apply to officials in the Professional category who undertake duties as translator or interpreter or other such duties designated as similar by the Director and who are therefore required to have a thorough knowledge of two working languages as well as the main language into which they work.~~

** For the purpose of the present Article these are considered to be English, French and Spanish.*

CHAPTER VI **HOURS OF WORK AND LEAVE**

ARTICLE 6.5 ***Home Leave Travel Expenses***

(a) Home leave shall be granted every two years to officials serving outside the country of their home, except locally recruited officials, to permit them to spend a regular period of leave in their country with a view to maintaining contact with it. Home leave shall include, in addition to annual leave taken for the purpose, travel time to compensate the return journey from the duty station to the home country based on a route and means of transport approved by the Director after the official has been consulted. An official may, however, choose to take home leave once in three years, and an official so choosing shall be entitled to actual travel time by a route and means of transport approved by the Director after the official has been consulted.

(b) Travel expenses, as provided in Article 8.1 (Travel Expenses), shall be paid in respect of travel on home leave, provided that subsistence allowance shall not be paid for any travel time exceeding the travel time allowable under (a) above. Subject to paragraph (e) below, they shall be paid to an official in respect of himself, his spouse, and children in respect of whom family allowances are payable. The travel of the spouse and children shall be in conjunction with the home leave of the official, provided that an exception to this rule may be made by the Director if the exigencies of the service or other special circumstances require it.

(c) An official's first home leave shall fall due in the second calendar year following the year in which he was appointed, except that, in the case of an official choosing to take home leave every three years, the first home leave shall fall due in the third calendar year following the year in which he was appointed.

(d) The provisions of (c) above shall apply as from the date of transfer to an official who is transferred from a duty station in the country of his home.

(e) When both husband and wife are officials of the Centre, neither shall be paid home leave travel expenses both as an official and as a spouse, and travel expenses of dependent children shall not be paid more than once every two or every three years, as the case may be.

(f) An official whose spouse, being employed at the same duty station by ~~another organization applying the United Nations common system or a specialized agency~~, is granted home leave by ~~that organization United Nations or the specialized agency concerned~~, shall not receive from the Centre travel expenses in respect of his spouse and shall not receive from the Centre travel expenses in respect of his children if his spouse receives from ~~that other organization United Nations or a specialized agency~~ travel expenses in respect of the same children.

(g) In exceptional circumstances the Director may authorize home leave travel for an official or his spouse or children before the date on which the home leave is due or he may permit them to defer the home leave, provided that no home leave shall begin earlier than 12 months after the appointment of the official or 12 months after return from any previous home leave.

(h) An official may be required to take home leave in conjunction with official travel, due regard being paid to his personal convenience.

(i) Subject to the permission of the Director, an official may in exceptional circumstances forego his home leave in a particular year, thereupon becoming entitled, on his next home leave, to travel expenses in respect of a dependent relative other than the dependants specified in (b) above.

(j) Home leave shall not be granted to an official whose service is not expected to continue at least six months beyond:

(1) the second anniversary of his date of appointment; or

(2) the estimated date of return from a proposed home leave.

(k) An official on home leave shall be required to spend at least two weeks in the country of his home. The Director may permit exceptions to this provision for special reasons.

ARTICLE 6.6

Special Leave

(a) Special leave, with full or partial salary or without salary, may be granted by the Director to an official for advanced study or research in the interest of the Centre, or for other exceptional or urgent reasons. Special leave without salary shall be granted on application to an official who is mobilized for service in the armed forces or for national service. For purposes of this Article "salary" shall mean salary and allowances.

(b) Periods of special leave without salary of one month or more shall not count as service for the purpose of calculating entitlement under the Staff Regulations to annual leave, sick leave, ~~assignment settling-in grant~~, mobility ~~incentive and non-removal allowance~~, education grant, grant on death, repatriation grant and termination indemnities. No contributions will be paid by the Centre to the official's pension fund during such periods. Periods of special leave without salary of one year or more shall have the effect of postponing entitlement to home leave and authorized travel to visit dependants by a corresponding period.

(c) Notwithstanding the provisions of this Article and of Article 7.6 (Postponement for Special Leave) continuity of service shall not be considered to have been broken by periods of special leave.

