



PAN AMERICAN HEALTH ORGANIZATION
WORLD HEALTH ORGANIZATION



150th SESSION OF THE EXECUTIVE COMMITTEE

Washington, D.C., USA, 18-22 June 2012

Provisional Agenda Item 6.1

CE150/26 (Eng.)
17 April 2012
ORIGINAL: ENGLISH

AMENDMENTS TO THE PASB STAFF RULES AND REGULATIONS

1. The Staff Regulations of the Pan American Sanitary Bureau (PASB) may be supplemented or amended by the Directing Council or the Pan American Sanitary Conference of the Pan American Health Organization (PAHO) pursuant Staff Regulation 12.1.
2. In accordance with Staff Rule 020, the Staff Rules of the PASB may be amended by the Director, subject to confirmation by the Executive Committee of PAHO.
3. Accordingly, the Director will submit for confirmation to the 150th Session of the Executive Committee the amendments to the Staff Rules issued by the Director since the Committee's 148th Session (Annex A).
4. The amendments described in Section I of this document are based on decisions taken by the Sixty-sixth Session of the United Nations General Assembly (UNGA) in December 2011 (Resolution A/RES/66/235), which, in turn, are based on recommendations made by the International Civil Service Commission (ICSC).
5. The amendments described in Section II of this document are made in light of experience and in the interest of good human resources management.
6. Section III of this document contains a proposed amendment to Staff Regulation 3.1, to be submitted to the Pan American Sanitary Conference for approval in accordance with Staff Regulation 12.1. This amendment is proposed for consistency and in order to reduce the number of administrative matters presented to the Directing Council or Pan American Sanitary Conference for approval.
7. The financial implications of the amendments in the 2012–2013 biennium are negligible (approximately US\$ 65,000 per annum system wide).

SECTION I

Amendments to the Staff Rules Considered Necessary in light of Decisions Made at the Sixty-sixth Session of the United Nations General Assembly on the Basis of Recommendations of the ICSC

Remuneration of Professional and Higher Categories

8. The ICSC recommended to the UNGA that the current base/floor salary scale for the professional and higher categories be increased by 0.13% through the standard consolidation method of increasing base salary and commensurately reducing post adjustment multiplier points (that is, on a no-loss/no-gain basis); the increase would take effect on 1 January 2012.

9. Amendments to Appendix 1 of the Staff Rules have been prepared accordingly and appear in Annex A of this document.

Salaries of Staff in Ungraded Posts and the Director's Salary

10. As a result of the change in salary for staff in the professional and higher-graded categories, a similar revision of the salaries for the posts of the Director, Deputy Director and Assistant Director also is required.

11. Using the same process of consolidating post adjustment multiplier points into the base salary on a no-loss/no-gain basis, the salaries for these three positions have been adjusted accordingly. According to Staff Rule 330.4, the Executive Committee will be asked to approve the resulting salary changes for the posts of Deputy Director and Assistant Director and to recommend to the 28th Pan American Sanitary Conference the applicable salary revision for the post of Director.

Reduction in Staff Assessment Rates

12. In order to address the surplus that had accumulated in the Tax Equalization Fund, the UNGA approved a reduction effective 1 January 2012 in staff assessment rates for gross base salaries for the professional and higher categories. This results in a 6.7% reduction in gross salaries. The corresponding change to Staff Rule 330.1.1 is shown in Annex A of this document.

SECTION II

Amendments to the Staff Rules Considered Necessary in light of Experience and in the Interest of Good Human Resources Management

Within-grade Increase

13. Staff Rule 550.3 has been amended to clarify that linguistic staff (translators and editors) are eligible for the accelerated within-grade increase but only if they pass the language proficiency examination in an official language not required in their job descriptions.

Disciplinary Measures

14. Staff Rule 1110.1.1 has been amended to limit the retention of a written reprimand in a staff member's file to a five-year period, after which it will be removed from the staff member's personnel record.

15. New Staff Rule 1110.1.2 has been introduced to differentiate a written reprimand from a written censure. A censure is applicable in cases of more serious misconduct and is retained in the staff member's personnel file permanently.

16. New Staff Rule 1110.1.5 has been added to allow for the loss of one or more steps within grade as an alternative to reduction in grade (current Staff Rule 1110.1.4).

