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AMENDMENTS TO STAFF REGULATIONS AND RULES

Document prepared by the Director General

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I. INTRODUCTION

1. Amendments to the Staff Regulations and to the Staff Rules are presented to the WIPO Coordination Committee for approval and for notification, respectively.

2. These amendments are presented as part of the ongoing review of the Staff Regulations and Rules, which allows WIPO to maintain a sound regulatory framework that adapts swiftly to, and supports, the changing needs and priorities of the Organization, while ensuring alignment with best practices in the United Nations (UN) common system.

II. AMENDMENTS TO STAFF REGULATIONS (FOR APPROVAL)

3. The proposed amendments to the Staff Regulations are provided in Annex I. The main amendments are explained below.

Regulation 3.11 – Special Post Allowance

4. It is proposed to add two new provisions and to move some of the current provisions to a new Staff Rule (see paragraph 14 below). The first new provision in the Regulation sets out the principle (as in other organizations of the UN common system) that staff are expected to assume for short periods, as a normal part of their customary work and without extra compensation, the duties and responsibilities of higher-graded posts. The second new provision safeguards in the Regulation itself the obligation to pay the special post allowance (SPA) after a certain period of time, while ensuring in the (new) Rule a degree of flexibility as to the conditions under which the allowance may be paid.

5. A provision will also be deleted, which currently allows, as an exceptional measure, the immediate payment of the SPA “when temporary additional work has to be performed, for example during conferences”. This provision is outdated and inconsistent with the above-mentioned principles. Furthermore, “temporary additional work” does not justify the payment of an SPA, but should be compensated in accordance with Regulation 3.12 and the related Rules on “Overtime”.

Regulation 4.19 – Permanent Appointments

Deletion of References to Permanent Appointments

6. It is proposed to delete Regulation 4.19 and to move the relevant provisions to Regulation 12.5 on “Transitional Measures”. This is because the granting of permanent appointments was replaced by continuing appointments since 2012, and permanent appointments may only be granted, as a transitional measure, to a limited number of staff members who have an acquired right to be considered for this type of appointment.

7. If the deletion of Regulation 4.19 is approved, references to permanent appointments will also be deleted from a number of Regulations and Rules.¹ References to permanent appointments will only be kept in Regulations 9.2(e) and 12.5(b) (re-numbered 12.5(a)). The Regulations concerned by the deletion of the references to permanent appointments are, as detailed in Annex I:

Regulation 4.4 – Promotion
Regulation 4.15 – Types of Appointments
Regulation 4.17 – Fixed-Term Appointments

¹ Namely, Rules 2.2.1, 4.13.1, 4.13.2, 4.20.1, and 9.2.2.

- Regulation 5.2 – Special Leave
- Regulation 7.3 – Travel-Related Entitlements
- Regulation 9.2 – Termination
- Regulation 9.4 – Termination for Reasons of Health
- Regulation 9.6 – Notice of Resignation
- Regulation 9.7 – Notice of Termination
- Regulation 9.8 – Termination Indemnity
- Regulation 9.9 – Repatriation Grant
- Regulation 9.12 – Grant on Death
- Regulation 12.5 – Transitional Measures

Regulation 12.3 – Interpretation of the Staff Regulations and Rules

8. It is proposed, notably, to add a new provision in this Regulation to confirm that the Director General may issue administrative issuances (such as Office Instructions), which prescribe further conditions and procedures for the implementation of the Staff Regulations and Rules. This new provision will allow removing the references to Office Instructions throughout the Staff Regulations and Rules without creating a gap (see paragraph 11 below).

Regulation 12.5 – Transitional Measures

9. It is proposed to incorporate, in the transitional measure on permanent appointments, the deleted provisions of Regulation 4.19 (see paragraph 6 above).

10. It is further proposed to delete six transitional measures, because there are no more eligible staff members. The deleted provisions are: paragraph (a) on “Settlement of Claims”; paragraph (f) on “Repatriation Grant”; paragraph (h) on the transitional allowance for dependent children; paragraph (i) on the (former) mobility allowance; paragraph (j) on the (former) non-removal allowance; and paragraph (l) related to the age limit for retirement.

Deletion of references to Office Instructions

11. It is proposed to remove the references to “Office Instructions” throughout the Staff Regulations and Rules. The objective is to give WIPO the required flexibility to select the appropriate instrument, limit the use of Office Instructions for high-level policies and strategies, and streamline WIPO’s regulatory framework. This change is also aligned with the Staff Regulations and Rules in other organizations of the UN common system. The Regulations concerned include, as detailed in Annex I:

- Regulation 1.8 – Honors and Gifts
- Regulation 3.4 – Dependency Allowances for Staff Members in the General Service and National Professional Officer Categories
- Regulation 3.5 – Initial Salary
- Regulation 3.9 – Rental Subsidy
- Regulation 3.18 – Salary Deductions
- Regulation 3.24 – Field Allowances and Benefits
- Regulation 4.14 – Inter-Agency Movements
- Regulation 4.18 – Continuing Appointments
- Regulation 8.2 – Advisory Body
- Regulation 9.4 – Termination for Reasons of Health

Other Amendments

12. Other amendments, which are less substantive in nature or merely editorial, are also proposed to the following Regulations, as detailed in Annex I:

Regulation 0.1	–	Scope and Purpose
Regulation 1.7	–	Communication of Information
Regulation 3.8	–	Post Adjustment
Regulation 4.20	–	Accountability and Performance Management
Regulation 7.1	–	Travel Expenses
Regulation 7.2	–	Duty Travel
Regulation 7.3	–	Travel-Related Entitlements
Regulation 9.4	–	Termination for Reasons of Health
Regulation 9.5	–	Resignation

III. AMENDMENTS TO STAFF RULES (FOR NOTIFICATION)

A. AMENDMENTS TO STAFF RULES – OTHER THAN CHAPTER VII

13. The amendments to the Staff Rules, other than those related to Chapter VII (“Travel and Removal Expenses”), are provided in Annex II. The main amendments are explained below.

(New) Rule 3.11.1 – Special Post Allowance

14. Subject to the approval of the proposed amendments to Regulation 3.11 (see paragraph 4 above), a new Rule 3.11.1 will be introduced. It incorporates, with a few modifications, some of the provisions currently contained in Regulation 3.11. The objective is to give the Administration more flexibility regarding the payment of the SPA, including by allowing derogations to be made where appropriate in the interest of staff.

15. The requirement for the higher-graded post to be “vacant” will be removed. This requirement prevents the payment of the SPA in situations where it would otherwise be justified, for example when a staff member has to perform the duties and responsibilities of a higher-graded post whose incumbent is on extended sick leave. In addition, the amended provision will make the payment of the SPA conditional on the staff member’s satisfactory performance.

16. A condition that will remain unchanged is that the SPA is only payable after three consecutive months of service at the higher grade.

Rule 4.9.5 – Reserve Lists

17. This Rule will be amended to extend the period of validity of reserve lists from one to two years. This is to expedite recruitment, in the interest of the service, when the same post or a post at the same grade with similar functions becomes vacant.

Rule 4.10.1 – Composition and Rules of Procedure of Appointment Boards

18. Currently, this Rule prevents Appointment Boards from including members whose grade is lower than that of the vacant post and/or who are temporary staff members. It will be amended to allow an exception for the authorized representative of the Director of the Human Resources Management Department (HRMD), bearing in mind that the role of the HR representative is a technical one, that is, to provide recruitment expertise mainly. This change is necessitated by

the fact that HRMD has limited staff resources and a limited number of staff members at levels P5 and above.

Rule 6.2.2 – Sick Leave and Special Leave for Prolonged Illness

Rule 6.2.7 – Health Protection and Insurance for Temporary Staff Members

19. One of the changes aims to allow the use of leave for family-related emergencies for more than three consecutive working days. This is to provide increased flexibility for staff who face a family-related emergency. The other change will increase the time limit for the submission of medical certificates of sick leave, from four to 10 working days following the initial absence from duty. This is to increase flexibility for staff and facilitate operational follow up.

Rule 8.1.1 – Staff Council

20. This Rule will be amended to make it clearer that the obligation to consult the Staff Council is limited to matters of policy, and does not include any and all questions that may arise on the subject of staff welfare and personnel administration.

Rule 10.1.2 – [Disciplinary] Procedure

21. This Rule will be amended to replace the reference to the standard of proof of “clear and convincing evidence” with that of “beyond a reasonable doubt”, in line with the jurisprudence of the Administrative Tribunal of the International Labour Organization, as interpreted by it in the context of the law of the international civil service.

Rule 11.4.1 – Administrative Resolution of Workplace-Related Conflicts and Grievances

22. This Rule was amended with effect from January 1, 2022. Notably, the 90-day time limit for the submission of harassment complaints to the Internal Oversight Division (IOD) was removed, in the interest of potential victims. This amendment ensures consistency with IOD’s investigative framework, which does not set any time limit for the submission of reports of possible misconduct, regardless of the nature of the allegation. It further ensures consistency with the UN System Model Policy on Sexual Harassment issued by the Chief Executives Board for Coordination (CEB), which states that formal reports of sexual harassment should not be subject to deadlines.²

Other Amendments

23. Other amendments, which are merely editorial and/or aimed at removing references to permanent appointments and Office Instructions (see paragraphs 7 and 11 above) will be made to the following Rules, as detailed in Annex II:

- Rule 1.3.2 – Working Time
- Rule 1.3.3 – Authorized Absences
- Rule 2.2.1 – Implementation of a Reclassification Decision
- Rule 4.13.1 – Reappointment
- Rule 4.13.2 – Reinstatement
- Rule 4.20.1 – Performance Appraisal of Staff Members on Fixed-term, Continuing and Permanent Appointments

² See https://unsceb.org/sites/default/files/imported_files/UN%20System%20Model%20Policy%20on%20Sexual%20Harassment_FINAL_0.pdf

- Rule 4.20.2 – Performance Appraisal of Temporary Staff Members
- Rule 5.2.1 – Special Leave for Temporary Staff Members
- Rule 6.2.1 – Medical Insurance
- Rule 6.2.3 – Maternity Leave
- Rule 6.2.4 – Paternity Leave
- Rule 6.2.5 – Adoption Leave
- Rule 6.2.6 – Compensation for Loss of or Damage to Personal Effects Attributable to Service
- Rule 9.2.2 – Termination of Appointment of Temporary Staff Members
- Rule 9.9.1 – Repatriation Grant
- Rule 11.3.2 – Office of the Ombudsperson

B. AMENDMENTS TO STAFF RULES – CHAPTER VII (TRAVEL AND REMOVAL EXPENSES)

24. Chapter VII on “Travel and Removal Expenses” has been reviewed in its entirety as part of a broader effort to streamline WIPO’s regulatory framework. A number of provisions will be moved to separate administrative issuances.

25. The final version of Chapter VII is provided in Annex III. A blackline version setting out the changes with brief explanations is provided in Annex IV.

26. The few substantive changes are explained below.

Class of air travel for the Director General (Current Rule 7.2.5(b)(1) – Travel Conditions / New Rule 7.1.5(e)(1) – Route, Mode and Conditions of Transportation)

27. The provision will be amended to change the class of air travel for the Director General from first class to business class. In practice, this change has been implemented since October 2020, when the new Director General took office. This amendment will allow WIPO to fully implement a recommendation issued by the Joint Inspection Unit in 2017, which had not been implemented insofar as the Director General’s travels were concerned.³

Higher DSA rates for senior staff (Current Rule 7.2.9(b) / New Rule 7.1.9(b) – Daily Subsistence Allowance)

28. The provision will be amended to reflect WIPO’s longstanding practice of paying higher DSA rates to senior staff (D1 and above)⁴ and to ensure consistency between this practice and the Rule.⁵ It will also be amended to specify that the higher DSA rates only apply to duty travel, and not to travel on appointment, transfer, separation or home leave.

Settling-in Grant (Current Rule 7.3.2 / New Rule 7.2.1)

29. This provision will be amended to stipulate that the higher DSA rates paid to senior staff (see paragraph 28 above) do not apply to the DSA portion of the settling-in grant.

³ See notably [WO/PBC/28/15](#) (Report of the Program and Budget Committee, 28th Session, September 2018), at paragraph 165; [WO/PBC/31/14](#) (Report of the Program and Budget Committee, 31st Session, September 2020), at paragraph 116; and [WO/PBC/33/15](#) (Report of the Program and Budget Committee, 33rd Session, September 2021), at paragraph 154.

⁴ See [WO/PBC/28/6](#) (Progress report on the implementation of JIU recommendations, Program and Budget Committee, 28th Session, September 2018), at paragraph 9, as well as Annex I, page 8. See also [WO/PBC/28/15](#) (Report of the Program and Budget Committee, 28th Session, September 2018), at page 40.

⁵ Staff Rule 7.2.9(b) currently states that the DSA rates applicable to WIPO Directors, Assistant Directors General and Deputy Directors General, notably, are those established by the UN for officials in the same categories. However, the UN stopped paying higher DSA rates to these categories in 2004.

Removal Expenses (Current Rule 7.3.6 / New Rule 7.2.2)

30. The provision which allows staff members to request the payment by WIPO of their storage costs will be deleted. Staff members who wish to store all or part of their household goods on assignment to a new duty station will have to opt for the relocation lump sum. This is to simplify administrative processes.
31. The provision which allows staff members to request the payment by WIPO of the removal of their automobile will also be deleted as it is outdated.

32. *The WIPO Coordination Committee is invited:*

(i) to approve the amendments to the Staff Regulations as provided in Annex I, document WO/CC/81/2; and

(ii) to note the amendments to the Staff Rules as provided in Annexes II, III and IV, document WO/CC/81/2.

[Annexes follow]

PROPOSED AMENDMENTS TO STAFF REGULATIONS

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
<p>Regulation 0.1</p> <p>Scope and Purpose</p>	<p>[...]</p> <p>(b) These Staff Regulations and Rules shall apply solely to all individuals who are employed by the International Bureau under either a temporary appointment (as defined in Regulation 4.16), a fixed-term appointment (as defined in Regulation 4.17), a permanent appointment (as defined in Regulation 4.19) or a continuing appointment (as defined under Regulation 4.18) (hereinafter referred to as “staff members”).</p> <p>(c) Unless otherwise stated in the present Staff Regulations and Rules, the conditions of service, benefits, allowances and entitlements of holders of temporary appointments under Regulation 4.16 shall be the same as those of holders of fixed-term, permanent or continuing appointments under these Regulations and Rules.</p> <p>(d) As per paragraph (b) above, the present Staff Regulations and Rules shall not apply to interns, individuals employed on a daily basis for a total period not exceeding 30 days (“daily employees”), and all those individuals that the International Bureau may need to engage under appointments other than those listed in paragraph (b) above. The conditions of service of the persons identified in the present paragraph (d) shall be prescribed by the Director General.</p> <p>(e) The Director General shall decide, in each case, to which posts part-time employment may apply, and shall prescribe by specific rules the conditions applicable to staff members so employed, on a pro rata basis of their normal working week in relation to that of staff members in full-time employment.</p>	<p>[...]</p> <p>(b) These Staff Regulations and Rules shall apply solely to all individuals who are employed by the International Bureau under either a temporary appointment (as defined in Regulation 4.16), a fixed-term appointment (as defined in Regulation 4.17), a permanent appointment (as defined in Regulation 4.19 12.5 4.19) or a continuing appointment (as defined under Regulation 4.18) (hereinafter referred to as “staff members”).</p> <p>(c) Unless otherwise stated in the present Staff Regulations and Rules, the conditions of service, benefits, allowances and entitlements of holders of temporary appointments under Regulation 4.16 shall be the same as those of holders of fixed-term, permanent or continuing appointments under these Regulations and Rules.</p> <p>(c)(d) As per paragraph (b) above, the present Staff Regulations and Rules shall not apply to interns, fellows individuals employed on a daily basis for a total period not exceeding 30 days (“daily employees”), and all those individuals that the International Bureau may need to engaged under appointments other than those listed in paragraph (b) above. The conditions of service of the persons identified in the present paragraph (d) shall be prescribed by the Director General.</p> <p>(d) (e)The Director General shall decide, in each case, to which posts part-time employment may apply, and shall prescribe by specific rules the conditions applicable to staff members in part-time employment so employed, on a pro rata basis of their normal working week in relation to that of staff members in full-time employment.</p>	<p>Para. (b): Change in numbering only (to reflect the deletion of Regulation 4.19 on “Permanent Appointments” and the transfer of the relevant provisions to Regulation 12.5 on “Transitional Measures”).</p> <p>Para. (c): Deleted as unnecessary. This is clear from the other provisions of the Staff Regulations and Rules.</p> <p>Para. (d): The reference to “daily employees” is deleted as outdated, and a reference to “fellows” is added as one category of non-staff employees.</p> <p>Para. (e): Annex V to the Staff Regulations and Rules provides the rules applicable to staff members in part-time employment.</p>

