



WO/CC/82/2
ORIGINAL: ENGLISH
DATE: MAY 5, 2023

WIPO Coordination Committee

Eighty-Second (54th Ordinary) Session
Geneva, July 6 to 14, 2023

AMENDMENTS TO STAFF REGULATIONS AND RULES

Document prepared by the Director General

TABLE OF CONTENTS

Sections of document WO/CC/82/2

- I. Introduction
- II. Amendments to Staff Regulations (for approval)
- III. Amendments to Staff Rules (for notification)

Annexes

- Annex I Proposed amendments to Staff Regulations
- Annex II Amendments to Staff Rules

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, and are accompanied by explanatory notes. The main amendments are also explained below.

(New) Regulation 1.10 – Place of Residence

4. The Staff Regulations and Rules were drafted at a time when staff had no choice but to reside within the area of the duty station, since teleworking was not envisaged and presence on WIPO premises was required during working hours. Remuneration, as well as a number of allowances and other entitlements, depend on a staff member's place of residence, which in the past was presumed to be within the area of the duty station. However, the generalization of teleworking since the COVID-19 pandemic has made it possible in practice for staff to establish their primary residence outside the area of the duty station.

5. To take account of this development, it is proposed to introduce a new Staff Regulation expressly providing that staff must have their primary residence within the area of the duty station and that the remuneration, allowances and other entitlements that depend on place on residence may be reduced for those staff who are exceptionally authorized to reside outside the area of their duty station.

Regulation 4.9 – Recruitment

6. It is proposed to add a new express provision on the possibility to hold competitions open only to internal candidates (that is, staff members on fixed-term or continuing appointments who were recruited following a competition within the meaning of Regulations 4.9 and 4.10).

7. The Staff Regulations and Rules do not prohibit the holding of competitions open to internal candidates only. However, the established practice is that anyone can compete for advertised vacancies and no priority is given to internal candidates. It is therefore considered preferable to amend Staff Regulation 4.9 to expressly allow a departure from the established practice.

8. The Human Resources (HR) Strategy 2022-2026 underscored the importance of WIPO developing internal talent and providing new career enhancement opportunities on a temporary or more regular basis. It is proposed that for vacancies where there is sufficient in-house talent, competitions may, at the discretion of the Director General, be limited to internal candidates. This would enhance movement and growth without negatively affecting the acquisition of new talent or geographical diversity, as a vacancy filled by an internal candidate generates another vacancy.

Other Amendments

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

- Regulation 3.1 – Salaries
- Regulation 3.3 – Dependency Allowances for Staff Members in the Professional and Higher Categories
- Regulation 3.4 – Dependency Allowances for Staff Members in the General Service and National Professional Officer Categories
- Regulation 4.17 – Fixed-Term Appointments
- Regulation 5.2 – Special Leave
- Regulation 12.5 – Transitional Measures

III. AMENDMENTS TO STAFF RULES (FOR NOTIFICATION)

10. The amendments to the Staff Rules are provided in Annex II, and are accompanied by explanatory notes. The main amendments are also explained below.

Rule 3.14.3 – Amount of the Education Grant

11. This Rule will be amended to allow the application of less restrictive conditions on the prorating of the education grant, in the interest of staff members who separate from service before the end of the school year.

12. More specifically, the two-thirds rule that currently applies in relation to school attendance (i.e., the grant is not prorated if the child attends at least two thirds of the school year) will be extended to staff whose period of service does not cover the full school year (i.e., the grant will no longer be prorated if the staff member's period of service covers at least two thirds of the school year). This is consistent with the rules in other organizations of the UN common system, such as the UN Secretariat.

Rule 7.2.7 – Travel-Related Entitlements for Temporary Staff Members

13. This Rule will be amended to introduce a new payment of 30 days of daily subsistence allowance (DSA) for temporary staff members who, on initial appointment, travel to the duty station at the expense of WIPO. This new payment will help the concerned staff members settle at their place of assignment. It is consistent with the purpose of DSA and with the rules and practices in other organizations of the UN common system.

14. In terms of financial implications, 30 days' DSA at the Geneva rate represent a payment of CHF 10,890 (as at March 2023) per eligible staff member. The amount of the relocation lump sum currently paid to temporary staff members will be revisited to take into account the new DSA payment. The reduction of the relocation lump sum for temporary staff members with an appointment of at least 12 months will partly offset the additional expenses resulting from the new DSA payment.

