

WIPO



WO/CC/56/1
ORIGINAL: English
DATE: August 3, 2007

WORLD INTELLECTUAL PROPERTY ORGANIZATION
GENEVA

WIPO COORDINATION COMMITTEE

Fifty-Sixth (38th Ordinary) Session
Geneva, September 24 to October 3, 2007

STAFF MATTERS

Report by the Director General

CONTENTS

	<u>Paragraphs</u>
I. AMENDMENTS TO THE STAFF REGULATIONS AND RULES	1 to 38
A. Amendments to the Staff Regulations provisionally decreed and applied under Staff Regulation 12.1	1 to 18
B. Amendments to the Staff Rules under Staff Regulation 12.2	19 to 38
II. EMPLOYMENT CONDITIONS FOR GENERAL SERVICE SHORT-TERM EMPLOYEES	39 to 40
III. WIPO APPEAL BOARD	41 to 45
IV. INTERNATIONAL CIVIL SERVICE COMMISSION	46 and 47
V. UNITED NATIONS JOINT STAFF PENSION BOARD	48 and 49
VI. WIPO PENSION COMMITTEE	50 to 52

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 September 1, 2006, the post adjustment multiplier in New York has been changed, resulting in an increase of 2.14 per cent (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 September 1, 2006, by the same percentage as the net remuneration increase.
2. Pursuant to Staff Regulation 12.1(a), corresponding amendments to Staff Regulation 3.1 have been provisionally decreed and applied with retroactive effect from September 1, 2006.
3. 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 (pages 1 to 3).

Salaries, Dependency and Language Allowance for staff members in the General Service category
in New York – Regulations 3.1 and 3.7

4. In accordance with the existing interim adjustment methodology, the net salaries of staff members in the General Service category in New York are adjusted, effective November 1, 2006, on the basis of the movement of the consumer price index over a period of 12 months from September 2005. The revised salaries represent an across-the-board average increase of 2.1 percent.
5. With effect from the same date, the dependency and language allowances have been revised for staff members in the General Service category in New York.
6. Pursuant to Staff Regulation 12.1(a), corresponding amendments to Staff Regulations 3.1, 3.7 and 3.12 have been provisionally decreed and applied with retroactive effect from November 1, 2006.
7. The revised scales of pensionable, net and gross remuneration for the General Service category in New York are included in Staff Regulation 3.1 (Table D) and reproduced in Annex II. The revised amounts of the language allowances for staff members in the General Service category in New York are included in Staff Regulation 3.7(b) (Language Allowance) and reproduced in Annex III and the dependency allowances for staff members in the General Service category in New York are included in Staff Regulation 3.12 and reproduced in Annex IV.

Scales of gross and net remuneration for staff members in the Professional and higher categories – Regulation 3.1

8. By its resolution 61/239 of December 22, 2006, the General Assembly of the United Nations approved, effective January 1, 2007, in order to address the low level of the margin, an across-the-board increase of the base/floor salary scale resulting in an average increase of the gross and net salaries for these categories of 4.57 per cent.
9. The post adjustment multiplier for January 2007 was established at each duty station at a level such that the said changes did not result in an increase or decrease (“no gain / no loss”) in the overall remuneration of staff members in the Professional and higher categories.
10. Pursuant to Staff Regulation 12.1(a), corresponding amendments to Staff Regulation 3.1 have been provisionally decreed and applied with effect from January 1, 2007.
11. The revised scales of net salaries 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 (pages 1 to 3).

Dependency Allowances for staff members in the Professional and higher categories – Regulation 3.12

12. By the same resolution, the General Assembly of the United Nations approved, effective January 1, 2007, revised dependency allowances for staff members in the Professional and higher categories who have entered into service on or after January 1, 2007.
13. Pursuant to Staff Regulation 12.1(a), corresponding amendments to Staff Regulation 3.12(A) have been provisionally decreed and applied with effect from January 1, 2007.
14. The revised amounts of dependency allowances for the Professional and higher categories are included in Staff Regulation 3.12(A) (Dependency Allowances) and are reproduced in Annex V.

Education Grant – Regulation 3.11

15. Based on resolution 61/239, made on December 22, 2006, by the General Assembly of the United Nations approving recommendations made by the International Civil Service Commission (ICSC), and in order to align the text of the Staff Regulations of the International Bureau to other common system organizations, the Education Grant shall, effective July 1, 2007, and for the scholastic year 2007-2008, onwards, be paid in respect of a child who is dependent on the staff member for main and continuing support up to the end of the fourth year of post secondary school studies but not beyond the school year in which the child reaches the age of 25. However, if the child’s studies are interrupted for at least one scholastic year owing to State service requirements or certified illness, the period of entitlement to the grant shall be extended by a period equal to that of the interruption.

