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Educational, Scientific
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des Nations Unies
pour l'éducation,
la science et la culture

Organización
de las Naciones Unidas
para la Educación,
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Организация
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Item 9.1 of the agenda

STAFF REGULATIONS AND STAFF RULES

ADDENDUM

COMMENTS OF THE INTERNATIONAL STAFF ASSOCIATION OF UNESCO (ISAU)

OUTLINE

In accordance with item 9.2.7 of the UNESCO Human Resources Manual, the International Staff Association of UNESCO (ISAU) submits its comments on the Staff Regulations and Staff Rules (document 43C/42).

1. The Administration's document was published on 28 October 2025, only two days before the start of the General Conference. While we can understand that some decisions from the last session of the Executive Board required adjustments, this cannot justify such a significant delay. The explanation provided by HRM, that the document was awaiting approval by the Director-General's Cabinet, is even less acceptable. This delay not only demonstrates a lack of consideration for the Member States and the staff whom we represent, but contravenes the provisions of article 11 paragraph 1, which stipulates that "All documentation required for consideration of the various items on the provisional agenda shall be placed in the possession of Member States and Associate Members, so far as possible, at least twenty-five days before the opening of the session".

2. This contravention to the established rules is particularly concerning given that similar procedural shortcomings were observed during the previous session of the Executive Board. The recurrence of such issues, especially in relation to the Staff Regulations and Staff Rules governing the rights and obligations of personnel, raises serious questions about the Administration's

commitment to procedural integrity. Member States may wish to underscore the gravity of this matter, as it touches upon the core principles of institutional governance and the protection of staff rights.

Proposal for amendments to the Statutes of the Appeals Board following the Joint Inspection Unit (JIU) [recommendations](#)

Implementation

3. It is regrettable that the draft amendments to the Statutes of the Appeals Board could not be discussed at the last session of the Executive Board due to late submission of documents by the Administration.

Written alternative to an oral hearing – paragraph 18 of the Statutes

4. Regarding the proposed amendments to paragraph 18 of the Statutes, ISAU believes that it is important to establish **clear deadlines** for the submission of the rejoinder and surrejoinder.

Right to legal representation – paragraph 28 of the Statutes

5. ISAU welcomes the introduction of the possibility for staff members to be represented, a measure we have long advocated for. The amendment to paragraph 28 of the Statutes represents a significant step forward in strengthening staff members' rights. Nevertheless, ISAU further calls for the establishment of an Office of Staff Legal Assistance, and the allocation of dedicated resources to staff associations, in line with the practice of other international organizations.

Access to anonymized summary records of the Appeals Board's decisions – paragraph 28 of the Statutes

6. We welcome the introduction of access to anonymized summary records of the Appeals Board's decisions. This provision constitutes an improvement towards reinforcing staff's right to defence and ensuring greater transparency within the internal justice system. The proposed measure would serve as a valuable resource for all stakeholders, enabling them to better understand the jurisprudential landscape within the Organization, thus contributing to building trust in UNESCO's internal justice mechanisms. This initiative would foster a more informed and equitable internal justice system, aligning with the broader objective of legal assistance for staff as outlined in paragraph 3. By facilitating access to precedents, the Organization would promote consistency in decision-making and reinforce the credibility of its dispute resolution mechanisms.

Reporting of the Appeals Board's activities – paragraph 30 of the Statutes

7. The amendment as proposed in paragraph 30 reads "The Director-General shall report annually on the functioning of the Appeals Board to the Executive Board. The Chairperson **will** report annually **in** an ordinary session of the Executive Board." does not oblige the Chairperson of the Appeals Board to submit a report nor does it specify that it should be a written report. This does not reflect the debate of the last session of the Executive Board nor the comments ISAU made in its [document 222 EX/4.IV.D.Add](#). The recent instance of interference by the Directorate in the reporting of the Appeals Board, combined with the technical issues (connection via Zoom failed) encountered during the last session of the Executive Board, underscores the need to guarantee the submission of a written report. We reiterate that the Appeals Board is an **independent** body and, like the Ethics Office and IOS, it must be able to submit its own report **without any interference**. ISAU therefore demands that the amendment to paragraph 30 explicitly stipulate that the "Chairperson of the Appeals Board **shall** submit a **written report** annually **to** the Executive Board on the activities of the Appeals Board in an ordinary session".

