ANNEX I

AMENDMENTS TO THE STAFF REGULATIONS

Salaries – Regulation 3.1

Professional Category

Scale in force as from January 1, 2008

(annual amounts in US dollars)

Grade		ECH.1 STEP 1	ECH.2 STEP 2	ECH.3 STEP 3	ECH.4 STEP 4	ECH.5 STEP 5	ECH.6 STEP 6	ECH.7 STEP 7	ECH.8 STEP 8	ECH.9 STEP 9	ECH.10 STEP 10	ECH.11 STEP 11	ECH.12 STEP 12	ECH.13 STEP 13	ECH.14 STEP 14	ECH.15 STEP 15
P-1	P	67308	69625	71935	74245	76558	78867	81183	83491	85804	88114					
	G	45493	46942	48386	49836	51440	53068	54699	56326	57951	59581					
	D	36849	38023	39193	40367	41537	42709	43883	45055	46225	47398					
	S	34760	35840	36921	38001	39080	40159	41240	42307	43369	44431					
P-2	P	86437	88848	91249	93655	96061	98465	100870	103272	105681	108086	110489	112896			
	G	58401	60097	61790	63485	65179	66871	68567	70257	71953	73649	75340	77038			
	D	46549	47770	48989	50209	51429	52647	53868	55085	56306	57527	58745	59967			
	S	43662	44769	45872	46978	48082	49188	50312	51432	52557	53679	54799	55924			
P-3	P	105360	108052	110740	113425	116119	118807	121495	124188	127003	129945	132884	135822	138764	141703	144643
	G	71729	73622	75518	77410	79306	81197	83090	84986	86881	88774	90669	92560	94457	96349	98242
	D	56145	57508	58873	60235	61600	62962	64325	65690	67054	68417	69782	71143	72509	73871	75234
	S	52408	53662	54918	56171	57427	58679	59932	61188	62440	63694	64944	66195	67443	68693	69943
P-4	P	128194	131367	134532	137700	140875	144040	147209	150382	153549	156715	159882	163062	166226	169395	172567
	G	87790	89836	91882	93926	95974	98019	100071	102235	104403	106566	108734	110899	113066	115232	117400
	D	67709	69182	70655	72127	73601	75074	76548	78020	79494	80965	82439	83911	85385	86858	88332
	S	63052	64394	65734	67071	68408	69744	71079	72411	73742	75073	76401	77729	79056	80381	81705
P-5	P	157048	160340	163629	166924	170215	173506	176795	180091	183380	186672	189965	193264	196792		
	G	106907	109153	111399	113641	115888	118131	120378	122622	124868	127112	129356	131601	133847		
	D	81197	82724	84251	85776	87304	88829	90357	91883	93410	94936	96462	97989	99516		
	S	75432	76789	78141	79493	80842	82187	83532	84873	86213	87550	88885	90216	91547		

In force as from September 1, 2007:

P = Pensionable remuneration (Reg. 3.15)

In force as from January 1, 2008:

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 January 1, 2008

(annual amounts in US dollars)

Grade		ECH.1 STEP 1	ECH.2 STEP 2	ECH.3 STEP 3	ECH.4 STEP 4	ECH.5 STEP 5	ECH.6 STEP 6	ECH.7 STEP 7	ECH.8 STEP 8	ECH.9 STEP 9	ECH.10 STEP 10	ECH.11 STEP 11	ECH.12 STEP 12	ECH.13 STEP 13	ECH.14 STEP 14	ECH.15 STEP 15
D-1	P	188733	192604	196474	200336	204207	208269	212417	216563	220703						
	G	129304	131944	134579	137219	139859	142496	145135	147775	150431						
	D	96427	98222	100014	101809	103604	105397	107192	108987	110780						
	S	89129	90689	92245	93797	95346	96892	98432	99971	101505						
D-2	P	207643	212364	217082	221796	226514	231231									
	G	141524	144528	147534	150566	153709	156854									
	D	104736	106779	108823	110868	112911	114955									
	S	96219	97944	99663	101375	103084	104784									
SDG / ADG	P	249714														
	G	172546														
	D	125155														
	S	113332														
VDG / DDG	P	270172														
	G	189929														
	D	136454														
	S	122802														

In force as from September 1, 2007:

P = Pensionable remuneration (Reg. 3.15)

In force as from January 1, 2008:

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

Director General

In force as from January 1, 2008

(annual amounts in US dollars)

Grade		
DG	P	321698
	G	233720
	D	164918
	S	146662

In force as from September 1, 2007:

P = Pensionable remuneration (Reg. 3.15)

In force as from January 1, 2008:

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

General Service category (New York)

Gross and net salaries in force as from November 1, 2007

(annual amounts in US dollars)