CHAPTER VII
ADVANCEMENT AND PROMOTION

ARTICLE 7.2
Incremental Date

(a) ~~Subject to the provisions of paragraph (e) below, T~~he incremental date of an official shall be the each anniversary of the first day of the month during which he was appointed. ~~Officials in the Professional category already in service on 1 June 1978 shall retain their existing incremental dates.~~ The incremental date of officials in the General Service category in service on 1 January 1991 shall be that determined in each case as a consequence of the application of the salary scale introducing biennial increments.

(b) Notwithstanding paragraph (a) ~~the above provisions,~~

~~(i) officials qualifying under Article 5.14 (e) of these Regulations (Incentives for Language Proficiency) will have incremental intervals as provided for in that Article;~~

~~(ii) the incremental date of an official in the Professional category and above who has received an increment on 1 July 1990 as a result of the addition of further steps for his grade in the salary scales applicable as from that date will be 1 July.~~

(c) ~~An~~ Officials who is ~~are~~ not in receipt of the maximum salary attaching to ~~his~~ their grade shall be granted one increment on ~~his~~ their incremental date, as provided in the salary scale under article 5.1(a) subject to the provisions of Article 7.4 (c) and Article 7.5 concerning withholding of increment.

~~(d) Officials in the grades P.2 to D.2 who, on 30 June 1990 had been in receipt of the maximum salary attaching to their grade for two years or more, shall on 1 July 1990 be granted one increment in accordance with the salary scales applicable as from that date.~~

~~(e) The increment shall be granted at less frequent intervals in the case of certain officials, as provided in the relevant salary scales.~~

ARTICLE 7.8
Special Increments
beyond the Maximum Salary Rate

(a) For an official of the General Service category who has been in service since 30 November 1995 or earlier, the responsible chief may, subject to paragraph (e) of this article, recommend the grant of not more than one additional special increment if the official is in receipt of the maximum salary attaching to his grade, and his performance during the preceding review period has been appraised pursuant to Article 7.4 as especially meritorious.

(b) The responsible chief's recommendation shall be reviewed by the official to whom the responsible chief reports who, if he concurs, shall refer the recommendation to the Reports Committee for decision. The grant of a special increment to an official who has reached the maximum salary attaching to his grade since the last performance appraisal as well as the grant of a second such increment during the period before the next performance appraisal is due are subject to the provisions of Article 7.4 (c).

(c) The timing of the increments provided for in paragraph (a) as well as the number of recommendations which may be made each year will be subject to limitations defined by the Director after consulting the Staff Relations Committee.

(d) An official of the General Service category who has been in service since 30 November 1995 or earlier, who has completed more years of service in his grade than the number of years which it would normally take to progress from the minimum to the maximum of the salary scale attaching to his grade, and who is at the

maximum, shall, subject to paragraph (e) of this article, be eligible to receive one additional special increment on completion of more than 20 years of continuous service within the common system including his period(s) of service with the Turin Centre, and one additional special increment on completion of more than 25 years of continuous service.

(e) The total number of additional special increments payable during the whole period of service of an official following 30 November 1995 under the provisions of this Article shall be limited to one.

CHAPTER VIII TRAVEL AND REMOVAL EXPENSES

ARTICLE 8.3 *Expenses upon Appointment*

(a) The Centre shall pay the travel expenses on appointment to an official who, as a result of his appointment, is obliged to change his place of residence from the place where he was residing at the time of his appointment to the place designated as his duty station.

(b) On appointment, an official shall be paid travel expenses in respect of his spouse and dependants from the place where he was residing at the time of his appointment to the place designated as his duty station.

~~(c) On receiving a contract of indeterminate duration, an official shall be paid the cost of removal of his household goods and personal effects from the place where he was residing at the time of his appointment to his duty station.~~

~~(c)~~ (d) On appointment with a contract for one year or more, an official shall, unless otherwise specified, be offered ~~given a choice between:~~

~~(i) the~~ payment of the cost of removal of his household goods and personal effects to his duty station from the place where he was residing at the time of his appointment; ~~or~~

~~(ii) payment of the element for non-removal of household goods of the allowance provided for in Article 5.9. This choice shall be made within one month of the effective date of the appointment and once made may not be retracted. If no choice is made within the period, (i) above shall apply.~~

~~(d)~~ (e) In exceptional circumstances, the Director may, if so requested in advance, authorize payment to an official of the cost of removal of his household goods and personal effects from more than one place.