Suspension of contested decisions – JIU recommendation not taken into account

8. It should be noted that Recommendation 2 stating that “The executive heads of United Nations system organizations who have not yet done so should, by the end of 2025, introduce into their regulatory frameworks a provision for suspension of action of contested decisions at the pre-tribunal stage, ex officio or upon the appellant’s request, in cases of prima facie unlawfulness of the decision, error of fact, particular urgency or when implementation of the decision could cause irreparable damage; or propose the introduction of this provision for decision to their legislative organs or governing bodies” was **categorically discarded**. We would like to recall that this is not merely a procedural ideal but a guarantee to safeguard the dignity and rights of all individuals. Any erosion of this guarantee, however subtle, risks undermining the trust that staff and Member States place in the Organization’s governance structures.

9. In [Decision 222 EX/23, para. 5](#) – Reports by the JIU of interest to UNESCO and the status of implementation of recommendations, the Executive Board “recognizes the importance of implementing the recommendations of the JIU and requests the Secretariat to continue to ensure that future reporting to the Executive Board on JIU recommendations includes clear guidance on follow-up actions, timelines, and responsibilities”.

10. Moreover, the Executive Board [Decision 220 EX/18, para. 8](#) explicitly requests the Director-General to propose adjustments to UNESCO’s regulatory frameworks in line with Recommendations 1 to 7 of document [JIU/REP/2023/2](#), and **to report** at the 222nd session **on the efforts made to implement them**.

11. The deadline for all JIU recommendations was set for the end of 2025. The Administration therefore **should have reported** on the Recommendation 2, providing the **reasons or explanation as to why they chose not to implement it**.

12. As ISAU had denounced in its previous written comments ([document 222 EX/4.IV.A.Add, para. 25–28](#)), during the review of the amendments of the Statutes before the Advisory Council on Personnel Policies (ACPP), HRM refused to work on the initial draft that included the suspension measure, thereby depriving the ACPP of a debate on this essential point. The justification provided by HRM – that resource constraints preclude the implementation of a suspension mechanism – appears particularly unconvincing given the time elapsed since the publication of the JIU report. More than two years have passed, and the absence of any preparatory steps or contingency planning reflects a troubling lack of strategic foresight.

13. This omission, together with other shortcomings recently noted, suggests not only a deficiency in administrative rigour but potentially a systemic failure in human resources management. Such a stance is difficult to reconcile with the Organization’s stated commitment to staff welfare and sound financial stewardship.

14. ISAU wishes to reiterate its strong disagreement not to implement this recommendation, which is essential for the protection of staff rights. Indeed, in paragraph 118 of its report, the JIU explicitly states that “the implementation of certain decisions pending appeal may cause irreparable harm, as the entity may be required to pay compensation”. The possibility to suspend the action of contested decision could also reduce the compensation costs paid by the Organisation following unfavourable judgements by the ILOAT. It should be recalled that the Organization paid over USD 270,000 between January and July 2025. At a time of severe budgetary constraints, an argument often invoked by the Administration to justify its inaction, it is essential to implement in priority any measures or recommendations that could prevent such unnecessary expenditures.

Conclusion

15. It is essential that the Administration engage more closely and collaboratively with the staff associations regarding the amendments to the Staff Regulations and Staff Rules, to ensure that a

coherent and comprehensive body of work is presented to the Member States. In this regard, we reiterate that the absence of consultations of staff associations for this modification of the Statutes constitutes a blatant disregard for procedures.

16. In general, the delays in the publication of the working documents during this session, as well as the absence of key information from the relevant documents, have posed challenges to the conduct of Member States' debates and to the ability of staff associations to effectively carry out their work. It is concerning that the Administration has not been able to meet the legally established deadlines.

