INTERPOL

Staff Manual

[II.C/SREG/GA/1987(2024)] [II.C/SRUL/EC/1988(2026)]

REFERENCES

Staff Regulations, adopted by the General Assembly on 26 November 1987, at its 56th session held in Nice, France, and which entered into force on 27 June 1988.

Staff Rules, adopted by the Executive Committee on 7 April 1988, at its 87th session held in St Cloud, France, and which entered into force on 27 June 1988.

Staff Regulations, amended by the General Assembly on 4 October 1993 at its 62nd session held in Aruba. The amendments entered into force on 1 August 1996 (Articles 1(3,a), 18(2) and (3), 19(4), 20(3), 22(3), 36(4) and (5), 42(1), 43(3), 46(4,d) and 51).

Staff Rules, amended by the Executive Committee on 3 July 1996, at its 114th session held in Lyon, France, and which entered into force on 1 August 1996. Articles 7, 8, 12, 18(1), 19, 21, 26, 29, 30, 32, 34(2),(3) and (4), 35(1) and (8), 36(3), 39(1), 40(3) and (9), 40A, 41(5), (6) and (7), 42(3) and (4), 44(1), 45(2), 45A (1), (3), (4), (7), (8) and (10), 45ter, 50(1) and (5), 52(3) and (5), 53, 57(1), (3) and (4), 60(2), 61(1) and (4), 62, 64(1) and (3), 64A (3), 65(1), (3) and (7), 66(1), (2) and (3), 67(1) and (2), 68(3), (4) and (6), 68(2) to (7), 69(1), 73(7,a), 74(10), 75(1,a), 83(3), 84(7) and (8), 85(1), 86(1), 87(1,b), 88, 89(2) and (3), 90(6), 91(1) and (6), 92(2), (5) and (6), 96(1), (4) and (6), 99(4), 100(1), 103(3), 105(2), 105A, 107(1) and (3), 110(1) and (2), 112(1), (2) and (5), 114(2), 122(2), 123(2), 124(2) and (3,a), 125(2), 126(1), 127(1), 128 (9) to (13), 130(b), 136(4), 137(5), 139(7), 141(1), 142(1), 143(5), 145(1), (2), (5), (7) and (8), 149(3), 151A, 153; Appendix I section 2; Appendix III section 2; Appendix IV Articles 1, 2 and 4; Appendix VII section 3; Appendix VIII Articles 1, 4, 6, 7, 8, 9(9), 10, 11, 12(3), 14, 15(5,b), 16(4,b), 17(2,b), 19(1) and (4), 21(2).

Staff Rules, amended by the Executive Committee on 13 February 2003 at its 137th session held in Lyon, France. The amendments entered into force on 13 March 2003 (Articles 40, 40A, 42, 55, 56 and 57, Appendices III and VIII). Document CE-2003-1-DOC-13.

Staff Rules, amended by the Executive Committee on 27 and 28 September 2003 at its 139th session held in Benidorm, Spain. The amendments entered into force on the same date (Article 20, Chapter XI and Appendix VI). Document CE-2003-3-DOC-20.

Staff Rules, amended by the Executive Committee on 3 October 2004 at its 143rd session held in Cancún, Mexico. The amendments entered into force on 1 January 2005. Document CE-2004-3-DOC-25.

Staff Regulations, amended by the General Assembly on 8 October 2004 at its 73rd session held in Cancún, Mexico. The amendments entered into force on 1 January 2005. Report AG-2004-RAP-03.

Staff Rules, amended by the Executive Committee on 7 June 2005 at its 146th session held in Lyon, France. The amendments entered into force on the same date (Rules 2.4.1, 2.5.1(4), 4.1.2(3), 4.2.1(2), 4.2.1(3), 2.1.2, 1.7.1(2) and 1.7.1(3)). Document CE-2005-2-DOC-26.

Staff Rules, amended by the Executive Committee on 17 and 18 September 2005 at its 147th session held in Berlin, Germany. The amendments entered into force on 1 October 2005 (Rule 10.1.1 and Appendix 5). Document CE-2005-3-DOC-12.

Staff Rules, amended by the Executive Committee on 1 June 2006 at its 150th session held in Lyon, France. The amendments entered into force on the same date (Rules 3.2.1, 4.2.1, 4.2.2, 4.2.3, 5.3.3, 5.3.5 and 10.1.1). Document CE-2006-2-DOC-25A.

Staff Manual, amended by the Executive Committee on 17 and 18 September 2006 at its 151st session held in Rio de Janeiro, Brazil, and by the General Assembly on 19 to 22 September 2006 at its 75th session held in Rio de Janeiro, Brazil. The amendments entered into force on 1 October 2006 (Preamble; Regulation 14.5 and 14.6; Rules 2.1.1, 2.1.7, 2.3.2, 2.5.1, 3.1.1, 3.2.2, 3.3.4, 3.5.2, 4.1.1, 4.1.2, 5.2.1, 5.3.1, 5.3.2, 5.3.4, 5.3.6, 6.2.1, 8.1.1, 8.1.2, 8.1.3, 8.1.4, 8.1.5, 8.1.6, 8.1.7, 8.1.8, 8.1.9, 8.2.1, 8.2.2, 8.2.5, 8.2.6, 9.2.1, 9.2.2, 9.2.8, 9.2.9, 9.2.13, 9.2.14, 10.1.1, 10.2.1, 10.3.1, 11.1.1, 11.1.2, 11.1.3, 11.4.3, 12.1.3, A.2.3, A.2.4, Appendix 3, A.4.2, A.5.1 and A.5.2). Document CE-2006-3-DOC-19, Report AG-2006-RAP-27.

Staff Rules, amended by the Executive Committee on 13 February 2008 at its 157th session held in Lyon, France. The amendments entered into force on 1 March 2008 (Rules 5.2.1, A.1.1, 5.5.3 and Appendix 4). Document CE-2008-1-DOC-15.

Staff Rules, amended by the Executive Committee on 26 June 2008 at its 158th session held in Lyon, France. The amendments entered into force on 1 July 2008 (Rules 8.2.1(4) and (5). Document CE-2008-2-DOC-20.

Staff Rules, amended by the Executive Committee on 5 October 2008 at its 159th session held in Lyon, France. The amendments entered into force on 7 October 2008 (Rules 3.3.4(1) and 5.3.4). Document CE-2008-3-DOC-29.

Staff Rules, amended by the Executive Committee on 11 June 2009 at its 162nd session held in Lyon, France. The amendments entered into force on the same date (Rules 9.2.2, 9.2.3, 9.2.4, 9.2.6, 9.2.7 and 9.2.11). Document CE-2009-2-DOC-19.

Staff Rules, amended by the Executive Committee on 7 November 2010 at its 167th session held in Doha, Qatar. The amendments entered into force retroactively as of 1 September 2010 (Rule 8.1.6). Document CE-2010-3-DOC-17.

Staff Rules, amended by the Executive Committee on 24 June 2011 at its 170th session held in Lyon, France. The amendments entered into force on the same date (Rules 3.3.3, 6.2.1, 6.2.2 and A.3.4). Document CE-2011-2-DOC-20.

Staff Rules, amended by the Executive Committee on 31 October 2015 at its 186th session held in Kigali, Rwanda. The amendments entered into force on the same date (Rules 3.3.3, 4.1.1, 8.2.1, 8.2.8, 8.2.9, 9.2.1, 9.2.3, 9.2.4, 9.2.9, 9.2.13, 10.2.2, 10.2.3 and A.3.5). Document CE-2015-3-DOC-20.

Staff Rules, amended by the Executive Committee on 27 June 2019 at its 202nd session held in Lyon, France. The amendments entered into force on the same date (Rules 5.1.A.1, 5.1.A.2, 5.2.1 and 5.6.1). Document EC-2019-202-2-DOC-19.

Staff Rules, amended by the Executive Committee on 13 October 2019 at its 203rd session held in Santiago, Chile. The amendments entered into force on the same date (Rules 3.3.3(4) and (5)). Document EC-2019-203-3-DOC-06.

Staff Rules, amended by the Executive Committee on 12 November 2021 via the written procedure. The amendments entered into force on the same date (Rules 8.1.7(2) and 12.2.1(3, 4 and 5)). Document EC-2021-WP-DOC-03.

Staff Manual, amended by the Executive Committee on 25 to 27 November 2023 at its 220th session held in Vienna, Austria, and by the General Assembly on 28 November to 1 December 2023 at its 91st session held in Vienna, Austria. The amendments entered into force on 1 December 2023 (Staff Regulations 2.2, 7.1 and 7.1.A, Rules 7.1.1, 7.1.A.1, 7.1.A.2, 7.1.A.3, 7.1.A.4, 7.1.A.5, 7.1.A.6, 7.1.A.7, 7.1.A.8, 7.1.A.9, 8.1.8(4), 8.2.6(1, 5, 6, 9 and 10), 8.2.7(1, 4, 6), 8.2.8(4), 8.2.9(3), 10.1.1, 10.2.1(1), 11.4.1(1 and 2), 11.5.1(3), A.3.4(4)). Document EC-2023-220-3-05. Report GA-2023-91-REP-02.

Staff Manual, amended by the Executive Committee on 16 and 17 September 2024 at its additional session held in Lyon, France, and by the General Assembly on 4 to 7 November 2024 at its 92nd session held in Glasgow, United Kingdom. The amendments entered into force on 7 November 2024 (Staff Regulations 7.1, 8.2(3) and 14.5(1,e), Rules 3.3.4, 7.1.A.3, 8.2.1(3), 8.2.7, 8.2.7.1, 8.2.7.2 and 8.2.7.3). Document EC-2024-A-DOC-05. Report GA-2024-92-REP-07.

Staff Rules, amended by the Executive Committee on 24 and 25 June 2026 at its 229th session, held in Lyon, France. The amendments entered into force on 1 July 2026 (Rules 5.1.A.1, 5.2.1(2), 5.3.1(2), 5.3.3, 5.3.8, 5.5.1). Document EC-2026-229-2-DOC-20.

(Last update – June 2026)

INFORMATION NOTE

The Staff Manual includes Staff Regulations and Staff Rules.

The Staff Manual is hereby presented with:

- Staff Regulations in bold text
- Staff Rules in plain text

The Staff Regulations are approved by the General Assembly, in application of Article 8(d) of the Constitution and Article 53 of the General Regulations. The Staff Regulations are an Appendix to the General Regulations.

The Staff Rules are approved by the Executive Committee in furtherance of the Staff Regulations, in application of Article 22(e) of the Constitution, the Preamble of the Staff Manual, and Staff Regulation 14.3(2).

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PREAMBLE

(1) The Staff Regulations set out the internal provisions governing the administration of the officials of INTERPOL. They embody their fundamental conditions of employment, duties and rights, in accordance with international civil service principles.

(2) With due respect for the Organization's Constitution and the present Regulations, the Secretary General shall submit a set of Staff Rules to the Executive Committee for approval. The Secretary General shall issue any Staff Instructions required by the present Regulations and the Staff Rules or that he considers necessary to complete or construe specific provisions. He shall take decisions on individual cases in application of the present Regulations, the Staff Rules, and Staff Instructions.

(3) The present Regulations and the Staff Rules shall apply to the officials of the ICPO-INTERPOL, hereinafter referred to as "the officials of the Organization" as defined below except as may otherwise be provided:

(a) the Secretary General, who is the Organization's chief official,

(b) persons seconded to the Organization by their national administrations, and hereinafter referred to as "seconded officials",

(c) persons under contract employed by the Organization and hereinafter referred to as "officials under contract".

CHAPTER 1:
DUTIES, OBLIGATIONS AND PRIVILEGES

Regulation 1.1: Powers of command

(1) The officials of the Organization shall be subject to the authority of the Secretary General who shall assign them their functions with the interests of the smooth operation of the Organization in view, taking account of their aptitudes, qualifications and experience, as well as of service requirements. They shall be responsible to the Secretary General in the performance of their functions. They shall observe the present Regulations, the Staff Rules and any Staff Instructions issued by the Secretary General, including any amendments which may be made to these texts.

(2) The Secretary General may delegate such of his powers as he considers necessary for the effective implementation of the present Regulations and the Staff Rules to any official of the Organization. The list of those officials as well as the rules pertaining to delegations of powers will be laid down in a Staff Instruction.

(3) Superiors shall exercise their authority in the name of the Secretary General. They shall set an example and offer guidance to the persons placed under their responsibility. They shall be impartial, objective and fair to their subordinates. The latter are entitled to express their views on the work they are given to perform and for which they are answerable to their immediate superiors, it being understood that they must, on the one hand, advise and assist their superiors and, on the other hand, comply with all decisions taken and obey the instructions they receive in connection with their official functions. Instructions are not decisions on individual cases as understood in the present Regulations and in the Staff Rules.

Regulation 1.2: International responsibility

(1) The officials of the Organization are international officials and, as such, their responsibilities are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of the Organization alone in view.

(2) In the performance of their functions within the Organization, officials of the Organization shall not seek or accept any instructions from any government or from any authority external to the Organization. They may not represent a government or a national administration.

Rule 1.2.1: Relations with governments and national administrations

(1) In accordance with Regulation 1.2(2), an official may not exercise the functions of representative, delegate or observer of a government or a national administration. However, in exceptional cases and at the express written request of the government or national administration concerned, the Secretary General may authorize the temporary suspension of the secondment of a seconded official so that he may carry out a mission his government or national administration wishes to

assign to him. As soon as a seconded official learns that his government or his administration intends to ask the Secretary General to suspend his secondment temporarily, he shall inform the human resources department, via his immediate superior.

(2) The obligations of the official concerned towards the Organization shall be suspended for the duration of the suspension of his secondment, insofar as this is necessary to allow him to carry out the mission for the purpose of which the Secretary General has accepted suspension of the secondment. The Organization's obligations towards the official concerned shall also be suspended for the duration of the period of suspension of secondment.

(3) The rules pertaining to the application of these provisions shall be laid down in a Staff Instruction.

Rule 1.2.2: Conflicts of obligations

(1) In application of Regulation 1.2(1), if, during his period of appointment with the Organization and by reason of links he has maintained with the authorities of the State that seconded him, a seconded official is duty-bound either to perform an act contrary to the obligations deriving from the terms of his declaration of loyalty or from the provisions of the Staff Regulations, the present Rules or the Staff Instructions, or not to perform an act which he ought to perform by virtue of those obligations, the official concerned must, before acting or refraining from acting, depending on the case, immediately inform the Secretary General of the situation.

(2) Should the Secretary General consider that there is indeed a conflict between the obligations deriving from links maintained between the official concerned and the authorities of the State that seconded him on the one hand and, on the other hand, the obligations incumbent upon the official concerned as a result of his appointment within the Organization, he shall approach the authorities concerned with a view to finding a solution in conformity with the Organization's interests. Should it be impossible to find an appropriate solution within a reasonable period of time, the Secretary General may terminate the appointment of the official concerned, in conformity with Regulation 11.1(3,h).

Regulation 1.3: Conduct

(1) Officials of the Organization shall conduct themselves under all circumstances in a manner befitting their status as international officials. They are not expected to give up their national sentiments, or their religious, political or philosophical convictions, but they shall at all times proceed with the reserve and tact incumbent upon them by reason of their international status.

(2) Officials of the Organization shall not engage in any political or other activity that could be incompatible with the performance of their functions within the Organization, or could involve the moral or material responsibility of the Organization, without the prior authorization of the Secretary General.

(3) Officials of the Organization shall refrain from any action which may reflect adversely upon their international status or upon the integrity, independence, impartiality or exemplarity of conduct required by the dignity of their functions. Only the Secretary General is empowered to make a public pronouncement on the Organization's general policy. The Staff Rules shall define the extent to which officials of the Organization other than the Secretary General may make a public pronouncement on other matters concerning the Organization.

(4) Officials of the Organization shall not hold any other post or engage in any paid outside activity without the prior authorization of the Secretary General.

(5) Officials of the Organization shall not accept any personal honour, decoration, favour, gift or remuneration from any government or other private or public source external to the Organization without the prior authorization from the Secretary General. However, they may accept gifts or remunerations on behalf of the Organization. Further specific exceptions may be laid down in the Staff Rules.

(6) Officials of the Organization shall not take or attempt to take undue advantage of their position as officials of the Organization to gain personal benefit.

(7) The Secretary General shall establish, in a Staff Instruction, procedures whereby officials of the Organization may seek, in confidence, clarification as to whether proposed action would conflict with their status as international civil servants.

Rule 1.3.1: Political activities and membership of associations

(1) Regulation 1.3(2) shall not hinder officials from:

(a) exercising their voting rights;

(b) joining a political party or an association, in conformity with the applicable provisions of local law, provided that such membership does not imply any action or obligation on their part contrary to the provisions of the above-mentioned Regulation.

(2) In application of Regulation 1.3(2), an official who becomes a candidate for a political office at national level, or is elected at regional level, shall resign from the Organization in conformity with Regulation 11.3 and Rule 11.3.1. An official of the Organization who becomes candidate for a political office at regional or local level, or is elected at local level, shall at once inform the Secretary General who shall decide whether the official should resign or may be granted part-time or unpaid leave.

(3) The professional interests of the officials of the Organization shall be defended exclusively by the Staff Committee(s) of the Organization, in conformity with the provisions of Regulation 9.2(1) and the relevant provisions of Chapter 9 of the present Rules, without prejudice to application of Rule 9.2.14. This shall not hinder the officials of the Organization from being members of trade unions or professional Organizations for international civil servants, it being understood that such bodies have no institutional role within the Organization.

Rule 1.3.2: Relations with the press

(1) The term "press" shall include the written, oral and audiovisual press as well as the authors of any written or photographic document intended for public release.

(2) In application of Regulation 1.3(3), any official of the Organization invited to make any form of communication to the press shall seek prior authorization from their immediate superior and the head of the communications department. They shall decide on the necessity of the interview and on the subjects to be discussed. The same procedure shall apply prior to the departure of any official on mission, whether a communication to the press is foreseen or not.

(3) The official must subsequently report to the head of the communications department on the content of any communication made to the press.

Rule 1.3.3: Outside activities and interests

(1) Outside activities, as referred to in Regulation 1.3(4), shall in particular include commercial activities.

(2) Any official who has any financial interest in any business concern with which he may be required, directly or indirectly, to have official dealings on behalf of the Organization shall at once disclose the nature and extent of that interest to the Secretary General.

Rule 1.3.4: Honours, decorations, remunerations and gifts

(1) Notwithstanding Regulation 1.3(5), an official may, without informing the Secretary General, accept any object of insignificant or no commercial value offered to him as a souvenir, commemorative item or courtesy gift.

(2) Notwithstanding Regulation 1.3(5), an official may accept honours or decorations for services he rendered before being appointed as one of the officials of the Organization.

(3) The rules pertaining to any gifts or remunerations accepted by an official on behalf of the Organization shall be laid down in a Staff Instruction.

Rule 1.3.5: Use of property and assets

(1) Officials shall use the property and assets of the Organization only for official purposes and shall exercise reasonable care when utilizing such property and assets.

(2) An official may however be authorized, in a Staff Instruction, to use such property and assets for private purposes, under certain conditions.

Rule 1.3.6: Authorization

(1) Requests for authorization under Regulation 1.3 shall be made in writing and transmitted through the established channels.

(2) The Secretary General shall answer a request for authorization within 10 working days of the submission of the said request. Such authorization shall be granted in writing for a specified period and may be renewed. It may also be revoked at any time, if circumstances warrant.

Regulation 1.4: Use of information

(1) Officials of the Organization are bound to professional secrecy with regard to all matters relating to the activities of the Organization. They shall not communicate to any person any unpublished information acquired by them nor shall they publish or have published, individually or with other persons, any text relating to the Organization, except in the course of their duties or with prior authorization from the Secretary General.

(2) These obligations shall continue to be binding on officials of the Organization after their cessation of service. However, these obligations shall not prevent former seconded officials from fulfilling their obligations to their national administrations.

Regulation 1.5: Declaration of loyalty

(1) On taking up his post, the Secretary General shall make and sign the following declaration before the Executive Committee:

"I solemnly undertake to exercise in all loyalty, discretion and conscience the functions entrusted to me as Secretary General of the ICPO-INTERPOL, to discharge these functions and regulate my conduct with the interests of the Organization alone in view, not to seek or accept instructions in regard to the performance of my duties from any government or any authority external to the Organization, and under all circumstances to uphold the provisions governing the operation of the Organization".

(2) On taking up their posts, seconded officials shall sign the following declaration:

"I, the undersigned, declare that I have read the letter of approval of secondment accompanied by the Staff Regulations and Rules sent to my national administration and appointing me as an official of the ICPO-INTERPOL, and I undertake to abide by the conditions of employment applicable to my post within the Organization.

I solemnly undertake to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international official of the ICPO-INTERPOL, to discharge these functions and regulate my conduct with the interests of the Organization alone in view, and not to seek or accept instructions from any government or any authority external to the Organization in regard to the performance of my duties within the Organization.

I declare that I shall not disclose to any unauthorized person any information which may come to my knowledge in the performance of my functions as an official of the ICPO-INTERPOL, unless such disclosure constitutes part of my duties or has been duly authorized by the Secretary General. I further undertake to inform the Secretary General immediately of any conflict that may arise between the obligations deriving from links I have maintained with the authorities of the State which seconded me on the one hand and, on the other hand, the obligations incumbent upon me as a result of my appointment within the ICPO-INTERPOL."

(3) On taking up their posts, officials under contract shall sign the following declaration:

"I solemnly undertake to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international official of the ICPO-INTERPOL, to discharge these functions and regulate my conduct with the interests of the Organization alone in view, and not to seek or accept instructions from any government or any authority external to the Organization in regard to the performance of my duties within the Organization. I declare that I shall not disclose to any unauthorized person any information which may come to my knowledge in the performance of my functions as an official of the ICPO-INTERPOL, unless such disclosure constitutes part of my duties or has been duly authorized by the Secretary General."

(4) If an official of the Organization refuses to sign the declaration of loyalty, or wishes to postpone its signature, his appointment shall be considered null and void.

Regulation 1.6: Intellectual property

All intellectual property rights, including copyright and patent rights, attaching to any work produced by an official in the course of his official duties and relating to the activity of the Organization, shall be vested in the Organization which alone shall hold all the relevant rights.

Regulation 1.7: Information required of officials of the Organization

(1) Any official of the Organization who becomes a defendant in legal proceedings likely to compromise the dignity of his functions shall immediately inform the Secretary General, in conformity with the provisions of the Staff Rules.

(2) The Secretary General may, at any moment, require an official of the Organization to provide, or may have enquiries made to obtain:

(a) information concerning actions prior to and subsequent to the official's appointment and relating to his aptitude, integrity and conduct;

(b) information concerning the manner in which he exercises his functions as an official of the Organization;

(c) information required for the management or administration of the staff, including information of a personal nature.

(3) The Staff Rules may make it compulsory for officials of the Organization to provide certain of the items of information mentioned in (2) above.

(4) A confidential, personal file shall be established for each official of the Organization. The content, establishment procedure and maintenance of this file shall be detailed in the Staff Rules. In accordance with the Staff Rules, each official of the Organization shall be entitled to:

(a) consult his personal file;

(b) make copies of any documents concerning him;

(c) request that certain items of information be supplemented, corrected or deleted.

Rule 1.7.1: Information required of officials

(1) Officials are required to inform the human resources department, in writing and at the earliest opportunity, of any changes to their status with respect to the Staff Regulations, the present Rules and the Staff Instructions and to provide all relevant evidence of the change. This provision applies in particular to changes in nationality and changes in an official's personal or family status which could have a pecuniary effect on his allowances or internal tax, inter alia.

(2) Any official participating in the process of reaching or reviewing an administrative decision affecting the status or entitlements of an official to whom he is closely related (i.e. parents, children, brother or sister, or related by marriage, or cohabiting with that official) or any official holding a post which is superior or subordinate in the line of authority to an official to whom he is closely related shall make his situation known to the human resources department. Such information is required pursuant to Regulation 1.7(2,c), for the purpose of application by the Organization of the Staff Regulations, the present Rules and the Staff Instructions, in particular when appropriate Rules 3.3.3, 3.3.4, 6.2.1 and 10.2.6.

(3) Should an official omit to supply such information or supply inaccurate information, either intentionally or through gross negligence, in violation of the provisions of the Staff Regulations, the present Rules or Staff Instructions, he may be liable to application of the disciplinary procedure.

Rule 1.7.2: Content of a personal file

(1) The personal file established for each official, under the terms of Regulation 1.7(4), shall contain:

(a) the personal information required for the management and administration of the career of the official concerned;

(b) the documents relating to his recruitment and appointment;

(c) the documents relating to his advancement, transfers and promotions;

(d) the official documents and assessment reports concerning his competence and conduct during service, together with any comments made by the official concerned with regard to these documents and reports;

(e) the official documents relating to his leave;

(f) any other documents concerning any official measures taken with regard to the official concerned.

(2) No mention of the political, philosophical or religious convictions of an official may appear in his personal file.

(3) The specific structure of the file shall be laid down in a Staff Instruction.

Rule 1.7.3: Administration of a personal file

(1) Information contained in a personal file must:

(a) be communicated to the official prior to filing;

(b) remain confidential;

(c) be accurate and kept up to date.

(2) The human resources department shall be responsible for the administration of personal files and, in particular, for recording the filing and destruction of each document contained in the file.

(3) If data contained in a personal file is filed both electronically and on paper, for management reasons, the human resources department must ensure that the data is identical.

Rule 1.7.4: Retention period of a personal file

(1) The personal file of an official of the Organization shall be destroyed 50 years after the date of his cessation of service.

(2) The deletion of records of disciplinary measures may be made prior to the end of the retention period in accordance with Rule 12.3.3.

Rule 1.7.5: Access to a personal file

(1) Every official has the right to access his personal file. Such requests should be made to the human resources department which must organize the consultation with the minimum delay.