Grade	Augmen-tation annuelle / Annual increment	ECH. 1 STEP 1	ECH. 2 STEP 2	ECH. 3 STEP 3	ECH. 4 STEP 4	ECH. 5 STEP 5	ECH. 6 STEP 6	ECH. 7 STEP 7	ECH. 8 STEP 8	ECH. 9 STEP 9	ECH. 10 STEP 10	ECH. 11 STEP 11
G1	1046	1) 34669 2) 34059 3) 27495	36027 35418 28541	37386 36778 29587	38744 38136 30633	40107 39495 31679	41520 40854 32725	42934 42213 33771	44347 43573 34817	45761 * 44931 * 35863 *		
G2	1157	1) 38413 2) 37802 3) 30378	39916 39306 31535	41476 40809 32692	43039 42313 33849	44603 43816 35006	46166 45320 36163	47730 46823 37320	49293 48326 38477	50857 49830 39634	52420 * 51333 * 40791 *	
G3	1279	1) 42641 2) 41934 3) 33554	44369 43594 34833	46097 45254 36112	47826 46915 37391	49554 48575 38670	51282 50235 39949	53011 51895 41228	54739 53555 42507	56468 55216 43786	58196 56876 45065	59924 * 58536 * 46344 *
G4	1409	1) 47434 2) 46532 3) 37101	49338 48364 38510	51242 50195 39919	53146 52025 41328	55050 53855 42737	56954 55686 44146	58858 57516 45555	60817 59347 46964	62859 61178 48373	64901 63009 49782	66943 * 64899 * 51191 *
G5	1557	1) 52681 2) 51577 3) 40984	54785 53599 42541	56889 55622 44098	58993 57644 45655	61177 59668 47212	63433 61691 48769	65690 63727 50326	67946 65832 51883	70203 67937 53440	72459 70042 54997	74716 * 72146 * 56554 *
G6	1722	1) 58507 2) 57183 3) 45295	60894 59418 47017	63390 61654 48739	65886 63911 50461	68381 66236 52183	70877 68562 53905	73372 70888 55627	75868 73215 57349	78364 75541 59071	80859 77867 60793	83355 * 80193 * 62515 *
G7	1908	1) 65265 2) 63339 3) 50033	68030 65914 51941	70796 68492 53849	73561 71069 55757	76326 73645 57665	79091 76223 59573	81857 78800 61481	84622 81378 63389	87387 83955 65297	90152 86531 67205	92917 * 89109 * 69113 *

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

*) Long-Service step (Reg. 3.4*bis*)

[Annex III follows]

ANNEX III

AMENDMENTS TO THE STAFF REGULATIONS

Language Allowance – Regulation 3.7

FORMER TEXT	PRESENT TEXT
Language Allowance	Language Allowance
(a) A pensionable language allowance may be paid to staff members in the General Service category who pass an examination organized for the purpose by the Director General and who demonstrate proficiency in one or two of the following languages: Arabic, Chinese, English, French, German, Japanese, Russian and Spanish. The allowance shall not be payable for the staff member's mother tongue nor for any language in which the Director General considers that the staff member is required to be fully proficient by the terms of his appointment.	(a) A pensionable language allowance may be paid to staff members in the General Service category who pass an examination organized for the purpose by the Director General and who demonstrate proficiency in one or two of the following languages: Arabic, Chinese, English, French, German, Japanese, Russian and Spanish. The allowance shall not be payable for the staff member's mother tongue nor for any language in which the Director General considers that the staff member is required to be fully proficient by the terms of his appointment.
(b) The allowance is 4,788 Swiss francs (US$ 2,988 in New York) per annum for proficiency in any two of the languages mentioned in paragraph (a) above, and 3,192 Swiss francs (US$ 1,992 in New York) per annum for proficiency in any one of them, subject to the provisions contained in the said paragraph.	(b) The allowance is 4,788 Swiss francs (US$ 3,078 in New York) per annum for proficiency in any two of the languages mentioned in paragraph (a) above, and 3,192 Swiss francs (US$ 2,052 in New York) per annum for proficiency in any one of them, subject to the provisions contained in the said paragraph.

