

160th SESSION OF THE EXECUTIVE COMMITTEE

Washington, D.C., USA, 26-30 June 2017

Provisional Agenda Item 6.1

CE160/25
11 May 2017
Original: English

AMENDMENTS TO THE PASB STAFF REGULATIONS AND RULES

Introduction

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 to 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 160th Session of the Executive Committee the amendments to the Staff Rules issued by the Director since the Committee's 158th Session (Annex A).

Amendments to the Staff Rules

4. These amendments are made in order to maintain consistency in the conditions of employment of staff of the Pan American Sanitary Bureau with the United Nations Common System Agencies. The amendments are intended to implement United Nations General Assembly (UNGA) Resolution A/RES/70/244 (2015), which mandated changes to the UN compensation package for professional staff with effect from 1 January 2017.¹

Remuneration of Professional and Higher Categories

5. As approved by the UNGA, a new salary scale was introduced which replaces the current dual (single and dependency) rate scale with a unified scale. The dependency element was removed from the scale and compensation for recognized dependants will now be provided through specific allowances. Furthermore, the new scale has 13 steps at grades P-1 to D-1 and 10 steps at the D-2 level as opposed to the current dual scale with differing numbers of steps within grades.

¹ Resolution A/RES/70/244 (2015).

6. In its report for 2016, the International Civil Service Commission (ICSC) recommended to the UNGA that the new unified base/floor salary scale for professional and higher categories should be increased by 1.02% through the standard consolidation method of increasing base salary and commensurately reducing post adjustment multiplier points (i.e., on a no-loss/no-gain basis). The new unified scale took effect on 1 January 2017.²

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

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

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

9. According to Staff Regulation 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.

Revised Compensation Package and Related Entitlements

Definitions

10. Staff Rule 310.5.2 has been amended to allow parents who are both staff members of international organizations applying the common system of salaries and allowances to choose which of the two will recognize their dependent children.

11. New Staff Rule 310.7 will be used to determine eligibility for the single parent allowance under the new compensation scheme approved by the UNGA.

Salaries

12. Staff Rule 330.1.1 has been amended to reflect the new staff assessment rates to be used in conjunction with gross salaries upon implementation of the unified salary scale for professional and higher categories.

Dependants' Allowances

13. Staff Rule 340 has been amended to include reference to new Staff Rule 310.7 and for clarity.

14. Staff Rules 340.1 and 340.2 have been amended, and new Staff Rules 340.4 and 340.5 have been included to reflect the introduction of the dependent spouse allowance

² Resolution A/RES/71/264 (2016).

and single parent allowance in place of the dependency rate of salary in the previous salary scale.

15. Staff Rule 340.4 has been renumbered as Staff Rule 340.6.

Education Grant (effective as of the school year in progress on 1 January 2018)

16. Staff Rule 350.1.1 has been amended to state that the child's education grant will cease from the award of the first recognized post-secondary degree regardless of years of study.

17. Staff Rule 350.2.2 has been amended to limit the eligibility for a lump sum for boarding to staff members assigned outside Headquarters (H) duty stations and for primary and secondary levels only when outside the country or commuting area of the duty station. Staff Rule 350.2.5 has been deleted as it no longer applies.

18. Staff Rule 350.4 has been amended to limit admissible expenses under the grant to enrolment-related fees, tuition and mother tongue tuition only.

19. New Staff Rule 350.6 is introduced based on the ICSC's recommendation that the education grant be limited to tuition and enrollment related fees, and that capital assessments fees be covered by organizations outside the education grant scheme.

20. Appendix 2 to the Staff Rules has been amended to reflect the global sliding scale for the reimbursement of admissible expenses under the education grant scheme, consisting of seven brackets with declining reimbursement levels ranging from 86% at the lowest bracket to 61% at the sixth bracket and no reimbursement at the seventh bracket (Annex C).

Mobility Incentive and Hardship Allowance and Non-Family Service Allowance

21. Staff Rule 360 has been amended to reflect the discontinuance of the non-removal allowance; replacement of the additional hardship allowance with the non-family service allowance; and replacement of the mobility allowance with a mobility incentive applicable to staff with five consecutive years of service, as of their second assignment. The new mobility incentive excludes category H duty stations.

Settling-In Grant

22. Staff Rule 365 has been amended to replace the former "Assignment Grant" with a "Settling-in Grant". The lump sum, equivalent to one month of net base salary plus post adjustment at the new duty station, will be payable at all duty stations, including Headquarters (H) duty stations. The designation of duty stations as full removal (R) or non-removal (NR) is discontinued and the non-removal allowance is eliminated. This

also eliminates the second lump-sum payment previously payable under certain conditions.

Repatriation Grant

23. Staff Rules 370.1, 370.1.1 and 370.1.2 have been amended to reflect the new threshold of five years for the length of expatriate service triggering eligibility for the repatriation grant. This will apply to new staff as of 1 January 2017. Current staff will retain eligibility under the former schedule only requiring one year of expatriate service.

End of Service Grant

24. Minor revisions to Staff Rule 375 are being made to align with revised rules on the mandatory age of separation.

Recruitment Policies

25. Staff Rule 410.2 has been amended to reflect 65 as the normal age limit for appointment, rather than 62, in line with the new mandatory age of separation approved by the UNGA.

Assignment to Duty

26. Staff Rule 510.2 has been amended to delete the definition of “removal” and “non-removal” duty stations. All assignments requiring the installation of a staff member at a duty station for a period of at least one year will be treated in the same manner.

Within-Grade Increase

27. Staff Rule 550.2.2 has been amended to extend the time-frame for granting within-grade step increases to professional staff from one year to two years, beginning with those step increases marked with an asterisk in the salary scale shown at Annex B.

28. Staff Rule 550.3 has been deleted due to the elimination of the accelerated step increase for demonstrated proficiency in a second official language.

Home Leave

29. Staff Rule 640.4 has been amended to reflect the discontinuance of accelerated home leave for duty stations falling under the Rest and Recuperation framework considering the overlap between accelerated home leave travel and rest and recuperation travel. Accelerated home leave will only apply to D and E category duty stations that do not fall under the Rest and Recuperation framework.

Travel of Staff Members

30. Staff Rules under 810 have been amended to reflect the discontinuance of the second education grant travel under Staff Rule 820.2.5.3.

Travel of Spouse and Children

31. The Staff Rules under 820 are amended to eliminate the second education grant round trip and to restrict eligibility for the annual round trip under the education grant to children of staff in receipt of assistance with boarding expenses.

Relocation Shipment

32. Staff Rule 855 is amended to discontinue the distinction between R (removal entitlement) and NR (non-removal) assignments and to introduce the concept of and terminology concerning relocation shipment.

Failure to Exercise Entitlement

33. Staff Rule 860 is amended to reflect the new terminology concerning relocation shipment.

Expenses on Death

34. Staff Rule 870.2 is amended to reflect the new terminology concerning relocation shipment.

Retirement

35. Staff Rule 1020 has been amended to implement, with effect from 1 January 2018, the new retirement age of 65 for those staff members appointed on or before 1 January 2014 while taking into account the acquired rights of staff. Therefore, all staff will separate at the age of 65 unless those who joined the United Nations Joint Staff Pension Fund before 1 January 2014 decide to exercise their acquired right and retire when they reach their original retirement age (60 or 62) or between their original retirement age and age 65.

Financial Implications

36. The financial savings associated with the ICSC's recommendations on the common system compensation package are estimated at US\$ 113.2 million³ per annum, UN system-wide.

³ Unless otherwise indicated, all monetary figures in this report are expressed in United States dollars.

37. The financial implications associated with the Commission's recommendation on an increase of the base/floor salary scale are estimated at approximately \$438,000 per annum, system-wide.

Action by the Executive Committee

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

Annexes

Annex A

**Amendments to PASB Staff Rules Issued by the Director since the
158th Session of the Executive Committee**

FORMER TEXT	NEW TEXT
<p>310. DEFINITIONS</p> <p>...</p> <p>310.5.2 a child as defined by the Bureau and for whom the staff member certifies that he provides the main and continuing support, provided that the child is under 18 years of age or, if in full time attendance at a school or university, under the age of 21 years. Age and school attendance requirements shall not apply if the child is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration. If both parents are staff members of international organizations applying the common system of salaries and allowances, the children, if determined to be dependant, shall be recognized as the dependants of the parent whose annual gross occupational earnings yield the higher amount;</p> <p>...</p>	<p>310. DEFINITIONS</p> <p>...</p> <p>310.5.2 a child as defined by the Bureau and for whom the staff member certifies that he provides the main and continuing support, provided that the child is under 18 years of age or, if in full-time attendance at a school or university, under the age of 21 years. Age and school attendance requirements shall not apply if the child is physically or mentally incapacitated for substantial gainful employment either permanently or for a period expected to be of long duration. If both parents are staff members of international organizations applying the common system of salaries and allowances, the children, if determined dependent, shall will be recognized as the dependants of the parent whose annual gross occupational earnings yield the higher amount; unless the concerned staff members request otherwise;</p> <p>...</p> <p>310.7 A “single parent” is a staff member who meets the following criteria:</p> <p>310.7.1 The staff member does not have a spouse;</p> <p>310.7.2 The staff member has a dependent child as defined under Rule 310.5.2;</p> <p>310.7.3 The staff member provides main and continuing support to the child.</p>