Suspension Pending Investigation

17. Staff Rule 1120 has been edited to make it more precise, and to clarify that a suspension continues until a final decision on the matter has been reached.

SECTION III

Amendments to the Staff Regulations Considered Necessary in light of Experience and in the Interest of Streamlined Procedures

Salaries and Related Allowances

18. As evidenced above at Section I, adjustments to the salaries of PAHO professional staff—including the Director, Deputy Director and Assistant Director—are generally proposed annually as a result of decisions taken by the United Nations General Assembly and in the interest of maintaining consistency with the Common System schedule of salaries. Currently, the Executive Committee approves proposed adjustments to the salaries of the Deputy Director and Assistant Director and confirms adjustments

made by the Director to the salaries of all other professional staff. Pursuant to Staff Rule 330.4, however, the Directing Council or Pan American Sanitary Conference must currently approve any adjustment to the salary of the Director.

19. In order to simplify the administrative process related to the adjustment of professional salaries due to decisions taken by the United Nations General Assembly, it is proposed that Staff Regulation 3.1 be amended to provide that the salary of the Director is also approved by the Executive Committee (Annex B).

SECTION IV

Action by the Executive Committee

20. The Executive Committee is requested to review the Amendments to the PASB Staff Rules and Regulations contained in the present document, and consider approval of the proposed resolution attached as Annex C.

Annexes

ANNEX A
Amendments to PASB Staff Rules Issued by the Director since the 148th Session of the Executive Committee

FORMER TEXT	NEW TEXT																				
330. SALARIES 330.1 Gross base salaries shall be subject to the following assessments: 330.1.1 For professional and higher graded staff: <table border="1" data-bbox="566 1140 1003 1833"> <thead> <tr> <th>Assessable income (US\$)</th><th>Staff assessment rates for those with dependants (as defined in Rules 310.5.1 and 310.5.2) (%)</th></tr> </thead> <tbody> <tr> <td>First 50,000</td><td>19</td></tr> <tr> <td>Next 50,000</td><td>28</td></tr> <tr> <td>Next 50,000</td><td>32</td></tr> <tr> <td>Remaining assessable payments</td><td>35</td></tr> </tbody> </table> Amounts of staff assessment for those with neither a dependent spouse nor a dependent child would be equal to the differences between the gross salaries at different grades and steps and the corresponding net salaries at the single rate. ...	Assessable income (US\$)	Staff assessment rates for those with dependants (as defined in Rules 310.5.1 and 310.5.2) (%)	First 50,000	19	Next 50,000	28	Next 50,000	32	Remaining assessable payments	35	330. SALARIES 330.1 Gross base salaries shall be subject to the following assessments: 330.1.1 For professional and higher graded staff: <table border="1" data-bbox="566 279 1003 951"> <thead> <tr> <th>Assessable income (US\$)</th><th>Staff assessment rates for those with dependants (as defined in Rules 310.5.1 and 310.5.2) (%)</th></tr> </thead> <tbody> <tr> <td>First 50,000</td><td>19 15</td></tr> <tr> <td>Next 50,000</td><td>28 21</td></tr> <tr> <td>Next 50,000</td><td>32 27</td></tr> <tr> <td>Remaining assessable payments</td><td>35 30</td></tr> </tbody> </table> Amounts of staff assessment for those with neither a dependent spouse nor a dependent child would be equal to the differences between the gross salaries at different grades and steps and the corresponding net salaries at the single rate. ...	Assessable income (US\$)	Staff assessment rates for those with dependants (as defined in Rules 310.5.1 and 310.5.2) (%)	First 50,000	19 15	Next 50,000	28 21	Next 50,000	32 27	Remaining assessable payments	35 30
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ANNEX A
Amendments to PASB Staff Rules Issued by the Director since the 148th Session of the Executive Committee

