

Board of the Centre

80th Session, Turin, 26-27 October 2017

CC 80/5

FOR DECISION

FIFTH ITEM ON THE AGENDA

Human resources questions

I. Recommendations of the International Civil Service Commission

1. This section of the paper provides information on the recommendations contained in the report of the International Civil Service Commission (ICSC) for year 2017 concerning base salary, which, if approved by the United Nations General Assembly (hereafter referred to as the General Assembly), will have implications for the Centre as from 1 January 2018. It also submits to the Board for approval provisions reflecting changes adopted in earlier sessions of the General Assembly as regards the education grant scheme and the mandatory age of retirement, as implemented by the ILO Governing Body.
2. The General Assembly will not have reached any final decision concerning the recommendations at paragraph 4 below when the Board holds its 80th Session (October 2017). Since these measures, 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 2018, these recommendations are being submitted for approval by the Board at its current session.

Conditions of service of staff in the Professional and higher categories

A. Base salary

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 the 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 2018 a revised base/floor salary scale for professional and higher categories of staff with a 0.97 per cent
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adjustment implemented through the standard no-loss-no-gain consolidation method described in paragraph 3 above. The proposed increase in the salary should also be applied to the pay protection points for staff whose salaries were higher than those at the maximum level of their grade on conversion to the unified salary scale. This adjustment also implies a proportional increase in end-of-service payments.

B. Comprehensive review of the common system compensation package: Education Grant Scheme

At its 79th Session (October 2016) the Board of the Centre approved several amendments to the Staff Regulations following the approval of the revised compensation package for the Professional and Higher categories of staff by the General Assembly at its 70th Session on 23 December 2015. These amendments included changes to the education grant scheme as of the school year in progress on 1 January 2018, which the Board adopted on the understanding that it might need to review them again at its present Session in order to align them with the corresponding provisions of the ILO Staff Regulations. Following approval by the Governing Body of the ILO, at its 329th Session (March 2017), of relevant amendments, the Centre now submits to the Board proposed amendments to Articles 5.13 and 5.13 *bis* of the Staff Regulations contained in Appendix A with a view to aligning them with the corresponding provisions of the ILO¹.

Conditions of service applicable to both categories of Staff

C. Mandatory Age of Separation

5. In its Resolution 69/251 the General Assembly decided to raise the mandatory age of separation to 65 years for all staff recruited before 1 January 2014, taking into account their acquired rights, and requested the ICSC to revert to it with an implementation date at its earliest opportunity, after consultation with all organizations of the common system.
6. Having considered the requested report of the ICSC for the year 2015 reflecting the views of the organizations and of the staff representatives, and reaffirming the ICSC role in approving conditions of service and entitlements for all staff serving in the organizations of the United Nations common system, the General Assembly decided in its Resolution A/RES/70/244 dated 23 December 2015, that the mandatory age of separation for staff recruited before 1 January 2014 should be raised by the organizations of the United Nations common system to 65 years at the latest by 1 January 2018.
7. An analysis of retirement data for the forthcoming four years shows that some 11 officials in all staff categories will probably be affected by the changes regarding the mandatory age of separation. However, respect for the acquired rights of staff with regard to their normal age of retirement may have an impact on staff retirement decisions. The normal age of retirement is the age at which a retired official can receive a full retirement benefit (subject to the length of their employment), that is to say without the substantial reductions affecting the “early

¹ As regards these provisions, the Centre reorganized Articles 5.13 and 5.13 *bis* to align them in full with the ILO Staff Regulations in its current version. However, all the changes made to these Articles are editorial since paragraphs were re-ordered to follow the same order of the ILO Staff Regulations, and these do not affect the substance of the provisions. For a better understanding and for comparing purposes, the original Articles 5.13 and 5.13 *bis* can be found in Annex B.

retirement benefit” provided under Article 29 of the Regulations of the United Nations Joint Staff Pension Fund (UNJSPF). Under the UNJSPF Regulations, the normal retirement age from 1 January 2018 will remain at age 60 for participants who entered the Fund prior to 1 January 1990, and at age 62 for participants who entered or re-entered the Fund on or after 1 January 1990.

