

ANNEX I

AMENDMENTS TO THE STAFF REGULATIONS

Salaries – Regulation 3.1

Professional Category

Scale in force as from January 1, 2009

(annual amounts in US dollars)

Grade		ECH.1 STEP1	ECH.2 STEP2	ECH.3 STEP3	ECH.4 STEP4	ECH.5 STEP5	ECH.6 STEP6	ECH.7 STEP7	ECH.8 STEP8	ECH.9 STEP9	ECH.10 STEP10	ECH.11 STEP11	ECH.12 STEP12	ECH.13 STEP13	ECH.14 STEP14	ECH.15 STEP15
P-1	P	71718	74186	76648	79109	81574	84034	86502	88961	91425	93887					
	G	46553	48036	49514	51122	52785	54450	56118	57785	59447	61114					
	D	37708	38909	40106	41308	42505	43704	44905	46105	47302	48502					
	S	35570	36675	37781	38886	39991	41095	42201	43293	44379	45466					
P-2	P	92100	94669	97227	99791	102354	104916	107478	110038	112604	115167	117727	120292			
	G	59908	61643	63375	65110	66843	68575	70310	72039	73775	75510	77242	78978			
	D	47634	48883	50130	51379	52627	53874	55123	56368	57618	58867	60114	61364			
	S	44679	45812	46941	48073	49202	50334	51484	52630	53782	54930	56076	57227			
P-3	P	112262	115131	117995	120856	123726	126590	129455	132324	135323	138458	141590	144720	147855	150986	154119
	G	73546	75483	77424	79358	81299	83235	85172	87113	89050	90988	92928	94863	96803	98739	100716
	D	57453	58848	60245	61638	63035	64429	65824	67221	68616	70011	71408	72801	74198	75592	76987
	S	53629	54912	56198	57480	58765	60046	61328	62614	63895	65178	66457	67737	69014	70294	71573
P-4	P	136592	139973	143346	146721	150104	153476	156853	160234	163608	166982	170356	173745	177116	180493	183872
	G	89982	92075	94168	96261	98356	100475	102694	104909	107126	109340	111559	113774	115991	118209	120426
	D	69287	70794	72301	73808	75316	76823	78332	79838	81346	82851	84360	85866	87374	88882	90390
	S	64521	65894	67266	68634	70002	71369	72735	74098	75460	76822	78181	79540	80898	82254	83609
P-5	P	167337	170844	174349	177860	181366	184873	188377	191889	195394	198901	202410	205925	209684		
	G	109690	111987	114285	116581	118879	121175	123474	125771	128068	130365	132662	134959	137257		
	D	83089	84651	86214	87775	89338	90899	92462	94024	95586	97148	98710	100272	101835		
	S	77190	78578	79962	81345	82726	84102	85478	86851	88222	89590	90956	92318	93680		

In force as from August 1, 2008:

P = Pensionable remuneration (Reg. 3.15)

In force as from January 1, 2009:

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

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, 2009

(annual amounts in US dollars)

Grade		ECH.1 STEP1	ECH.2 STEP2	ECH.3 STEP3	ECH.4 STEP4	ECH.5 STEP5	ECH.6 STEP6	ECH.7 STEP7	ECH.8 STEP8	ECH.9 STEP9	ECH.10 STEP10	ECH.11 STEP11	ECH.12 STEP12	ECH.13 STEP13	ECH.14 STEP14	ECH.15 STEP15
D-1	P	201097	205222	209346	213461	217585	221913	226333	230751	235162						
	G	132609	135310	138006	140707	143409	146107	148809	151578	154402						
	D	98674	100511	102344	104181	106018	107853	109690	111526	113361						
	S	91206	92802	94394	95982	97568	99150	100725	102300	103870						
D-2	P	221246	226277	231304	236327	241354	246380									
	G	145112	148187	151322	154540	157757	160974									
	D	107176	109267	111359	113451	115542	117633									
	S	98461	100226	101985	103737	105486	107225									
SDG / ADG	P	266074														
	G	177032														
	D	128071														
	S	115973														
VDG / DDG	P	287872														
	G	194820														
	D	139633														
	S	125663														

In force as from August 1, 2008:

P = Pensionable remuneration (Reg. 3.15)

In force as from January 1, 2009:

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

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

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

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Director General

In force as from January 1, 2009

(annual amounts in US dollars)

Grade		
DG	P	342772
	G	239631
	D	168760
	S	150079

In force as from August 1, 2008:

P = Pensionable remuneration (Reg. 3.15)

In force as from January 1, 2009:

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 August 1, 2008

(annual amounts in US dollars)

Grade	Augmen- tation annuelle / Annual increment	ECH. 1	ECH. 2	ECH. 3	ECH. 4	ECH. 5	ECH. 6	ECH. 7	ECH. 8	ECH. 9	ECH. 10	ECH. 11
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
G1	1094	1) 36312 2) 35626 3) 28760	37732 37048 29854	39153 38469 30948	40597 39890 32042	42076 41312 33136	43554 42734 34230	45032 44155 35324	46511 45577 36418	47989 * 46998 * 37512 *		
G2	1210	1) 40238 2) 39541 3) 31776	41873 41114 32986	43508 42686 34196	45143 44260 35406	46778 45832 36616	48414 47405 37826	50049 48977 39036	51684 50549 40246	53319 52122 41456	54954 * 53694 * 42666 *	
G3	1338	1) 44726 2) 43863 3) 35097	46534 45599 36435	48342 47336 37773	50150 49073 39111	51958 50809 40449	53766 52546 41787	55574 54282 43125	57382 56019 44463	59191 57756 45801	61071 59493 47139	63010 * 61229 * 48477 *
G4	1474	1) 49739 2) 48673 3) 38807	51731 50589 40281	53723 52503 41755	55715 54418 43229	57707 56333 44703	59699 58248 46177	61813 60162 47651	63949 62077 49125	66086 63993 50599	68222 65907 52073	70358 * 67884 * 53547 *
G5	1629	1) 55226 2) 53949 3) 42867	57427 56065 44496	59628 58181 46125	61962 60296 47754	64323 62413 49383	66684 64528 51012	69045 66658 52641	71406 68861 54270	73767 71062 55899	76128 73264 57528	78488 * 75465 * 59157 *
G6	1801	1) 61420 2) 59813 3) 47380	64030 62152 49181	66641 64490 50982	69251 66850 52783	71861 69283 54584	74471 71716 56385	77081 74149 58186	79691 76583 59987	82301 79016 61788	84912 81449 63589	87522 * 83882 * 65390 *
G7	1996	1) 68599 2) 66252 3) 52333	71491 68946 54329	74384 71643 56325	77277 74338 58321	80170 77033 60317	83062 79730 62313	85955 82425 64309	88848 85121 66305	91741 87816 68301	94633 90512 70297	97526 * 93208 * 72293 *

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. 3.4bis)

ANNEX III

AMENDMENTS TO THE STAFF REGULATIONS

Language Allowance – Regulation 3.7

FORMER TEXT

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.

(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.

PRESENT TEXT

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.

(b) The allowance is 4,788 Swiss francs (US\$ 3,222 in New York) per annum for proficiency in any two of the languages mentioned in paragraph (a) above, and 3,192 Swiss francs (US\$ 2,148 in New York) per annum for proficiency in any one of them, subject to the provisions contained in the said paragraph.

[Annex IV follows]

ANNEX IV

AMENDMENTS TO THE STAFF REGULATIONS

Dependency Allowances – Regulation 3.12(A)

FORMER TEXT

(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) 3,461 Swiss francs (US\$ 1,780 in New York and €1,790 in Brussels) 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, 3,461 Swiss francs (US\$ 1,780 in New York and €1,790 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. If the child is a dependant 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, 1,542 Swiss francs (US\$ 637 in New York and €573 in Brussels) per annum in respect of one of the following persons: a dependent parent, a dependent brother or a dependent sister.

PRESENT TEXT

(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) 3,014 Swiss francs (US\$ 2,686 outside Geneva) 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, 3,461 Swiss francs (US\$ 2,686 outside Geneva) 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 dependant 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, 1,542 Swiss francs (US\$ 940 outside Geneva) per annum in respect of one of the following persons: a dependent parent, a dependent brother or a dependent sister.