FORMER TEXT	NEW TEXT																																								
<p>330. SALARIES</p> <p>330.1 Gross base salaries shall be subject to the following assessments:</p> <p style="padding-left: 40px;">330.1.1 For professional and higher graded staff:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Assessable income US\$</td> <td style="width: 55%;">Staff assessment rates for those with dependants (as defined in Rules 310.5.1 and 310.5.2)</td> <td style="width: 10%; text-align: right;">%</td> <td style="width: 20%;"></td> </tr> <tr> <td>First 50,000</td> <td></td> <td style="text-align: right;">15</td> <td></td> </tr> <tr> <td>Next 50,000</td> <td></td> <td style="text-align: right;">21</td> <td></td> </tr> <tr> <td>Next 50,000</td> <td></td> <td style="text-align: right;">27</td> <td></td> </tr> <tr> <td>Remaining assessable payments</td> <td></td> <td style="text-align: right;">30</td> <td></td> </tr> </table> <p>Amounts of staff assessment 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.</p>	Assessable income US\$	Staff assessment rates for those with dependants (as defined in Rules 310.5.1 and 310.5.2)	%		First 50,000		15		Next 50,000		21		Next 50,000		27		Remaining assessable payments		30		<p>330. SALARIES</p> <p>330.1 Gross base salaries shall be subject to the following assessments:</p> <p style="padding-left: 40px;">330.1.1 For professional and higher graded staff:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Assessable income US\$</td> <td style="width: 55%;">Staff assessment rates (%) for those with dependants (as defined in Rules 310.5.1 and 310.5.2)</td> <td style="width: 10%; text-align: right;">%</td> <td style="width: 20%;"></td> </tr> <tr> <td>First 50,000</td> <td></td> <td style="text-align: right;">15 17</td> <td></td> </tr> <tr> <td>Next 50,000</td> <td></td> <td style="text-align: right;">21 24</td> <td></td> </tr> <tr> <td>Next 50,000</td> <td></td> <td style="text-align: right;">27 30</td> <td></td> </tr> <tr> <td>Remaining assessable payments</td> <td></td> <td style="text-align: right;">30 34</td> <td></td> </tr> </table> <p>Amounts of staff assessment 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.</p>	Assessable income US\$	Staff assessment rates (%) for those with dependants (as defined in Rules 310.5.1 and 310.5.2)	%		First 50,000		15 17		Next 50,000		21 24		Next 50,000		27 30		Remaining assessable payments		30 34	
Assessable income US\$	Staff assessment rates for those with dependants (as defined in Rules 310.5.1 and 310.5.2)	%																																							
First 50,000		15																																							
Next 50,000		21																																							
Next 50,000		27																																							
Remaining assessable payments		30																																							
Assessable income US\$	Staff assessment rates (%) for those with dependants (as defined in Rules 310.5.1 and 310.5.2)	%																																							
First 50,000		15 17																																							
Next 50,000		21 24																																							
Next 50,000		27 30																																							
Remaining assessable payments		30 34																																							
<p>340. DEPENDANTS' ALLOWANCES</p> <p>Staff members in the professional or higher category, except those holding temporary appointments as defined in Rule 420.4, are entitled to a dependant's allowance for dependants as defined in Rule 310.5, to be paid as follows:</p> <p>340.1 For a dependent child, except that in cases where there is no dependent spouse the first dependent child is not entitled to an allowance. The entitlement shall be reduced by the amount of any benefit paid from any other public source by way of social security payments, or under public law, by reason of such child.</p>	<p>340. DEPENDANTS' AND SINGLE PARENT'S ALLOWANCES</p> <p>Staff members in appointed to the professional or higher categories, except those holding temporary appointments as defined in Rule 420.4, are entitled to a dependant's allowance for dependants as defined in Rule 310.5, to be paid as follows an allowance, as follows:</p> <p>340.1 For a dependent child, as defined in Staff Rule 310.5.2. except that in cases where there is no dependent spouse the first dependent child is not entitled to an allowance. The entitlement shall be reduced by the amount of any benefit paid from any other public source by way of social security payments, or under public law, by reason of such child.</p>																																								

FORMER TEXT	NEW TEXT
<p>340.2 For a child who is physically or mentally disabled subject to the conditions defined in Rule 340.1, except that if the staff member has no dependent spouse and receives the “with dependant” rate of net salary by virtue of such a child, the allowance shall be the same as for a dependent child in Rule 340.1, above.</p> <p>340.3 For a father, mother, brother or sister.</p> <p>340.4 The amount of the allowances to be paid under this rule shall be consistent with the conditions of service established for the United Nations Common System.</p>	<p>340.2 For a child who is physically or mentally disabled subject to the conditions, as defined in Staff Rule 340.1 310.5.2, an amount equivalent to double the dependent child allowance. The entitlement shall be reduced by the amount of any benefit paid from any other public source by way of social security payments, or under public law, by reason of such child. except that if the staff member has no dependent spouse and receives the “with dependant” rate of net salary by virtue of such a child, the allowance shall be the same as for a dependent child in Rule 340.1 above.</p> <p>340.3 For a dependent father, mother, brother or sister, as defined in Staff Rule 310.5.3.</p> <p>340.4 For a dependent spouse, as defined in Staff Rule 310.5.1.</p> <p>340.5 For being recognized as a single parent, as defined in Staff Rule 310.7.</p> <p>340.46 The amount of the allowances to be paid under this Staff Rule shall be consistent with the conditions of service established for the United Nations Common System.</p>
<p>350. EDUCATION GRANT</p> <p>...</p> <p>350.1.1 the education grant shall be paid starting with the school year in which a dependent child, as defined under Staff Rule 310.5.2, is five years of age or older at the beginning of the school year, or when the child reaches the age of five within three months of the beginning of the school year, if it</p>	<p>350. EDUCATION GRANT</p> <p>...</p> <p>350.1.1 the education grant shall be paid starting with the school year in which a dependent child, as defined under Staff Rule 310.5.2, is five years of age or older at the beginning of the school year, or when the child reaches the age of five within three months of the beginning of the school year, if it</p>

FORMER TEXT	NEW TEXT
<p>can be shown that the child is attending a full-time program that contains the basic elements of formal education as a major part of its curriculum. The grant shall extend up to the end of the school year in which a staff member's child reaches the age of 25, or completes four years of post-secondary studies, whichever is earlier;</p> <p>...</p>	<p>can be shown that the child is attending a full-time program that contains the basic elements of formal education as a major part of its curriculum. The grant shall extend up to the end of the school year in which a staff member's child reaches the age of 25, or completes four years of post-secondary studies or is awarded the first post-secondary degree, whichever is earlier;</p> <p>...</p>
<p>350.2 This grant is payable for:</p> <p>...</p>	<p>350.2 This grant is payable for:</p> <p>...</p>
<p>350.2.2 the cost of full-time attendance at an educational institution outside the country or area of the official station, including the cost of full board if provided by the institution. Where full board is not provided by the institution, a flat amount is paid in lieu;</p> <p>...</p>	<p>350.2.2 the cost of full-time attendance at an educational institution outside the country or area of the official duty station; including the cost of full board if provided by the institution. Where full board is not provided by the institution, a flat amount is paid in lieu; An additional lump sum of \$5,000 is payable, to a staff member assigned to a non-Headquarters duty station, for boarding-related expenses incurred at the primary and secondary education levels outside the country or commuting area of the duty station.</p> <p>...</p>
<p>350.2.5 the cost of boarding for attendance at an educational institution in the country of the official station, but beyond commuting distance from the official station, when no suitable education facilities exist in that area;</p> <p>...</p>	<p>350.2.5 the cost of boarding for attendance at an educational institution in the country of the official station, but beyond commuting distance from the official station, when no suitable education facilities exist in that area;</p> <p>...</p>
<p>350.2.6 tuition for teaching the mother tongue to a child, in respect of whom the staff member is entitled</p>	<p>...</p>

FORMER TEXT	NEW TEXT
<p>to the grant under Rule 350.1.1, who is attending a local school in which the instruction is given in a language other than the child's own, when the staff member is serving at an official station in a country whose language is different from his own and where satisfactory school facilities for learning the latter are not available.</p> <p>...</p> <p>350.4 “Cost of attendance” is defined as the cost of enrolment, registration, prescribed textbooks, courses, examinations and diplomas, but not school uniforms or optional charges. It may include the cost of midday meals and the cost of daily group transportation when these are provided by the school and the cost is included in the billing for the child's education.</p>	<p>350.2.65 tuition for teaching the mother tongue to a child, in respect of whom the staff member is entitled to the grant under Rule 350.1.1, who is attending a local school in which the instruction is given in a language other than the child's own, when the staff member is serving at an official station in a country whose language is different from his own and where satisfactory school facilities for learning the latter are not available.</p> <p>...</p> <p>350.4 “Cost of attendance” is defined as the cost of tuition, including mother tongue tuition, and enrolment-related fees only. registration, prescribed textbooks, courses, examinations and diplomas, but not school uniforms or optional charges. It may include the cost of midday meals and the cost of daily group transportation when these are provided by the school and the cost is included in the billing for the child's education.</p> <p>...</p> <p>350.6 Capital assessment fees charged by education institutions shall be reimbursed, outside the education grant scheme, under conditions prescribed by the Bureau.</p>
<p>360. MOBILITY, HARDSHIP AND NON-REMOVAL SCHEME</p>	<p>360. MOBILITY INCENTIVE, HARDSHIP AND NON-REMOVAL SCHEME ALLOWANCE AND NON-FAMILY SERVICE ALLOWANCE</p> <p>The following non-pensionable allowances are paid to staff members, except those hired under Staff Rule 1310 or 1330, who are appointed or reassigned to ICSC-designated categories of duty stations for a period of one year or more. These allowances are determined by the Bureau on the basis of conditions and procedures established by the</p>