8. At its 329th Session (March 2017) the Governing Body of the ILO already approved the increase in the retirement age, effective from 1 January 2018. The proposed amendments to Article 13.3 of the Centre’s Staff Regulations are contained in Appendix A.

II. Amendments to the Staff Regulations to give effect to the Recognition and Procedural Agreement

9. Following the conclusion of the Recognition and Procedural Agreement between the Centre and its Staff Union on 19 October 2000, inspired by the corresponding agreement concluded at the ILO, the Board at its 63rd Session (October 2001) authorized the Director to implement, on a temporary basis, amendments to the Staff Regulations to give effect to the Agreement, along with the understanding that the matter would be brought again for its consideration with a view to the definite adoption of the amendments. Accordingly, in December 2001 the Centre issued a circular giving effect to the Amendments and proceeded with implementation of the Agreement. It is proposed that the Board now definitively approves, in the interests of clarity and legal security, those amendments contained in Appendix C.

III. Contracts policy

10. At its 79th Session (October 2016), the Board was informed of the conclusion of the Collective Agreement Concerning Staff with Fixed-Term, Project-Based Contracts Linked to Specific Training Activities Forming a Coherent Programme was signed between the Centre and the Staff Union in the Joint Negotiating Committee and approved by the Director on 26 October 2016.² The Agreement establishes measures to harmonize conditions of employment and to provide more stable employment perspectives for staff employed on project-based contract linked to training activities, within the overall goal of ensuring financial sustainability at the Centre.
11. The Agreement related to a group of 25 officials who were appointed to corresponding positions funded from the variable expenditure budget without competition as an exception to Article 1.2 (c) of the Staff Regulations as approved by the Board at its October 2016 session.
12. The Agreement was fully implemented as of 1 January 2017, the date on which the 25 officials concerned received a contract funded from variable expenditure. These new contracts contain a clause explaining the source of funding, the applicable Regulations and rules, length of appointment and other conditions provided for in the Agreement. Any extension would be subject to the continuing needs of the Centre, availability of funds,

² CC 79/4/2.

satisfactory conduct and performance. The Agreement is appended to the contracts as an integral part thereof.

13. The Staff Regulations apply equally to all officials with fixed-term contract irrespective of the source(s) of funding of the contract, except as otherwise provided.
14. Accordingly, staff in positions funded from the variable expenditure budget are covered by the provisions of Chapter VII of the Staff Regulations on "Advancement and Promotion", while they will not be eligible for titularization. Certain aspects of the implementation of the eligibility under the provisions of article 7.11 concerning promotion linked to an official's record of service are still the object of ongoing negotiations in the JNC. The Board will be informed of any further development.

IV. Exceptions to the Staff Regulations

12. Under Article 0.8 of the Staff Regulations, any exception made by the Director to Staff Regulations entailing additional expenditure shall be notified to the Board. Since the 78th Session (October 2015) of the Board, the following exceptions were approved by the Director:

- (a) carryover of annual leave entitlements in excess of the maximum amount provided for under Article 6.4(d) of the Staff Regulations;
- (b) carryover of accumulated compensatory leave entitlements beyond the expected time limit.

13. **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 0.97 per cent in the base/floor salary scales with effect from 1 January 2018 on a no-loss-no-gain basis;**
 - (ii) **the consequential increases in separation payments;**
- b) **approve the amendments to Articles 5.13 and Art. 5.13 bis of the Staff Regulations relating to the education grant contained in Appendix A;**
- c) **approve the amendments to Article 13.3 of the Staff Regulations relating to the age of retirement contained in Appendix A;**
- d) **approve the amendments to Articles 0.3, 0.4, 10.1 and 10.2 of the Staff Regulations giving effect to the Recognition and Procedural Agreement between the Centre and its Staff Union of 19 October 2000 contained in Appendix C;**
- e) **take note of the exceptions approved by the Director to the Staff Regulations set down in paragraph 12 above.**

Point for decision: Paragraph 13.