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
<p>Regulation 1.7</p> <p>Communication of Information</p>	<p>[...]</p> <p>(d) Protection by the International Bureau against retaliation will be extended to staff members provided that the staff member has made the report through established internal channels, unless there is an exceptional and demonstrable reason indicating that the use of established internal channels carries the risk of aggravation of the wrongdoing (including the failure to act on the report in a reasonable time or concealment of the wrongdoing), threatens the preservation of the staff member's anonymity or there is a justifiable apprehension of retaliation.</p> <p>[...]</p>	<p>[...]</p> <p>(d) Protection by the International Bureau against retaliation will be extended to staff members provided that the staff member has made the report through established internal channels, unless there is an exceptional and demonstrable reason indicating that the use of established internal channels carries the risk of aggravation of the alleged wrongdoing (including the failure to act on the report in a reasonable time or concealment of the alleged wrongdoing), threatens the preservation of the staff member's anonymity or there is a justifiable apprehension of retaliation.</p> <p>[...]</p>	<p>To clarify that at this stage of the process, wrongdoing is not established but alleged.</p>
<p>Regulation 1.8</p> <p>Honors and Gifts</p>	<p>(a) No staff member shall accept any honor, decoration, favor, gift or remuneration from any source external to the International Bureau, without first obtaining the approval of the Director General. Approval shall be granted only where such honor, decoration, favor, gift or remuneration is not incompatible with the staff member's status as an international civil servant. The Director General shall prescribe guidelines for the interpretation of the present Regulation through an Office Instruction.</p> <p>[...]</p>	<p>(a) No staff member shall accept any honor, decoration, favor, gift or remuneration from any source external to the International Bureau, without first obtaining the approval of the Director General. Approval shall be granted only where such honor, decoration, favor, gift or remuneration is not incompatible with the staff member's status as an international civil servant. The Director General shall prescribe guidelines for the interpretation of the present Regulation through an Office Instruction.</p> <p>[...]</p>	<p>To remove the references to Office Instructions.</p>
<p>Regulation 3.4</p> <p>Dependency Allowances for Staff Members in the General Service and National Professional Officer Categories</p>	<p>[...]</p> <p>(b) (g) locally recruited staff members in the General Service category shall be eligible for the reimbursement of 75 per cent of the education levy applied by the Canton of Geneva and the Canton of Vaud, under conditions to be prescribed by an Office Instruction.</p>	<p>[...]</p> <p>(g) locally recruited staff members in the General Service category shall be eligible for the reimbursement of 75 per cent of the education levy applied by the Canton of Geneva and the Canton of Vaud, under conditions to be prescribed by the Director General an Office Instruction.</p>	<p>To remove the references to Office Instructions.</p>
<p>Regulation 3.5</p> <p>Initial Salary</p>	<p>[...]</p>	<p>[...]</p>	<p>To remove the references to Office Instructions.</p>

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
	<p>(c) In instances in which the Organization was unable to attract suitably qualified candidates in highly specialized fields, the Director General may authorize the payment of an incentive for the recruitment of experts in such fields, under conditions and procedures prescribed in an Office Instruction. The amount of the recruitment incentive shall not exceed 25 per cent of the annual net base salary for each year of the initial appointment.</p> <p>[...]</p>	<p>(c) In instances in which the Organization was unable to attract suitably qualified candidates in highly specialized fields, the Director General may authorize the payment of an incentive for the recruitment of experts in such fields, under conditions and procedures prescribed by the Director General in an Office Instruction. The amount of the recruitment incentive shall not exceed 25 per cent of the annual net base salary for each year of the initial appointment.</p> <p>[...]</p>	
<p>Regulation 3.8 Post Adjustment</p>	<p>[...]</p> <p>(b) [...]</p> <p>(1) when a staff member is assigned to a duty station for less than 12 months, the Director General shall decide at the time of assignment whether to apply the post adjustment applicable to that duty station and, if appropriate, to pay the settling-in grant under Rule 7.3.2(a) or, in lieu of the above, to authorize appropriate daily subsistence allowance in accordance with Rule 7.2.9;</p>	<p>[...]</p> <p>(b) [...]</p> <p>(1) when a staff member is assigned to a duty station for less than 12 months, the Director General shall decide at the time of assignment whether to apply the post adjustment applicable to that duty station and, if appropriate, to pay the settling-in grant under Rule 7.2.1 7.3.2(a) or, in lieu of the above, to authorize appropriate daily subsistence allowance in accordance with Rule 7.1.9 7.2.9;</p>	<p>Change in numbering only (see Annexes III and IV).</p>
<p>Regulation 3.9 Rental Subsidy</p>	<p>Internationally recruited staff members shall be eligible to receive a rental subsidy for an amount and under such conditions as are established by the ICSC. The details shall be prescribed by an Office Instruction. This Regulation shall not apply to temporary staff members.</p>	<p>Internationally recruited staff members shall be eligible to receive a rental subsidy for an amount and under such conditions as are established by the ICSC and prescribed by the Director General in an administrative issuance. The details shall be prescribed by an Office Instruction. This Regulation shall not apply to temporary staff members.</p>	<p>To remove the references to Office Instructions.</p>
<p>Regulation 3.11 Special Post Allowance</p>	<p>(a) A non-pensionable special post allowance shall be paid to any staff member on a fixed-term, permanent or continuing appointment who is temporarily required to assume the responsibilities and duties of a vacant post at a grade higher than that of the post he or she occupies. This allowance shall be payable as from the date the staff member has performed for a continuing period of three months the</p>	<p><u>Staff members are expected to assume for short periods, as a normal part of their customary work and without extra compensation, the duties and responsibilities of a higher-graded post. However, a non-pensionable special post allowance shall be paid to staff members who are required to perform such duties for an extended period, as</u></p>	<p>The first new sentence sets out the principle (as in other organizations of the UN common system) that staff are expected to assume for short periods, as a normal part of their customary work and without extra compensation, the duties and responsibilities of higher-graded posts. The second new sentence safeguards in the Regulation itself the obligation to pay the special post allowance (SPA) after a certain</p>

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
	<p>full duties of the higher-grade post, which were entrusted to him or her.</p> <p>(b) As an exceptional measure, when temporary additional work has to be performed, for example during conferences, the Director General shall be authorized to pay the special post allowance from the date on which the staff member concerned assumes the duties of the higher grade post.</p> <p>(c) The special post allowance shall be equal to the salary increase which the staff member would have received if he or she had been promoted to the grade of the post in which he or she is serving.</p> <p>(d) Any extension of the allowance beyond 12 months may only be authorized under exceptional circumstances, for example, in the event that the administrative procedures for filling the vacant post have not been completed. In the event that an extension beyond 12 months is required, the administration shall document the reasons therefor in writing. In no event shall such further extension exceed 12 months.</p> <p>(e) This Regulation shall not apply to temporary staff members.</p>	<p><u>prescribed by Rule 3.11.1. This Regulation shall not apply to temporary staff members.</u></p> <p>(a) A non-pensionable special post allowance shall be paid to any staff member on a fixed term, permanent or continuing appointment who is temporarily required to assume the responsibilities and duties of a vacant post at a grade higher than that of the post he or she occupies. This allowance shall be payable as from the date the staff member has performed for a continuing period of three months the full duties of the higher grade post, which were entrusted to him or her.</p> <p>(b) As an exceptional measure, when temporary additional work has to be performed, for example during conferences, the Director General shall be authorized to pay the special post allowance from the date on which the staff member concerned assumes the duties of the higher grade post.</p> <p>(c) The special post allowance shall be equal to the salary increase which the staff member would have received if he or she had been promoted to the grade of the post in which he or she is serving.</p> <p>(d) Any extension of the allowance beyond 12 months may only be authorized under exceptional circumstances, for example, in the event that the administrative procedures for filling the vacant post have not been completed. In the event that an extension beyond 12 months is required, the administration shall document the reasons therefor in writing. In no event shall such further extension exceed 12 months.</p> <p>(e) This Regulation shall not apply to temporary staff members.</p>	<p>period of time, while ensuring in the (new) related Rule a degree of flexibility as to the conditions under which it may be paid.</p> <p>Paras. (a), (c), (d) and (e): These provisions will be moved to new Rule 3.11.1, with a few modifications (see Annex II). The objective is to give the Administration more flexibility regarding the payment of the SPA, including by allowing derogations to be made where appropriate in the interest of staff.</p> <p>Para. (b): Deleted entirely as outdated and inconsistent with the principles set out in the new provisions. Furthermore, “temporary additional work” does not justify the payment of an SPA, but should be compensated in accordance with Regulation 3.12 and the related Rules on “Overtime”.</p>
<p>Regulation 3.18</p>	<p>[...]</p>	<p>[...]</p> <p>(d) payments on any debt due to third parties when such debt comprises a court order against a staff</p>	<p>To remove the references to Office Instructions.</p>

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
Salary Deductions	(d) payments on any debt due to third parties when such debt comprises a court order against a staff member to make payments for the support of his or her spouse or former spouse and/or children (“family support orders”) under the conditions prescribed in an Office Instruction, when such deduction has been authorized by the Director General;	member to make payments for the support of his or her spouse or former spouse and/or children (“family support orders”) under the conditions prescribed by the Director General in an Office Instruction , when such deduction has been authorized by the Director General; [...]	
Regulation 3.24 Field Allowances and Benefits	(a) Field allowances and benefits shall be paid as prescribed by the Director General in an Office Instruction on the basis of conditions and procedures promulgated by the ICSC. [...]	(a) Field allowances and benefits shall be paid as prescribed by the Director General in an Office Instruction on the basis of conditions and procedures promulgated by the ICSC. [...]	To remove the references to Office Instructions.
Regulation 4.4 Promotion	[...] (c) Without prejudice to the recruitment of fresh talent, fixed-term, permanent or continuing staff members shall be given reasonable promotion opportunities. [...]	[...] (c) Without prejudice to the recruitment of fresh talent, fixed-term and permanent or continuing staff members shall be given reasonable promotion opportunities. [...]	To remove the references to permanent appointments.
Regulation 4.14 Inter-agency movements	[...] (c) In the case of a transfer from an organization applying the United Nations common system of salaries and allowances, the length of service of the staff member with the releasing organization shall be taken into account when considering the eligibility for a continuing appointment pursuant to Regulation 4.18, in line with the policy of the International Bureau, which shall be prescribed by an Office Instruction. [...]	[...] (c) In the case of a transfer from an organization applying the United Nations common system of salaries and allowances, the length of service of the staff member with the releasing organization shall be taken into account when considering the eligibility for a continuing appointment pursuant to Regulation 4.18, in line with the policy of the International Bureau, which shall be prescribed by an Office Instruction . [...]	To remove the references to Office Instructions.
Regulation 4.15 Types of Appointment	(a) Staff members in the General Service, Professional and higher and categories shall be granted either temporary, fixed-term, continuing, or permanent appointments.	(a) Staff members in the General Service, National Professional Officer , Professional and higher and Director categories shall be granted either temporary, fixed-term, or continuing, or permanent appointments.	To remove the references to permanent appointments.

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
	<p>(b) Staff members in the National Professional Officer category shall be granted either temporary, fixed-term, or continuing appointments.</p> <p>(c) Deputy Directors General and Assistant Directors General shall be granted fixed-term appointments.</p>	<p>(b) Staff members in the National Professional Officer category shall be granted either temporary, fixed term, or continuing appointments.</p> <p>(c) (b) Deputy Directors General and Assistant Directors General shall be granted fixed-term appointments.</p>	
<p>Regulation 4.17</p> <p>Fixed-Term Appointments</p>	<p>[...]</p> <p>(c) Fixed-term appointments granted to Deputy Directors General and Assistant Directors General under Regulation 4.15(c) 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.</p> <p>[...]</p> <p>(f) Fixed-term appointments granted for approved projects shall be for a period whose minimum and maximum duration are tied to the funding and terms of reference of the project. The overall duration of a fixed-term appointment for a project shall normally not exceed five years. Fixed-term appointments granted for approved projects shall not be converted to a permanent or continuing appointment. During their service, the holders of such appointments may apply for any vacancies at the International Bureau as external candidates.</p> <p>[...]</p>	<p>[...]</p> <p>(c) Fixed-term appointments granted to Deputy Directors General and Assistant Directors General under Regulation 4.15(c) 4.15(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.</p> <p>[...]</p> <p>(f) Fixed-term appointments granted for approved projects shall be for a period whose minimum and maximum duration are tied to the funding and terms of reference of the project. The overall duration of a fixed-term appointment for a project shall normally not exceed five years. Fixed-term appointments granted for approved projects shall not be converted to a permanent or continuing appointment. During their service, the holders of such appointments may apply for any vacancies at the International Bureau as external candidates.</p> <p>[...]</p>	<p>Para. (c): Change in numbering only.</p> <p>Para. (f): To remove the references to permanent appointments. Project staff members are not eligible for permanent appointments.</p>
<p>Regulation 4.18</p> <p>Continuing Appointments</p>	<p>(a) Continuing appointments are appointments of unlimited duration. A continuing appointment may be granted, under conditions prescribed in an Office Instruction, to a staff member in the Director, Professional, National Professional Officer or General Service categories who has completed five years of continuous service, whose qualifications, performance and conduct have fully demonstrated his or her</p>	<p>(a) Continuing appointments are appointments of unlimited duration. A continuing appointment may be granted, under conditions prescribed in an Office Instruction, by the Director General to a staff member in the Director, Professional, National Professional Officer or General Service categories who has completed five years of continuous service, whose qualifications, performance and conduct have</p>	<p>To remove the references to Office Instructions.</p>

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
	<p>suitability as an international civil servant and who has shown that he or she meets the standards required under Regulation 4.1.</p> <p>(c) [...]</p>	<p>fully demonstrated his or her suitability as an international civil servant and who has shown that he or she meets the standards required under Regulation 4.1.</p> <p>[...]</p>	
<p>Regulation 4.19 Permanent Appointments</p>	<p>Regulation 4.19 Permanent Appointments</p> <p>(a) Permanent appointments are appointments of unlimited duration. A permanent appointment may be granted, under conditions prescribed in an Office Instruction, to a staff member in the Director, Professional or General Service categories who was holding a fixed-term appointment as at December 31, 2011, who has completed seven years of continuous service, whose qualifications, performance and conduct have fully demonstrated his or her suitability as an international civil servant and who has shown that he or she meets the standards required under Regulation 4.1.</p> <p>(b) Permanent appointments shall be granted at the discretion of the Director General.</p>	<p>Regulation 4.19 Permanent Appointments</p> <p>(a) Permanent appointments are appointments of unlimited duration. A permanent appointment may be granted, under conditions prescribed in an Office Instruction, to a staff member in the Director, Professional or General Service categories who was holding a fixed-term appointment as at December 31, 2011, who has completed seven years of continuous service, whose qualifications, performance and conduct have fully demonstrated his or her suitability as an international civil servant and who has shown that he or she meets the standards required under Regulation 4.1.</p> <p>(b) Permanent appointments shall be granted at the discretion of the Director General.</p>	<p>Regulation deleted. Provisions moved to Regulation 12.5 on “Transitional Measures”, given that permanent appointments may only be granted, as a transitional measure, to a very limited number of staff members.</p>
<p>Regulation 4.20 Accountability and Performance Management</p>	<p>Regulation 4.20</p>	<p>Regulation <u>4.19</u> 4.20</p>	<p>Change in numbering only.</p>
<p>Regulation 5.2 Special Leave</p>	<p>(c) [...] Periods of special leave with partial pay or without pay exceeding one month shall not be counted towards accrued years of service for eligibility requirements for a permanent or continuing appointment.</p>	<p>(c) [...] Periods of special leave with partial pay or without pay exceeding one month shall not be counted towards accrued years of service for eligibility requirements for a permanent or continuing appointment.</p>	<p>To remove the references to permanent appointments.</p>
<p>Regulation 7.1 Travel Expenses</p>	<p>Regulation 7.1 Travel Expenses</p> <p>Subject to conditions and definitions prescribed by the Director General, the International</p>	<p>Regulation 7.1 Travel and Relocation Expenses</p> <p>Subject to conditions and procedures definitions prescribed by the Director General, the International</p>	<p>Editorial changes. Reference to “dependants” replaced by “eligible family members”, as a spouse does not have to be a dependant within the meaning of Staff Regulation 3.2 to be eligible for travel and removal expenses.</p>

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
	<p>(6) if the staff member no longer has a post as a result of a reclassification: [...] (ii) permanent or continuing staff members whose appointments are terminated as a result of reclassification shall be given a termination indemnity pursuant to Regulation 9.8(a)(6). [...] (f) Any staff member whose permanent or continuing appointment is terminated as a result of the abolition of a post shall normally be offered an appointment to another suitable post for which he or she has applied, and for which he or she is considered to possess the necessary qualifications if such a post becomes vacant within a period of two years after the date on which the termination becomes effective.</p>	<p>(6) if the staff member no longer has a post as a result of a reclassification: [...] (ii) permanent or continuing staff members whose appointments are terminated as a result of reclassification shall be given a termination indemnity pursuant to Regulation 9.8(a)(6). [...] (f) Any staff member whose permanent or continuing appointment is terminated as a result of the abolition of a post shall normally be offered an appointment to another suitable post for which he or she has applied, and for which he or she is considered to possess the necessary qualifications if such a post becomes vacant within a period of two years after the date on which the termination becomes effective.</p>	
<p>Regulation 9.4 Termination for Reasons of Health</p>	<p>[...] The services of staff members on fixed-term, continuing or permanent appointments may only be terminated for reasons of health if they are also unable to perform other duties that might reasonably be assigned to them. Appropriate medical certificates shall be presented in all cases. The procedures for termination for reasons of health shall be prescribed in an Office Instruction.</p>	<p>[...] The services of staff members on fixed-term, <u>or</u> continuing or permanent appointments may only be terminated for reasons of health if they are also unable to perform other duties that might reasonably be assigned to them. Appropriate medical certificates shall be presented in all cases. The procedures for termination for reasons of health shall be prescribed <u>by the Director General</u> in an Office Instruction.</p>	<p>To remove the references to Office Instructions and permanent appointments.</p>
<p>Regulation 9.5 Resignation</p>	<p>[...] (c) Staff members must submit their resignation in person through hierarchical channels, unless the Director General, at his or her own discretion, decides to waive this condition in a particular case.</p>	<p>[...] (c) Staff members must submit their resignation in person <u>in writing</u> through hierarchical channels; unless the Director General, at his or her own discretion, decides to waive this condition in a particular case.</p>	<p>Deletion of outdated requirement for the resignation to be submitted in person.</p>
<p>Regulation 9.6 Notice of Resignation</p>	<p>Unless otherwise specified in his or her letter of appointment, a staff member holding a continuing or permanent appointment shall give three months' written notice of resignation and a staff member holding a fixed-term appointment shall give 30 days' written notice of resignation. [...]</p>	<p>Unless otherwise specified in his or her letter of appointment, a staff member holding a continuing or permanent appointment shall give three months' written notice of resignation and a staff member holding a fixed-term appointment shall give 30 days' written notice of resignation. [...]</p>	<p>To remove the references to permanent appointments.</p>