FORMER TEXT	NEW TEXT
<p>360.1 Staff members, except those holding temporary appointments as defined in Rule 420.4 or those appointed under Rule 1310, who are assigned or transferred to an official station, shall receive non-pensionable allowances designed to provide incentives for mobility. A non-pensionable allowance designed to recognize varying degrees of hardship at different official duty stations will also be paid to staff members holding service, fixed-term or temporary appointments.</p> <p>360.2 The mobility and hardship scheme is composed of three allowances: mobility, hardship and non-removal, and shall be paid as determined by the Bureau on the basis of conditions and procedures approved by the United Nations General Assembly for the United Nations System.</p>	<p>International Civil Service Commission (ICSC):</p> <p>360.1 Staff members, except those holding temporary appointments as defined in Rule 420.4 or those appointed under Rule 1310, who are assigned or transferred to an official station, shall receive non-pensionable allowances designed to provide incentives for mobility. A non-pensionable allowance designed to recognize varying degrees of hardship at different official duty stations will also be paid to staff members holding service, fixed-term or temporary appointments. Mobility Incentive: In order to provide incentives for mobility, an allowance is paid to staff members holding fixed-term or service appointments.</p> <p>360.2 The mobility and hardship scheme is composed of three allowances: mobility, hardship and non-removal, and shall be paid as determined by the Bureau on the basis of conditions and procedures approved by the United Nations General Assembly for the United Nations System. Hardship Allowance: In order to recognize varying degrees of hardship at different duty stations, a hardship allowance is paid to staff members holding fixed-term, service or temporary appointments.</p> <p>360.3 Non-Family Service Allowance: In order to recognize service in duty stations with family restrictions, a non-family service allowance is paid to staff members holding fixed-term, service or temporary appointments.</p>

FORMER TEXT	NEW TEXT
<p>365. ASSIGNMENT GRANT</p> <p>365.1 On authorized travel upon appointment or upon reassignment to an official station for a period of at least one year, a fixed-term staff member will be paid an assignment grant. The assignment grant consists of two components: a) the Daily Subsistence Allowance (DSA) travel per diem applicable to both removal and non-removal duty stations, and b) the lump sum portion for non-removal duty stations only. (See, Staff Rule 365.6 with respect to temporary staff.)</p> <p>365.2 The per diem portion of the assignment grant will be paid to fixed-term staff members as follows:</p> <p>365.2.1 with respect to a staff member himself or herself, an amount equal to 30 days of full per diem as of the date of arrival at the official station;</p> <p>365.2.2 with respect to the staff member's spouse and dependent children accompanying or joining the staff member at the duty station, per diem for 30 days at half rate as of the date of their arrival at the duty station;</p>	<p>365. ASSIGNMENT SETTLING-IN GRANT</p> <p>365.1 On authorized travel upon appointment or upon reassignment to an official station for a period of at least one year, a fixed-term staff member will be paid an assignment settling-in grant. The assignment grant consists of two components: a) the Daily Subsistence Allowance (DSA) travel per diem applicable to both removal and non-removal duty stations, and b) the lump sum portion for non-removal duty stations only. (See, Staff Rule 365.6 with respect to temporary staff.)</p> <p>365.2 The per diem portion of the assignment grant will be paid to fixed-term staff members as follows:</p> <p>365.2.1 with respect to a staff member himself or herself, an amount equal to 30 days of full per diem as of the date of arrival at the official station;</p> <p>365.2.2 with respect to the staff member's spouse and dependent children accompanying or joining the staff member at the duty station, per diem for 30 days at half rate as of the date of their arrival at the duty station;</p> <p>365.2 The amount of the settling-in grant shall be the equivalent of the travel per diem applicable on the date the individual arrives at the duty station:</p> <p>365.2.1 for the staff member for a period of 30 days;</p> <p>365.2.2 for the spouse and/or dependant child(ren) accompanying or joining the staff member at the Organization's expense under Rule 820, for 15 days.</p>

FORMER TEXT	NEW TEXT
<p>365.3 The lump sum portion of the assignment grant is:</p> <p>365.3.1 payable to fixed-term staff in non-removal cases only, as defined in Staff Rule 510.2.2;</p> <p>365.3.2 equal to one-month's net salary plus the applicable post adjustment upon the staff member's arrival at the official station. Subject to conditions established by the Bureau on the basis of conditions and procedures approved by the United Nations General Assembly for the United Nations System, the assignment grant will be increased by a second lump sum if the duration of the staff member's assignment exceeds three years;</p> <p>365.3.3 recovered proportionately under conditions established by the Bureau if a staff member resigns from the Bureau within six months of the date of his appointment or reassignment.</p> <p>365.4 If both spouses are staff members of international organizations applying the common system of salaries and allowances at the same official station, each staff member will receive the per diem portion of the assignment grant specified under Staff Rule 365.2.1. With respect</p>	<p>365.3 The lump sum portion of the assignment grant is:</p> <p>365.3.1 payable to fixed term staff in non-removal cases only, as defined in Staff Rule 510.2.2;</p> <p>365.3.2 equal to one month's net salary plus the applicable post adjustment upon the staff member's arrival at the official station. Subject to conditions established by the Bureau on the basis of conditions and procedures approved by the United Nations General Assembly for the United Nations System, the assignment grant will be increased by a second lump sum if the duration of the staff member's assignment exceeds three years; the settling-in grant shall also include a lump sum calculated and payable on the basis of one month of the staff member's net base salary and, as applicable, the post adjustment at the duty station to which the staff member is assigned and at the rate applicable from the date of arrival at the duty station.</p> <p>365.3.3 1 The lump sum shall be recovered proportionately under conditions established by the Bureau if a staff member resigns from the Bureau within six months of the date of his appointment or reassignment.</p> <p>365.4 If both spouses are staff members of international organizations applying the common system of salaries and allowances at the same official station, each staff member will receive the per diem portion of the assignment settling-in grant specified under Staff Rule 365.2.1. With respect</p>

FORMER TEXT	NEW TEXT
<p>to the per diem portion of the assignment grant payable under Staff Rules 365.2.2 and 365.2.3, payment will be made to the staff member in respect of whom a child has been recognized by the Organization as a dependent. The lump sum portion of the assignment grant payable under Rule 365.3 will be paid to the spouse whose entitlement yields the higher amount.</p> <p>365.5 The DSA assignment grant will not be paid:</p> <p style="padding-left: 40px;">365.5.1 for children born, or for any other dependent acquired, after the arrival of the staff member at the duty station;</p> <p style="padding-left: 40px;">365.5.2 to a staff member who is separated from service and subsequently offered a new appointment at the same duty station within one year.</p> <p>365.6 On authorized travel upon appointment, a staff member holding a temporary appointment will be paid the per diem portion of the assignment grant only with respect of himself or herself, in accordance with Staff Rule 365.2.1. Temporary staff are not eligible to receive the lump sum portion of the assignment grant. Any payment made under Staff Rule 365.2.1 may not be inconsistent with Staff Rule 365.5.2.</p>	<p>respect to the per diem portion of the assignment grant payable under Staff Rules 365.2.2 and 365.2.3, payment will be made to the staff member in respect of whom a child has been recognized by the Organization as a dependent. The lump sum portion of the assignment grant payable under Rule 365.3 will be paid to the spouse whose entitlement yields the higher amount.</p> <p>365.5 The DSA settling-in assignment grant will not be paid:</p> <p style="padding-left: 40px;">365.5.1 for children born, or for any other dependent acquired, after the arrival of the staff member at the duty station;</p> <p style="padding-left: 40px;">365.5.2 to a staff member who is separated from service and subsequently offered a new appointment at the same duty station within one year.</p> <p>365.6 On authorized travel upon appointment, a staff member holding a temporary appointment will be paid the settling-in per diem portion of the assignment grant under Rule 365.2.1 only with respect of himself or herself, in accordance with Staff Rule 365.2.1. Temporary staff are not eligible to receive the lump sum portion of the assignment settling-in grant. Any payment made under Staff Rule 365.2.1 may not be inconsistent with Staff Rule 365.5.2.</p>
<p>370. REPATRIATION GRANT</p> <p>370.1 A staff member who on leaving the service of the Bureau, other than by summary dismissal under Rule 1075.2, has performed at least one year of continuous service outside the country of his or her recognized place of residence under a fixed-term or service</p>	<p>370. REPATRIATION GRANT</p> <p>370.1 A staff member who on leaving the service of the Bureau, other than by summary dismissal under Rule 1075.2, has performed at least one five years of continuous service outside the country of his recognized place of residence under a fixed-term or service</p>