Turin, October, 2017

Appendix A
Amendments to the Staff Regulations

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 a kindergarten or nursery school at 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) The grant shall be payable up to the end of the fourth year of post-secondary studies or until the award of the first post-secondary degree, whichever is earlier, 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 following table.

Claim amount bracket 1 in US\$	Reimbursement rate (%)
0–11 600	86
11 601–17 400	81
17 401–23 200	76
23 201–29 000	71
29 001–34 800	66
34 801–40 600	61
> 40 601	0

1 The first US\$11,600 of an eligible claim will be reimbursed at a rate of 86 per cent, and each further amount of US\$5,799 will be reimbursed at the rate of 81/76/71/66/61 per cent, respectively, up to an amount of US\$40,600.

- (e) The amount of the grant shall be payable in the currency in which expenses are incurred.
- (f) For officials assigned outside category H duty stations, an additional lump sum of USD5,000 for boarding-related expenses shall also be payable in respect of eligible children who attend primary or secondary education outside the duty station.
- (g) 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 this article, admissible expenses are defined as the cost of tuition and enrolment-related fees 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 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) Where boarding-related expenses are payable in accordance with paragraph (f), expenses of the child attending school at the primary or secondary level 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 a journey between the official's home and the duty station.

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- (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. At other duty stations the Director may fix other periods;
 - (2) "home country" shall mean the country of the official's recognized home.
- (k) The grant shall be payable upon the presentation of evidence satisfactory to the Director that the conditions required by this article are fulfilled.
- (l) Unless otherwise stipulated, the provisions of this article are applicable as of the school year in progress on 1 January 2018.

Article 5.13 bis

Special education grant

1. 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.

2. 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 paragraphs 4 and 8 below, in calculating the grant.

3. 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.

4. (a) 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 maximum upper limit of reimbursable expenses allowable provided in the table under article 5.13(d), plus the amount of the boarding assistance lump sum referred to under article 5.13(f).

(b) 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 4(a).

5. 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.

6. 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, the grant shall be payable only to one parent.

7. 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.

8. 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 1 above. Normal educational expenses shall be reimbursed in accordance with the provisions of article 5.13.

9. 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.

10. The grant shall be payable upon the presentation of evidence satisfactory to the Director that the conditions required by this article are fulfilled.

11. 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, shall be reimbursed upon the presentation of a claim accompanied by evidence up to a maximum amount of \$1,000 per calendar year.

ARTICLE 13.3

Age of Retirement

~~Officials shall retire at the end of the last day of the month in which they reach the age of 65 for officials appointed after 31 December 2013, or the age of 62 for officials appointed before 1 January 2014. Officials appointed before 1 January 1990 may elect to retire at the end of the last day of the month in which they reach the age of 60 or at the end of the last day of a month falling after their sixtieth birthday, but at the latest at the end of the last day of the month in which they reach their sixty-second birthday. Officials shall retire no later than the last day of the month in which they reach age 65. In special cases the Director may retain in service an official, whose age of retirement would otherwise be 60 or 62, until the end of the last day of the month in which the official reaches the age of sixty-five. Exceptionally, for compelling reasons, the Director may retain an official in service for a period not exceeding 12 months after that day. The Joint Negotiating Committee shall be consulted before a decision is taken to retain in service beyond the age of retirement an official below the grade P.5 and this Committee shall be informed of any decision to retain in service beyond the age of retirement any other official.~~

A. Salary scale for the Professional and higher categories showing annual gross salaries and net equivalents after application of staff assessment (effective 1 January 2018) *

(United States dollars)