ARTICLE 8.3 bis
Expenses upon Transfer

(a) An official who is transferred from one duty station to another shall be paid travel expenses in respect of himself and his spouse and dependants.

(b) An official who is transferred to ~~Turin for one year or more~~ another duty station for one year or more shall be paid given a choice between:

~~(i) payment of the cost of removal of his household goods and personal effects to the new duty station. ~~73~~ ;~~
~~or~~

~~(ii) payment of the element for non-removal of household goods of the allowance provided for in Article 5.9,~~

~~unless he is already entitled by virtue of previous service in Turin to the removal from Turin of his household goods and personal effects in which case he shall be paid the cost of removal of his household goods and personal effects. An official shall exercise his choice within one month of the effective date of the transfer: once made, the choice may not be retracted. If no choice is made within the period, (i) above shall apply.~~

ARTICLE 8.6
Expenses upon Termination

(a) Upon the termination of his appointment:

(1) an official shall be paid travel expenses in respect of himself and his spouse and dependants from his duty station to his home;

(2) an official shall be paid the cost of removal of his household goods and personal effects to his home from a duty station at which he was entitled to removal by virtue of Article 8.3 (c) ~~or by virtue of choices Article 8.3 (d)(i) or 8.3 bis (b)(i) or~~ at which he would have been entitled to removal but for the fact that he was residing at the duty station at the time of his appointment; where entitlement under the aforesaid provisions arose at more than one duty station, the official shall normally be paid the cost of removal from the most recent;

(b) Expenses under this Article shall not normally be paid to an official whose appointment is terminated in accordance with Article 11.8 (Summary Dismissal), nor to an official who resigns before he completes one year of service. ~~Travel e~~Expenses under this Article shall not be paid after the expiry of two years from the effective date of cessation of service. Travel expenses under this Article shall not be paid to an official who resigns within six months after his return from home leave, except that, where home leave travel expenses were not paid in respect of the official's spouse or in respect of any dependant, travel expenses shall be payable in respect of such spouse or dependant, nor to an official who resigns within six months after his return from travel under Article 8.4 (Expenses upon Authorized Travel to visit Spouse or Dependants). Expenses under this Article may be paid in respect of travel or removal to a place other than that recognized as the official's home, provided the cost is not greater. Exceptions to the provisions of this paragraph may be authorized in special circumstances.

(c) When both husband and wife are officials of the Centre and each is entitled to the payment of travel expenses upon termination of appointment, travel expenses from the duty station to the home shall be paid only once to each of them.

CHAPTER XIII
CESSATION OF SERVICE

ARTICLE 13.12
Repatriation Grant

(a) A repatriation grant shall be payable to any non-locally recruited official who on leaving the Organization otherwise than by transfer to another organization applying the United Nations or a specialized agency common system or summary dismissal has completed at least five one years of continuous service outside the country of his home. The grant shall be computed in accordance with the schedule below. Subject to paragraph (g) of this article, it shall be paid at the family rate when an official has either:

- (1) a spouse; or
- (2) a child in respect of whom a family allowance is payable.

(~~b~~ g) When both spouses husband and wife are officials of the Centre, or one is an official of another organization applying the United Nations common system, the repatriation grant is payable at the single rate to each of them. When they have a dependent child (or children), the grant shall be paid to each of the spouses under conditions established by the Director in order to avoid double payment.

(~~c~~ h) The payment of the grant shall be subject to the provision by the former official of documentary evidence satisfactory to the Director that the official has taken up residence in a country other than that of the last duty station. No claim for this grant may be made after the expiry of two years from the effective date of cessation of service, provided that in exceptional cases this time limit may be extended by the Director. Notwithstanding the provision of this paragraph, officials in service on 31 August 1979 shall not be required to produce documentary evidence in respect of their entitlement to a grant corresponding to the period of service completed at that date; in respect of service after that date such evidence is required for any balance of the grant to be paid.

(~~d~~ e) When an official has been transferred to his home country, he shall be entitled to a repatriation grant computed in accordance with the schedule below, the length of service on which the grant is computed being reduced by one year in respect of each completed six months of service in his home country. If subsequently the official has been transferred outside his home country, his entitlement shall then accrue at the rate at which it was reduced, until it reaches the level it had reached when the official was transferred to his home country. Thereafter it shall accrue in accordance with the schedule below.