Recommendations for consideration by Member States

17. Considering the importance of safeguarding the principles of transparency, accountability and the rule of law within the internal justice system of UNESCO, we would like to invite the Member States to consider our following requests and recommendations before deciding on item 9.1 of the agenda:

Procedural integrity and timeliness

- Urge the Administration to ensure that all future documentation related to Staff Regulations and Staff Rules is submitted in accordance with the deadlines stipulated in Article 11, paragraph 1 of the Rules of Procedure of the General Conference.
- Request the Director General to establish internal safeguards to prevent recurrence of procedural delays, particularly in matters affecting staff rights.

The Statutes of the Appeals Board

- Recommend that the Chairperson of the Appeals Board be formally required to submit an annual **written** report to the Executive Board.
- Requests the Directorate to guarantee the independence of the Appeals Board in its reporting and operations, in line with best practices observed in other oversight bodies such as the Ethics Office and IOS.

Legal representation and legal assistance

- Support the establishment of an Office of Staff Legal Assistance, with dedicated resources and institutional guarantees of independence and accessibility.
- Invite the Administration to consult with staff associations on the modalities and scope of such legal assistance services.

Access to jurisprudence

- Endorse the provision of anonymized summary records of Appeals Board decisions as a permanent feature of the internal justice system.
- Recommend that these records be made accessible online to facilitate informed decision-making and promote consistency in the application of rules.

The suspension of contested administrative decisions

- Express concern over the Administration's decision not to implement Recommendation 2 of [JIU/REP/2023/2](#).

- Request the Director General to examine this recommendation at the earliest possible and present a revised proposal that includes a mechanism for the suspension of contested decisions at the pre-tribunal stage, with appropriate safeguards.

Consultation and governance

- Reaffirm the necessity of meaningful consultation with staff associations in the drafting and revision of regulatory texts.
- Invite Members States to request that no amendment is proposed without prior consultations with the staff associations.

Item 9.1 of the revised provisional agenda

STAFF REGULATIONS AND STAFF RULES

OUTLINE

Source: Staff Regulations 12.1 and 12.2.

Background: As stated in Staff Regulation 12.1, "These Regulations may be supplemented or amended by the General Conference subject to the maintenance of the acquired rights of staff members" and in Staff Regulation 12.2, "The Director-General shall report to each session of the General Conference such Staff Rules and amendments thereto as he or she may make to implement these Regulations".

Purpose: Section 1: Proposed amendments to Staff Regulations and to the Statutes of the Appeals Board. The Director-General proposes amendments to Staff Regulation 4.4.1 in the context of the recruitment policy and an amendment to Staff Regulation 6.2 to implement the Organization's new parental leave policy. The Director-General also proposes amendments to the Statutes of the Appeals Board (Annex A to the Staff Regulations and Staff Rules and its Appendix) in pursuance of the decision of the Executive Board 222 EX/Decision 4.IV.D.

Section 2: Amendments to Staff Rules. This Section sets out the amendments made by the Director-General to the Staff Rules since the 42nd session of the General Conference in the implementation of the decision of the International Civil Service Commission to replace the previous maternity, paternity and adoption leave provisions by a unified parental leave provision.

Decision required: paragraph 16.



Section 1. PROPOSED AMENDMENTS TO STAFF REGULATIONS

1. The paragraph of the introduction of the Staff Regulations and Staff Rules entitled “Purpose” reads as follows: “The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of members of the Secretariat of UNESCO, as approved by the General Conference”.

2. Staff Regulation 12.1 provides in this regard that the Regulations may be supplemented or amended by the General Conference subject to the maintenance of the acquired rights of staff members.

Proposal for amendments to Staff Regulation 4.4.1. (Appointment, promotion and transfer)

3. Pursuant to 222 EX/Decision 4.IV.A, the Director-General proposes to amend Staff Regulation 4.4.1 in order to allow for the advertisement of generic position profiles, anticipating future workforce needs and thereby strengthening workforce planning and enhancing operational agility for rapid deployment across organizational units and duty stations as needs arise.