Other Amendments

15. Other amendments, which are less substantive in nature or merely editorial, will be made to the following Rules, as detailed in Annex II:

- Rule 3.10.1 – Language Allowance

- Rule 6.2.1 – Medical Insurance
- Rule 12.2.2 – Authentic Texts of Regulations and Rules
- Annex II – Salaries and Allowances

16. *The WIPO Coordination
Committee is invited:*

*(i) to approve the
amendments to the Staff
Regulations as provided in
Annex I,
document WO/CC/82/2; and*

*(ii) to note the amendments
to the Staff Rules as provided
in Annex II,
document WO/CC/82/2.*

[Annexes follow]

PROPOSED AMENDMENTS TO STAFF REGULATIONS

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
<p>[New] Regulation 1.10</p> <p>Place of Residence</p>		<p><u>[New] Regulation 1.10 – Place of Residence</u></p> <p><u>Staff members shall have their primary residence within the area of their duty station. The remuneration, allowances and other entitlements that depend on place of residence may be reduced for staff members who are exceptionally authorized to reside outside the area of their duty station.</u></p>	<p>The Staff Regulations and Rules were drafted at a time when staff had no choice but to reside within the area of the duty station, since teleworking was not envisaged and presence on WIPO premises was required during working hours. Remuneration, as well as a number of allowances and other entitlements, depend on a staff member's place of residence, which in the past was presumed to be within the area of the duty station. However, the generalization of teleworking since the COVID-19 pandemic has made it possible in practice for staff to establish their primary residence outside the area of the duty station. To take account of this development, it is proposed to introduce a new Staff Regulation expressly providing that staff must have their primary residence within the area of the duty station and that the remuneration, allowances and other entitlements that depend on place on residence may be reduced for those who are exceptionally authorized to reside outside the area of their duty station. If the new Regulation 1.10 is approved, current Regulations 1.10 to 1.13 will be renumbered accordingly.</p>
<p>Regulation 3.1</p> <p>Salaries</p>	<p>Salaries [Footnote 19]</p> <p>(a) Staff members shall be remunerated with gross salaries, the amounts of which shall be subject to deductions for the purpose of internal taxation, as prescribed by Regulation 3.19, in order to arrive at the net salaries specified in this Regulation. Unless expressly stated otherwise, the word "salary" in these Regulations and Rules shall mean net salary.</p> <p>(b) Salaries shall be as follows:</p> <p>Director General</p>	<p>Salaries [Footnote 19]</p> <p>(a) Staff members shall be remunerated with gross salaries, the amounts of which shall be subject to deductions for the purpose of internal taxation, as prescribed by Regulation 3.19, in order to arrive at the net salaries specified in this Regulation. Unless expressly stated otherwise, the word "salary" in these Regulations and Rules shall mean net salary.</p> <p>(b) Salaries shall be as follows:</p> <p>Director General</p>	<p>Editorial changes to reflect the deletion of Annex II to the Staff Regulations and Rules, entitled "Salaries and Allowances" (see Annex II to this document).</p>

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
	<p>Equivalent to the highest salary payable to the Head of a Specialized Agency of the United Nations that has its Headquarters in Geneva.</p> <p>Deputy Directors General</p> <p>Equivalent to the salary provided for the "Under-Secretaries-General" category in the United Nations.</p> <p>Assistant Directors General</p> <p>Equivalent to the salary provided for the "Assistant Secretaries-General" category in the United Nations.</p> <p>(c) Salary scales in force for other staff members shall be published as prescribed in Annex II.</p> <p>[Footnote 19] Explanatory note: These salaries correspond to those in force within the United Nations common system. They may be adjusted by the Director General, in accordance with any adjustments approved within the United Nations common system. [...]</p>	<p>Equivalent to the highest salary payable to the Head of a Specialized Agency of the United Nations that has its Headquarters in Geneva.</p> <p>Deputy Directors General</p> <p>Equivalent to the salary provided for the "Under-Secretaries-General" category in the United Nations.</p> <p>Assistant Directors General</p> <p>Equivalent to the salary provided for the "Assistant Secretaries-General" category in the United Nations.</p> <p>(c) Salary scales in force for the Director General and for staff members appointed in any category other staff members shall be published on the WIPO Intranet as prescribed in Annex II.</p> <p>[Footnote 19] Explanatory note: These salaries correspond to those in force within the United Nations common system. They may be adjusted by the Director General, in accordance with any adjustments approved within the United Nations common system. [...]</p>	<p>The new provision in para. (c) reproduces the provision currently contained in article 1 of Annex II to the Staff Regulations and Rules that will be deleted (see Annex II to this document).</p>
<p>Regulation 3.3</p> <p>Dependency Allowances for Staff Members in the Professional and Higher Categories</p>	<p>Regulation 3.3 – Dependency Allowances for Staff Members in the Professional and Higher Categories</p> <p>Staff members in the Professional and higher categories shall be entitled to the following non-pensionable allowances under conditions established by the Director General:</p> <p>(a) for a dependent spouse, an allowance at the level of six per cent of the net salary plus post adjustment;</p> <p>(b) for each dependent child, the amount as provided in Annex II, subject to paragraph (c) below;</p>	<p>Regulation 3.3 – Dependency Allowances for Staff Members in the Professional and Higher Categories</p> <p>(a) Staff members in the Professional and higher categories shall be entitled to the following non-pensionable allowances for a dependent spouse and for each dependent child, under conditions established by the Director General. :</p> <p>(a) for a dependent spouse, an allowance at the level of six per cent of the net salary plus post adjustment;</p> <p>(b) for each dependent child, the amount as provided in Annex II, subject to paragraph (c) below;</p>	<p>The proposed changes are editorial and do not involve any substantive modifications. They include:</p> <ul style="list-style-type: none"> - Merging of Regulations 3.3 and 3.4 into a single Regulation on "Dependency Allowances", applicable to all categories of staff. The revised Regulation 3.4 will only deal with the education levy for General Service staff serving at WIPO Headquarters in Geneva. - Editorial changes to streamline the provisions, remove the current repetitions in paragraphs (b), (d), (e) and (f) of Regulations 3.3 and 3.4, and reflect the deletion of Annex II to the Staff Regulations and Rules, entitled "Salaries and Allowances" (see Annex II to this document).