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
<p>Regulation 9.7</p> <p>Notice of Termination</p>	<p>[...]</p> <p>(b) A staff member whose permanent or continuing appointment is terminated shall be given not less than three months' written notice of such termination.</p> <p>[...]</p>	<p>[...]</p> <p>(b) A staff member whose permanent or continuing appointment is terminated shall be given not less than three months' written notice of such termination.</p> <p>[...]</p>	<p>To remove the references to permanent appointments.</p>
<p>Regulation 9.8</p> <p>Termination Indemnity</p>	<p>(a) [...] Permanent/Continuing Appointments [...]</p> <p>(b) "Years of service" shall mean the total period of a staff member's full-time continuous service with the International Bureau and with another organization applying the United Nations common system of salaries and allowances immediately preceding his or her appointment, regardless of the types of appointment. Continuity of service shall not be considered broken by periods of special leave without pay or with partial pay. However, any such periods having lasted for one or more full months shall be deducted from the length of service for indemnity purposes; periods of less than one full month shall not be deducted. For periods of service with another organization applying the United Nations common system of salaries and allowances, the staff member must provide written proof from the releasing organization that no termination indemnity has been paid.</p> <p>(c) Upon application of a staff member who is to be separated as a result of an agreed termination of appointment or because of abolition of post or reduction in staff and who is within two years of reaching the applicable qualifying age for an early retirement benefit under article 29 of the Regulations of the United Nations Joint Staff Pension Fund and 25 years of contributory service in the United Nations Joint Staff Pension Fund, or who is over that age and within two years of 25 years of contributory service, the Director General may place such a staff member on special leave without pay for pension purposes pursuant to Regulation 5.2.</p>	<p>(a) [...] Permanent/Continuing Appointments [...]</p> <p>(b) "Years of service" shall mean the total period of a staff member's full-time continuous service as a staff member with the International Bureau and with another organization applying the United Nations common system of salaries and allowances immediately preceding his or her appointment with the International Bureau, regardless of the types of staff appointment. Continuity of service shall not be considered broken by periods of special leave without pay or with partial pay. However, any such periods having lasted for one or more full months shall be deducted from the length of service for indemnity purposes; periods of less than one full month shall not be deducted. For periods of service with another organization applying the United Nations common system of salaries and allowances, the staff member must provide written proof from the releasing organization that no termination indemnity has been paid.</p> <p>(c) Upon application of a A staff member who is to be separated as a result of an agreed termination of appointment or because of abolition of post or reduction in staff and who is within two years of reaching the applicable qualifying age for an early retirement benefit under article 29 of the Regulations of the United Nations Joint Staff Pension Fund and 25 years of contributory service in the United Nations Joint Staff Pension Fund, or who is over that age and two years of 25 years of contributory service, the Director General may place such a staff member on may be granted special leave without pay for</p>	<p>Para. (a): To remove the references to permanent appointments.</p> <p>Para. (b): To clarify that:</p> <ul style="list-style-type: none"> - Only continuous service <i>as a staff member</i> is taken into account to calculate the termination indemnity (in other words, service as a fellow or intern, for example, does not count), and - Service under any type of staff appointment will count, including service on a temporary appointment. <p>Para. (c): To simplify the provision and ensure consistency with Regulation 5.2.</p>

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
	[...]	pension purposes subject to the conditions specified in pursuant to Regulation 5.2. [...]	
Regulation 9.9 Repatriation Grant	[...] (b) The repatriation grant shall be calculated on the basis of years of continuous service on a fixed-term, continuing or permanent appointment and residence away from the home country, in accordance with the following schedule: Years of continuous service (on a fixed-term/continuing/permanent appointment) and residence away from the home country [...]	[...] (b) The repatriation grant shall be calculated on the basis of years of continuous service on a fixed-term, or continuing or permanent appointment and residence away from the home country, in accordance with the following schedule: Years of continuous service (on a fixed-term/continuing/ permanent appointment) and residence away from the home country [...]	To remove the references to permanent appointments.
Regulation 9.12 Grant on Death	(a) In the event of the death of a staff member holding a permanent, continuing, or a fixed-term appointment, a single grant calculated according to the following table shall be paid to: [...]	(a) In the event of the death of a staff member holding a permanent , continuing, or a fixed-term appointment, a single grant calculated according to the following table shall be paid to: [...]	To remove the references to permanent appointments.
Regulation 12.3 Interpretation of the Staff Regulations and Rules	Regulation 12.3 Interpretation of the Staff Regulations and Rules In case of doubt as to the interpretation of the modalities of application of the Staff Regulations and Rules, the Director General shall be guided by practice in the other organizations of the United Nations common system, as well as other intergovernmental organizations.	Regulation 12.3 <u>Implementation and</u> interpretation of the Staff Regulations and Rules <u>(a) The Director General may prescribe, in administrative issuances as he or she considers necessary, further conditions and procedures for the implementation of these Staff Regulations and Rules.</u> <u>(b)</u> In case of doubt as to the interpretation of the modalities of application of the Staff Regulations and Rules, the Director General shall be guided by practice in the other organizations of the United Nations common system, as well as other intergovernmental organizations.	Para. (a): New general provision confirming that the Director General may issue administrative issuances (such as Office Instructions), which prescribe further conditions and procedures for the implementation of the Staff Regulations and Rules. This new provision will allow removing all the references to Office Instructions without creating a gap. Para. (b): Amended to refer only to "interpretation", which is often not an abstract exercise, but performed by reference to concrete cases. It would remove any doubts that any uncertainty about the implementation of the Staff Regulations and Rules in administrative issuances does not fall within the scope of Regulation 12.3.

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
<p>Regulation 12.5</p> <p>Transitional Measures</p>	<p><u>Settlement of Claims</u></p> <p>(a) The International Bureau may offer a cash payment to settle any claims relating to benefits, entitlements, and allowances that may have accrued during a staff member's employment with the International Bureau prior to January 1, 2013. When agreed, such payments shall extinguish the related claims, without prejudice to the benefits, entitlements and allowances to which the concerned staff member is entitled under the present Staff Regulations and Rules.</p> <p><u>Permanent Appointments</u></p> <p>(b) For staff members holding permanent appointments with the International Bureau, the permanent appointment shall be maintained for the duration of the staff member's service with the International Bureau.</p>	<p><u>Settlement of Claims</u></p> <p>(a) The International Bureau may offer a cash payment to settle any claims relating to benefits, entitlements, and allowances that may have accrued during a staff member's employment with the International Bureau prior to January 1, 2013. When agreed, such payments shall extinguish the related claims, without prejudice to the benefits, entitlements and allowances to which the concerned staff member is entitled under the present Staff Regulations and Rules.</p> <p><u>Permanent Appointments</u></p> <p>(b)(a) Permanent appointments are appointments of unlimited duration, the granting of which was replaced by continuing appointments. Permanent appointments may still be granted, under conditions prescribed by the Director General, to staff members in the Director, Professional or General Service categories who were holding a fixed-term appointment with the International Bureau as at December 31, 2011, who have completed at least seven years of continuous service, whose qualifications, performance and conduct have fully demonstrated their suitability as international civil servants and who have shown that they meet the standards required under Regulation 4.1. For staff members holding permanent appointments with the International Bureau, the permanent appointment shall be maintained for the duration of the staff member's service with the International Bureau. References to continuing appointments in these Staff Regulations and Rules shall be deemed to include permanent appointments, unless specified otherwise.</p>	<p>Para. (a) on "Settlement of Claims": Deleted as no longer relevant.</p> <p>Para. (b) on "Permanent appointments":</p> <ul style="list-style-type: none"> - First two sentences: added to incorporate the deleted provisions of Staff Regulation 4.19. - Last sentence: added in view of the deletion of all references to permanent appointments throughout the Staff Regulations and Rules.

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
	<p><u>Education Grant</u></p> <p>(c) Notwithstanding Regulation 3.14(a), staff members holding fixed-term, continuing or permanent appointments with the International Bureau before January 1, 2016, and residing but not serving, at the time, in their home country [...]</p> <p>(d) [...]</p> <p><u>Repatriation Grant</u></p> <p>(e) Notwithstanding Regulation 9.9(a), staff members holding fixed-term, continuing or permanent appointments with the International Bureau before January 1, 2016, and residing but not serving, at the time, in their home country shall retain the entitlement to repatriation grant for the years and months of service up until December 31, 2015, subject to the other eligibility conditions specified in the rule thereunder.</p> <p>(f) Notwithstanding Regulation 9.9, staff members holding fixed-term, continuing or permanent appointments with the International Bureau as at December 31, 2016, shall retain the entitlement to repatriation grant in accordance with the grant schedule applicable as at December 31, 2016, up to the number of years of service accrued on that date.</p> <p><u>Unified Salary Scale</u></p> <p>(g) [...]</p> <p><u>Child Dependency</u></p> <p>(h) Staff members in receipt of the dependency rate of salary in respect of a dependent child as at December 31, 2016, shall receive with effect from January 1, 2017, a transitional allowance provided that the child is still recognized as a dependant on January 1, 2017. The dependent child allowance</p>	<p><u>Education Grant</u></p> <p>(c)(b) Notwithstanding Regulation 3.14(a), staff members holding fixed-term, <u>or</u> continuing or permanent appointments with the International Bureau before January 1, 2016, and residing but not serving, at the time, in their home country [...]</p> <p>(d)(c) [...]</p> <p><u>Repatriation Grant</u></p> <p>(e)(d) Notwithstanding Regulation 9.9(a), staff members holding fixed-term, <u>or</u> continuing or permanent appointments with the International Bureau before January 1, 2016, and residing but not serving, at the time, in their home country shall retain the entitlement to repatriation grant for the years and months of service up until December 31, 2015, subject to the other eligibility conditions specified in the rule thereunder.</p> <p>(f) Notwithstanding Regulation 9.9, staff members holding fixed-term, continuing or permanent appointments with the International Bureau as at December 31, 2016, shall retain the entitlement to repatriation grant in accordance with the grant schedule applicable as at December 31, 2016, up to the number of years of service accrued on that date.</p> <p><u>Unified Salary Scale</u></p> <p>(g)(e) [...]</p> <p><u>Child Dependency</u></p> <p>(h) Staff members in receipt of the dependency rate of salary in respect of a dependent child as at December 31, 2016, shall receive with effect from January 1, 2017, a transitional allowance provided that the child is still recognized as a dependant on January 1, 2017. The dependent child allowance</p>	<p>Para. (c): To remove the references to permanent appointments.</p> <p>Para. (e): To remove the references to permanent appointments.</p> <p>Para. (f) on “Repatriation Grant”: Deleted as there are no more staff members who are eligible for this transitional measure.</p> <p>Para. (h) on the transitional allowance for dependent children: Deleted as there are no more staff members who are eligible for this transitional measure.</p>

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
	<p>provided for in Regulation 3.3 shall not be paid concurrently in that case. The transitional allowance shall amount to six per cent of the net salary plus post adjustment the first 12 months, then shall be reduced by one percentage point of the net salary plus post adjustment every 12 months thereafter. When the amount of the transitional allowance becomes equal to or less than the amount of the dependent child allowance, the latter shall be payable in lieu. The transitional allowance shall be discontinued earlier if the child in respect of whom it was payable is no longer recognized as a dependant or if the staff member becomes entitled to the dependent spouse allowance. In addition to the transitional allowance, the staff member shall be entitled to the amount provided in Annex II for a child who is determined to have a disability that is either permanent or for a period expected to be of long duration.</p> <p><u>Relocation-related Entitlements</u></p> <p>(i) Staff members in receipt of the mobility allowance as at December 31, 2016, and who are not entitled to the mobility incentive shall continue to receive the allowance up to five years at the same duty station or until the staff member moves to another duty station, whichever is earlier.</p> <p>(j) Staff members who moved before January 1, 2017, and who chose the option of non-removal of household goods shall continue to receive the non-removal allowance for up to five years at the same duty station or until the staff member moves to another duty station, whichever is earlier.</p> <p><u>Age Limit for Retirement</u></p> <p>(k) Staff members whose appointments took effect before November 1, 1990, have an acquired right to retire at the age of 60. Staff members whose appointments took effect on or after November 1, 1990, but before January 1, 2014, have an acquired</p>	<p>provided for in Regulation 3.3 shall not be paid concurrently in that case. The transitional allowance shall amount to six per cent of the net salary plus post adjustment the first 12 months, then shall be reduced by one percentage point of the net salary plus post adjustment every 12 months thereafter. When the amount of the transitional allowance becomes equal to or less than the amount of the dependent child allowance, the latter shall be payable in lieu. The transitional allowance shall be discontinued earlier if the child in respect of whom it was payable is no longer recognized as a dependant or if the staff member becomes entitled to the dependent spouse allowance. In addition to the transitional allowance, the staff member shall be entitled to the amount provided in Annex II for a child who is determined to have a disability that is either permanent or for a period expected to be of long duration.</p> <p><u>Relocation-related Entitlements</u></p> <p>(i) Staff members in receipt of the mobility allowance as at December 31, 2016, and who are not entitled to the mobility incentive shall continue to receive the allowance up to five years at the same duty station or until the staff member moves to another duty station, whichever is earlier.</p> <p>(j) Staff members who moved before January 1, 2017, and who chose the option of non-removal of household goods shall continue to receive the non-removal allowance for up to five years at the same duty station or until the staff member moves to another duty station, whichever is earlier.</p> <p><u>Age Limit for Retirement</u></p> <p>(k) (f) Staff members whose appointments took effect before November 1, 1990, have an acquired right to retire at the age of 60. Staff members whose appointments took effect on or after November 1, 1990, but before January 1, 2014, have an acquired</p>	<p>Para. (i) on the (former) mobility allowance: Deleted as there are no more staff members who are eligible for this transitional measure.</p> <p>Para. (j) on the (former) non-removal allowance: Deleted as there are no more staff members who are eligible for this transitional measure.</p> <p>Para. (k): To remove the references to permanent appointments.</p>

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
	<p>right to retire at the age of 62. These staff members may choose to separate from service at the age of 60 or 62 (as applicable), or anytime thereafter before the age of 65. Staff members who wish to exercise their acquired right to separate from service at the age of 60 or 62 (as applicable) or anytime thereafter before the age of 65 shall give written notice of six months if holding a permanent or continuing appointment, or three months if holding a fixed-term appointment. The Director General may, however, accept a shorter notice period.</p> <p>(l) The mandatory age of separation of a staff member whose appointment took effect before January 1, 2014, and who reached the age of 60 or 62 (as applicable) before January 1, 2020, shall not be increased to 65, including if that staff member is exceptionally retained in service beyond the mandatory age of separation of 60 or 62 (as applicable) beyond January 1, 2020.</p>	<p>right to retire at the age of 62. These staff members may choose to separate from service at the age of 60 or 62 (as applicable), or anytime thereafter before the age of 65. Staff members who wish to exercise their acquired right to separate from service at the age of 60 or 62 (as applicable) or anytime thereafter before the age of 65 shall give written notice of six months if holding a permanent or continuing appointment, or three months if holding a fixed-term appointment. The Director General may, however, accept a shorter notice period.</p> <p>(l) The mandatory age of separation of a staff member whose appointment took effect before January 1, 2014, and who reached the age of 60 or 62 (as applicable) before January 1, 2020, shall not be increased to 65, including if that staff member is exceptionally retained in service beyond the mandatory age of separation of 60 or 62 (as applicable) beyond January 1, 2020.</p>	<p>Para. (l) on “Age Limit for Retirement”: deleted as there are no more staff members in this situation.</p>

[Annex II follows]

AMENDMENTS TO STAFF RULES – OTHER THAN CHAPTER VII

Provision	Current Text	New Text	Purpose/Description of amendment
<p>Rule 1.3.2</p> <p>Working Time</p>	<p>[...]</p> <p>(b) Staff members may follow flexible working arrangements, subject to organizational needs and the established authorization procedure. The types of flexible working arrangements and their authorization procedure shall be prescribed in an Office Instruction.</p> <p>[...]</p>	<p>[...]</p> <p>(b) Staff members may follow flexible working arrangements, subject to organizational needs and the established authorization procedure. The types of flexible working arrangements and their authorization procedure shall be prescribed in an Office Instruction.</p> <p>[...]</p>	<p>To remove the references to Office Instructions.</p>
<p>Rule 1.3.3</p> <p>Authorized Absences</p>	<p>Absence from the office premises shall be authorized in the following cases, subject to conditions which shall be prescribed in an Office Instruction:</p> <p>[...]</p>	<p>Absence from the office premises shall be authorized in the following cases, subject to the applicable conditions and procedures which shall be prescribed in an Office Instruction:</p> <p>[...]</p>	<p>To remove the references to Office Instructions.</p>
<p>Rule 2.2.1</p> <p>Implementation of a Reclassification Decision</p>	<p>[...]</p> <p>(c) [...] (1) where the incumbent holds a fixed-term, permanent or continuing appointment, he or she shall be given the opportunity for a transfer to another post after the period of the competition, in accordance with Regulation 4.3 “Transfers.” [...]</p> <p>[...]</p>	<p>[...]</p> <p>(c) [...] (1) where the incumbent holds a fixed-term, permanent or continuing appointment, he or she shall be given the opportunity for a transfer to another post after the period of the competition, in accordance with Regulation 4.3 “Transfers.” [...]</p> <p>[...]</p>	<p>To remove the references to permanent appointments.</p>
<p>NEW Rule 3.11.1</p> <p>Special Post Allowance</p>	<p>[...]</p>	<p><u>Rule 3.11.1 – Special Post Allowance</u></p> <p>(a) A non-pensionable special post allowance shall be paid to any staff member on a fixed-term, permanent or continuing appointment who is temporarily required to assume, for a temporary period exceeding three consecutive months, the full responsibilities and duties of a vacant post at a grade higher grade than that of the post he or she occupies his or her own and who has satisfactorily performed those responsibilities and duties during the first three months. This allowance shall be payable as from the fourth month of service at the higher grade date the staff member has performed for a continuing period of</p>	<p>New Staff Rule, which incorporates, with a few modifications, some of the provisions currently contained in Regulation 3.11 (namely, paragraphs (a), (c), (d) and (e) of Regulation 3.11).</p> <p>The requirement for the higher-graded post to be “vacant” will be removed. This requirement prevents the payment of the SPA in situations where it would otherwise be justified, for example when a staff member has to perform the duties and responsibilities of a higher-graded post whose incumbent is on extended sick leave. In addition, the amended provision will make the payment of</p>