4. The proposed amendment to Staff Regulation 4.4.1 can be found in **paragraph 16** below.

Proposal for amendment to Staff Regulation 6.2 (Social Security)

5. The Director-General proposes an amendment to Staff Regulation 6.2 to reflect the replacement of previous “maternity leave”, “paternity leave” and “adoption leave” entitlements, which are part of the social security system, by a unified paid “parental leave” entitlement, in implementation of the decision of the International Civil Service Commission (ICSC) of 22 July 2022 to introduce a unified parental leave framework, and subsequent endorsement by the United Nations General Assembly in Resolution 77/256 adopted on 30 December 2022.

6. The proposed amendment to Staff Regulation 6.2 can be found in **paragraph 16** below.

Proposal for amendments to the Statutes of the Appeals Board

7. Pursuant to the decision of the Executive Board 222 EX/Decision 4.IV.D, the Director-General presents to the General Conference amendments to the Statutes of the Appeals Board (Annex A to the Staff Regulations and Staff Rules and its Appendix).

8. The proposed amendments aim to:

- (a) remove restrictions regarding legal representation of the Appellants and the Administration in the internal pre-tribunal stage appeal process, in the implementation of Recommendation 7 of the Joint Inspection Unit (JIU) report on the review of the internal pre-tribunal-stage appeal mechanisms available to staff of the United Nations system organizations ([JIU/REP/2023/2](#));
- (b) introduce the right of the Appellant to request that the Chairperson of the Appeals Board, at his or her discretion, grant a further round of written pleadings, consisting of a rejoinder and surrejoinder, as an alternative to a hearing;
- (c) introduce a provision on annual reporting by the Director-General to the Executive Board on the activities of the Appeals Board, in implementation of Recommendation 5 of [JIU/REP/2023/2](#), and a provision for the Chairperson of the Appeals Board to report annually at an ordinary session of the Executive Board;
- (d) provide prospective appellants with access to anonymized summary records of the Appeals Board’s decisions, consistent with data protection and data privacy principles; and

- (e) introduce amendments related to procedural aspects to clarify the provisions of the Statutes and align them with the current practice of the Appeals Board.

9. The proposed amendments to the Statutes of the Appeals Board can be found in **paragraph 16** below.

Section 2. AMENDMENTS TO STAFF RULES

10. The introductory section of the Staff Regulations and Staff Rules provides, under the heading “Implementation”, that “the Director-General, in his or her capacity as Chief Administrative Officer of the Organization, shall give effect to the present Regulations; he or she shall lay down and enforce Rules and Provisions consistent therewith”. Furthermore, Staff Rule 112.2 (a) provides that “[t]hese Rules may be amended by the Director-General in a manner consistent with the Staff Regulations”.

11. In this regard, Staff Regulation 12.2 provides that “[t]he Director-General shall report to each session of the General Conference such Staff Rules and amendments thereto as he or she may make to implement these Regulations”.

12. In pursuance of Staff Regulation 12.2, the Director-General duly informs the General Conference that the following amendments have been made to the Staff Rules since its 42nd session (2023).

13. The amendments in question, set out in Annex I to the present document, and the purpose thereof, are indicated below.

14. In July 2022, ICSC issued a decision to replace the maternity, paternity and adoption leave provisions with a unified parental leave provision of 16 weeks for all parents; and to provide an additional period of 10 weeks to birth mothers to meet their specific pre- and post-natal needs. Subsequently, in its Resolution 77/256 of 30 December 2022, the UN General Assembly requested the Secretary-General to implement the framework in the Secretariat of the United Nations and encouraged executive heads of other organizations of the common system to follow such practice. Pending the development and promulgation of new parental leave policies, the UN common system organizations, including UNESCO, implemented the new parental leave framework provisions through transitional measures allowing their respective staff members who became parents as of 1 January 2023 to benefit from enhanced parental leave entitlements.