(2) Access to personal files shall also be granted to other officials who, within the strict limits of their functions, need to consult the said files in order to perform their tasks. A list of the positions concerned by this provision shall be laid down in a Staff Instruction. Officials who have had access to personal files are bound, outside the performance of their tasks, to respect the confidentiality of any information they may have acquired in this way.

(3) Persons mentioned in Article II (6) of the Statute of the International Labour Organization Administrative Tribunal (ILOAT) who wish to consult a specific file shall submit a written request to the Secretary General who shall inform them, at the earliest opportunity, of the procedure to be followed.

(4) The ILOAT, and any other administrative or judicial court or tribunal, may also write to the Secretary General asking for access to a personal file when the settlement of the case before them makes it necessary to consult the file concerned. In addition, any person responsible for defending the Organization shall be authorized to communicate to such courts or tribunals, or to any other person in whom powers are vested by the applicable law, the documents from the personal file which relate to a case before such courts or tribunals.

(5) Personal files may only be consulted in the presence of a member of the human resources department.

(6) Any person having right of access to a personal file may obtain copies of the documents that are of interest to him, in accordance with the procedure laid down in a Staff Instruction.

Rule 1.7.6: Rectification to information contained in a personal file

(1) Any official may request the rectification, without delay, of inaccurate or obsolete information contained in his personal file.

(2) The head of the human resources department may ask the official, if necessary, to produce the proof that the information concerned is not or no longer accurate or is obsolete. Failing that, the head of the human resources department shall decide, within 10 working days, on a case-by-case basis, whether the information concerned should be rectified, completed or deleted. The official shall be informed in writing of the decision taken and the request shall in any case be placed in the personal file.

Regulation 1.8: Privileges and immunities

(1) Officials of the Organization shall enjoy the privileges, immunities and facilities to which they are entitled by virtue of the international agreements concluded by the Organization or by virtue of national legislation relating to this matter.

(2) Privileges and immunities are granted to the officials of the Organization and former officials in the interests of the smooth operation of the Organization and not for their personal benefit. They do not excuse such officials from fulfilling their private obligations or from strict observance of the laws in force at their duty stations. In any case where these immunities could be invoked, the officials of the Organization shall immediately report to the Secretary General, who will decide whether they shall be waived. Similarly, in any case where the immunities granted to him could be invoked, the Secretary General shall report to the Executive Committee; the Committee will then decide whether they shall be waived.

(3) The above-mentioned obligations also apply to former officials of the Organization to the extent that these privileges and immunities are still granted to them after cessation of their service.

Regulation 1.9: Professional protection

(1) The Officials of the Organization shall be entitled to the protection of the Organization in the performance of their functions.

(2) Officials of the Organization may therefore seek the assistance of the Organization to protect their material or non-material interests and those of their family where these interests have been harmed by actions directed against them by reason of their being an official of the Organization. The Secretary General shall decide on the type and extent of any assistance the Organization may bring to its officials.

(3) The Organization shall indemnify an official of the Organization who has suffered material damage in the performance of his functions or by virtue of his position, provided the official is not responsible, either intentionally or through gross negligence, for the damage, and has not received or will not receive any other compensation. Insofar as the Organization compensates one of its officials for such damage, the official concerned shall subrogate the Organization in advance in respect of any rights or claims he may have against third parties.

Regulation 1.10: Civil liability

Any official or former official of the Organization who causes any damage whatsoever to the Organization, either intentionally or through gross negligence, may be required to make good the damage, in whole or in part. In order to obtain redress, the Organization may institute legal proceedings against him, in accordance with the law applicable to the dispute. This shall not prevent the Organization from instituting separate disciplinary proceedings against the official.

CHAPTER 2:
APPOINTMENT AND POSTING

Regulation 2.1: Recruitment

(1) The officials of the Organization shall be recruited and appointed by the Secretary General in accordance with the provisions of the Organization's Constitution, of the present Regulations and of the Staff Rules, as well as in accordance with the applicable budgetary provisions.

(2) Only nationals of the Organization's Member States shall be eligible for recruitment as officials of the Organization.

(3) The chief consideration to be taken into account by the Secretary General when appointing officials shall be to provide the Organization with the services of persons possessing the highest standards of efficiency, competence and integrity.

(4) The Secretary General shall establish appropriate security and medical standards that applicants shall be required to meet before appointment.

(5) The Secretary General shall normally inform the Member States of the Organization of all vacancies for positions of responsibility.

(6) The Secretary General shall provide, as far as possible, for an equitable distribution of the posts concerned among nationals of the Organization's Member States.

(7) Officials of the Organization shall be selected without distinction as to race, religion or sex.

(8) The recruitment procedure shall be laid down in the Staff Rules. It must, in all cases, ensure equal treatment between applicants.

Rule 2.1.1: General conditions governing recruitment

(1) No applicant for a post within the Organization may claim the right to be appointed, whatever his merits as an applicant.

(2) Unless a special waiver is granted by the Secretary General in the interests of the Organization, applications from persons outside the Organization who have not attained the legal age of majority in the State of which they are nationals shall not be considered.

(3) The integrity and conduct of all applicants for posts within the Organization must be such as to qualify them for the performance of international functions within the Organization.

(4) All applicants for posts within the Organization must have a working knowledge of the languages required for the performance of their functions, as indicated on the vacancy notice.

Rule 2.1.2: Employment of persons related to an official *[deleted]*

Rule 2.1.3: Pool of applicants

(1) The Secretary General shall decide whether the recruitment of officials under contract shall be:

(a) limited to internal applicants;

(b) extended to both internal and external applicants in competition with each other; the term "external applicants" means those persons who are not officials as defined by Paragraph (3) of the Preamble to the Staff Regulations and the present Rules.

(2) The Secretary General shall decide whether the recruitment of seconded officials shall be:

(a) open to applicants from national administrations and internal applicants;

(b) limited to applicants from national administrations in competition with each other, when spontaneous applications have been received;

(c) effected by calling upon an applicant from a national administration when only one spontaneous application has been received.

(3) Exceptionally, the Secretary General may decide that an official be recruited by calling upon:

(a) a person of his choice for posts of trust and confidence;

(b) an official in urgent cases or in situations where a specific internal applicant is considered because of his unique qualifications and experience or because of his demonstrated aptitude in a similar post.

Rule 2.1.4: Vacancy notices

(1) In application of Rule 2.1.3 and with the exception of cases referred to in paragraphs (2,b) (2,c) and (3), all vacancy notices shall be advertised by the most appropriate means of communication, it being understood that there should be a reasonable period of time between their publication and the closing date for applications.

(2) Any vacancy for an unclassified post or a post classified in Grades 1 and 2 shall normally be brought to the notice of the Organization's Member States in accordance with Regulation 2.1(5), except in cases referred to in Rule 2.1.3(3).

(3) Each vacancy notice shall be drafted on the basis of the post description sheet, it being understood that the specific aspects of the post concerned shall also be taken into account. A Staff Instruction shall specify what a vacancy notice should indicate.

Rule 2.1.5: Applications of officials

(1) Any official may apply for a post to be filled.

(2) Any official of the Organization wishing to apply for a post shall forward his application in writing to the human resources department.

Rule 2.1.6: Recruitment procedure and methods

(1) A Selection Panel shall be established for each recruitment procedure, according to the rules to be laid down in a Staff Instruction. The role of the Selection Panel is to ensure that the selection process is fair and objective and to submit to the Secretary General a list of the most suitable applicants for the post.

(2) Recruitment shall, in principle, be based on interviews and/or tests.

(3) The Secretary General may decide:

(a) to interrupt the recruitment procedure at any stage;

(b) not to proceed with recruitment after completion of the procedure.

Rule 2.1.7: Specific rules applying to recruitments of a temporary nature *[deleted]*

Rule 2.1.8: Pre-selection

(1) The Selection Panel shall draw up the list of applicants selected to participate in the recruitment procedure, in the light of the profiles of the applicants and the vacancy notice.

(2) Applicants selected to participate in the recruitment procedure shall be informed as soon as possible of the recruitment method(s) to be used for their selection and, if applicable, of the type of test(s) they will be asked to take.

Rule 2.1.9: Travel expenses of applicants

The Organization shall provide partial or total reimbursement of reasonable travel expenses incurred by applicants as a consequence of their participation in the recruitment procedure.

Rule 2.1.10: Conditions prior to appointment

(1) The appointment of an official is subject both to a favourable medical report and to background clearance.

(2) The procedure to be followed for fulfilment of the above-mentioned conditions will be laid down in a Staff Instruction.

Rule 2.1.11: Level of priority between applicants

(1) If the application submitted by an internal applicant and that submitted by an external applicant are of equal value, both in terms of professional competencies and personal qualities, preference shall be given to the internal applicant.

(2) Nationality may also be a criterion of choice between two external applicants or two internal applicants of equal merit.

Rule 2.1.12: Final selection

(1) Once the recruitment procedure has been completed and the conditions mentioned in Rules 2.1.10 have been met, the Secretary General shall select one applicant, taking into account the assessment made by the Selection Panel and the criteria of Rule 2.1.11. The applicants not selected shall be informed of the decision in writing.

(2) The appointment of an internal applicant shall constitute either a promotion or a transfer and be governed by Regulation 3.3 and Rules 3.3.1 and 3.3.2 or 3.3.3 depending on the case. The appointment of an external applicant shall be governed by Regulation 2.2 and Rule 2.2.1.

Regulation 2.2: Notification of conditions of employment of the officials of the Organization

(1) The Executive Committee shall determine the Secretary General's conditions of employment and communicate them to him in writing.

(2) The officials of the Organization shall be notified of their conditions of employment as follows:

(a) in the case of a seconded official, by a letter of approval of secondment, signed by the Secretary General and appointing the person concerned, sent to his national administration and of which he will receive a copy;

(b) in the case of an official under contract, by an employment agreement consisting of a letter of appointment signed by the Secretary General and a letter of acceptance signed by the person appointed.

(3) The letter of approval of secondment and the letter of appointment shall specify:

(a) that the present Regulations, the Staff Rules and the Staff Instructions - including any amendments made to these texts - shall be applicable to the official concerned, whether seconded or employed under contract;

(b) the duration of the appointment;

(c) the date on which the appointment shall become effective, subject to signature by the official concerned of the declaration of loyalty, the text of which appears in Regulation 1.5 paragraphs (2), (3) and (4);

(d) the functions to be performed within the Organization by the official concerned, as well as:

- **in the case of a seconded official, the category and grade corresponding to the functions to be exercised;**
- **in the case of an official under contract, the category, grade and gross salary at the time of appointment;**

(e) the duty station;

(f) retirement, health and welfare insurance, where appropriate;

(g) any special conditions.

(4) In order to obtain, in the interests of the Organization, the secondment of a person from a national administration, the Secretary General may, by exercising his discretionary power, grant the person concerned special employment conditions as mentioned in (3,g) above, waiving certain provisions of the present Regulations and of the Staff Rules. However, the Secretary General may only grant such special conditions insofar as they are intended solely to allow the relevant administration or the person whose secondment is being considered to comply with the local laws applicable to the secondment and also provided that these special conditions do not undermine, in any way whatsoever, the basic principles, rights and obligations laid down in the present Regulations and in the Staff Rules.

(5) No official of the Organization may claim any right or advantage that does not derive from his letter of approval of secondment or letter of appointment. A copy of the present Regulations and a copy of the Staff Rules shall be appended to the letter of approval of secondment and to the letter of appointment.

Rule 2.2.1: Letter of acceptance

(1) In conformity with Regulation 2.2(2,b), a person whose appointment as an official under contract is being considered shall sign his letter of acceptance and send it to the Secretary General so that it reaches him as soon as possible and at the latest by the date on which his appointment becomes effective, failing which the letter of appointment shall be deemed null and void.

(2) However, the Secretary General may decide to allow the person concerned to hand over his letter of acceptance on the day on which he effectively takes up his post. In that case, the appointment shall become effective on the date on which the person effectively takes up his post, and that date shall be substituted for the date specified in the letter of appointment.

Rule 2.2.2: Length of service

(1) The commencement date for calculating length of service shall be the date on which an official effectively takes up his post.

(2) Any periods of authorized leave shall be included for calculation of length of service, except as provided in Rules 8.2.8(3) and 8.2.9(3).

(3) If a period of sick leave exceeds 90 calendar days, the length of service of the official concerned shall be reduced by that portion of the sick leave which extends beyond the first 90 calendar days. This provision shall not, however, apply in the event of sick leave owing to a work-related accident or to an occupational illness in which cases length of service is not affected by the absence.

(4) Any official who has served within the Organization for a period of 25 years shall be entitled to an indemnity, the amount of which shall be specified by the Secretary General in a Staff Instruction.

Regulation 2.3: Duty station

All officials of the Organization shall be assigned to a specific duty station. The duty station of an official of the Organization is the place of regular performance of the official's functions.

Rule 2.3.1: Place of residence

An official of the Organization is bound to be ordinarily resident at a distance from his duty station that will not hamper him in the performance of his functions.

Rule 2.3.2: Teleworking

Teleworking, as defined in Staff Rule 8.1.7(2), shall not alter the duty station of the official.

Regulation 2.4: Position on salary scales

(1) Upon appointment of an official of the Organization, the Secretary General shall decide on the step on which an official under contract holding a classified post shall be placed on the salary scale corresponding to his grade.

(2) For that purpose, he shall take account of the consultative opinion expressed by the Joint Advancement Committee except in respect of officials whose position, under the terms of the Staff Rules, is not subject to consideration by that Committee.

Rule 2.4.1: Position on salary scale

(1) Under Regulation 2.4(2) the Secretary General shall submit to the Joint Advancement Committee for approval a grid establishing the objective criteria to be used in deciding on which step all newly appointed officials under contract holding a classified post shall be placed.

(2) The elements taken into account by the Secretary General in application of the above grid shall be recorded in the official's personal file.

Regulation 2.5: Probationary period

(1) An official under contract shall be considered to be serving a probationary period for 12 months from the date on which his appointment with the Organization becomes effective.

(2) During the probationary period, the Secretary General may, at any time, terminate the appointment by giving 1 month's notice. Similarly the official may, at any time, resign by giving 1 month's notice.

(3) On completion of the probationary period, the Secretary General may decide as follows:

(a) to terminate the appointment of the official concerned by giving 1 month's notice, if he considers that it is not in the interests of the Organization to confirm the appointment;

(b) to extend the probationary period by a maximum period of 3 months, which shall not be renewable, in exceptional cases and with the consent of the official concerned;

(c) to confirm the appointment.

Rule 2.5.1: Probationary period

(1) If it is envisaged to terminate the appointment of an official under contract during, or at the end of his probationary period, the official should first be given the chance to meet the level of performance required.

(2) If the appointment of an official under contract has not been terminated during his probationary period, his superiors at all the levels concerned shall, before the expiry date of the probationary period, draft a report on his competence, work and conduct, and express an opinion as to the advisability of confirming his appointment, terminating it, or proposing to him that his probationary period be extended by a maximum period of 3 months. The official shall comment on this report.

(3) The Secretary General's decision shall be notified to the official concerned in writing, and shall be communicated to him at the latest on expiry of his probationary period.

(4) If the appointment of an official holding a classified post is confirmed, the Secretary General may decide either to maintain the official concerned on the step he was initially placed in, or, in exceptional circumstances to grant him one or more additional steps where justified. For officials under contract holding a classified post in Grade 3 or below, the decision shall be taken after consultation of the Joint Advancement Committee.

(5) If the appointment is terminated, the decision shall specify the reasons for termination. The 1 month's notice shall run from the date of notification of the decision.

(6) If the Secretary General's decision has not been communicated to the official under contract concerned on expiry of his probationary period, his appointment shall be deemed to have been confirmed, on the understanding that this does not relieve the Organization of its obligation to notify him of the Secretary General's decision at the earliest opportunity. If the Secretary General decides to terminate an official's appointment in such a situation, the decision must be taken in conformity with Regulation 11.1.

(7) If the Secretary General decides to propose to the official concerned that the probationary period be extended, the decision shall specify the duration of the proposed extension and the reasons for the proposal; it shall further state that, from the date of notification of the proposal, the official concerned shall have 5 working days to consider and reply to the proposal and that, in the event of his refusal or failure to reply within the set time-period, his appointment shall be terminated and the notice period shall be deemed to run from the date of notification of the proposal. If the official concerned agrees to the extension of his probationary period, a new report shall be prepared before expiry of the supplementary probationary period and a new decision shall be taken in accordance with the procedure described in the above paragraphs. Under no circumstances may the probationary period be extended a second time.

(8) An official whose probationary period has been extended by the period of notice given upon termination of his appointment or upon resignation may not, under any circumstances, claim that his appointment has been confirmed.

(9) If an official under contract is absent on sick leave while serving his probationary period, and that the overall duration of his absence on sick leave is of more than 5 working days, that period shall be extended by the duration of the absence. If, however, the overall duration of his absence on sick leave is 20 working days or more, the Secretary General may terminate the appointment of the official concerned in conformity with Regulation 2.5(2) and with paragraphs (3) and (5) above. He may not, however, terminate the appointment of the official concerned if the absence on sick leave is the result of a work-related accident or an occupational illness.

(10) In application of Regulation 2.5(1), if the overall duration of the contract does not exceed 12 months, the overall duration of the contract shall be deemed to be part of the probationary period. If an official on probationary period is appointed to a different post after a recruitment procedure, a new probationary period shall run from the date on which the new appointment becomes effective. The Secretary General may however decide to reduce the duration of the second probationary period, provided that the cumulated duration of both probationary periods is of at least 12 months.

CHAPTER 3: EMPLOYMENT AND CHANGES IN SITUATION

Regulation 3.1: Duration of appointment

(1) Officials under contract shall be appointed either for a fixed-term or for an indeterminate period. The Secretary General may decide either to extend a fixed-term appointment on one or more occasions for a further fixed-term, or to convert it to an indeterminate appointment, in conformity with the provisions of the Staff Rules.

(2) Seconded officials shall be appointed for a fixed-term period, which the Secretary General may decide to extend. The cumulated length of both fixed-term periods shall in principle not go beyond 6 years. However, in exceptional circumstances, in the interest of the Organization, the Secretary General may decide to further extend such an appointment.

(3) Under no circumstances may an official with a fixed-term appointment be entitled to claim its extension or its conversion to an indeterminate appointment.

Rule 3.1.1: Extensions and conversions of appointments

(1) An official's short-term or fixed-term appointment shall terminate without prior notice on expiry of the period specified in the letter of approval of secondment or in the letter of appointment. However, the Secretary General shall inform the official concerned of his reasoned decision not to extend the appointment at the latest 2 months before the expiry of that period. The time limit of 2 months shall be reduced to 2 weeks for short-term appointments.

(2) In application of Regulation 3.1(2), the Secretary General may propose to the authorities of a State which has seconded an official that the period of secondment be extended for a further fixed-term. If the authorities concerned give their approval, the Secretary General's proposal, and the acceptance of that proposal, shall constitute an amendment to the letter of approval of secondment and shall be communicated to the official concerned. If the authorities concerned make a counter-proposal, the Secretary General shall:

(a) either give his approval, in which case the counter-proposal and the Secretary General's approval shall constitute an amendment to the letter of approval of secondment of the official concerned;

(b) or reject the counter-proposal, in which case the secondment shall terminate in conformity with paragraph (1) above.

If the authorities reject the proposal of extension, the secondment shall terminate in conformity with paragraph (1) above.

In either case, the seconded official concerned shall be informed, without delay, of the steps taken and of their outcome.

(3) In application of Regulation 3.1(1), the Secretary General may propose to an official under contract that his appointment be extended or converted into another type of appointment. If the official under contract accepts, the Secretary General's proposal and the official's acceptance shall constitute an amendment to the employment agreement. If the official concerned rejects the proposal, his appointment shall terminate in conformity with paragraph (1) above.

(4) The appointment of an official under contract shall be converted into an indeterminate appointment if the post held by the official is considered by the Organization to be permanent and the conduct and performance of duties of the official since he took up his post have constantly been satisfactory.

Regulation 3.2: Appraisal and advancement

(1) Superiors shall regularly appraise the work and conduct of the officials placed under their authority. The procedure for preparing periodic assessment reports shall be laid down in the Staff Rules.

(2) The Secretary General shall decide on the advancement of officials under contract holding a classified post within the salary scales applicable to their grades on the basis of periodic assessment reports. Prior to his decision, he shall seek the consultative opinion of the Joint Advancement Committee, except in respect of officials whose position, under the terms of the Staff Rules, is not subject to consideration by that Committee.

Rule 3.2.1: Advancement

(1) Under Regulation 3.2(2), the Secretary General shall not consult the Joint Advancement Committee when deciding on the advancement of officials under contract holding a post classified in Grade 1 or 2. For officials under contract holding posts classified in Grades 3 to 10, the Secretary General shall consult the Joint Advancement Committee for their opinion when deciding on a two-step advancement or on a deferment of the date of their advancement.

(2) Decisions on the advancement of officials under contract holding a classified post within the salary scales applicable to their grade shall be taken every two years, except for officials in steps 12 and 13 for whom the interval shall be three years. The relevant salary scales are defined in Appendix 1 to the present Rules.

(3) Based on the recommendations of an official's superiors, the Secretary General may decide:

(a) to grant an official an advancement of one step in his grade for satisfactory service; or

(b) to grant an official an advancement of two steps in his grade for particularly meritorious or outstanding work accomplished throughout the entire period elapsed since the last decision on his advancement; or

(c) to defer by up to twelve months the date of advancement of an official whose work is not considered to be satisfactory.

(4) For the award of salary increments, satisfactory service shall be defined as satisfactory performance and conduct of officials in the post to which they have been assigned, as appraised by their superiors. For officials in steps 12 and 13, the award of salary increments shall be subject to 3 consecutive outstanding reports.

(5) Salary increments shall be effective from the first day of the month in which the official has completed the required period of service; however, this period may be shortened when the official is promoted in accordance with the provisions of Regulation 3.3 or the advancement of the official is deferred in accordance with (3,c) above or in application of a disciplinary measure. This period may also be extended in application of Rules 8.2.8(5) and 8.2.9(6).

(6) Any decision on advancement taken by the Secretary General shall be notified to the official under contract concerned and communicated to his immediate superior. Such decisions shall be centralized by the human resources department.

Rule 3.2.2: Periodic assessment reports

(1) In application of Regulation 3.2(1), assessment reports shall be prepared for each official at least once a year. For officials holding an unclassified post or on short-term appointments, a simplified assessment procedure shall be applied.

(2) The performance of each official shall be appraised on a form prescribed by the Secretary General. Periodic assessment reports shall include a self-assessment made by the official and an assessment drafted by the official's immediate superior covering the official's activity during the period since the drafting of the previous assessment report. They shall be based on objectives and other assessment criteria established by the superior after consultation of the official at the beginning of the reference period.

(3) With a view to drafting his assessment report, the official's immediate superior shall have an interview with the official. Once the assessment report has been drafted by the official's immediate superior, it shall be communicated to the official prior to being forwarded to his superiors at all the levels concerned, any of whom may add observations. After all the official's superiors have completed the assessment report, it shall once more be communicated to the official.

(4) At any stage where the official receives communication of the assessment report, he shall sign the report and may, if he so wishes, append a statement relating to any part of the report which he contests. Such a statement must be made within a week from the date on which the official received communication of the report. It shall be placed in the official's personal file in the same way as the report itself.

(5) Periodic assessment reports shall be centralized by the human resources department and filed in the official's personal file. Reports concerning officials under contract classified below Grade 2 shall be brought to the attention of the Joint Advancement Committee whenever a decision on the advancement of the official concerned is to be taken.

(6) The provisions of the present Rule shall not prevent the activity and conduct of an official from being the subject of written memoranda in the interval between two assessment reports. Such memoranda shall be communicated to the official who shall be given the opportunity to comment on them.

Rule 3.2.3: Bonuses

(1) Within the limits of the budget allocation for that purpose, the Secretary General, exercising his discretionary power, may decide to grant a bonus:

- individually to an official holding a classified post;
- collectively, to all or some of the officials holding classified posts;

whom he wishes to recompense for meritorious work or outstanding service.

(2) The maximum amount of the bonus, the relevant procedure and the conditions under which it may be granted, individually or collectively, shall be determined in a Staff Instruction.

Rule 3.2.4: Unsatisfactory work

(1) Any official, whether seconded or under contract, whose work is appraised as unsatisfactory by his superiors, during his annual assessment or in the interval between two annual assessments, shall be notified in writing of such a fact and be given an appropriate period of time to remedy the situation.

(2) After prior notification, failure by an official to perform the functions inherent in the post to which he is assigned in a satisfactory manner, whether due to the quality of his work or to the relations he maintains with other officials, may result:

(a) in the transfer with downgrading of the official if a post better suited to his capabilities is vacant; or

(b) in the termination of the official's appointment in accordance with Regulation 11.1(3,a).

Regulation 3.3: Promotion, transfer and temporary assignment

(1) The Secretary General may decide, within the general classification of posts, to promote officials of the Organization. Promotion shall mean the assignment of an official to a post of higher grade following a competition or a reclassification procedure. In exceptional cases, in the interests of the Organization, the Secretary General may promote an official of the Organization without competition.

(2) Any official shall be entitled to promotion as a result of the reclassification of the post to which he is assigned, provided he has the required qualifications and his performance is satisfactory. Without prejudice to the recruitment of fresh talent, officials shall be given reasonable promotion possibilities.

(3) The Secretary General may transfer any official of the Organization from one post to another. Transfer shall mean the assignment of an official to another post without promotion. A transfer may be effected without recourse to a competition.

(4) Any official may be transferred whenever the interests of the Organization so require. Any official may at any time request consideration for transfer in his own interest.

(5) If so instructed by the Secretary General in order to meet service requirements, an official of the Organization shall accept any temporary assignment to a post other than that specified in his employment agreement. The conditions governing salary supplements payable as a result of temporary assignments, as well as the payment arrangements for such supplements, shall be detailed in the Staff Rules.