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
	<p>(c) in lieu of the dependent child allowance provided for at paragraph (b), for staff members who are single parents, an allowance in respect of the first dependent child at the level of six per cent of the net salary plus post adjustment;</p> <p>(d) in addition to any amount payable pursuant to paragraph (b) or (c) above, the staff member shall be entitled to the amount as 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>(e) the child allowances provided for under paragraphs (b) and (c) above, increased, where applicable, by the amount of the allowance for a child with a disability provided for under paragraph (d) above, shall be reduced by the amount of any other dependency allowance received from the International Bureau or from any source external to the International Bureau by the staff member or the staff member's spouse;</p> <p>(f) where there is no dependent spouse, the staff member shall be entitled to the amount as provided in Annex II, per annum, for one of the following persons: a dependent parent, a dependent brother or a dependent sister. This provision shall not apply to temporary staff members.</p>	<p>(c) in lieu of the dependent child allowance provided for at paragraph (b), for staff members who are single parents, an allowance in respect of the first dependent child at the level of six per cent of the net salary plus post adjustment;</p> <p>(d) in addition to any amount payable pursuant to paragraph (b) or (c) above, the staff member shall be entitled to the amount as 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>(e) (b) The dependent child allowances provided for under paragraphs (b) and (c) above, increased, where applicable, by the amount of the allowance for a child with a disability provided for under paragraph (d) above, shall be reduced by the amount of any other dependency allowance received from the International Bureau or from any source external to the International Bureau by the staff member or the staff member's spouse. ;</p> <p>(f) (c) When where there is no dependent spouse, the staff member shall be entitled, where applicable, to an allowance the amount as provided in Annex II, per annum, for one of the following persons: a dependent parent, a dependent brother or a dependent sister. This provision shall not apply to temporary staff members.</p>	
<p>Regulation 3.4 Dependency Allowances for Staff Members in the General Service and National Professional Officer Categories</p>	<p>Regulation 3.4 Dependency Allowances for Staff Members in the General Service and National Professional Officer Categories</p> <p>Staff members in the General Service and National Professional Officer categories shall be entitled to the following non-pensionable allowances under conditions established by the Director General:</p>	<p>Regulation 3.4 Education Levy Dependency Allowances for Staff Members in the General Service and National Professional Officer Categories</p> <p>Staff members in the General Service and National Professional Officer categories shall be entitled to the following non-pensionable allowances under conditions established by the Director General:</p>	<p>See previous description regarding the amendments to Regulation 3.3.</p>

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
	<p>(a) the amount as provided in Annex II, per annum, for a dependent spouse;</p> <p>(b) the amount as provided in Annex II, per annum, for each dependent child;</p> <p>(c) where there is no spouse, the allowance for the first dependent child shall be the amount provided in Annex II, per annum;</p> <p>(d) in addition to any amount payable pursuant to paragraph (b) or (c) above, the amount as provided in Annex II, per annum 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>(e) the allowances provided for under paragraphs (b) and (c) above, increased, where applicable, by the amount of the allowance provided for under paragraph (d) above, shall be reduced by the amount of any other dependency allowance received from the International Bureau or from any source external to the International Bureau by the staff member or the staff member's spouse;</p> <p>(f) where there is no dependent spouse, the staff member shall be entitled to the amount as provided in Annex II, per annum for one of the following persons: a dependent parent, a dependent brother or a dependent sister. This provision shall not apply to temporary staff members;</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 prescribed by the Director General.</p>	<p>(a) the amount as provided in Annex II, per annum, for a dependent spouse;</p> <p>(b) the amount as provided in Annex II, per annum, for each dependent child;</p> <p>(c) where there is no spouse, the allowance for the first dependent child shall be the amount provided in Annex II, per annum;</p> <p>(d) in addition to any amount payable pursuant to paragraph (b) or (c) above, the amount as provided in Annex II, per annum 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>(e) the allowances provided for under paragraphs (b) and (c) above, increased, where applicable, by the amount of the allowance provided for under paragraph (d) above, shall be reduced by the amount of any other dependency allowance received from the International Bureau or from any source external to the International Bureau by the staff member or the staff member's spouse;</p> <p>(f) where there is no dependent spouse, the staff member shall be entitled to the amount as provided in Annex II, per annum for one of the following persons: a dependent parent, a dependent brother or a dependent sister. This provision shall not apply to temporary staff members;</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 prescribed by the Director General.</p>	
Regulation 4.9	(a) As a general rule, recruitment shall be made on the basis of a competition.	(a) As a general rule, recruitment shall be made on the basis of a competition.	It is proposed to add a new express provision on the possibility to advertise vacancies internally. Only staff members on fixed-term or continuing appointments