Provision	Current Text	New Text	Purpose/Description of amendment
		<p>three months the full duties of the higher grade post, which were entrusted to him or her.</p> <p>(b) (e) The special post allowance shall be equal to the salary increase which the staff member would have received if he or she had been promoted to the grade of the post in which he or she is serving.</p> <p>(c) (d) Any extension of the allowance beyond 12 months may only be authorized under exceptional circumstances, for example, in the event that the administrative procedures for filling the vacant post have not been completed. In the event that an extension beyond 12 months is required, the administration shall document the reasons therefor in writing. In no event shall such further extension exceed 12 months.</p> <p>(d) (e) This Rule Regulation shall not apply to temporary staff members.</p>	<p>the SPA conditional on the staff member's satisfactory performance.</p>
<p>Rule 4.9.5 Reserve Lists</p>	<p>(a) Candidates recommended by an Appointment Board but not appointed by the Director General may be placed on a reserve list.</p> <p>(b) If within one year of a candidate's placement on the reserve list, the same post or a post at the same grade with similar functions becomes vacant, a reserve candidate may be appointed without a new competition.</p> <p>(c) Conditions and procedures for the use of reserve lists shall be prescribed in an Office Instruction.</p> <p>(d) This Rule shall not apply to the recruitment of temporary staff members.</p>	<p>(a) Candidates recommended by an Appointment Board but not appointed by the Director General may be placed on a reserve list.</p> <p>(b) If within two years one year of a candidate's placement on the reserve list, the same post or a post at the same grade with similar functions becomes vacant, a reserve candidate may be appointed without a new competition.</p> <p>(c) Conditions and procedures for the use of reserve lists shall be prescribed by the Director General in an Office Instruction.</p> <p>(d) This Rule shall not apply to the recruitment of temporary staff members.</p>	<p>Para. (b): To extend the period of validity of reserve lists from one to two years. This is to expedite recruitment, in the interest of the service, when the same post or a post at the same grade with similar functions becomes vacant.</p> <p>Para. (c): To remove the references to Office Instructions.</p>
<p>Rule 4.10.1 Composition and Rules of Procedure of</p>	<p>(a) Each Appointment Board shall consist of a chairperson and three members, whose grade shall not be lower than that of the vacant post and who shall not be temporary staff, appointed by the Director General. One of the three members shall be the Director of</p>	<p>(a) Each Appointment Board shall consist of a chairperson and three members, whose grade shall not be lower than that of the vacant post and who shall not be temporary staff, appointed by the Director General. One of the three members shall be the Director of</p>	<p>To allow the Director of HRMD to designate, as his/her representative in Appointment Boards, a temporary staff member or a staff member whose grade is lower than that of the advertised post (bearing in mind that the role of the HR</p>

Provision	Current Text	New Text	Purpose/Description of amendment
Appointment Boards	<p>HRMD, or an authorized representative. The persons nominated to be authorized representatives shall be listed and distributed to the Staff Council for comment. One of the remaining two members shall be the hiring manager and the other one shall be designated from a list of at least four names submitted by the Staff Council. The chairperson and each member shall have one vote. The chairperson and each member shall have one or more designated alternates who shall sit on the Appointment Board when either the chairperson or any one of the three members is unable to do so.</p> <p>[...]</p>	<p>HRMD, or an authorized representative. The persons nominated to be authorized representatives shall be listed and distributed to the Staff Council for comment. One of the remaining two members shall be the hiring manager and the other one shall be designated from a list of at least four names submitted by the Staff Council. The chairperson and each member shall have one vote. <u>Except for the authorized representative of the Director of HRMD, the chairperson and the other two members shall not be temporary staff and their grade shall not be lower than that of the vacant post.</u> The chairperson and each member shall have one or more designated alternates who shall sit on the Appointment Board when either the chairperson or any one of the three members is unable to do so.</p> <p>[...]</p>	<p>representative is a technical one, that is, to provide recruitment expertise mainly). This change is necessitated by the fact that HRMD has limited staff resources and a limited number of staff members at levels P5 and above.</p>
Rule 4.13.1 Reappointment	<p>(a) A former staff member who held a fixed-term, permanent, or continuing appointment with the International Bureau and who is reemployed shall be given a new appointment unless he or she is reinstated under Rule 4.13.2 below.</p> <p>[...]</p>	<p>(a) A former staff member who held a fixed-term, permanent, or continuing appointment with the International Bureau and who is reemployed shall be given a new appointment unless he or she is reinstated under Rule 4.13.2 below.</p> <p>[...]</p>	<p>To remove the references to permanent appointments.</p>
Rule 4.13.2 Reinstatement	<p>(a) A former staff member who held a fixed-term, permanent, or continuing appointment and who is re employed under a fixed-term, permanent, or continuing appointment within 12 months of separation from service may be reinstated in accordance with paragraph (b) below. The Director General may make an exception, not to exceed 24 months, if the reinstatement is in the interests of the Organization.</p> <p>[...]</p>	<p>(a) A former staff member who held a fixed-term, permanent, or continuing appointment and who is re employed under a fixed-term, permanent, or continuing appointment within 12 months of separation from service may be reinstated in accordance with paragraph (b) below. The Director General may make an exception, not to exceed 24 months, if the reinstatement is in the interests of the Organization.</p> <p>[...]</p>	<p>To remove the references to permanent appointments.</p>
Rule 4.20.1 Performance Appraisal of Staff Members on Fixed-term,	<p>Rule 4.20.1 Performance Appraisal of Staff Members on Fixed-term, Continuing and Permanent Appointments</p>	<p>Rule 4.19.1 4.20.1 Performance Appraisal of Staff Members on Fixed-term, <u>and</u> Continuing and Permanent Appointments</p> <p>[...]</p>	<p>Change in numbering, and to remove the references to permanent appointments.</p>

Provision	Current Text	New Text	Purpose/Description of amendment
	<p>apply for their dependants, subject to any exceptions that may be prescribed by the Director General in an Office Instruction.</p>	<p>Bureau. The same cost sharing principle shall normally apply for their dependants, subject to any exceptions that may be prescribed by the Director General in an Office Instruction.</p>	
<p>Rule 6.2.2</p> <p>Sick Leave and Special Leave for Prolonged Illness</p>	<p>[...]</p> <p>(c) Uncertified Sick Leave</p> <p>Staff members may take a total of seven working days of uncertified sick leave and/or leave for family-related emergencies within a calendar year. Any further absences from duty within that year shall be supported by a medical certificate; otherwise, it shall be deducted from the staff member's annual leave entitlement or, if annual leave is exhausted, charged as special leave without pay. Not more than three consecutive days of uncertified leave may be taken at a time for sick leave or family-related emergencies.</p> <p>(d) Certified Sick Leave</p> <p>Except with the authorization of the Director General, no staff member shall be granted uncertified 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 or she is unable to perform his or her duties and stating the probable duration of his or her absence. Such certificate shall, except in circumstances beyond the control of the staff member, be produced no later than the end of the fourth working day following the initial absence from duty.</p> <p>[...]</p>	<p>[...]</p> <p>(c) Uncertified Sick Leave</p> <p>Staff members may take a total of seven working days of uncertified sick leave and/or leave for family-related emergencies within a calendar year. Any further absences from duty within that year shall be supported by a medical certificate; otherwise, it shall be deducted from the staff member's annual leave entitlement or, if annual leave is exhausted, charged as special leave without pay. Not more than three consecutive days of uncertified sick leave may be taken at a time for sick leave or family-related emergencies.</p> <p>(d) Certified Sick Leave</p> <p>Except with the authorization of the Director General, no staff member shall be granted uncertified 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 or she is unable to perform his or her duties and stating the probable duration of his or her absence. Such certificate shall, except in circumstances beyond the control of the staff member, be produced no later than the end of the tenth fourth working day following the initial absence from duty.</p> <p>[...]</p>	<p>Para. (c): To allow the use of leave for family-related emergencies for more than three consecutive working days.</p> <p>Para. (d): To increase the time limit for the submission of sick leave certificates from four to 10 working days.</p>
<p>Rule 6.2.3</p> <p>Maternity Leave</p>	<p>[...]</p> <p>(d) A staff member who returns to duty following maternity leave, may take two hours per day to breastfeed her newborn child until the child reaches the age of 12 months. Post-maternity leave entitlements shall be defined in an Office Instruction.</p>	<p>[...]</p> <p>(d) A staff member who returns to duty following maternity leave, may take two hours per day to breastfeed her newborn child until the child reaches the age of 12 months. Post-maternity leave entitlements</p>	<p>To remove the references to Office Instructions.</p>

Provision	Current Text	New Text	Purpose/Description of amendment
		shall be prescribed by the Director General defined in an Office Instruction.	
Rule 6.2.4 Paternity Leave	(a) A staff member shall be entitled to paternity leave, subject to conditions prescribed by the Director General in an Office Instruction. [...]	(a) A staff member shall be entitled to paternity leave, subject to conditions prescribed by the Director General in an Office Instruction. [...]	To remove the references to Office Instructions.
Rule 6.2.5 Adoption Leave	Subject to conditions established by the Director General in an Office Instruction, and upon presentation of satisfactory evidence of the adoption of a child, a staff member shall be entitled to adoption leave for a total period of eight weeks.	Subject to conditions established by the Director General in an Office Instruction , and upon presentation of satisfactory evidence of the adoption of a child, a staff member shall be entitled to adoption leave for a total period of eight weeks.	To remove the references to Office Instructions.
Rule 6.2.6 Compensation for Loss of or Damage to Personal Effects Attributable to Service	Staff members shall be entitled, within limits and under conditions prescribed 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, according to procedures which shall be prescribed by an Office Instruction.	Staff members shall be entitled, within limits and under conditions prescribed 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, according to procedures which shall be prescribed by an Office Instruction.	To remove the references to Office Instructions.
Rule 6.2.7 Health Protection and Insurance for Temporary Staff Members	[...] (c) [...] (2) temporary staff members may take a total of seven working days of uncertified sick leave and/or leave for family-related emergencies within a calendar year. The entitlement shall be applied pro rata if the contract is for a duration of less than 12 months. Any further absences from duty within that year shall be supported by a medical certificate; otherwise, it shall be deducted from the temporary staff member's annual leave entitlement or, if annual leave is exhausted, charged as special leave without pay. Not more than three consecutive days of uncertified leave may be taken at a time for sick leave or family-related emergencies. [...]	[...] (c) [...] (2) temporary staff members may take a total of seven working days of uncertified sick leave and/or leave for family-related emergencies within a calendar year. The entitlement shall be applied pro rata if the contract is for a duration of less than 12 months. Any further absences from duty within that year shall be supported by a medical certificate; otherwise, it shall be deducted from the temporary staff member's annual leave entitlement or, if annual leave is exhausted, charged as special leave without pay. Not more than three consecutive days of uncertified sick leave may be taken at a time for sick leave or family related emergencies. [...]	To allow the use of leave for family-related emergencies for more than three consecutive working days.
Rule 8.1.1	[...]	[...]	To make it clearer that the obligation to consult the Staff Council is limited to matters of policy, and

Provision	Current Text	New Text	Purpose/Description of amendment
Staff Council	<p>(b) The Staff Council shall be consulted on questions relating to staff welfare and personnel administration, in particular principles governing appointment, promotion and termination, and on questions pertaining to salaries and entitlements. The Staff Council shall be entitled to make proposals on such questions to the Director General on behalf of the staff, as well as to present a statement to the Coordination Committee.</p> <p>(c) Except in emergency cases, general administrative instructions or directions on questions within the scope of paragraph (b) above shall be brought to the notice of the Staff Council in advance for consideration and comment before being put into effect.</p> <p>[...]</p>	<p>(b) The Staff Council shall be consulted on <u>policies</u> questions relating to staff welfare and personnel administration, in particular principles governing appointment, promotion and termination, and on <u>issues</u> questions pertaining to salaries and entitlements. The Staff Council shall be entitled to make proposals on such <u>matters</u> questions to the Director General on behalf of the staff, as well as to present a statement to the Coordination Committee.</p> <p>(c) Except in emergency cases, general administrative instructions or directions on <u>matters</u> questions within the scope of paragraph (b) above shall be brought to the notice of the Staff Council in advance for consideration and comment before being put into effect.</p> <p>[...]</p>	<p>does not include any and all questions that may arise on the subject of staff welfare and personnel administration.</p>
<p>Rule 9.2.2</p> <p>Termination of Appointment of Temporary Staff Members</p>	<p>[...]</p> <p>(d) If the exigencies of the service require a reduction in staff, staff members holding permanent, continuing or fixed-term appointments shall be retained in preference to those holding temporary appointments.</p> <p>[...]</p>	<p>[...]</p> <p>(d) If the exigencies of the service require a reduction in staff, staff members holding permanent, continuing or fixed-term appointments shall be retained in preference to those holding temporary appointments.</p> <p>[...]</p>	<p>To remove the references to permanent appointments.</p>
<p>Rule 9.9.1</p> <p>Repatriation Grant</p>	<p>[...]</p> <p>(c) [...] (5) a staff member with less than five years of continuous expatriate service at the time of separation, subject to Regulation 9.9(b).</p> <p>[...]</p>	<p>[...]</p> <p>(c) [...] (5) a staff member with less than five years of continuous expatriate service at the time of separation, subject to Regulation 9.9(b).</p> <p>[...]</p>	<p>To remove the reference to Regulation 9.9(b), which is not relevant.</p>
<p>Rule 10.1.2</p> <p>Procedure</p>	<p>[...]</p> <p>(d) In disciplinary proceedings, the burden of proof for alleged misconduct shall lie with the International Bureau and the standard of proof shall be clear and convincing evidence.</p>	<p>[...]</p> <p>(d) In disciplinary proceedings, the burden of proof for alleged misconduct shall lie with the International Bureau, and t<u>the</u> standard of proof shall be clear and</p>	<p>To replace the reference to the standard of proof of “clear and convincing evidence” with that of “beyond a reasonable doubt”, in line with the jurisprudence of the Administrative Tribunal of the International Labour Organization, as interpreted by it in the context of the law of the international civil service.</p>

Provision	Current Text	New Text	Purpose/Description of amendment
	[...]	<p>convincing evidence. <u>that of beyond a reasonable doubt.</u>^[FN]</p> <p><u>FN – Explanatory note: As interpreted in the jurisprudence of the Administrative Tribunal of the International Labour Organization, to whose jurisdiction WIPO is subject (see also Regulation 11.6).</u></p> <p>[...]</p>	
<p>Rule 11.3.2</p> <p>Office of the Ombudsperson</p>	<p>[...]</p> <p>(b) Provisions concerning the mandate of the Ombudsperson, the applicable procedures and reporting shall be prescribed by the Director General by Office Instruction.</p>	<p>[...]</p> <p>(b) Provisions concerning the mandate of the Ombudsperson, the applicable procedures and reporting shall be prescribed by the Director General by Office Instruction.</p>	<p>To remove the references to Office Instructions.</p>
<p>Rule 11.4.1</p> <p>Administrative Resolution of Workplace-Related Conflicts and Grievances</p>	<p>(a) A staff member who believes that he or she has been subjected to discrimination and/or harassment (the “complainant”) may submit a complaint to the Director of the Internal Oversight Division. Such complaint shall be submitted in writing within ninety (90) calendar days from the date of the occurrence of the incident or the treatment complained of (or in the case of more than one incident, within ninety (90) calendar days from the occurrence of the last incident). The complaint shall, to the extent possible, identify the staff member(s) subject of the complaint (the “respondent(s)”), describe the specific conduct underpinning the complaint and the specific circumstances under which it allegedly occurred. The complaint shall be accompanied by all relevant evidence available.</p> <p>(b) The complaint shall be handled by the Internal Oversight Division in accordance with its investigative framework. Upon completion of the investigative process in relation to the complaint, the Director of the Internal Oversight Division shall submit a report to the Director General containing the findings and conclusions of that process.</p>	<p>(a) A staff member who believes that he or she has been subjected to discrimination and/or harassment (the “complainant”) may submit a complaint to the Director of the Internal Oversight Division. Such complaint shall be submitted in writing within ninety (90) calendar days from the date of the occurrence of the incident or the treatment complained of (or in the case of more than one incident, within ninety (90) calendar days from the occurrence of the last incident). The complaint shall, to the extent possible, identify the staff member(s) subject of the complaint (the “respondent(s)”), describe the specific conduct underpinning the complaint and the specific circumstances under which it allegedly occurred. The complaint shall be accompanied by all relevant evidence available.</p> <p>(b) The complaint shall be handled by the Internal Oversight Division in accordance with its investigative framework. Upon completion of the investigative process in relation to the complaint, the Director of the Internal Oversight Division shall submit a report to the Director General, <u>with a copy to the Director of HRMD,</u> containing the findings and conclusions of that process.</p>	<p>Entry into force: January 1, 2022 (Information Circular No. 23/2021)</p> <p>Para. (a): Deletion of the 90-day time limit to submit a complaint of harassment. This is in the interest of potential victims. It ensures consistency with IOD’s investigative framework, which does not set any time limit for the submission of reports of possible misconduct, regardless of the nature of the allegation. It further ensures consistency with the UN System Model Policy on Sexual Harassment issued by the Chief Executives Board for Coordination (CEB), which states that formal reports of sexual harassment should not be subject to deadlines.</p> <p>Para. (b): To specify that a copy of IOD’s report will be submitted to the Director of HRMD. This is to ensure consistency with the Internal Oversight Charter and the Investigation Policy.</p>

Provision	Current Text	New Text	Purpose/Description of amendment
	[...]	[...]	