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[Annex IV follows]

ANNEX IV

AMENDMENTS TO THE STAFF REGULATIONS

General Service category (Geneva)

Gross and net salaries in force as from March 1, 2008

(annual amounts in Swiss francs)

Grade	Augmentation Annuelle / Annual Increment	ECH. 1 STEP 1	ECH. 2 STEP 2	ECH. 3 STEP 3	ECH. 4 STEP 4	ECH. 5 STEP 5	ECH. 6 STEP 6	ECH. 7 STEP 7	ECH. 8 STEP 8	ECH. 9 STEP 9	ECH. 10 STEP 10	ECH. 11 STEP 11
G1	1720	1) 67095 2) 65736 3) 52090	69419 67970 53810	71743 70204 55530	74130 72437 57250	76623 74712 58970	79116 77036 60690	81609 79361 62410	84101 81685 64130	86594 84009 65850	89087 86334 67570	91580 88658 69290
G2	1874	1) 73458 2) 71835 3) 56786	76174 74293 58660	78890 76826 60534	81606 79358 62408	84322 81891 64282	87038 84423 66156	89754 86955 68030	92470 89488 69904	95186 92020 71778	97901 94553 73652	100617 97085 75526
G3	2042	1) 80828 2) 78632 3) 61871	83787 81392 63913	86746 84151 65955	89706 86911 67997	92665 89670 70039	95625 92430 72081	98584 95189 74123	101543 97949 76165	104503 100708 78207	107462 103468 80249	110422 106227 82291
G4	2230	1) 88964 2) 86219 3) 67485	92196 89232 69715	95428 92246 71945	98659 95259 74175	101891 98273 76405	105123 101286 78635	108355 104300 80865	111587 107313 83095	114819 110327 85325	118051 113547 87555	121283 116779 89785
G5	2436	1) 98210 2) 94841 3) 73865	101741 98132 76301	105271 101424 78737	108801 104716 81173	112332 108008 83609	115862 111359 86045	119393 114889 88481	122923 118419 90917	126454 121950 93353	129984 125480 95789	133514 129011 98225
G6	2667	1) 108403 2) 104345 3) 80898	112268 107949 83565	116133 111630 86232	119999 115495 88899	123864 119360 91566	127729 123225 94233	131594 127091 96900	135459 130956 99567	139325 134821 102234	143190 138686 104901	147055 142551 107568
G7	2923	1) 119519 2) 115015 3) 88568	123755 119251 91491	127991 123488 94414	132228 127724 97337	136464 131960 100260	140700 136196 103183	144936 140433 106106	149172 144669 109029	153409 148905 111952	157645 153141 114875	161881 157377 117798

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 V follows]

ANNEX V

AMENDMENTS TO THE STAFF REGULATIONS

Dependency Allowances – Regulation 3.12(B)

FORMER TEXT	PRESENT TEXT
(B) Staff Members in the General Service Category	(B) Staff Members in the General Service Category
Staff members in the General Service category shall be entitled to the following non-pensionable allowances under the conditions set forth below:	Staff members in the General Service category shall be entitled to the following non-pensionable allowances under the conditions set forth below:
(a) 7,211 Swiss francs (US$ 3,336 in New York and € 2,964 in Brussels) per annum in respect of a dependent spouse, subject to the application of Regulation 3.2(a).	(a) 6,526 Swiss francs (US$ 3,336 in New York and € 2,964 in Brussels) per annum in respect of a dependent spouse, subject to the application of Regulation 3.2(a).
(b) 3,913 Swiss francs (US$ 2,083 in New York and € 3,300 in Brussels) per annum in respect of each dependent child.	(b) 5,025 Swiss francs (US$ 2,083 in New York and € 3,300 in Brussels) per annum in respect of each dependent child.
(c) Where there is no spouse, the allowance in respect of the first dependent child shall be 10,702 Swiss francs (US$ 2,879 in New York) per annum.	(c) Where there is no spouse, the allowance in respect of the first dependent child shall be 9,321 Swiss francs (US$ 2,879 in New York) per annum.
(d) In addition to any amount payable pursuant to paragraph (b) or (c) above, 3,913 Swiss francs (US$ 2,083 in New York and € 3,300 in Brussels) 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.	(d) In addition to any amount payable pursuant to paragraph (b) or (c) above, 5,025 Swiss francs (US$ 2,083 in New York and € 3,300 in Brussels) 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.
(e) [No change.]	(e) [No change.]
(f) Where there is no dependent spouse, 1,174 Swiss francs (US$ 1,257 in New York and € 548 in Brussels) per annum in respect of one of the following persons: a dependent parent, a dependent brother or a dependent sister.	(f) Where there is no dependent spouse, 1,635 Swiss francs (US$ 1,257 in New York and € 548 in Brussels) per annum in respect of one of the following persons: a dependent parent, a dependent brother or a dependent sister.
(g) [No change.]	(g) [No change.]