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
Recruitment	<p>(b) Vacancies to be filled by competition shall be published on WIPO's recruitment website.</p> <p>(c) Vacancies in the National Professional Officer category shall be filled by the appointment of candidates who shall normally be nationals of the country of the duty station and who shall be recruited locally, subject to the exception specified in Regulation 4.6(d).</p> <p>(d) Vacancies in the General Service category shall be subject to local recruitment pursuant to Staff Rule 4.5.1, unless in exceptional cases it is decided to proceed with an international recruitment.</p> <p>(e) The Director General shall define the conditions for the establishment of Appointment Boards to advise him or her in all cases where a vacancy has been the subject of a competition.</p> <p>(f) The subject matter of this Regulation and the rules thereunder shall not apply to temporary staff members unless otherwise prescribed by Rule 4.9.4 entitled "Recruitment of Temporary Staff Members."</p>	<p>(b) Vacancies to be filled by competition shall be published on WIPO's recruitment website. <u>Such vacancies may be open to internal candidates only, if the Director General so decides. Only staff members on fixed-term or continuing appointments who were recruited following a competition within the meaning of Regulations 4.9 and 4.10 shall be considered as internal candidates, with the exception of fixed-term staff members under either funds-in-trust agreements or for approved projects.</u></p> <p>(c) Vacancies in the National Professional Officer category shall be filled by the appointment of candidates who shall normally be nationals of the country of the duty station and who shall be recruited locally, subject to the exception specified in Regulation 4.6(d).</p> <p>(d) Vacancies in the General Service category shall be subject to local recruitment pursuant to Staff Rule 4.5.1, unless in exceptional cases it is decided to proceed with an international recruitment.</p> <p>(e) The Director General shall define the conditions for the establishment of Appointment Boards to advise him or her in all cases where a vacancy has been the subject of a competition.</p> <p>(f) The subject matter of this Regulation and the rules thereunder shall not apply to temporary staff members unless otherwise prescribed by Rule 4.9.4 entitled "Recruitment of Temporary Staff Members."</p>	<p>who were recruited following a competition within the meaning of Regulation 4.9 and Regulation 4.10 on "Appointment Boards" will be considered as internal candidates eligible for such internal vacancies, with the exception of fixed-term staff members under either funds-in-trust agreements or for approved projects who are considered as external candidates in accordance with Staff Regulation 4.17(f) and Staff Rule 4.17.1(b).</p> <p>The Staff Regulations and Rules do not prohibit the holding of competitions open to internal candidates only. However, the established practice is that anyone can compete for advertised vacancies and no priority is given to internal candidates. It is therefore considered preferable to amend Staff Regulation 4.9 to expressly allow a departure from the established practice.</p> <p>The HR Strategy 2022-2026 underscored the importance of WIPO developing internal talent and providing new career enhancement opportunities on a temporary or more regular basis. It is proposed that for vacancies where there is sufficient in-house talent, competitions may, at the discretion of the Director General, be limited to internal candidates. This would enhance movement and growth without negatively affecting the acquisition of new talent or geographical diversity, as a vacancy filled by an internal candidate generates another vacancy.</p>
<p>Regulation 4.17</p> <p>Fixed-Term Appointments</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</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 <u>timeline</u> 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</p>	<p>It is proposed to replace "terms of reference" with "timeline", as this more accurately reflects the relevant consideration regarding the duration of a fixed-term appointment for an approved project.</p>

