

# WIPO



**WORLD INTELLECTUAL PROPERTY ORGANIZATION**  
GENEVA

**E**

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**WIPO COORDINATION COMMITTEE**

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**STAFF MATTERS**

*Report by the Director General*

**CONTENTS**

	<u>Paragraphs</u>
I. AMENDMENTS TO THE STAFF REGULATIONS AND RULES	1 to 25
A. Amendments to the Staff Regulations provisionally decreed and applied under Staff Regulation 12.1 .....	1 to 11
B. Amendments to the Staff Regulations under Staff Regulation 12.1 .....	12 to 17
C. Amendments to the Staff Rules applied under Staff Regulation 12.2 .....	18 to 25
II. INTERNATIONAL CIVIL SERVICE COMMISSION .....	26 to 27
III. UNITED NATIONS JOINT STAFF PENSION BOARD .....	28 to 29
IV. WIPO STAFF PENSION COMMITTEE .....	30 to 33

I. AMENDMENTS TO THE STAFF REGULATIONS AND RULES

A. AMENDMENTS TO THE STAFF REGULATIONS PROVISIONALLY  
DECREED AND APPLIED UNDER STAFF REGULATION 12.1

Scale of pensionable remuneration for the Professional and higher categories  
– Regulation 3.15

1. Effective November 1, 2000, the post adjustment multiplier in New York has been changed, resulting in an increase of 3.63 percent (rounded figure) in the net remuneration of staff in the Professional and higher categories in that city. As a consequence, and in accordance with the provision of Article 54(b) of the Regulations of the United Nations Joint Staff Pension Fund, the scale of pensionable remuneration for the above-mentioned categories was adjusted with effect from November 1, 2000, by the same percentage as the net remuneration increase.

2. The revised scales of pensionable remuneration for the Professional and higher categories are included in Staff Regulation 3.1 (Salary scales for Professional and higher categories) and are reproduced in Annex I.

Salaries for the Professional and higher categories – Regulation 3.1

3. By its resolution 55/223 of December 23, 2000, the General Assembly of the United Nations approved, effective March 1, 2001, a revised base scale of gross and net salaries for staff members in the Professional and higher categories and a related modification of the internal taxation scales for staff members in the said categories.

4. The scales were implemented in conjunction with a consolidation of 5.1 percent (rounded figure) of the post adjustment through the establishment of the adjustment multiplier for March 2001 at a level such that the said changes did not result in an increase or decrease in the overall remuneration of staff members in the Professional and higher categories.

5. The corresponding amendments to Staff Regulations 3.1 (Salary scales for the Professional and higher categories) are reproduced in Annex I.

Dependency Allowances for the Professional and higher categories – Regulation 3.12(A)

6. By its Resolution 55/223 of December 23, 2000, the General Assembly of the United Nations approved, effective January 1, 2001, an average increase of 11.9 percent (rounded figure) in the allowance payable in respect of a dependent child to staff members in the Professional and higher categories and in the allowance payable to the staff members in the said categories in respect of a secondary dependant.

7. The corresponding amendments to Staff Regulations 3.12(A) (Dependency Allowances) are reproduced in Annex II.

Salaries for staff members in the General Service category in Geneva – Regulation 3.1

8. In view of the comprehensive salary survey which was planned in 2001, the interim salary adjustment for Geneva-based General Service staff members in June 2001 was initially suspended. However, the International Civil Service Commission (ICSC) decided at its fifty-third session in Montreal in June 2001 to postpone the comprehensive salary review for Geneva till January 2002 and to re-install the interim salary adjustment. The approved methodology implies that the periodical adjustments between salary surveys to the salary scale for staff in the General Service category, as concerns salaries of General Service staff in Geneva, are adjusted on the basis of changes in the consumer price index for Geneva. The net salaries of staff members in the General Service category have therefore been adjusted, effective June 1, 2001, on the basis of the movement of the price index of Geneva over a period of 12 months from March 2000 to March 2001. The revised salary scale, representing an increase of 1.09 percent across the board over current salaries, will apply to staff members appointed on or after October 1, 1995.

9. The revised salary scale still yields lower gross and net salaries than the scale effective on January 1, 1994, and the latter will therefore continue to apply to staff members appointed prior to October 1, 1995.