[Annex VI follows]

ANNEX VI

AMENDMENTS TO THE STAFF REGULATIONS

Dependency – Regulation 3.2

FORMER TEXT	PRESENT TEXT
Dependency	Dependency
(a) – (b) [No change.]	(a) – (b) [No change.]
(c) The staff member is required to produce satisfactory documentary evidence that he provides the main and continuing support for a dependent child in the following cases: (1) where divorce or legal separation has occurred, for a child who does not reside with the staff member; (2) for a married child, irrespective of whether or not that child resides with the staff member.	(c) The staff member is required to produce satisfactory documentary evidence that he provides the main and continuing support for a dependent child in the following cases: (1) for a child who does not reside with the staff member; (2) [No change.]
(d) – (e) [No change.]	(d) – (e) [No change.]

[Annex VII follows]

ANNEX VII

AMENDMENTS TO THE STAFF RULES

Travel and Removal Expenses – Rules 7.1.1 - 7.1.26

FORMER TEXT	PRESENT TEXT
Rule 7.1.1 – Official Travel of Staff Members	Rule 7.1.1 – Official Travel of Staff Members
(a) Subject to the conditions laid down in these Rules, the International Bureau shall pay the travel expenses of staff members in the following cases:	(a) Subject to the conditions laid down in these Rules, the International Bureau shall pay the travel expenses of eligible staff members in the following cases:
(1) on initial appointment, provided that the staff member is regarded as having been internationally recruited;	(1) on initial appointment or on assignment to another duty station, provided that the staff member is regarded as having been internationally recruited;
(2) when travelling on official business;	(2) (4) [No change.]
(3) on home leave;	
(4) on separation from service, in accordance with the relevant provisions.	
(b) If, on separation from service, a staff member wishes to travel to a place other than the place of his recruitment or home leave, the travel expenses borne by the International Bureau shall not exceed the maximum amount that would have been payable if the staff member had returned to the place of his recruitment or home leave.	(b) [No change.]

FORMER TEXT

Rule 7.1.2 – Official Travel of Dependants

(a) Subject to the conditions laid down in these Rules, the International Bureau shall pay the travel expenses of a staff member's dependants in the following cases:

(1) on the initial appointment of a staff member who is regarded as having been internationally recruited, provided that the appointment is for a period of at least one year;

(2) after the initial appointment of a staff member fulfilling the above conditions, if, at the time of appointment, either the travel of the dependant was not possible or his status as a dependant was not yet recognized, and provided that the staff member's service is expected by the Director General to continue for more than six months beyond the date on which the travel of his dependants begins;

(3) following completion by the staff member of at least one year of continuous service, provided that his service with the International Bureau is expected by the Director General to continue for more than six months beyond the date on which the travel of his dependants begins;

4) on home leave;

(5) on separation from service, provided that the staff member's appointment was for a period of at least one year or that he had completed at least one year of continuous service;

(6) on journeys authorized pursuant to the provisions relating to education grant.

(b) In the cases provided for in paragraph (a)(1) to (3), the International Bureau shall only pay the travel expenses of a staff member's dependants if the staff member declares that they intend to reside at least six months at the duty station. If a dependant leaves the duty station within six months of his arrival, and unless the Director General considers his departure as justified by exceptional circumstances, the amount of his travel expenses shall be deducted from the salary of the staff member concerned.

(continues)

PRESENT TEXT

Rule 7.1.2 – Official Travel of Dependants

(a) Subject to the conditions laid down in these Rules, the International Bureau shall pay the travel expenses of a staff member's dependants as defined in Rule 7.1.3 in the following cases:

(1) on the initial appointment or on assignment to another duty station of a staff member who is regarded as having been internationally recruited, provided that the appointment or assignment is for a period of at least one year;

(2) – (6) [No change.]

(b) [No change.]

(continues)

FORMER TEXT	PRESENT TEXT
(continued)	(continued)
(c) In the cases provided for in paragraph (a)(1) to (3) above, the International Bureau shall pay the travel expenses to a staff member's dependants either from the place of recruitment or from the place of his recognized home. Should a staff member wish to bring any dependants to his official duty station from any other place, the travel expenses borne by the International Bureau shall not exceed the maximum amount that would have been payable if those dependants had traveled from the place of recruitment or recognized home.	(c) [No change.]
(d) In cases provided for in paragraph (a)(5) above, the International Bureau shall pay the travel expenses of a staff member's dependants from his official duty station to the place to which he is entitled to return at the expense of the International Bureau.	(d) [No change.]