16. Pursuant to Staff Regulation 12.1(a), corresponding amendments to Staff Regulation 3.11 have been provisionally decreed and applied with effect from July 1, 2007, for the scholastic year 2007-2008, onwards.

17. The revised text of Staff Regulation 3.11 (Education Grant) is reproduced in Annex VI.

18. *The WIPO Coordination Committee is invited to approve the amendments to the Staff Regulations 3.1, 3.7, 3.11, 3.12 and 3.15 provisionally decreed and applied by the Director General (paragraphs 1 to 17, above).*

B. AMENDMENTS TO THE STAFF RULES UNDER STAFF REGULATION 12.2

Travel and Removal Expenses (Terminal Expenses) – Rule 7.1.12

19. With reference to United Nations document ST/IC/2001/43/Amend.2 of May 24, 2006, the amounts paid as terminal expenses for official travel have been increased for staff members and eligible dependants.

20. Pursuant to Staff Regulation 12.2(a), the corresponding amendments to Staff Rule 7.1.12(b) - (d) were decreed and made applicable for official travel, which commenced on August 1, 2006, at the earliest.

21. The revised amounts of terminal expenses are included in Staff Rule 7.1.12 (Terminal Expenses) and are reproduced in Annex VII.

Travel and Removal Expenses – Assignment Grant – Rule 7.1.18

22. By its resolution 61/239 of December 22, 2006, the General Assembly of the United Nations also approved, effective January 1, 2007, changes to the Mobility and Hardship scheme which implies that the so-called “non-removal” assignment allowance reflected in Staff Rule 7.1.18(d) has been amended accordingly.

23. Staff members who travel at the expense of the International Bureau on appointment or assignment to another duty station but who are not entitled to the payment of removal costs, shall in addition to any amount payable under Rule 7.1.18(a) to (c), receive a non-pensionable monthly lump sum payment as from the thirty-first day following his/her taking up service at the duty station. For staff members in the General Service category or at grades P-1 to P-3 in the Professional category, the annual amounts are US\$ 2,000 for staff with dependants and US\$ 1,500 for staff without dependants. For staff members at grades P-4 and P-5 in the Professional category, the annual amounts are US\$ 2,500 and US\$ 1,880, respectively, and for staff members in the Special and higher categories, US\$ 3,000 and

US\$ 2,250, respectively. The lump sum provided for staff members with dependants shall be payable regardless of the place of residence of the dependants.

24. The lump sum will not be paid beyond 36 months after the date on which the staff member took up service at the duty station, and in no case beyond the date on which an eventual removal has been undertaken at the cost of the International Bureau. The Director General may, however, at his discretion, authorize the continued payment of the lump sum beyond 36 months, if he considers it to be in the interest of the International Bureau, but in no case beyond the date on which an eventual removal has been undertaken.

25. In addition, a new Rule 7.1.18(e) has been included and the former subparagraphs (e) to (g) have subsequently been renumbered (f) to (h). At the same time, the text of subparagraph (f) has been subject to a minor modification.

26. Pursuant to Staff Regulation 12.2(a), the corresponding amendments to Staff Rule 7.1.18 were decreed and made applicable, effective January 1, 2007.

27. The revised amounts of the non-removal element of the Hardship and Mobility scheme, as reflected in Staff Rule 7.1.18 (Assignment Grant) are reproduced in Annex VIII.

Education Grant – Rule 3.11.1

28. By its resolution 61/239 of December 22, 2006, the General Assembly of the United Nations approved, with effect from the scholastic year in progress on January 1, 2007:

(a) to increase the maximum amount of the education grant for eligible staff members, where education-related expenses are incurred in Euros in Ireland and Italy; in Danish kroner; in Swedish kroner; in United States dollars for schooling in the United States of America and in United States dollars for schooling in countries outside the United States of America not listed in the table under Rule 3.11.1;

(b) to increase the “lump sum” amounts listed in Staff Rule 3.11.1 for the purposes of boarding costs in respect of expenses incurred for schooling/studies in Denmark, Ireland, Italy, Sweden and in the United States of America;

(c) to maintain special measures for schooling in China, Indonesia and the Russian Federation which allows for the reimbursement of 75 per cent of actual expenses up to and not exceeding the level of the maximum admissible expenses in force for the United States dollar for schooling inside the United States of America;

(d) to establish a similar special measure for children in France attending the European Management School in Lyon or one of the following schools in the Paris area: the American School; the British School; the International School; the American University and the Marymount School;

(e) to discontinue the separate zone for Norwegian kroner; any education claims for that country shall be included in the United States dollar area for schooling outside the United States of America.