10. The corresponding amendments to Staff Regulation 3.1 (Salaries) are reproduced in Annex III.

*11. The WIPO Coordination Committee is invited to approve the amendments to the Staff Regulations provisionally decreed and applied by the Director General (paragraphs 1 to 10, above).*

**B. AMENDMENTS TO THE STAFF REGULATIONS UNDER STAFF REGULATION 12.1**

Currencies and Rate of Exchange – Regulation 0.2

12. Staff Regulation 0.2 provides that all amounts due to staff members stationed at Geneva shall be calculated and paid in Swiss Francs, with amounts expressed in United States dollars being converted into Swiss francs using the official United Nations rate of exchange, and that all costs due to staff members stationed at New York should be calculated and paid in United States dollars. While it remains entirely reasonable that all staff salaries, allowances and other personnel-related entitlements be calculated and paid in the currency of the duty station, the situation is different as concerns the payment to staff of their expenses related to official travel (encompassing daily subsistence allowances, terminal expenses and miscellaneous travel expenses).

13. Since Staff Regulation 0.2 was established in 1976, the Organization has changed significantly, with considerably more missions now being undertaken to all parts of the world. Experience has shown that United States dollars can be used or be readily converted into local currency in most parts of the world, whereas the same does not apply for the Swiss franc. For this reason travel expenses for lecturers and participants at WIPO seminars and other meetings held outside Switzerland are generally paid in United States dollars, either directly by WIPO or through the United Nations Development Programme. Providing the same facility for staff members would involve no additional work for the Secretariat, since the International Civil Service Commission establishes the amounts for daily subsistence allowances throughout the world in United States dollars, and the amounts for terminal expenses are also established in United States dollars. Moreover, United States dollars are available as part of the income of the Organization.

14. It is therefore proposed to allow the staff the possibility of electing to have their travel advances and settlement of their travel expenses claims made in either the currency of their duty station or in United States dollars.

15. A related amendment is to replace the words “stationed at New York” in Staff Regulation 0.2(b) to “stationed in a country other than Switzerland”, to cover not only staff in the present New York Coordination Office but also staff in other offices that may be opened in the future.

16. The corresponding amendments to Staff Regulation 0.2 (Currencies and Rate of Exchange) are reproduced in Annex IV.

*17. The WIPO Coordination Committee is invited to approve the proposed amendments to Staff Regulation 0.2 (paragraphs 12 to 16, above).*

## C. AMENDMENTS TO THE STAFF RULES UNDER STAFF REGULATION 12.2

### Terminal Expenses – Rule 7.1.12

18. A consequential amendment should be made in Rule 7.1.12 concerning terminal expenses. Since travel advances and settlement of travel expenses claims for staff stationed at Geneva have always been made in Swiss francs, the current amount of 54 United States dollars for terminal expenses was stipulated, effective January 1, 1993, as 80 Swiss francs in Rule 7.1.12 (as the rate of exchange at that time was 1 United States dollar equalled 1.47 Swiss francs). In allowing staff to elect to receive travel advances and settlement of travel expenses claims in either the currency of the country of their duty station or United States dollars, it would be appropriate to stipulate United States dollar amounts in Rule 7.1.12, both for the terminal expense amount for a staff member (54 United States dollars instead of 80 Swiss francs) and for the corresponding amount for each eligible dependant (18 United States dollars instead of 27 Swiss francs). Additional amendments are

to replace the words “the headquarters of the International Bureau” in the first sentence of Staff Rule 7.1.12(a) by the words “his duty station” and to refer to “each dependant” instead of “each of his dependants”.