FORMER TEXT	PRESENT TEXT
Rule 7.1.3 - Dependants Eligible to Travel and Removal at the Expense of the International Bureau, and to the Installation Grant	Rule 7.1.3 - Dependants Eligible to Travel and Removal at the Expense of the International Bureau, and to the Installation Grant
(a) For the purposes of the payment of travel and removal expenses, as well as of the installation grant, dependants shall be deemed to comprise: (i) a spouse; (ii) dependent children. A totally disabled son or daughter of more than 21 years of age may also be considered a dependant for the purposes of this paragraph.	(a) [No change.]
(b) The Director General may authorize payment of the one-way travel expenses of a child either to the staff member's duty station or to his home country when the child has passed the age up to which he is considered a dependant under Regulation 3.2 of the Staff Regulations, either within one year or upon cessation of the child's continuous full-time attendance at a university, provided that such attendance began during the period of recognized dependency status.	(b) [No change.]
	(c) Notwithstanding Rules 7.1.2(a)(5) and 7.1.3(a), the Director General may authorize the payment of travel expenses of a divorced spouse who has legally resided with the staff member at the duty station for a period of at least six months, for the purposes of repatriation within reasonable time to the place to which the staff member is entitled to return at the expense of the International Bureau.

FORMER TEXT

Rule 7.1.4 – Loss of Entitlement to Return Travel

(a) A staff member who resigns before completing one year of service or within six months following the date of his return from home leave shall not normally be entitled to payment of return travel expenses for himself or his dependants. The Director General may, however, authorize such payment if he considers that there are compelling reasons for so doing.

(b) The International Bureau shall not pay return travel expenses if travel is not undertaken within two years after the date of separation from service. Where both spouses are staff members and the spouse who separates first is entitled to return travel expenses, his or her entitlement shall not cease until two years after the date of separation of the other spouse.

PRESENT TEXT

Rule 7.1.4 – Loss of Entitlement to Return Travel

(a) A staff member who abandons his post or who resigns before completing one year of service or within six months following the date of his return from home leave shall not normally be entitled to payment of return travel expenses for himself or his dependants. The Director General may, however, authorize such payment if he considers that there are compelling reasons for so doing.

(b) The International Bureau shall not pay return travel expenses if travel is not undertaken within two years after the date of separation from service. Where both spouses are staff members and the spouse who separates first is entitled to return travel expenses, his or her entitlement shall not cease until two years after the date of separation of the other spouse.

FORMER TEXT

Rule 7.1.5 – Authority to Travel

All travel shall be subject to written authorization. In exceptional cases staff members may be authorized to travel on oral instructions, but these must be subsequently confirmed in writing. A staff member shall be personally responsible for ascertaining that he has the proper authorization before undertaking travel.

PRESENT TEXT

Rule 7.1.5 – Authority to Travel

All official travel shall be subject to prior written authorization by the responsible Program Manager; in addition, official travel on appointment, on home leave, on transfer to another duty station and on separation from service for eligible staff members shall be approved by the Director of the Human Resources Management Department or his representative. The official travel of a Program Manager shall be subject to prior written authorization by the Director General. In exceptional cases staff members may be authorized to travel on oral instructions, but these must be subsequently confirmed in writing. A staff member shall be personally responsible for ascertaining that he has the proper authorization before undertaking travel.

FORMER TEXT

Rule 7.1.6 – Travel Expenses

(a) Travel expenses payable or reimbursable by the International Bureau under these Rules shall comprise:

(1) transportation expenses (price of ticket);

(2) terminal expenses;

(3) expenses while in transit;

(4) travel subsistence allowance;

(5) necessary additional expenses incurred during travel.

(b) staff members shall avoid any expenditure which would be considered unreasonable by a person travelling on personal business.

PRESENT TEXT

Rule 7.1.6 – Travel Expenses

(a) Travel expenses payable or reimbursable by the International Bureau under these Rules shall comprise:

(1) – (4) [No change.]

(5) fees for the issuance or renewal of passports and visas required for travel listed under Rule 7.1.1;

(6) [Renumbered.]

(b) [No change.].

FORMER TEXT

Rule 7.1.9 – Travel Conditions

(a) All official travel shall be by air unless the use of another mode of transportation is specifically authorized.

(b) When for any purpose staff members travel by air at the expense of the International Bureau, the following conditions shall apply:

(1) The Director General, Deputy Directors General and Assistant Directors General shall travel first class.

(2) All other staff members shall travel economy or tourist class, provided that in certain exceptional cases and according to the exigencies of the service, the Director General may authorize the staff member concerned to accompany another staff member who is entitled to travel first class.

(3) Staff members, their spouses and dependent children, travelling below first-class shall be entitled to reimbursement by the International Bureau of excess baggage up to the weight allowed for first-class travel. Dependent children who are not granted a baggage allowance by the airline shall be entitled to reimbursement of excess baggage up to the normal allowance granted to adults.

(4) Children under two years of age travelling by air shall be provided with a ticket giving entitlement to a seat.