(6) The transfer, promotion or temporary assignment of a seconded official shall be notified to that official's national administration without delay.

Rule 3.3.1: Salary on Promotion

(1) Upon promotion, an official under contract shall be placed on the salary scale applicable to his new grade on the first step which enables him to benefit from an increase in gross salary at least equal to five per cent of the gross salary payable to him prior to his promotion. The Secretary General may decide to grant additional steps to an official who has been promoted to take into account the aptitudes, qualifications and experience of the official concerned at the post to which he has been promoted.

(2) The date of the periodical salary increment in the higher grade shall be the anniversary date of the promotion.

Rule 3.3.2: Fixed-term promotion

An official under contract holding an indeterminate appointment and who is promoted to a post advertised for a fixed-term period shall retain his indeterminate appointment. However, at the end of this fixed-term promotion, unless the latter is renewed or converted into an indeterminate appointment, the official concerned shall return to the grade held prior to promotion and shall be granted an advancement in steps equivalent to that which he would have received had he not been promoted.

Rule 3.3.3: Transfer

(1) Officials of the Organization must conform to any transfer decision taken by the Secretary General in application of Regulation 3.3(3). If an official of the Organization thus transferred does not take up his new post, the Secretary General may terminate his appointment in conformity with Regulation 11.1(2,b).

(2) However, the specific, written consent of the official concerned shall be required if the transfer decision is taken following:

(a) the official's inability to perform his functions for medical reasons;

(b) modification of the responsibilities attached to the official's post with the result that he no longer has the requisite qualifications or experience;

(c) suppression of the official's post;

(d) a reduction in the number of posts in the official's grade.

In such cases, the official shall make his decision known within a time-limit set by the Secretary General. If the official concerned refuses such a transfer or has not replied to the transfer proposal by the date specified, in which case the transfer is deemed to have been refused, the Secretary General may, in conformity with Regulation 11.1(3,b) to (3,e), terminate his appointment.

(3) The Secretary General's decision on whether or not to transfer an official shall be based on the interests of the Organization. Whenever a transfer involves a change in functions, the Secretary General shall take account of the competence and qualifications of the official concerned and ensure that he has the necessary aptitudes to perform his new functions. If a transfer involves a change in duty station, the Secretary General shall, as far as possible, take into account the personal situation of any of the officials of the Organization whose transfer could be considered.

(4) Rule 3.3.3(4) abrogated.

(5) If a transfer within a given duty station involves downgrading, the official concerned shall continue to receive, on a personal basis, the gross monthly salary corresponding to the grade and step of his previous post. If a transfer involving downgrading also involves a change of duty station, the official concerned shall receive, on a personal basis, the gross monthly salary corresponding to the grade and step of his previous post in the salary scale of the duty station to which he has been transferred.

(5B) The provisions of Rule 3.3.3(5) above do not apply in the following cases:

(a) disciplinary or unsatisfactory work procedures resulting in a decision to grant the official the gross monthly salary corresponding to the step on which he was placed, in his former post, in the salary scale applicable to his new grade; and

(b) a transfer resulting from the official's application in a recruitment procedure or from the official's request for a transfer in his own interest.

(6) A transfer, regardless of whether it requires the consent of the transferred official or not, shall constitute an amendment to his employment agreement. The transfer decision shall be notified in writing to the official concerned and shall be communicated to his immediate superior. The decision shall list the changes in the situation of the official concerned, the reasons for the transfer, and the date on which it shall become effective. There shall be a reasonable period of time between the date of notification of the transfer decision and its entry into force.

(7) When an official under contract is transferred, the decision on his advancement within the salary scale applicable to his grade shall be taken at the time it would have been had he not been transferred.

Rule 3.3.4: Temporary assignments

(1) In conformity with Article 3.3(5), officials may be called on to accept a temporary assignment for a period of up to 12 months, renewable by periods of a maximum of 12 months. However, the temporary assignment may not exceed the duration of the project to which the post is attached, or the duration of the incumbent's absence for parental leave within the meaning of Rule 8.2.7, sick leave, or unpaid leave.

(2) A salary supplement shall be paid to an official under contract who is temporarily assigned to the duties and responsibilities of a post classified in a higher grade. The amount of such a supplement shall be equivalent to the gross salary increase which the official would have received had he been promoted to the post to which he is temporarily assigned. Should the official only be assigned part of the duties and responsibilities attached to the post, the salary supplement shall be adjusted accordingly.

(3) The salary supplement shall remain unchanged for a period of up to 12 months, depending on the length of the assignment, after which it may be reviewed to take into account any change in the salary scales or the award of salary increments to the official in his regular post.

(4) The salary supplement shall be paid from the first day of temporary assignment.

Regulation 3.4: Professional training

Within the limits of the budget allocated for that purpose, and based on a training plan, the Secretary General shall provide officials of the Organization with such training as is deemed appropriate for the continued enhancement of their professional qualifications and increased efficiency in the accomplishment of their duties.

Rule 3.4.1: Training

(1) In application of Regulation 3.4, a request for training of an official may be initiated by the official himself or by his superiors.

(2) Any such request shall be reasoned and made in writing.

(3) The Secretary General, exercising his discretionary power and taking into account the training needs and priorities as identified in the established training plan, shall decide:

(a) whether the official who has made the request may receive professional training;

(b) whether the Organization is to meet all of the cost of the professional training of the official concerned;

(c) whether this training is to be provided during or outside working hours.

(4) If the cost of professional training is met by the Organization and if the training is provided during working hours, the official concerned may not refuse to undergo such training.

(5) In any case, on successful completion of a training course determined in the interests of the Organization and approved by the official's immediate superior, the official shall be entitled to 25% of the cost of such a course. That sum shall either be paid to him or deducted from outstanding loans, provided that the official continues his career with the Organization for at least 5 years.

Regulation 3.5: Reappointment, reinstatement and change of appointment

The Secretary General may, in accordance with the Staff Rules:

(a) reappoint or reinstate a former official of the Organization;

(b) change the appointment of a seconded official into an appointment under contract.

Rule 3.5.1: Reappointment and reinstatement

(1) A former official may be:

(a) reinstated if he is recruited within the 12 months following the date of his cessation of service, or;

(b) reappointed if he is recruited beyond the 12 months following the date of his cessation of service.

(2) If an official is reinstated, his services shall be considered as having been continuous. For that purpose, the interval between cessation of service and reinstatement shall be considered as unpaid leave and the official shall return to the Organization any payment made to him at the time of cessation of service.

(3) If an official is reappointed, the rules on new appointments laid down in Chapter 2 of the Staff Regulations and present Rules shall apply.

(4) If a staff member who was not initially subject to the Staff Regulations is subsequently recruited as an official of the Organization, the provisions of the present Rules relating to reinstatement shall not apply. However, the Secretary General may decide to reduce the length of the official's probationary period or decide that the official need not serve a probationary period.

Rule 3.5.2: Change of appointment

(1) Change of appointment shall mean change of status from secondment to contract, and from short-term appointment to a regular fixed-term appointment.

(2) A seconded official cannot have his appointment changed into an appointment under contract until he has:

(a) been granted unpaid leave from his national administration, in which case he shall only be appointed for a fixed-term equal to or shorter than the duration of his leave;

(b) retired from his national administration or has ceased to be an official of that administration.

(3) If one of these conditions is met, the seconded official must accept his appointment as an official under contract in conformity with the relevant provisions of the Staff Regulations and of the present Rules, and must sign the declaration of loyalty corresponding to his new legal status vis-à-vis the Organization, Regulation 1.5(4) being applicable.

(4) Any official whose secondment is changed into an appointment under contract:

(a) shall be placed immediately on the salary scale applicable to his grade, in conformity with Regulation 2.4 and Rule 2.4.1.

(b) shall keep the length of service entitlement he has acquired within the Organization;

(c) shall, by virtue of his declaration of loyalty, be subject to the conditions of employment resulting from his new legal status vis-à-vis the Organization and, except in (b) above, shall lose the rights deriving from his previous legal status.

(5) If an official incurs heavy expenses as a result of his change of appointment, the Secretary General may, upon the express written request of the official, waive the provisions which prevent him to:

(a) reimburse the official removal expenses;

(b) grant the official both the installation allowance and the expatriation allowance.

CHAPTER 4: CLASSIFICATION AND RECLASSIFICATION OF POSTS

Regulation 4.1: Classification of posts

(1) The Secretary General shall make appropriate provision for the classification of posts in accordance with the duties and responsibilities attaching to them.

(2) The Staff Rules shall determine which posts may be considered as unclassified.

Rule 4.1.1: Classified and unclassified posts

(1) Posts shall be classified in categories and grades according to a post rating method established by the Secretary General in a Staff Instruction and related to the nature of the duties, the level of responsibilities and the qualifications required. Such posts shall be known as classified posts.

(2) The posts of:

(a) Secretary General; and

(b) Executive Director;

shall be known as unclassified posts. The Secretary General may adjust the titles of such posts as necessary.

Rule 4.1.2: Classification process

(1) When a newly created post is to be classified, the superior under whose authority the post concerned is placed shall be responsible for the description of the said post, with the assistance of the human resources department.

(2) In order to describe the post concerned, the superior shall complete a post description sheet, the form of which shall be prescribed by the Secretary General, setting out the duties and requirements specific to the post.

(3) The post description sheet established by the superior concerned shall serve as a basis for rating the post, by application of the established post rating method.

Regulation 4.2: Reclassification of posts

(1) The Secretary General shall take decisions on reclassification of posts, whether vacant or filled.

(2) Any official of the Organization is entitled upon request to an examination of the classification of his post in accordance with the conditions and procedures laid down in the Staff Rules.

Rule 4.2.1: Reclassification procedure

(1) A reclassification procedure may be initiated by the Secretary General, the superior under whose responsibility the post to be reclassified is placed or the human resources department, or the incumbent of the post, when the duties and responsibilities attached to a particular post have evolved to such an extent that the post description is no longer accurate. A Staff Instruction shall specify the periodicity at which a reclassification procedure may be initiated.

(2) The reclassification procedure shall comprise:

(a) the completion of a post description sheet;

(b) application of the post rating method to the post to be reclassified, including desk audits, if necessary;

(c) review of any other post(s) which may be affected.

(3) When the reclassification procedure is initiated by the incumbent of the post, all other officials holding the same post description shall be informed of the initiation of such a process. In the case of a review of other post(s) affected, the incumbent(s) concerned shall also be informed.

(4) The Secretary General's decision on reclassification shall be based on the established post description sheet and the post rating.

Rule 4.2.2: Request for reclassification *[deleted]*

Rule 4.2.3: Effects of a reclassification

(1) If, as a result of the reclassification procedure, it appears that particular post(s) should be reclassified while the other posts in the same department with the same title and in the same grade should keep their classification, the Secretary General shall decide which official(s) shall be transferred to the reclassified post(s).

(2) When a post which is already filled is reclassified at a higher grade, that post shall first be offered to the incumbent of the post which has been reclassified, in which case Regulation 3.3 pertaining to promotion shall apply.

(3) If the reclassification of a post results in the post being placed in a lower grade, the incumbent of the post shall keep his grade on a personal basis, unless the Secretary General decides to transfer the official to a post of equal grade.

(4) If, at the outcome of the reclassification procedure, it appears that the grade of the post should not be changed, the incumbent of the post and his superior shall be notified.

CHAPTER 5: EMOLUMENTS

Regulation 5.1: Emoluments

Emoluments shall comprise salary, salary supplements and allowances.

Regulation 5.1.A: General conditions governing emoluments*

(1) The emoluments of the officials shall be examined at least once a year by the Executive Committee which shall decide, following a proposal from the Secretary General, whether they should be adjusted.

(2) The Executive Committee shall adopt such method of calculation as it deems fit to ensure purchasing power parity in the different duty stations.

(3) The emoluments due to the officials shall be paid in the currency in which the salary is expressed. The Secretary General may authorize exceptions to this provision.

** **Adopted by the General Assembly at its 86th session (GA-2017-86-RES-03) and entered into force following the decision of the Executive Committee at its 202nd session.***

Rule 5.1.A.1: Payment *[deleted]*

Rule 5.1.A.2: Exchange rate

When, in application of the Staff Regulations and of the present Rules, the Organization pays its officials in a currency other than that in which the salary is expressed in the applicable provisions or in which it has been fixed, the conversion of the corresponding sum into another currency shall be governed by the exchange rate adopted by the Organization.

Regulation 5.2: Salaries and salary supplements

(1) The salary scales applicable to officials under contract holding a classified post, comprising an appropriate number of steps for each grade, shall be laid down in the Staff Rules.

(2) The Staff Rules shall also provide for a minimum and maximum salary for officials under contract holding unclassified posts.

(3) For the purpose of the present Regulations, of the Staff Rules and of the Staff Instructions, salary supplements shall comprise overtime compensatory payments, stand-by duty compensatory payments and salary supplements payable as a result of temporary assignments.

Rule 5.2.1: Determination of salary

(1) The salary scale applicable in Lyon is the reference salary scale. The salary scales applicable at other duty stations are adjusted and adopted on the basis of the methodology used for the calculation of the Purchase Power Parity by the coordinated and associated organizations. The amounts appearing in the salary scales correspond to a gross monthly salary, exclusive of any salary supplement, allowance or deduction. Pursuant to Regulation 14.5(1), when an official appointed on a short-term contract is required to perform duties and responsibilities which do not correspond exactly to those of a given classified post or when the official is not assigned to a given classified post, appropriate provision shall be made to ensure that the salary of the official reflects his duties and responsibilities.

(2) The amounts of gross monthly salary referred to in the salary scales shall be subject to deductions for the purpose of:

(a) the internal tax, in conformity with Regulation 5.7;

(b) the contributions to the health insurance coverage, welfare and retirement schemes to which the official is affiliated, in conformity with Regulations 7.1 and 7.1.A.

For the purpose of the present Rules, the net salary shall be understood as the gross monthly salary after the above-mentioned deductions.

(3) In cases where an official receives a salary supplement subject to the deductions mentioned above, the amount of the salary supplement concerned shall be added to his gross salary for calculation of the said deductions.

Regulation 5.3: Allowances

The Staff Rules shall determine the amounts of any allowances payable by the Organization, as well as the conditions under which they are due to the officials of the Organization.

Rule 5.3.1: Installation allowance

(1) The Organization shall pay an installation allowance to:

(a) officials under contract assuming a post within the Organization;

(b) officials transferred to another duty station;

provided that at the time of their appointment or transfer they were not living within the area of their duty station. For officials on short-term appointments converted into a fixed-term appointment following a normal recruitment procedure in application of Regulation 14.5(3), the place of residence at the time of the initial appointment shall be taken into account to determine whether payment of the installation allowance is due.

(2) The installation allowance shall be paid as soon as the official takes up his post and no later than with the first payment of emoluments.

(3) The amount of the installation allowance shall be given in a Staff Instruction, taking into account the family status and the duty station of the officials.

(4) The Organization shall grant a supplement to cover the expenses specifically connected with finding a new residence. This supplement shall be calculated on the basis of the expenses actually incurred by the official concerned and his family, within the limits specified in a Staff Instruction.

Rule 5.3.2: Expatriation allowance

(1) An expatriation allowance shall be paid each month to officials who are not nationals of the State of their duty station, who have not been resident in that State for more than three years and who provide proof of their expatriate status.

(2) Following an agreement reached between the Organization and the authorities of the State concerned, the expatriation allowance may be paid directly to those authorities. In addition, the allowance may be abolished either partially or totally, either in application of such an agreement or by a decision taken by the Secretary General, in the light of the remuneration and of the allowances paid to the official concerned by his national administration.

(3) The expatriation allowance shall be paid each month to officials for a duration of 6 years.

(4) The amount of the expatriation allowance shall be given in a Staff Instruction, taking into account the family status and the duty station of the official concerned.

Rule 5.3.3: Monthly allowance for seconded officials nationals of the State of their duty station

(1) The Secretary General may grant seconded officials who are nationals of the State of their duty station a monthly allowance to compensate for any loss or reduction of net salary, allowances or other benefits the officials received or would have received for performing their functions in their national administrations.

(2) Irrespective of loss or reduction of net salary, allowances or other benefits, the Secretary General may grant seconded officials who are nationals of the State of their duty station a monthly allowance.

(3) The amount and modalities for payment of the monthly allowance shall be laid down in Staff Instructions.

Rule 5.3.4: Transport allowance

In partial compensation for the daily cost of transport between place of work and residence, the Organization shall pay to officials under contract a monthly fixed allowance, the amount of which shall be established for each duty station and laid down in a Staff Instruction.

Rule 5.3.5: Special interpretation allowance

(1) Officials under contract who have been selected to perform, in addition to their duties, interpretation work for the Organization shall be entitled to a special interpretation allowance.

(2) The certification requirements, amount of allowance, and the provisions for payment of the allowance shall be laid down in a Staff Instruction.

Rule 5.3.6: Short-term allowance

Officials under contract appointed for a short-term who are not nationals of the country of the duty station, shall be entitled to a short-term allowance, the modality of payment and the amount of which shall be established in a Staff Instruction. Pursuant to Regulation 14.5(1), this allowance shall be paid in lieu of the allowances provided for in Staff Rules 5.3.1 and 5.3.2, as well as travel and removal expenses provided for in Staff Rules 6.1.4 and 6.2.1.

Rule 5.3.7: Expertise allowance

(1) An expertise allowance shall be paid each month to officials holding posts of certain categories where specific expertise in a field relevant to their post is necessary. The amount of the expertise allowance shall be laid down in a Staff Instruction.

(2) The categories of posts to which this allowance applies shall be determined by the Executive Committee.

Rule 5.3.8: Hardship allowance

(1) A hardship allowance may be paid each month to officials who are not nationals of the State of their duty station, who have not been resident in that State for more than three years, and who provide proof of their expatriate status.

(2) The eligible duty stations, modalities for payment and amount of the hardship allowance shall be specified in a Staff Instruction.

Regulation 5.4: Payment and adjustment of emoluments

The Staff Rules shall specify the arrangements for the payment of emoluments due to the officials of the Organization.

Rule 5.4.1: Calculation of emoluments

(1) The portion of emolument payable to an official shall be calculated pro rata temporis on the basis of one-thirtieth of the emolument concerned:

(a) if the official concerned takes up his post or ceases his service during the course of a month;

(b) if the emolument of the official concerned is suspended for part of a month, in application of the Staff Regulations or the present Rules.

(c) if the amount of the emolument of the official concerned has varied during the course of a month with the result that he is entitled to a different emolument for each fraction of that month.

(2) The present rule shall not apply to the installation and transport allowances referred to in Rule 5.3.1 and 5.3.4 respectively.

Rule 5.4.2: Payment of emoluments

(1) Unless otherwise specified in the present Rules, an official shall only have the right to receive his emoluments for periods during which he actually worked in the Organization's service. In addition, the payment of allowances shall be subject to the accuracy, and updating whenever appropriate, of the information supplied by the officials concerned, in conformity with Regulation 1.7 and Rule 1.7.1.

(2) An official shall receive the emoluments due to him in application of the provisions of the present Rules on a monthly basis, deduction having been made of any sums owed by the official concerned to the Organization and due for payment. Payment shall be made at the latest on the first day of the following month, although corrective payments made necessary by modifications in the bases used for the calculations may be made later.

(3) The Secretary General may decide, following the receipt of a written and reasoned request of the official concerned to pay part of his emoluments into a bank account in a State other than that in which the duty station of the official concerned is located.

Rule 5.4.3: Double payments

(1) Two officials who are married or cohabit, shall not both be entitled to claim reimbursement of their travel and removal expenses or any of the allowances whose payment depends on the family status of officials. Consequently, the Organization shall cover the travel and removal expenses of two such officials only once, and shall pay only one set of the allowances to which their family status entitles them. The Secretary General shall decide, in accordance with the principles of equity, on how the payments are to be shared between the two officials concerned.

(2) When two officials of the Organization divorce, or separate in the case of persons who cohabit, the sums payable to cover their travel and removal expenses and the allowances to which they are entitled shall be calculated on the basis of their new family status, it being however understood that the dependent children taken into account for the calculation are those who are living, or considered to be living, with the official concerned.

Regulation 5.5: Exceptional payments

The Staff Rules shall detail, subject to financial availabilities, the conditions under which the Secretary General may grant advances and loans to the officials of the Organization.

Rule 5.5.1: Advances and partial payments

(1) Subject to cash-flow availabilities, the human resources department may grant an official who has so requested, an advance against emoluments of up to the amount of his monthly emoluments. The amount paid shall be deducted from the emoluments due for a maximum of three months following the month in which the advance was authorized.

(2) Subject to cash-flow availabilities, the human resources department may grant an official who has so requested a partial payment of his monthly emoluments. The partial payment shall be deducted from the emoluments due to him for the month for which the partial payment was requested.

(3) The modalities for payment and request procedures shall be specified in a Staff Instruction.

Rule 5.5.2: Personal loans

(1) Subject to cash-flow availabilities, the Secretary General may grant a loan to an official:

(a) because of special circumstances connected with the official's personal situation;

(b) for an official's personal development;

(c) for miscellaneous use.

(2) The Secretary General shall lay down in a Staff Instruction:

(a) the conditions under which an official may benefit from a loan;

(b) the maximum amount of a loan;

(c) arrangements for reimbursement of a loan.

Rule 5.5.3: Asset related loans

Subject to the balance available on the General Reserve Fund and the Financial Regulations governing its use, and within the limits of the provisions laid down in Appendix 4 to the present Rules, the Secretary General, exercising his discretionary power, may grant a loan to an official who submits a reasoned request for such a loan in conformity with the procedure laid down in the said provisions.

Regulation 5.6: Currency of payment [*deleted*]

Rule 5.6.1: Exchange rate [*deleted*]

Regulation 5.7: Taxation of the officials of the Organization

(1) Officials under contract shall pay an internal tax on their salaries and salary supplements, at the rates and under the conditions laid down in the Staff Rules.

(2) When the agreements concluded between the Organization and the States in which its officials are stationed, or the applicable local laws so permit, with a view to avoiding double taxation, the officials of the Organization shall be exempted from payment of the Organization's internal tax if a State other than the State in which they are stationed levies income tax on their salaries and salary supplements.

Regulation 5.8: Recovery of payments made in error

The Organization shall be entitled to recover any payment made in error to one of its officials. The Staff Rules shall determine the time-limit for recovery and detail the recovery procedures.

Rule 5.8.1: Recovery of payments made in error

(1) In application of Regulation 5.8, the Organization's right to recover payments made in error to one of its officials shall lapse after two years or, in a case where a series of payments has been made in error, two years after the date of the last payment. The time-limit for recovery shall cease to apply on the date of notification:

(a) of the decision to initiate the recovery process; or

(b) of the decision to initiate a procedure designed to calculate the amount to be recovered.

(2) The recovery of a series of payments made in error shall be limited to an amount equal to the overpayments made during the twelve months immediately preceding the last overpayment. However, if the overpayments were made as a result of negligence on the part of the official who received the payments, the Organization may recover the amounts paid in error during the three years immediately preceding the last payment.

(3) If at the time when he received a sum from the Organization the official concerned knew that he was not entitled to it, the Organization's right to demand reimbursement of the sums paid in error shall expire after ten years.

(4) Unless otherwise specified in a written agreement between the Secretary General and the official concerned, the reimbursement shall be made by deductions over a period not exceeding ten months, from the emoluments due to the official concerned. However, if the official has been immediately notified of the error, the reimbursement shall be made during the month following that in which an error was made. Moreover, on submission of a request by the official concerned to the human resources department, the Secretary General may grant a longer period for reimbursement if, in the circumstances, such an extension would be justified and equitable.

(5) If the appointment of the official concerned is terminated for any reason whatsoever, any sum that is still outstanding, in respect of the reimbursement of sums paid in error, at the date on which his cessation of service becomes effective, shall be payable immediately. To that effect, the Organization may withhold the outstanding sum from the full and final settlement if the latter is sufficient to allow full or partial repayment of the said amount. If the amount due under the full and final settlement is nil or insufficient to allow the outstanding sum to be fully paid off, the official concerned must reimburse the sum due. Otherwise, the Organization may institute proceedings against the official in accordance with the legal provisions applicable to disputes and, in the case of a seconded official, may inform his national administration that he has not paid off his outstanding debt.

CHAPTER 6:
TRAVEL AND REMOVAL EXPENSES

Regulation 6.1: Travel expenses

Subject to the conditions laid down in the Staff Rules, the Organization shall cover travel expenses incurred in connection with the following events:

(a) the assumption of his post by an official under contract;

(b) a duly authorized mission of an official of the Organization;

(c) the transfer of an official of the Organization to another duty station;

(d) the cessation of service of an official under contract.

Rule 6.1.1: Travel expenses entitlements

(1) In application of Regulation 6.1(b), any official shall be entitled to the payment by the Organization of the following travel expenses:

(a) transport tickets as specified in Rules 6.1.2 and 6.1.3;

(b) a subsistence allowance for each 24-hour period of the duration of the mission, as specified in Rule 6.1.5;

(c) additional expenses, as specified in Rule 6.1.6.

(2) In application of Regulation 6.1(a), (c) and (d), any official shall be entitled to the reimbursement by the Organization of the cost of transport tickets, as specified in Rules 6.1.2 and 6.1.4. These provisions shall also apply to his spouse or common-law spouse and to any of his dependent children whenever they follow him.

Rule 6.1.2: Route, mode and standard of transportation

(1) Travel shall be by the most direct route, using the most appropriate and most economical mode of transportation.

(2) The standard of transportation for officials below Grade 1 shall be tourist or economy class when they travel by air or sea and business class when they travel by rail. However, officials holding unclassified posts and officials classified in Grade 1 shall always have the option to travel business class, whatever the mode of transportation and where available. Exercising his discretionary power, the Secretary General may decide, in particular in the light of the length of the journey, that an official below Grade 1 shall travel in a class higher than the standard specified above.