29. Pursuant to Staff Regulation 12.2(a), corresponding amendments to the table under Staff Rule 3.11.1 were decreed and made applicable with effect from the scholastic year in progress on January 1, 2007.

30. The revised amounts in the table referred to in Staff Rule 3.11.1(C) (Amount of the Grant) are reproduced in Annex VI.

31. Furthermore, in order to align the text of the Staff Rules of the International Bureau to other common system organizations and to recommendations made by the International Civil Service Commission (ICSC), it has been decided that, effective July 1, 2007, for the scholastic year 2007-2008, onwards, the *total* education grant for private tuition activities listed in Rule 3.11.1(B)(a)(4)(i) to (iv) which are required by educational institutions for the child's subsequent education and/or for correspondence courses provided by authorized institutions under Rule 3.11.1(B)(a)(3) – which under no circumstances shall substitute for regular local schools in the area of the duty station – may be authorized on the basis of 75 per cent of the actual costs up to a total maximum reimbursement per scholastic year in respect of each eligible child corresponding to 25 per cent of the applicable maximum amount of the education grant shown in the table of amounts applicable for the purposes of the education grant in the cases of individual tuition; in cases of collective teaching (group of two or more children), payment shall be made on the basis of 75 per cent of the actual costs up to a total maximum reimbursement per scholastic year in respect of each eligible child corresponding to 12.5 per cent of the applicable maximum amount of the education grant shown in the said table.

32. Pursuant to Staff Regulation 12.2(a), corresponding amendments to Staff Rule 3.11.1 were decreed and made applicable with effect from July 1, 2007.

33. The revised text of Staff Rule 3.11.1 (Education Grant) is reproduced in Annex IV.

Number of Days of Sick Leave and Family-related Emergencies without Medical Certificate
– Rules 6.2.2(a)(6) - (7)

34. The number of days of uncertified sick leave and/or leave for family-related emergencies during a calendar year have been reduced from 15 to a maximum of seven and, thus, adjusted and aligned to the practice of other United Nations common system organizations. At the same time, and except with the authorization of the Director General, no staff member shall henceforth be granted sick leave for a period of more than three consecutive working days without producing a certificate from a duly qualified medical practitioner, to the effect that he is unable to perform his duties and stating the probable duration of his absence. Such certificate shall, except in circumstances beyond the control of the staff member, be produced not later than the end of the fourth working day following his initial absence from duty.

35. All employees (regular staff members and employees on short-term contractual arrangements) who had this year already exhausted the new limits of the number of days of sick leave and/or leave for family-related emergencies, will have to support any further absences from duty within this year by a medical certificate.

36. Pursuant to Staff Regulation 12.2(a), corresponding amendments to Staff Rules 6.2.2(a)(6) and (7), were decreed and made applicable with effect from June 15, 2007.

37. The revised texts of Staff Rules 6.2.2(a)(6) and (7) on Sick leave and Special Leave for Prolonged Illness are reproduced in Annex IX.

38. *The WIPO Coordination Committee is invited to note the amendments to Rules 3.11.1, 6.2.2, 7.1.12 and 7.1.18 reported in paragraphs 19 to 37, above.*

II. EMPLOYMENT CONDITIONS FOR GENERAL SERVICE SHORT-TERM EMPLOYEES

39. Pursuant to the Introduction to the WIPO Staff Regulations and Staff Rules, Scope and Purpose (b), staff engaged on employment contracts for less than one year (i.e. short-term employees) are not subject to these Regulations and Rules. The Coordination Committee is hereby informed about the following new and modified employment conditions for short-term General Service employees, whose purpose is to align WIPO's practices to those of other common system organizations:

(a) The maximum duration for a short-term contract for a general service short-term employee shall continue to be 11 months and three weeks. Effective April 1, 2007, for purposes of determining breaks in service, a week shall be defined as seven calendar days as opposed to nine calendar days (as previously applied). All contracts issued subsequent to April 1, 2007, will take account of the foregoing provision. For those who, at that date, are already in possession of a contract which assumes a nine-day break in service, the break will be automatically adjusted to reflect the foregoing, without reissuing the contract, unless a particular employee notifies in writing the Engagements Section of his or her wish to retain the nine-day break. The new arrangement will in no way alter the necessity of keeping to the scheduled contract break dates in all but exceptional cases.