FORMER TEXT	NEW TEXT
550. WITHIN-GRADE INCREASE ... 550.3 The unit of service time shall be reduced to 10 months under Rule 550.2.1 and to 20 months under Rule 550.2.2 in the case of staff members who have demonstrated, by passing a prescribed test, proficiency in a second official language of the Bureau. Staff members whose mother tongue is one of the official languages of the Bureau must demonstrate proficiency in a second official language. This rule applies to staff members in the professional and higher categories except for those holding temporary appointments as defined in Rule 420.4 and conference and other short-term service staff under Rule 1320, e.g., translators, editors, revisers and interpreters.	550. WITHIN-GRADE INCREASE ... 550.3 The unit of service time shall be reduced to 10 months under Rule 550.2.1 and to 20 months under Rule 550.2.2 in the case of staff members who have demonstrated, by passing a prescribed test, proficiency in a second official language of the Bureau. Staff members whose mother tongue is one of the official languages of the Bureau must demonstrate proficiency in a second official language. Linguistic staff (translators and editors) are only eligible for the accelerated within-grade increase if they pass the language proficiency examination in an official language not required in their job descriptions. This rule applies to staff members in the professional and higher categories as defined in Staff Rules 420.2 and 420.3. It does not apply to except for those holding temporary appointments as defined in Rule 420.4 and conference and other short-term service staff under Rule 1320, e.g., translators, editors, revisers and interpreters.

ANNEX A
Amendments to PASB Staff Rules Issued by the Director since the 148th Session of the Executive Committee

FORMER TEXT	NEW TEXT
1110. DISCIPLINARY MEASURES	1110. DISCIPLINARY MEASURES
...	...
1110.1.1 written reprimand signed by the HRM Manager;	1110.1.1 written reprimand signed by the HRM Manager to be retained in the staff member's personnel record for five years, following which it will be removed;
1110.1.2 temporary suspension without pay;	1110.1.2 written censure, to be retained permanently in the staff member's personnel record;
1110.1.3 withholding of within-grade increase(s);	1110.1.2 3 temporary suspension without pay;
1110.1.4 reduction in grade;	1110.1.3 4 withholding of within-grade increase(s);
1110.1.5 reassignment with or without reduction in grade;	1110.1.5 loss of one or more steps within grade;
1110.1.6 dismissal for misconduct;	1110.1.4 6 reduction in grade;
1110.1.7 summary dismissal for serious misconduct.	1110.1.5 7 reassignment with or without reduction in grade;
	1110.1.6 8 dismissal for misconduct;
	1110.1.7 9 summary dismissal for serious misconduct.

ANNEX A

Amendments to PASB Staff Rules Issued by the Director since the 148th Session of the Executive Committee

FORMER TEXT	NEW TEXT
1120. SUSPENSION PENDING INVESTIGATION If a case of misconduct arises involving a staff member and if it is considered that continuance of the staff member in office pending further investigation of the matter may prejudice the results of the investigation or adversely affect the interests of the Bureau, the staff member may be suspended from duty, without pay. At the time of suspension the staff member shall be given a written statement containing the reason for the suspension, his or her status during suspension, and its probable duration. If the staff member is suspended without pay, no service credit shall accrue during the period of suspension. If the allegation(s) of misconduct is subsequently not sustained, the salary withheld shall be paid and the corresponding period of service shall be credited to the staff member.	1120. SUSPENSION PENDING INVESTIGATION If In a case of alleged misconduct arises involving a staff member, and-if it is considered that continuance of the staff member in office pending further investigation of the matter the staff member's continued performance of functions may prejudice the results of the investigation or adversely affect the interests of the Bureau, the staff member may be suspended from duty, with-or-without pay pending a final decision in the matter. Such suspension may be with or without pay. At the time of suspension the staff member shall be given a written statement containing the reason for the suspension, his or her status during suspension, and its probable duration. If the staff member is suspended without pay, no service credit shall accrue during the period of suspension. If the allegation(s) of misconduct is subsequently not sustained, the salary withheld shall be paid and the corresponding period of service shall be credited to the staff member.

ANNEX A

Appendix A-1
Salary Scale for the Professional and Higher Categories Showing Annual Gross Salaries
and Net Equivalents after Application of Staff Assessment
Effective 1 January 2012
(US\$)