19. The corresponding amendments to Staff Rule 7.1.12 (Terminal Expenses) are reproduced in Annex V.

#### Education Grant – Rule 3.11.1

20. As from the school year in progress on January 1, 1989, the maximum amount of the Education Grant was set in local currency at specified duty stations with fully convertible currencies (document A/44/30 – Volume II). By its Resolution 55/223 of December 23, 2000, the General Assembly of the United Nations approved, with effect from the school year in progress on January 1, 2001, an increase in the maximum amount of the education grant, where education-related expenses are incurred in Belgian francs, Irish pound, Italian lira, Luxembourg francs, Swiss francs and United States dollars (limited to expenses incurred in the United States of America). In addition, there is an increase in the “lump sum” amount in respect of boarding expenses in the currencies listed in Rule 3.11.1 for the purposes of the education costs (except Japanese yen and United States dollars applicable to all countries whose currencies are not listed). The International Civil Service Commission (ICSC) approved at its 53<sup>rd</sup> session the introduction of the Euro in matters relating to remuneration in the countries concerned. The relevant amounts of the Education Grant in countries which will convert their currencies into the Euro on January 1, 2002, are now included in the table under Staff Rule 3.11.1.

21. In line with what is proposed in paragraphs 12 to 17, above, concerning currencies and rate of exchange, it is proposed that staff members may, pursuant to Rule 3.11.1(C)(i), claim reimbursement of admissible expenses incurred in one of the currencies listed in Rule 3.11.1 either in the said currency or in the currency of the duty station.

22. The corresponding amendments to Staff Rule 3.11.1 (Education Grant) are reproduced in Annex VI.

#### Medical Insurance for Part-time Employees – Annex I

23. Pursuant to Regulation 12.2 and paragraph (c) of the Scope and Purpose, and with reference to Rule 6.2.1(c), the Director General has amended, effective November 1, 2000, paragraph 2 of Annex I to the Staff Regulations and Staff Rules (Specific Rules Applicable to Staff Members in Part-time Employment) to reflect that the contribution of the International Bureau due under the medical insurance scheme is the same for staff members in part-time employment as for staff members in full-time employment. It is reminded that the full monthly premium in force is 377 Swiss francs for adults and 170 Swiss francs for children under 21 years of age. The percentage of the premium borne by the International Bureau is the following:

Grades G1 to G4 and P-1	75 percent
Grades G5, G6	70 “
Grades G7, P-2, P-3, and Retirees	65 “
Grade P-4	60 “
Grade P-5	55 “
Grades D-1 and above	50 “ .

24. The corresponding amendments to Annex I (Specific Rules Applicable to Staff Members in Part-time Employment) are reproduced in Annex VII.

*25. The WIPO Coordination Committee is invited to take note of the amendments to Staff Rules 3.11.1, 7.1.12 and Annex I (paragraphs 18 to 24, above).*

## II. INTERNATIONAL CIVIL SERVICE COMMISSION

26. Under Article 17 of its statute, the International Civil Service Commission (ICSC) is required to submit an annual report to the General Assembly of the United Nations. The Executive Heads of the other organizations of the United Nations system of organizations are required to transmit this report to the governing bodies of the respective organizations. The annual report was submitted by the ICSC to the 55th (2000) session of the General Assembly of the United Nations (document A/55/30). Since the report was included in the documentation of the said session of the General Assembly of the United Nations, it is not reproduced by the International Bureau; nevertheless, copies are available for any delegation that wishes to consult the report.

*27. The WIPO Coordination Committee is invited to note the information contained in the preceding paragraph.*

## III. UNITED NATIONS JOINT STAFF PENSION BOARD

28. Under Article 14(a) of its Regulations, the United Nations Joint Staff Pension Fund (UNJSPF) is required to present a report annually to the General Assembly of the United Nations and to the other organizations members of the said Fund. The 2000 report was presented by the Board of the UNJSPF to the General Assembly of the United Nations at its 55th session (document A/55/9). Since the report was included in the documentation of the said session of the General Assembly of the United Nations, it is not reproduced by the International Bureau; nevertheless, copies are available for any delegation that wishes to consult the report.

*29. The WIPO Coordination Committee is invited to note the information contained in the preceding paragraph.*

## IV. WIPO STAFF PENSION COMMITTEE

30. The WIPO Coordination Committee decided, at its ordinary session of 1977, that the WIPO Staff Pension Committee would consist of three members and three alternate members, one member and one alternate to be elected by the WIPO Coordination Committee. The members elected by the WIPO Coordination Committee serve a four-year term of office.

31. The term of the member of the WIPO Staff Pension Committee expires at the present session of the Coordination Committee, whilst that of the alternate member will run until the Coordination Committee's ordinary session of 2003.