Level														
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
D-2	Gross	140 984	144 059	147 133	150 223	153 488	156 750	160 011	163 273	166 535	169 795	-	-	-
	Net	108 189	110 341	112 493	114 647	116 802	118 955	121 107	123 260	125 413	127 565	-	-	-
D-1	Gross	126 150	128 851	131 554	134 257	136 951	139 654	142 356	145 053	147 757	150 483	153 347	156 209	159 074
	Net	97 805	99 696	101 588	103 480	105 366	107 258	109 149	111 037	112 930	114 819	116 709	118 598	120 489
P-5	Gross	108 633	110 930	113 230	115 524	117 824	120 119	122 420	124 716	127 013	129 310	131 609	133 903	136 203
	Net	85 543	87 151	88 761	90 637	91 977	93 583	95 194	96 801	98 409	100 017	101 626	103 232	104 842
P-4	Gross	89 253	91 295	93 337	95 379	97 421	99 462	101 636	103 853	106 069	108 284	110 506	112 717	114 936
	Net	71 332	72 884	74 436	75 988	77 540	79 091	80 645	82 197	83 748	85 299	86 854	88 402	89 955
P-3	Gross	73 225	75 114	77 005	78 893	80 784	80 674	84 563	86 457	88 345	90 234	92 128	94 016	95 908
	Net	59 151	60 587	62 024	63 459	64 896	66 332	67 768	69 207	70 642	72 078	73 517	74 952	76 390
P-2	Gross	56 542	58 233	59 922	61 612	63 304	64 996	66 688	68 375	70 067	71 757	73 446	75 139	76 828
	Net	46 472	47 757	49 041	50 325	51 611	52 897	54 183	55 465	56 751	58 035	59 319	60 606	61 889
P-1	Gross	43 792	45 106	46 419	47 734	49 046	50 395	51 829	53 264	54 699	56 134	57 568	59 001	60 437
	Net	36 437	37 438	38 528	39 619	40 708	41 800	42 890	43 981	45 071	46 162	47 252	48 341	49 432

*The normal qualifying period for in-grade movement between consecutive steps is one year. The shaded steps in each grade are granted after two years of qualifying service at the preceding st

B. Pay protection points for staff beyond the maximum salaries on the unified salary scale (effective 1 January 2018)

(United States dollars)

<i>Level</i>		<i>PP1</i>	<i>PP2</i>
P-4	Gross	117 154	119 373
	Net	91 508	93 061
P-3	Gross	97 796	99 686
	Net	77 825	79 261
P-2	Gross	78 520	-
	Net	63 175	-
P-1	Gross	61 871	-
	Net	50 522	-

Appendix B

Old text (footnote 1 in the above Human resources questions refers)

**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, 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:~~

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

~~*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.~~

~~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. 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.~~

~~(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. 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) above.~~

~~(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.~~

~~(g) 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, 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.~~

~~(h) 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;~~

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- ~~(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.~~
- ~~(i) 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.~~
- ~~(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 referred to under Article 5.13.~~
- ~~(3) 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). 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, 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.~~
- ~~(i) 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.~~

Appendix C

Amendments to the Staff Regulations giving effect to the Recognition and Procedural Agreement between the Centre and its Staff Union of 19 October 2000

Article 0.3

Amendments

Subject to the approval of the Board of the Centre, ~~the Regulations may be amended, the Director shall amend the Staff Regulations in order to give effect to the provisions of a collective agreement with the Staff Union, a copy of which has been given to all officials, or to take into account the expiry of such agreements,~~ without prejudice to the acquired rights of officials ~~by the Director after consulting the Staff Relations Committee.~~

- (b) The Director shall also amend the Staff Regulations, without prejudice to the acquired rights of officials, and after consulting the Joint Negotiating Staff Relations Committee, in order to give effect to:

~~(1) (a)~~ modification in the FAO salary scale and relative allowances applied to the General Service category;

~~(2) (b)~~ decisions of the International Civil Service Commission concerning:

~~(i) (1)~~-rates of allowances and benefits (other than pensions, dependency allowances, education grant, home leave, repatriation grant and termination indemnity), the conditions of entitlement thereto, and the standards of travel; and

~~(ii) (2)~~ the classification of duty stations for the purpose of applying post adjustments .

The Board of the Centre shall be informed of such amendments.