ANNEX V

AMENDMENTS TO THE STAFF REGULATIONS

Fixed-Term Appointments – Regulation 4.15

PRESENT TEXT

Fixed -Term Appointments

- (a) Fixed-term appointments under Regulation 4.14(a) are appointments granted for a period of not less than one year and not more than five years. All initial appointments shall be for a fixed term. Any such appointment may, at the discretion of the Director General, be extended one or several times for periods not exceeding five years.
- (b) Fixed-term appointments under Regulation 4.14(b) shall be for a period whose length shall be fixed by the Director General with the approval of the Coordination Committee. Any such appointment may be extended for periods whose lengths shall be fixed by the Director General with the approval of the Coordination Committee.
- (c) Fixed-term appointments under Rule 4.8.1 shall be for a period whose minimum and maximum duration are set under the terms of the relevant funds-in-trust agreement, not exceeding three years.
- (d) No initial fixed-term appointment or any extension thereof shall carry with it any expectancy of, nor imply any right to, (further) extension or conversion to a permanent appointment.
- (e) Initial fixed-term appointments shall not be granted to persons over 55 years of age, unless, in exceptional cases, the Director General waives this age limit.

PROPOSED TEXT

Fixed -Term Appointments

- (a) Fixed-term appointments under Regulation 4.14(a) are appointments granted for a period of not less than one year and not more than five years. All initial appointments shall be for a fixed term. Any such appointment may, at the discretion of the Director General, be extended one or several times for periods not exceeding five years.
- (b) Fixed-term appointments under Regulation 4.14(b) shall be for a period whose length shall be fixed by the Director General with the approval of the Coordination Committee. Any such appointment may be extended for periods whose lengths shall be fixed by the Director General with the approval of the Coordination Committee.
- (c) Fixed-term appointments under Rule 4.8.1 shall be for a period whose minimum and maximum duration are set under the terms of the relevant funds-in-trust agreement, not exceeding three years.
- (d) No initial fixed-term appointment or any extension thereof shall carry with it any expectancy of, nor imply any right to, (further) extension or conversion to a permanent appointment.
- (e) [Deleted.]

[Annex VI follows]

ANNEX VI

AMENDMENTS TO THE STAFF RULES

AMOUNTS APPLICABLE FOR THE PURPOSES OF THE EDUCATION GRANT – Staff Rule 3.11.1

Country of study (and Currency)	Maximum amount of admissible expenses	Lump sum in respect of boarding expenses	Maximum Amount of Education Grant and Lump sum	Maximum Amount of Special Education Grant and Lump sum
Austria Euro	16,719	3,709	12,539	16,719
Belgium Euro	15,458	3,452	11,593	15,458
Denmark Danish kroner	108,147	26,219	81,110	108,147
France ¹ Euro	10,263	2,995	7,697	10,263
Germany Euro	18,993	4,179	14,245	18,993
Ireland Euro	17,045	3,112	12,784	17,045
Italy Euro	18,936	3,128	14,202	18,936
Japan Japanese yen	2,324,131	607,703	1,743,098	2,324,131
Luxembourg Euro	15,458	3,452	11,593	15,458
The Netherlands Euro	16,521	3,844	12,391	16,521
(continues)				

(continued)

Country of study (and Currency)	Maximum amount of admissible expenses	Lump sum in respect of boarding expenses	Maximum Amount of Education Grant and Lump sum	Maximum Special Education Grant
Spain Euro	15,139	3,153	11,354	15,139
Sweden Swedish kronor	157,950	24,653	118,462	157,950
Switzerland Swiss franc	28,749	5,458	21,562	28,749
United Kingdom Pound sterling	22,674	3,488	17,005	22,674
United States of America ^{1) 2)} United States dollar	39,096	5,777	29,322	39,096
Other countries United States dollar (applicable to all other countries whose currencies are not listed above)	19,311	3,655	14,484	19,311

¹ For France, a separate maximum admissible expense level equal to that applicable to the United States of America is established for the following educational institutions: American School of Paris, British School of Paris, International School of Paris, American University of Paris, Marymount School of Paris, Ecole Active Bilingue Victor Hugo, Ecole Active Bilingue Jeanine Manuel and the European Management School of Lyon.

² Including educational institutions in Bulgaria, China, Hungary, Indonesia and the Russian Federation.

[Annex VII follows]

ANNEX VII

AMENDMENTS TO THE STAFF RULES

Assignment Grant– Regulation 7.1.18(d)

FORMER TEXT

Assignment Grant

(a) – (c) [No change.]