(~~e~~ f) In the event of the death of an official to whom the grant would have been payable, it shall be paid:

- (1) to the surviving spouse; or
- (2) to a child in respect of whom a family allowance was payable.

If there is one such surviving person, the grant shall be paid at the single rate; if there is more than one it shall be paid at the family rate. If there is no such surviving person, no payment shall be made.

(f e) The repatriation grant shall be computed in accordance with the following schedule. If service in the final year is less than 12 full months, the grant shall be paid in respect of completed months of service in that year.

<i>Years of continuous service outside the home country</i>	<i>Number of weeks' salary</i>		<i>Family rate</i>
	<i>Single rate (Professional category and above)</i>	<i>Single rate (General service category)</i>	
1 year	3	2	4
2 years	5	4	8
3 "	6	5	10
4 "	7	6	12
5 "	8	7	14
6 "	9	8	16
7 "	10	9	18
8 "	11	10	20
9 "	13	11	22
10 "	14	12	24
11 "	15	13	26
12 " or more	16	14	28

(g) An official who joined the service at the Centre on or before 1 January 2016 and who has completed at least one year but less than five years of consecutive qualifying service shall be paid a repatriation grant in accordance with the following schedule, subject to the other conditions of this article. If service in the final year preceding 1 January 2017 is less than 12 full months, the grant shall be paid in respect of completed months of service in that year.

<u><i>Years of continuous service outside the home country</i></u>	<u><i>Number of weeks' salary</i></u>	
	<u><i>Single rate (Professional category and above)</i></u>	<u><i>Family rate</i></u>
<u>1</u>	<u>3</u>	<u>4</u>
<u>2</u>	<u>5</u>	<u>8</u>
<u>3</u>	<u>6</u>	<u>10</u>
<u>4</u>	<u>7</u>	<u>12</u>

(h f) For the purpose of this Article "salary" shall mean remuneration specified in Article 5.1 (d).

Annex A
SCALE OF REMUNERATION OF OFFICIALS IN THE PROFESSIONAL CATEGORY AND ABOVE

Proposed unified salary scale for the Professional and higher categories showing annual gross salaries and net equivalents after application of staff assessment

(To be replaced with the table in effect on 1 January 2017, as per recommendation by the ICSC)

(United States dollars)

<i>Level</i>		<i>I</i>	<i>II</i>	<i>III</i>	<i>IV</i>	<i>V</i>	<i>VI</i>	<i>VII</i>	<i>VIII</i>	<i>IX</i>	<i>X</i>	<i>XI</i>	<i>XII</i>	<i>XIII</i>
D-2	Gross	137 954	140 969	143 981	147 000	150 018	153 215	156 414	159 611	162 809	166 006			
	Net	106 068	108 178	110 287	112 400	114 512	116 622	118 733	120 843	122 954	125 064			
D-1	Gross	123 410	126 059	128 709	131 359	134 000	136 650	139 299	141 943	144 594	147 240	149 887	152 686	155 494
	Net	95 887	97 741	99 596	101 451	103 300	105 155	107 009	108 860	110 716	112 568	114 421	116 273	118 126
P-5	Gross	106 237	108 489	110 743	112 993	115 247	117 497	119 753	122 004	124 257	126 509	128 763	131 011	133 267
	Net	83 866	85 442	87 020	88 595	90 173	91 748	93 327	94 903	96 480	98 056	99 634	101 208	102 787
P-4	Gross	87 413	89 414	91 417	93 418	95 421	97 421	99 426	101 550	103 723	105 896	108 073	110 241	112 416
	Net	69 934	71 455	72 977	74 498	76 020	77 540	79 064	80 585	82 106	83 627	85 151	86 669	88 191
P-3	Gross	71 699	73 551	75 405	77 255	79 111	80 963	82 814	84 671	86 522	88 375	90 232	92 082	93 937
	Net	57 991	59 399	60 808	62 214	63 624	65 032	66 439	67 850	69 257	70 665	72 076	73 482	74 892
P-2	Gross	55 343	57 000	58 658	60 314	61 972	63 632	65 289	66 943	68 603	70 259	71 916	73 576	75 230
	Net	45 561	46 820	48 080	49 339	50 599	51 860	53 120	54 377	55 638	56 897	58 156	59 418	60 675
P-1	Gross	42 934	44 222	45 510	46 798	48 084	49 373	50 722	52 129	53 536	54 943	56 349	57 755	59 162
	Net	35 635	36 704	37 773	38 842	39 910	40 980	42 049	43 118	44 187	45 257	46 325	47 394	48 463

Note: For grades P.1 to P.5, within grade step increments will be granted annually from step I to step VII, and thereafter biennially. For grade D.1, biennial steps continue to be until step 5, and at grade D.2 biennial step increments continue to be from step 2.