32. The WIPO Coordination Committee should now elect a member of the WIPO Staff Pension Committee for the four-year term running until the ordinary session of 2005 of the WIPO Coordination Committee. The Permanent Mission of France to the Office of the United Nations in Geneva and Specialized Agencies in Switzerland has informed the Director General that it would be ready to continue to allow Mr. Rémi Roul, Deputy Secretary General, *Institut national de la propriété industrielle*, Paris, to serve on the WIPO Staff Pension Committee as the said member, if re-elected. Mr. Roul is presently a member of the WIPO Staff Pension Committee and has served in that capacity since the ordinary session of 1995 of the WIPO Coordination Committee. His experience in this matter would be of great value in view of the increasing complexity in the conditions of service within the common system.

*33. The WIPO Coordination Committee is invited to re-elect Mr. Rémi Roul as a member of the WIPO Staff Pension Committee for a term of office running until the Coordination Committee's Ordinary Session of 2005.*

[Annexes follow]

## ANNEX I

## AMENDMENTS TO THE STAFF REGULATIONS

Salaries – Regulation 3.1Professional Category

Scale in force as from March 1, 2001

(annual amounts in US dollars)

Grade		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15
P-1	P	52062	53855	55641	57428	59217	61003	62794	64580	66367	68156					
	G	41189	42633	44075	45519	46960	48403	49847	51290	52731	54174					
	D	32656	33696	34734	35774	36811	37850	38890	39929	40966	42005					
	S	30805	31763	32720	33677	34633	35590	36548	37493	38434	39375					
P-2	P	66859	68723	70581	72442	74302	76163	78023	79880	81744	83604	85463	87325			
	G	53129	54632	56132	57633	59135	60692	62332	63967	65606	67244	68879	70520			
	D	41253	42335	43415	44496	45577	46657	47739	48818	49900	50981	52060	53143			
	S	38694	39675	40653	41633	42611	43592	44587	45580	46577	47571	48564	49561			
P-3	P	81496	83577	85657	87734	89817	91896	93975	96058	98235	100511	102784	105058	107332	109605	111881
	G	65388	67220	69053	70880	72714	74544	76373	78206	80038	81868	83700	85529	87361	89191	91089
	D	49756	50965	52175	53381	54591	55799	57006	58216	59425	60633	61842	63049	64258	65466	66675
	S	46445	47556	48669	49780	50892	52002	53113	54225	55335	56447	57555	58663	59770	60877	61985
P-4	P	97918	100341	102760	105179	107602	110021	112442	114864	117284	119703	122122	124549	126967	129387	131810
	G	79780	81733	83680	85627	87579	89527	91571	93645	95723	97795	99869	101947	104019	106095	108171
	D	59255	60544	61829	63114	64402	65688	66974	68260	69548	70833	72119	73407	74692	75979	77266
	S	55180	56364	57543	58722	59902	61080	62259	63439	64617	65796	66949	68082	69210	70340	71470
P-5	P	118433	120916	123398	125881	128364	130844	133327	135811	138290	140774	143256	145745	148405		
	G	96705	98832	100961	103089	105216	107342	109471	111598	113724	115853	117982	120106	122234		
	D	70157	71476	72796	74115	75434	76752	78072	79391	80709	82029	83349	84666	85985		
	S	65176	66385	67545	68703	69862	71018	72177	73335	74493	75651	76809	77966	79101		

P = Pensionable remuneration (Reg. 3.15), in force as from November 1, 2000

G = Gross salaries : basis for internal taxation (Reg. 3.16*bis*)

D = Net salaries : staff members with dependent spouse and/or dependent child

S = Net salaries : staff members without dependent spouse and without dependent child



**Special and Higher Categories**

Scale in force as from March 1, 2001

(annual amounts in US dollars)

Grade		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15
D-1	P	133820	136564	139307	142046	144791	147671	150611	153552	156487						
	G	109894	112245	114598	116944	119297	121648	124002	126352	128702						
	D	78334	79792	81251	82705	84164	85622	87081	88538	89995						
	S	72407	73687	74967	76245	77525	78796	80018	81240	82460						
D-2	P	151092	154526	157959	161389	164822	168256									
	G	124384	127132	129877	132623	135369	138115									
	D	87318	89022	90724	92426	94129	95831									
	S	80218	81645	83072	84498	85925	87352									
SDG / ADG	P	181703														
	G	151840														
	D	104341														
	S	94484														
VDG / DDG	P	196590														
	G	167035														
	D	113762														
	S	102379														