Level	STEPS														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
D-2															
Gross	141 227	144 223	147 221	150 227	153 351	156 476									
Net D	112 096	114 283	116 471	118 659	120 846	123 033									
Net S	102 981	104 827	106 666	108 500	110 329	112 147									
D-1															
Gross	129 047	131 678	134 304	136 936	139 568	142 197	*	*	*						
Net D	103 204	105 125	107 042	108 963	110 885	112 804	144 830	147 549	150 093						
Net S	95 394	97 062	98 728	100 388	102 047	103 702	114 726	116 645	118 565						
							105 349	106 996	108 638						
P-5															
Gross	106 718	108 955	111 195	113 430	115 670	117 905	120 147	122 384	124 622	126 860	129 099	131 336	133 575		
Net D	86 904	88 537	90 172	91 804	93 439	95 071	96 707	98 340	99 974	101 608	103 242	104 875	106 510		
Net S	80 734	82 186	83 633	85 079	86 524	87 963	89 402	90 838	92 272	93 703	95 132	96 556	97 981		
P-4															
Gross	87 933	89 929	91 924	93 919	95 916	97 910	99 908	102 059	104 219	106 377	108 540	110 696	112 856	*	*
Net D	72 467	74 044	75 620	77 196	78 774	80 349	81 927	83 503	85 080	86 655	88 234	89 808	91 385	92 963	94 540
Net S	67 483	68 918	70 354	71 784	73 215	74 645	76 074	77 500	78 924	80 349	81 770	83 191	84 612	86 030	87 447
P-3															
Gross	72 267	74 114	75 962	77 808	79 657	81 503	83 348	85 199	87 046	88 892	90 742	92 586	94 437	96 282	98 128
Net D	60 091	61 550	63 010	64 468	65 929	67 387	68 845	70 307	71 766	73 225	74 686	76 143	77 605	79 063	80 521
Net S	56 091	57 433	58 777	60 118	61 462	62 803	64 143	65 488	66 828	68 170	69 508	70 847	72 182	73 521	74 859
P-2															
Gross	59 267	60 920	62 571	64 225	65 877	67 528	69 182	70 832	72 485	74 139	75 790	77 443			
Net D	49 821	51 127	52 431	53 738	55 043	56 347	57 654	58 957	60 263	61 570	62 874	64 180			
Net S	46 730	47 915	49 096	50 279	51 461	52 645	53 847	55 046	56 251	57 452	58 650	59 854			
P-1															
Gross	46 399	47 878	49 348	50 891	52 476	54 063	55 653	57 243	58 827	60 415					
Net D	39 439	40 696	41 946	43 204	44 456	45 710	46 966	48 222	49 473	50 728					
Net S	37 202	38 359	39 516	40 671	41 827	42 982	44 138	45 280	46 416	47 553					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

* = The normal qualifying period for in-grade movement between consecutive steps is one year except at those steps marked with an asterisk, for which a two-year period at the preceding step is required.

ANNEX B
Amendments to PASB Staff Regulations

FORMER TEXT	NEW TEXT
Article III Salaries and Related Allowances 3.1 The salaries of the Deputy Director and Assistant Director shall be determined by the Director of the Bureau with the approval of the Executive Committee.	Article III Salaries and Related Allowances 3.1 The salary of the Director shall be fixed by the Executive Committee. The salaries of the Deputy Director and Assistant Director shall be determined by the Director of the Bureau with the approval of the Executive Committee.



PAN AMERICAN HEALTH ORGANIZATION
WORLD HEALTH ORGANIZATION



150th SESSION OF THE EXECUTIVE COMMITTEE

Washington, D.C., USA, 18-22 June 2012

CE150/26 (Eng.)
ORIGINAL: ENGLISH
Annex C

PROPOSED RESOLUTION

AMENDMENTS TO THE PASB STAFF RULES AND REGULATIONS

THE 150th SESSION OF THE EXECUTIVE COMMITTEE,

Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in Annex A to Document CE150/26;

Taking into account the actions of the Sixty-fifth World Health Assembly regarding the remuneration of the Regional Directors, Assistant Directors-General and the Director-General;

Bearing in mind the provisions of Staff Rule 020 and Staff Regulation 3.1 of the Pan American Sanitary Bureau; and

Recognizing the need for uniformity in the conditions of employment of staff of the Pan American Sanitary Bureau and the World Health Organization,

RESOLVES:

1. To confirm in accordance with Staff Rule 020 the Staff Rule amendments that have been made by the Director effective 1 July 2012 concerning: accelerated within-grade increase, disciplinary measures, and suspension pending investigation.
2. To establish the annual salary of the Deputy Director of the Pan American Sanitary Bureau, beginning on 1 January 2012, at US\$ 172,071¹ before staff assessment, resulting in a modified net salary of \$133,950 (dependency rate) or \$121,297 (single rate).