15. The promulgation of the new parental leave policy approved by the Director-General in conformity with the ICSC decision required the amendment of the Staff Rules indicated below.

Amendments effective on 1st January 2026

Rule 100.2 - Definitions

Rule 100.2 has been amended to reflect the replacement of previous “maternity leave”, “paternity leave” and “adoption leave” provisions by a unified paid “parental leave” provision.

Rule 105.2 bis – Special leave without pay for childcare - *New title*

Rule 105.2 bis was amended to rename the previous unpaid “parental leave” to “special leave without pay for childcare” designating unpaid leave that may be taken by staff members who wish to take care of their children immediately following paid parental leave.

Rule 106.2 – Maternity leave - *Deleted*

Rule 106.2 – Parental leave - New

Rule 106.2 has been amended to replace the previous provisions on maternity leave by consolidated provisions on paid parental leave covering previous maternity leave, paternity leave and adoption leave into a single provision on paid parental leave, in conformity with the ICSC decision.

Rule 106.2 bis - Paternity leave - Deleted

Staff Rule 106.2 *bis* was deleted following consolidation of paternity leave provisions under the amended Staff Rule 106.2 (c) to (f).

Rule 106.2 ter - Adoption leave - Deleted

Staff Rule 106.2 *ter* was deleted following consolidation of adoption leave provisions under the amended Staff Rule 106.2 (c) to (f).

Proposed draft resolution

16. In light of the above, the General Conference may wish to adopt a resolution along the following lines:

The General Conference,

Recalling 222 EX/Decision 4.IV.A and 222 EX/Decision 4.IV.D,

Having examined document 43 C/43,

1. *Takes note* of the information provided in that document;
2. *Decides* to amend Staff Regulation 4.4.1 as follows (*amendments in bold italic; deletions in strikethrough*):

Regulation 4.4.1.

“Recruitment and appointments shall be made on a competitive basis following formal advertisement of ~~the vacant~~ posts for a minimum of one month. Subject to the provisions of Regulations 4.2, 4.3 and 4.3.1, and without prejudice to the recruitment, at all levels, of fresh talent, staff members (and former staff members with at least one year’s service, separated during the previous two years owing to the abolition of posts) shall be given priority of consideration for *vacant* posts, on the basis of equal competence. Next priority, with regard to advertised posts, shall be given, subject to reciprocity, to applicants already in the service of the United Nations and other Specialized Agencies, on the basis of equal competence.

3. *Decides* to amend Staff Regulation 6.2 as follows (*amendments in bold italic; deletions in strikethrough*):

Regulation 6.2

The Director-General shall operate a system of social security for the staff, including provisions for the preservation of health, sick leave and ~~maternity~~ **parental** leave, and reasonable compensation in the event of illness, accident or death attributable to the performance of official duty on behalf of the Organization.

4. *Decides to amend the Statutes of the Appeals Board as follows (amendments in bold italic; deletions in strikethrough):*

Procedure before the Appeals Board

[...]

18. If the Appellant has requested a hearing, the Secretary of the Board shall convene the Board to hear the Appeal as soon as possible and not later than six months after receiving the Administration's Reply under paragraph 15 (or, failing such a reply, after the expiry of the time limit for its submission). ***As an alternative to a hearing, the Appellant may request that the Chairperson, at his or her discretion, grant a further round of pleadings consisting of a rejoinder and surrejoinder.***

[...]

21. On completion of the hearing ***or of the additional round of pleadings, as the case may be,*** the Board shall deliberate in private.
22. At the end of these deliberations, the Board shall, by a majority vote, adopt a Report summarizing the Board proceedings and advising the Director-General on what action, if any, he or she should take. Dissenting votes, and dissenting opinions (if the dissenting members desire) shall be stated in the Report. The Report of the Board and the Board's recommendations ~~should~~ ***shall*** be based on the relevant Staff Regulations and Staff Rules of UNESCO and any other administrative issuance governing the conditions of service of staff members of the Organization.
23. The Secretary of the Board shall forward the Report to the Director-General and a copy to the Appellant, within 60 calendar days following the ~~end of the session of the Board~~ ***date of the hearing or of the receipt of the surrejoinder, as the case may be.***

[...]