[Annex III follows]

CHAPTER VII

TRAVEL AND RELOCATION

Regulation 7.1

Travel and Relocation Expenses

Subject to conditions and procedures prescribed by the Director General, the International Bureau shall in appropriate cases pay the travel and relocation expenses of staff members and their eligible family members.

Rule 7.1.1 – Official Travel of Staff Members

(a) Subject to the conditions laid down in these Regulations and Rules and other relevant provisions, the International Bureau shall pay the travel expenses of eligible staff members in the following cases, which are considered official travel:

- (1) on initial appointment or on assignment to another duty station, provided that the staff member is regarded as having been internationally recruited;
- (2) on duty travel (i.e., travel undertaken by staff members in furtherance of their official duties/on official business);
- (3) on home leave;
- (4) on separation from service.

(b) If, on separation from service, a staff member wishes to travel to a place other than the place of his or her recruitment or recognized home, 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 recruitment or home leave.

Rule 7.1.2 – Official Travel of Eligible Family Members

(a) For the purposes of official travel, eligible family members comprise the staff member's spouse, as well as the children recognized as dependants under Regulation 3.2.

(b) Subject to the conditions laid down in these Regulations and Rules and other relevant provisions, the International Bureau shall pay the travel expenses of a staff member's eligible family members 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) after the initial appointment or assignment to another duty station of a staff member fulfilling the above conditions, if, at the time of appointment, either the travel of the eligible family member was not possible or his or her status as an eligible family member was not yet recognized, and provided that the staff member's service is expected to continue for more than six months beyond the date on which the travel of the family member begins;
- (3) following completion by the staff member of at least one year of continuous service, provided that service with the International Bureau is expected to continue for more than six months beyond the date on which the travel of the eligible family members begins;
- (4) on home leave;

- (5) on education grant travel;
- (6) on separation from service, provided that the staff member's appointment was for a period of at least one year or that he or she had completed at least one year of continuous service.
- (c) In the cases provided for in paragraphs (b)(1) to (3):
- (1) the International Bureau shall only pay the travel expenses of a staff member's eligible family members if the staff member declares that they intend to reside at least six months at the duty station. If a family member leaves the duty station within six months of his or her arrival, and unless the Director General determines that the departure is justified by exceptional circumstances, the amount of his or her travel expenses shall be deducted from the salary of the staff member concerned.
- (2) the International Bureau shall pay the travel expenses of a staff member's eligible family members either from the place of recruitment or from the place of his or her recognized home. Should a staff member wish to bring any eligible family members to the 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 family members had traveled from the place of recruitment or recognized home.
- (d) In the cases provided for in paragraph (b)(6) above, the International Bureau shall pay the travel expenses of a staff member's eligible family members from his or her official duty station to the place to which he or she is entitled to return at the expense of the International Bureau.
- (e) The Director General may authorize payment of the one-way travel expenses of a child to the staff member's duty station or place of recognized home when the child has passed the age up to which he or she is considered a dependant under Regulation 3.2, 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.
- (f) Notwithstanding these Regulations and Rules, 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, up to the maximum amount payable for the staff member under Rule 7.1.1(b).

Rule 7.1.3 – Loss of Entitlement to Return Travel

- (a) Staff members who abandon their post or who resign before completing one year of service or within six months following the date of return from home leave shall not normally be entitled to payment of return travel expenses for themselves or their eligible family members. The Director General may, however, authorize such payment if he or she determines that there are compelling reasons for doing so.
- (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 from service 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.
- (c) This Rule shall not apply to temporary staff members (see Rule 7.2.7 for the relevant provisions).

Rule 7.1.4 – Authorization to Travel

All official travel shall be subject to prior written authorization, as well as official security and medical clearance. In exceptional cases, staff members may be authorized to travel on oral instructions, which must be subsequently confirmed in writing. Staff members shall be personally responsible for ascertaining that they have the proper authorization before undertaking travel.

Rule 7.1.5 – Route, Mode and Conditions of Transportation

- (a) Official travel shall in all instances be by a route, mode and standard of transportation approved in advance.
- (b) Official travel shall be by the most direct and economical route and mode of transportation unless the use of an alternative route or mode of transportation is considered in the interest of the International Bureau.
- (c) Daily subsistence allowance, travel time and other entitlements shall not exceed those permissible for a journey by the approved route, mode and standard.
- (d) In exceptional circumstances, staff members may make special travel arrangements for reasons of personal convenience. They shall obtain prior authorization to do so and shall bear all additional costs.
- (e) When official travel is by air, the following conditions shall apply:
 - (1) the Director General shall travel business class;
 - (2) the classes of travel for staff members and their eligible family members shall be prescribed by the Director General.

Rule 7.1.6 – Travel Expenses

Travel expenses payable or reimbursable by the International Bureau shall comprise:

- (1) transportation expenses (price of ticket);
- (2) terminal expenses;
- (3) daily subsistence allowance;
- (4) fees for the issuance or renewal of visas required for travel;
- (5) necessary additional expenses incurred during travel.

Rule 7.1.7 – Purchase of Tickets

Unless a staff member is expressly authorized to make other arrangements, all tickets for official travel of staff members and eligible family members shall be purchased by the International Bureau.

Rule 7.1.8 – Terminal Expenses

- (a) For all official travel, a staff member is entitled to the payment of terminal expenses at the rates established by the United Nations and under conditions prescribed by the Director General. Terminal expenses shall be deemed to cover all expenditures for transportation and incidental charges between the airport or other point of arrival or departure and the hotel or other place of dwelling in respect of the staff member and each family member authorized to travel at WIPO's expense.
- (b) No terminal expenses shall be paid in respect of an intermediate stop:
 - (1) that is unauthorized or voluntary; or
 - (2) of less than six hours that does not involve leaving the terminal or is exclusively for the purpose of making an onward connection on the same day.

Rule 7.1.9 – Daily Subsistence Allowance⁶

- (a) Staff members authorized to travel at the expense of the International Bureau shall receive a daily subsistence allowance (DSA) in accordance with the standard rates established by the ICSC.
- (b) The ICSC standard DSA rates shall apply to all staff members. The Director General may establish higher rates for the duty travel of staff members in the Director category, Assistant Directors General, Deputy Directors General and the Director General.
- (c) Staff members shall receive, for each of their eligible family members authorized to travel at the expense of the International Bureau, an additional DSA at half the rate applicable to themselves; however, no such allowance shall be payable for education grant travel.
- (d) The DSA shall be deemed to comprise the total contribution of the International Bureau towards such expenses as meals, lodging, gratuities, and payment of miscellaneous services. When meals and/or lodging are provided free of charge by official sources, the standard DSA rate shall be reduced by 30 per cent if meals are provided; by 50 per cent if lodging is provided; and by 80 percent if both meals and lodging are provided. Subject to Rule 7.1.10, any expenses incurred in excess of the allowance shall be borne by the staff member.
- (e) The DSA shall continue to be paid during periods of sick leave taken during duty travel; however, if the staff member is admitted to hospital, only one-third of the daily rate shall be paid.
- (f) Additional conditions for the payment and calculation of DSA shall be prescribed by the Director General.

Rule 7.1.10 – Necessary Additional Travel Expenses

Necessary additional expenses incurred by a staff member in connection with travel on official business (i.e., duty travel) shall be reimbursed by the International Bureau in accordance with the applicable conditions and procedures.

Rule 7.1.11 – Travel Advances

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 eligible family members for expenses authorized under this Chapter. Any overpayment shall be recovered from the next salary payment due to the staff member.

Regulation 7.2

Travel-Related Entitlements

For the purpose of this Regulation, “staff member” shall refer only to those staff members with a fixed-term, permanent or continuing appointment. The subject matter of this Regulation and the rules thereunder shall not apply to temporary staff members unless otherwise prescribed by Rule 7.2.7 “Travel-Related Entitlements for Temporary Staff Members.”

Rule 7.2.1 – Settling-in Grant⁷

- (a) Subject to the conditions set forth below, staff members who travel at the expense of the International Bureau on appointment or assignment to another duty station for a period of service expected to be of at least one year shall receive a settling-in grant. This grant is intended to

⁶ Amended with effect from January 1, 2014 (please refer to Office Instruction No. 43/2013).

⁷ Amended with effect from May 5, 2014, and January 1, 2017 (please refer to Office Instruction No. 31/2014 and Information Circular No. 34/2016).

contribute to costs incurred in taking up residence at the duty station at the beginning of an appointment or assignment.

- (b) The settling-in grant consists of two portions:
- (1) the *daily subsistence allowance* portion, which shall be equivalent to:
 - (i) thirty days of daily subsistence allowance at the standard rate applicable at the duty station of assignment for the staff member; and
 - (ii) fifteen days of daily subsistence allowance at the standard rate applicable at the duty station of assignment in respect of each accompanying eligible family member for whom travel expenses have been paid by the International Bureau.

The higher daily subsistence allowance rates that may be payable to senior officials in accordance with Rule 7.1.9(b) shall not apply to the daily subsistence allowance portion of the settling-in grant.

- (2) the *lump-sum* portion, which is non-pensionable and is equivalent to one month of the staff member's net base salary plus applicable post adjustment at the duty station of assignment.
- (c) The Director General may, at his or her discretion, authorize payment of all or part of a settling-in grant, in cases where the International Bureau did not have to pay travel expenses on the appointment of a staff member regarded as having been internationally recruited.
- (d) If the staff member has not completed the period of service for which a settling-in grant has been paid to him or her, and unless the Director General determines the departure is justified by exceptional circumstances, the grant shall be adjusted proportionately and recovery shall be deducted from any amount due to the staff member.
- (e) If an eligible family member, for whom a settling-in grant has been paid in accordance with paragraph (b)(1)(ii) above, resides less than six months at the duty station, and unless the Director General determines the departure is justified by exceptional circumstances, any settling-in grant paid for the eligible family member shall be deducted from any amount due to the staff member concerned.
- (f) Where both spouses are staff members of organizations in the United Nations common system, travelling at the expense of the International Bureau to the same duty station, the daily subsistence allowance portion of the grant shall be paid to each in respect of himself or herself. If they have a dependent child or children, the relevant amount shall be paid to the staff member in respect of whom the child or children are recognized as dependant(s). However, the lump-sum portion of the grant shall only be paid to the spouse who has the highest salary.

Rule 7.2.2 – Removal Expenses⁸

- (a) Subject to the conditions prescribed by these Regulations and 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) 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.

⁸ Amended with effect from May 5, 2014, January 1, 2017, January 1, 2019 and August 1, 2019 (please refer to Office Instruction No. 31/2014 and Information Circulars Nos. 34/2016, 21/2018 and 18/2019).

(b) In the case provided for in paragraph (a)(1) 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 or she is entitled to take home leave, provided that such goods and effects were in his or her possession at the time of appointment and are being transported for the staff member's 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 or she deems appropriate.

(c) In the case provided for in paragraph (a)(2) 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 the staff member 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 or she 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 or her sole use.

(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 30 m³, including packaging materials but excluding crating and lift vans, for staff members without eligible family members; and 60 m³ for staff members with one or more eligible family members residing with them at their official duty station, regardless of the weight of household goods and personal effects;
- (2) the International Bureau shall not pay storage and demurrage charges other than those normally included in transportation costs;
- (3) the International Bureau shall pay reasonable costs of packing, crating, carriage, uncrating, and unpacking related to the maximum entitlement provided under paragraph (d)(1) above, but shall not pay costs for adapting appliances, dismantling or installing fixtures or special packing. The International Bureau shall not pay any customs, import, export or related charges which may be levied on the household goods and personal effects;
- (4) transportation of household goods and personal effects shall be effected by such means as the Director General determines the most economical on the basis of estimates from three different firms, taking into account the costs referred to in paragraph (d)(3) above;
- (5) the International Bureau shall not pay for the removal of automobiles owned by staff members;
- (6) this Rule shall not apply to staff members on mission, nor shall the International Bureau pay the removal costs of a staff member's household goods and personal effects from one residence to another at the same duty station;
- (7) the staff member may request that his or her removal entitlement be split into no more than two shipments originating from or destined to two different locations, provided that:
 - (i) the combined volume of the two shipments shall not exceed the total entitlement; and
 - (ii) the total cost of the split shipments to be paid by the International Bureau shall not exceed the estimated cost of shipping the actual volume of the two consignments between the duty station and either the place of recruitment or the place of home leave;
- (8) where both spouses are staff members (of the International Bureau or another organization applying the United Nations common system of salaries and allowances) entitled to removal of household goods and personal effects, the maximum volume that may be removed at the expense of the International Bureau (or the other organization) shall be that provided for a staff member with eligible family members residing with him or her.

(e) A lump-sum amount may be paid in lieu of removal expenses under conditions prescribed by the Director General.

Rule 7.2.3 – Excess Baggage and Unaccompanied Shipment⁹

- (a) Excess baggage within the meaning of this Rule shall mean any accompanied baggage not carried free of charge by transportation companies.
- (b) Charges for excess baggage shall be reimbursable for staff members and their eligible family members only when authorized before travel begins and up to a maximum amount prescribed by the Director General, except as provided for in paragraph (c) below.
- (c) When baggage is carried free of charge by one transportation company but regarded as excess by a company furnishing subsequent transportation, the charges may be reimbursed provided that the staff member obtains a statement from the company to the effect that the baggage was regarded as excess.
- (d) Excess baggage or unaccompanied shipment charges, including packaging materials but excluding crating and lift vans, for travel in connection with home leave or the education grant, may be reimbursed as prescribed by the Director General.
- (e) Upon initial appointment or assignment to another duty station for a period of at least one year, or where the assignment is extended for a total period of at least one year, or on separation from service provided that the appointment was for at least one year, when the staff member is not entitled to removal expenses under Staff Rule 7.2.2, he or she shall be entitled to payment of unaccompanied shipment costs for the transportation of personal effects and household goods. Transportation shall be by surface, or by air if the latter mode of transportation is more economical, up to a maximum, including packaging materials but excluding crating and lift vans, of:
- (1) 1,000 kg or 10 m³ for the staff member;
 - (2) 500 kg or 5 m³ for the first eligible family member;
 - (3) 300 kg or 3 m³ for every other family member authorized to travel at the expense of the International Bureau.
- (f) On appointment, transfer or separation from service, when the staff member is entitled to reimbursement of removal expenses under Rule 7.2.2, he or she may request the International Bureau to pay for the advanced shipment of unaccompanied baggage by surface, or by air if the latter mode of transportation is more economical, up to a maximum, including packaging materials but excluding crating and lift vans, of 4.5 m³ for a staff member without eligible family members and 9 m³ for a staff member with one or more family members authorized to travel at the expense of the International Bureau. The volume of such advanced shipment shall be deducted from the maximum volume to which the staff member is entitled under Rule 7.2.2(d).
- (g) The International Bureau shall pay reasonable costs of packing, crating, carriage, uncrating and unpacking of unaccompanied shipments authorized in accordance with paragraph (e) or (f) above, and within the limits of authorized weight or volume, but shall not pay storage and demurrage charges other than those directly connected with shipment, nor costs for adapting appliances, dismantling or installing fixtures, or special packing, nor any customs, import, export or related charges which may be levied on the shipment.
- (h) When the most economical means of shipment is by surface, the conversion of the whole or part of the surface shipment entitlement, under paragraphs (e) and (f) above, into air freight may be authorized upon request, on the basis of one-half of the weight or volume of the surface entitlement listed in paragraphs (e) and (f) above. In any event, the total weight and volume allowed for shipment by air shall not exceed 600 kg or 6 m³ for the staff member and his or her eligible family

⁹ Amended with effect from May 5, 2014, January 1, 2017, January 1, 2019 and August 1, 2019 (please refer to Office Instruction No. 31/2014 and Information Circulars Nos. 34/2016, 21/2018 and 18/2019).

members.

(i) It shall be understood that for the purposes of excess baggage and unaccompanied shipment when a staff member is given a choice between volume and weight, he or she shall choose the more economical of the two.

(j) A lump-sum amount may be paid in lieu of the unaccompanied shipment provided in paragraph (e), under conditions prescribed by the Director General.

Rule 7.2.4 – Loss of Entitlement to Removal or Unaccompanied Shipment Expenses¹⁰

(a) A staff member who abandons his or her post or resigns before completing one year of service, or two years of service for staff entitled to removal expenses, shall not normally be entitled to payment of unaccompanied shipment expenses under Rule 7.2.3(e) or removal expenses under Rule 7.2.2. Such costs already paid may be adjusted proportionately and recovered from the staff member.

(b) The International Bureau shall not pay removal or unaccompanied shipment expenses if the removal or unaccompanied shipment has not taken place within two years after the date on which the staff member became entitled to removal under Rule 7.2.2 or unaccompanied shipment under Rule 7.2.3(e), 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 or her household goods and personal effects.

(c) On separation from service, entitlement to removal expenses under Rule 7.2.2 or unaccompanied shipment under Rule 7.2.3(e) shall cease if the removal or unaccompanied shipment has not commenced within two years after the date of separation. Where both spouses are staff members and the spouse who separates first is entitled to removal or unaccompanied shipment expenses, his or her entitlement shall not cease until two years after the date of separation of the other spouse.