FORMER TEXT			NEW TEXT																																																																																				
<p>appointment shall be entitled to a repatriation grant in accordance with the following schedules and with Rule 380.2. Payment in respect of entitlements accrued as from 1 July 1979 shall be subject to receipt from the former staff member of documentary evidence, in accordance with established criteria, of relocation outside the country of his or her last official station or residence during his or her last assignment, with due regard to the provisions of Rule 370.4. This part of the grant is payable if it is claimed within two years of the effective date of separation;</p>			<p>appointment shall be entitled to a repatriation grant in accordance with the following schedules and with Rule 380.2. Payment in respect of entitlements accrued as from 1 July 1979 shall be subject to receipt from the former staff member of documentary evidence, in accordance with established criteria, of relocation outside the country of his or her the staff member's last official duty station or residence during his or her the last assignment, with due regard to the provisions of Rule 370.4. This part of the grant is payable if it is claimed within two years of the effective date of separation;</p>																																																																																				
<p>370.1.1 Repatriation grant for staff members in the professional and higher categories:</p>			<p>370.1.1 Repatriation grant for staff members of the professional and higher categories:</p>																																																																																				
<table border="1"> <thead> <tr> <th rowspan="2">Years of qualifying service</th> <th colspan="2">Weeks of salary</th> </tr> <tr> <th>Without spouse or dependent children</th> <th>With spouse or dependent children</th> </tr> </thead> <tbody> <tr><td>Not less than 1</td><td>3</td><td>4</td></tr> <tr><td>2</td><td>5</td><td>8</td></tr> <tr><td>3</td><td>6</td><td>10</td></tr> <tr><td>4</td><td>7</td><td>12</td></tr> <tr><td>5</td><td>8</td><td>14</td></tr> <tr><td>6</td><td>9</td><td>16</td></tr> <tr><td>7</td><td>10</td><td>18</td></tr> <tr><td>8</td><td>11</td><td>20</td></tr> <tr><td>9</td><td>13</td><td>22</td></tr> <tr><td>10</td><td>14</td><td>24</td></tr> <tr><td>11</td><td>15</td><td>26</td></tr> <tr><td>12 or more</td><td>16</td><td>28</td></tr> </tbody> </table>			Years of qualifying service	Weeks of salary		Without spouse or dependent children	With spouse or dependent children	Not less than 1	3	4	2	5	8	3	6	10	4	7	12	5	8	14	6	9	16	7	10	18	8	11	20	9	13	22	10	14	24	11	15	26	12 or more	16	28	<table border="1"> <thead> <tr> <th rowspan="2">Years of qualifying service</th> <th colspan="2">Weeks of salary</th> </tr> <tr> <th>Without spouse or dependent children</th> <th>With spouse or dependent children</th> </tr> </thead> <tbody> <tr><td>Not less than 1</td><td>3</td><td>4</td></tr> <tr><td>2</td><td>5</td><td>8</td></tr> <tr><td>3</td><td>6</td><td>10</td></tr> <tr><td>4</td><td>7</td><td>12</td></tr> <tr><td>5</td><td>8</td><td>14</td></tr> <tr><td>6</td><td>9</td><td>16</td></tr> <tr><td>7</td><td>10</td><td>18</td></tr> <tr><td>8</td><td>11</td><td>20</td></tr> <tr><td>9</td><td>13</td><td>22</td></tr> <tr><td>10</td><td>14</td><td>24</td></tr> <tr><td>11</td><td>15</td><td>26</td></tr> <tr><td>12 or more</td><td>16</td><td>28</td></tr> </tbody> </table>			Years of qualifying service	Weeks of salary		Without spouse or dependent children	With spouse or dependent children	Not less than 1	3	4	2	5	8	3	6	10	4	7	12	5	8	14	6	9	16	7	10	18	8	11	20	9	13	22	10	14	24	11	15	26	12 or more	16	28
Years of qualifying service	Weeks of salary																																																																																						
	Without spouse or dependent children	With spouse or dependent children																																																																																					
Not less than 1	3	4																																																																																					
2	5	8																																																																																					
3	6	10																																																																																					
4	7	12																																																																																					
5	8	14																																																																																					
6	9	16																																																																																					
7	10	18																																																																																					
8	11	20																																																																																					
9	13	22																																																																																					
10	14	24																																																																																					
11	15	26																																																																																					
12 or more	16	28																																																																																					
Years of qualifying service	Weeks of salary																																																																																						
	Without spouse or dependent children	With spouse or dependent children																																																																																					
Not less than 1	3	4																																																																																					
2	5	8																																																																																					
3	6	10																																																																																					
4	7	12																																																																																					
5	8	14																																																																																					
6	9	16																																																																																					
7	10	18																																																																																					
8	11	20																																																																																					
9	13	22																																																																																					
10	14	24																																																																																					
11	15	26																																																																																					
12 or more	16	28																																																																																					

FORMER TEXT			NEW TEXT		
<p>370.1.2 Repatriation grant for staff members in the general service category:</p>			<p>370.1.2 Repatriation grant for staff members in the general service category:</p>		
Years of Qualifying service	Weeks of salary		Years of Qualifying service	Weeks of salary	
	Without spouse or dependent children	With spouse or dependent children		Without spouse or dependent children	With spouse or dependent children
Not less than 1	2	4	Not less than 1	2	4
2	4	8	2	4	8
3	5	10	3	5	10
4	6	12	4	6	12
5	7	14	5	7	14
6	8	16	6	8	16
7	9	18	7	9	18
8	10	20	8	10	20
9	11	22	9	11	22
10	12	24	10	12	24
11	13	26	11	13	26
12 or more	14	28	12 or more	14	28
<p>375. END-OF-SERVICE GRANT</p> <p>375.1 Staff members holding a fixed-term appointment, including staff members in posts of limited duration with five or more years of service, will be entitled to a grant based on their years of service provided that:</p> <p>375.1.1 their appointment is not renewed after completing five years of continuous qualifying service;</p> <p>375.1.2 they did not receive or decline an offer of renewal of appointment;</p> <p>375.1.3 the staff member has not reached the statutory age of retirement as defined under Rule 1020.1; and</p> <p>...</p>			<p>375. END-OF-SERVICE GRANT</p> <p>375.1 Staff members holding a fixed-term appointment, including staff members in posts of limited duration with five or more years of service, will be entitled to a grant based on their years of service provided that:</p> <p>375.1.1 their appointment is not renewed after completing five years of continuous qualifying service;</p> <p>375.1.2 they did not receive or decline an offer of renewal of appointment;</p> <p>375.1.3 the staff member has not reached age 65 or, alternatively, his or her elected retirement date as notified to the Organization pursuant to the statutory age of retirement as defined under Staff Rule 1020.1; and</p> <p>...</p>		

FORMER TEXT	NEW TEXT
<p>410. RECRUITMENT POLICIES</p> <p>...</p> <p>410.2 Candidates under 20 or over 62 years of age shall not normally be considered for appointment.</p>	<p>410. RECRUITMENT POLICIES</p> <p>...</p> <p>410.2 Candidates under 20 or over 62⁵ years of age shall not normally be considered for appointment.</p>
<p>510. ASSIGNMENT TO DUTY</p> <p>...</p> <p>510.2 Assignments shall be of two types:</p> <p>510.2.1 those made under conditions warranting the full establishment of the staff member at his official station, including household removal. Such assignments shall be designated as R assignments;</p> <p>510.2.2 those made for fixed periods under conditions which do not warrant the full establishment of the staff member at his official station. Such assignments shall be designated as NR assignments.</p> <p>For the practical implications of R and NR assignments on the mobility and hardship allowance, see Rule 360; on assignment grant, see Rule 365; on transportation of personal effects, see Rule 850; and on removal, see Rule 855.</p>	<p>510. ASSIGNMENT TO DUTY</p> <p>...</p> <p>510.2 Assignments shall be of two types:</p> <p>510.2.1 those made under conditions warranting the full establishment of the staff member at his official station, including the household removal. Such assignments shall be designated as R assignments;</p> <p>510.2.2 those made for fixed periods under conditions which do not warrant the full establishment of the staff member at his official station. Such assignments shall be designated as NR assignments.</p> <p>For the practical implications of R and NR assignments on the mobility and hardship allowance, see Rule 360; on assignment grant, see Rule 365; on transportation of personal effects, see Rule 850; and on removal, see Rule 855.</p> <p>510.2 An assignment for the purpose of entitlement to settling-in grant, mobility incentive and relocation shipment is an assignment requiring the installation of the staff member in the duty station for a period of at least one year.</p>

FORMER TEXT	NEW TEXT
<p>550. WITHIN-GRADE INCREASE</p> <p>...</p> <p>550.2 The unit of service time is defined as the minimum length of time which must be served at a step in order to achieve a within grade salary increase under the terms of Rule 550.1. The unit of service time is as follows:</p> <p>550.2.1 one year of full time service at all levels and steps except at those in Rule 550.2.2;</p> <p>550.2.2 two years of full time service at levels: P-2 step XI, P-3 steps XIII and XIV, P-4 step XII to step XIV, P-5 step X to step XII, P-6/D-1 step IV to step VIII, and D-2 step I to step V;</p> <p>...</p> <p>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.</p>	<p>550. WITHIN-GRADE INCREASE</p> <p>...</p> <p>550.2 The unit of service time is defined as the minimum length of time which must be served at a step in order to achieve a within-grade increase under the terms of Staff Rule 550.1. The unit of service time is as follows:</p> <p>550.2.1 one year of full-time service at all levels and steps except at those in Staff Rule 550.2.2;</p> <p>550.2.2 two years of full-time service at levels : P-2 step XI, P-3 steps XIII and XIV, P-4 step XII to step XIV, P-5 step X to step XII, for grades P-1 to P-5 beyond step VII, P-6/D 1 beyond step IV to step VIII, and D-2 beyond step I to step V;</p> <p>...</p> <p>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.</p>