(3) Travel by private vehicle may be authorized, at the request of the official, subject to conditions to be laid down in a Staff Instruction.

Rule 6.1.3: Purchase of tickets for officials on mission

(1) The Organization shall in principle supply the transport ticket.

(2) If the Organization authorises an official to obtain his transport ticket himself, he shall be reimbursed on presentation of supporting vouchers, it being understood that the amount reimbursed shall not exceed the cost of the transport ticket that the Organization itself would have supplied.

(3) If, owing to circumstances beyond his control, the official concerned is obliged to obtain his transport ticket himself without having received prior authorization to do so, he shall as far as possible conform to Rule 6.1.2 and shall be reimbursed by the Organization on presentation of supporting vouchers as specified in paragraph (2) above.

(4) Any official for whom the Organization has purchased a transport ticket and who failed to undertake his journey shall have to give sufficient grounds for such failure or repay for the cost of the ticket.

Rule 6.1.4: Reimbursement of transport tickets for other approved travel

(1) In application of Regulation 6.1(a), (c) and (d), the Organization shall reimburse the cost of transport tickets for 1 journey per person, unless covered by other means and provided that the expenses have actually been incurred. However, reimbursement under Regulation 6.1(d) shall not in any circumstances exceed the cost of a transport ticket back to the place where the official was residing prior to his appointment within the Organization.

(2) The official concerned may claim reimbursement of such travel expenses at the latest 3 months from the travel date.

(3) The Organization shall not reimburse the cost of transport tickets under Regulation 6.1(d):

(a) if the official resigns;

(b) if, in application of Regulation 11.1(2,a) and (2,b), the Secretary General terminates the official's appointment because the latter has deserted his post or has not taken up the post to which he is assigned following a transfer;

(c) if, in application of Regulation 11.1(2,c) et (3,g), the Secretary General terminates the official's appointment as the result of a disciplinary dismissal or summary dismissal.

Rule 6.1.5: Subsistence allowance for officials on mission

(1) The Secretary General shall issue a Staff Instruction specifying the amount of the subsistence allowance according to the place of destination of the official on mission. The subsistence allowance, payable before departure, shall be deemed to cover all the expenses that may be incurred by an official for a journey over a 24-hour period, with the exception of the expenses covered by Rule 6.1.6. However, no subsistence allowance shall be granted for missions made within the area of the official's duty station, it being understood that the official shall be entitled to reimbursement of his meal if he is unable to return to the Organization for lunch.

(2) For calculation of the subsistence allowance, the length of the mission shall be increased by 2 hours for a round trip by rail or by sea and 3 hours for a round trip by air in order to cover travel time between home or office and the main station, airport or port, and return.

(3) Where the mission lasts less than 8 hours, an official shall receive 25% of the daily subsistence allowance. The same applies for any period of less than 8 hours over and above any complete 24-hour period.

(4) Where the mission lasts 8 or more but less than 24 hours and does not involve staying in a hotel, the official shall receive 50% of the daily subsistence allowance.

(5) Where the mission lasts 8 or more but less than 24 hours and involves staying in a hotel, the official shall receive the full amount of the daily subsistence allowance.

(6) Where the costs of meals and overnight accommodation are included in the travel costs, the daily subsistence allowance shall be reduced by 15% for each meal and 50% for overnight accommodation. The same applies in cases where the official expenses are covered by a State, an administration, a company or any other institution inviting him and if the amount payable is equal to or greater than the allowance the Organization would have paid. Any official undertaking a journey must specify the expenses thus covered.

(7) If accommodation is imposed by the Organization, or by a State, an administration, a company or any institution inviting him, and the cost of night accommodation exceeds 50% of the subsistence allowance, the official concerned shall be entitled on presentation of supporting evidence, to a readjustment of the subsistence allowance to cover the difference.

(8) An official shall not be entitled to a subsistence allowance in respect of annual leave taken at the place of mission prior to, or upon completion of, the mission.

(9) Subsistence allowance in respect of missions exceeding 1 month or missions involving several officials at a time shall be the subject of special arrangements under a Staff Instruction issued by the Secretary General.

Rule 6.1.6: Additional expenses

In addition to the expenses covered by the subsistence allowance, the Secretary General shall determine, in a Staff Instruction, the limits within which supplementary reimbursement may be claimed.

Rule 6.1.7: Time off in compensation of missions

The Secretary General shall specify, in a Staff Instruction, the duration of any rest period which may be granted to an official undertaking a mission because of the length of the journey, because of time differences, or because of the need to travel on a day other than a working day. He may lay down specific rules in respect of missions exceeding 1 month or missions involving several officials at a time.

Regulation 6.2: Removal expenses

Subject to the conditions laid down in the Staff Rules, the Organization shall also cover removal expenses incurred in connection with the following events:

(a) the assumption of his post by an official under contract;

(b) the transfer of an official of the Organization to another duty station;

(c) the cessation of service of an official under contract.

Rule 6.2.1: Removal expenses entitlements

(1) Unless covered by other means, an official shall be entitled to have his removal expenses paid by the Organization, if the distance, in a straight line, between the official's last place of residence and his new place of residence is equal to or more than 50 kilometres. The same applies to his spouse or common-law spouse and to any of his dependent children whenever they follow him.

(2) The Organization shall cover the expenses in connection with only 1 removal per event and within the limits of the quantities of personal effects, to be specified in a Staff Instruction.

(3) The Organization will not, however, pay the expenses if the removal takes place later than 12 months from the date of any of the events mentioned in Regulation 6.2.

Rule 6.2.2: Payment of removal expenses

(1) The payment of removal expenses will be subject to the regulations in force for concluding contracts and carried out in accordance with a procedure specified in a Staff Instruction.

(2) The Organization will not pay the cost of removal expenses under Regulation 6.2(c):

(a) if the official resigns;

(b) if, in application of Regulation 11.1(2,a) and (2,b), the Secretary General terminates the official's appointment because the latter has deserted his post or has not taken up the post to which he is assigned following a transfer;

(c) if, in application of Regulation 11.1(2,c) et (3,g), the Secretary General terminates the official's appointment as the result of a disciplinary dismissal or summary dismissal.

CHAPTER 7:
STAFF WELFARE

Regulation 7.1: Health insurance coverage

(1) The officials of the Organization shall be covered by a health insurance scheme in force in the State in which they are stationed, unless otherwise stated in local legal texts of that State or in agreements concluded by the Organization with that State or with its authorities responsible for the said health insurance scheme.

(2) The Secretary General may decide, in the interest of officials and following a budgetary analysis, to take measures to derogate from or supplement the health insurance scheme in force at the officials' duty station. In such cases, exceptional derogatory or supplementary measures shall be stated explicitly in the Staff Rules in accordance with the procedure in force, and shall apply to all officials in service.

(3) Without prejudice to the application of the provisions governing the Organization's finances, if the officials of the Organization are not covered by a health insurance scheme in the State in which they are stationed or if the Organization deems that such a scheme inadequately covers them, they shall be affiliated by the Organization:

(a) to a scheme specific to the Organization, subject to its establishment by the Executive Committee;

(b) to a private health insurance, proposed by an insurance company, by decision of the Secretary General.

(4) The Secretary General may further decide to pay or refund expenses in connection with an illness or physical injury suffered by an official of the Organization while on mission.

(5) Unless otherwise stated in provisions relating to the health insurance scheme to which the officials of the Organizations are affiliated, the Executive Committee shall decide on their financial contribution to the said scheme.

(6) The arrangements for applying the present Regulation to the officials of the Organization shall be specified in the Rule.

Rule 7.1.1: Health insurance coverage

(1) In application of Regulation 7.1(1), the Organization shall make arrangements for any official under contract to receive health insurance coverage.

(2) Without prejudice to the application of Regulation 7.1(1), officials seconded to the Organization shall be affiliated to the health insurance scheme of the State that seconded them. The Organization may however agree to make such arrangements in case of an existing agreement between the State of which the official is a national and the State of his duty station, or in other relevant cases

(3)

(a) The human resources department shall, as far as possible, refer officials affiliated by the Organization to the health insurance scheme of the State of their duty station, whenever they seek information concerning their rights under that scheme;

(b) Officials receiving private health insurance to which they have been affiliated by the Organization shall be informed by the human resources department of what benefits can be provided and under what conditions. They shall also be informed of any modifications to such benefits and conditions.

(4) The Secretary General shall issue Staff Instructions specifying the financial contributions to be paid by the officials into the health insurance scheme to which they are affiliated:

(a) when legislative or regulatory provisions of the State of their duty station or of a third State governing the health insurance scheme to which they are affiliated do not fix such contributions;

(b) when such contributions are fixed by provisions governing private health insurance;

(c) when the officials are affiliated to a health insurance scheme specific to the Organization.

(5)

(a) The affiliation fees for the health insurance scheme to which the official under contract is affiliated shall be deducted from his gross salary and from salary supplements due to him;

(b) Specific arrangements shall be made for the payment of the financial contribution of a seconded official benefiting from healthcare provision as a result of arrangements made by the Organization.

Regulation 7.1.A: Retirement schemes

(1)

(a) The officials of the Organization shall be compulsorily covered by a retirement scheme: either that of the State of their duty station or that of the Organization, in accordance with the procedure and conditions for affiliation laid down in the Rules;

(b) However, officials seconded to the Organization are not affiliated by the Organization to a retirement scheme. The States that seconded them or the seconded officials themselves must ensure that they are affiliated to a retirement scheme, at no cost to the Organization.

(2) The Organization's Retirement Plan is a defined contribution scheme managed by the Organization. Contributions are paid into the Retirement Fund which is monitored by a dedicated Supervisory Board.

Rule 7.1.A.1: Applicable retirement schemes

(1)

(a) The officials of the Organization under contract and stationed in France shall, in principle, be affiliated to the Organization's Retirement Plan;

(b) Notwithstanding the paragraph above:

(i) Active officials affiliated to the Organization's Retirement Plan and having pension rights under the French retirement scheme, may remain in the Organization's Retirement Plan or request to be affiliated to the French retirement scheme for the periods following the entry into force of this Rule. Whatever the choice made by the officials concerned, it shall be irrevocable and must be expressed within a deadline and according to the conditions which shall be laid down in a Staff Instruction;

(ii) Officials employed after the entry into force of the present Rule and already affiliated prior to their appointment to the French retirement scheme may remain with that scheme or request to be affiliated to the Organization's Retirement Plan. Whatever the choice made by the officials concerned, it shall be irrevocable and must be expressed upon acceptance of the offer of employment.

(2) Officials of the Organization whose duty station is Singapore and who are nationals or permanent residents according to local Singaporean law, shall be affiliated to that State's retirement plan. Otherwise, they shall be affiliated to the Organization's Retirement Plan.

(3) Officials of the Organization whose duty station is neither France nor Singapore shall be affiliated to the Organization's Retirement Plan.

(4)

(a) The human resources department shall, as far as possible, provide assistance to officials affiliated to the State retirement plan of their duty station, whenever they seek information concerning their rights under that scheme;

(b) Officials affiliated to the Organization's Retirement Plan shall be informed by the human resources department of the conditions for participation in and contributions to the Plan. They shall also be informed of any modifications to such benefits and conditions.

Rule 7.1.A.2: Definitions applicable to the Organization's Retirement Plan

(1) The following definitions shall apply:

(a) "Participants" means the officials affiliated to the Organization's Retirement Plan;

(b) "Gross Salary" means the gross monthly salary as defined in Staff Rule 5.2.1;

(c) "Retirement Fund" means the funds capitalizing the contributions of the Participants and the Organization into the Organization's Retirement Plan, as well as the interest generated by their investment in financial markets;

(d) "Contributions" means the contributions paid into the Retirement Fund by the Participants and the Organization;

(e) "Accumulated assets" means the sum of the contributions paid by the Organization and the officials affiliated to the Organization's Retirement Plan, as well as the interest generated by their investment in financial markets, paid out when the Accumulated Account is closed;

(f) "payment date" means the date on which the Organization makes a monthly payment into the Retirement Fund of the contributions of the Participants and the Organization to the Organization's Retirement Plan;

(g) "Accumulated Account" means the account held by each Participant in the Organization's Retirement Fund.

Rule 7.1.A.3: Participation in the Organization's Retirement Plan

(1) Participants shall be affiliated to the Organization's Retirement Plan from the date of acceptance of their offer of employment and the date on which they effectively take up their post within the Organization until their Accumulated Account is closed.

(2) Participation in the Organization's Retirement Plan shall be maintained during a Participant's absence on sick leave in accordance with Rule 8.2.6, maternity leave within the meaning of Rule 8.2.7.1, parental leave for non-birth parents within the meaning of Rule 8.2.7.2 and any other period of leave in accordance with Rules 8.2.1 to 8.2.5.

(3) Participation in the Organization's Retirement Plan will be suspended during periods of unpaid leave (including unpaid parental leave), in accordance with Staff Rules 8.2.7.3 and 8.2.9.

Rule 7.1.A.4: Contributions to the Organization's Retirement Plan

(1) The Organization will contribute to the Organization's Retirement Plan in respect of each Participant 15% of the Participant's Gross Salary.

(2) Each Participant will contribute to the Organization's Retirement Plan 10% of his Gross Salary.

(3) Contributions from the Organization and Participants will be deducted on a monthly basis and paid into the Organization's Retirement Fund, on a set date determined by the Organization.

(4) The percentage of contributions paid by the Organization and Participants who are on unpaid sick leave, in accordance with Staff Rule 8.2.6(5), shall be 15% and 10% respectively of the sums which are paid to the Participants by the health insurance scheme to which they are affiliated.

Rule 7.1.A.5: Accumulated Account

The Accumulated Account of each Participant in the Organization's Retirement Plan will show only the amount of contributions paid by the Organization and by the Participant in the said Plan, as well as any interest generated on their investment in financial markets.

Rule 7.1.A.6: Management, Supervision and Administration of the Retirement Fund

(1) The Organization shall be responsible for the reasonable management of the Retirement Fund

(2) The Organization shall ensure the investment, control and supervision of the Retirement Fund, with due respect for the principles established through Staff Instructions issued by the Secretary General, following a proposal by the Retirement Fund Supervisory Board and adopted by a majority vote of its members.

(3) The Retirement Fund will be supervised and overseen by a five-member Supervisory Board. Two members shall be appointed by the Secretary General from among the Participants, following a proposal by the Participants, who will have been consulted in advance for that purpose. An external expert on pensions and a high-ranking official of the General Secretariat shall also be appointed by the Secretary General. Another member shall be appointed by the Executive Committee.

(4) The Terms of Reference and the Rules of Procedure of the Supervisory Board shall be adopted by the Secretary General, following a proposal by the Supervisory Board adopted by a majority vote of its members.

(5) Following a proposal by the Supervisory Board adopted by a majority vote of its members, the Secretary General may entrust the investments and administration of the contributions to a financial intermediary for a specified period.

(6) The expenses related to the management and administration of the Retirement Fund shall be borne by the Organization and the Participants. The rules pertaining to the application of this provision shall be laid down in a Staff Instruction.

(7) Where necessary, the Organization may decide to endow the Retirement Fund with additional contributions, over and above the contributions that it already makes. Under no circumstances should such a capacity of the Organization be considered as an obligation.

Rule 7.1.A.7: Closure of the Accumulated Account

(1) The Accumulated Account of any Participant whose employment contract terminates is closed. The Organization then pays him the accumulated assets, the sole purpose of which is to secure his retirement.

(2)

(a) The death of a Participant shall result in the closure of his Accumulated Account and the payment to the beneficiaries, through a solicitor, of the accumulated assets due to the beneficiaries designated in his lifetime or, failing that, designated as his successors by a notarial deed specifying their legal rights in that respect;

(b) The Organization may defer the payment of the accumulated assets until it is satisfied of the rights, identity and contact details, particularly bank details, of the beneficiaries.

Rule 7.1.A.8: Early Retirement

Any official who is entitled to retire prior to the age of 65 years, if the provisions of the retirement benefit scheme to which he is affiliated so permit, shall, when he wishes to leave the Organization, inform the Secretary General in writing:

(a) at least 3 months prior to the date on which he is due to retire if he holds a post classified below Grade 2;

(b) at least 6 months prior to the date on which he is due to retire if he holds an unclassified post or a post classified in Grades 1 and 2.

Rule 7.1.A.9: Indemnity on retirement

(1) Officials who have at least five years of service with the Organization shall be entitled to an indemnity on retirement as follows:

(a) officials under contract aged at least 60 years who leave the Organization for retirement in conformity with Rule 7.1.A.8;

(b) officials under contract who are notified a decision of cessation of service because they have reached the age-limit, in conformity with Regulation 11.4.

(2) The amount of the indemnity on retirement shall represent one-fifth of the monthly gross salary for each full year of service. No pro rata calculation shall be made of days and months.

(3) The monthly gross salary used as the basis for calculating the indemnity on retirement shall correspond to the arithmetic mean of the salaries to which the official concerned was entitled during the last three calendar months of his service with the Organization, including, when appropriate, any salary supplement due in application of Rule 8.1.4(5) and Rule 3.3.4.

(4) Any period during which an official was employed as a seconded official shall be deducted from his length of service entitlement for the purposes of calculating his retirement indemnity as an official under contract.

Regulation 7.2: Health and safety requirements within work premises

The Organization's work premises shall meet local health and safety requirements at each duty station. Internal health and safety requirements may also be introduced.

Rule 7.2.1: Health and Safety Committee

(1) A Health and Safety Committee shall be set up in each duty station, provided that the number of officials assigned to the duty station is equal to, or greater than 50.

(2) The functions of the Health and Safety Committee shall be:

(a) where necessary to propose the implementation of internal health and safety requirements;

(b) to recommend to the Secretary General any measures deemed appropriate to ensure that applicable health and safety requirements are met within the Organization's work premises;

(c) to give a consultative opinion to the Secretary General on health and safety issues under discussion within the Organization.

(3) Time and premises shall be made available to the members of the Health and Safety Committee in order for them to accomplish their functions.

(4) The Secretary General shall lay down, in a Staff Instruction, the rules pertaining to the composition and functioning of the Health and Safety Committee.

Regulation 7.3: Exceptional measures of a social nature

(1) In the event of an official of the Organization finding himself in a particularly serious personal situation, the Secretary General shall be empowered to take exceptional measures to support the official concerned or his family. To this effect, he may:

(a) agree, as a special measure, to facilitate or extend the application of certain provisions of the present Regulations and the Staff Rules;

(b) grant a sum of money drawn on a solidarity fund set up for that purpose, following consultation with a Management Committee. This Committee shall be composed of three members appointed by the Secretary General.

(2) Responsibility for these exceptional measures, taken as an expression of the General Secretariat's solidarity with an official in need, shall rest with the Secretary General alone. Application of the present Regulation may only be delegated in conformity with Article 45 of the Organization's General Regulations.

CHAPTER 8:
WORKING HOURS AND LEAVE

Regulation 8.1: Working hours

(1) The Staff Rules shall lay down the working time of the officials of the Organization as well as any specific rule pertaining to stand-by duty or shift work.

(2) In addition, officials of the Organization may be required in the interest of the smooth operation of the Organization to work overtime. The Staff Rules shall lay down procedures regarding compensation for such work.

Rule 8.1.1: Normal working week

(1) The normal working week shall consist of 5 working days of 7,5 hours each (excluding meal breaks). Officials shall normally work from Monday to Friday inclusive.

(2) Depending on the duty station and nature of work, the working hours shall be organized under one of the following systems:

(a) fixed working hours;

(b) flexible working hours;

(c) shift work.

Rule 8.1.2: Fixed working hours

The Secretary General shall determine:

(1) in which duty stations the fixed working hours' system shall be applied;

(2) the daily working schedule.

Rule 8.1.3: Flexible working hours

(1) With the exception of officials subject to fixed working hours or shift work, all officials shall follow the flexible working hours' system.

(2) Under such system, any official can determine himself his time of arrival at his place of work and his time of departure therefrom, provided that:

(a) it is not prejudicial to his professional duties and to service requirements;

(b) the official is present at work on every working day, except in the case where leave is authorized;

(c) at the end of the year, the official's working hours equal the number of hours he would have had if he had followed the normal working week throughout that entire year.

(3) Each superior is responsible for ensuring that:

(a) the work schedules of officials in his work department enables the department to meet its work demands efficiently;

(b) there is clarity and predictability in the work schedules of all officials in the department.

(4) In keeping with these responsibilities, a superior may request that an official's work schedule take place at specific hours, if he deems such action necessary in order to:

(a) maintain or improve the efficiency of either the official's work, or the department's work as a whole; or

(b) guarantee adequate staffing level during the normal working hours; or

(c) ensure that the flexible working hours' system benefits all officials of his work department equally.

(5) The time of arrival of an official at work and his time of departure therefrom shall automatically be recorded by a time recording device made available for that purpose.

(6) At the end of each day, if the time spent at work is less than 7,5 hours, the official shall be debited with the difference and if it is more than 7,5 hours, he shall be credited with the difference.

(7) The Secretary General shall lay down in a Staff Instruction:

(a) the conditions under which credit leave may be taken;

(b) the consequences of a regular debit or credit of hours;

(c) the maximum credit of hours that may be carried forward at the end of each calendar year.

Rule 8.1.4: Shift work

(1) In the interest of the smooth operation of the Organization, the Secretary General shall define in a Staff Instruction the departments whose character requires the establishment of shift-rotation schedules to allow continuity of service. A shift-rotation schedule determines both the shift working hours and the rotation of officials on each shift.

(2) Superiors are responsible for establishing shift-rotation schedules based on the workload of their department.

(3) With a view to establishing shift-rotation schedules, superiors shall apply the following rules:

(a) A shift shall normally consist of not less than 5 hours and not more than 12;

(b) If the shift lasts longer than 8 hours, a 30 minutes meal break shall be allowed and shall count as working time;

(c) Officials assigned to shift work shall be entitled to a rest period proportionate to the length and to the painstaking character of their shift before beginning the next period of work; the Secretary General shall issue a Staff Instruction providing guidelines for the establishment of such rest periods;

(d) Superiors shall inform officials assigned to shift work of their work schedules at least 2 weeks before a new schedule is to begin;

(e) Superiors may, in response to urgent or exceptional circumstances, temporarily change work schedules to meet the demands of the work department. Such temporary changes shall only last as long as the urgent or exceptional circumstances so require;

(f) An official on shift work may request to change shifts in the case of a personal emergency or exceptional circumstances, and/or when he and another official wish to switch their shifts. Approval of such changes is not an entitlement and is given at the discretion of the superior, in light of the particular circumstances and service requirements;

(4) Superiors are responsible for ensuring that an accurate record of shift work attendance is maintained in each department.

(5) Officials under contract assigned to shift work shall be entitled to a compensatory payment, the amount of which shall be determined in a Staff Instruction.

(6) For shift work of 7.5 hours or more occurring on a non-working day, officials under contract shall be entitled to a meal allowance, as determined in a Staff Instruction.

Rule 8.1.5: Overtime

(1) Overtime shall only be performed at the written express request of, and within the limits fixed by, his superior.

(2) For officials working under the fixed or flexible working hours' system; overtime shall mean work performed:

(a) on a non-working day;

(b) on a working day between 10 pm and 5 am;

(c) on a working day between 5 am and 10 pm (outside the lunch break) to the extent to which that time exceeds both 7,5 hours of time spent at work on that day and 37,5 hours of time spent at work by the end of the week;

(3) For officials performing shift work, overtime shall mean work performed in addition to the regular shift, the modalities of which shall be determined in a Staff Instruction.

(4) The time spent by an official travelling to his place of duty and back shall not be considered as overtime.

(5) Unless exceptional service needs so require, an official shall not work more than 40 hours of overtime during one month.

(6) The official's superior having requested the overtime to be worked shall be responsible for the verification and recording of the overtime and its notification to the human resources department in due course. Overtime of less than half an hour per day shall be disregarded. Overtime requests shall be processed in accordance with a procedure established in a Staff Instruction.

(7) Any unjustified refusal to work overtime may give rise to disciplinary action.

(8) Officials in Grade 6 or below shall be entitled to compensation for overtime, which shall consist of either time off, subject to service requirements, or payment. Seconded officials shall only be entitled to time off.

(9) The overtime hours shall be compensated at the rate of:

(a) 1.25 times the period of overtime worked on working days and Saturdays from 5 am to 10 pm;

(b) 1.5 times the period of overtime worked on working days and Saturdays from 10 pm to 5 am or on Sundays;

(c) 2 times the period of overtime worked on public holidays.

(10) For officials subject to the flexible working hours' system, the working time record shall be adjusted to take into account the form of compensation.

(11) Officials in Grades 3 to 5 shall not be entitled to compensation for overtime except when required to work substantial or recurrent periods of overtime, in which case the Secretary General shall decide whether to grant time off or payment.

(12) Officials holding unclassified posts or classified in Grades 1 and 2 shall not be entitled to compensation for overtime.

(13) Officials performing overtime of 7.5 hours or more on a non-working day shall further be entitled to a meal allowance, as determined in a Staff Instruction.

Rule 8.1.6: Stand-by duty

(1) The Secretary General may request an official to perform stand-by duty and be on call outside his normal working hours.

(2) The Secretary General shall lay down in a Staff Instruction the conditions under which stand-by duty gives rise to financial compensation, as well as the amount of such compensation.

(3) Officials on stand-by duty called upon to go to their place of work shall be entitled to compensation in accordance with the rules on overtime.

(4) Officials assigned to shift work shall not be requested to perform stand-by duty following a shift of more than 8 hours completed between 10 pm and 5 am or on a non-working day, unless exceptional circumstances so require.

Rule 8.1.7: Special working arrangements

(1) The Secretary General shall determine in Staff Instructions the conditions under which superiors may consent to short-term arrangements for working at home.