(5) A staff member required to make an official journey by air, or mostly by air,

(i) shall not normally be required to resume his duties within twelve hours of arriving at his destination if the scheduled flight time for the journey is between six and ten hours;

(ii) shall not normally be required to resume his duties within twenty-four hours of arriving at his destination if the scheduled flight time is more than ten hours;

(continues)

PRESENT TEXT

Rule 7.1.9 – Travel Conditions

(a) All official travel shall be by air unless the use of another mode of transportation is specifically authorized.

(b) When for any purpose staff members travel by air at the expense of the International Bureau, the following conditions shall apply:

(1) – (2) [No change.]

(3) Staff members, their spouses and dependent children, travelling below first-class shall be entitled to reimbursement by the International Bureau of excess baggage up to the weight or number of pieces allowed for first-class travel. Dependent children who are not granted a baggage allowance by the airline shall be entitled to reimbursement of excess baggage up to the normal allowance granted to adults.

(4) - (7) [No change.]

(continues)

FORMER TEXT	PRESENT TEXT
(continued)	(continued)
alternatively, at the discretion of the Director General, a stopover period not exceeding twenty-four hours may be granted. In the case of very long journeys, additional stopovers may be permitted.	
(6) Waiting periods between two planes shall be included in the computation of travel time, except where they involve an overnight stopover.	
(7) The Director General shall, from time to time, adapt the above-mentioned rules in accordance with the conditions offered by the airline companies.	
(c) When approved travel is by sea, accommodation shall be provided in accordance with the following general standards:	(c) - (f) [No change.]
(1) For travel on official business, first-class accommodation with suitable facilities, or its equivalent, shall be provided.	
(2) For travel on home leave, staff members in the Special and higher categories shall normally be provided with first-class accommodation, and other staff members with cabin-class accommodation, or their respective equivalents.	
(d) In the case of all official travel by train, staff members shall be provided with appropriate accommodation including, for example, sleeper facilities where applicable.	
(e) Dependants travelling at the expense of the International Bureau shall be allowed accommodation corresponding to the staff member's status, except that a child travelling pursuant to the provisions relating to education grant shall not be entitled to a higher standard than cabin class or its equivalent when approved travel is by sea, second class when approved travel is by train and economy class, or student fare if available, when approved travel is by air.	
(f) The International Bureau shall pay only for accommodation authorized and actually used.	

FORMER TEXT	PRESENT TEXT
Rule 7.1.12 – Terminal Expenses	Rule 7.1.12 – Terminal Expenses
(a) A staff member travelling to or from the duty station may claim 76 United States dollars for himself and 26 United States dollar[2] for each dependant to cover terminal expenses for any authorized outward or return journey. Where a journey to or from the duty station involves one or more 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.	(a) – (b) [No change.]
(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 76 United States dollars for a staff member and 26 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 76 United States dollars for a staff member and 26 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 76 United States dollars for a staff member and 26 United States dollars for each dependant. No terminal expenses or any other expenses shall be paid in respect of an intermediate stop which is not authorized, or which is of less than six hours and does not necessitate leaving the airport terminal and is exclusively required for the purpose of making an onward connection.
(d) Notwithstanding paragraphs (a), (b) and (c), above, for authorized travel to or from New York, the amounts are 126 United States dollars for a staff member and 42 United States dollars for each dependant.	(d) [No change.]

FORMER TEXT	PRESENT TEXT
Rule 7.1.20 - Insurance, Compensation for Loss of or Damage to Personal Effects Attributable to Service	Rule 7.1.20 - Insurance, Compensation for Loss of or Damage to Personal Effects Attributable to Service
(a) Premiums for personal accident insurance or insurance of accompanied baggage shall not be reimbursed. However, staff members who lose accompanied baggage may receive compensation in accordance with such arrangements as may be in force under paragraph (e) below.	(a) – (b) [No change.]
(b) In the case of unaccompanied shipments authorized under Rule 7.1.19 (except in connection with home leave or education grant travel), the International Bureau shall provide insurance coverage up to a value representing 16 US dollars per kg of the maximum shipment entitlement. Such insurance coverage shall not include articles of particular value for which extra premiums are charged. The International Bureau shall not be responsible for loss or breakage of articles in unaccompanied shipments.	
(c) The International Bureau shall reimburse the premium for transportation insurance of the personal effects and household goods referred to in Rule 7.1.25 (excluding articles of particular value for which extra premiums are charged), up to a maximum coverage of 80,000 US dollars for a staff member without dependants and 130,000 US dollars for a staff member with dependants, subject to review and approval of the valuation by the Director General. The International Bureau shall in no case be responsible for loss or breakage.	(c) The International Bureau shall reimburse the premium for transportation insurance of the personal effects and household goods referred to in Rule 7.1.25 (excluding articles of particular value for which extra premiums are charged), up to a maximum coverage of 80,000 US dollars for a staff member without dependants and 130,000 US dollars for a staff member with dependants, subject to review and approval of the valuation by the Director General. If split shipments of the removal have been authorized by the Director General, the maximum coverage amounts indicated above are the maximum coverage amounts for the full removal. The International Bureau shall in no case be responsible for loss or breakage.
(d) In the case of unaccompanied shipments, as provided for in Rules 7.1.19 and 7.1.25, the staff member shall provide the International Bureau, prior to shipment, with an inventory in duplicate of all items enclosed, including containers such as suitcases, and the replacement value in Swiss francs of each item.	(d) – (e) [No change.]
(e) Staff members shall be entitled, within limits and under conditions laid down by the Director General, to reasonable compensation in the event of loss of or damage to personal effects when it is established that such loss or damage is directly attributable to the performance of their official duties with the International Bureau.	