Rule 7.2.5 – Travel-Related Insurance¹¹

(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 these Staff Regulations and Rules.

(b) In the case of unaccompanied shipments authorized under Rule 7.2.3 (except in connection with home leave or education grant travel), the International Bureau shall provide insurance coverage up to a value prescribed by the Director General. 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 7.2.2 (excluding articles of particular value for which extra premiums are charged), up to a maximum coverage to be prescribed by the Director General, subject to review and approval of the valuation by the International Bureau. If split shipments of the removal have been authorized by the International Bureau, 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 Rule 7.2.3, 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. Staff members shall be entitled, within limits and under conditions prescribed by the Director General, to reasonable compensation in the event of loss of or damage to personal effects

¹⁰ Amended with effect from January 1, 2016, and January 1, 2017 (please refer to Information Circulars Nos. 30/2015 and 34/2016).

¹¹ Amended with effect from November 1, 2014 (please refer to Office Instruction No. 55/2014).

when it is established that such loss or damage is directly attributable to the performance of their official duties with the International Bureau.

Rule 7.2.6 – 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 selected, reasonable expenses incurred for the interment or cremation may be reimbursed.

Rule 7.2.7 – Travel-Related Entitlements for Temporary Staff Members¹²

Temporary staff members shall be eligible for the following travel-related entitlements:

(a) Travel Expenses

(1) A temporary staff member with an appointment of less than 12 months and who is deemed to be internationally recruited shall be entitled to travel expenses for himself or herself only.

(2) A temporary staff member with an appointment of at least 12 months and who is deemed to be internationally recruited shall be entitled to payment of travel expenses, for himself or herself, and for the spouse and dependent children upon initial appointment and separation from service, provided that the staff member declares that his or her eligible family members intend to reside at least six months at the duty station.

(3) Upon the extension of an initial appointment of less than 12 months resulting in an uninterrupted period of service of at least 12 months, temporary staff members shall be entitled to payment of travel expenses for their spouse and dependent children as provided in subparagraph (2).

(b) Official Travel of Eligible Family Members

If an eligible family member leaves the duty station within six months of his or her arrival, and unless the Director General considers his or her departure as justified by exceptional circumstances, the amount of the travel expenses paid in their favor shall be deducted from the salary of the temporary staff member concerned.

(c) Payment Towards Relocation Expenses

The International Bureau shall provide a lump-sum payment towards the staff member's relocation expenses, subject to conditions prescribed by the Director General.

(d) Loss of Entitlement to Return Travel

(1) A staff member who abandons his or her position or resigns before completing the term of his or her temporary appointment shall not normally be entitled to payment of return travel expenses for him or herself or his or her eligible family members. The Director General may, however, authorize such payment if he or she determines that there are compelling reasons for so doing.

¹² Amended with effect from November 1, 2014, January 1, 2016 and August 1, 2019 (please refer to Office Instruction No. 55/2014 and Information Circular Nos. 30/2015 and 18/2019).

- (2) The International Bureau shall not pay return travel expenses if the travel is not undertaken within one year after the date of separation. 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 one year after the date of separation of the other spouse.
- (e) Rule 7.2.6, "Transportation of Remains," shall apply to temporary staff members.

[Annex IV follows]

AMENDMENTS TO STAFF RULES – CHAPTER VII (BLACKLINE VERSION)

CHAPTER VII

TRAVEL AND ~~RELOCATION~~REMOVAL EXPENSES

Regulation 7.1

Travel and Relocation Expenses

Subject to conditions and ~~definitions~~procedures prescribed by the Director General, the International Bureau shall in appropriate cases pay the travel and ~~removal~~relocation expenses of staff members and their ~~dependants~~eligible family members.

Rule 7.1.1 – Definitions

(a) — For the purposes of this chapter, the terms below shall mean the following:

(1) — ~~travel (for defining the duration) — for travel by air, train and boat this is considered to be the duration of time between the departure time and the arrival time at the final destination as shown on the ticket(s); for travel by car, where car is the only mode of travel employed, the duration is measured from the time of departure from the place of origin to the time of arrival at the final point of destination;~~

(2) — ~~trip (for defining the duration) — shall encompass the entire journey from the original point of departure to the return arrival. Or, in the event that a staff member does not return to the original point of departure, a trip shall encompass the entire journey from the original point of departure to the arrival at the final destination;~~

(3) — ~~day (for calculating subsistence allowance) — a 'day' is defined as the 24-hour period from midnight to midnight calculated at the original point of departure (where the trip originated);~~

(4) — ~~event shall encompass all conferences, seminars, exhibitions, conventions and assemblies that arise from the official assignments, duties, and obligations of WIPO program delivery;~~

(5) — ~~written authorization (also "in writing") shall encompass documented authorization in the following forms: hand written, or printed, and signed, authenticated forms of electronic communication which include, but are not limited to, fax, email, sms, and the Organization's computer-based systems.~~

(b) — ~~All other terms shall be defined in an Office Instruction.~~

Rule 7.1.12 – Official Travel of Staff Members

(a) Subject to the conditions laid down in these Regulations and Rules and other relevant provisions, the International Bureau shall pay the travel expenses of eligible staff members in the following cases, which are considered official travel:

(1) on initial appointment or on assignment to another duty station, provided that the staff member is regarded as having been internationally recruited;

Commented [A1]: A spouse does not have to be a dependant within the meaning of Staff Regulation 3.2 to be eligible for travel and removal expenses, hence the change.

Commented [A2]: Rule 7.1.1 deleted: These details/definitions are neither necessary nor useful for this Chapter (they will be useful in the administrative issuance on official travel, subject to the necessary adjustments)

Commented [A3]: To remove references to Office Instructions

(2) on duty travel (i.e., ~~travel undertaken by staff members in furtherance of their official duties/on official business~~);

(3) on home leave;

(4) ~~on education grant travel~~;

(5) ~~(4) on separation from service, in accordance with the relevant provisions.~~

(b) For the purposes of this Chapter, the above shall constitute "Official Travel."

(e) ~~(b)~~ If, on separation from service, a staff member wishes to travel to a place other than the place of his or her recruitment or recognized 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 recruitment or home leave.

Rule 7.3-31.2 ~~Official Travel of Dependants~~ Eligible Family Members

(a) For the purposes of official travel, eligible family members comprise the staff member's spouse, as well as the children recognized as dependants under Regulation 3.2.

(b) Subject to the conditions laid down in these Regulations and Rules and other relevant provisions, the International Bureau shall pay the travel expenses of a staff member's eligible family members dependants as defined in Rule 7.3.4 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) after the initial appointment or assignment to another duty station of a staff member fulfilling the above conditions, if, at the time of appointment, either the travel of the dependant eligible family member was not possible or his or her status as an eligible family member 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 the family member dependants begins;

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

(4) on home leave;

(5) on education grant travel;

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

on journeys authorized pursuant to the provisions relating to the education grant.

(c) In the cases provided for in paragraphs (ba)(1) to (3):

(1) the International Bureau shall only pay the travel expenses of a staff member's dependants eligible family members if the staff member declares that they intend to reside at least six months at the duty station. If a family member dependant leaves the duty station within six months of his or her arrival, and unless the Director General determines that the departure is justified by exceptional circumstances, the amount of his or her travel expenses

Commented [A4]: Moved from Staff Regulation 7.2 (Regulation to be deleted)

Commented [A5]: The child, not the staff member, may travel on education grant travel. This provision has therefore been moved to the Rule on the travel of eligible family members.

Commented [A6]: New Rule 7.1.2 is a combination of former Staff Rules 7.3.3 and 7.3.4, merged into a single Rule. The relevant provisions have been moved from under Regulation 7.3 (on travel-related entitlements) to Regulation 7.1 (on travel expenses), where they truly belong.

Commented [A7]: Education grant travel belongs here, to the provision on official travel of eligible family members, and not to the provision on official travel of staff (where it previously featured).

shall be deducted from the salary of the staff member concerned.

~~(2) In the cases provided for in paragraphs (a)(1) to (3) above, the International Bureau shall pay the travel expenses of a staff member's eligible family members dependants either from the place of recruitment or from the place of his or her recognized home. Should a staff member wish to bring any dependants eligible family members to the 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 family members had traveled from the place of recruitment or recognized home.~~

~~(d) In the cases provided for in paragraph (ab)(56) above, the International Bureau shall pay the travel expenses of a staff member's dependants eligible family members from his or her official duty station to the place to which he or she is entitled to return at the expense of the International Bureau.~~

Rule 7.3.4 – Dependants Eligible for Travel or Removal at the Expense of the International Bureau and for the Settling-in Grant⁴

For payment of travel and removal expenses, of excess baggage and unaccompanied shipment, as well as of the settling-in grant, dependants shall be deemed to comprise:

a spouse;

dependent children.

~~(e) The Director General may authorize payment of the one-way travel expenses of a child either to the staff member's duty station or place of recognized home country when the child has passed the age up to which he or she is considered a dependant under Regulation 3.2 of these 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.~~

~~(f) Notwithstanding these Regulations and Rules, 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, up to the maximum amount payable for the staff member under Rule 7.1.1(b) to the place to which the staff member is entitled to return at the expense of the International Bureau.~~

Rule 7.3.5.1.3 – Loss of Entitlement to Return Travel

~~(a) Staff members who abandon their post or who resign before completing one year of service or within six months following the date of return from home leave shall not normally be entitled to payment of return travel expenses for themselves or their dependants eligible family members. The Director General may, however, authorize such payment if he or she determines that there are compelling reasons for so doing so.~~

~~(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 from service 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.~~

~~(c) This Rule shall not apply to temporary staff members (see Rule 7.2.7 for the relevant provisions).~~

Commented [A8]: New Rule 7.1.3 is former Staff Rule 7.3.5, which has been moved from under Regulation 7.3 (on travel-related entitlements) to Regulation 7.1 (on travel expenses), where it truly belongs.

⁴ Amended with effect from May 5, 2014, January 1, 2017, and January 1, 2018 (please refer to Office Instruction No. 31/2014 and Information Circulars Nos. 34/2016 and 31/2017).

~~Rule 7.1.3 – Application of the Rules for Travel~~

~~Except in those cases where the International Bureau has enacted specific rules or conditions for a particular type of official travel, the provisions of the Regulations and Rules for Duty Travel shall apply *mutatis mutandis* to the following aspects of official travel:~~

- ~~(a) — authority to Travel;~~
- ~~(b) — purchase of Tickets;~~
- ~~(c) — conditions of Travel;~~
- ~~(d) — daily Subsistence Allowance;~~
- ~~(e) — terminal Expenses.~~

Commented [A9]: Rule 7.1.4 deleted as superfluous, especially in view of the deletion of Regulation 7.2

~~Rule 7.1.4 – Classes of Travel~~

~~The classes of travel for all WIPO staff members (and dependants) engaging in Official Travel shall be prescribed through Office Instructions.~~

Commented [A10]: Rule 7.1.4 deleted as redundant with former Rule 7.2.5(b) (which is now 7.1.5) and also to remove references to OIs

~~Regulation 7.2~~

~~Duty Travel~~

~~Subject to conditions and definitions prescribed by the Director General, the International Bureau shall establish the rules and conditions governing Duty Travel. Duty Travel shall be defined as the Official Travel undertaken by staff members in furtherance of their official duties.~~

Commented [A11]: Regulation 7.2 deleted. Most of the rules under Regulation 7.2 apply to official travel in general (which is covered by Regulation 7.1 and the related Rules), and not just to duty travel. This Regulation is therefore misleading, as it suggests that the Rules thereunder only concern duty travel. The definition of duty travel has been included in (new) Staff Rule 7.1.1 (which lists all the types of official travel).

~~Rule 7.1.4.2.1 – Authorization to Travel~~

~~All official travel shall be subject to prior written authorization, as well as by the responsible Program Manager and official security and medical clearance; 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 HRMD or an authorized 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, which issued by the Director General, but these instructions must be subsequently confirmed in writing promptly following the return of the staff member to the duty station. Staff members shall be personally responsible for ascertaining that they have the proper authorization before undertaking travel.~~

~~Rule 7.2.2 – Event Travel~~

~~Generally, no more than one WIPO staff member shall attend a given national event, and no more than two WIPO staff members shall attend the same regional or international event. If the presence of more staff members of the Organization is required, the authorization of the Director General shall be required. Further requirements for Event Travel shall be prescribed by the International Bureau.~~

Commented [A12]: Rule 7.2.2 deleted: Details to be moved to a separate administrative issuance.

~~Rule 7.2.3 – Limit on the Number of United Nations Staff and WIPO Staff Members Travelling on the Same Aircraft~~

Commented [A13]: Rule 7.2.3 deleted: Details to be moved to a separate administrative issuance, as relevant

No more than 30 staff members from the United Nations common system may travel on the same aircraft.

~~(a) Procedures for the travel of more than one WIPO staff member for the same official purpose shall be defined in an Office Instruction.~~

Commented [A14]: Para. deleted because:
-The provision is unrelated to the title of the Rule (WIPO staff traveling for the same purpose may not necessarily travel on the same aircraft) – this is more related to event travel
-Details belong to a separate administrative issuance, not the Staff Regulations and Rules
-To remove the references to Office Instructions

Rule 7.1.52.4 – Establishment of Route, Mode and Conditions of Transportation

(a) Official travel shall in all instances be by a route, mode and standard of transportation approved in advance by the Director General.

(b) Official travel shall be by the most direct and economical route and mode of transportation unless the Director General finds the use of an alternative route or mode of transportation is considered in the interest of the International Bureau. ~~Unless there is a documented professional need that requires otherwise, it is expected that for staff members the point of departure will be their respective duty station. The most direct and economical route of transportation for staff members shall be calculated with travel originating from their respective duty stations. In selecting an approved route for a particular journey the Director General shall, in addition to the transportation costs, take into account the travel time involved, the cost of subsistence and other travel allowances, the availability of appropriate accommodation and the frequency and reliability of departures and arrivals.~~

Commented [A15]: Details to be moved to a separate administrative issuance on official travel.

(c) Daily subsistence allowance, travel time and other entitlements shall not exceed those permissible for a journey by the approved route, mode and standard approved by the Director General.

(d) In exceptional circumstances, staff members may wish to make special travel arrangements for reasons of personal convenience. They shall obtain prior authorization to do so, and shall bear all additional costs.

~~(e) When the Director General, pursuant to paragraph (a) above, has designated air travel as the normally approved mode of transportation for a particular journey, he or she may nevertheless authorize a staff member to use surface transport if he or she determines that there are special reasons to justify such authorization.~~

~~(f) When the Director General, pursuant to paragraph (b) above, has designated surface travel as the normally approved mode of transportation for a particular journey, he or she may nevertheless authorize a staff member to travel by air if the exigencies of the service so require, or if he or she determines that there are special reasons to justify such authorization.~~

Commented [A16]: Paras (e) and (f) deleted: Details to be moved to a separate administrative issuance on official travel.

Rule 7.2.5 – Travel Conditions²

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

~~(e)~~ (b) When official travel is by air, 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 business class;
- (2) the classes of travel for all staff members and their eligible family members engaging in Official Travel shall be prescribed by the International Bureau in an Office Instruction Director General.

Commented [A17]: NEW. Change of class of travel for the Director General: from first class to business class.

Commented [A18]: To remove the references to Office Instructions

² Amended with effect from January 1, 2018 (please refer to Information Circular No. 31/2017).

~~(i) 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 in a higher class of travel.~~

Commented [A19]: Sub-para. (i) deleted: Details to be moved to a separate administrative issuance on official travel.

~~(3) staff members, their spouses and dependent children, 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;~~

Commented [A20]: Sub-para. (3) deleted as redundant with new Rule 7.2.3 (former Rule 7.3.7).

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

~~(5) staff members required to take an official journey by air, or mostly by air;~~

~~(i) shall not normally be required to resume their duties within 12 hours of arriving at the destination if the scheduled flight time for the journey is between six and 10 hours;~~

~~(ii) shall not normally be required to resume their duties within 24 hours of arriving at the destination if the scheduled flight time is more than 10 hours; alternatively, at the discretion of the Director General, a stopover period not exceeding 24 hours may be granted. In the case of very long journeys (more than 10 hours), 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, from time to time, may adapt the above mentioned rules in accordance with the conditions offered by airline companies.~~

~~(h) The conditions for travel by sea or by train shall be prescribed in an Office Instruction;~~

Commented [A21]: To remove the references to Office Instructions

~~(i) When approved travel is by automobile, the following conditions shall apply:~~

Commented [A22]: Sub-para (4) to (7) and para. underneath deleted: Details to be moved to a separate administrative issuance on official travel.

~~(1) staff members shall not be asked to use their own automobiles for official travel; if they do so, it shall be at their own risk, and the International Bureau shall not be liable in any way;~~

~~(2) staff members who are authorized to travel by automobile shall be reimbursed by the International Bureau at rates and under conditions prescribed by the Director General on the basis of automobile operating costs in the area where the travel is undertaken; the subsistence allowance shall be calculated on the basis of a distance of 400 kilometers a day;~~

~~(3) reimbursement for travel within a radius of 56 kilometers (35 miles) from the official duty station shall be based on actual distance covered; for longer distances reimbursement shall be based on the distance as indicated on road maps. The cost of daily commuting between a staff member's home and the place where he or she works shall not be reimbursable;~~

~~(4) the mileage rate established by the Director General shall be payable to only one of two or more persons engaged in travel in the same automobile;~~

~~(5) the total mileage reimbursement and daily subsistence allowance which staff members may claim for any journey by automobile shall be limited to the maximum travel expenses to which they would have been entitled had their dependants traveled by the most economical route;~~

~~(6) In exceptional circumstances, where staff members use a rental car, permission shall be sought in advance, according to procedures that shall be prescribed in an Office Instruction.~~

Commented [A23]: Para. deleted: Details to be moved to a separate administrative issuance on official travel.