P = Pensionable remuneration (Reg. 3.15), in force as from November 1, 2000

G = Gross salaries : basis for internal taxation (Reg. 3.16*bis*)

D = Net salaries : staff members with dependent spouse and/or dependent child

S = Net salaries : staff members without dependent spouse and without dependent child

WO/CC/47/1

Annex I, page 3

**Director General**

In force as from March 1, 2001

(annual amounts in US dollars)

Grade		
DG	P	234083
	G	205309
	D	137492
	S	122271

- P = Pensionable remuneration (Reg. 3.15), in force as from November 1, 2000  
G = Gross salary : basis for internal taxation (Reg. 3.16*bis*)  
D = Net salary : staff member with dependent spouse and/or dependent child  
S = Net salary : staff member without dependent spouse and without dependent child

[Annex II follows]

ANNEX II

AMENDMENTS TO THE STAFF REGULATIONS

Dependency Allowances – Regulation 3.12(A)

FORMER TEXT

Dependency Allowances

(A) Staff Members in the Professional and Higher Categories

Staff members in the Professional and higher categories shall be entitled to the following non-pensionable allowances under the conditions set forth below:

(a) 3,364 Swiss francs (US\$ 1,730 in New York) per annum in respect of each dependent child, except that the allowance shall not be paid in respect of the first dependent child if the staff member has no dependent spouse, in which case the staff member shall be entitled to the dependency rate of staff assessment provided for in Regulation 3.16*bis*(a)(1)(i).

(b) In addition to any amount payable pursuant to paragraph (a) above, 3,364 Swiss francs (US\$ 1,730 in New York) per annum in respect of a child who is determined to be physically or mentally disabled either permanently or for a period expected to be of long duration. If the child is a dependent in respect of whom the staff member is entitled to the dependency rate of staff assessment provided for in Regulation 3.16*bis*(a)(1)(i), only the amount pursuant to paragraph (a), above, shall be payable.

(c)<sup>2</sup> The allowance provided for under paragraph (a) above, increased, where applicable, by the amount of the allowance provided for under paragraph (b) above, shall be reduced by the amount of any other dependency allowance received from the International Bureau, from another organization in the United Nations common system or from a national public authority, by the staff member or the staff member's spouse.

(d) Where there is no dependent spouse, 1,499 Swiss francs (US\$ 693 in New York)<sup>3</sup> per annum in respect of one of the following persons: a dependent parent, a dependent brother or a dependent sister.

PRESENT TEXT

Dependency Allowances

(A) Staff Members in the Professional and Higher Categories

Staff members in the Professional and higher categories shall be entitled to the following non-pensionable allowances under the conditions set forth below:

(a) 3,764 Swiss francs (US\$ 1,936 in New York) per annum in respect of each dependent child, except that the allowance shall not be paid in respect of the first dependent child if the staff member has no dependent spouse, in which case the staff member shall be entitled to the dependency rate of staff assessment provided for in Regulation 3.16*bis*(a)(1)(i).

(b) In addition to any amount payable pursuant to paragraph (a) above, 3,764 Swiss francs (US\$ 1,936 in New York) per annum in respect of a child who is determined to be physically or mentally disabled either permanently or for a period expected to be of long duration. If the child is a dependent in respect of whom the staff member is entitled to the dependency rate of staff assessment provided for in Regulation 3.16*bis*(a)(1)(i), only the amount pursuant to paragraph (a), above, shall be payable.

(c) The allowance provided for under paragraph (a) above, increased, where applicable, by the amount of the allowance provided for under paragraph (b) above, shall be reduced by the amount of any other dependency allowance received from the International Bureau, from another organization in the United Nations common system or from a national public authority, by the staff member or the staff member's spouse.

(d) Where there is no dependent spouse, 1,677 Swiss francs (US\$ 693 in New York) per annum in respect of one of the following persons: a dependent parent, a dependent brother or a dependent sister.