(2) In addition, the Secretary General may, in the interest of the Organization, authorize an official to perform teleworking. Teleworking shall be understood as the use of telecommunications technologies to enable officials to work at a distance from the Organization's premises.

Rule 8.1.8: Part-time work

(1) In addition to the fact that an official may be recruited to the Organization to work part-time, the Secretary General may authorize an official who is already working under contract for the Organization to work part-time, on receipt of an express, written, reasoned request from the official concerned and if service requirements permit, the term "part-time" being understood to mean the performance of at least 50% of full-time work. The Secretary General shall determine, in a Staff Instruction, the proportions by which working time may be reduced.

(2) An official who is already working under contract for the Organization and who is authorized to work part-time shall receive written notification of the working hours he must thenceforth observe. Authorization shall be given for a maximum period of 1 year and may be renewed, under the same conditions, at the express request of the official under contract concerned. Notification to work part-time shall constitute an amendment to his employment agreement, detailing the organization of working hours and the main implications for the official's working conditions.

(3) The Secretary General may, at the request of the official under contract concerned, authorize the latter to resume full-time working. Similarly, he may, to meet service requirements, withdraw or temporarily suspend the authorization to work part-time.

(4) Officials working part-time will receive the proportion of the gross salary for their grade and step corresponding to the hours they work as a proportion of full-time working hours. The Secretary General shall lay down in a Staff Instruction the conditions under which officials may be authorized to work part-time and the rules applicable to the calculation of salary allowances, compensation, leave and, where appropriate, the benefits to which they are entitled in terms of health insurance coverage.

(5) Part-time work shall not alter the length nor lead to any extension of a fixed-term appointment.

Rule 8.1.9: Absence

(1) Unauthorized absence of an official without a satisfactory explanation given by the end of the third working day shall render an official liable to disciplinary action under Regulation 12.1.

(2) Any unauthorized absence may, by decision of the Secretary General, be counted against the annual leave entitlement of the official concerned, or entail withholding the corresponding emoluments, independently of any disciplinary action that may be taken.

(3) Where an official is absent for more than 14 calendar days without giving a satisfactory explanation, he shall be deemed to have abandoned his post and his appointment shall be deemed to have terminated on the first day of his absence, without notice.

Regulation 8.2: Leave

(1) Officials of the Organization shall be entitled to a maximum of 12 public holidays. They shall be determined by the Secretary General in a Staff Instruction, taking into account local practice at the duty station.

(2) Officials of the Organization shall be entitled to paid annual leave; the number of days' leave and the conditions under which they may be taken shall be specified in the Staff Rules.

(3) The conditions governing sick leave, parental leave, unpaid leave and special leaves, shall be set out in the Staff Rules.

Rule 8.2.1: Annual leave

(1) Any official shall be entitled to 2,5 working days' annual leave per complete calendar month worked. A fraction of a month - provided it amounts to at least 5 working days - will be taken into consideration when calculating the annual leave entitlement. This will be done by applying the following formula:

$$\frac{2.5 \times \text{number of days}}{30}$$

The result will be rounded up to the next half day.

(2) An official's entitlement to annual leave shall be calculated from the date of his appointment in respect of the first calendar year of service, and thereafter at the beginning of each calendar year.

(3) Leave entitlement shall accrue on the basis of the total length of service completed, including any period of sick leave, parental leave (except for unpaid parental leave), or annual leave and, when applicable, of temporary suspension of secondment. However, periods of unpaid leave (including unpaid parental leave) will not count towards entitlement to annual leave.

(4) Annual leave may be taken in one or more instalments at the convenience of the official concerned and with due regard to the requirements of the service. It shall, however, include at least one period of 10 consecutive working days per calendar year. The Secretary General may issue a Staff Instruction setting out a maximum number of consecutive days' annual leave which may be taken at any one time.

(5) The Secretary General shall determine, in a Staff Instruction, the limits and arrangements for carrying forward annual leave not taken during previous calendar years.

(6) To meet service requirements, any official may be called upon to interrupt or postpone his departure on annual leave. In such circumstances and on presentation of documentary evidence, the Secretary General shall grant the official concerned compensation for any loss suffered because of the measures he had to take as a result of the interruption or postponement of his annual leave or of his having been obliged to travel to a specific place. In addition, the Secretary General may, in accordance with the principles of equity, grant him compensation for the inconvenience caused by the interruption or postponement of his annual leave.

(7) Where, during his annual leave, an official suffers from an illness that would have kept him away from work, his annual leave entitlement shall be extended by the period of illness duly established by medical certificate.

(8) On cessation of service, financial compensation in respect of unused annual leave may not exceed 30 working days. For the purpose of calculating the above compensation the number of days' payable in respect of outstanding annual leave will be reckoned in the same way as if the leave had been taken when the official was still in post.

(9) Any official who has taken leave in advance and in excess of that due to him on cessation of his service will repay to the Organization the emoluments received by him for the corresponding period. In addition, in the case of seconded officials, the Organization shall inform the authorities of the State which seconded the official of the matter.

Rule 8.2.2: Additional leaves

(1) Subject to service requirements, an official shall be entitled to 1 day's leave per year, corresponding to a national holiday of his country or a religious holiday when the day concerned is one of his normal working days. Pursuant to Regulation 14.5(1), officials appointed on short-term shall not be entitled to such leave.

(2) At his discretion, the Secretary General may grant in a Staff Instruction up to 2 additional days' leave per calendar year, to all or to a group of officials.

(3) The Secretary General may issue a Staff Instruction granting officials additional days' leave if they take annual leave during certain specified periods of the year. The number of additional leave days shall vary with the number of annual leave days taken during these periods, in conformity with the Staff Instruction issued by the Secretary General, it being understood, however, that no more than 3 additional leave days may be granted per calendar year. However, additional leave days shall not themselves generate entitlement to additional leave days. Pursuant to Regulation 14.5(1), officials on short-term appointments shall not be entitled to such leave.

(4) If any of the paid additional leaves described in paragraphs (1), (2) and (3) are not taken during the calendar year, they shall be forfeited without indemnity.

(5) For special reasons, paid additional leave days may be granted to an official at the discretion of the Secretary General.

Rule 8.2.3: Leave for family reasons

(1) Special leave for family reasons, the duration of which shall vary in conformity with the following table, shall be granted to officials in the particular cases specifically enumerated.

	Marriage	Birth/ Adoption	Serious illness	Death
Official	5	-	-	-
Spouse/Common -law spouse	-	-	5	5
Children	3	3	5	5
Father, mother	2	-	3	5
Brothers, sisters	2	-	2	2
Grandchildren	2	1	1	2
Grandparents	1	-	2	2
Aunts, uncles	1	-	-	1
Nephews, nieces	1	-	-	1
Parents-in-law, step-parents	1	-	-	1
Brothers-in-law, sisters-in-law, step-brothers, step-sisters	1	-	-	1

(2) Special leave for family reasons may not be authorized more than 3 times in any one calendar year. However, the head of the human resources department may grant an official additional special leave in the event of the death of a person mentioned in the table in (1) above.

(3) Special leave for family reasons shall further include leave for a child's illness, within the limits of 3 days' absence per year and per dependent child, provided that the official's spouse or common-law spouse does not benefit from leave for the same purposes.

(4) The Secretary General shall lay down in a Staff Instruction implementation details relating to special leave for family reasons.

Rule 8.2.4: Leave for travel

(1) Any official shall be entitled to leave for travel, varying with the length of the journey:

(a) if he takes annual leave in the State of which he is a national, or in which he has his main family ties, insofar as this State is not that of his duty station and on the understanding that leave for travel may only be granted in application of the present provision once in every 2 calendar years; a newly-appointed official shall therefore be entitled to leave for travel, for the first time, during the second year following that during which he took up his post;

(b) if he takes special leave, in conformity with Rule 8.2.3, to attend the funeral of his spouse, his common-law spouse, one of his children, his father or his mother.

(2) Leave for travel for the outward and return journey shall be:

(a) one day when the overall travel time by the approved route between the duty station and his place of residence in the State of which he is a national, or in which he has his main family ties, or the place of the funeral is between 12 and 30 hours;

(b) 2 days when the overall travel time by the approved route is greater than 30 hours.

(3) The official concerned shall furnish the human resources department with documentary evidence to show that he actually travelled to the State of which he is a national, or in which he has his main family ties, or to the place of the funeral, depending on the case.

(4) If leave for travel has not been taken, in the case of (1,a) above, within the year during which the official became entitled to take it, the official concerned may be granted leave for travel during the following year, in which case the two-year entitlement period shall run from the year during which he was last granted leave for travel.

(5) If leave for travel has not been taken, in the case of (1,b) above, at the time of the special leave, it shall be forfeited without indemnity.

Rule 8.2.5: Leave for installation

Any official who changes his residence on taking up his post or on his transfer to another duty station shall be entitled to 3 days' leave for installation purposes, to be taken within the 12 months of the event. Upon the express written request of the official, the Secretary General may grant up to 2 additional days' leave because of the distance involved, or because of compelling obligations incumbent upon the official concerned as a result of his change of residence. Pursuant to Regulation 14.5(1), officials on short-term appointments shall not be entitled to such leave.

Rule 8.2.6: Sick leave

(1) Under the conditions laid down below, any absence resulting from illness (whether occupational or not) or from physical injury (whether or not caused by a work-related accident as defined by the applicable health insurance coverage scheme) shall be considered as sick leave.

(2) An official who considers himself unable to carry out his duty by reason of sickness or accident must inform his superior as soon as possible and produce a medical certificate in accordance with paragraph (3) below. Where an official's absence due to sickness or accident does not exceed 2 consecutive working days, he will not be required to produce a medical certificate unless and until his total uncertified sick leave in any one calendar year exceeds a total of 6 working days.

(3) An official obliged through sickness or accident to absent himself from duty for more than 2 consecutive days, must submit or ask his doctor to send on his behalf a medical certificate stating the date on which the absence from duty begins and its probable duration. The medical certificate must be sent under confidential cover to the head of the human resources department within 2 days of the official's ceasing work. This certificate must also state whether the official concerned must spend his period of illness away from his place of duty. If so, the certificate must reach the head of the human resources department before the official's departure.

(4) Sick leave begins on the first day of absence through sickness or accident. The relevant social security provisions are applicable from that time.

(5) An official under contract on sick leave shall be entitled to paid sick leave for up to 90 calendar days. During paid sick leave, the official concerned shall retain his appointment and the date of the decision on his advancement shall remain unchanged from that which it would have been had he not been on sick leave. He shall continue to receive his net salary during this period and any salary supplement referred to in Rule 8.1.4(5) due to him, reduced, where appropriate, by any sums which are paid to him either by third parties or by the Organization, in application of his health insurance coverage scheme provisions. The 90 calendar days' period of paid sick leave shall expire without prejudice to any continued entitlement to benefits under his health insurance coverage scheme, but he shall no longer receive a salary from the Organization.

(6) Except when the Organization has agreed, in conformity with Rule 7.1.1(2), to make arrangements for a seconded official to receive social security benefits in terms of health insurance coverage scheme, the seconded official's rights during his sick leave shall be governed by the arrangements made by the authorities of the State which seconded him. However, the head of the human resources department shall inform those authorities of any sick leave period exceeding 30 calendar days.

(7) The head of the human resources department may require an official on sick leave to undergo a medical examination by a doctor approved by the Organization. Similarly, he may require an official to undergo a medical examination by a doctor approved by the Organization and may, if he considers it appropriate, decide to exempt the official from performing his duties. This period of exemption shall be assimilated to sick leave. An official who has to undergo a medical examination or a vaccination required by the Organization may absent himself for that purpose during his working hours.

(8) Any official exposed to a serious contagious disease must submit to the doctor approved by the Organization a medical certificate stating the disease and date of diagnosis. On the advice of the doctor, the head of the human resources department may require the official not to come to work during the period when transmission of the disease is most probable, but to hold himself at the Organization's disposal, in which case he shall be entitled to the emoluments due to him for the entire period. If a member of the official's family, living with him, is suffering from a serious contagious disease, the Organization must be informed.

(9) The Secretary General may authorize an official to work therapeutic part-time, on receipt of an express written request from the official concerned, accompanied by the prescription made by the official's doctor and following any provisions in terms of health insurance coverage. The fraction of the authorized therapeutic part-time not worked shall be assimilated to a period of absence for sickness.

(10) Sick leave shall expire:

(a) when the official resumes work, or, failing this;

(b) on the expiry of employment the contract in the case of a fixed-term appointment;

(c) on the issue of a medical certificate that the official is incapable of resuming his duties on expiry of the 90 calendar days period of sick leave allowed by (5) above without prejudice to any continued entitlement to benefits provided for beyond that period by the health insurance coverage scheme.

(11) When an official resumes work after an absence due to sickness or accident, whether covered, or not, by a medical certificate, he must immediately inform the head of the human resources department.

(12) In addition to laying himself liable to the disciplinary measures laid down in Rule 12.1.3, an official who fails to inform his immediate superior in good time or to produce the medical certificates required, will forfeit annual leave entitlement for a number of days equal to his period of uncertified absence. Failing a sufficient balance of accrued annual leave, he will forfeit his emoluments for the same period. Should verification reveal that absence from duty has been falsely attributed to sickness this will be deemed to constitute unsatisfactory conduct within the meaning of Rule 12.1.1, and may consequently lead to disciplinary proceedings.

Rule 8.2.7: Parental leave

Rule 8.2.7.1: Maternity leave

(1) Any official who is pregnant shall be entitled, on the production of a medical certificate showing the probable date of confinement, to maternity leave. The duration of this leave shall be determined in conformity with the rules in force in the health insurance coverage scheme to which she is affiliated. Maternity leave may not, under any circumstances, be less than eight consecutive weeks. Any absence for maternity-related medical reasons beyond the maternity leave, supported by a medical certificate from the official's doctor, shall be considered as sick leave.

(2) An official who is pregnant shall inform the human resources department of her condition by the end of the fourth month of her pregnancy at the latest.

(3) One month before her departure on maternity leave, an official who is pregnant shall be entitled, on request, to have the length of her working day reduced, in a manner agreed upon with her immediate superior, by up to 1 hour. This entitlement shall not result in any reduction of the emoluments due to her.

(4) During maternity leave:

(a) the official's post may not be declared vacant;

(b) the official shall retain her emoluments. However, these emoluments may be reduced by any sums which are paid to her by third parties or by the Organization, in application of the relevant provisions of her health insurance coverage scheme, as a consequence of her stopping work to take maternity leave;

(c) the date of the decision on her advancement shall remain unchanged from that which it would have been had she not been on maternity leave;

(d) contributions to the health insurance coverage and retirement schemes to which she is affiliated shall continue to be paid.

(5) Unless the appointment of an official expires, in conformity with the duration specified in her employment agreement, during her maternity leave, or her appointment is terminated in application of Regulation 11.1(2,d) to (2,f) before the expiry of her maternity leave, the termination of her appointment for any reason whatsoever, shall not be notified to her or take effect before expiry of her maternity leave.

(6) If a child is entrusted, with a view to adoption, to an official, by an adoption institution recognized by the State of his duty station or the State of which he is a national, or in which he has his main family ties, the official concerned shall be entitled, starting from the date on which the child arrives at his home, to a period of leave the duration of which shall be determined in conformity with the applicable provisions under the health insurance coverage scheme in terms of maternity leave.

(7) The Secretary General shall inform the authorities of the State which seconded the official concerned that the latter has requested maternity or adoption leave and the means of implementation as set out in the present Rule.

Rule 8.2.7.2: Parental leave for non-birth parents

(1) Under the terms of Regulation 7.1(2), following the birth of the child, the non-birth parent who is an official of the Organization may be granted parental leave. This leave may be granted:

(a) to the biological or adoptive parent of the child, irrespective of the former's family situation, except for the birth mother;

(b) to the non-biological or adoptive parent of the child, who is married to or cohabits with the birth mother.

(2) Parental leave shall last 25 calendar days, or 32 for multiple births. It comprises a period of four consecutive calendar days, immediately following the birth leave referred to in Rule 8.2.3(1), and a period of 21 calendar days, extended to 28 calendar days for multiple births, which can be taken either uninterruptedly or split into two periods (each period must last at least five days).

(3) Parental leave shall be taken within six months following the birth of the child. It can be postponed beyond six months if the child is hospitalized or in the event of the mother's death.

(4) The officials concerned shall inform the human resources department of the birth of the child by the end of the fourth month of the pregnancy at the latest. In the case of adoption, the officials concerned shall inform the human resources department two months before the leave is taken at the latest.

(5) During their parental leave:

(a) the officials' posts may not be declared vacant;

(b) the officials shall retain their emoluments. However, these emoluments may be reduced by any sums which are paid to them by third parties or by the Organization, in application of the relevant provisions of their health insurance coverage scheme, as a consequence of them stopping work to take parental leave;

(c) the date of the decision on their advancement shall remain unchanged from that which it would have been had they been in service;

(d) contributions to the health insurance coverage and retirement schemes to which they are affiliated shall continue to be paid.

(6) Unless the officials' appointment expires, in conformity with the duration specified in their employment agreement, during their parental leave, or their appointment is terminated in application of Regulation 11.1(2,d) to (2,f), the termination of their appointment for any reason whatsoever, shall not be notified to them or take effect before expiry of their parental leave.

(7) The Secretary General shall inform the authorities of the State which seconded the official concerned that the latter has requested parental leave for non-birth parents and the means of implementation as set out in the present Rule.

Rule 8.2.7.3: Unpaid parental leave

(1) The Secretary General may authorize unpaid parental leave for officials who submit an express, reasoned request, provided that:

(a) the officials concerned have completed at least 1 year's service with the Organization and have taken all their accrued annual leave;

(b) service requirements permit;

(c) the youngest child of the officials concerned is under 3 years of age;

(d) where applicable, the authorities of the States which seconded the officials concerned have given their agreement.

(2) Unpaid parental leave may be granted for a maximum initial period of 1 year. It may be renewed once for a maximum period of 1 year. The request for the extension shall be submitted at least 1 month before the end of the period of leave under way. The Secretary General may, at the officials' request, authorize them to resume their functions before the expiry of their leave. The request for an early return shall be submitted at least 3 months before the end of the period of leave in progress.

(3) During their period of service with the Organization, officials shall not be authorized to take unpaid parental leave more than once. If the duration of unpaid parental leave exceeds 3 consecutive months, the entire period of such leave shall not be taken into account for calculation of length of service.

(4) Officials on unpaid parental leave shall not receive any emoluments from the Organization. Similarly, officials concerned shall not have their health insurance benefits covered by the Organization if the period of unpaid parental leave lasts longer than one month. Officials authorized to take unpaid parental leave may not accept any other employment outside the Organization.

(5) At the end of their unpaid parental leave, officials shall return to their former post or, failing that, to a vacant post consistent with their qualifications and experience.

(6) The period of unpaid parental leave shall not count towards the accrual of annual leave and the date of the decision on advancement shall be deferred by the length of that period of leave. The granting of unpaid parental leave shall not have the effect of extending the duration of a fixed-term appointment.

Rule 8.2.8: Unpaid leave

(1) The Secretary General may, after consulting the appropriate superior of an official under contract, grant the latter unpaid leave, not exceeding 3 years:

(a) to enable him to complete studies or research deemed to be in the interests of the Organization; or

(b) to enable him to accept outside employment, particularly in another international organization;

(c) for personal reasons.

(2) The Secretary General shall grant unpaid leave to any official under contract who is called up for compulsory military service by the appropriate authorities of the State of which he is a national and who provides evidence of the compulsory nature of the said military service.

(3) An official under contract authorized to take unpaid leave shall not receive any emoluments from the Organization. The official concerned shall not have his health insurance benefits covered by the Organization if the period of leave lasts more than one month. If the duration of unpaid leave exceeds three consecutive months, the entire period of such leave shall not be taken into account for calculation of length of service.

(4) The official concerned may be asked to take all his accrued annual leave before being allowed to take unpaid leave.

(5) The Secretary General may authorize an official under contract who so requests, to resume his functions before the expiry of his unpaid leave. The request for an early return shall be submitted at least 3 months before the end of the period of leave in progress. In exceptional circumstances, the Secretary General may decide to interrupt a period of unpaid leave granted for reasons other than under (2) above to meet imperative service requirements.

(6) At the end of his unpaid leave, an official shall return to his former post or, failing that, to a vacant post consistent with his qualifications and experience.

(7) The period of unpaid leave shall not count towards the accrual of annual leave and the date of the decision on advancement shall be deferred by the length of that period of leave. The granting of unpaid leave shall not have the effect of extending the duration of a fixed-term appointment.

CHAPTER 9:
STAFF RELATIONS

Regulation 9.1: Relations with the officials of the Organization

The Secretary General shall take the necessary steps to ensure that the officials of the Organization may participate in the discussion of matters concerning them.

Rule 9.1.1: Submission of observations

All officials may submit observations and grievances to the Secretary General via their superiors with copy to the human resources department. In the event the observation or grievance of the official involves his superior(s), it shall be submitted to the Secretary General via the human resources department only. It shall be understood that the superiors of the official or the human resources department, as appropriate, must transmit the observations to the Secretary General without delay.

Regulation 9.2: Staff Committees

(1) In accordance with the conditions relating to staffing levels laid down in the Staff Rules, a Staff Committee shall be established at each duty station to represent, before the Secretary General, the officials of the Organization performing their functions at the duty station concerned.

(2) The Members of the Staff Committees shall be elected from among the officials of the Organization, in accordance with the provisions of the Staff Rules.

(3) The Staff Rules shall enumerate the officials of the Organization whose functions are incompatible with exercising voting rights or sitting on the Staff Committee.

(4) Each Staff Committee shall exercise the official functions assigned to it below. Under the conditions laid down in the Staff Rules, it shall be empowered to:

(a) represent the interests of the officials of the Organization before the Secretary General;

(b) make proposals with a view to improving the working conditions of the officials of the Organization;

(c) designate the persons who shall represent the officials of the Organization on each of the Joint Committees established by virtue of the present Regulations;

(d) participate in the organization of social activities for the benefit of the officials or, where appropriate, run certain such activities, and propose, if necessary, the establishment of other such activities;

(e) express its point of view to the Organization's governing bodies, through the Secretary General.

(5) In accordance with the conditions laid down in the Staff Rules, the Secretary General or one of his representatives and the members of the relevant Staff Committee shall meet periodically at each duty station.

(6) Serving a term of office as a representative of the officials of the Organization on a Staff Committee or on any of the Joint Committees established by virtue of the present Regulations shall not, under any circumstances, be prejudicial to the professional situation of the person concerned or to the course of his career.

(7) The Staff Rules shall detail the resources made available by the Secretary General to the members of each Staff Committee in order to ensure that they dispose of the time, premises and means of expression required for the conduct of the activities attached to their office. Each Staff Committee shall also be granted a budget in order to exercise the functions assigned to it under (4,a) and (4,b) above.

(8) The rules of procedure of each Staff Committee shall be adopted by its members and shall be submitted to the Secretary General for approval.

Rule 9.2.1: Constitution of a Staff Committee

(1) A Staff Committee may be set up in each duty station at the initiative of the Secretary General or at the request of at least 10 officials, provided that the number of the officials assigned to the duty station is equal to, or greater than 50.

(2) For the purpose of implementing Staff Regulation 9.2(4,a), (4,b), (4,c) and (4,e), the Staff Committees at the different duty stations shall exchange and discuss their proposals, whether they are joint proposals or specific to the respective duty station.

Rule 9.2.2: Composition of a Staff Committee

(1) The Secretary General shall set out in a Staff Instruction the composition requirements and criteria according to which a Staff Committee shall be deemed to be validly composed and representative of all the officials of the duty station.

(2) If these requirements are not met, no Staff Committee shall carry out any functions until fresh elections are held.

(3) The members of the Staff Committees may be re-elected. The term of office shall be set out in a Staff Instruction. The term of office may be reduced in the event of by-elections or cancellation of elections.

(4) At the time of election of the members of each Staff Committee, alternates may also be elected and a list of their names drawn up. The Secretary General shall lay down in a Staff Instruction the conditions for drawing up the list, together with the conditions for replacement of a member of a Staff Committee, in conformity with Rule 9.2.10 of the present Rules.

(5) Officials of the duty station shall be informed without delay of any change in the composition of a Staff Committee.

Rule 9.2.3: Voting rights and eligibility

(1) Except in the case of the officials referred to in paragraph (3) below, officials holding posts at the duty station on the date of publication of the lists of electoral colleges may elect representatives to the Staff Committee.

(2) Except in the case of the officials referred to in paragraph (3) below, all of the officials of the duty station may stand as candidates and be members or alternates of the Staff Committee, provided that they have completed six months' service.

(3) In conformity with Regulation 9.2(3), the following persons shall not be entitled to elect representatives to the Staff Committee or to sit on the said Committee as members or as alternates:

(a) the highest-ranking official of the Organization;

(b) officials of the duty station holding unclassified posts or posts classified in Grade 1;

(c) the head of the human resources department.

Rule 9.2.4: Organization of elections

(1) The Secretary General shall inform the officials of the date for the election of members of a Staff Committee, by means of a Staff Instruction. The Staff Instruction shall call for and announce the procedure for candidates, and indicate the number of seats to be filled according to the number of officials in each electoral college at a specific date, as well as the calendar for the organization of the elections.

(2) The Secretary General shall correct any obvious errors in the lists of candidates and shall inform the officials of the duty station of the corrections. The lists of candidates and any subsequent corrigenda will be made known to the officials of the duty station.

(3) The conditions and the deadlines for the holding of by-elections shall be set out in a Staff Instruction.

Rule 9.2.5: Election procedure

The Secretary General shall lay down, by way of Staff Instruction, a fair and transparent election procedure which shall ensure that voting is secret.

Rule 9.2.6: Publication of results

The Secretary General shall issue a Staff Instruction publishing the results of the election and the composition of the newly-elected Staff Committee.