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
	<p>for approved projects shall not be converted to a 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>appointments granted for approved projects shall not be converted to a 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>Regulation 5.2 Special Leave</p>	<p>[...]</p> <p>(d) The Director General may authorize special leave without pay for pension purposes to protect the pension benefits of staff who are 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 within normally no more than two years of reaching 25 years of contributory service, or who are over that age and within normally no more than two years of reaching 25 years of contributory service. Special leave for pension purposes shall not be granted for more than two years.</p> <p>[...]</p>	<p>[...]</p> <p>(d) The Director General may authorize special leave without pay for pension purposes to protect the pension benefits of staff who are 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 within normally no more than two years of reaching 25 years of contributory service, or who are over that age, and whose contributory service is less than 30 years and within normally no more than two years of reaching 25 years of contributory service. Special leave for pension purposes shall not be granted for more than two years.</p> <p>[...]</p>	<p>It is proposed to amend this provision to allow staff members who have more than 25 years of contributory service, but less than 30, to benefit from special leave without pay for pension purposes (the requirement to be within two years of reaching the early retirement age, or above the early retirement age, does not change).</p>
<p>Regulation 12.5 Transitional Measures</p>	<p>[...]</p> <p><u>Education Grant</u> (b) Notwithstanding Regulation 3.14(a), staff members holding fixed-term or continuing appointments with the International Bureau before January 1, 2016, and residing but not serving, at the time, in their home country, and who are in receipt of an education grant in relation to expenses incurred up to and including December 31, 2016, shall continue to receive the education grant until the dependent child completes the educational stage of the educational institution in which he or she was enrolled as at December 31, 2016, provided all other eligibility requirements are met. For the purpose of this provision, “educational stage” shall mean primary, secondary or post-secondary level of education.</p>	<p>[...]</p> <p><u>Education Grant</u> (b) Notwithstanding Regulation 3.14(a), staff members holding fixed term or continuing appointments with the International Bureau before January 1, 2016, and residing but not serving, at the time, in their home country, and who are in receipt of an education grant in relation to expenses incurred up to and including December 31, 2016, shall continue to receive the education grant until the dependent child completes the educational stage of the educational institution in which he or she was enrolled as at December 31, 2016, provided all other eligibility requirements are met. For the purpose of this provision, “educational stage” shall mean primary, secondary or post-secondary level of education.</p>	<p>Para. (b) on “Education Grant”: 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>[...]</p> <p><u>Age Limit for Retirement</u></p> <p>(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 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 continuing appointment, or three months if holding a fixed-term appointment. The Director General may, however, accept a shorter notice period.</p>	<p>[...]</p> <p><u>Age Limit for Retirement</u> <u>Acquired Right to Normal Retirement Age</u></p> <p><u>(e) (f) Staff members have an acquired right to their normal retirement age as defined under article 1(n) of the Regulations of the United Nations Joint Staff Pension Fund (UNJSPF). The normal retirement age is 60 years for staff members who became participants in the UNJSPF before January 1, 1990, and 62 years for staff members whose participation commenced or recommenced between January 1, 1990 and December 31, 2013.</u> 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 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 <u>and</u> separate from service at <u>their normal retirement age</u> 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 continuing appointment, or three months if holding a fixed-term appointment. The Director General may, however, accept a shorter notice period.</p>	<p>Para. (f) (new para. (e)): Amended to correct an error in the wording. The acquired right to retire at 60 or 62 derives from the date when a staff member started participating in the UNJSPF, not from the date when a staff member's appointment took effect.</p>

[Annex II follows]

AMENDMENTS TO STAFF RULES

Provision	Current Text	New Text	Purpose/Description of amendment
<p>Rule 3.10.1</p> <p>Language Allowance</p>	<p>[...]</p> <p>(d) For proficiency in any one language, the amount of the allowance per annum is in Annex II, subject to the provisions contained in said Annex and these Regulations and Rules.</p> <p>[...]</p>	<p>[...]</p> <p>(d) For proficiency in any one language, the amount of the allowance per annum is provided in the applicable salary scales in Annex II, subject to the provisions contained in said Annex and these Regulations and Rules.</p> <p>[...]</p>	<p>Editorial changes to reflect the deletion of Annex II to the Staff Regulations and Rules, entitled "Salaries and Allowances" (see below).</p>
<p>Rule 3.14.3</p> <p>Amount of the Education Grant</p>	<p>[...]</p> <p>(e) Where attendance at an educational institution is for less than two thirds of the school year, the amount of the grant (including boarding lump sum and reimbursement of capital assessment fees, where applicable) shall be that proportion of the annual grant, which covers the period of attendance in relation to the full school year.</p> <p>(f) Where a staff member's period of service does not cover the full school year, the amount of the grant (including boarding lump sum and reimbursement of capital assessment fees, where applicable) shall be that proportion of the annual grant, which covers the period of service in relation to the full school year. No pro rata calculation shall be made when the staff member dies while in service after the beginning of the school year.</p> <p>(g) [...]</p> <p>(h) [...]</p> <p>(i) This Rule shall not apply to temporary staff members.</p>	<p>[...]</p> <p>(e) Where attendance at an educational institution is for less than two thirds of the school year, the amount of the grant (including boarding lump sum and reimbursement of capital assessment fees, where applicable) shall be that proportion of the annual grant, which covers the period of attendance in relation to the full school year.</p> <p>(f) Where a staff member's period of service does not cover the full school year When the staff member's period of service or the child's period of school attendance covers less than two thirds of the school year, the amount of the grant (including boarding lump sum and reimbursement of capital assessment fees, where applicable) shall be that proportion of the annual grant, which covers the period of service or school attendance in relation to the full school year. No pro rata calculation shall be made when the staff member dies while in service after the beginning of the school year.</p> <p>(g) (f) [...]</p> <p>(h) (g) [...]</p> <p>(i) (h) This Rule shall not apply to temporary staff members.</p>	<p>Provision amended to allow the application of less restrictive conditions on the prorating of the education grant, in the interest of staff who separate from service before the end of the school year.</p> <p>The two-thirds rule that currently applies in relation to school attendance (i.e., the grant is not prorated if the child attends at least two thirds of the school year) will be extended to staff whose period of service does not cover the full school year (i.e., the grant will no longer be prorated if the staff member's period of service covers at least two thirds of the school year).</p> <p>This is consistent with the rules in other organizations of the UN common system, such as the UN Secretariat.</p>