~~(j) 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 the 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.~~

Commented [A24]: Details to be moved to a separate administrative issuance on official travel.

~~(k) The International Bureau shall pay only for accommodation authorized and actually used.~~

Commented [A25]: Deleted as redundant with Staff Rule 3.14.5 on education grant travel

Rule 7.1.62.6 – 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)~~(3) daily subsistence allowance;
- ~~(5)~~(4) fees for the issuance or renewal of visas required for travel ~~listed under this Regulation;~~
- ~~(6)~~(5) necessary additional expenses incurred during travel.

~~(b) Staff members shall avoid any expenditure which would be considered unnecessary or unreasonable by an average staff member travelling on Duty Travel.~~

Rule 7.1.72.7 – Purchase of Tickets

(a) Unless a staff member is expressly authorized to make other arrangements, all tickets for official travel of staff members and ~~dependants-eligible family members~~ shall be purchased by the International Bureau ~~according to the requirements prescribed in an Office Instruction.~~

~~(b) When a staff member requests a standard of accommodation or condition of travel in excess of his or her entitlement, or is authorized to travel, for reasons of personal preference or convenience, by other than the approved route or mode of transportation, the staff member shall only make such changes after the ticket has been issued. The staff member shall be required to pay any additional costs thus incurred before receiving the revised ticket.~~

Commented [A26]: Para. (b) deleted as redundant with Rule 7.1.5(d)

~~(c) Once travel has been authorized and certified, no changes may be made to the route, mode or conditions of transport as defined in Rule 7.2.4 without the prior consent, in writing, of the designated authorities and the Safety and Security Coordination Service. Once the ticket has been issued, staff members who wish to change their booking to another carrier or have their ticket re-routed for private purposes, may do so at their own expense and by their own means.~~

~~(d) Travel requests will only reach the travel administration once the Program Manager or authorized Alternate has approved the request. All requests for travel submitted to the travel administration without the Program Manager or authorized Alternate's signature shall not be considered valid and travel shall not be authorized. Staff members shall not make any commitment, whether verbal or in writing, before the request has been formally approved.~~

Commented [A27]: Paras (c) and (d) deleted: Details to be moved to a separate administrative issuance on official travel.

Rule 7.1.82-8 – Terminal Expenses

(a) A staff member travelling to or from the duty station may claim 76 United States dollars for himself or herself and 26 United States dollars for each dependant to cover terminal expenses for any authorized outward or return journey. Where a journey to or from the duty station involves one or more official stopovers, the point most distant from the duty station shall be the terminal point. For all official travel, a staff member is entitled to the payment of terminal expenses at the rates established by the United Nations and under conditions prescribed by the Director General. This terminal expenses allowance shall be deemed to cover all expenditures for taxis or other means of public conveyance, transfer of baggage for transportation and all other incidental charges between the airport or other point of arrival or departure and the hotel or other place of dwelling in respect of the staff member and each family member authorized to travel at WIPO's expense 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.

Commented [A28]: Details to be moved to a separate administrative issuance on official travel.

Commented [A29]: NEW provision stating that the terminal expenses are paid at the rates established by the United Nations (as is already the case in practice)

(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. Entitlement to terminal expenses shall be determined as follows:

Commented [A30]: Details to be moved to a separate administrative issuance on official travel.

(1) terminal expenses incurred for each required trip between the airport or other point of arrival or departure and the hotel or other place of dwelling shall be paid in a fixed amount to the staff member and, where applicable, each eligible family member authorized to travel at the expense of the International Bureau;

(c) No terminal expenses shall be paid in respect of an intermediate stop for:

- (1) an intermediate stop that is unauthorized or voluntary; or
- (2) an intermediate stop of less than six hours that does not involve leaving the terminal or is exclusively for the purpose of making an onward connection on the same day.

(d) 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 for an intermediate stop which is not an officially authorized stopover that is part of the Duty Travel, 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, or that is voluntary and for personal purposes.

Commented [A31]: Paras (d) and (e) deleted: Details to be moved to a separate administrative issuance on official travel.

(e) Notwithstanding the above paragraphs, for authorized travel to or from New York City, the amounts shall be 126 United States dollars for a staff member and 42 United States dollars for each dependant.

(f) Terminal Expenses may be granted at the discretion of the International Bureau in line with these Regulations and Rules and relevant Office Instructions to be prescribed by the International Bureau.

Commented [A32]: Para. (f) deleted as this is not a discretionary matter and no additional terminal expenses should be paid

Rule 7.1.92-9 – Daily Subsistence Allowance³

(a) As staff members authorized to travel at the expense of the International Bureau shall, except during travel by sea, receive a daily subsistence allowance (DSA). That allowance shall vary according to the category of the post to which the staff member is assigned and shall be determined according to the areas which he or she is to visit on the basis of the schedule in accordance with the standard rates established for that purpose by the ICSC.

Commented [A33]: Any exclusions for sea to be mentioned a separate administrative issuance, if relevant.

³ Amended with effect from January 1, 2014 (please refer to Office Instruction No. 43/2013).

~~(1) A staff member authorized to travel by sea shall be entitled to a fixed sum to cover such outlays as he or she will normally be obliged to make on board ship. The sum shall be determined in advance by the Director General for specified journeys, taking into account the fares involved and the number of dependants travelling at the expense of the International Bureau.~~

~~(2) When the authorized mode of transportation is other than by sea, the full travel subsistence allowance shall be payable for the time spent in transit, provided that in the case of travel other than on official business the allowance shall be payable for a maximum of three days for any given journey.~~

(b) The ICSC standard DSA rates indicated in the aforementioned schedule shall apply to all staff members. The Director General may establish higher rates for the duty travel of staff members in the Director category, Assistant Directors General, Deputy Directors General and the Director General, with the exception of the following categories:

~~(1) the rates applicable to staff members in the Director category shall be the same as those established by the United Nations for the said category;~~

~~(2) the rates applicable to Assistant Directors General shall be the same as those established by the United Nations for Assistant Secretaries General;~~

~~(3) the rates applicable to Deputy Directors General shall be the same as those established by the United Nations for Under Secretaries General;~~

~~(4) the rates applicable to the Director General shall correspond to those established by the United Nations for Under Secretaries General, plus 9.45 per cent.~~

~~(c) In exceptional and compelling circumstances the Director General may authorize a reasonable increase in the daily subsistence allowance for a staff member who is required to accompany a senior official and whose official duties during travel require that he or she incur expenses which justify a substantial increase in the allowance applicable to his or her grade.~~

(c) Staff members shall receive, for each of their dependants eligible family members authorized to travel at the expense of the International Bureau, an additional daily subsistence allowance DSA at half the rate applicable to themselves; however, no such allowance shall be payable for travel by sea or travel undertaken in accordance with the provisions governing the education grant travel.

(d) The daily subsistence allowance DSA shall be deemed to comprise the total contribution of the International Bureau towards such expenses as meals, lodging, gratuities, and payment of miscellaneous services. When meals and/or lodging are provided free of charge by official sources, the standard DSA rate of the daily subsistence allowance shall be reduced by 30 per cent if meals are provided; by 50 per cent if lodging is provided; and by 80 percent if both meals and lodging are provided. Subject to Rule 7.12.10², any expenses incurred in excess of the allowance shall be borne by the staff member.

~~(e) Staff members shall receive, for each of their dependants authorized to travel at the expense of the International Bureau, an additional daily subsistence allowance at half the rate applicable to themselves; however, no such allowance shall be payable for travel by sea or travel undertaken in accordance with the provisions governing the education grant.~~

~~(f) The daily subsistence allowance DSA shall continue to be paid during periods of sick leave taken during duty travel; however, if the staff member is admitted to hospital, only one-third of the daily rate shall be paid.~~

(g) The daily subsistence allowance shall be paid for any days on which a staff member is required to perform duties on behalf of the International Bureau during home leave. The percentage of the daily subsistence allowance shall correspond to 50 per cent of the appropriate entitlement, assuming the lodging at home is free of charge or 100 per cent, provided the staff

Commented [A34]: Sub-paras (1) and (2) deleted: Details to be moved to a separate administrative issuance

Commented [A35]: NEW. The higher DSA rates paid to senior staff (D1 and above) will only apply to duty travel, not to travel on appointment, transfer, separation or home leave.

Commented [A36]: Sub-para (1) to (4) deleted: As the UN stopped paying higher DSA rates to senior staff in 2004, these provisions are deleted to remove the inconsistency between the Rule and WIPO's longstanding practice of paying higher DSA rates to senior staff (D1 and above).

Commented [A37]: Sub-para. (c) deleted: Details to be moved to a separate administrative issuance, if relevant

~~member submits documentary evidence in the form of a hotel bill when submitting their travel claim. This shall also be applicable to mission travel, excluding leave, when the mission is undertaken and the staff member uses his or her home for accommodation. Additional conditions for the payment and calculation of DSA shall be prescribed by the Director General.~~

Commented [A38]: Details to be moved to a separate administrative issuance.

~~Rule 7.2.10— Special Rates of Daily Subsistence Allowance~~

~~(h) — The Director General may establish a special rate of subsistence allowance payable to staff members in cases where they are assigned to conferences or are away from their official duty station for extended periods.~~

Commented [A39]: Rule 7.2.10 deleted: Details to be moved to a separate administrative issuance

~~(i) — Rules for the use of the hotel-conference rate shall be prescribed by the International Bureau.~~

~~Rule 7.2.11— Calculation of Daily Subsistence Allowance~~

~~(a) — For the purpose of applying this Rule, the terms “hour of departure” and “hour of arrival,” shall refer to the time when the train, vessel, or airplane actually left or arrived at its regular terminal.~~

Commented [A40]: Rule 7.2.11 deleted: Details to be moved to a separate administrative issuance

Commented [A41]: The terms “hours of departure/arrival” are not used anywhere

~~(j) — Except during travel by sea, and subject to paragraph (c) of Rule 7.2.9, the daily subsistence allowance shall be paid in accordance with the conditions set forth below:~~

~~(1) — for travel lasting at least 10 hours, but not exceeding 24 hours:~~

~~(i) — if it involves spending a night away from home, the full amount of the allowance shall be paid. However, if the staff member travels overnight, and thereby does not require sleeping accommodation for the night spent traveling, 50 per cent of the allowance shall be paid for that day;~~

~~(ii) — if it does not involve spending a night away from home, 40 per cent of the allowance shall be paid;~~

~~(2) — for travel exceeding 24 hours, the allowance shall be paid:~~

~~(i) — for the day of departure;~~

~~(ii) — for each successive day;~~

~~(k) — No allowance shall be paid for:~~

~~(1) — travel lasting less than 10 hours;~~

~~(2) — the day on which travel ends.~~

~~(l) — The rate applicable shall be the one corresponding to the locality where the staff member concerned spends the night subject to the following conditions:~~

~~(1) — if the staff member concerned travels all night or for part of the night, the rate applicable shall be that of the place of arrival;~~

~~(2) — if travel ends on the same day as it began, the rate applicable to the destination shall be paid for that day.~~

~~(m) — The percentage of daily subsistence allowance paid during the trip shall be prescribed in an Office Instruction.~~

~~(n) —When travel is by sea, the allowance shall be paid for the day of arrival at the port of disembarkation, provided that official travel continues for more than 12 hours thereafter. No allowance shall be paid for the day of embarkation.~~

~~(o) —When staff members travel at the expense of a source other than the International Bureau and they receive a contribution towards travel expenses, or a *per diem*, the International Bureau shall only pay a daily subsistence allowance to the extent of the difference offered by the other source and the amount of daily subsistence allowance officially established by the ICSC. Staff members shall be responsible for reporting the receipt of travel contributions from sources external to the International Bureau. When the contribution towards travel or the *per diem* provided by a non-International Bureau source is in excess of the International Bureau's daily subsistence allowance, it shall be the responsibility of the staff member to declare this in advance of the travel.~~

~~(p) No daily subsistence allowance shall be paid to participants in meetings, holders of fellowships, and interviewees for nights spent in an aircraft.~~

Commented [A42]: Para. deleted: The Staff Regulations and Rules apply to staff, whereas this provision concerns non-staff. It belongs to a separate administrative issuance

Rule 7.1.102-12 – Necessary Additional Travel Expenses

~~Necessary additional expenses incurred by a staff member in connection with travel on official business (i.e., duty travel) or other official travel shall be reimbursed by the International Bureau in accordance with the applicable conditions and procedures, after travel has ended, provided that the need for and nature of the expenses are satisfactorily demonstrated and supported by receipts which shall normally be required for any expenditure in excess of 20 US dollars. Such expenses, for which advance authorization shall as far as possible be obtained, shall normally be limited to those exceptions which shall be prescribed in an Office Instruction.~~

Commented [A43]: Deleted; Details to be moved to a separate administrative issuance + to remove the references to Office Instructions

~~(a) —In cases where advance authorization for necessary additional travel expenses is not practicable, all receipts and documents shall be retained and submitted to the travel administration pursuant to Rule 7.2.13.~~

~~(b) —Only staff members shall be authorized to be reimbursed for additional necessary expenses.~~

Commented [A44]: Deleted as details belong to a separate administrative issuance on official travel.

Rule 7.2.13 – Reimbursement of Travel and Removal Expenses

~~(a) —The Director General shall reject any claim for payment or reimbursement of travel or removal expenses which are incurred by a staff member in contravention of any provision of this Chapter.~~

Commented [A45]: Rule 7.2.13 deleted as superfluous. In addition, it does not belong here, under Regulation 7.2 on duty travel, as it concerns all official travels (Regulation 7.1) but also relocation entitlements (Regulation 7.3).

~~(b) —The International Bureau shall reserve the right to deduct the corresponding amount from the staff member's salary in the following cases:~~

Paras (a)/(b)/(c): The details belong to a separate administrative issuance.
Para. (d): Redundant with the relevant provisions on fraud and disciplinary matters.

~~(1) —recovery of travel advances;~~

~~(2) —failure to present receipts;~~

~~(3) —unauthorized changes to travel.~~

~~(c) —All staff members shall provide proof of travel by attaching a scanned document containing boarding passes, train tickets, and other forms of travel receipts. Staff members shall retain the proof of travel receipts for a minimum period of 24 months.~~

~~(1) —For reimbursement, all travel receipts shall be in their original form or in a form verifiable by the travel administration. Informal receipts shall not be reimbursed.~~

~~(2) —All travel receipts shall be submitted within three weeks following the trip. If the travel claim is not submitted in time it shall be assumed that the trip was not undertaken and the travel advance shall be charged to the staff member's salary.~~

~~(d) —The intentional submission of false receipts shall lead to disciplinary action being taken under~~

~~Chapter X of the Staff Regulations and Rules.~~

~~Rule 7.2.14 – Excess Baggage and Unaccompanied Shipments for Duty Travel~~

~~Excess baggage and unaccompanied shipments for duty travel shall be governed by Rule 7.3.7.~~

~~Rule 7.1.112-15 – 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 eligible family members for expenses authorized under this Chapter. Any overpayment shall be recovered from the next salary payment due to the staff member.~~

Regulation 7.23

Travel-Related Entitlements

For the purpose of this Regulation, "staff member" shall refer only to those staff members with a fixed-term, permanent or continuing appointment. The subject matter of this Regulation and the rules thereunder shall not apply to temporary staff members unless otherwise prescribed by Rule 7.32-37 "Travel-Related Entitlements for Temporary Staff Members."

~~Rule 7.3.1 – Non-Duty Travel and Removal Expenses~~

~~For the purposes of the Staff Regulations and Rules, "Non-Duty Travel" shall include all official travel other than official business travel, as well as removal and other travel-related expenses. Travel-Related Entitlements or Non-Duty Travel shall consist of travel on initial appointment or on assignment to another duty station, provided that the staff member is regarded as having been internationally recruited; on home leave; on education grant travel or on separation from service, in accordance with the relevant provisions of these Regulations and Rules. The conditions of travel for Non-Duty Travel shall be prescribed by an Office Instruction.~~

~~Rule 7.2.13-2 – Settling-in Grant⁴~~

(a) Subject to the conditions set forth below, staff members who travel at the expense of the International Bureau on appointment or assignment to another duty station ~~for a period of service expected to be of at least one year~~ shall receive a settling-in grant ~~for themselves and their dependants provided that the appointment or period of assignment is expected to be of at least one year's duration. This grant is intended to contribute to costs incurred in taking up residence at the duty station at the beginning of an appointment or assignment shall be the total contribution of the International Bureau towards the extraordinary expenses incurred by staff members for them and their dependants immediately following their arrival at the duty station.~~

(b) The settling-in grant consists of two portions:

(1) the *daily subsistence allowance* portion, which shall be equivalent to:

(i) thirty days of daily subsistence allowance at the standard rate applicable at the duty station of assignment for the staff member; and

Commented [A46]: Rule 7.2.14 deleted as redundant with/covered by new Rule 7.2.3 (former Rule 7.3.7)

Commented [A47]: 7.3.1 deleted. This provision is superfluous/does not add value. Official travel other than duty travel is already listed in former 7.1.2 (new 7.1.1). The rules thereunder specify when a travel-related entitlement is payable.

Commented [A48]: Unclear sentence: (1) "non-duty travel" is only used in this Rule, nowhere else in the Staff Regulations and Rule. (2) "non-duty travel" cannot include "removal and other travel-related expenses".

Commented [A49]: Unclear sentence: "travel-related entitlements" do not "consist of travel on initial appointment..."

Commented [A50]: Provision amended to clarify the purpose of the settling-in grant

⁴ Amended with effect from May 5, 2014, and January 1, 2017 (please refer to Office Instruction No. 31/2014 and Information Circular No. 34/2016).

(ii) fifteen days of daily subsistence allowance at the standard rate applicable at the duty station of assignment in respect of each accompanying eligible family member for whom travel expenses have been paid by the International Bureau under Rule 7.3.3 and Rule 7.3.4.