Proposed pensionable remuneration scale after the introduction of a unified salary scale

(To be replaced with the table in effect on 1 January 2017, as per recommendation by the ICSC)

(United States dollars)

<i>Level</i>	<i>I</i>	<i>II</i>	<i>III</i>	<i>V</i>	<i>V</i>	<i>VI</i>	<i>VII</i>	<i>VIII</i>	<i>IX</i>	<i>X</i>	<i>XI</i>	<i>XII</i>	<i>XIII</i>
D-2	226 417	231 676	236 943	242 208	247 468	252 732	257 995	263 258	268 520	273 781	–	–	–
D-1	201 410	205 868	210 577	214 896	219 215	223 524	227 842	232 374	237 003	241 629	246 248	250 418	254 870
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
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
P-2	91 077	93 761	96 441	99 131	101 810	104 495	107 179	109 862	112 545	115 226	117 913	120 597	123 276
P-1	69 933	72 211	74 489	76 766	79 044	81 322	83 600	85 878	88 156	90 434	92 711	94 989	97 267

Annex C
RATES OF STAFF ASSESSMENT

1. For the Professional category and above:

a) Family rate

19 17 per cent on the first \$ 50,000 gross salary

28 24 per cent on the next \$ 50,000 gross salary

32 30 per cent on the next \$ 50,000 gross salary

35 34 per cent on all remaining salary

b) Non family rate

Staff assessment amounts for those with neither a dependent spouse nor a dependent child would be equal to the difference between the gross salaries at different grades and steps and the corresponding net salaries at the single rate.

[...]

Annex D
TRAVEL AND REMOVAL EXPENSES

I. GENERAL

1. Travel expenses, as prescribed in Article 8.1 (Travel Expenses), shall be payable to an official only when authorization to travel has been given to him in advance. This authorization is granted by the Director on the appropriate form. Travel expenses shall be paid to the Director upon certification by him of the official character of the travel.

2. (a) Travel expenses paid by an official shall be reimbursed upon presentation of the appropriate form, duly completed and accompanied by all vouchers. Claims in respect of travel, except on termination, shall normally be presented within eight days after travel has been completed.

(b) Claims for payment of travel and/or the transport of unaccompanied personal effects on termination shall not be paid unless payment is duly claimed within two years after the termination of appointment, provided that the Director, after consulting the Joint Negotiating Committee, may extend this period.

(c) Claims for payment of the transport of unaccompanied personal effects on appointment or transfer shall not normally be paid unless payment is duly claimed within six months after the arrival of the official at the place of posting.

(d) Claims for payment of travel may be refused if any delay in presenting the claim is not satisfactorily explained.

3. Travel tickets shall normally be provided by the Centre; when the Centre lacks the facilities necessary to provide them or in exceptional circumstances approved by the Director, the official is authorized to purchase the tickets he will require. In this case, the official shall be entitled to the reimbursement of actual travel expenses up to the amounts payable under the present Regulations.

4. Upon the authorization of the Director an official may travel, except when on official business, at less expense than that provided for in these Regulations, in order to take with him a member of his household in respect of whom travel expenses are not payable or for other special reasons. An official so travelling shall be entitled to payment of the actual travel expenses up to the amount payable under the Regulations, except when he travels by private automobile, when the provisions of paragraphs 15 and 22 (b) shall apply.

5. When an official travels at greater expense than that provided for in these Regulations, he shall be paid travel expenses not exceeding those payable under the Regulations.

6. Transport expenses payable in respect of an official's spouse and dependants shall be paid subject to the conditions applicable to the official. The Director may, however, establish different conditions for school travel under the provisions of Article 5.13 (Education Grant) of the present Regulations, as well as when a child travels unaccompanied by one of his parents, under the provisions of Articles 6.5 (Home Leave Travel Expenses), 8.3 (Expenses upon Appointment), 8.3 bis (Expenses upon Transfer) and 8.6 (Expenses upon Termination) of the present Regulations.