FORMER TEXT	NEW TEXT
<p>640. HOME LEAVE</p> <p>...</p> <p>640.4 The date of eligibility for home leave shall be the date on which the staff member has completed 24 months of qualifying service, except at those official stations designated by the Director as having difficult conditions of life and work. At the designated official stations, the date of eligibility shall be the date on which the staff member has completed 12 months of qualifying service; however, the date may be determined according to criteria established by the Director in cases of reassignment or reclassification of official stations. All official stations are classified for this purpose, according to their home leave cycle, as "24 month stations" or "12 month stations."</p>	<p>640. HOME LEAVE</p> <p>...</p> <p>640.4 The date of eligibility for home leave shall be the date on which the staff member has completed 24 months of qualifying service, except at those official stations designated by the Director as having difficult conditions of life and work. At the designated official stations, the date of eligibility shall be the date on which the staff member has completed 12 months of qualifying service; however, the date may be determined according to criteria established by the Director in cases of reassignment or reclassification of official stations. All official stations are classified for this purpose, according to their home leave cycle, as "24 month stations" or "12 month stations." Staff members shall be eligible for home leave as follows:</p> <p>(a) Upon completion of 12 months of qualifying service at a D or E duty station that does not fall under the Rest and Recuperation Scheme (these duty stations are known for purposes of their home leave cycles as "12-month stations"); or</p> <p>(b) Upon completion of 24 months of qualifying service at any other duty station (these duty stations are known for purposes of their home leave cycles as "24-month stations").</p> <p>(c) In cases of reassignment or reclassification of a duty station, upon completion of the period of qualifying service determined by the Director in accordance with established criteria.</p>

FORMER TEXT	NEW TEXT
<p>810. TRAVEL OF STAFF MEMBERS</p> <p>The Bureau shall pay the travel expenses of a staff member as follows:</p> <p style="text-align: center;">...</p> <p>810.5 Once in each interval between home leave eligibility dates (or once during an appointment of equivalent duration) from the official station to the place where the staff member's spouse and children, as defined in Rule 820.1, are residing, and return to the official station, provided that:</p> <p style="padding-left: 40px;">810.5.1 the staff member has waived his entitlements to the travel of his spouse and children under Rules 820 and 825, except for education grant travel under Rules 820.2.5.2 and 820.2.5.3;</p>	<p>810. TRAVEL OF STAFF MEMBERS</p> <p>The Bureau shall pay the travel expenses of a staff member as follows:</p> <p style="text-align: center;">...</p> <p>810.5 Once in each interval between home leave eligibility dates (or once during an appointment of equivalent duration) from the official station to the place where the staff member's spouse and children, as defined in Rule 820.1, are residing, and return to the official station, provided that:</p> <p style="padding-left: 40px;">810.5.1 the staff member has waived his entitlements to the travel of his spouse and children under Rules 820 and 825, except for education grant travel under Staff Rules 820.2.5.2 and 820.2.5.3;</p>
<p>820. TRAVEL OF SPOUSE AND CHILDREN</p> <p>820.1 Family members recognized as eligible for purposes of travel at the Bureau's expense are:</p> <p style="text-align: center;">...</p> <p style="padding-left: 40px;">820.1.3 each such child for whom travel expenses have previously been paid by the Bureau, to the extent of the final one way passage either to join the staff member at the official station or to return to the country of the recognized place of residence within one year after ceasing to qualify as a dependant. The Organization's financial responsibility shall be limited to the cost of one way travel between the official station and the recognized place of residence. However, if a round trip to which the child may be entitled under Rule 820.2.5.2 or 820.2.5.3 is completed after the end</p>	<p>820. TRAVEL OF SPOUSE AND CHILDREN</p> <p>820.1 Family members recognized as eligible for purposes of travel at the Bureau's expense are:</p> <p style="text-align: center;">...</p> <p style="padding-left: 40px;">820.1.3 each such child for whom travel expenses have previously been paid by the Bureau, to the extent of the final one way passage either to join the staff member at the official station or to return to the country of the recognized place of residence within one year after ceasing to qualify as a dependant. The Organization's financial responsibility shall be limited to the cost of one way travel between the official station and the recognized place of residence. However, if a round trip to which the child may be entitled under Rule 820.2.5.2 or 820.2.5.3 is completed after the end</p>

FORMER TEXT	NEW TEXT
<p>of the scholastic year in which the child reaches the age of 21, this travel shall not be authorized;</p> <p>820.1.4 a child entitled to the education grant under Rule 350.1.2, for purposes of travel under Rules 820.2.5.1, 820.2.5.2, 820.2.5.3 and 820.2.5.5.</p> <p>820.2 Except for staff members holding temporary appointments as defined in Rule 420.4, the Bureau shall pay the travel expenses of a staff member's spouse and dependent children as defined in Rule 820.1 under the following circumstances:</p> <p>820.2.1 on appointment for a period of not less than one year, from the recognized place of residence or, at the option of the Bureau, the place of recruitment, to the official station, or from some other place, provided that the cost to the Bureau does not exceed that for the travel from the recognized place of residence, and subject to the requirement that in any case the spouse and dependent children remain at the official station at least six months;</p> <p>...</p> <p>820.2.5 for a child for whom there is an entitlement to an education grant under Rule 350 for study outside the commuting distance of the official station, provided Rule 655.2.4 does not apply:</p> <p>...</p>	<p>of the scholastic year in which the child reaches the age of 21, this travel shall not be authorized;</p> <p>820.1.4 a child entitled to the education grant under Rule 350.1.2, for purposes of travel under Rules 820.2.5.1, 820.2.5.2, 820.2.5.3 and 820.2.5.5.</p> <p>820.2 Except for staff members holding temporary appointments as defined in Rule 420.4, the Bureau shall pay the travel expenses of a staff member's spouse and dependent children as defined in Rule 820.1 under the following circumstances:</p> <p>820.2.1 on appointment for a period of not less than one year, from the recognized place of residence or, at the option of the Bureau, the place of recruitment, to the official station, or from some other place, provided that the cost to the Bureau does not exceed that for the travel from the recognized place of residence, and subject to the requirement that in any case the spouse and dependent children remains at the official station at least six months;</p> <p>...</p> <p>820.2.5 for a child for whom there is an entitlement to boarding under an education grant under in accordance with Rule 350 for study outside the commuting distance of the official duty station, provided Rule 655.2.4 does not apply:</p> <p>...</p>

FORMER TEXT	NEW TEXT
<p>820.2.5.3 a second such round trip each scholastic year under the same conditions as under Rule 820.2.5.2 if the staff member is assigned to an official station designated for this purpose, provided that the staff member does not go on home leave during that scholastic year;</p>	<p>820.2.5.3 a second such round trip each scholastic year under the same conditions as under Rule 820.2.5.2 if the staff member is assigned to an official station designated for this purpose, provided that the staff member does not go on home leave during that scholastic year;</p>
<p>820.2.5.4 return travel on home leave between the place of study and the place to which the staff member is authorized to travel under Rule 640.5 (provided that the cost to the Bureau is limited to the cost of return travel between the official station and the staff member's recognized place of residence) if:</p> <ol style="list-style-type: none"> 1) the travel coincides with the staff member's travel on home leave; 2) the child is under the age of 21 years; and 3) the travel is reasonably timed in relation to other authorized travel under Rule 820; 	<p>820.2.5.4³ return travel on home leave between the place of study and the place to which the staff member is authorized to travel under Rule 640.5 (provided that the cost to the Bureau is limited to the cost of return travel between the official station and the staff member's recognized place of residence) if:</p> <ol style="list-style-type: none"> 1) the travel coincides with the staff member's travel on home leave; 2) the child is under the age of 21 years; and 3) the travel is reasonably timed in relation to other authorized travel under Rule 820;
<p>820.2.5.5 the final one way passage defined in Rule 820.1.3 within one year after ceasing to qualify for education grant under Rule 350.1.2, provided that such entitlement has not already been exercised under Rule 820.1.3. The Bureau's financial responsibility shall be limited to the cost of one</p>	<p>820.2.5.5⁴ the final one-way passage defined in Rule 820.1.3 within one year after ceasing to qualify for education grant under Rule 350.1.2, provided that such entitlement has not already been exercised under Rule 820.1.3. The Bureau's financial responsibility shall be limited to the cost of one-</p>