Article 0.4

Responsibility for Application

The Director shall be responsible for the application of these Regulations. ~~In doing so, in accordance with the Regulations, he will~~ shall be assisted by the bodies for which provision is made in Chapter X ([Staff Relations Committee] **Joint Negotiating Committee**, ~~Joint Committees~~, Selection Committee and Staff Union ~~Committee~~), in Article 7.3 (Reports Committee) and in Article 9.9 (Invalidity Committee).

Article 10.1

Staff Relations

- a) The Staff Union shall represent the interests of its members at the Centre with regard to social dialogue, information, consultation and collective bargaining.
- b) The Staff Union shall have the official functions that are assigned to it by these Regulations, or those that may be assigned to it in agreement with the Centre.
- c) The Staff Union shall have the facilities agreed upon from time to time between the Centre and itself. These facilities include, for the representatives designated in writing by the Staff Union, a partial or full release from the duties assigned to them under Article 0.5 of the Regulations, so that they can carry out the official duties specified in the Regulations, as well as those of representing the Staff Union.
- ~~d) (e)~~ No member of staff shall be sanctioned or discriminated against on account of his membership of the Staff Union or of his participation in union activities.

Old text deleted

~~(a) The interests of the staff shall be represented before the Director and his representatives by a Committee elected by the members of the Staff Union of the Centre.~~

~~(b) The Committee shall have the official functions that are assigned to it by these Regulations. The work of its members, in legitimate exercise of their functions, shall be considered as official work.~~

~~(c) The Committee shall be entitled to make proposals for the improvement of the situation of officials, both as regards their conditions of work and their general living conditions.~~

~~(d) The Director shall make provisions whereby the Staff Union representatives may enjoy reasonable material facilities and free time for the exercise of their functions.~~

Article 10.2

Joint Negotiating Committee

Staff Relations Committee

- a) There shall be established a Joint Negotiating Committee which shall be the Centre's negotiating body and which shall carry out the duties assigned to it in these Regulations as well as any other duties that may be expressly assigned to it.
- b) The Joint Negotiating Committee shall be composed of an equal number of representatives of the Centre and of the Staff Union. It shall be chaired jointly by a representative of the management and a representative of the Staff Union. Each party shall designate a secretary.
- c) The Centre's representatives may be anyone nominated in writing by the Director to represent the Centre in its relations with the Staff Union. The Staff Union's representatives may be anyone who is a member of the Staff Union Committee, an accredited official of the Staff Union, a union delegate or any other member of staff designated in writing by the Staff Union to represent it.
- d) The Joint Negotiating Committee shall meet at least three times a year or, at the request of one of the parties, within twenty (20) working days of such a request.
- e) If the Joint Negotiating Committee fails to reach agreement, the item on its agenda shall be submitted to a Review Panel composed of three members, one chosen by each party and a third, who shall take the chair, jointly designated by the parties for a two-year mandate. The Review Panel shall make its recommendations within fifteen (15) working days.

Old text deleted

~~(a) There shall be established a Staff Relations Committee which shall be consulted:~~

- ~~(1) as required by these Regulations;~~
- ~~(2) on proposals for the amendment of the Regulations;~~
- ~~(3) on any questions which the Director may refer to it.~~

~~(b) The Staff Relations Committee shall be composed of a Chairman appointed by the Director after consulting the Staff Union Committee, two members and two substitutes appointed by the Director, and two members and two substitutes appointed by the Staff Union Committee. The Chairman shall have no vote.~~

~~(c) Participation in the work of the Committee shall be regarded as official duty. The proceedings of the Committee shall be considered as secret, except when the Director, on the recommendation of the Committee, decides otherwise.~~

~~(d) The Staff Relations Committee shall draft its rules of procedure. Meetings of the Committee shall be convened by the Chairman as occasion requires or at the request of two members.~~

~~(e) The recommendations of the Committee shall be recorded and submitted to the Director. At the request of any member the record shall contain a statement of his views.~~

In the remaining provisions of the Staff Regulations, the expression "Staff Relations Committee" should be read as "Joint Negotiating Committee".