7. An official who is provided with tickets or who has received an advance against reimbursable travel expenses shall be liable for any such tickets or advances if he does not undertake the travel for which the ticket or advances were obtained.

8. The Centre shall pay the cost of transporting any documents or technical material which an official is authorized in advance to transport while travelling and which are deemed necessary for the conduct of official business.

9. (a) Expenses for postage, telegrams, telephone calls and other such expenses incurred in the conduct of official business by an official travelling on official business shall be reimbursed upon the presentation of a claim accompanied by vouchers.

(b) Expenses for travelling by taxi shall be reimbursed under conditions established by the Director.

(c) Gratuities shall not be reimbursed.

10. Entertainment expenses incurred by an official travelling on official business shall be reimbursed in accordance with the rules for the administration of the Representation Fund.

II. MEANS OF TRANSPORT AND TRAVEL CONDITIONS

11. Travel paid for by the Centre shall normally be by air or by rail. Transport by sea or by some other means shall normally be paid on the basis of the cost of the most economical itinerary and method of transport. Group tickets may be provided for officials travelling on official business; in such cases officials shall be required to use these tickets for travel.

12. An official travelling on official business with an official of a higher grade shall, when authorized by the Director, travel under the conditions allowable in the higher grade.

13. Rail transport shall be in first class. Officials shall be entitled: (a) to a reserved seat by day and, where applicable, to the supplement payable on express trains; (b) to a single sleeper by night, for officials in the grade of D.1 and above and to a single berth in a double sleeping compartment or to a special sleeper compartment when available, for officials below the grade of D.1.

14. When transport free of charge is provided for an official he shall not receive tickets supplied by the Centre.

15. An official who travels by private automobile shall be reimbursed the minimum allowable travel expenses provided for in these Regulations.

III. SUBSISTENCE ALLOWANCE

16. The subsistence allowance payable under Article 8.1 (Travel Expenses) shall be paid according to schedules and rates established by the Director. If the Director is satisfied that these rates are insufficient for travel on official business, he may authorize the payment of different amounts.
17. The subsistence allowance during a journey shall be payable, up to and including the day of arrival at the authorized destination, at the rate appropriate to the place of arrival.
18. In the case of travel on official business, the allowance shall be payable at the rate applicable to the place of official business as from the day of departure.
19. For the purpose of calculating subsistence allowance, the day is defined as the 24-hour period from midnight to midnight. Subject to the provisions of paragraph 20 below, the full rate shall be paid for every day on which the official is in travel status, and half rate for the last day of travel.
20. When travel is for a period of less than 24 hours and does not necessitate expenses for sleeping accommodation, subsistence allowance shall be paid at reduced rates to be determined by the Director. No allowance shall be paid for travel lasting less than ten hours.
21. The subsistence allowance payable in respect of an official's spouse or dependant shall be one-half the allowance payable in respect of the official, except that the allowance shall not be payable in respect of a dependant who has not reached his third birthday when travel begins. No subsistence allowance shall be payable under Article 5.13 (Education Grant).

IV. TRANSPORT OF PERSONAL EFFECTS

22. (a) Transport expenses by air shall normally include the transport of accompanied personal effects up to the amount allowable on a first-class air ticket for the same journey.
- (b) An official who travels by private automobile shall not be entitled to the accompanied excess personal effects allowance which he would have received if he had travelled by air.
23. Transport expenses by surface means payable for travel on official business shall include the transport of unaccompanied personal effects not exceeding 50 kg when the official's absence from his duty station is two months or less and not exceeding 80 kg when the official's absence is more than two months.
24. Transport expenses by surface means payable under the provisions of Article 5.13 (Education Grant) shall include the transport of unaccompanied personal effects not exceeding:
- (a) 200 kg on the first outward trip to and the final return trip from the educational institution and in the event of a change of institution situated in a different place, within the limits established by Article 5.13 (h) (3);
- (b) 50 kg in the event of any other educational journey.
25. Transport expenses by surface means payable under the provisions of Article 6.5 (Home Leave Travel Expenses) shall include the transport of unaccompanied personal effects not exceeding 50 kg in respect of an official and 50 kg in respect of his spouse and each of his dependants.
26. Transport expenses by surface means payable under the provisions of Article 8.4 (Expenses upon Authorized Travel to Visit Spouse or Dependants) shall include the transport of unaccompanied personal effects not exceeding 50 kg.