[Annex III follows]

## ANNEX III

## AMENDMENTS TO THE STAFF REGULATIONS

Salaries – Regulation 3.1General Service Category

Gross and net salaries in force as from June 1, 2001  
(annual amounts in Swiss francs)

Grade	Annual increment	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
G1	1561	1) 59826 2) 59429 3) 47330	61853 61455 48891	63908 63482 50452	66018 65510 52013	68127 67536 53574	70236 69564 55135	72346 71591 56696	74455 73619 58257	76565 75644 59818	78674 77671 61379	80784 79741 62940
G2	1702	1) 65477 2) 64955 3) 51591	67747 67166 53293	70047 69378 54995	72347 71588 56697	74647 73799 58399	76947 76011 60101	79247 78220 61803	81547 80503 63505	83847 82804 65207	86147 85105 66909	88447 87404 68611
G3	1856	1) 71682 2) 70953 3) 56205	74191 73363 58061	76699 75774 59917	79207 78184 61773	81715 80671 63629	84223 83178 65485	86731 85685 67341	89239 88194 69197	91747 90702 71053	94255 93208 72909	96906 95715 74765
G4	2025	1) 78585 2) 77592 3) 61313	81322 80262 63338	84058 83017 65363	86795 85754 67388	89531 88488 69413	92268 91224 71438	95019 93960 73463	97954 96693 75488	100888 99429 77513	103823 102166 79538	106758 104900 81563
G5	2213	1) 86412 2) 85364 3) 67105	89403 88355 69318	92393 91346 71531	95426 94337 73744	98633 97329 75957	101841 100321 78170	105048 103310 80383	108255 106302 82596	111462 109293 84809	114670 112284 87022	117877 115276 89235
G6	2424	1) 96057 2) 93991 3) 73489	98570 97267 75913	102083 100543 78337	105596 103820 80761	109109 107096 83185	112622 110372 85609	116135 113648 88033	119648 116926 90457	123161 120359 92881	126674 123872 95305	130187 127386 97729
G7	2655	1) 105168 2) 103423 3) 80466	109016 107010 83121	112864 110599 85776	116712 114187 88431	120559 117776 91086	124407 121604 93741	128255 125452 96396	132103 129301 99051	135951 133148 101706	139799 136995 104361	143646 140844 107016

- 1) Gross salaries used as the basis for internal taxation ("Gross salaries")
- 2) Gross salaries used as the basis for the calculation of contributions to and benefits from the Pension Fund ("Gross pensionable salaries")
- 3) Net salaries

[Annex IV follows]

ANNEX IV

AMENDMENTS TO THE STAFF REGULATIONS

Currencies and Rate of Exchange – Regulation 0.2

PRESENT TEXT

Currencies and Rate of Exchange

(a) All amounts due to staff members stationed at Geneva shall be calculated and paid in Swiss francs; the amounts expressed in dollars of the United States of America in the Staff Regulations and Rules shall be the equivalent of the said amounts in Swiss francs at the official rate of exchange of the United Nations in force at the date on which payment is due.

(b) All amounts due to staff members stationed at New York shall be calculated and paid in dollars of the United States of America (US\$).

PROPOSED TEXT

Currencies and Rate of Exchange

(a) [No change.]

(b) All amounts due to staff members stationed in a country other than Switzerland shall be calculated and paid in the currency of their duty station.

(c) [New] Notwithstanding paragraphs (a) and (b), above, staff members may elect to have their travel advances and settlement of their travel expenses claims made in United States dollars.