FORMER TEXT	NEW TEXT
<p>way travel between the official station and the recognized place of residence. However, if a round trip to which the child may be entitled under Rules 820.2.5.2 or 820.2.5.3 is completed after the child ceases to qualify for an education grant under Rule 350.1.2, this travel shall not be authorized;</p>	<p>way travel between the official station and the recognized place of residence. However, if a round trip to which the child may be entitled under Rules 820.2.5.2 or 820.2.5.3 is completed after the child ceases to qualify for an education grant under Rule 350.1.2, this travel shall not be authorized;</p>
<p>855. REMOVAL OF HOUSEHOLD GOODS</p> <p>855.1 On an R assignment (see Rule 510.2.1) a staff member holding a fixed-term or service appointment of at least two years and whose recognized place of residence is other than and not in the area of his official station, shall be entitled to reimbursement, within established limits, for the expense of moving his household goods:</p> <p>855.1.1 on initial assignment to an official station if the R assignment is expected to last at least two years;</p> <p>855.1.2 on any subsequent change of official station if the new R assignment is expected to last at least two years;</p> <p>855.1.3 on separation, except as provided in Rule 1010.2.</p>	<p>855. REMOVAL OF HOUSEHOLD GOODS RELOCATION SHIPMENT</p> <p>855.1 On an R assignment (see Rule 510.2.1), a Staff members holding a fixed-term or service appointment who are installed of for at least one year at a duty station that is not their two years and whose recognized place of residence is other than and not in the area of his official station, shall be are entitled to reimbursement, within established limits, for the expense cost of moving his their household goods. Reimbursement is made when a staff member is assigned to a duty station (see Staff Rule 510.2) and when a staff member is separated from service, except as specified in Staff Rule 1010.2.</p> <p>855.1.1 on initial assignment to an official station if the R assignment is expected to last at least two years;</p> <p>855.1.2 on any subsequent change of official station if the new R assignment is expected to last at least two years;</p> <p>855.1.3 on separation, except as provided in Rule 1010.2.</p>

FORMER TEXT	NEW TEXT
<p>855.2 On an NR assignment (see Rule 510.2.2) a staff member holding a fixed-term or service appointment of at least two years is entitled to receive the mobility and hardship allowance in accordance with Rule 360 and an assignment grant in accordance with Rule 365 but is not entitled to the removal of household goods.</p> <p>855.3 If both spouses are staff members of international organizations applying the common system of salaries and allowances, the entitlement to the removal of household goods shall be governed by terms and conditions set forth in the WHO/PAHO Manual.</p>	<p>855.2 On an NR assignment (see Rule 510.2.2) a staff member holding a fixed term or service appointment of at least two years is entitled to receive the mobility and hardship allowance in accordance with Rule 360 and an assignment grant in accordance with Rule 365 but is not entitled to the removal of household goods.</p> <p>855.32 If both spouses are staff members of international organizations applying the common system of salaries and allowances, the this entitlement to the removal of household goods shall be governed by terms and conditions set forth in the WHO/PAHO/WHO Manual.</p>
<p>860. FAILURE TO EXERCISE ENTITLEMENT</p> <p>In no case shall a staff member be given any cash payment in lieu of exercising any entitlement under this section. Any entitlement to repatriation travel or removal which is not exercised within one year of the date of termination of the appointment shall be forfeited, except upon the express approval by the Director of an extension.</p>	<p>860. FAILURE TO EXERCISE ENTITLEMENT</p> <p>In no case shall a staff member be given any cash payment in lieu of exercising any entitlement under this section. Any entitlement to repatriation travel or removal relocation shipment which is not must be exercised within one two years of the date of the appointment the staff member's termination separation. of the appointment shall be forfeited except upon the express approval by the Director General of an extension.</p>
<p>870. EXPENSES ON DEATH</p> <p>...</p> <p>870.2 A deceased staff member's spouse and child(ren) shall be entitled to travel and transportation of personal effects to any place, provided that the Bureau had an obligation to repatriate them under Rule 820.2.7 and that the cost to the Bureau does not exceed that for travel and transportation to the deceased staff member's recognized place of residence. Entitlement to removal expenses is determined by Rule 855.1.3.</p>	<p>870. EXPENSES ON DEATH</p> <p>...</p> <p>870.2 A deceased staff member's spouse and child(ren) shall be entitled to travel and transportation of personal effects relocation shipment to any place, provided that the Bureau had an obligation to repatriate them under Rule 820.2.7 and that the cost to the Bureau does not exceed that for travel and transportation to the deceased staff member's recognized place of residence. Entitlement to removal expenses relocation shipment is determined by Rule 855.1.3.</p>

FORMER TEXT	NEW TEXT
<p>1020. RETIREMENT</p> <p>1020.1 Staff members must retire on the last day of the month in which they reach retirement age, specifically when they reach:</p> <p>1020.1.1 Age 60, if they became participants in the United Nations Joint Staff Pension Fund (UNJSPF) before 1 January 1990.</p> <p>1020.1.2 Age 62, if they became participants in the UNJSPF on or after 1 January 1990.</p> <p>1020.1.3 Age 65, if they became participants in the UNJSPF on or after 1 January 2014.</p>	<p>1020. RETIREMENT</p> <p>1020.1 Except as specified below, sStaff members must retire on the last day of the month in which they reach retirement age 65, specifically when they reach</p> <p>1020.1.1 Staff members who became participants in the Age 60, if they became participants in the United Nations Joint Staff Pension Fund (UNJSPF) before 1 January 1990 may elect to retire on the last day of the month in which they reach age 60, or between the ages of 60 and 65, by giving at least three months' written notice of the elected date of retirement.</p> <p>1020.1.2 Staff members who became participants in the Age 62, if they became participants in the UNJSPF United Nations Joint Staff Pension Fund on or after between 1 January 1990 and 31 December 2013 inclusive may elect to retire on the last day of the month in which they reach age 62, or between the ages of 62 and 65, by giving at least three months' written notice of the elected date of retirement.</p> <p>1020.1.3 Age 65, if they became participants in the UNJSPF on or after 1 January 2014. Staff members shall not change their elected date of retirement once they have given three months' notice pursuant to Staff Rule 1020.1.1 or 1020.1.2.</p>

FORMER TEXT	NEW TEXT
<p>1020.2 In exceptional circumstances, a staff member’s appointment may be extended beyond his normal age of retirement provided that the extension is in the interest of the Bureau and that not more than a one year extension shall be granted at a time. For those who would normally retire pursuant to Staff Rules 1020.1.1 or 1020.1.2, extensions shall not be granted beyond the staff member’s sixty-fifth birthday. For those who would normally retire pursuant to Staff Rule 1020.1.3, extensions shall not be granted beyond the staff member’s sixty-eight birthday.</p>	<p>1020.2 In exceptional circumstances, a staff member’s appointment may be extended beyond his normal age of retirement the age of 65 provided that the extension is in the best interest of the Bureau and that no more than a one year extension shall be is granted at a time. For those who would normally retire pursuant to Staff Rules 1020.1.1 or 1020.1.2, extensions shall not be granted beyond the staff member’s sixty-fifth birthday. For those who would normally retire pursuant to Staff Rule 1020.1.3, extensions shall not be granted and not beyond the staff member’s sixty-eight 68th birthday.</p>

Annex B

Appendix 1 to the Staff Rules
Salary Scale for the Professional and Higher Categories: Annual Gross Salaries and Net Equivalents
after Application of Staff Assessment
 (in U.S. Dollars)
 (Effective 1 January 2017)

Step

<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	*	*	*	*	*	*	*	*	*	*			
	Net	139 500	142 544	145 589	148 637	151 788	155 018	158 248	161 479	164 709	167 939			
D-1	Gross	107 150	109 281	111 412	113 546	115 680	117 812	119 944	122 076	124 208	126 340			
	Net	96 865	98 738	100 612	102 486	104 354	106 228	108 100	109 970	111 845	113 716	115 588	117 459	119 331
P-5	Gross	124 807	127 483	130 160	132 837	135 506	138 183	140 857	143 529	146 207	148 880	151 648	154 483	157 320
	Net	84 721	86 314	87 908	89 499	91 093	92 684	94 279	95 871	97 464	99 056	100 650	102 240	103 835
P-4	Gross	107 459	109 734	112 011	114 284	116 561	118 834	121 113	123 387	125 663	127 937	130 214	132 486	134 764
	Net	70 647	72 184	73 721	75 258	76 795	78 331	79 870	81 407	82 943	84 480	86 020	87 553	89 091
P-3	Gross	88 351	90 374	92 396	94 418	96 441	98 462	100 529	102 724	104 919	107 114	109 314	111 504	113 701
	Net	58 583	60 005	61 428	62 849	64 273	65 695	67 117	68 542	69 963	71 386	72 811	74 232	75 656
P-2	Gross	72 478	74 349	76 221	78 091	79 964	81 836	83 707	85 582	87 451	89 324	91 199	93 068	94 942
	Net	46 026	47 298	48 570	49 842	51 115	52 389	53 662	54 932	56 206	57 477	58 749	60 024	61 294
P-1	Gross	55 955	57 629	59 303	60 976	62 651	64 328	66 003	67 674	69 350	71 022	72 696	74 374	76 045
	Net	35 998	37 078	38 158	39 238	40 317	41 398	42 478	43 558	44 638	45 719	46 798	47 877	48 957

* The normal qualifying period for a within-grade increase between consecutive steps is one year, except at those steps marked with an asterisk, for which a two-year period at the step is required to proceed to the next step (Staff Rule 550.2).