(d) When a staff member travels at the expense of the International Bureau on appointment or assignment to another duty station but is not entitled to the payment of removal costs, he shall in addition to any amount payable under paragraphs (a) to (c), above, receive a non-pensionable annual lump sum from the month following the one of his taking up duties, but not earlier than from the thirty-first day in service at the duty station. The amount of the lump sum shall correspond to US\$ 2,000 for staff members with dependants in the General Service category and at grades P-1 to P-3 in the Professional category and US\$ 1,500 for staff members without dependants. For staff members at grades P-4 and P-5 in the Professional category, the 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. The lump sum will not be paid beyond 36 months after the date on which the staff member took up his service at the duty station and in no case beyond the date on which an eventual removal takes place. The Director General may, at his discretion, authorize the continued payment 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 takes place. Staff members who are entitled to the payment of removal costs in accordance with Rule 7.1.25, but who choose not to undertake the removal, shall not normally benefit from the lump sum payment under this paragraph.

(e) – (h) [No change.]

PRESENT TEXT

Assignment Grant

(a) – (c) [No change.]

(d) When a staff member travels at the expense of the International Bureau on appointment or assignment to another duty station but is not entitled to the payment of removal costs, he shall in addition to any amount payable under paragraphs (a) to (c), above, receive a non-pensionable annual lump sum from the month following the one of his taking up duties, but not earlier than from the thirty-first day in service at the duty station. The amount of the lump sum shall correspond to **US\$ 2,100** for staff members with dependants in the General Service category and at grades P-1 to P-3 in the Professional category and **US\$ 1,580** for staff members without dependants. For staff members at grades P-4 and P-5 in the Professional category, the amounts are **US\$ 2,630** and **US\$ 1,970**, respectively, and for staff members in the Special and higher categories, **US\$ 3,150** and **US\$ 2,360**, respectively. The lump sum provided for staff members with dependants shall be payable regardless of the place of residence of the dependants. The lump sum will not be paid beyond 36 months after the date on which the staff member took up his service at the duty station and in no case beyond the date on which an eventual removal takes place. The Director General may, at his discretion, authorize the continued payment 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 takes place. Staff members who are entitled to the payment of removal costs in accordance with Rule 7.1.25, but who choose not to undertake the removal, shall not normally benefit from the lump sum payment under this paragraph.

(e) – (h) [No change.]

[Annex VIII follows]

ANNEX VIII

AMENDMENTS TO THE STAFF RULES

Joint Advisory Committee – Rule 8.2.1

FORMER TEXT

Joint Advisory Committee

- (a) The joint administrative body provided for in Regulation 8.2 shall be a Joint Advisory Committee composed as follows:
- (1) a chairman designated by the Director General from among the staff members of the International Bureau;
 - (2) two members and two alternates representing the staff; they must be staff members of the International Bureau;
 - (3) the head of the administrative services or his alternate;
 - (4) *ex officio*, as a non-voting member and as Secretary of the Committee, the Director of the Human Resources Management Division or his alternate.
- (b) Meetings of the Committee shall be convened as necessary, either upon convocation by the Director General or the Chairman, or at the request of at least two of its members.

PRESENT TEXT

Joint Advisory Committee

- (a) The joint administrative body provided for in Regulation 8.2 shall be a Joint Advisory Committee composed as follows:
- (1) a chair, and one alternate chair who shall sit on the Committee when the full chair is unable to do so, designated by the Director General from among the staff members of the International Bureau;
 - (2) two members and two alternates representing the staff; they must be staff members of the International Bureau;
 - (3) the head of the administrative services or his alternate;
 - (4) *ex officio*, as a non-voting member and as Secretary of the Committee, the Director of the Human Resources Management Department or his alternate.
- (b) Meetings of the Committee shall be convened as necessary, either upon convocation by the Director General or the Chair or at the request of at least two of its members.