FORMER TEXT

Rule 7.1.21 – Travel Advances

Staff members authorized to travel shall provide themselves with sufficient funds for all current expenses, if necessary by requesting an advance of funds. A reasonable advance of funds proportionate to estimated reimbursable travel expenses may be granted to a staff member or his dependants for expenses authorized under these Rules. An advance shall be considered reasonable if not less than 50 US dollars and not more than 80 per cent of estimated reimbursable expenses. If, in the course of travel, the subsistence allowance due to the staff member has reached the amount of the advance paid, the balance of estimated reimbursable expenses may be advanced to him.

PRESENT TEXT

Rule 7.1.21 – Travel Advances

Staff members authorized to travel shall provide themselves with sufficient funds for all current expenses, if necessary by requesting an advance of funds. An advance payment of 100 per cent of the total amount of the estimated terminal expenses and daily subsistence allowances may be granted to a staff member and dependants for expenses authorized under these Rules. Any overpayment will be recovered from the next salary payment due to the staff member.

FORMER TEXT

Rule 7.1.22 – Illness or Accident during Travel

The International Bureau shall pay or reimburse medical and hospital expenses, up to a reasonable amount, which may be incurred by a staff member who becomes ill or is injured in the course of travel on official business, in so far as such expenses are not otherwise covered.

PRESENT TEXT

Rule 7.1.22 – Illness or Accident during Travel

The International Bureau shall pay or reimburse medical and hospital expenses, up to a reasonable amount, which may be incurred by a staff member who becomes ill or is injured in the course of authorized travel on official business, in so far as such expenses are not otherwise covered.

FORMER TEXT

Rule 7.1.24 -Transportation of the Remains of Deceased Staff or of their Dependants

On the death of a staff member or of a staff member's spouse or dependent child, the International Bureau shall pay the cost of transportation from the duty station (or, should death occur while on official business away from the duty station, from the place where it occurred) to the place to which the deceased was entitled to return at the expense of the International Bureau. Such payment shall include a reasonable sum for the preparation of the body. If local interment or cremation is elected, reasonable expenses incurred for the interment or cremation may be reimbursed.

PRESENT TEXT

Rule 7.1.24 - Transportation of Remains

Upon the death of a staff member or of a staff member's spouse or dependent child, the International Bureau shall pay the cost of transportation from the duty station (or, should death occur while on official business away from the duty station or at the place of the educational institution; from the place where it occurred) to the place to which the deceased was entitled to return at the expense of the International Bureau. Payment of the transportation shall include a reasonable sum for the preparation of the body. If local interment or cremation is elected, reasonable expenses incurred for the interment or cremation may be reimbursed.

FORMER TEXT	PRESENT TEXT
Rule 7.1.25 – Removal Expenses	Rule 7.1.25 – Removal Expenses
(a) Subject to the conditions laid down in these Rules, the International Bureau shall pay the cost of removal of an internationally recruited staff member's household goods and personal effects in the following cases: (1) upon initial appointment or assignment to another duty station, provided that the appointment or assignment is for a period of at least two years; (2) where the initial appointment or assignment was for a period of less than two years but where it is extended so that the appointment or assignment, taking into account the extension, will cover a period of at least two years counted from the date of initial appointment or assignment, upon such extension; (3) upon separation from service, provided that the appointment or assignment was for a period of at least two years or that the staff member had completed at least two years of continuous service. (b) In the cases provided for in paragraph (a)(1) and (2) above, the International Bureau shall pay the cost of removing a staff member's household goods and personal effects to the duty station either from the place of recruitment or from the place in which he is entitled to take home leave, provided that such goods and effects were in his possession at the time of appointment and are being transported for his sole use. Payment of removal expenses to the duty station from another place may be authorized by the Director General in exceptional cases, on such terms and conditions as he deems appropriate. (c) In the case provided for in paragraph (a)(3) above, the International Bureau shall pay the cost of removing a staff member's household goods and personal effects from the duty station to the place to which he is entitled to return at the expense of the International Bureau, or any other place authorized by the Director General in exceptional cases on such terms and conditions as he deems appropriate, provided the goods and effects were in the staff member's possession at the time of separation from service and are being transported for his sole use.	(a) – (c) [No change.]
(continues)	(continues)