Rule 9.2.7: Disputes relating to elections

(1) All the documents relating to the organization and holding of an election shall be kept by the human resources department for at least 1 year after the date of that election and, in any event, until final settlement of the last dispute concerning the election in question.

(2) Officials who object to any aspects of the lists of candidates may do so under the conditions and by the deadlines to be set by the Secretary General in a Staff Instruction. A decision by the Secretary General may be challenged in conformity with Article 13.1 of the Staff Regulations.

(3) In conformity with Regulation 13.1, candidates who were not elected may challenge the results of an election as published in conformity with Rule 9.2.6.

(4) The Secretary General, taking into account the consultative opinion of the Joint Appeals Committee, shall decide to cancel the election if any irregularity in the preparation of lists of candidates, or in the conduct of the election, may have modified the outcome of the election with the result that the composition of the newly elected Staff Committee differs from what it might have been.

(5) In the event of cancellation of elections, fresh elections shall be held under the conditions and by the deadlines to be set by the Secretary General in a Staff Instruction.

Rule 9.2.8: Functions of a Staff Committee

(1) In pursuance of the objectives specified in Regulation 9.2(4), the Staff Committee shall be informed by the Secretary General of any proposed amendments to the Staff Regulations and to the present Rules, unless circumstances are such that, within a reasonable period of time, the Secretary General cannot consult the said Committee and the latter cannot give its opinion.

(2) The Staff Committee may draw the Secretary General's attention, in writing, to any matter affecting the interests of the officials of the duty station. The Secretary General shall inform the Staff Committee, within a reasonable period of time, of any action he proposes to take with regard to the matters raised.

(3) The Secretary General may refer to the Staff Committee any matter of a general nature affecting the interests of the officials of the duty station or arising out of the application of the Staff Regulations or the present Rules, including matters arising out of any individual case which may concern all or some of the officials of the duty station.

(4) In conformity with Regulation 10.2 and with Rules 10.2.1, 10.2.2(2) and 10.2.3, the Staff Committee shall designate the persons who shall represent the officials on the Standing Joint Committees, and shall prepare lists of persons who may be called upon to represent the said officials on the Ad hoc Joint Committees.

(5) When the Staff Committee is responsible for organizing social activities in conformity with Regulation 9.2(4,d), it shall respect any budget limitations and act in accordance with the applicable procedures. The Staff Committee shall submit to the Secretary General an annual financial report at the end of its term of office.

(6) The Staff Committee shall keep the officials regularly informed of its activities.

Rule 9.2.9: Functioning of a Staff Committee

(1) In application of Regulation 9.2(7), the Secretary General shall provide safeguards to the Staff Committees in order to ensure that they have the time, premises and means of expression required for the conduct of the activities attached to their office.

(2) Members of a Staff Committee shall exercise their functions as representatives of the officials during their working hours. The Secretary General shall grant them each a time allowance of 15 hours per month to perform their duties as representatives, within limits which are compatible with the smooth running of the departments to which they belong. Under exceptional circumstances and on receipt of a duly reasoned request, the Secretary General may grant a member an additional time allowance. In all cases, members of a Staff Committee shall give their immediate superiors prior notice whenever they intend to use their time allowance, specifying the date and the time when they intend to make use of it. The Secretary General may issue a Staff Instruction setting out the conditions under which alternates of the Staff Committees may benefit from a time allowance.

(3) The Secretary General shall place at the disposal of the Staff Committees, at their place of work, the material facilities required to enable them to perform their duties, in particular allocating them a meeting room and granting them, upon receipt of a duly reasoned request, secretarial, translation and document-reproduction services.

(4) Each Staff Committee shall submit to the Secretary General an annual budget implementation report. The Staff Committees shall also present their budgets to the staff at the beginning of each financial year, and a budget implementation report at the end of each financial year. The formula for calculating the budget and each of its modifications shall be published in a Staff Instruction. In addition to the resources available in accordance with Staff Regulation 9.2(7), the Staff Committees are entitled to seek and obtain other resources provided that the Staff Regulations and Rules and the Financial Regulations and Rules are respected.

(5) The Staff Committees and the officials may communicate freely with each other, it being understood that the content of their communications shall be reasonable and appropriate. In particular, the Secretary General shall make available to the Staff Committees facilities for circulating documents or messages to inform the officials about any matter concerning them, in conformity with Staff Regulation 9.2(4) and Staff Rule 9.2.8.

(6) The safeguards given to the Staff Committees for its functioning may only be withdrawn if the interests of the Organization so require.

(7) A Staff Committee may seek assistance from officials who are not members of the Committee in order to accomplish some of its activities, it being understood that the activities in question shall be carried out on behalf of the Committee and that they shall be supervised by at least one member of the Committee. Participation by officials who are not members of the Committee in the Committee's activities shall be subject to the conditions set by the Secretary General following a proposal from the Committee.

Rule 9.2.10: Loss of entitlement

A member of a Staff Committee shall cease to be entitled to sit on the said Committee if:

(a) he has been transferred to a post which is incompatible with membership of the said Committee, in application of Rule 9.2.3(3);

(b) he is transferred to another duty station;

(c) he ceases to be an official of the Organization;

(d) for any reason whatsoever during his term of office, he does not perform his functions within the Organization for a period exceeding 6 consecutive months;

(e) he resigns from the said Committee.

Rule 9.2.11: Dissolution of a Staff Committee

(1) The conditions and deadlines whereby the Secretary General issues a decision to dissolve a Staff Committee during its term of office shall be set in a Staff Instruction.

(2) Following its dissolution, no Staff Committee shall exercise its functions until fresh elections are held under the conditions and by the deadlines to be set by the Secretary General in a Staff Instruction.

Rule 9.2.12: Obligation of discretion

In addition to the professional secrecy incumbent upon all the officials under the terms of Staff Regulation 1.4(1), members of a Staff Committee shall be bound to observe absolute discretion with regard to information which is of a confidential nature and which is presented or designated as such by the Secretary General or his representatives.

Rule 9.2.13: Regular meetings

(1) Meetings shall be held on a quarterly basis at the duty station concerned; they shall be attended by the Secretary General, or a representative designated by him, and the members of the Staff Committee.

(2) The purpose of these regular meetings shall be:

(a) to enable the Secretary General to inform the Committee concerned of various matters of interest to the officials of the duty station;

(b) to give the members of the Staff Committee concerned the opportunity to ask the Secretary General or his representative questions about his policy regarding the administration or management of the officials of the duty station, and to express their points of view.

(3) Attendance at the regular meetings by members of the Staff Committees is an obligatory part of their service; they may only be excused for legitimate reasons. The time they spend at such meetings shall not be deducted from their time allowance.

(4) The procedure for convening and holding regular meetings shall be laid down in Staff Instructions.

Rule 9.2.14: Consultation in the absence of a Staff Committee

If there is no Staff Committee in office in each duty station, consultation between the officials and the Secretary General shall be governed by the terms of Regulation 9.1.

CHAPTER 10:
JOINT CONSULTATIVE COMMITTEES

Regulation 10.1: Role of Joint Committees

(1) Joint Committees shall be established to deliver a consultative opinion to the Secretary General on matters pertaining to an official's rights and obligations under the present Regulations.

(2) The number and type of Joint Committees to be established by virtue of the present Regulations shall be defined in the Staff Rules.

Rule 10.1.1: Constitution of Joint Committees

The Joint Committees set up in application of the Staff Regulations shall be the following:

(a) the Joint Advancement Committee (standing committee);

(b) the Joint Disciplinary Committee (ad hoc committee);

(c) the Joint Appeals Committee (ad hoc committee).

Regulation 10.2: Composition of Joint Committees

(1) Each of the Joint Committees set up by virtue of the present Regulations shall, in application of the provisions of the Staff Rules, be composed of officials appointed by the Secretary General and of officials designated by the Staff Committee at the General Secretariat.

(2) Only officials who have been in the Organization's service for at least 12 months shall be eligible to sit on the Joint Committees.

(3) Participation in Joint Committees shall be considered as an official function and is obligatory. The officials appointed or designated for that purpose may be excused only in the circumstances listed in the Staff Rules.

Rule 10.2.1: Eligibility

(1) Only officials assigned to the General Secretariat may be members of a Joint Standing Committee.

(2) The Secretary General, members of the human resources department and members of the legal department, as well as their respective superiors shall not be members of a Joint Committee.

(3) The Chairman of a Joint Committee shall not be a member of another Joint Committee.

(4) The officials making up the Joint Standing Committees shall only be members of one Committee.

Rule 10.2.2: Composition of Ad hoc Joint Committees

(1) Each Ad hoc Joint Committee shall be composed of 3 members, as follows:

(a) the Chairman and his alternate, appointed by the Secretary General for a two-year renewable term of office;

(b) 2 members selected by the Chairman in conformity with the rules set forth in (3) below, from the list drawn up jointly by the Staff Committees, in conformity with (2) below.

(2) At the beginning of each year, the Staff Committees shall draw up a list containing the names of 15 seconded officials and 15 officials under contract, it being understood that, as far as possible, this list shall be representative of the various grades in which posts within the Organization are classified and that officials shall be placed on the list, irrespective of whether they were placed on the previous list drawn up by the Staff Committee.

(3) When a matter is brought before an Ad hoc Joint Committee, the Chairman shall designate the 2 other members of the Committee, observing the following rules as far as possible:

(a) 2 of the 3 members shall have the same legal status vis-à-vis the Organization (secondment or appointment under contract) as the official whose case the Committee is to consider;

(b) 2 of the 3 members shall be classified in a grade equal to or higher than that of the official concerned.

(c) at least 1 of the 3 members shall be from the same duty station as the official concerned.

(4) If, because of the composition of the list or because the persons whose names are on the list mentioned in (2) above are temporarily unable to carry out their Committee duties, it proves impossible to observe the rules set forth in (3) above, the Chairman shall compose the Committee in the most equitable manner possible.

(5) As soon as possible, the Chairman shall notify the official concerned of the composition of the Ad hoc Joint Committee which is to handle his case. The official concerned may object once, in writing and on any grounds, to up to 2 members of the Committee other than the Chairman within 3 working days of the date of notification of the Committee's composition.

Rule 10.2.3: Composition of Standing Joint Committees

(1) The Standing Joint Committees shall be composed of 4 members and 4 alternates, chosen from among the officials of the General Secretariat as follows:

(a) the Chairman and his alternate appointed by the Secretary General for 2 years;

(b) 1 member and 1 alternate appointed by the Secretary General for 2 years;

(c) 2 members and 2 alternates designated jointly by the Staff Committees for 2 years.

(2) The Chairman, the other members and the alternates may be re-appointed after expiry of their terms of office.

Rule 10.2.4: Temporary replacement

(1) Any member of a Standing Joint Committee temporarily unable to carry out his committee duties shall be replaced by his alternate for as long as necessary.

(2) If both are temporarily unable to carry out their committee duties, the Secretary General or the Staff Committee at the General Secretariat, depending on who appointed or designated them, shall proceed to temporary replacements so that any matters under consideration may be handled without delay.

Rule 10.2.5: Loss of Entitlement

(1) A member of a Joint Committee shall cease to be entitled to sit on that committee if:

(a) he ceases to be an official of the Organization;

(b) he is transferred to a post which is incompatible with a seat on that committee, in conformity with Rule 10.2.1;

(c) he is transferred to another duty station;

(d) he is absent, for any reason whatsoever, for 6 consecutive months or more.

(2) When a member ceases to be entitled to sit on a Standing Joint Committee, he shall be replaced by his alternate for the remainder of his term of office and the Secretary General shall appoint, or the Staff Committee at the General Secretariat shall designate, depending on the case, a new alternate for the member to serve for the remainder of the relevant term of office.

(3) When an alternate ceases to be entitled to sit on a Standing Joint Committee, the Secretary General shall appoint or the Staff Committee at the General Secretariat shall designate, depending on the case, a new alternate to serve for the remainder of the relevant term of office.

(4) Whenever an official whose name is on the list established by the Staff Committee at the General Secretariat ceases to be entitled to sit on an Ad hoc Joint Committee, the Staff Committee shall supplement the list.

Rule 10.2.6: Non-participation

(1) An official called upon to sit on a Joint Committee shall be released from his obligation to participate by the Chairman if the official:

(a) submits legitimate grounds for being excused from serving to the Chairman, if at all possible within 3 working days of the date of notification of the composition of the Joint Committee or, in the case of a Standing Joint Committee, of the date of notification of the meeting;

(b) provides written evidence that, on the date scheduled for the committee meeting, he will be on leave or on mission or has professional obligations which would make it impossible for him to attend the said meeting.

(2) The Chairman of a Joint Committee may also release an official from his obligation to participate:

(a) if he considers that, for obvious reasons, the impartiality of the official might be contested or if the official himself gives reasons for believing that his impartiality might be contested;

(b) if the case examined by the Joint Committee concerns the official called upon to sit on the committee or his immediate superiors or his subordinates.

(3) Similarly, the Chairman may release himself from his obligation to participate if he believes that there are reasons for which his impartiality might be contested or if the case examined by the Joint Committee he is chairing concerns his immediate superiors or his subordinates.

(4) In the case of Standing Joint Committees, the release shall only concern those meetings where the case giving rise to the official's release is to be discussed.

Regulation 10.3: Procedure for Joint Committees

(1) Each Joint Committee shall enjoy complete independence in performing its functions and shall not accept instructions, or be subjected to pressure, from any quarter, intended to influence the content of its opinions.

(2) The Secretary General shall make available to each Joint Committee the staff and equipment it needs to perform its tasks.

(3) The procedure governing the operation of each of the Joint Committees shall be laid down in the Staff Rules.

(4) Each Joint Committee shall communicate its reasoned opinion to the Secretary General, accompanied by dissenting opinions, if any.

(5) The Joint Committee's reasoned opinion shall be communicated to the official concerned.

Rule 10.3.1: Meetings of Joint Committees

(1) The Chairman shall set the date for the meeting. He shall convene the meeting at least 5 working days before the date set and shall, at the same time, communicate to the members of the Committee all relevant documents. The Standing Joint Committees shall meet as far as possible once a month, except when there are no cases to be examined. In addition, a member of the human resources department shall be present at the Standing Joint Committee meetings to act as adviser-rapporteur; he shall under no circumstances be considered as a member of the Joint Committee.

(2) A Joint Committee cannot hold a valid meeting if one of its members, including the alternate replacing him in the case of Standing Joint Committees, is absent.

(3) The composition of each Joint Committee shall remain the same for the entire period needed to settle a case which has been brought before it, except in cases where an official ceases to be entitled to sit on a Joint Committee pursuant to Rule 10.2.5.

(4) The Chairman shall preside over the discussions of the Joint Committee, shall fix the duration of meetings and may require members of the said Committee to be present for periods outside the normal working day. Such periods may be considered as overtime in accordance with Rule 8.1.5.

(5) Meetings of Joint Committees shall be held in camera. The proceedings of Joint Committees shall be confidential. All persons attending such meetings, for any reason whatsoever, shall be bound to secrecy with respect to any information which may come to their knowledge as a result.

Rule 10.3.2: Examination of cases by Joint Committees

(1) The members of Joint Committees shall be completely independent and impartial in their examination of cases brought before them.

(2) Except where otherwise specified, the Chairman of a Joint Committee may, either on his own initiative or at the request of the official concerned or of the Secretary General, order any investigative measures that he or the Committee deems necessary to settle the case brought before it including, in particular, enquiries, the appearance of the official whose case has been brought before the Committee, and the hearing of witnesses. No official of the Organization summoned by the Chairman of a Joint Committee to be heard before that Committee may refuse to appear, unless he writes to the Chairman giving legitimate grounds for being excused, particularly within the meaning of Rule 10.2.6, or invoking the legal privilege.

(3) The Chairman of a Joint Committee may ask the Secretary General, in writing, to furnish any document and any information which he or the Committee deems necessary for examination of a case brought before it, without prejudice to the legal privilege but including any document or information contained in the personal file of the official concerned.

(4) The human resources department shall help the Joint Committees obtain any information they may require to settle the cases brought before them.

(5) The official concerned and the Secretary General shall have access to all documents and forms of evidence submitted to the Joint Committees.

Rule 10.3.3: Assistance before the Joint Committees

(1) No person from outside the Organization may attend meetings of the Joint Committees as a representative of the official whose case is to be examined.

(2) Without prejudice to (1) above, any official whose case is being considered by a Joint Committee may have recourse to a counsel to advise him and, if necessary, prepare any written document intended for a procedure before a Joint Committee.

(3) The Organization shall not cover the costs incurred by an official who has called upon a counsel to assist him in proceedings before a Joint Committee.

(4) Any official whose case is being considered by a Joint Committee may, when attending meetings to which he is summoned by the Chairman, be assisted by an official chosen by him, except members of the human resources department and of the legal department.

(5) An official may refuse to assist an official who requests his assistance before a Joint Committee. However, the Staff Committee shall be bound to ensure that assistance is provided to any official who so wishes and whose case is examined by a Joint Committee.

(6) The fact that an official assists a colleague before a Joint Committee shall not, under any circumstances, be prejudicial to his professional situation or to the course of his career.

(7) Any official assisting a colleague whose case is being considered by a Joint Committee shall be bound to secrecy.

Rule 10.3.4: Basis for a consultative opinion

(1) The members of Joint Committees shall decide on the content of their consultative opinions after hearing the views of all the parties concerned. A consultative opinion shall only be given after the Joint Committee concerned has made a detailed study of the case brought before it.

(2) The members of Joint Committees shall base their opinions on documentary evidence, on the terms of the employment agreement of the official concerned, and on the provisions of the Staff Regulations, the present Rules and the Staff Instructions. Insofar as they can find no grounds for their consultative opinion in those provisions and their interpretation, they shall have recourse to general principles of law, and to principles of equity.

(3) Only evidence about which the official concerned has had an opportunity to express himself may be used by a Joint Committee as a basis for its opinion on his case.

(4) Members of a Joint Committee shall not be allowed to abstain to vote on matters put to the vote. Joint Committees shall adopt consultative opinions by a simple majority. The Chairman's vote shall be preponderant.

(5) If the cases brought before it relate to the same problem a Joint Committee may decide to handle such cases together and formulate a single consultative opinion.

Rule 10.3.5: Consultative opinion

(1) A consultative opinion shall comprise:

(a) a statement of the relevant facts concerning the case brought before the Joint Committee;

(b) an account of the procedure followed, including copies of relevant documents submitted to the Committee and, where applicable, of witnesses' statements received by the Committee;

(c) the opinion of the Joint Committee, duly substantiated, accompanied where relevant by the individual opinions of its members on given points.

(2) The Chairman of the relevant Joint Committee shall sign the consultative opinion. The opinion shall be forwarded to the Secretary General within a reasonable period of time following the date on which the matter was referred to the Committee.

(3) The Chairman shall inform the official whose case has been examined by the Committee of the date on which its consultative opinion was forwarded to the Secretary General.

Rule 10.3.6: Decision of the Secretary General

(1) When making his decision, the Secretary General shall take into account the consultative opinion communicated to him but shall not be bound by it. Furthermore, notwithstanding the procedure applicable by the Joint Committees, the Secretary General may, before making his decision, hear the official concerned and order additional enquiries or checks.

(2) If, before making his decision, the Secretary General has ordered additional enquiries or checks to be carried out in conformity with (1) above, he may not take his decision until after he has given the official concerned an opportunity to express himself about any new elements liable to have a bearing on that decision.

(3) The Secretary General shall justify his decision. He shall communicate it, in writing, to the official concerned within a reasonable period of time, to the immediate superior of the official concerned, and to the Chairman of the Committee which examined the case. Pursuant to Regulation 10.3(5), the Secretary General shall also provide the official with a copy of the consultative opinion of the Joint Committee.

CHAPTER 11:
CESSATION OF SERVICE

Regulation 11.1: Termination of appointment

(1) The Secretary General may terminate the appointment of an official subject to the conditions applicable to the relevant cases stated in the following paragraphs. In specific cases, the Secretary General may also terminate the appointment of an official if such action would be in the interests of the Organization and provided that the official concerned consents to the action.

(2) The appointment of an official of the Organization may be terminated without prior notice and without the award of an indemnity:

- **(a) if the official is considered, under the terms of the Staff Rules, to have deserted his post;**
- **(b) if the official has not taken up the post to which he is assigned following a transfer under the provisions of Regulation 3.3;**
- **(c) as the result of summary dismissal on disciplinary grounds;**
- **(d) for a seconded official, if the Member State concerned rescinds the secondment agreement;**
- **(e) for a seconded official, following an agreement between the Organization and the Member State concerned;**
- **(f) for a seconded official, if an alteration in the legal situation in the Member State concerned constitutes an obstacle to continuing the secondment of the official concerned.**

(3) The appointment of an official of the Organization may be terminated subject to prior notice and the award of an indemnity:

- **(a) if the official, under the terms of the Staff Rules, does not perform the functions inherent in the post to which he is assigned in a satisfactory manner;**
- **(b) if the official is unable to perform his functions for medical reasons;**
- **(c) if the duties attaching to an official's post are modified in such a way that he no longer has the requisite qualifications or experience;**
- **(d) if the official's post is suppressed;**
- **(e) if there is a reduction in the number of posts in the grade of the official concerned;**
- **(f) if an official is no longer a national of one of the Organization's Member States;**
- **(g) as a result of a dismissal on disciplinary grounds;**
- **(h) for a seconded official, in the case of a conflict of obligations, under the terms of the Staff Rules.**

(4) Before the appointment of an official is terminated in application of paragraphs (3,b) to (3,e), the official shall be informed of the situation and efforts shall be made over 3 months to reassign him to a vacant post consistent with his qualifications and experience. For that purpose the official shall be entitled to priority consideration of his application for posts which are the subject of a vacancy notice during that period. Moreover, the Organization shall provide the official with appropriate training if such training will facilitate his transfer to another post. If a suitable post is found, it shall be offered to the official concerned, in conformity with the relevant Regulations and Rules. If no suitable post is found, the official shall be notified of the decision to terminate his appointment in conformity with paragraph (10) below. The notice period to which the official is entitled shall begin to run on the date of notification of that decision. If a suitable post is found but the official refuses to take up such a post, the notice period to which the official is entitled shall begin to run on the date of his refusal.

(5) If pursuant to (4) above, the official refuses to take up a vacant post offered to him although it does not involve downgrading or change of duty station, he shall not be entitled to the termination indemnity.

(6) If pursuant to (3) above, a seconded official is able to resume service with his national administration within a reasonable period of time, he shall not be entitled to the termination indemnity.

(7) If the appointment of an official is terminated pursuant to (3,g) above, the Secretary General may reduce both the duration of the notice period and the amount of the termination indemnity.

(8) If the appointment of an official is terminated pursuant to (3,a) above, the Secretary General may reduce by up to 50% the amount of the termination indemnity.

(9) In cases of agreed termination, pursuant to (1) above, the Secretary General may increase by up to 25 % the amount of the termination indemnity.

(10) In accordance with the provisions of the Staff Rules, the official concerned shall be notified in writing of any decision to terminate his appointment taken under (2) and (3) above. The decision shall detail the grounds for terminating the official's appointment. It shall also indicate, in accordance with (2), (3), (5), (6) and (7) above, whether a period of notice is applicable, in which case its duration shall be specified, and whether a termination indemnity is payable.

Rule 11.1.1: Termination of appointment on medical grounds

(1) In conformity with Regulation 11.1(3,b), the Secretary General may terminate the appointment of an official if the latter is unable to perform his functions as a consequence of an infirmity or a diminution of his physical or mental faculties.

(2) An official's inability to perform his functions must be jointly certified by a doctor approved by the Organization and a duly qualified doctor treating the official. In the event of a disagreement, a third doctor shall be consulted. In any case the inability must be certified as of long duration or likely to recur frequently.

(3) Before a vacant post is offered to the official, in conformity with Regulation 11.1(4), the official must be considered medically fit for such a post by a doctor approved by the Organization.

Rule 11.1.2: Notice of termination of appointment

(1) In conformity with Regulation 11.1(3), the Secretary General shall give the following notice on termination of appointment:

(a) 1 month in the case of officials on short term appointments;

(b) in the case of an official holding a fixed-term appointment:

(i) 2 months if he holds a post classified below Grade 2; or

(ii) 4 months, if he holds an unclassified post or a post classified in Grade 2 or above; and

(c) in the case of an official holding an indeterminate appointment:

(i) 3 months if he holds a post classified below Grade 2; or

(ii) 6 months, if he holds an unclassified post or a post classified in Grade 2 or above.

(2) The notice period shall run from the date on which the decision to terminate the appointment is notified, or from any subsequent date mentioned in the decision of termination of appointment.

(3) At the express, written request of the official, the Secretary General may decide to shorten or waive the notice period. In such circumstances, cessation of service shall take effect on the date specified in the Secretary General's decision and the official shall only be entitled to the emoluments due to him for the period prior to that date.

(4) The Secretary General may decide, in the interests of the Organization, that an official should not perform his functions for the whole or part of the notice period, in which case the official concerned shall be entitled each month to the emoluments due to him during the full duration of the notice period.

(5) Once a decision to terminate an appointment has been notified to an official, the Secretary General may not revoke his decision without the consent of the official concerned.

Rule 11.1.3: Indemnity on termination of appointment

(1) The amount of the indemnity payable by the Organization on termination of the appointment of an official under contract to whom this indemnity is granted in application of Regulation 11.1(3) and who has at least 1 year's service with the Organization, shall be calculated on the basis of the following cumulative scale:

(a) from the first year to the fifth year of service, the indemnity shall correspond to 30% of the monthly gross salary of the official concerned for each year of service;

(b) from the sixth year to the tenth year of service, it shall correspond to 37.5% of the monthly gross salary of the official concerned for each year of service;

(c) from the eleventh year to the fifteenth year of service, it shall correspond to 45% of the monthly gross salary of the official concerned for each year of service;

(d) from the sixteenth year of service onwards, it shall correspond to 60% of the monthly gross salary of the official concerned for each year of service.