[Annex IX follows]

ANNEX IX

AMENDMENTS TO THE STAFF RULES

Appeal Board – Rule 11.1.1

FORMER TEXT

Appeal Board

- (a) The administrative body provided for in Regulation 11.1 shall be an Appeal Board.
- b) (1) A staff member who, pursuant to Regulation 11.1, wishes to appeal against an administrative decision, shall as a first step address a letter to the Director General requesting that the administrative decision be reviewed. Such a letter must be sent within six weeks of the date on which the staff member received written notification of the decision.
- (2) If the staff member wishes to appeal against the answer received from the Director General, he shall submit his appeal in writing to the Chairman of the Appeal Board within three months from the date of receipt of the answer. If within six weeks of sending his letter to the Director General the staff member has not received the latter's answer, he shall, within the following six weeks, submit his appeal in writing to the Chairman of the Appeal Board.
- (3) An appeal which is not made within the time limits specified above shall not be receivable; the Board may however waive the time limits in exceptional circumstances.
- (c) The opinions and recommendations of the Appeal Board shall be advisory in character. The Director General shall give them his full consideration when taking his decision on cases where an appeal has been made.

(continues)

PRESENT TEXT

Appeal Board

- (a) The administrative body provided for in Regulation 11.1 shall be an Appeal Board.
- b) (1) A staff member who, pursuant to Regulation 11.1, wishes to appeal against an administrative decision, shall as a first step address a letter to the Director General requesting that the administrative decision be reviewed. Such a letter must be sent within **eight weeks** of the date on which the staff member received written notification of the decision, **and shall contain detailed reasons and any supporting documentation substantiating the request for review.**
- (2) If the staff member wishes to appeal against the answer received from the Director General, he shall submit his appeal in writing to the **Chair** of the Appeal Board within three months from the date of receipt of the answer. If within **eight weeks** of sending his letter to the Director General the staff member has not received the latter's answer, he shall, within the following **eight weeks**, submit his appeal in writing to the **Chair** of the Appeal Board.
- (3) An appeal which is not made within the time limits specified above shall not be receivable; the Board may however waive the time limits in exceptional circumstances.
- (c) The opinions and recommendations of the Appeal Board shall be advisory in character. The Director General shall give them his full consideration when taking his decision on cases where an appeal has been made.

(continues)

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FORMER TEXT

- (d) (1) The Appeal Board shall consist of three members:
- (i) a chairman designated by the Coordination Committee, on a proposal made by the Director General after consultation of the Staff Council, from among persons having experience in international staff matters, who is not a staff member, or former staff member, of BIRPI or the International Bureau of WIPO;
 - (ii) a member designated by the Director General from among the staff members of the International Bureau;
 - (iii) a member elected by the staff members of the International Bureau, from among the said staff members, according to a procedure fixed by the Director General after consulting the Staff Council.
- (2) For each of the members referred to in subparagraph (1)(ii) and (iii) above, an alternate, who shall sit on the Board when the full member is unable to do so, shall be designated or elected in the same way as the full member.
- (3) Should the post of chairman fall vacant between two sessions of the Coordination Committee, a new chairman shall be designated by the Director General, after consultation of the Staff Council, from among persons meeting the conditions set forth in sub-paragraph (1)(i) above. The term of office of the Chairman designated by the Director General shall expire at the time of the session of the Coordination Committee following his nomination.
- (4) The Director General shall designate a Secretary of the Appeal Board, who, for the purposes of paragraph (e) below, shall receive, record and transmit the documents of the procedure on behalf of the Chairman of the Appeal Board. The Secretary shall attend the meetings of the Board but shall not take part in its deliberations.

(continues)

PRESENT TEXT

- (d) (1) The Appeal Board shall consist of three members:
- (i) a **Chair** designated by the Coordination Committee, on a proposal made by the Director General after consultation of the Staff Council, from among persons having experience in international staff matters, who is not a staff member, or former staff member **for the past ten years**, of the International Bureau of WIPO;
 - (ii) a member designated by the Director General from among the staff members of the International Bureau;
 - (iii) a member elected by the staff members of the International Bureau, from among the said staff members, according to a procedure fixed by the Director General after consulting the Staff Council.
- (2) For each of the members referred to in subparagraph (1)(ii) and (iii) above, an alternate, who shall sit on the Board when the full member is unable to do so, shall be designated or elected in the same way as the full member.
- (3) Should the post of chair fall vacant between two sessions of the coordination committee, a new chair shall be designated by the Director General, after consultation of the Staff Council, from among persons meeting the conditions set forth in sub-paragraph (1)(i) above. The term of office of **the Chair** designated by the Director General shall expire at the time of the session of the Coordination Committee following his nomination.
- (4) The Director General shall designate a Secretary of the Appeal Board, who, for the purposes of paragraph (e) below, shall receive, record and transmit the documents of the procedure on behalf of **the Chair** of the Appeal Board. The Secretary shall attend the meetings of the Board but shall not take part in its deliberations.