[Annex V follows]

ANNEX V

AMENDMENTS TO THE STAFF RULES

Terminal Expenses – Rule 7.1.12

PRESENT TEXT

Rule 7.1.12 – Terminal Expenses

- (a) A staff member travelling to or from the headquarters of the International Bureau may claim 80 Swiss francs for himself and 27 Swiss francs for each of his dependants to cover terminal expenses for any authorized outward or return journey. Where a journey to or from the duty station involves a number of official stopovers, the point most distant from the duty station shall be regarded as the terminal point. This terminal expenses allowance is deemed to cover expenditure for taxis or other means of public conveyance, transfer of baggage and all other incidental expenses at the points of departure and arrival except the cost of forwarding to the place of residence any authorized heavy baggage which may not be carried in a public conveyance.
- (b) Any necessary and reasonable terminal expenses as defined in paragraph (a) above which are incurred during travel between terminals other than those indicated in that paragraph may be reimbursed up to a maximum of 80 Swiss francs for a staff member and 27 Swiss francs for each of his dependants.
- (c) At official stopovers, reimbursement of expenses as described in paragraph (a) above may be claimed up to a maximum of 80 Swiss francs for a staff member and 27 Swiss francs for each of his dependants.
- (d) Deleted.

PROPOSED TEXT

Rule 7.1.12 – Terminal Expenses

- (a) A staff member travelling to or from his duty station may claim 54 United States dollars for himself and 18 United States dollars for each dependant to cover terminal expenses for any authorized outward or return journey. Where a journey to or from the duty station involves a number of official stopovers, the point most distant from the duty station shall be regarded as the terminal point. This terminal expenses allowance is deemed to cover expenditure for taxis or other means of public conveyance, transfer of baggage and all other incidental expenses at the points of departure and arrival except the cost of forwarding to the place of residence any authorized heavy baggage which may not be carried in a public conveyance.
- (b) Any necessary and reasonable terminal expenses as defined in paragraph (a) above which are incurred during travel between terminals other than those indicated in that paragraph may be reimbursed up to a maximum of 54 United States dollars for a staff member and 18 United States dollars for each dependant.
- (c) At official stopovers, reimbursement of expenses as described in paragraph (a) above may be claimed up to a maximum of 54 United States dollars for a staff member and 18 United States dollars for each dependant.
- (d) Deleted.

[Annex VI follows]

ANNEX VI

AMENDMENTS TO THE STAFF RULES

Education Grant – Rule 3.11.1

PRESENT TEXT

(C) Amount of the Grant

(a) – (h) [No change.]

(i) Notwithstanding Staff Regulation 0.2, staff members may claim reimbursement of admissible expenses incurred in one of the currencies indicated in the table below either in the said currency or in Swiss francs. In the latter case, payment of the Swiss franc amount reimbursable will be made using the rate of exchange in force at the time that the expenses are incurred.

PROPOSED TEXT

(C) Amount of the Grant

(a) – (h) [No change.]

(i) Notwithstanding Staff Regulation 0.2(a) and (b), staff members may claim reimbursement of admissible expenses incurred in one of the currencies indicated in the table below either in the said currency or in the currency of their duty station. Payment of the amount reimbursable in the currency of the duty station will be made using the United Nations rate of exchange in force at the time that the expenses are incurred.

## AMOUNTS APPLICABLE FOR THE PURPOSES OF THE EDUCATION GRANT

Country and Currency	Maximum amount of admissible expenses	Maximum education grant	Lump sum in respect of boarding expenses	Maximum special education grant
<b>Austria</b>				
Austrian schilling	167,310	125,483	43,622	167,310
€uro	12,159	9,119	3,170	12,159
<b>Belgium</b>				
Belgian franc	520,290	390,218	118,156	520,290
€uro	12,898	9,673	2,929	12,898
<b>Denmark</b>				
Danish kroner	77,400	58,050	21,993	77,400
<b>Finland</b>				
Fnnish mark	54,000	40,500	13,251	54,000
€uro	9,082	6,812	2,229	9,082
<b>France</b>				
French franc	61,200	45,900	16,402	61,200
€uro	9,330	6,997	2,500	9,330
<b>Germany</b>				
German mark	30,777	23,083	7,026	30,777
€uro	15,736	11,802	3,592	15,736
<b>Ireland</b>				
Irish pound	7,873	5,905	1,893	7,873
€uro	9,997	7,498	2,404	9,997
<b>Italy</b>				
Italian lira	23,794,700	17,846,025	4,953,749	23,794,700
€uro	12,289	9,217	2,558	12,289