27. An official who does not use his entitlement to reimbursement of the transport expenses by surface means of unaccompanied personal effects as authorized by the provisions of paragraphs 24 (b), and 26 above, may transport an extra 10 kg, including packing, or accompanied luggage by air in respect of a child during a school journey where applicable, or for himself, his spouse or for each of his dependants during home leave or for himself during travel to visit spouse or dependants.

28. (a) Where an official is entitled to the removal of household goods and personal effects, transport expenses by surface means payable upon appointment, transfer or termination, shall also include the transport of unaccompanied personal effects not exceeding 100 kg in respect of an official, 100 kg in respect of his spouse or a first dependant and 50 kg in respect of each of his other dependants.

(b) Where an official is not entitled to the removal of household goods and personal effects, transport expenses by surface means payable upon appointment, transfer or termination, shall include the transport of unaccompanied personal effects in an amount to be determined by the Director ~~not exceeding 1,000 kg in respect of an official, 500 kg in respect of his spouse or a first dependant and 300 kg in respect of each of his other dependants.~~

29. An official may convert ~~all or part of his entitlement to the removal of household goods transport of unaccompanied and~~ personal effects by surface means under the provisions of paragraphs 23, 24, 25, 26 and 28 into air freight in the proportion up to a maximum amount of 4600 kg air freight for every 2 kg by surface. ~~In special circumstances, the Director may authorize the increase of this proportion to 1 kg air freight for each kg by surface on the appointment or transfer of an official.~~

30. The weights expressed in kg in the above paragraphs shall be understood as net terms, that is, excluding crating.

31. (a) The cost of insuring unaccompanied personal effects transported under paragraphs 23, 24, 25, 26 and 28 shall be borne by the Centre under conditions and up to a maximum amount to be determined by the Director.

(b) The Centre shall not be normally responsible for any customs duties levied on unaccompanied personal effects, transported under the conditions established in the preceding paragraphs.

V. REMOVAL EXPENSES

32. Arrangements for the removal of household goods and personal effects shall normally be made by the Director or an official he designates to carry out the task; he may, however, if a request is made beforehand, authorize an official to make arrangements for a removal, subject to his approval. The household goods and personal effects to be removed shall be insured at the expense of the Centre under conditions and up to a maximum amount to be determined by the Director; beyond that the Centre shall not be liable for any loss or damage. Any customs duties payable in respect of household goods and personal effects shall not normally be paid by the Centre.

33. Expenses shall be paid for the removal of household goods and personal effects (excluding motor cars) not exceeding a 40-foot container 60 cubic metres, ~~except that in the case of officials in grades above that of D.1, the Director may authorize payment for the removal of household goods and personal effects (excluding motor cars) up to a maximum of 150 cubic metres in volume.~~

34. Any removal expenses which may be paid by an official shall be reimbursed upon presentation of a claim, accompanied by vouchers, within three months after the removal was effected. The Director, in exceptional circumstances and after consulting the Staff Relations Committee, may extend this period.

35. Claims for payment of removal expenses shall not be submitted later than six months after an official acquires the right, provided that the Director may extend this period upon application in advance and for special reasons, after consulting the Staff Relations Committee.

36. If no claim for payment of removal expenses is made by an official within the time-limit specified in paragraph 35, the Centre shall pay (a) the cost of a later removal if it takes place on the occasion of the official's marriage, or (b) three-quarters of the cost of a later removal if the effects transported have been inherited by the official after the expiration of the time-limit specified in paragraph 35, or (c) half the cost of any other later removal.

37. An official to whom removal expenses upon appointment or upon transfer are payable under Articles 8.3 (Expenses upon Appointment) or 8.3 bis (Expenses upon Transfer) shall be entitled to reimbursement of the cost of storing his household goods and personal effects for a period not exceeding ~~six~~ three months.

38. When both husband and wife are officials of the Centre in service at the same duty station and each is entitled to the payment of expenses for the removal of household goods and personal effects, the maximum volume in cubic metres payable by the Centre for the two spouses jointly is that set out in paragraph 33 above.

VI. TRANSPORT OF PRIVATE MOTOR CARS

39. Transport expenses of privately owned automobiles may be reimbursed, under conditions and up to a maximum amount to be determined by the Director, to officials whose assignment to a duty station on appointment or transfer is expected to be for a period of not less than two years.