(continues)

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FORMER TEXT

- (e) The procedure of the Appeal Board shall be as follows:
- (1) An official wishing to appeal shall set down his grievances in writing and address them to the Chairman of the Appeal Board; the Chairman shall transmit this document to the Director General, who shall reply in writing.
 - (2) A staff member who submits an appeal shall at all times be entitled to obtain the assistance of any person whom he may choose.
 - (3) The Director General shall have four weeks from the date of receipt by the Appeal Board of the appeal to submit his reply, a copy of which shall be transmitted to the appellant.
 - (4) The appellant may submit a rejoinder within two weeks from the date of the Appeal Board's receipt of the Director General's reply, a copy of which shall be transmitted to the Director General, and the Director General may submit a surrejoinder within two weeks of the Appeal Board's receipt of the rejoinder, a copy of which shall be transmitted to the appellant.

(continues)

PRESENT TEXT

- (e) The procedure of the Appeal Board shall be as follows:
- (1) An official wishing to appeal shall set down his grievances in writing and address them to **the Chair** of the Appeal Board; **the Chair** shall transmit this document to the Director General, who shall, subject to the provisions of sub-paragraph (3), below, reply in writing.
 - (2) A staff member who submits an appeal shall at all times be entitled to obtain the assistance of any person whom he may choose.
 - (3)
 - (i) **If the Chair considers an appeal to be clearly irreceivable or devoid of merit he may instruct the Secretary to forward it to the Director General for information only;**
 - (ii) **When it takes up such appeal, the Appeal Board may either dismiss it summarily as clearly irreceivable or devoid of merit or else order that the procedure prescribed below be followed.**
 - (4) The Director General shall, **subject to the provisions of sub-paragraph (3), above, have eight weeks** from the date of receipt by the Appeal Board of the appeal to submit his reply, a copy of which shall be transmitted to the appellant.
 - (5) The appellant may submit a rejoinder within **four weeks** from the date of the Appeal Board's receipt of the Director General's reply, a copy of which shall be transmitted to the Director General, and the Director General may submit a surrejoinder within **four weeks** of the Appeal Board's receipt of the rejoinder, a copy of which shall be transmitted to the appellant.

(continues)

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FORMER TEXT

- (5) Upon receipt of the Director General's reply, or in the case that a rejoinder and surrejoinder are submitted, then upon receipt of the surrejoinder, the pleadings shall be considered closed and no further submissions will be accepted or sought from either the appellant or the Director General.
- (6) The Appeal Board shall have the discretion to extend the foregoing deadlines in exceptional circumstances.
- (7) The deliberations of the Appeal Board shall begin not later than eight weeks following the date on which the appeal was submitted in writing.
- (8) The conclusions of the Appeal Board shall be communicated in writing to the Director General within twelve weeks of the date on which the appeal was submitted in writing; a copy shall be transmitted immediately to the appellant by the Chairman of the Appeal Board.

PRESENT TEXT

- (6) Upon receipt of the Director General's reply, or in the case that a rejoinder and surrejoinder are submitted, then upon receipt of the surrejoinder, the pleadings shall be considered closed and no further submissions will be accepted or sought from either the appellant or the Director General.
- (7) The Appeal Board shall have the discretion to extend the foregoing deadlines in exceptional circumstances.
- (8) The deliberations of the Appeal Board shall begin not later than **twelve weeks** following the date on which the appeal was submitted in writing.
- (9) The conclusions of the Appeal Board shall be communicated in writing to the Director General within **eight weeks of the close of pleadings**; a copy shall be transmitted immediately to the appellant by **the Chair** of the Appeal Board.

ANNEX X

AMENDMENTS TO THE STAFF RULES

Travel Conditions – Rule 7.1.9(b)

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) 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 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) 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;

(continues)

AMENDED 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 shall travel first class.**
 - (2) – (7) [No change]

(continues)

PRESENT TEXT

(continued)

(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; 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) – (f) [No change]

AMENDED TEXT

(continued)

(c) - (f) [No change]

[Annex XI follows]