(2) The monthly gross salary used as the basis for calculating the indemnity on termination of appointment shall correspond to the arithmetic mean of the salaries, to which the official concerned was entitled during the last three calendar months of his service in the Organization, including, when appropriate, any salary supplement due in application of Rule 8.1.4(5) and Rule 3.3.4.

(3) A Staff Instruction shall detail the method of calculating the indemnity payable by the Organization on termination of the appointment of a seconded official to whom this indemnity is granted by virtue of Regulation 11.1(3).

(4) The indemnity on termination of appointment shall fall due as soon as the said termination actually takes effect as a consequence of the event creating the indemnity entitlement.

(5) Any periods during which an official was employed as a seconded official shall be deducted from his length of service entitlement for the purpose of calculating the indemnity on termination of his appointment as an official under contract.

Regulation 11.2: Expiry of appointment

In accordance with Regulation 2.2(3,b), and without prejudice to the application of Regulation 3.1(1) and (2), fixed-term appointments shall terminate without prior notice on the expiry date specified in the letter of approval of secondment, or in the case of officials under contract, in the letter of appointment.

Regulation 11.3: Resignation

Any official of the Organization may resign on giving the Secretary General the notice required under the terms of the relevant Staff Regulations or Staff Rules.

Rule 11.3.1: Resignation

(1) An official who resigns shall inform the Secretary General unequivocally in writing of his intention to leave the service of the Organization definitively.

(2) The periods of notice referred to in Rule 11.1.2 shall apply, mutatis mutandis, to notice of resignation.

(3) The rules pertaining to notice of termination of appointment shall apply mutatis mutandis, to notice of resignation.

(4) An official who has tendered his resignation may not withdraw his resignation once it has been accepted by the Organization, unless the Secretary General agrees on the withdrawal.

(5) An official who considers his resignation as legitimate, within the meaning of Rule A.3.3 (1,c), must expressly invoke this reason in his resignation letter and provide all elements to support it. Only such express invocation shall allow for the initiation of the procedure established under Rule A.3.3.

Regulation 11.4: Age-limit

Officials of the Organization shall not normally be retained in service beyond the age of 65 years. The Secretary General may, in exceptional cases and in the interests of the Organization, extend this age limit, in which case he shall inform the official concerned sufficiently in advance.

Rule 11.4.1: Decision of cessation of service

(1) An official who reaches the age-limit or who retires before the age of 65 shall be notified a decision of cessation of service.

(2) The decision of cessation of service shall take effect on the last day of the month during which the official concerned reaches the age-limit or retires.

Regulation 11.5: Death

Within reasonable limits and insofar as such expenses are not met by third parties, the Organization shall cover the expenses relating to the death of an official of the Organization and the repatriation of his body if his death is attributable to the performance of his functions or occurs while he is on mission.

Rule 11.5.1: Death

(1) If the Organization covers the expenses relating to the death of an official or the repatriation of his body, the persons who would have had to meet those expenses and who benefit from their being covered by the Organization, must subrogate the Organization simultaneously in respect of their entitlement to reimbursement of the said expenses by third parties.

(2) Any decision resulting from the cessation of service of the deceased official, shall be notified to the persons referred to in Article II(6) of the Statute of the International Labour Organization Administrative Tribunal (ILOAT), on receipt of their written request.

(3) If, in application of the provisions laid out in the health insurance coverage scheme, the beneficiaries of a deceased official are entitled to benefits in connection with the latter's death, they shall be responsible for making the necessary arrangements to receive such benefits. The human resources department shall endeavour to assist them in carrying out these formalities.

Regulation 11.6: Effects of cessation of service

The Staff Rules shall lay down the effects of cessation of service.

Rule 11.6.1: Information to be given to the authorities of a State which seconded an official

If the appointment of a seconded official is terminated for a reason other than those referred to in Regulation 11.1(2,d) and (2,e), the Secretary General shall, as soon as possible, inform the authorities of the State which seconded the official concerned.

Rule 11.6.2: Medical examination on cessation of service

On cessation of service, for any reason whatsoever, an official shall be required to undergo a medical examination carried out by a doctor approved by the Organization. If the official refuses to undergo such an examination prior to his departure, he shall sign a document forfeiting his right to make any subsequent claim against the Organization in respect of illnesses or injuries which allegedly occurred before the effective date of cessation of service.

Rule 11.6.3: Settlement of entitlements

(1) On cessation of service for any reason whatsoever, the following operations shall be carried out:

(a) calculation, in conformity with Rules 5.4.1, 5.4.2, of the emoluments due to the official concerned up to the date of his cessation of service;

(b) settlement of the balance of annual leave of the official concerned, in conformity with Rule 8.2.1(8) and (9);

(c) settlement of any sums due to the Organization in connection with:

- an advance, in conformity with Rule 5.5.1,
- a personal loan, in conformity with Rule 5.5.2,
- an asset-related loan, in conformity with Rule 5.5.3,
- the recovery of payments made in error, in conformity with Rule 5.8.1;

(d) settlement of any other sums which the Organization may owe the official or which he may owe the Organization;

(2) The settlement of the entitlements of the official concerned, carried out in conformity with (1) above, shall be the subject of a final settlement of account.

(3) Within the limits of the provisions of Rules 6.1.1 and 6.2.1, officials under contract shall be entitled to have travel and removal expenses for themselves and their families covered by the Organization on their cessation of service.

(4) Depending on the reasons for cessation of service, and in conformity with the relevant provisions of the Staff Regulations and of the present Rules, the decision on cessation of service may entitle an official to payment by the Organization of:

(a) a retirement indemnity calculated in conformity with Rule 11.4.3;

(b) a termination indemnity calculated in conformity with Rule 11.1.3.

Rule 11.6.4: Obligations binding beyond cessation of service

In conformity with the provisions of the Staff Regulations, of the present Rules and of the Staff Instructions, certain obligations shall continue to be binding on former officials, in particular the obligation in Regulation 1.4 relating to the use of information, and the obligation in Regulation 1.8 relating to privileges and immunities.

Rule 11.6.5: Internal Scheme for the Compensation of Involuntary Loss of Employment

Under the conditions and according to the provisions laid down in Appendix 3 to the present Rules, officials under contract may be entitled to benefits in application of the Internal Scheme for the Compensation of Involuntary Loss of Employment.

Rule 11.6.6: Certificate of service and reference

(1) On cessation of service, an official shall receive a certificate of service relating to the post(s) held, the nature of his duties and the length of his service within the Organization.

(2) The Secretary General shall prepare, at the express written request of the official or of his national administration, a reference concerning his competence, the quality of his work and his conduct in the performance of his functions.

CHAPTER 12: DISCIPLINE

Regulation 12.1: Disciplinary measures for unsatisfactory conduct or misconduct

In accordance with the Staff Rules, the Secretary-General may:

(a) impose disciplinary measures on officials of the Organization whose conduct is unsatisfactory;

(b) summarily dismiss an official of the Organization for serious misconduct.

Rule 12.1.1: Unsatisfactory conduct and misconduct

(1) Any act or omission, whether deliberate or resulting from negligence committed by an official in contravention of the terms of his declaration of loyalty, of the Staff Regulations, Staff Rules or Staff Instructions, or of the standards of conduct befitting his status as an international official, may constitute unsatisfactory conduct within the meaning of Regulation 12.1 and may lead to the institution of disciplinary proceedings and the imposition of disciplinary measures for unsatisfactory conduct or misconduct.

(2) Misconduct is understood as a particularly serious unsatisfactory conduct which may warrant the official's dismissal or summary dismissal in accordance with rule 12.1.3(1) (i) and (j).

Rule 12.1.2: Warning

(1) Direct superiors may give oral or written warnings to their subordinates for unsatisfactory conduct which is not serious enough to warrant the institution of formal disciplinary proceedings. Such warnings may also be given by the head of the human resources department if he considers that an official has not fulfilled an obligation vis-à-vis the human resources department or that the official's behaviour or attitude is contrary to the rules of conduct and general discipline. In such a case, the head of the human resources department shall inform the immediate superior of the official concerned of the warning that he has given.

(2) A warning, whether written or oral, is by its nature informal. Its purpose is to help the official concerned not to repeat the action for which he was called to order and to inform him that, if he does not heed the warning, disciplinary proceedings may be instituted. Warnings shall therefore not be recorded in the official's personal file.

(3) Under no circumstances shall a warning be considered as a disciplinary measure. However, in the event that other acts or omissions committed by the official result in the institution of disciplinary proceedings, the unsatisfactory conduct which gave rise to the warning may be taken into consideration in the disciplinary proceedings.

Rule 12.1.3: Disciplinary measures

(1) Disciplinary measures may take one of the following forms:

(a) Reprimand;

(b) Obligation to undertake training or take other specific action to remedy the situation, with the official's consent. Failure to give such consent shall result in the application of another disciplinary measure;

(c) Restitution and/or fine;

(d) Transfer without downgrading;

(e) Suspension from duty with reduced emoluments or without emoluments for a period not exceeding two weeks;

(f) Deferment of advancement of officials under contract for a period not exceeding twelve months;

(g) Relegation by one step of officials under contract;

(h) Transfer with downgrading;

(i) Dismissal with or without forfeiture of part of the relevant period of notice, the termination indemnity and other allowances, including the ISCILE compensation;

(j) Summary dismissal for serious misconduct with forfeiture of the termination indemnity and other allowances, including the ISCILE compensation.

(2) A single action or omission amounting to unsatisfactory conduct or misconduct shall not give rise to more than one disciplinary measure.

Rule 12.1.4: Criteria for imposing disciplinary measures

(1) The disciplinary measure must be proportionate to the seriousness of the unsatisfactory conduct.

(2) In assessing the seriousness of the unsatisfactory conduct, the following criteria shall be taken into consideration:

(a) the degree to which the standard of conduct has been breached by the official;

(b) the gravity of the adverse consequences and damage caused to the Organization, its personnel or any third party;

(c) the recurrence of unsatisfactory conduct by the official, particularly when there is a repetition of unsatisfactory conduct of a similar nature;

(d) the official position held by the official and the extent to which the official was entrusted with responsibilities in matters to which the unsatisfactory conduct relates;

(e) collusion with other officials in the act of unsatisfactory conduct;

(f) whether the unsatisfactory conduct was a deliberate act or committed through gross negligence;

(g) the official's length of satisfactory service; and

(h) the official's admission of the unsatisfactory conduct prior to the date the unsatisfactory conduct is discovered and any action taken by the official to mitigate any adverse consequences resulting from his unsatisfactory conduct.

(3) The disciplinary measure of dismissal for misconduct is particularly appropriate:

(a) in case of serious or recurrent unsatisfactory conduct;

(b) when the unsatisfactory conduct has jeopardized, or would in the future be likely to jeopardize, the reputation of the Organization and its personnel;

(c) in case of serious threats of officials against their superiors or other officials;

(d) when it is found that an official has misused funds of the Organization or other public funds;

(e) when the unsatisfactory conduct relates to matters for which the official is entrusted with specific responsibilities and when the official has deliberately ignored such responsibilities;

(f) if the official has, prior or subsequent to appointment, deliberately misled the Organization through false statement, misrepresentation or fraud;

(g) when the breach of trust is so serious that continuation of the official's services is not in the interest of the Organization.

(4) The disciplinary measure of summary dismissal can only be imposed when the misconduct is blatant and the interests of the Organization require immediate termination of the official's appointment.

Regulation 12.2: Preliminary inquiry and interim measures

Where an official of the Organization is alleged to have engaged in unsatisfactory conduct or misconduct for which disciplinary measures may be imposed or where an incident of possible unsatisfactory conduct or misconduct is discovered, the Secretary General is empowered, within the limits specified in the Staff Rules, to undertake any preliminary inquiry he deems necessary to establish the truth and to take any interim measures he deems appropriate for the proper handling of the situation.

Rule 12.2.1: Preliminary inquiry

(1) Where an official is alleged to have engaged in unsatisfactory conduct or misconduct for which disciplinary measures may be imposed or where an incident of possible unsatisfactory conduct or misconduct is discovered, a preliminary inquiry will be undertaken, if necessary, to determine the substance and circumstances of the matter.

(2) The purpose of the preliminary inquiry is to determine whether there is sufficient evidence to merit the institution of formal disciplinary proceedings. In the course of such inquiry, the official concerned may be asked to provide explanations.

(3) The Secretary General shall appoint expert(s) to conduct the preliminary inquiry.

(4) The expert(s) conducting the preliminary inquiry may avail himself (themselves) of the assistance of other departments.

(5) All officials have a duty to cooperate with the expert(s) conducting the preliminary inquiry.

Rule 12.2.2: Interim measures

(1) When a charge of unsatisfactory conduct or misconduct is made against an official, the Secretary General may temporarily assign the official to another post or to other duties until the end of the inquiry of the charges against him.

(2) When a charge of misconduct or serious misconduct is made against an official and if the Secretary General considers that the charges are well founded and that the official's continuance in office pending the results of an inquiry might be prejudicial to the service, the Secretary General may alternatively suspend him from duty during the inquiry of the charges against him and pending completion of disciplinary proceedings, after giving him the opportunity to be heard.

(3) Such suspension shall be with pay unless the Secretary General considers that the charges of misconduct against the official concerned may justify his dismissal or summary dismissal. The suspension shall be without prejudice to the rights of the official and shall not constitute a disciplinary measure. Consequently, if a suspension is without pay and the charge of misconduct is subsequently not sustained, any salary withheld shall be restored.

(4) The Secretary General shall notify in writing the official concerned of his decision to temporarily assign him to another post or to other duties or to suspend him. The decision shall state the reasons for the decision and its probable duration. In case of suspension, the decision shall specify as to whether the official is to continue to receive his salary during the period of suspension.

(5) The interim measures mentioned above may normally be taken for a maximum of 4 months, except where the Joint Disciplinary Committee has been asked for its opinion in the matter and considers that an additional inquiry is necessary, or pending the result of criminal proceedings. Interim measures shall be re-examined after 2 months.

Regulation 12.3: Disciplinary procedure

(1) No disciplinary proceedings may be instituted against an official unless he has been notified in writing of the allegations against him, and of his right to seek the assistance of another official in his defence, and has been given a reasonable opportunity to respond to those allegations.

(2) No official shall be subject to disciplinary measures until the matter has been referred to a Joint Disciplinary Committee for advice as to what measures, if any, are appropriate. However, no such advice shall be required:

(a) if referral to the Joint Disciplinary Committee is waived by mutual agreement of the official concerned and the Secretary-General;

(b) in respect of summary dismissal imposed by the Secretary-General in cases where the seriousness of the misconduct warrants immediate termination of appointment.

(3) In the event that the case is not submitted to the Joint Disciplinary Committee in accordance with (2) above, the official or former official concerned may, within 2 months of having received written notification of the measure, request that the measure be reviewed by such a Committee. Such a request shall not have the effect of suspending the measure. After the advice of the Committee has been received, the Secretary-General shall decide as soon as possible what action to take in respect thereof.

(4) The Secretary General shall inform the President of the Organization in advance of the institution of any disciplinary proceedings against officials holding positions of responsibility.

(5) Any decision by the Secretary General to impose a disciplinary measure on an official of the Organization shall be notified to the official concerned in writing, stating the reasons for the decision.

(6) The Secretary General shall inform the administration of origin of any seconded official against whom disciplinary measures have been taken.

(7) All the disciplinary measures laid down in the Staff Rules shall be recorded in the personal files of the officials concerned. However, under the conditions detailed in the Staff Rules and on expiry of the period stipulated therein, records of disciplinary measures shall be deleted from personal files.

Rule 12.3.1: Procedural requirements

(1) Pursuant to Regulation 12.3(4), if the Secretary General intends to institute disciplinary proceedings against an official holding an unclassified post or a post classified in Grade 1, he shall inform the President of the Organization.

(2) Pursuant to Regulation 12.3(1), if the Secretary General intends to institute disciplinary proceedings against an official, he shall address to the official a confidential memorandum in duplicate describing the unsatisfactory conduct or misconduct and informing the official of the charges against him. The confidential memorandum shall be sent not later than 15 working days following establishment of the facts that may amount to unsatisfactory conduct or misconduct.

(3) The official concerned shall be given a time limit of 10 working days in which to supply explanations and justifications in writing to the Secretary General, who may extend this time limit in circumstances beyond the official's control. The official shall be advised that he may nominate another official to assist him, except members of the human resources department and of the legal department.

(4) Within 10 working days of receiving the explanations and justifications given by the official, the Secretary General shall decide:

(a) not to institute disciplinary proceedings; or

(b) to institute disciplinary proceedings and to seek the opinion of the Joint Disciplinary Committee, except in situations described in Regulation 12.3(2); or

(c) in situations described in Regulation 12.3(2), to impose a disciplinary measure.

(5) When, pursuant to (4,a) above, the official concerned has been invited to give his explanation of an alleged unsatisfactory conduct and it has subsequently been decided not to institute disciplinary proceedings against him, he shall be so informed in writing. In such event, no trace of the disciplinary proceedings is to appear in the official's personal file.

(6) When, pursuant to (4,b) above, the official concerned has been invited to give his explanation of an alleged unsatisfactory conduct and it has subsequently been decided to institute disciplinary proceedings against him, he shall be so informed in writing and the Secretary General shall send a copy of the notification together with the elements which led to the institution of the disciplinary proceedings to the Chairman of the Joint Disciplinary Committee.

(7) When, pursuant to (4,c) above, the official concerned has been invited to give his explanation of an alleged unsatisfactory conduct and it has subsequently been decided to impose him a disciplinary measure, he shall be so informed in writing and the decision shall specify the reasons for the disciplinary measure.

Rule 12.3.2: Procedure before the Joint Disciplinary Committee

(1) The Chairman of the Joint Disciplinary Committee to which the Secretary General has referred the case, in conformity with Regulation 12.3(2) and Rule 12.3.1(4), shall inform the official concerned in writing of:

(a) the composition of the Committee, in conformity with Rule 10.2.2;

(b) the date, time and place of the Committee meeting during which his case is to be examined;

(c) his right to present his defence at the Committee meeting, either in writing or orally;

(d) his right to nominate another official to assist him, except members of the human resources department and of the legal department.

(2) Proceedings before a Joint Disciplinary Committee shall normally be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing, but without delay. If the Committee considers that it requires the testimony of the official concerned or of other witnesses, it may, at its sole discretion, obtain such testimony by written affidavit, by personal appearance before the Committee, or by other means of communication. All officials have a duty to cooperate with the Committee, without prejudice to the legal privilege.

(3) The meeting of the Joint Disciplinary Committee shall be held at the earliest 10 working days after the notification referred to in Rule 12.3.1(6) above.

(4) Before the Joint Disciplinary Committee gives its consultative opinion, an official who is the subject of disciplinary proceedings must have had an opportunity, when presenting his defence, to express his position with regard to any item of evidence on which the Committee may base its opinion.

(5) The Joint Disciplinary Committee shall give a reasoned opinion on whether the official concerned is guilty or not, on the degree of his guilt and on the disciplinary measure appropriate to the alleged unsatisfactory conduct(s), after consideration of all the documents and statements produced before the Committee.

(6) The drafting and delivery of the consultative opinion to the Secretary General shall be made in conformity with Rule 10.3.5.

(7) In reaching his decision, the Secretary General shall take account of any evidence in the official's defence. The Secretary General shall notify the official concerned of his decision in conformity with Rule 10.3.6.

Rule 12.3.3: Deletion of records of disciplinary measures

(1) If the disciplinary measure is one of the 6 mentioned in Rule 12.1.3(a) to (f), the official may, after a period of 3 years, request in writing to the head of the human resources department, that the record of it be deleted from his personal file. The period before the request can be made shall be 5 years for all other disciplinary measures, except for dismissal and summary dismissal, the record of which may not be deleted from the personal file. However, if the official receives a new disciplinary measure within this period, the record of his previous disciplinary measure in his personal file shall be maintained until the record of the new disciplinary measure is deleted.

(2) The human resources department shall only withdraw the document recording the decision on the disciplinary sanction and its concomitant reasons at the written request of the official concerned and provided that the document is replaced by another document which shall be signed and dated by that official and shall state that the former document has been validly withdrawn. Furthermore, if the decision affected the administrative situation of the official concerned, the original document shall only be withdrawn provided that a memorandum which specifies the administrative situation of the said official on the date of withdrawal of the document concerned, and which is signed and dated by that official and countersigned by the head of the human resources department is placed in the personal file.

CHAPTER 13:
DISPUTES RESOLUTION SYSTEM

Regulation 13.1: Internal procedures for the settlement of disputes

(1) Any official of the Organization or, where applicable, any other person designated in Article II (6) of the Statute of the Administrative Tribunal of the International Labour Organisation (ILOAT), may:

(a) challenge an administrative decision, taken by the Secretary General, which he considers is prejudicial to his interests and conflicts with the terms of his employment agreement or with any pertinent provisions of the present Regulations, of the Staff Rules or of the Staff Instructions;

(b) lodge a claim in writing requesting the Secretary General to take a decision on his case, the grounds for which have not previously been the subject of any decision by the Secretary General. The Secretary General shall notify his decision, giving reasons, to the official concerned within 60 calendar days following receipt of the claim. When the period has expired, the absence of a reply to the claim shall be deemed to be an implicit decision of rejection which may also be challenged.

(2) A decision may be challenged within the Organization either through the review procedure or directly through the internal appeal procedure. These two procedures cannot be initiated simultaneously with respect to the same decision.

Rule 13.1.1: Limitation periods for a request for review and for an internal appeal

(1) The request for review shall be made within 30 calendar days of the notification of the challenged decision.

(2) The internal appeal shall be lodged within 60 calendar days of notification of the challenged decision.

(3) In the case of a complex decision or a series of successive decisions, the limitation period shall run from the date of notification of the last decision.

Rule 13.1.2: Content of the request for review and of the internal appeal

(1) The request for review and the internal appeal shall be addressed in writing to the Secretary General. They shall be signed and dated by the official and shall include the following documents:

(a) copy of the challenged decision or of the request for a decision by the official;

(b) written summary of the reasons.

(2) If the request mentioned in (1) above is incomplete, the Secretary General shall inform the official of that fact immediately, and shall ask him to provide the missing elements within 5 working days of the notification of this information.

(3) Expiry of the limitation period shall not prejudice the admissibility of the request if the latter was submitted before expiry of the said limitation period and supplemented in conformity with (2) above.

(4) The challenging of a decision shall be treated as a request for review if the official has not clearly indicated his choice between the review procedure and the internal appeal procedure.

Rule 13.1.3: Admissibility of a request for review or of an internal appeal

(1) Upon receipt of a request for review or of an internal appeal, the Secretary General shall first examine whether it is admissible. In particular, it may be declared not to be admissible when it:

(a) challenges an act which does not constitute an administrative decision which can be challenged;

(b) does not comply with formal requirements prescribed in Rule 13.1.2;

(c) is lodged outside the relevant limitation period prescribed in Rule 13.1.1;

(d) is lodged by a person who is neither an official of the organization nor one of the persons designated in Article II (6) of the Statute of the ILOAT;

(e) challenges a final decision or a decision on a matter upon which a judgement has been pronounced by the ILOAT, having the authority of res judicata.

(2) In circumstances beyond the official's control, however, the Secretary General may consider admissible a request for review or an internal appeal brought after the limitation periods prescribed in Rule 13.1.1.

(3) When the Secretary General rejects a request for review or an internal appeal on grounds of admissibility, he shall give the reasons for his decision in writing. The challenged decision shall then become final.

(4) When the Secretary General considers a request for review or an internal appeal admissible, the review procedure or internal appeal procedure shall continue.

Rule 13.1.4: Application of the challenged decision

Application of the challenged decision shall not be suspended pending the outcome of the review procedure or internal appeal.

Regulation 13.2: Review procedure

A request to review a decision shall be addressed in writing to the Secretary General who shall take a new decision at the conclusion of the procedure.

Rule 13.2.1: Review procedure

(1) The review procedure may be initiated by an official prior to lodging an internal appeal. At the conclusion of this procedure, the Secretary General shall take a new decision which shall cancel and replace the initial decision and which may be subject to internal appeal.

(2) The Secretary General shall lay down the terms of the review procedure in a Staff Instruction, notably with regard to the possible recourse to a mediator.

(3) The Secretary General shall notify the official concerned of his decision.

Regulation 13.3: Internal appeal procedure

An internal appeal shall be addressed in writing to the Secretary General who, if he deems it admissible, shall consult the Joint Appeals Committee prior to taking a decision on the merits of the appeal.

Rule 13.3.1: Referral to the Joint Appeals Committee

(1) On receipt of an internal appeal, the Secretary General must refer the matter to the Joint Appeals Committee within 10 working days,

(2) When referring a matter to the Joint Appeals Committee, the Secretary General shall forward to its Chairman:

(a) the documents submitted by the official concerned;

(b) and where applicable, a copy of the consultative opinion expressed by a Joint Committee concerning the decision that is being challenged.

Rule 13.3.2: Composition of the Joint Appeals Committee

(1) Notwithstanding the rules on composition described in Regulation 10.2 the Joint Appeals Committee shall preferably be composed of persons of recognised competence in law.

(2) No member of the Joint Committee that expressed a consultative opinion concerning the decision that is being challenged shall be entitled to sit on the Joint Appeals Committee.

(3) The Chairman shall give the official concerned written notification of the composition of the Joint Appeals Committee, in conformity with Rule 10.2.2(5), and inform him of the assistance he may seek in conformity with Rule 10.3.3.

Rule 13.3.3: Written memoranda

(1) While notifying him of the composition of the Joint Appeals Committee, the Chairman shall give the official 10 working days from the date of receipt of such notification, to complete his internal appeal, should he so wish, by way of a written memorandum addressed to the Chairman of the Committee.