General Provisions, Records and Reports

[...]

26. The Board shall normally hold two sessions per calendar year ***and may convene additional sessions as circumstances may require.***
27. Hearings ***of the Board*** may be held in person or via remote facilities. ~~The Chairperson~~ ***designates an in-person format and,*** the Board members, ***the Appellant and the Appellant's representatives*** may attend ~~the hearings of the Board either in person or remotely.~~
28. ***Both Parties*** ~~Neither Party~~ shall have the right to external legal representation before the Board, ***at their own cost, by legal counsel duly qualified to practice law in a national jurisdiction. Alternatively, the*** ~~The~~ Appellant may designate ***an active or former*** staff member to represent him or her in the Board proceedings.
29. All proceedings of the Board shall be confidential. Records of the Board shall be confidential and shall be kept by the Secretary of the Board. The report of the Board shall be confidential unless otherwise decided by the Director-General. An

appellant may disclose the report to the Administrative Tribunal. ~~Reports of the Board and decisions of the Director-General thereon shall be communicated for information to the members of the Executive Board in private meetings. Intending appellants who have requested an administrative review under paragraph 9, members of the Board appointed for any particular case and the President or Presidents of the staff association or associations may examine all previous reports of the Board, and decisions made thereon by the Director-General.~~ ***Prospective appellants and their duly authorized representatives shall be granted access to anonymized summaries of the Board's reports, along with the corresponding final decisions issued by the Director-General. The President(s) of the staff association(s) shall be entitled to consult, on site, the complete Reports of the Board and the related decisions issued by the Director-General, as communicated to the Chairperson of the Board.***

30. *The Director-General shall report annually on the functioning of the Appeals Board to the Executive Board. The Chairperson will report annually in an ordinary session of the Executive Board.*

~~31.30.~~ The time limits contained in these Statutes shall run from the day following the receipt of the relevant decision or notification. The Chairperson may extend ***the*** time limits ***applicable in proceedings before the Board*** in exceptional circumstances.

~~32.34.~~ When the Chairperson considers that an Appeal is manifestly irreceivable or without merit, he or she recommends to the Director-General that the Appeal be dismissed. The Secretary of the Board shall convey the Director-General's decision on the matter to the Appellant.

~~33.32.~~ Failure by the Appellant to observe the time limits set out in these Statutes will render the Appeal irreceivable.

~~34.33.~~ In case the Parties agree to engage in informal resolution, the Chairperson may suspend the Board proceedings and the applicable time limits as may be necessary.

~~35.34.~~ All decisions, notifications, rulings and reports referred to in these Statutes may be conveyed to the Parties by electronic means of communication.

36. *Clerical or arithmetical mistakes, or errors arising from any accidental slip or omission, may at any time be corrected by the Board, either on its own motion or on the application of any of the Parties.*

~~37.35.~~ The Director-General may delegate his or her authority under these Statutes.

Appeals by staff members away from Headquarters ~~in field duty stations~~

~~38.36.~~ The Appellant and his or her representative have the right to attend the hearing either remotely or in person. ***Appellants who are at a duty station away from Headquarters, as well as their representatives, may attend the hearing in person,*** provided that they do so ~~travel~~ at their own expense. Upon request from the Appellant, special leave with pay shall be granted for the purpose of attending the hearing either in person or remotely.

Amendment of the Statutes

~~39.37.~~ Paragraphs 2, 6, 7 and 8 may be amended only by the General Conference. The remainder of the Statutes, and the Appendix, may be amended only by the General Conference or the Executive Board.