FORMER TEXT	PRESENT TEXT
(continued)	(continued)
(d) Payment by the International Bureau of removal expenses shall be subject to the following conditions:	(d) Payment by the International Bureau of removal expenses shall be subject to the following conditions:
(1) The maximum which may be transported at the expense of the International Bureau shall be 4,890 kg (10,800 1b) or 30.58 m^3 (1,080 cubic feet), including packaging materials but excluding crating and lift vans, for staff members without dependants; and 8,150 kg (18,000 1b) or 50.97 m^3 (1,800 cubic feet) for staff members with one or more dependants residing with them at their official duty station. A higher maximum may be set, however, in the case of a staff member with one or more dependants residing with him at his official duty station, if that staff member can establish that the amount of household goods and personal effects which he normally requires exceeds 50.97 m^3 (1,800 cubic feet).	(1) [No change.]
(2) The International Bureau shall not normally pay storage charges other than those normally included in transportation costs.	(2)The International Bureau shall not normally pay storage charges other than those normally included in transportation costs. When a staff member is assigned to a new duty station to which he has the entitlement to removal, the International Bureau may upon request pay the cost of storage of his household goods and personal effects during the period of his service at that duty station, limited to the volume set out in paragraph (d)(1) above, and for a maximum period of five years from the date of taking up the assignment. The cost of the storage shall not be higher than the estimated cost of a removal to and from the duty station. In such cases, the International Bureau shall not pay the costs of any removal to or from that duty station beyond unaccompanied shipments, pursuant to Rule 7.1.19(f).
(3) The International Bureau shall pay reasonable costs of packing, crating, carriage, uncrating, unpacking and insurance of shipments within the limits of authorized weight or volume, but shall not pay costs for adapting appliances, dismantling or installing fixtures or special packing.	(3) [No change.]
(4) Transportation of household goods and personal effects shall be effected by such means as the Director General considers the most economical on the basis of estimates from three different firms, taking into account the costs referred to in paragraph (d)(3) above.	(4) [No change.]
(continues)	(continues)

FORMER TEXT (continued)	PRESENT TEXT (continued)
(5) The International Bureau shall not pay for the transportation of automobiles owned by staff members unless, in the case of initial appointment, the Director General decides in advance that the automobile is essential for the performance of the staff member's official duties.	(5) [No change]
(e) This Rule shall not apply to staff members on mission.	(e) – (g) [No change]
(f) Where both spouses are staff members entitled to removal of household goods and personal effects, the maximum weight and volume that may be removed at the expense of the International Bureau shall be that provided for a staff member with dependants residing with him.	
(g) Any staff member whose appointment took effect prior to July 1, 1990, shall continue to receive, where applicable, the assignment allowance provided for in Staff Rule 7.1.25 according to its tenor on June 30, 1990.	

FORMER TEXT

Rule 7.1.26 - Loss of Entitlement to Removal Expenses

(a) A staff member who resigns before completing two years of service shall not normally be entitled to payment of removal expenses.

(b) The International Bureau shall not pay removal expenses when the staff member's services are not expected to continue for more than six months beyond the expected date of arrival of his household goods and personal effects.

(c) The International Bureau shall not pay removal expenses on separation from service if removal is not undertaken within two years after the date of separation. Where both husband and wife are staff members and the spouse who separates first is entitled to removal expenses, his or her entitlement shall not cease until two years after the date of separation of the other spouse.

PRESENT TEXT

Rule 7.1.26 - Loss of Entitlement to Removal Expenses

(a) A staff member who abandons his post or resigns before completing two years of service shall not normally be entitled to payment of removal expenses. Such costs already paid may be adjusted proportionately and recovery made from other payments due to the staff member.

(b) The International Bureau shall not pay removal expenses if the removal has not taken place within two years after the date on which the staff member became entitled to removal under Rule 7.1.25, or when the staff member's services are not expected to continue for more than six months beyond the expected date of arrival of his household goods and personal effects.

(c) The International Bureau shall not pay removal expenses on separation from service if removal is not undertaken within two years after the date of separation. Where both spouses are staff members and the spouse who separates first is entitled to removal expenses, his or her entitlement shall not cease until two years after the date of separation of the other spouse.

[End of Annex VII and of document]