Annex C

Appendix 2

Education Grant Entitlement

Education Grant Scale, Adjusted on the Basis of 2014-2015 Tuition Fees
(Effective school year in progress 1 January 2018)

Claim amount bracket (in U.S. Dollars)	Reimbursement rate (percentage)
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 and above	–

160th SESSION OF THE EXECUTIVE COMMITTEE

Washington, D.C., USA, 26-30 June 2017

CE160/25
Annex D
Original: English

PROPOSED RESOLUTION

AMENDMENTS TO THE PASB STAFF REGULATIONS AND RULES

THE 160th SESSION OF THE EXECUTIVE COMMITTEE,

1. Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in Annex A to Document CE160/25;
2. Taking into account the actions of the Seventieth World Health Assembly regarding the remuneration of the Regional Directors, Assistant Directors-General and the Deputy Director-General based on the United Nations General Assembly's approval of the amended base/floor salary scale for the professional and higher categories;
3. Bearing in mind the provisions of Staff Rule 020 and Staff Regulation 3.1 of the Pan American Sanitary Bureau; and
4. Recognizing the need for uniformity in the conditions of employment of staff of the Pan American Sanitary Bureau and the United Nations Common System Agencies,

RESOLVES:

1. To confirm, in accordance with Staff Rule 020, the Staff Rule amendments that have been made by the Director effective 1 January 2017 concerning: definitions, salaries, dependants' allowances, mobility incentive, hardship allowance and non-family service allowance, settling-in grant, repatriation grant, end of service grant, recruitment policies, assignment to duty, within-grade increase, home leave, travel of staff members, travel of spouse and children, relocation shipment, failure to exercise entitlement, expenses on death, as well as those amendments effective 1 January 2018 concerning education grant and retirement.
-

2. To establish the annual salary of the Assistant Director of the Pan American Sanitary Bureau, beginning from 1 January 2017, at US\$ 172,858¹ before staff assessment, resulting in a modified net salary of \$129,586.
3. To establish the annual salary of the Deputy Director of the Pan American Sanitary Bureau, beginning on 1 January 2017, at \$174,373 before staff assessment, resulting in a modified net salary of \$130,586.
4. To establish the annual salary of the Director of the Pan American Sanitary Bureau, beginning on 1 January 2017, at \$192,236 before staff assessment, resulting in a modified net salary of \$142,376.

¹ Unless otherwise indicated, all monetary figures in this report are expressed in United States dollars.

Appendix

**PROPOSED AMENDMENTS TO THE STAFF RULES OF THE
PAN AMERICAN SANITARY BUREAU**

310. DEFINITIONS

...

310.5.2 a child as defined by the Bureau and for whom the staff member certifies that he provides the main and continuing support, provided that the child is under 18 years of age or, if in full-time attendance at a school or university, under the age of 21 years. Age and school attendance requirements shall not apply if the child is physically or mentally incapacitated for substantial gainful employment either permanently or for a period expected to be of long duration. If both parents are staff members of international organizations applying the common system of salaries and allowances, the children, if determined dependent, will be recognized as the dependants of the parent whose annual gross occupational earnings yield the higher amount, unless the concerned staff members request otherwise;

...

310.7 A “single parent” is a staff member who meets the following criteria:

310.7.1 The staff member does not have a spouse;

310.7.2 The staff member has a dependent child as defined under Rule 310.5.2;

310.7.3 The staff member provides main and continuing support to the child.

330. SALARIES

330.1 Gross base salaries shall be subject to the following assessments:

330.1.1 For professional and higher graded staff:

Assessable income	Staff assessment rates (%)
US\$	%
First 50,000	17
Next 50,000	24
Next 50,000	30
Remaining assessable payments	34

340. DEPENDANTS' AND SINGLE PARENT'S ALLOWANCES

Staff members appointed to the professional or higher categories, except those holding temporary appointments as defined in Rule 420.4, are entitled to an allowance, as follows:

340.1 For a dependent child, as defined in Staff Rule 310.5.2. The entitlement shall be reduced by the amount of any benefit paid from any other public source by way of social security payments, or under public law, by reason of such child.

340.2 For a child who is physically or mentally disabled, as defined in Staff Rule 310.5.2, an amount equivalent to double the dependent child allowance. The entitlement shall be reduced by the amount of any benefit paid from any other public source by way of social security payments, or under public law, by reason of such child.

340.3 For a dependent father, mother, brother or sister, as defined in Staff Rule 310.5.3.

340.4 For a dependent spouse, as defined in Staff Rule 310.5.1.

340.5 For being recognized as a single parent, as defined in Staff Rule 310.7.

340.6 The amount of the allowances to be paid under this Staff Rule shall be consistent with the conditions of service established for the United Nations Common System.

350. EDUCATION GRANT

...

350.1.1 the education grant shall be paid starting with the school year in which a dependent child, as defined under Staff Rule 310.5.2, is five years of age or older at the beginning of the school year, or when the child reaches the age of five within three months of the beginning of the school year, if it can be shown that the child is attending a full-time program that contains the basic elements of formal education as a major part of its curriculum. The grant shall extend up to the end of the school year in which a staff member's child reaches the age of 25, completes four years of post-secondary studies or is awarded the first post-secondary degree, whichever is earlier;

...

350.2 This grant is payable for:

...

350.2.2 the cost of full-time attendance at an educational institution outside the country or area of the duty station. An additional lump sum of \$5,000 is payable, to a staff member assigned to a non-Headquarters duty station, for boarding-related expenses incurred at the primary and secondary education levels outside the country or commuting area of the duty station.

...

350.2.5 tuition for teaching the mother tongue to a child, in respect of whom the staff member is entitled to the grant under Rule 350.1.1, who is attending a local school in which the instruction is given in a language other than the child's own, when the staff member is serving at an official station in a country whose language is different from his own and where satisfactory school facilities for learning the latter are not available.

...

350.4 “Cost of attendance” is defined as the cost of tuition, including mother tongue tuition, and enrolment-related fees only.

...

350.6 Capital assessment fees charged by education institutions shall be reimbursed, outside the education grant scheme, under conditions prescribed by the Bureau.

360. MOBILITY INCENTIVE, HARDSHIP ALLOWANCE AND NON-FAMILY SERVICE ALLOWANCE

The following non-pensionable allowances are paid to staff members, except those hired under Staff Rule 1310 or 1330, who are appointed or reassigned to ICSC-designated categories of duty stations for a period of one year or more. These allowances are determined by the Bureau on the basis of conditions and procedures established by the International Civil Service Commission (ICSC):

360.1 Mobility Incentive: In order to provide incentives for mobility, an allowance is paid to staff members holding fixed-term or service appointments.

360.2 Hardship Allowance: In order to recognize varying degrees of hardship at different duty stations, a hardship allowance is paid to staff members holding fixed-term, service or temporary appointments.

360.3 Non-Family Service Allowance: In order to recognize service in duty stations with family restrictions, a non-family service allowance is paid to staff members holding fixed-term, service or temporary appointments.

365. SETTLING-IN GRANT

365.1 On authorized travel upon appointment or upon reassignment to an official station for a period of at least one year, a fixed-term staff member will be paid settling-in grant. (See, Staff Rule 365.6 with respect to temporary staff.)

365.2 The amount of the settling-in grant shall be the equivalent of the travel per diem applicable on the date the individual arrives at the duty station:

365.2.1 for the staff member for a period of 30 days;

365.2.2 for the spouse and/or dependant child(ren) accompanying or joining the staff member at the Organization's expense under Rule 820, for 15 days.

365.3 Subject to conditions established by the Bureau on the basis of conditions and procedures approved by the United Nations General Assembly for the United Nations System, the settling-in grant shall also include a lump sum calculated and payable on the basis of one month of the staff member's net base salary and, as applicable, the post adjustment at the duty station to which the staff member is assigned and at the rate applicable from the date of arrival at the duty station.

365.3.1 The lump sum shall be recovered proportionately under conditions established by the Bureau if a staff member resigns from the Bureau within six months of the date of his appointment or reassignment.

365.4 If both spouses are staff members of international organizations applying the common system of salaries and allowances at the same official station, each staff member will receive the per diem portion of the settling-in grant specified under Staff Rule 365.2.1. With respect to the per diem portion of the grant payable under Staff Rules 365.2.2, payment will be made to the staff member in respect of whom a child has been recognized by the Organization as a dependent. The lump sum portion of the grant payable under Rule 365.3 will be paid to the spouse whose entitlement yields the higher amount.

365.5 The settling-in assignment grant will not be paid:

365.5.1 for children born, or for any other dependent acquired, after the arrival of the staff member at the duty station;

365.5.2 to a staff member who is separated from service and subsequently offered a new appointment at the same duty station within one year.

365.6 On authorized travel upon appointment, a staff member holding a temporary appointment will be paid the settling-in grant under Rule 365.2.1 only with respect of himself or herself. Temporary staff are not eligible to receive the lump sum portion of the settling-in grant. Any payment made under Staff Rule 365.2.1 may not be inconsistent with Staff Rule 365.5.2.

370. REPATRIATION GRANT

370.1 A staff member who on leaving the service of the Bureau, other than by summary dismissal under Rule 1075.2, has performed at least five years of continuous service outside the country of his recognized place of residence under a fixed-term or service appointment shall be entitled to a repatriation grant in accordance with the following schedules and with Rule 380.2. Payment in respect of entitlements shall be subject to receipt from the former staff member of documentary evidence, in accordance with established criteria, of relocation outside the country of the staff member’s last duty station or residence during the last assignment, with due regard to the provisions of Rule 370.4. This part of the grant is payable if it is claimed within two years of the effective date of separation.