Provision	Current Text	New Text	Purpose/Description of amendment																		
<p>Rule 6.2.1 Medical Insurance</p>	<p>(a) “Medical insurance scheme” shall mean the insurance scheme, the conditions of which are laid down in the contract entered into by WIPO and the selected service provider.</p> <p>(b) For the purposes of this Rule, dependants shall be deemed to comprise:</p> <p>(1) the spouse;</p> <p>(2) dependent children as defined in the contract referred to in paragraph (a) above;</p> <p>(3) one of the following persons: a dependent father, a dependent mother, a dependent brother or a dependent sister.</p> <p>(c) Participation in the medical insurance scheme shall be compulsory for every staff member. The Director General may, on request, authorize a staff member not to participate in the medical insurance scheme if he or she carries other insurance which affords sufficient protection in the event of illness.</p> <p>(d) Premiums due under the medical insurance scheme for staff members and their dependants shall be shared between the staff member and the International Bureau according to the following table, subject to the exception prescribed in paragraph (e) below:</p> <table border="1" data-bbox="349 1102 929 1393"> <thead> <tr> <th></th> <th>Percentage of the premium to be borne by the staff member</th> <th>Percentage of the premium to be borne by the International Bureau</th> </tr> </thead> <tbody> <tr> <td>G1 to G4, NOA and P-1</td> <td>25</td> <td>75</td> </tr> <tr> <td>G5 and G6</td> <td>30</td> <td>70</td> </tr> <tr> <td>G7, NOB, NOC, P-2 and P-3</td> <td>35</td> <td>65</td> </tr> </tbody> </table>		Percentage of the premium to be borne by the staff member	Percentage of the premium to be borne by the International Bureau	G1 to G4, NOA and P-1	25	75	G5 and G6	30	70	G7, NOB, NOC, P-2 and P-3	35	65	<p>(a) “Medical insurance <u>plan scheme</u>” shall mean the <u>health protection scheme provided by the International Bureau to staff members pursuant to Staff Regulation 6.2, as well as to former staff members who are entitled to a pension from the Pension Fund</u> insurance scheme, the conditions of which are laid down in the contract entered into by WIPO and the selected service provider.</p> <p>(b) For the purposes of this Rule, dependants shall be deemed to comprise:</p> <p>(1) the spouse;</p> <p>(2) dependent children as defined in the contract referred to in paragraph (a) above;</p> <p>(3) one of the following persons: a dependent father, a dependent mother, a dependent brother or a dependent sister.</p> <p>(e) (b) Participation in the medical insurance <u>plan scheme</u> shall be compulsory for every staff member <u>and optional for their eligible family members</u>. The Director General may, on request, authorize a A staff member <u>may be authorized</u> not to participate in the medical insurance <u>plan scheme</u> if he or she carries other insurance which affords sufficient protection in the event of illness.</p> <p>(d) (c) Premiums due under the medical insurance <u>plan scheme</u> for staff members and their dependants shall be shared between the staff member and the International Bureau according to the following table, subject to the exception prescribed in paragraph (d) (e) below:</p> <table border="1" data-bbox="1171 1270 1547 1401"> <thead> <tr> <th></th> <th>Percentage of the premium to be borne by the staff member</th> <th>Percentage of the premium to be borne by the International Bureau</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Percentage of the premium to be borne by the staff member	Percentage of the premium to be borne by the International Bureau				<p>Para. (a): Amended for the purpose of clarity and accuracy.</p> <p>Para. (b): Deleted for the purpose of clarity and accuracy, and replaced with new para. (e). The subsequent provisions, as amended, refer to “eligible family members” instead of “dependants”.</p> <p>Para. (c): Amended for the purpose of clarity and accuracy. In addition, the reference to the Director General is removed, so that decisions to authorize a staff member not to participate in the medical insurance plan can be taken at a lower level.</p>
	Percentage of the premium to be borne by the staff member	Percentage of the premium to be borne by the International Bureau																			
G1 to G4, NOA and P-1	25	75																			
G5 and G6	30	70																			
G7, NOB, NOC, P-2 and P-3	35	65																			
	Percentage of the premium to be borne by the staff member	Percentage of the premium to be borne by the International Bureau																			