(b) Effective January 1, 2007, a pensionable language allowance may be paid to those employees who have successfully passed the UN common system proficiency examination in any of the following languages: English, Arabic, Chinese, French, Russian and Spanish. For German and Japanese, there is no such examination, so employees will be tested by the WIPO Language Examination Board in this respect, as laid out in Office Instruction No. 1/2003. The allowance shall not be payable for the employee's mother tongue nor for any language in which the Director General considers that the employee is required to be fully proficient by the terms of his or her employment.

(c) Effective May 1, 2007, and subject to satisfactory service, short-term employees are offered annual in-grade salary increases in accordance with a scale similar to that applying to General Service staff members at the duty station. In May 2007, to initiate the new system, all short-term employees with at least 12 months of continuous service were accorded step 2 of the salary scale relevant to their respective grades. Following May 2007, any person

receiving a contract from the Organization for the first time or returning after an absence of any period will be offered step 1 on the salary scale for the relevant grade. For the purposes of this entitlement, continuous service is defined as consecutive, uninterrupted employment contracts with the Organization for a period of 12 months including the mandatory contract break of one week.

(d) With effect from September 2006 (i.e., for the scholastic year 2006-2007), general service short-term employees who take a training course for personal development will be eligible at the same level of priority as regular staff members to ask for a financial contribution from the International Bureau towards their training costs.

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

III. WIPO APPEAL BOARD

41. Following his designation as Chairman of the WIPO Appeal Board at the Forty-eighth session of the Coordination Committee in 2002, Ambassador Michael Bartolo, Permanent Representative of Malta to the United Nations Office in Geneva, informed the Director General that he could not serve for more than two sessions.

42. Pursuant to Staff Rule 11.1.1(d)(1)(i), and after consultations with the Staff Council, the Director General proposes the designation, by the WIPO Coordination Committee, of Ambassador Franciscos Verros, Permanent Representative of Greece to the United Nations Office and other International Organizations in Geneva.

43. Ambassador Franciscos Verros studied Economics at the University of Athens and Development and Econometrics studies at the University of Brussels.

44. From 1977 to 1979, Ambassador Verros served in the Hellenic Navy with the rank of Ensign and joined the Greek Diplomatic service in November 1979. Ambassador Verros served the Greek Diplomatic service in various capacities, including Embassy Attaché, Ministry of Foreign Affairs, Athens, from 1979 to 1981; Secretary of Embassy, Permanent Representative of Greece to the European Union from 1981 to 1985; Secretary of the Greek Embassy in the German Democratic Republic from 1985 to 1989. From 1990 to 1992, Ambassador Verros worked in the Cabinet of the Greek Minister of Foreign Affairs where he served as the Spokesperson of the Minister and oversaw other central services of the Minister. From 1992 to 1996, Ambassador Verros served as Counsellor in the Greek Embassy in Paris and as Secretary of the Political Commission of the Parliamentary Assembly of the Western European Union where he served from 1996 to 2001. Promoted to the grade of Minister Plenipotentiary in 2000; he then took up the post of Director for International Organizations in the Greek Ministry of Foreign Affairs. Ambassador Verros was promoted to the grade of Minister Plenipotentiary First Class in 2003 and has become since June 2006 Ambassador, Permanent Representative of Greece to the United Nations Office and other International Organizations in Geneva.

45. The WIPO Coordination Committee is invited to designate Ambassador Franciscos Verros as the Chairman of the WIPO Appeal Board.

IV. INTERNATIONAL CIVIL SERVICE COMMISSION

46. 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 61st (2006) session of the General Assembly of the United Nations (A/61/30). 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, the text is available in pdf.-format on the ICSC website at <http://icsc.un.org/resources/pdfs/ar/AR2006.pdf> for anybody who wishes to consult the report.

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

V. UNITED NATIONS JOINT STAFF PENSION BOARD

48. 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 2006 report was presented by the Board of the UNJSPF to the General Assembly of the United Nations at its 61st session (document A/61/9). 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, the text is available in pdf.-format on the UNJSPF website at <http://www.unjspf.org> for anybody who wishes to consult the report.

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

VI. WIPO STAFF PENSION COMMITTEE

50. 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.

51. At its 47th ordinary session in 2001, the WIPO Coordination Committee re-elected Mr. Rémi Roul as a member of the WIPO Staff Pension Committee and his term expired at the end of the 53rd session of the Coordination Committee in 2005; he then continued as an alternate member. The Director General has now received information that Mr. Roul is able to resume the regular membership for the remaining part of the four-year term running until the ordinary session of 2009 of the WIPO Coordination Committee. The International Bureau continues the search for a qualified and suitable candidate as alternate member of the Committee for the same period.

52. The WIPO Coordination Committee is invited to note the information contained in paragraphs 50 and 51, above.

[Annexes follow]