Appendix to the Statutes of the Appeals Board

Form

- (a) Surname and first name of the Appellant.
- (b) Nationality of the Appellant
- (c) The Appellant's mailing and e-mail addresses **and telephone number** for the purpose of the proceedings.
- (d) **The Appellant's present or former status with the Organization** (Grade of the Appellant, Sector, Service or Bureau to which he or she belongs, his or her duty station, **title of post and grade** and a statement of his or her duties).
- ~~(e)(d)~~ **The name and contact details of the Appellant's duly designated representative, if any, accompanied by a power of attorney.**
- ~~(f)(e)~~ The administrative decision or disciplinary measure against which the Appeal is directed, including its **issuing Authority** and date.
- ~~(g)(f)~~ **The Date** of the request for administrative review submitted under paragraph 9.
- ~~(h)(g)~~ **The Date** of the Director-General's ruling under paragraph 10 (or, **in the absence of a ruling, the** date by which such ruling should have been communicated).
- ~~(h)~~ A signed list of documents submitted. These documents must include a copy of the Appellant's request for administrative review, and a copy of the Director-General's ruling on the request for administrative review (or a statement that no ruling was made within the statutory time limit). Additional documents may be included by the Appellant.
- (i) A short statement of facts and arguments advanced.
- (j) A statement indicating whether the Appellant requests a hearing **or a further round of pleadings granted in accordance with paragraph 18 of the Statutes.**
- (k) **A List** of witnesses whom the Appellant wishes to hear **present, if any, specifying the capacity of each witness and the subject-matter of their testimony.**
- (l) Conclusions and Relief sought by the Appellant.
- (m) **A signed list of the documents submitted (annexes). These documents must include a copy of the Appellant's request for administrative review, and a copy of the Director-General's ruling on the request for administrative review (or a statement that no ruling was made within the statutory time limit), if such ruling was issued. Additional documents may be included by the Appellant.**

(t) —

(n)(m) Date and Appellant's signature.

ANNEX I

AMENDMENTS TO STAFF RULES

(amendments in bold italic; deletions in strikethrough)

Amendments effective on 1 January 2026

Rule 100.2 - Definitions

In the present Staff Regulations and Rules, unless the context otherwise indicates:

(b) "Pay" means annual salary (Rule 103.1) after assessment under the Staff Assessment Plan (Rule 103.16) plus, where entitlement exists, non-resident's allowance payable in accordance with Rule 103.14 bis and language allowance (Rule 103.15), except as follows:

(ii) in Rules 103.17 (special post allowance), 105.2 (special leave), 106.1 (sick leave), 106.2 (~~maternity~~ **parental** leave), 109.14 (suspension) and 110.2 (administrative leave) "pay" means annual salary after assessment plus allowances to which entitlement exists;

Chapter V – Leave

Rule 105.2 bis ***Special Leave Without Pay for Childcare*** ~~Parental leave~~

(a) Staff members who wish to take care of their children, immediately following ~~maternity, paternity or adoption~~ **parental** leave ***with full pay***, or in their early childhood until primary school age, may request special leave without pay ***to take care for their child*** for a period of up to two years. This period may be extended for a third year, for exceptional reasons, such as disability, serious injury or illness of the child or in the case of multiple births. Requests for ~~parental leave~~ ***special leave without pay for childcare*** shall be favourably considered, subject to the requirements of the work unit.

(b) If a staff member requests ~~parental leave~~ ***such special leave without pay for childcare*** for a period exceeding the duration of his or her appointment, the ~~renewal~~ ***extension*** of his or her appointment shall be reviewed prior to the approval of ~~parental leave~~ ***such special leave without pay***.

(c) When the period of ~~parental leave~~ ***special leave without pay for childcare*** is for less than one year, the staff member will receive a guarantee that he or she will be reintegrated in the post and at the grade held before taking such leave. When the period of ~~parental~~ ***such*** leave is for one year or more, the staff member shall be reintegrated in his or her post, if possible, or in a post with comparable functions at the same grade.