370.1.1 Repatriation grant for staff members of the professional and higher categories:

Years of qualifying service	Weeks of salary	
	Without spouse or dependent children	With spouse or dependent children
5	8	14
6	9	16
7	10	18
8	11	20
9	13	22
10	14	24
11	15	26
12 or more	16	28

370.1.2 Repatriation grant for staff members in the general service category:

Years of Qualifying service	Weeks of salary	
	Without spouse or dependent children	With spouse or dependent children
5	7	14
6	8	16
7	9	18
8	10	20
9	11	22
10	12	24
11	13	26
12 or more	14	28

375. END-OF-SERVICE GRANT

375.1 Staff members holding a fixed-term appointment, including staff members in posts of limited duration with five or more years of service, will be entitled to a grant based on their years of service provided that:

- 375.1.1** their appointment is not renewed after completing five years of continuous qualifying service;
- 375.1.2** they did not receive or decline an offer of renewal of appointment;
- 375.1.3** the staff member has not reached age 65 or, alternatively, his or her elected retirement date as notified to the Organization pursuant to Staff Rule 1020.1; and

...

410. RECRUITMENT POLICIES

...

410.2 Candidates under 20 or over 65 years of age shall not be considered for appointment.

510. ASSIGNMENT TO DUTY

...

510.2 An assignment for the purpose of entitlement to settling-in grant, mobility incentive and relocation shipment is an assignment requiring the installation of the staff member in the duty station for a period of at least one year.

550. WITHIN-GRADE INCREASE

...

550.2 The unit of service time is defined as the minimum length of time which must be served at a step in order to achieve a within-grade increase under the terms of Staff Rule 550.1. The unit of service time is as follows:

- 550.2.1** one year of full-time service at all levels and steps except at those in Staff Rule 550.2.2;
- 550.2.2** two years of full-time service for grades P-1 to P-5 beyond step VII, P-6/D 1 beyond step IV, and D-2 beyond step I;

...

640. HOME LEAVE

...

640.4 Staff members shall be eligible for home leave as follows:

- (a) Upon completion of 12 months of qualifying service at a D or E duty station that does not fall under the Rest and Recuperation Scheme (these duty stations are known for purposes of their home leave cycles as “12-month stations”); or
- (b) Upon completion of 24 months of qualifying service at any other duty station (these duty stations are known for purposes of their home leave cycles as “24-month stations”).
- (c) In cases of reassignment or reclassification of a duty station, upon completion of the period of qualifying service determined by the Director in accordance with established criteria.

810. TRAVEL OF STAFF MEMBERS

The Bureau shall pay the travel expenses of a staff member as follows:

...

810.5 Once in each interval between home leave eligibility dates (or once during an appointment of equivalent duration) from the official station to the place where the staff member's spouse and children, as defined in Rule 820.1, are residing, and return to the official station, provided that:

810.5.1 the staff member has waived his entitlements to the travel of his spouse and children under Rules 820 and 825, except for education grant travel under Staff Rule 820.2.5.2;

820. TRAVEL OF SPOUSE AND CHILDREN

820.1 Family members recognized as eligible for purposes of travel at the Bureau's expense are:

...

820.1.3 each such child for whom travel expenses have previously been paid by the Bureau, to the extent of the final one way passage either to join the staff member at the official station or to return to the country of the recognized place of residence within one year after ceasing to qualify as a dependant. The Organization's financial responsibility shall be limited to the cost of one way travel between the official station and the recognized place of residence. However, if a round trip to which the child may be entitled under Rule 820.2.5.2 is completed after the end of the scholastic year in which the child reaches the age of 21, this travel shall not be authorized;

820.1.4 a child entitled to the education grant under Rule 350.1.2, for purposes of travel under Rules 820.2.5.1, 820.2.5.2 and 820.2.5.5.

820.2 Except for staff members holding temporary appointments as defined in Rule 420.4, the Bureau shall pay the travel expenses of a staff member's spouse and dependent children as defined in Rule 820.1 under the following circumstances:

820.2.1 on appointment for a period of not less than one year, from the recognized place of residence or, at the option of the Bureau, the place of recruitment, to the official station, or from some other place, provided that the cost to the Bureau does not exceed that for the travel from the recognized place of residence, and subject to the requirement that in any case the spouse remains at the official station at least six months;

...

820.2.5 for a child for whom there is an entitlement to boarding under an education grant in accordance with Rule 350 for study outside the commuting distance of the duty station, provided Rule 655.4 does not apply:

...

820.2.5.3 return travel on home leave between the place of study and the place to which the staff member is authorized to travel under Rule 640.5 (provided that the cost to the Bureau is limited to the cost of return travel between the official station and the staff member's recognized place of residence) if:

- 1) the travel coincides with the staff member's travel on home leave;
- 2) the child is under the age of 21 years; and
- 3) the travel is reasonably timed in relation to other authorized travel under Rule 820;

820.2.5.4 the final one-way passage defined in Rule 820.1.3 within one year after ceasing to qualify for education grant under Rule 350.1.2, provided that such entitlement has not already been exercised under Rule 820.1.3. The Bureau's financial responsibility shall be limited to the cost of one-way travel between the official station and the recognized place of residence. However, if a round trip to which the child may be entitled under Rule 820.2.5.2 is completed after the child ceases to qualify for an education grant under Rule 350.1.2, this travel shall not be authorized;

855. RELOCATION SHIPMENT

855.1 Staff members holding a fixed-term or service appointment who are installed for at least one year at a duty station that is not their recognized place of residence are entitled to reimbursement, within established limits, for the cost of moving their household goods. Reimbursement is made when a staff member is assigned to a duty station (see Staff Rule 510.2) and when a staff member is separated from service, except as specified in Staff Rule 1010.2.

855.2 If both spouses are staff members of international organizations applying the common system of salaries and allowances, this entitlement shall be governed by terms and conditions set forth in the PAHO/WHO Manual.

860. FAILURE TO EXERCISE ENTITLEMENT

Any entitlement to repatriation travel or relocation shipment must be exercised within two years of the date of the staff member's separation.

870. EXPENSES ON DEATH

...

870.2 A deceased staff member's spouse and child(ren) shall be entitled to travel and relocation shipment to any place, provided that the Bureau had an obligation to repatriate them under Rule 820.2.7 and that the cost to the Bureau does not exceed that for travel and transportation to the deceased staff member's recognized place of residence. Entitlement to relocation shipment is determined by Rule 855.1.

1020. RETIREMENT

1020.1 Except as specified below, staff members must retire on the last day of the month in which they reach age 65.

1020.1.1 Staff members who became participants in the United Nations Joint Staff Pension Fund before 1 January 1990 may elect to retire on the last day of the month in which they reach age 60, or between the ages of 60 and 65, by giving at least three months' written notice of the elected date of retirement.

1020.1.2 Staff members who became participants in the United Nations Joint Staff Pension Fund between 1 January 1990 and 31 December 2013 inclusive may elect to retire on the last day of the month in which they reach age 62, or between the ages of 62 and 65, by giving at least three months' written notice of the elected date of retirement.

1020.1.3 Staff members shall not change their elected date of retirement once they have given three months' notice pursuant to Staff Rule 1020.1.1 or 1020.1.2.

1020.2 In exceptional circumstances, a staff member's appointment may be extended beyond the age of 65 provided that the extension is in the best interest of the Bureau and that no more than a one year extension is granted at a time and not beyond the staff member's 68th birthday.

Report on the Financial and Administrative Implications of the Proposed Resolution for PASB

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

2. Linkage to [PAHO Program and Budget 2016-2017](#):

- a) **Categories:** Corporate Services/Enabling Functions: Program Areas and Outcomes
- b) **Program areas and outcomes:**
 - 6.4 - Management and Administration
 - 6.4.1 - Effective management and administration across the three levels of the Organization

3. Financial implications:

- a) **Total estimated cost for implementation over the lifecycle of the resolution (including staff and activities):**

The financial implications associated with the Commission's recommendation on an increase of the professional base/floor salary scale were estimated at US\$ 550,000 per annum, UN system wide.
- b) **Estimated cost for the 2016-2017 biennium (including staff and activities):**

Negligible.
- c) **Of the estimated cost noted in b), what can be subsumed under existing programmed activities?**

All 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 2017 upon approval by PAHO's 160th Executive Committee.

ANALYTICAL FORM TO LINK AGENDA ITEM WITH ORGANIZATIONAL MANDATES

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

2. Responsible unit: Human Resources Management

3. Preparing officer: Ms. Cynthia Rowe, Human Resources Specialist

4. Link between Agenda item and [Health Agenda for the Americas 2008-2017](#):
Not applicable.

5. Link between Agenda item and the amended [PAHO Strategic Plan 2014-2019](#):
Category 6.4 Management and Administration

6. List of collaborating centers and national institutions linked to this Agenda item:
Not applicable.

7. Best practices in this area and examples from countries within the Region of the Americas:
Amendments to the Staff Rules are proposed for consistency with decisions taken by the 71th 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:
Minimal. The costs are subsumed within the budgeted total costs for UN professional posts.