Provision	Current Text		New Text		Purpose/Description of amendment		
	NOD and P-4	40	60	G1 to G4, NOA and P-1	25	75	<p>Para. (f): Last sentence deleted and replaced with new para. (g).</p>
NOE and P-5	45	55	G5 and G6	30	70		
D-1 and above	50	50	G7, NOB, NOC, P-2 and P-3	35	65		
<p>(e) For temporary staff members with an initial appointment of less than six months, 50 per cent of the premium shall be borne by the staff member and 50 per cent by the International Bureau.</p> <p>(f) Premiums for former staff members who are entitled to a pension from the Pension Fund and who continue to participate in the medical insurance scheme shall be shared on a 35 per cent/65 per cent basis between the insured person and the International Bureau. The same cost sharing principle shall normally apply for their dependants, subject to any exceptions that may be prescribed by the Director General.</p>			NOD and P-4	40	60		
				NOE and P-5	45	55	
				D-1 and above	50	50	
	<p>(f) Premiums for former staff members who are entitled to a pension from the Pension Fund and who continue to participate in the medical insurance scheme shall be shared on a 35 per cent/65 per cent basis between the insured person and the International Bureau. The same cost sharing principle shall normally apply for their dependants, subject to any exceptions that may be prescribed by the Director General.</p> <p><u>(f) Family members eligible to participate in the medical insurance plan shall comprise, subject to conditions and definitions prescribed by the Director General:</u></p> <p><u>(1) the staff member's spouse;</u></p> <p><u>(2) the staff member's children;</u></p> <p><u>(3) one of the following persons: a dependent father, mother, brother or sister of the staff member.</u></p> <p><u>(g) Premiums due for insured family members shall be shared between the staff member and the International Bureau or paid in full by the staff member, as prescribed by the Director General.</u></p>						

Provision	Current Text	New Text	Purpose/Description of amendment
<p>Rule 7.2.7</p> <p>Travel-Related Entitlements for Temporary Staff Members</p>	<p>Temporary staff members shall be eligible for the following travel-related entitlements:</p> <p>(a) Travel Expenses</p> <p>(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.</p> <p>(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.</p> <p>(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).</p> <p>[...]</p> <p>(c) Payment Towards Relocation Expenses</p> <p>The International Bureau shall provide a lump-sum payment towards the staff member's relocation expenses, subject to conditions prescribed by the Director General.</p> <p>[...]</p>	<p>Temporary staff members shall be eligible for the following travel-related entitlements:</p> <p>(a) Travel Expenses</p> <p>(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.</p> <p>(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.</p> <p>(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).</p> <p><u>(4) A temporary staff member who, on initial appointment, travels to the duty station at the expense of WIPO shall be entitled, for himself or herself, to 30 days of daily subsistence allowance at the standard rate.</u></p> <p>[...]</p> <p>(c) Payment Towards Relocation Expenses</p>	<p>Introduction of a new payment of 30 days' DSA (equivalent to the DSA portion of the settling-in grant that is paid to fixed-term staff) for temporary staff members who, on initial appointment, travel to the duty station at the expense of WIPO.</p> <p>This new payment will help the concerned staff members settle at their new place of assignment. It is:</p> <ul style="list-style-type: none"> - consistent with the purpose of DSA (temporary staff who relocate to a new duty station need to stay in temporary accommodation until they find a suitable dwelling), and - consistent with the rules and practices in other organizations of the UN common system. <p>In terms of financial implications, 30 days' DSA at the Geneva rate represent a payment of CHF10,890 (as at March 2023) per eligible staff member.</p> <p>The amount of the relocation lump sum currently paid to temporary staff members will be revisited to take into account the new DSA payment. The reduction of the relocation lump sum for temporary staff members with an appointment of at least 12 months will partly offset the additional expenses resulting from the new DSA payment.</p>