Chapter VI – Social security

Rule 106.2 – Maternity leave - ***Deleted***

~~(a) A staff member shall be entitled to sixteen weeks' maternity leave with full pay upon presentation of a medical certificate stating the probable date of her confinement.~~

~~(b) The maternity leave may commence, at the choice of the expectant mother, between the sixth and the third week preceding the probable date of her confinement; at her request, the leave may commence two weeks only before the probable date of her confinement, provided that the Medical Officer of the Organization certifies that her state of health allows her to discharge her duties properly.~~

~~(c) Maternity leave shall in no case terminate less than eight weeks after the actual date of confinement.~~

~~(d) In exceptional circumstances, such as multiple births, disability, serious injury or illness of the child (or children), staff members shall be entitled to four weeks additional paid leave. Such extended leave shall be subject to approval by the Chief Medical Officer of the Organization.~~

~~(e) Deleted.~~

~~(f) A staff member who returns to duty following maternity leave, may take two hours per day to breastfeed her newborn child until the child reaches the age of nine months.~~

~~(g) Staff members returning from maternity leave may request flexible working hours or part time working schedule to take care of their newborn child. Such request shall be considered favourably, subject to the requirements of the work unit.~~

~~(h) Except in cases covered by Staff Regulations 9.1.2 and 10.2, a staff member shall not be separated from service during her maternity leave.~~

Rule 106.2 Parental leave

(a) Staff members shall be entitled to parental leave subject to conditions laid down by the Director-General.

(b) A staff member who becomes a parent by giving birth to a child shall be entitled to twenty-six weeks of parental leave with full pay, upon presentation of a medical certificate stating the due date. In the case of multiple births, the staff member shall be entitled to thirty weeks of parental leave with full pay. The parental leave period may commence, at the choice of the expectant staff member, between the fourth and the second week preceding the expected date of birth. Parental leave shall in no case end less than eight weeks after the actual date of birth.

(c) A staff member who becomes a parent without giving birth shall be entitled to sixteen weeks of parental leave with full pay. Parental leave may not be granted more than once in any twelve-month period counted from the date of birth or adoption of the child.

(e) Staff members may avail of the parental leave entitlement mentioned in paragraphs (b) and (c) above within twelve months counted from the date of birth or adoption of the child.

(f) Except in cases covered by Staff Regulations 9.1.2 (agreed separation) and 10.2 (summary dismissal), and subject to conditions laid down by the Director-General, a staff member shall not be separated from service during parental leave.

Rule 106.2 bis Paternity leave - Deleted

~~(a) A staff member at Headquarters and in family duty stations away from Headquarters shall be entitled to four weeks' paternity leave.~~

~~(b) A staff member shall be entitled to eight weeks' paternity leave when assigned to non-family duty stations or in exceptional circumstances including the death of the mother, inadequate medical facilities and complications encountered at the time of pregnancy.~~

~~(c) To recognize the different childcare needs of each family, paternity leave may be taken at any time during the first year of the child either continuously or in separate periods.~~

~~(d) The paternity leave entitlement may be used only once during each twelve-month period.~~

Rule 106.2 ter — ~~Adoption leave - Deleted~~

~~(a) Adoption leave consists of eight weeks' special leave with full pay, normally starting on the date of the adopted child's arrival in the adoptive parent's home. Adoption leave may be taken at any time during the first year of the arrival of the child in the parent's home. The adoptive parent has the option, however, to take up to four weeks of adoption leave during the period preceding the arrival of the child. Adoption leave may be taken as one continuous period or two periods of equal or different duration each.~~

~~(b) To qualify for adoption leave, the following criteria must be met:~~

~~(i) The child must be legally adopted and recognized as dependent under the applicable Staff Rules; in the case of customary adoption, the staff member concerned must have the obligations of a parent by virtue of a legal instrument;~~

~~(ii) The child must be under 18 years of age at the time of adoption;~~

~~(iii) The child must not be a stepchild, brother or sister;~~

~~(iv) The child must not have previously lived with the staff member for an extended period of time;~~

~~e) Where two staff members are the adoptive parents of the child, and are eligible for adoption leave, their requests for adoption leave shall be granted but their combined periods of adoption leave may not exceed ten weeks.~~

~~d) Except in cases covered by Staff Regulations 9.1.2 and 10.2, a staff member shall not be separated from service during the adoption leave.~~