Country and Currency	Maximum amount of admissible expenses	Maximum education grant	Lump sum in respect of boarding expenses	Maximum special education grant
<b>Japan</b>				
Japanese yen	2,301,120	1,725,840	525,930	2,301,120
<b>Luxembourg</b>				
Luxembourg franc	520,290	390,218	118,156	520,290
€uro	12,898	9,673	2,929	12,898
<b>The Netherlands</b>				
Netherlands guilder	28,836	21,627	6,985	28,836
€uro	13,085	9,814	3,170	13,085
<b>Norway</b>				
Norwegian kroner	71,632	53,724	17,499	71,632
<b>Spain</b>				
Spanish peseta	1,572,710	1,179,530	408,592	1,572,710
€uro	9,452	7,089	2,456	9,452
<b>Sweden</b>				
Swedish kronor	91,575	68,681	20,945	91,575
<b>Switzerland</b>				
Swiss franc	24,372	18,279	5,092	24,372
<b>United Kingdom</b>				
Pound sterling	13,613	10,210	3,041	13,613
<b>United States of America</b>				
United States dollar	20,748	17,584	4,583	20,748
<b>Elsewhere</b>				
United States dollar (applicable to all other countries whose currencies are not listed above)	13,000	9,750	3,164	13,000

[Annex VII follows]

ANNEX VII

AMENDMENTS TO THE STAFF RULES

Annex I – Specific Rules Applicable to Staff Members in Part-time Employment

FORMER TEXT

The Staff Regulations and Rules shall apply to staff members in part-time employment subject to the following rules:

1. The salaries, allowances and grants provided for in Staff Regulations 3.1 (net salaries), 3.5 (post adjustment), 3.6 (non-resident allowance), 3.7 (language allowance) and 3.12 (dependency allowances) and in Staff Rule 3.11.1 (education grant), as well as the contribution of the International Bureau to the premiums due under the medical insurance scheme (Staff Rule 6.2.1(c)) shall apply to staff members in part-time employment on a *pro rata* basis of their normal working week in relation to 40 hours.
2. The pensionable remuneration (Staff Regulation 3.15) is the same for staff members in part-time employment as for staff members in full-time employment; however, contributions to the Pension Fund by the International Bureau and by staff members in part-time employment shall be calculated on a *pro rata* basis of their normal working week in relation to 40 hours, as shall also be the length of their service for the purposes of benefits of the Pension Fund.
3. For the purposes of the application of Staff Regulations 5.1 (annual leave), 5.3 (home leave), 9.6 (termination indemnity), 9.7 (repatriation grant), 9.8 (anticipated retirement), and 9.10 (grant on death), the length of service of staff members in part-time employment shall be calculated on a *pro rata* basis of their normal working week in relation to 40 hours. The Staff Rules related to the above-mentioned Staff Regulations shall apply *mutatis mutandis* to staff members in part-time employment.
4. Notwithstanding Staff Regulation 3.9 and Staff Rule 3.9.1, the hours worked in excess of their normal working schedule by staff members in part-time employment shall be regarded as “overtime”. However, for overtime worked by staff members of the General Service category in part-time employment within the limits of the normal working schedule of staff members in full-time employment, the duration of compensatory leave shall be equal to the number of hours of overtime worked and compensation in cash shall be equivalent to the hourly salary corresponding to the grade and step of the staff member concerned.

PRESENT TEXT

The Staff Regulations and Rules shall apply to staff members in part-time employment subject to the following rules:

1. The salaries, allowances and grants provided for in Staff Regulations 3.1 (net salaries), 3.5 (post adjustment), 3.6 (non-resident allowance), 3.7 (language allowance) and 3.12 (dependency allowances) and in Staff Rule 3.11.1 (education grant), shall apply to staff members in part-time employment on a *pro rata* basis of their normal working week in relation to 40 hours.
2. The pensionable remuneration (Staff Regulation 3.15), as well as the contribution of the International Bureau to the premiums due under the medical insurance scheme (Staff Rule 6.2.1(c)) are the same for staff members in part-time employment as for staff members in full-time employment; however, contributions to the Pension Fund by the International Bureau and by staff members in part-time employment shall be calculated on a *pro rata* basis of their normal working week in relation to 40 hours, as shall also be the length of their service for the purposes of benefits of the Pension Fund.
3. [No change.]
4. [No change.]

[End of Annex VII and of document.]