¹ Unless otherwise specified, all monetary values are expressed in U.S. Dollars.

3. To establish the annual salary of the Assistant Director of the Pan American Sanitary Bureau, beginning from 1 January 2012, at \$170,643 before staff assessment, resulting in a modified net salary of \$132,950 (dependency rate) or \$120,297 (single rate).

4. To recommend to the 28th Pan American Sanitary Conference that it adjust the annual salary of the Director of the Pan American Sanitary Bureau by adopting the following resolution and approving the amendment of Staff Regulation 3.1:

THE 28th PAN AMERICAN SANITARY CONFERENCE,

Considering the revision to the base/floor salary scale for the professional and higher-graded categories of staff, effective 1 January 2012,

Taking into account the decision by the Executive Committee at its 150th Session to adjust the salaries of the Deputy Director and Assistant Director of the Pan American Sanitary Bureau,

RESOLVES:

1. To establish the annual salary of the Director of the Pan American Sanitary Bureau, beginning on 1 January 2012, at US\$ 189,349 before staff assessment, resulting in a modified net salary of \$146,044 (dependency rate) or \$131,432 (single rate).

2. To approve the amendment to Staff Regulation 3.1, which is intended to simplify the process of adjusting the salary of Director as a result of decisions taken by the United Nations General Assembly with respect to professional staff salaries.



PAN AMERICAN HEALTH ORGANIZATION
Pan American Sanitary Bureau, Regional Office of the
WORLD HEALTH ORGANIZATION

CE150/26 (Eng.)
Annex D

**Report on the Financial and Administrative Implications for the
Secretariat of the Proposed Resolution**

1. Agenda item: 6.1 Amendments to the PASB Staff Rules and Regulations

2. Linkage to Program Budget 2012-2013:

(a) Area of work: Human Resources Management (HRM)

(b) Expected result:

RER 16.3 Human Resources policies and practices promote (a) attracting and retaining qualified people with competencies required by the Organization, (b) effective and equitable performance and human resources management, (c) staff development and (d) ethical behavior.

3. Financial implications

(a) Total estimated cost for implementation over the lifecycle of the resolution (estimated to the nearest US\$ 10,000, including staff and activities):

Negligible

(b) Estimated cost for the biennium 2012-2013 (estimated to the nearest US\$ 10,000, including staff and activities):

\$130,000 UN system wide

(c) Of the estimated cost noted in (b), what can be subsumed under existing programmed activities?

The costs are subsumed within the budgeted total costs for UN professional posts.

4. Administrative implications

(a) Indicate the levels of the Organization at which the work will be undertaken:

Not applicable

(b) Additional staffing requirements (indicate additional required staff full-time equivalents, noting necessary skills profile):

Not applicable

(c) Time frames (indicate broad time frames for the implementation and evaluation):

Staff Rule changes would be implemented from 1 July 2012 upon approval by PAHO's 150th Executive Committee.



PAN AMERICAN HEALTH ORGANIZATION
Pan American Sanitary Bureau, Regional Office of the
WORLD HEALTH ORGANIZATION

CE150/26 (Eng.)
Annex E

ANALYTICAL FORM TO LINK AGENDA ITEM WITH ORGANIZATIONAL MANDATES
1. Agenda item: 6.1 Amendments to the PASB Staff Rules and Regulations
2. Responsible unit: HRM
3. Preparing officer: Cindy Rowe/Nancy Machado
4. List of collaborating centers and national institutions linked to this Agenda item: Not applicable
5. Link between Agenda item and Health Agenda for the Americas 2008-2017: Not applicable
6. Link between Agenda item and Strategic Plan 2008-2012: RER 16.3 Human Resources policies and practices promote (a) attracting and retaining qualified people with competencies required by the Organization, (b) effective and equitable performance and human resources management, (c) staff development and (d) ethical behavior.
7. Best practices in this area and examples from countries within the Region of the Americas: The Staff Rule changes are proposed for consistency with decisions taken by the 66 th Session of the United Nations General Assembly, the World Health Organization and in the interest of good human resources management practices.
8. Financial implications of this Agenda item: Negligible. The financial implications associated with the increase to the base/floor salary scale are estimated at \$65,000 per annum system-wide.