(2) A written memorandum shall be signed and dated, but shall not be subject to any other conditions relating to its form. It shall state, inter alia, the reasons and grounds for the internal appeal made by the official and shall be accompanied by any documents he wishes to bring before the Committee.

(3) Upon receipt of the written memorandum or at the end of the period referred to in (1) above if no such memorandum was submitted by the official, the Chairman of the Committee shall request the Secretary General to reply within 10 working days. For this purpose, the Chairman shall send to the Secretary General any document submitted by the official. The Secretary General's memorandum shall be forwarded to the Chairman of the Committee who shall send a copy of it to the official.

(4) If the Secretary General's memorandum contains new elements, and the Chairman of the Committee considers it necessary for the official to pronounce on those elements, the Chairman shall give him the opportunity to submit an additional reply. This provision shall apply to each written reply from the official or from the Secretary General.

(5) Should one or other or both parties fail to provide their memoranda within the prescribed limitation period, the Committee shall give its consultative opinion on the basis of the elements at its disposal.

Rule 13.3.4: Powers of the Joint Appeals Committee

(1) The Joint Appeals Committee shall give a consultative opinion only on the aspects of the decision raised and challenged by an official in his internal appeal. The Chairman may invite the official to clarify the substance of his appeal.

(2) The Joint Appeals Committee shall verify the facts invoked by the official or by the Secretary General insofar as they are disputed, and shall take account of any other fact that is pertinent to the settlement of the internal appeal, unless the appeal relates to a decision to apply a disciplinary measure, in which case the Committee may take the initiative of verifying any fact even if it is not disputed.

(3) The Joint Appeals Committee shall check on whether the proper procedure was followed for taking the decision, unless the procedure followed is not challenged. Except in the situation described in (5,b) below, it shall give a consultative opinion on the substance of the case brought before it, even if it finds that there was some irregularity in the procedure followed for taking the challenged decision.

(4) If the procedural irregularity concerned was such as to influence the Secretary General's decision in a manner detrimental to the official, and if responsibility for the procedural irregularity can be attributed to the Joint Committee that expressed the opinion on which the challenged decision was based, the Joint Appeals Committee shall take the procedural steps which should have been taken by the first Committee and, in the opinion it sends to the Secretary General, shall draw conclusions based on the correct application of the prescribed procedure.

(5) If the procedural irregularity concerned was such as to influence the Secretary General's decision in a manner detrimental to the official, and if responsibility for the procedural irregularity can be attributed to the Secretary General, the Joint Appeals Committee shall:

(a) if circumstances permit:

- either take the procedural steps which should initially have been taken by the Secretary General,
- or ask the Secretary General to remedy the irregularities committed in applying the procedure which should initially have been observed,

and, in the opinion it sends to the Secretary General, shall draw conclusions based on the correct application of the prescribed procedure;

(b) if circumstances do not permit application of (a) above, recommend to the Secretary General that he should annul the challenged decision for reasons of procedural irregularity.

(6) If, taking account of the consultative opinion expressed by the Joint Appeals Committee, the Secretary General decides to annul the challenged decision for reasons of procedural irregularity, he shall apply the procedure that should initially have been observed when he takes his subsequent decision.

(7) The Joint Appeals Committee shall verify, within the limits of the aspects challenged by the official, whether the decision concerned conforms to the official's employment agreement, to the Staff Regulations, to the present Rules and to any pertinent Staff Instructions.

(8) When, in application of Regulation 13.1, an official or former official of the Organization appeals against a disciplinary measure imposed on him and refers the matter to the Joint Appeals Committee, the Committee shall, notwithstanding the application of the provisions of (1) to (7) above, give an opinion on the validity of the allegation that an unsatisfactory conduct or misconduct has been committed and on the appropriateness of the disciplinary measure.

Rule 13.3.5: Procedure before the Joint Appeals Committee

(1) The Joint Appeals Committee shall proceed in conformity with Regulation 10.3 and Rule 10.3.4 and shall give a reasoned opinion after consideration of all the documents and written and oral statements produced before the Committee.

(2) The drafting and delivery of the consultative opinion to the Secretary General shall be made in conformity with Rule 10.3.5.

(3) In reaching his decision, the Secretary General shall take account of any evidence in the official's defence. The Secretary General shall notify the official concerned of his decision in conformity with Rule 10.3.6.

Rule 13.3.6: Interruption of the internal appeal procedure

Any internal appeal in progress shall be immediately interrupted:

(a) on the initiative of the Secretary General, if the official gives his express written consent and this is officially noted by the Chairman of the Joint Appeals Committee;

(b) on the initiative of the official, if he informs the Chairman of the Joint Appeals Committee, in writing, that he is withdrawing his internal appeal.

Regulation 13.4: Appeals to the Administrative Tribunal of the ILO

After having used all the means available to him under Regulation 13.1, an official of the Organization or, where applicable, any other person designated in Article II (6) of the Statute of the ILOAT shall have the right to appeal to the ILOAT in accordance with the conditions set forth in the Statute of that Tribunal.

Rule 13.4.1: Appeals to the Administrative Tribunal

(1) The Secretary General may, in agreement with the official, exempt the latter from the obligation to exhaust internal procedures by authorizing him to challenge a decision directly before the ILOAT. In such cases, the challenged decision shall be considered as final, and the official shall be deemed to have exhausted all other means of appealing against it.

(2) In accordance with the provisions of Article VII (2) of the Statute of the ILOAT, the appeal must be filed within 90 calendar days following notification to the official of the challenged decision.

(3) In the event that the Secretary General does not take action within 60 calendar days when a request for a review or an internal appeal is referred to him, the challenged decision shall be deemed to be final and may then be challenged before the ILOAT.

(4) The filing of an appeal with the ILOAT shall not imply suspension of the execution of the challenged decision.

Regulation 13.5: Settlement by mutual agreement

In exceptional cases the Secretary General shall be empowered, in the interests of the Organization and, where applicable, within the limits of budgetary provisions, to conclude in writing any mutually agreed settlement designed to end a disagreement or dispute arising from application of the terms of an employment agreement or of any pertinent provision of the present Regulations, the Staff Rules or the Staff Instructions, provided that the official of the Organization concerned or, if applicable, any other person covered by Article II (6) of the Statute of the ILOAT agrees, on conclusion of the settlement, to renounce all right of appeal in respect of the said disagreement or dispute.

CHAPTER 14: GENERAL PROVISIONS

Regulation 14.1: Liaison with other international organizations

(1) The Secretary General may loan the services of an official of the Organization to an intergovernmental organization, provided it is within the interests of the Organization. The consent of officials under contract or that of the authorities of the State which seconded an official shall be required. Such a loan shall be governed by the terms of a cooperation agreement to be concluded between the Organization and the intergovernmental organization concerned.

(2) Under the same conditions, the Secretary General may agree to a staff member of an intergovernmental organization working within the Organization.

Regulation 14.2: Adoption and entry into force

(1) The present Regulations constitute an Appendix to the Organization's General Regulations.

(2) The present Regulations and the Staff Rules shall enter into force on 1 January 2005 for all officials of the Organization.

Regulation 14.3: Amendments

(1) The provisions of the present Regulations may be amended by the General Assembly.

(2) The provisions of the Staff Rules may be amended by the Executive Committee, in a manner consistent with the present Regulations, following a proposal by the Secretary General.

(3) All amendments to the present Regulations or to the Staff Rules shall be made without prejudice to the acquired rights of the officials of the Organization.

Regulation 14.4: Interpretation

In the present Regulations and in the Staff Rules, terms referring to persons in the masculine gender are equally applicable to men and women.

Rule 14.4.1: Terminology

(1) The term "present Rules" includes the Appendices to the said Rules.

(2) For the purposes of the present Rules, a single official is one who is unmarried, divorced or widowed.

(3) For the purposes of the present Rules, a common-law spouse is the person with whom an official of the Organization declares that he has been living for at least one year. A Staff Instruction shall further specify the procedure and requirements for such declaration and the status of a common-law spouse.

(4) For the purposes of the present Rules, dependent children are the legitimate, illegitimate or adopted children of an official or of his spouse or common-law spouse, as well as children of whom an official, or his spouse or common-law spouse, is the guardian and who:

(a) are aged under 21, or 25 if they are full time students;

(b) are doing their compulsory national service;

(c) suffer from serious and continuous alteration of their physical or mental capacities, irrespective of their age;

provided that they are significantly supported by the official concerned.

(5) For the purposes of the present Rules, the family of an official consists of his spouse or common-law spouse and/or his dependent children.

Rule 14.4.2: Correction of errors

The Secretary General may, at any time, correct any error in respect of an addressee or a calculation or any other obvious material error which may have occurred in a decision on an individual case. The correction of such an error by the Secretary General shall be a decision on an individual case.

Rule 14.4.3: Requests

(1) If the Secretary General or one of his representatives receives a written request from an official and there is some doubt about the content or legal nature of the request, he shall ask the official concerned to provide the necessary clarifications. Until those clarifications have been provided, the request shall have no legal effect under the terms of the Staff Regulations, the present Rules and the Staff Instructions.

(2) Paragraph (1) above shall apply, mutatis mutandis, to former officials of the Organization and to all other persons covered by Article VI of the Statute of the ILOAT.

Rule 14.4.4: Compensation following the annulment of a decision

If, in conformity with the provisions of the Staff Regulations and of the present Rules, the Secretary General annuls a decision on an individual case and if, in spite of this annulment, the situation of the person concerned cannot be restored to the status quo ante, the Secretary General is empowered to grant compensation for any prejudice which that person may have sustained as a result of it being impossible to restore his situation to the status quo ante, provided that he renounces all rights to any subsequent claim to such an indemnity.

Regulation 14.5: Non-applicable provisions to officials engaged on short-term appointments

(1) The Executive Committee may decide that provisions in the present Regulations and the corresponding Staff Rules and Staff Instructions concerning the following matters shall be not applicable to officials engaged on short-term appointments:

(a) Advancement;

(b) Promotion;

(c) Emoluments;

(d) Travel and removal expenses;

(e) Leave (except for annual, sick, maternity leave, and parental leave for non-birth parents);

(f) Staff Committees;

(g) Composition of Joint Committees;

(h) Notice of termination;

(i) Termination indemnity;

(j) Involuntary loss of employment.

(2) When exercising the power granted under Regulation 14.5(1) the Executive Committee shall lay down, in the Staff Rules, different conditions of employment, rights and duties for officials of the Organization appointed for a short term.

(3) Short-term appointments may be extended, but cannot be converted into another type of appointment without a normal recruitment procedure being applied.

(4) The term "short-term appointment" refers to any appointment made for an initial period of not more than 18 months, for which the Secretary General has decided not to apply the normal recruitment procedure.

Regulation 14.6: Time limit for submission of requests

No request under the present Regulations, the Staff Rules, the Staff Instructions, or an employment agreement shall be considered if it is submitted more than two years after the date on which the official concerned was in a position to submit a request for an entitlement.

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APPENDIX 1:
SALARY SCALE

Rule A.1.1: Classified posts

(1) The salary scales given below are applicable to officials under contract holding classified posts.

(2) When the salary scales are adjusted in application of Regulation 5.4(2), by the application of a percentage, the result of that operation shall be rounded down to the nearest whole number if the number after the decimal point is lower than five and rounded up to the nearest whole number if the number after the decimal point is equal to or higher than five.

REFERENCE DUTY STATION SALARY SCALE
Date of entry into force: 1 January 2026
(in euros)
Lyon

Grade / Step	1	2	3	4	5	6	7	8	9	10
1	8,801	7,738	5,959	5,353	4,348	3,589	3,135	2,813	2,690	2,481
2	9,289	8,169	6,291	5,647	4,587	3,786	3,311	2,966	2,839	2,619
3	9,778	8,600	6,622	5,944	4,831	3,990	3,485	3,125	2,989	2,757
4	10,267	9,027	6,950	6,244	5,073	4,188	3,657	3,277	3,140	2,894
5	10,753	9,457	7,283	6,541	5,313	4,390	3,832	3,435	3,289	3,032
6	11,243	9,888	7,612	6,839	5,556	4,586	4,007	3,589	3,437	3,172
7	11,731	10,317	7,947	7,133	5,798	4,787	4,182	3,746	3,587	3,308
8	12,236	10,761	8,286	7,438	6,049	4,993	4,361	3,909	3,741	3,451
9	12,765	11,224	8,643	7,760	6,308	5,210	4,548	4,075	3,899	3,597
10	13,312	11,706	9,012	8,094	6,578	5,431	4,743	4,253	4,067	3,751
11	13,884	12,209	9,401	8,440	6,859	5,666	4,947	4,433	4,249	3,915
12	14,481	12,735	9,807	8,806	7,158	5,907	5,162	4,627	4,426	4,080
13	15,103	13,279	10,226	9,182	7,462	6,162	5,381	4,824	4,618	4,259
14	15,754	13,854	10,668	9,576	7,782	6,425	5,612	5,030	4,817	4,441

Rule A.1.2: Unclassified posts

The Secretary General shall determine the amount of the gross salary that officials under contract holding unclassified posts shall be entitled to. In any case, the salary paid to such officials shall not be less than the amount due to an official placed in step 7 of Grade 1 and not more than the amount due to an official placed in step 14 of Grade 1 increased by a maximum of 40%.

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APPENDIX 2: RULES GOVERNING THE INTERNAL TAXATION SYSTEM

Rule A.2 1: General provisions

(1) In application of Regulation 5.7, officials shall be taxed on the salaries and salary supplements they receive from the Organization. This tax shall be determined under the conditions and collected in accordance with the procedure laid down below.

(2) The proceeds of the tax shall be entered as income in the Organization's budget.

Rule A.2.2: Taxable Income

(1) The tax shall be due every month on the total salaries and salary supplements received from the Organization by those liable to taxation, subject to the following provisions.

(2) When calculating the taxable income, the following benefits and allowances shall be deducted:

(a) Family allowances;

(b) Education allowance;

(c) Indemnities paid on cessation of service;

(d) Sums paid by the Organization to an official as damages, as well as any sums paid in application of exceptional measures of a social nature provided for in Regulation 7.3 and any indemnity paid on his death to his beneficiaries;

(e) Payment of capital and interest of any indemnities or reimbursements relating to a supplementary pension scheme, even if that scheme is optional, to which the Organization has made a financial contribution.

(3) Sums withheld by the Organization from the salary and salary supplements of those liable to taxation in respect of contributions to social security and unemployment schemes, whether the schemes concerned are statutory or instituted by the Organization, shall be deducted in order to calculate the taxable income.

(4) If an official liable to taxation contributes to a compulsory retirement scheme and is exempted from contributing to the retirement schemes covered by paragraph (3), the contribution actually paid shall be deducted when calculating that person's taxable income. This deduction shall not exceed the sum which would otherwise have been withheld.

(5) The taxable income shall be the sum obtained once paragraphs (1) to (4) of the present Rule have been applied and 30% of the remaining sum has been deducted.

Rule A.2.3: Assessment of tax

(1) Tax shall be assessed on the taxable income as calculated in accordance with the provisions of Rule A.2.2, using the scale given below. To take account of individual family situations, the various income brackets shall be multiplied by the number of points allocated to each official liable to taxation, on the basis of any general criteria adopted in application of Rule A.2.4.

2026 – Reference Duty Station			
BRACKET	**AMOUNT IN EUROS**		**RATE (%)**
	FROM	**TO**	
Bracket N° 1	0	763	0
Bracket N° 2	764	1,521	8
Bracket N° 3	1,522	2,027	12
Bracket N° 4	2,028	2,407	14
Bracket N° 5	2,408	2,792	16
Bracket N° 6	2,793	4,056	17
Bracket N° 7	4,057	7,602	21
Bracket N° 8	7,603	10,135	27
Bracket N° 9	10,136	15,204	30
Bracket N° 10	15,205	99,999	35

Officials holding short-term appointments shall benefit from a 0% rate irrespective of the amount of their taxable income.

(2) The income brackets shall be adjusted on 1 January each year, to follow any changes in emoluments in application of Regulation 5.4(2).

(3) When a taxable payment relates to a period of less than one month, the tax shall be levied at the rate applicable to the corresponding monthly income.

(4) When a taxable payment relates to a period of more than one month, the tax shall be assessed as though payment had been spread evenly over the period concerned.

(5) Taxable regularization payments which do not relate to the month during which they are made shall be subject to the tax to which they would have been liable had they been made at the normal dates.

Rule A.2.4: Family situation

(1) In application of Rule A.2.3(1), each taxable official with no dependants shall be allocated points, depending on his situation, as follows:

(a) Single, divorced or widowed: 1 point;

(b) Married: 2 points;

(c) An additional half-point is allocated for each official and/or spouse in the event of invalidity.

(2) In application of Rule A.2.3(1), each taxable official with dependants shall be allocated points, depending on his situation, as follows:

(a) Single or divorced, or widowed but with no dependent child of the marriage with the deceased spouse:

- For the first dependant: + 1 point;
- For each additional dependant: + 0.5 point;

(b) Widowed, with one or more dependent children of the marriage with the deceased spouse:

- For the first dependant: + 1.5 points;
- For each additional dependant: + 0.5 point;

(c) Married, for each dependant: + 0.5 point;

(d) An additional half-point is allocated for each dependant in the event of invalidity;

(e) An additional half-point is allocated for the third dependent child.

Rule A.2.5: Definition of dependants

(1) Dependent children are defined as follows:

(a) Children meeting the conditions set out in Rule 14.4.1(4) of the present Staff Rules;

(b) Spouses of children of the official and/or the latter's spouse, who are under 21 or are full-time students under 25, are considered as dependants if they are still being significantly supported by the official;

(c) Grandchildren of the official and/or the latter's spouse are considered as dependants if they are being significantly supported by the official and if the official's or spouse's child who is the parent of such grandchildren is under 21 or a full-time student under 25.

(2) Other dependants are defined as those who are invalids and also the parents, grandparents or great-grandparents of an official if they are being significantly supported by the official.

Rule A.2.6: Date on which the family situation is taken into account

(1) Any alteration in the family situation shall be taken into account as and from the first day of the month following that in which the alteration occurred.

(2) Any child meeting national service obligations shall be taken into account for the months during which these obligations are being met.

Rule A.2.7: Invalidity

In the present rules the term "invalidity" means an invalidity of at least 60% unless otherwise specified.

Rule A.2.8: Payment of tax

The tax shall be deducted each month at source. The amount shall be rounded down to the nearest euro.

Rule A.2.9: Reduction of tax

If an official pays a maintenance allowance in application of a statutory obligation or a court order, to his divorced or legally separated spouse, or to his or his spouse's parents, grandparents or great-grandparents or descendants, and if the expenditure so incurred would in all fairness justify a reduction in that official's tax, the Secretary General may, at the official's request, exercise his discretionary powers to reduce that tax, giving reasons for his decision.

Rule A.2.10: Assessment by household

When both spouses are officials of the Organization, their tax shall be calculated individually on the basis of the applicable provisions. However, dependants shall be taken into account only when calculating the tax payable by the spouse with the higher salary.

Rule A.2.11: Internal scheme for the compensation of involuntary loss of employment

None of the sums paid in application of Appendix 3 of the Staff Rules, relating to the Internal scheme for the compensation of involuntary loss of employment, shall be subject to the Organization's internal tax scheme.

Rule A.2.12: Tax statement

(1) Before 15 February each year, the Secretary General shall provide each official with a statement indicating, for the previous year:

- the gross emoluments, other than the amounts and allowances specified in Rule A.2.2(3), paid to that official,
- his net taxable income, as determined in accordance with the present Rules,
- the amount of tax deducted by the Organization.

(2) A copy of the statement shall be sent to the tax authorities in the Headquarters country.

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APPENDIX 3: RULES ON THE INTERNAL SCHEME FOR THE COMPENSATION OF INVOLUNTARY LOSS OF EMPLOYMENT

Rule A.3.1: General provisions

(1) An Internal Scheme for the Compensation of Involuntary Loss of Employment, hereinafter referred to as "ISCILE", is hereby established.

(2) The ISCILE only applies to officials under contract as defined in the Preamble.

(3) The "Gross Salary" means the gross monthly salary as defined in Rule 5.2.1.

Rule A.3.2: Non participation

(1) ISCILE shall not apply to an official who, at the time of his recruitment, is already in receipt of a retirement pension.

(2) Pursuant to Regulation 14.5(1), ISCILE shall not apply to officials appointed on short term.

Rule A.3.3: Compensation entitlement

(1) Compensation shall be payable pursuant to:

(a) termination of appointment as defined in Regulation 11.1(3,a) to (3,f);

(b) the expiry of appointment, in conformity with Regulation 11.2, unless expressly excluded in the letter of appointment.

(2) No compensation shall be payable pursuant to:

(a) retirement;

(b) reaching the age limit as defined in Regulation 11.4;

(c) death;

(d) refusal of a proposal made by the Secretary General to extend a fixed term appointment, or to convert it into an indeterminate appointment, provided that such proposal concerns the same post than the one held by the official;

(e) termination during or at the end of the probationary period;

(f) termination of appointment under Regulation 11.1(1) and 11.1(2).

Rule A.3.4: Contributions

(1) The contributions to the ISCILE shall be determined and adjusted by the Secretary General.

(2) The contributions paid by the officials shall be deducted from their Gross Salary on a monthly basis.

(3) Contributions shall be suspended during periods of parental and unpaid leave exceeding one month.

(4) When an official is on unpaid sick leave, in accordance with Rule 8.2.6(5), the contributions shall remain unchanged, but shall be calculated by reference to the sums which are paid to him, in application of the provisions laid out in the health insurance coverage scheme.

Rule A.3.5: Compensation

Upon cessation of service, an official entitled to ISCILE compensation shall receive a lump-sum payment, the amount of which shall be calculated in accordance with the following table:

Months of Last Gross Salary		
Length of service	Age of the official	
	< 55 years old	≥ 55 years old
< 3 years	3	6
≥ 3 < 6 years	6	9
≥ 6 < 10 years	9	12
≥ 10 < 20 years	12	18
≥ 20 years	18	24

For the purposes of the present Rule, "Length of service" corresponds to the periods of service during which the official participated in the Scheme.

Rule A.3.6: ISCILE Compensation and the indemnity on termination of appointment

Payment of ISCILE compensation shall have no effect on the entitlement of an official under contract to an indemnity on termination of appointment by virtue of Regulation 11.1.

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APPENDIX 4:
ASSET RELATED LOANS

In conformity with Staff Rule 5.5.3, the present Appendix lays down the provisions governing loans granted by the Organization to its officials.

Rule A.4.1: Purpose of loans

(1) The loans which the Secretary General may grant to officials making requests in conformity with the procedures laid down in this Appendix, are for use in financing:

   (a) the acquisition of property and property rights relating to the main residence of the official concerned;

   (b) expenditure on the construction, repair, improvement or upkeep of property and property rights relating to the main residence of the official concerned;

   (c) the acquisition of a vehicle.

(2) A loan may only be used to finance the project for which it was granted.

Rule A.4.2: Maximum amount of loans and rate of interest

(1) The maximum amount for which a loan can be granted is:

   - four months grade 5 step 6 salary of the relevant salary scale of the official's duty station for property related loans;
   - two months grade 5 step 6 salary of the relevant salary scale of the official's duty station for loans related to the purchase of a vehicle;

(2) The rate of interest payable by the official when reimbursing the sums shall be fixed at the start of each financial year. The rate of interest shall remain the same throughout the duration of the loan.

(3) If the official chooses to repay the loan early, the interest payable at the date of the repayment shall be calculated, but no penalty or administrative charge will be made.

Rule A.4.3: Repayment period

(1) Loans shall be repaid by means of even monthly instalments, taking into account any adjustments made to the first instalment, over a maximum period of:

   - eight years for property related loans;
   - five years for loans related to the purchase of a vehicle.

(2) If the official concerned has a fixed-term contract, the repayment period shall not extend beyond the end of the contract. However, an official whose fixed-term contract is extended or converted into an indeterminate appointment may request an extension of the repayment period within the maximum (initial repayment period included).

Rule A.4.4: Granting the loan

(1) Any official of the Organization may apply for a loan by filling in a standard form, available from the human resources department. Officials who have already benefited from a loan may only apply for a new loan after a period of 5 years.

(2) After the file has been studied by the Organization, a preliminary loan proposal will be made to the official concerned. The proposal will set out the terms of the loan, the repayment conditions and all obligations incumbent on the borrower.

(3) The official has 10 working days from receipt of the proposal to accept or reject it. Furthermore, acceptance may be withdrawn before the loan contract becomes final, by written notification to the human resources department.

(4) The loan contract shall become final 5 working days after acceptance and the Organization shall immediately make the sum to be borrowed available to the official concerned by cheque or transfer.

Rule A.4.5: Repayment management

(1) Repayment arrangements shall be as follows:

- For officials under contract, the monthly instalments shall be deducted from their salaries;
- For seconded officials who receive monthly allowances directly from the Organization, the monthly instalments shall be deducted from their allowances;
- For seconded officials who do not receive monthly allowances directly from the Organization or any monthly allowances at all, the monthly instalments shall be paid to the Organization in Euros.

(2) The first instalment shall be paid during the month following the one in which the loan was made available to the official concerned.

(3) If the sums granted are not used for the purposes specified, the Organization may demand the immediate repayment of the remaining sums due and institute disciplinary proceedings.

(4) If the asset is sold, the Organization may demand the immediate repayment of the remaining capital due.

(5) If the official's appointment is terminated for any reason whatsoever, the sum remaining due on the date of cessation of service shall be payable immediately. To that effect, the Organization may deduct the sum remaining due from any amount owing to the official. If the amount owing to the official concerned is nil or does not suffice to repay the full sum remaining due, the official concerned must repay that sum; otherwise INTERPOL may take legal proceedings against him under the law applicable to the dispute and, in the case of seconded officials, may inform their administrations that they have not paid their debts to the Organization.

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