The higher daily subsistence allowance rates that may be payable to senior officials in accordance with Staff Rule 7.1.9(b) shall not apply to the daily subsistence allowance portion of the settling-in grant.

(2) the *lump-sum* portion which is non-pensionable and is equivalent to one month of the staff member's net base salary plus applicable post adjustment at the duty station of assignment.

(c) The Director General may, at his or her discretion, authorize payment of all or part of a settling-in grant, in cases where the International Bureau did not have to pay travel expenses on the appointment of a staff member regarded as having been internationally recruited.

(d) If the staff member has not completed the period of service for which a settling-in grant has been paid to him or her, and unless the Director General determines the departure is justified by exceptional circumstances, the grant shall be adjusted proportionately and recovery shall be deducted from any amount due to the staff member.

(e) If a dependant eligible family member, for whom a settling-in grant has been paid in accordance with paragraph (b)(1)(ii) above, resides less than six months at the duty station, and unless the Director General determines the departure is justified by exceptional circumstances, any settling-in grant paid for the dependant eligible family member shall be deducted from any amount due to the staff member concerned.

(f) Where both spouses are staff members of organizations in the United Nations common system, travelling at the expense of the International Bureau to the same duty station, the daily subsistence allowance portion of the grant shall be paid to each in respect of himself or herself. If they have a dependent child or children, the relevant amount shall be paid to the staff member in respect of whom the child or children are recognized as dependant(s). However, the lump-sum portion of the grant shall only be paid to the spouse who has the highest salary.

Rule 7.3.3 — Official Travel of Dependants

~~(a) Subject to the conditions laid down in these Regulations and Rules, the International Bureau shall pay the travel expenses of a staff member's dependants as defined in Rule 7.3.4 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)(1) 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 or her 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 the dependants begins;~~

~~(3)(1) following completion by the staff member of at least one year of continuous service, provided that service with the International Bureau is determined by the Director General to continue for more than six months beyond the date on which the travel of the dependants begins;~~

~~(4)(1) on home leave;~~

Commented [A51]: NEW provision stipulating that the higher DSA rates that are paid to senior staff (D1 and above) as per WIPO's longstanding practice do not apply to the DSA portion of the settling-in grant.

Commented [A52]: Rule 7.3.3 moved above under Regulation 7.1, as new Rule 7.1.2

~~(5)(1) on separation from service, provided that the staff member's appointment was for a period of at least one year or that he or she had completed at least one year of continuous service;~~

~~(6)(1) on journeys authorized pursuant to the provisions relating to the education grant.~~

~~(b)(a) In the cases provided for in paragraphs (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 or her arrival, and unless the Director General determines the departure is justified by exceptional circumstances, the amount of his or her travel expenses shall be deducted from the salary of the staff member concerned.~~

~~(c)(a) In the cases provided for in paragraphs (a)(1) to (3) above, the International Bureau shall pay the travel expenses of a staff member's dependants either from the place of recruitment or from the place of his or her recognized home. Should a staff member wish to bring any dependants to the 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.~~

~~(d)(a) 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 or her official duty station to the place to which he or she is entitled to return at the expense of the International Bureau.~~

~~Rule 7.3.4 — Dependants Eligible for Travel or Removal at the Expense of the International Bureau and for the Settling-in Grant⁶~~

~~(a) — For payment of travel and removal expenses, of excess baggage and unaccompanied shipment, as well as of the settling-in grant, dependants shall be deemed to comprise:~~

~~(1) — a spouse;~~

~~(2)(1) dependent children.~~

~~(b)(a) The Director General may authorize payment of the one-way travel expenses of a child either to the staff member's duty station or home country when the child has passed the age up to which he or she is considered a dependant under Regulation 3.2 of these 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.~~

~~(c)(a) Notwithstanding these Regulations and Rules, 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.~~

~~Rule 7.3.5 — Loss of Entitlement to Return Travel~~

~~(a) — Staff members who abandon their post or who resign before completing one year of service or within six months following the date of return from home leave shall not normally be entitled to payment of return travel expenses for themselves or their dependants. The Director General may, however, authorize such payment if he or she determines that there are compelling reasons for so doing.~~

Commented [A53]: Rule 7.3.4 moved above under Regulation 7.1, as new Rule 7.1.2

Commented [A54]: Rule 7.3.5 moved under Regulation 7.1, as new Rule 7.1.3

⁶ Amended with effect from May 5, 2014, January 1, 2017, and January 1, 2018 (please refer to Office Instruction No. 31/2014 and Information Circulars Nos. 34/2016 and 31/2017).

~~(b)(a) 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 from service 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.~~

Rule 7.2.23.6 – Removal Expenses⁶

(a) Subject to the conditions prescribed by these Regulations and 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) 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 case provided for in paragraph (a)(1) 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 or she is entitled to take home leave, provided that such goods and effects were in his or her possession at the time of appointment and are being transported for the staff member's 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 or she deems appropriate.

(c) In the case provided for in paragraph (a)(2) 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 the staff member 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 or she 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 or her sole use.

(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 30 m³, including packaging materials but excluding crating and lift vans, for staff members without ~~dependants~~ eligible family members; and 60 m³ for staff members with one or more ~~dependants~~ eligible family members residing with them at their official duty station, regardless of the weight of household goods and personal effects;

(2) the International Bureau shall not pay storage and demurrage charges other than those normally included in transportation costs; ~~When staff members are assigned to a new duty station to which they have the entitlement to removal, the International Bureau may upon request pay the cost of storage of all or part of their household goods and personal effects during the period of service at that duty station, provided that:~~

~~(i) the volume of household goods and personal effects stored shall not exceed the difference between the volume set out in paragraph (d)(1) above and the volume actually removed;~~

⁶ Amended with effect from May 5, 2014, January 1, 2017, January 1, 2019 and August 1, 2019 (please refer to Office Instruction No. 31/2014 and Information Circulars Nos. 34/2016, 21/2018 and 18/2019).

~~(ii) the cost of storage and removal shall not exceed the estimated cost of a removal of the total volume that will be stored and removed; and~~

~~(iii) the storage charges shall not extend beyond five years from the date of taking up the assignment;~~

(3) the International Bureau shall pay reasonable costs of packing, crating, carriage, uncrating, and unpacking related to the maximum entitlement provided under paragraph (d)(1) above, but shall not pay costs for adapting appliances, dismantling or installing fixtures or special packing. The International Bureau shall not pay any customs, import, export or related charges which may be levied on the household goods and personal effects;

(4) transportation of household goods and personal effects shall be effected by such means as the Director General determines the most economical on the basis of estimates from three different firms, taking into account the costs referred to in paragraph (d)(3) above;

(5) the International Bureau shall not pay for the removal 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;~~

(6) this Rule shall not apply to staff members on mission, nor shall the International Bureau pay the removal costs of a staff member's household goods and personal effects from one residence to another at the same duty station;

(7) the staff member may request that his or her removal entitlement be split into no more than two shipments originating from or destined to two different locations, provided that:

(i) the combined volume of the two shipments shall not exceed the total entitlement; and

(ii) the total cost of the split shipments to be paid by the International Bureau shall not exceed the estimated cost of shipping the actual volume of the two consignments between the duty station and either the place of recruitment or the place of home leave;

(8) where both spouses are staff members ~~(of the International Bureau or another organization applying the United Nations common system of salaries and allowances)~~ entitled to removal of household goods and personal effects, the maximum volume that may be removed at the expense of the International Bureau ~~(or the other organization)~~ shall be that provided for a staff member with ~~dependants~~ eligible family members residing with him or her.

(e) A lump-sum amount may be paid in lieu of removal expenses under conditions prescribed by the Director General ~~in an Office Instruction~~.

Rule 7.2.3.7 – Excess Baggage and Unaccompanied Shipment⁷

(a) ~~Baggage in excess of the amount specified in Rule 7.2.5, or otherwise in excess of the volume carried without extra charge by transportation companies, shall be regarded as excess~~ baggage within the meaning of this Rule shall mean any accompanied baggage not carried free of charge by transportation companies.

(b) Charges for excess baggage shall be reimbursable for staff members and their eligible family members only when authorized before travel begins; ~~and up to a maximum amount prescribed by the Director General,~~ except as provided for in paragraph (c) below.

Commented [A55]: Provisions deleted. Staff members who wish to store all or part of their household goods will have to opt for the relocation lump sum. This is to simplify administrative processes for the Administration.

Commented [A56]: Deleted as outdated/not relevant to WIPO.

Commented [A57]: To remove the references to Office Instructions

⁷ Amended with effect from May 5, 2014, January 1, 2017, January 1, 2019 and August 1, 2019 (please refer to Office Instruction No. 31/2014 and Information Circulars Nos. 34/2016, 21/2018 and 18/2019).

(c) When baggage is carried ~~without free of~~ charge by one transportation company but regarded as excess by a company furnishing subsequent transportation, the charges may be reimbursed provided that the staff member obtains a statement from the company to the effect that the baggage was regarded as excess.

(d) Excess baggage or unaccompanied shipment charges, including packaging materials but excluding crating and lift vans, for travel in connection with home leave or the education grant, may be reimbursed ~~in the following cases~~ as prescribed by the Director General:

~~(1) for home leave travel, the Organization shall reimburse the costs for surface shipment of:~~

~~(i) 50 kg or 0.50 m³ per person of unaccompanied baggage; or~~

~~(ii) 10 kg or 0.10 m³ excess baggage by air.~~

~~(2) for education grant travel, the Organization shall reimburse the costs for surface shipment of:~~

~~(i) 200 kilograms or 2 m³ of unaccompanied baggage on the first outward journey to, and the final return journey from, the educational institution, as well as at the time of a change of institution which involves travel; and~~

~~(ii) 50 kilograms or 0.50 m³ of unaccompanied baggage on education grant travel other than that mentioned above.~~

(e) Upon initial appointment or assignment to another duty station for a period of at least one year, or where the assignment is extended for a total period of at least one year, or on separation from service provided that the appointment was for at least one year, when the staff member is not entitled to removal expenses under Staff Rule 7.2.23-6, he or she shall be entitled to payment of unaccompanied shipment costs for the transportation of personal effects and household goods. Transportation shall be by surface, or by air if the latter mode of transportation is more economical, up to a maximum, including packaging materials but excluding crating and lift vans, of:

(1) 1,000 kg or 10 m³ for the staff member;

(2) 500 kg or 5 m³ for the first ~~dependant~~ eligible family member;

(3) 300 kg or 3 m³ for every other ~~dependant~~ family member authorized to travel at the expense of the International Bureau.

(f) On appointment, transfer or separation from service, when the staff member is entitled to reimbursement of removal expenses under Rule 7.2.23-6, he or she may request the International Bureau to pay for the advanced shipment of unaccompanied baggage by surface, or by air if the latter mode of transportation is more economical, up to a maximum, including packaging materials but excluding crating and lift vans, of 4.5 m³ for a staff member without ~~dependants~~ eligible family members and 9 m³ for a staff member with one or more ~~dependants~~ family members authorized to travel at the expense of the International Bureau. The volume of such advanced shipment shall be deducted from the maximum volume to which the staff member is entitled under ~~paragraph (d) of~~ Rule 7.2.2(d)3-6.

(g) The International Bureau shall pay reasonable costs of packing, crating, carriage, uncrating and unpacking of unaccompanied shipments authorized in accordance with paragraph (e) or (f) above, and within the limits of authorized weight or volume, but shall not pay storage and demurrage charges other than those directly connected with shipment, nor costs for adapting appliances, dismantling or installing fixtures, or special packing, nor any customs, import, export or related charges which may be levied on the shipment.

Commented [A58]: Sub-para (1) and (2) deleted as these details are already provided in the Office Instructions on Education Grant and on Home Leave.

(h) When the most economical means of shipment is by surface, the conversion of the whole or part of the surface shipment entitlement, under paragraphs (e) and (f) above, into air freight may be authorized upon request, on the basis of one-half of the weight or volume of the surface entitlement listed in paragraphs (e) and (f) above. In any event, the total weight and volume allowed for shipment by air shall not exceed 600 kg or 6 m³ for the staff member and his or her ~~dependants~~ eligible family members.

(i) It shall be understood that for the purposes of excess baggage and unaccompanied shipment when a staff member is given a choice between volume and weight, he or she shall choose the more economical of the two.

(j) A lump-sum amount may be paid in lieu of the unaccompanied shipment provided in paragraph (e), under conditions prescribed by the Director General ~~in an Office Instruction~~.

~~Rule 7.2.3.8 – Reimbursement of Travel and Removal Expenses~~

~~Reimbursement of travel and removal expenses shall be governed by the provisions of Rule 7.2.13.~~

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~~Rule 7.2.4.3.9 – Loss of Entitlement to Removal or Unaccompanied Shipment Expenses~~⁸

(a) A staff member who abandons his or her post or resigns before completing one year of service, or two years of service for staff entitled to removal expenses, shall not normally be entitled to payment of unaccompanied shipment expenses under Rule ~~7.2.3.7~~(e) or removal expenses under Rule ~~7.2.23.6~~. Such costs already paid may be adjusted proportionately and recovered from the staff member.

(b) The International Bureau shall not pay removal or unaccompanied shipment expenses if the removal or unaccompanied shipment has not taken place within two years after the date on which the staff member became entitled to removal under Rule ~~7.2.23.6~~ or unaccompanied shipment under Rule ~~7.2.33.7~~(e), 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 or her household goods and personal effects.

(c) On separation from service, entitlement to removal expenses under Rule ~~7.2.23.6~~ or unaccompanied shipment under Rule ~~7.2.33.7~~(e) shall cease if the removal or unaccompanied shipment has not commenced within two years after the date of separation. Where both spouses are staff members and the spouse who separates first is entitled to removal or unaccompanied shipment expenses, his or her entitlement shall not cease until two years after the date of separation of the other spouse.

~~Rule 7.2.5.3.10 – Travel-Related Insurance~~⁹

(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 these Staff Regulations and Rules.

(b) In the case of unaccompanied shipments authorized under Rule ~~7.2.33.7~~ (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 kilogram of the maximum shipment entitlement~~ prescribed by the Director General. Such insurance coverage shall not include articles of particular value for which extra premiums are charged. The International Bureau

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⁸ Amended with effect from January 1, 2016, and January 1, 2017 (please refer to Information Circulars Nos. 30/2015 and 34/2016).

⁹ Amended with effect from November 1, 2014 (please refer to Office Instruction No. 55/2014).

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 7.2.23.6 (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 to be prescribed by the Director General~~, subject to review and approval of the valuation by the ~~Director General~~International Bureau. If split shipments of the removal have been authorized by the ~~Director General~~International Bureau, 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.

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(d) In the case of unaccompanied shipments, as provided for in Rule 7.2.3-3.7, 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. Staff members shall be entitled, within limits and under conditions prescribed 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.

~~Rule 7.3.11 – 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, insofar as such expenses are not otherwise covered.~~

Commented [A63]: Rule 7.3.11 deleted as superfluous. Redundant with the relevant provisions on service-incurred illnesses and injuries

~~Rule 7.2.63.12 – 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 selected, reasonable expenses incurred for the interment or cremation may be reimbursed.~~

~~Rule 7.2.73.13 – Travel-Related Entitlements for Temporary Staff Members~~¹⁰

Temporary staff members shall be eligible for the following travel-related entitlements:

(a) Travel Expenses

(1) A temporary staff member with an appointment of less than 12 months and who is deemed to be internationally recruited shall be entitled to travel expenses for himself or herself only.

(2) A temporary staff member with an appointment of at least 12 months and who is deemed to be internationally recruited shall be entitled to payment of travel expenses, for himself or herself, and for the spouse and dependent children upon initial appointment and separation from service, provided that the staff member declares that his or her ~~dependants eligible family members~~ intend to reside at least six months at the duty station. ~~Rule 7.3.4(a) shall apply for the definition of dependants for the payment of travel expenses.~~

¹⁰ Amended with effect from November 1, 2014, January 1, 2016 and August 1, 2019 (please refer to Office Instruction No. 55/2014 and Information Circular Nos. 30/2015 and 18/2019).

(3) Upon the extension of an initial appointment of less than 12 months resulting in an uninterrupted period of service of at least 12 months, temporary staff members shall be entitled to payment of travel expenses for their spouse and dependent children as provided in subparagraph (2).

(b) Official Travel of ~~Dependants~~ **Eligible Family Members**

If ~~a dependant~~ **an eligible family member** leaves the duty station within six months of his or her arrival, and unless the Director General considers his or her departure as justified by exceptional circumstances, the amount of the travel expenses paid in ~~their~~ favor ~~of the dependants~~ shall be deducted from the salary of the temporary staff member concerned.

(c) Payment Towards Relocation Expenses

The International Bureau shall provide a lump-sum payment towards the staff member's relocation expenses, subject to conditions prescribed by the Director General ~~in an Office Instruction~~.

(d) Loss of Entitlement to Return Travel

(1) A staff member who abandons his or her position or resigns before completing the term of his or her temporary appointment shall not normally be entitled to payment of return travel expenses for him or herself or his or her ~~dependants~~ **eligible family members**. The Director General may, however, authorize such payment if he or she determines that there are compelling reasons for so doing.

(2) The International Bureau shall not pay return travel expenses if the travel is not undertaken within one year after the date of separation. 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 one year after the date of separation of the other spouse.

~~(e) — Rule 7.2.13, "Reimbursement of Travel and Removal Expenses," shall apply *mutatis mutandis* to temporary staff members.~~

~~(f) — Rule 7.3.11, "Illness or Accident during Travel," shall apply to temporary staff members.~~

~~(g)~~ ~~(e)~~ ~~Rule 7.3.12~~ **Rule 7.2.6**, "Transportation of Remains," shall apply to temporary staff members.

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