Provision	Current Text	New Text	Purpose/Description of amendment
		<p>The International Bureau shall provide a lump-sum payment towards the staff member's relocation expenses, subject to conditions prescribed by the Director General.</p> <p>[...]</p>	
<p>Rule 12.2.2</p> <p>Authentic Texts of Regulations and Rules</p>	<p>Authentic Texts of Regulations and Rules</p> <p>In case of conflict between the English and French texts of the Staff Regulations and Rules, the English version shall prevail.</p>	<p>Authentic Text Texts of Regulations and Rules</p> <p>In case of conflict between the English and French texts different language versions of the Staff Regulations and Rules, the English version shall prevail.</p>	<p>The Staff Regulations and Rules are not only translated from English into French, but also into Arabic, Chinese, Russian and Spanish. This Rule should therefore also apply to the other language versions.</p>
<p>Annex II</p> <p>Salaries and Allowances</p>	<p>Annex II – Salaries and Allowances</p> <p>Article 1 – Salaries</p> <p>The salary scales for the Director General and for staff appointed in the Director and higher categories, the Professional category, the National Professional Officer category and the General Service category shall be located on the WIPO Intranet.</p> <p>Article 2 – Allowances</p> <p>(a) The amounts applicable for the purpose of the language allowance shall be the following:</p> <p><i>[Table with amounts applicable in Geneva and New York]</i></p> <p>(b) The amounts applicable for the purposes of the dependency allowance pursuant to Regulation 3.3, for staff members in the Professional and higher categories, shall be as follows:</p> <p><i>[Tables with amounts applicable in Geneva and New York, for staff who became eligible (i) before 1 January 2007, (ii) between 1 January 2007 and 31 December 2008, and (iii) on or after 1 January 2009]</i></p>	<p>Annex II – Salaries and Allowances</p> <p>Article 1 – Salaries</p> <p>The salary scales for the Director General and for staff appointed in the Director and higher categories, the Professional category, the National Professional Officer category and the General Service category shall be located on the WIPO Intranet.</p> <p>Article 2 – Allowances</p> <p>(a) The amounts applicable for the purpose of the language allowance shall be the following:</p> <p><i>[Table with amounts applicable in Geneva and New York]</i></p> <p>(b) The amounts applicable for the purposes of the dependency allowance pursuant to Regulation 3.3, for staff members in the Professional and higher categories, shall be as follows:</p> <p><i>[Tables with amounts applicable in Geneva and New York for staff who became eligible (i) before 1 January 2007, (ii) between 1 January 2007 and 31 December 2008, and (iii) on or after 1 January 2009]</i></p>	<p>Annex II to the Staff Regulations and Rules, entitled “Salaries and Allowances”, will be deleted in its entirety for various reasons:</p> <ul style="list-style-type: none"> - To remove details that do not belong to the Staff Regulations and Rules; - The amounts of the allowances change regularly. For example, the amount of the allowance for children with disabilities of staff in the Professional and higher categories (reflected in art. 2(b)) was increased with effect from 1 January 2023, following a decision by the General Assembly of the United Nations. Similarly, the amount of the language allowance for General Service staff serving in New York (reflected in art. 2(a)) is outdated; - Annex II only provides the amounts applicable in Geneva and New York, not in the other duty stations where WIPO has offices. <p>Article 1 (“Salaries”) can be deleted as the relevant information will be incorporated in Regulation 3.1(c) (“Salaries”) (see Annex I to this document).</p> <p>Article 2(a) on the language allowance can be deleted as the relevant information will be incorporated in Rule 3.10.1(d) (“Language Allowance”) (see above).</p>

Provision	Current Text	New Text	Purpose/Description of amendment
	<p>(c) The amounts applicable for the purposes of the dependency allowances under Staff Regulation 3.4 for staff members in the General Service and National Professional Officer categories, shall be as follows:</p> <p>(1) Amounts applicable for General Service staff in Geneva:</p> <p><i>[Table with amounts applicable in Geneva]</i></p> <p>(2) The amounts applicable for General Service staff in duty stations other than Geneva and for National Professional Officers shall be located with the salary scales for the relevant duty stations on the WIPO Intranet.</p>	<p>(c) The amounts applicable for the purposes of the dependency allowances under Staff Regulation 3.4 for staff members in the General Service and National Professional Officer categories, shall be as follows:</p> <p>(1) Amounts applicable for General Service staff in Geneva:</p> <p><i>[Table with amounts applicable in Geneva]</i></p> <p>(2) The amounts applicable for General Service staff in duty stations other than Geneva and for National Professional Officers shall be located with the salary scales for the relevant duty stations on the WIPO Intranet.</p>	<p>Article 2(b) and (c) on the amount of the dependency allowances can be deleted in light of the proposed amendments to Regulations 3.3 and 3.4 (new title "Dependency Allowances") (see Annex I to this document).</p>

[End of Annex II and of document]